



**CRANHILL**  
*Transforming Lives!*

**2018**  
**SUMMER**  
**MINISTRY TEAM**  
**MANUAL**

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# MINISTRY OVERVIEW

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# MISSION

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***Cran-Hill Ministries is devoted to being a ministry through which God is transforming lives into the image of Christ through Youth Camps, Family Camping, Retreats and Adventure Experiences.***

# VISION

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The vision of Cran-Hill Ministries is to faithfully minister with excellence, growing in scope and impact as the Lord leads. Dynamic programs and activities that are fun, attractive, natural, and restful will foster eternal transformation in the lives of those we serve.

# CORE VALUES

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- Unapologetically proclaiming and demonstrating the Truth of the Bible as God's Word and Jesus Christ as the one and only Lord and Savior.
- Nurturing faith in Jesus Christ through Evangelism and Discipleship
- Providing opportunities to sense God's Glory, Wonder and Creation
- Fostering a Safe Environment (physically, emotionally and spiritually)
- Cultivating Relationships, Leadership Development, and Christian Community
- Christian Service and Volunteerism
- Hospitality and Servanthood
- Ministry to Youth and Families
- Locally Community Minded
- Biblical Financial Stewardship
- Partnerships with R.C.A. congregations and the wider Christian community
- Setting apart a natural and restful environment for the re-creation of heart, mind, body, and soul

# CRAN-HILL RANCH HISTORY

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Early 1967 – Committee formed to search for a suitable parcel of land.

October 14, 1967 – Land purchased.

June 17, 1968 – First Youth conference is held at Cran-Hill Ranch. 8 platform tents, one toilet building, and one shelter building are in use. A stable and corral for the horses, plus a beautiful Chapel in the Pines for worship. 48 campsites, two toilet buildings, and a complete water and electrical system ready in the campground

1971 – Ron Glass, full-time care taker/manager is hired.

1972 – Main Lodge and the second youth camp were dedicated.

1974 - 16 additional acres (which included a cottage) were purchased

1974-75 - 25 more lots added to the Campground.

1975 – Retreat Center built.

1976 – Office built.

1978 - A full-time secretary was added to the Cran-Hill Ranch staff.

1981 - A full-time maintenance assistant was added to the Cran-Hill Ranch staff.

1981 – Kilgore Family Camp Shelter built.

1982 - Four new A-frame cabins were added to Pine Slope and Swamp Hollow

1987 - Swamp Hollow shower building constructed, bathrooms remodeled.

1987 - Dutch Toppen shelter building constructed.

1990 - Pine Slope shower building constructed, bathrooms remodeled.

1990 – Duplex built for staff housing.

1991 – Scot Bale appointed as Director

**1993 - 25 years of camping ministry at Cran-Hill Ranch celebrated.**

1993/94 - DNR land exchange final. Horses moved away from Hillview Lake.

1996 – Construction begins on the new Barn Store

1997 – Oakview Campground is constructed and opens

1998 – New Maintenance building constructed

1999 – Office is remodeled

2005 – Scott Barger appointed as Executive Director

2006 – Christian Adventures is gifted to CHR and becomes part of our ministry

2007 – Fall. Saddle Ridge cabins begin a new era of ministry, including year-round food service.

2007 – Lodge Renovation to upgrade dining hall and guest rooms

**2008 – 40 years of ministry is celebrated.**

2009 – “The North Property” -160 Acres north of Haymarsh State Game Area donated.

2012 – Chapel of The Pines – worship area redesigned and constructed.

2013 – Cran-Hill Ministries is born. With the encouragement and blessing of the RCA, CHR establishes its own 501c3 status and incorporates with a broader title that will encompass the ministry of the Ranch property, family campground, Christian Adventures and other ministry ventures as a part of Cran-Hill Ministries.

2013 – 45 Years of ministry is celebrated with a large banquet event at Remembrance Reformed.

2015 – 80 more acres directly East of Cran-Hill Ranch was purchased with the resources of a miracle of God moving through an anonymous donor.

Facilities, buildings and land are all important, but what is more significant is the fact that God continues to use Cran-Hill to reach out to people, allowing them to experience the peace of God, knowing Jesus as their Savior and Lord. It will be exciting when we get to heaven and meet the many people who God has touched through their stay at Cran-Hill. We will then know the total history of this place called Cran-Hill Ranch.

# STATEMENT OF FAITH

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**GOD** We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory. (Deuteronomy 6:4) (Job 42:2) (Matthew 28:19) (1 Corinthians 2:12-16) (2 Corinthians 13:14) (Ephesians 1:18)

**THE BIBLE** We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises. (2 Timothy 3:16) (2 Peter 1:21) (1 Corinthians 14:37) (Proverbs 30:5)

**THE HUMAN CONDITION** We believe that God created man in His image, but Adam and Eve sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed. (Genesis 3; Romans 5:12-14; Ephesians 2:1-3)

**JESUS CHRIST** We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate. (1 Corinthians 8:6) (John 20:31) (John 1:1-3) (Matthew 1:23) (Matthew 11:27) (John 10:38) (John 12:45). (John 14:7) (Colossians 2:9) (Revelation 22:13) (Colossians 1:15-16)

**THE WORK OF CHRIST** We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation. (Acts 4:12; Romans 5:15-20; Hebrews 1:3)

**THE HOLY SPIRIT** We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service. (John 14:16-26; 15:26; 16:7-14)

**THE CHURCH** We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. (Ephesians 1:10, 22; Colossians 1:18; 1 Corinthians 12)

**CHRISTIAN LIVING** We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed. (Deuteronomy 6:4-5; 10:12; Matthew 5:13-16; 28:19-20; Mark 12:30; Luke 10:27; 1 Peter 2:9-12)

**CHRIST'S RETURN** We believe in the personal and bodily return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer

to godly living, sacrificial service and energetic mission. (Job 19:25-26; John 14:1-4; 1 Thessalonians 4:17; 1 Corinthians 1:7-8; Revelation 1:7; 22:12, 20)

**RESPONSE AND ETERNAL DESTINY** We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

*...Therefore, we are driven to our mission of Transforming Lives Into the Image of Christ through youth camps, family camping, retreats and adventure experiences.*

**NICENE CREED** *An important creed that help shape the Cran-Hill Ranch statement of faith.*

- We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.
- We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one being with the Father; through him all things were made. For us and for our salvation he came down from heaven: was incarnate of the Holy Spirit and the Virgin Mary, and became truly human. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.
- We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father [and the Son], who with the Father and the Son is worshiped and glorified, who has spoken through the prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

**THE APOSTLES' CREED** *An important creed that help shape the Cran-Hill Ranch statement of faith.*

- I believe in God, the Father almighty, creator of heaven and earth.
- I believe in Jesus Christ, his only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead.
- I believe in the Holy Spirit, the holy catholic Church\*, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

**CCCA STATEMENT OF FAITH** *Cran-Hill Ranch is a member of The Christian Camp and Conference Association*

We believe in...

- The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy and the supreme authority in all matters of faith and conduct;
- The Triune God - Father, Son and Holy Spirit;
- The deity of the Lord Jesus Christ, His substitutionary atonement for sin, His bodily resurrection and His personal, visible return to earth to reign in righteousness and glory;
- The Person of the Holy Spirit and His work of conviction, regeneration and sanctification, who indwells every believer equipping them with gifts for service and witness;
- The necessity of new birth, in salvation by faith in Jesus Christ alone and the importance of a life fully committed to the will of God in Christ; and
- The church as the one universal body of Christ who is the Head, called to be God's redeemed people.

# STANDARDS OF BELIEF

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Cran-Hill Ranch has as our standard the Word of God. Knowing that there are various interpretations of God's Word, the Cran-Hill Ranch Board wants to spell out Cran-Hill's standard on some issues.

While compassion, patience, and grace should be shown to all of us as we struggle to conquer the influence of sin in our lives and live out a lifestyle of purity, as a staff member of Cran-Hill Ranch you must agree to affirm and adhere to these standards.

- 1. Abortion:** we believe that a fetus is a human being created by God, and life begins at conception. The deliberate taking of any human life is wrong (Exodus 20:13, Matthew 19:17-18, Galatians 1:15, Luke 1:15)
- 2. Marriage and Intimacy:** we believe sexual intercourse or physically intimate activity outside of a one man/one woman marriage is sinful. (I Cor. 6:9-10; Exodus 20:14; I Thess 4:3-8; Colossians 3:5-6, I Corinthians 6:9-10, Romans 1:24-27)
- 3. Homosexuality:** we believe engaging in homosexual activity is sinful. (I Corinthians 6:9-10; Romans 1:24-27)
- 4. Pornography:** we believe pornography is sinful. (II Peter 3:1; Eph 2:3; Rom 8:5-8)
- 5. Illegal Drugs and Alcohol:** we believe that the use of illegal drugs or excessive alcohol use is sinful. (I Corinthians 6:10; Ephesians 5:18; Romans 13:13) Responsible drinking we do not believe to be a sin issue, but one that is denominationally sensitive and as those in a mentor/role model relationship with campers and guests we require all Summer Ministry Staff not to drink while under contract.
- 6. Smoking & Tobacco Products:** While not a sin issue, we believe these to be a bad practice for those in a mentor/role model relationship with campers and guests, therefore Summer Ministry Staff are not permitted to use these while under contract.

If Cran-Hill Ranch becomes aware that you are not adhering to, or affirming, any one of these standards, immediate dismissal will be the most likely result.



# GENERAL POLICIES

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# COMMITMENT TO COMMUNITY

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As a member of the Summer Ministry Team, you are committing to a community of people serving together toward the common mission of transforming lives into the image of Christ. Christian community includes both blessings and boundaries, which requires intentional investment in others and humble submission to agreed-upon standards. This commitment is intended to benefit the individual staff member, the overall staff community and the wider Ranch community of campers and guests.

We believe that all Christians have freedom in Christ. We also believe that according to 1 Cor. 8:9-13 and 1 Cor. 9:19-23 that we should be ready to lay down our rights for the cause of Christ.

## **1 Corinthians 8:9-13 (NIV)**

*<sup>9</sup> Be careful, however, that the exercise of your rights does not become a stumbling block to the weak. <sup>10</sup> For if someone with a weak conscience sees you, with all your knowledge, eating in an idol's temple, won't that person be emboldened to eat what is sacrificed to idols? <sup>11</sup> So this weak brother or sister, for whom Christ died, is destroyed by your knowledge. <sup>12</sup> When you sin against them in this way and wound their weak conscience, you sin against Christ. <sup>13</sup> Therefore, if what I eat causes my brother or sister to fall into sin, I will never eat meat again, so that I will not cause them to fall.*

## **1 Corinthians 9:19-23 (NIV)**

*<sup>19</sup> Though I am free and belong to no one, I have made myself a slave to everyone, to win as many as possible. <sup>20</sup> To the Jews I became like a Jew, to win the Jews. To those under the law I became like one under the law (though I myself am not under the law), so as to win those under the law. <sup>21</sup> To those not having the law I became like one not having the law (though I am not free from God's law but am under Christ's law), so as to win those not having the law. <sup>22</sup> To the weak I became weak, to win the weak. I have become all things to all people so that by all possible means I might save some. <sup>23</sup> I do all this for the sake of the gospel, that I may share in its blessings.*

Therefore, to benefit the mission of Cran-Hill Ranch, and for the advancement of the Gospel, we ask all Summer Ministry Team members to adhere to the following guidelines for the entire period of your employment with, or representation of, Cran-Hill Ranch, whether you are on or off the grounds.

# GENERAL POLICIES

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- Abstain from all sexual immorality (i.e. pornography, sexual relations outside of marriage, etc.)
- Refrain from the use of alcohol, tobacco, and illegal drugs
- Submit to the lights out curfew
- Refrain from public displays of affection (holding hands, kissing, extended hugging, etc.), which are inappropriate in this setting
- Refrain from watching movies, videos, with a rating of R, NC-17, or Unrated, or any other video/photographic material with inappropriate content (i.e. vulgar language, nudity, sexual content, etc.)
- Refrain from playing video games with a rating of M, AO, or RP, or any other game with inappropriate content (i.e. vulgar language, nudity, sexual content, etc.)

# DRESS POLICIES

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- All clothing must be appropriate for the activity in which engaged. There are some activities during which it would be permissible to wear clothing otherwise prohibited. For example, when swimming it's acceptable to wear a modest swimsuit, or when running/exercising it's acceptable to wear running tights and a tank top. But when that activity is over, clothing should be changed to fit the guidelines listed below.
- Underwear and undergarments must stay under clothing, and not be visible.
- Some clothing, body piercings, and tattoos may be a distraction, and if requested by Cran-Hill Leadership, must be changed, removed, or covered.

## **TOPS, SHIRTS OR DRESSES**

- Must not be too tight, low cut, or revealing (no visible undergarments or cleavage)
- Tank tops must have at minimum width of 4 fingers across the shoulder
- Must stay in contact with pants, shorts, or skirts at all times

## **SHORTS, SKIRTS, OR DRESSES**

- Must not be too tight or revealing (no visible undergarments or cleavage)
- Must be at least mid-thigh or longer.

## **PANTS**

- Must not be too tight or revealing (no visible undergarments or cleavage)
- Tights, Leggings, Yoga Pants, or Spandex shorts are not to be worn as daily attire for work or play, unless under other clothing (shorts, skirts, dresses, tunics, long shirts, etc.) that aligns with requirements listed above.

## **SWIMWEAR**

- Must be modest, with adequate coverage, and not too revealing.
- No midriff-baring suits for women.
- No Speedos style for men.

If you have questions that would help clarify these points, or concerns about committing to follow these policies, please feel free to contact a member the year-round Full-Time Staff.

# COMMITMENT TO SERVE

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Members of our Summer Ministry Team agree to the following:

- Know and promote the Standards of Belief of Cran-Hill Ranch
- Foster and submit to healthy, Christ-centered community – its blessings and boundaries
- Adhere to the General Policies for the benefit of all staff, campers, and guests
- Adhere to the Dress Policies for the benefit of all staff, campers, and guests
- Submit to being taught, rebuked, corrected, and trained in righteousness according to the word of God
- Know and promote all policies, procedures, and purposes listed in the Summer Staff Manual
- Perform and adhere to the responsibilities and restrictions listed in the Position Description for the position to which you have been hired
- Camp ministry is a lifestyle, involving inconsistent schedules and work hours, therefore, staff commit to work a 6-day week, being flexible to serve any and all needs as required

## CRAN-HILL COMMITMENT TO STAFF

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Cran-Hill Ministries knows the sacrifice and work necessary to fulfill the mission of transforming lives into the image of Christ. Staff (paid and volunteer) give of their time, talent, and treasure to serve. Therefore, Cran-Hill Ranch commits to supporting and blessing those who serve in the following ways:

- Promote and foster an atmosphere that encourages spiritual growth for all staff
- Teach, rebuke, correct and train in righteousness according to the Word of God
- Offer activities and opportunities to build Christian community
- Provide necessary training and guidance to perform required tasks
- Provide room and board during your employment
- Provide one 24-hour period off each week
- Pay a 15% BONUS upon fulfillment of contract if the following conditions are met:
  - Work 6 days per week as scheduled
  - Begin work by Start Date (all paperwork must be submitted on / prior to Start Date)
  - Work through the End Date
  - Only take pre-approved time off (One day per week; any dates requested prior to hiring)
    - Cran-Hill may grant up to 5 unpaid Grace Time Days to employees depending on circumstances. Examples of situation when this extra time may be granted without disqualifying the employee: sick time, death of family member, etc. If an employee requests time off, they will be notified by their supervisor if the request would disqualify them for the end of summer Extra Pay.

# CAMPER TO STAFF RATIO

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## REQUIREMENTS

1. Cabin Leaders and/or other qualified staff are always required to be present with campers during all activities as well as during their sleeping hours. The following Staff to Camper ratios are to be maintained on the property at all times. This ratio can include Directors, Supervisors, Managers, and other qualified non-Cabin Leader staff.

CAMPER GROUP	DURING THE DAY	AT NIGHT
Below 13 years old	1:10	1:14
13 and older	1:14	1:14
Friendship Camp	1:3	1:6

2. OFF SITE RATIOS - All camper groups leaving the main campsite will have at least two adult staff members with them. At least one Staff member will have first aid and CPR training.

**Ratios are to be maintained at ALL times and in EVERY activity, whether on or off Ranch property.**

## STAFF/CAMPER RATIOS & SUPERVISION PROTOCOLS

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**The State of Michigan Camper Rules and Regulations require licensed camps to ensure that the ratio of adult (18 & older) staff members (meaning either a paid employee or a volunteer who has responsibility for the direct care or supervision of campers or who has unsupervised contact with campers) to campers (meaning a minor child who receives care and supervision, and an adult who is aged, emotionally disturbed, developmentally disabled, or physically handicapped and who requires supervision on an ongoing basis.) within the camper population served each session, at any one time, is as follows:**

Camper Group	Daytime Hours	Nighttime Hours
Below 13 years old	1 : 10	1 : 14
13 and older	1 : 14	1 : 14
Friendship Campers	1 : 03	1 : 06

This ratio number includes cabin leaders, other program and activities staff, who are on duty and serving and supervising campers, and by nature of their duties and responsibilities listed in their job description have responsibilities for direct care or supervision or has unsupervised contact with campers. (i.e. cabin leaders, program staff, rec staff, adventure, waterfront, lifeguard, craft, barn store, wranglers, and other staff.)

This ratio number cannot include staff members that do not have any responsibility for direct care or supervision as a part of their job description unless they are an adult and otherwise cross-trained in cabin-leader, assistant cabin leader or program staff duties. (i.e. housekeeping, maintenance, food service, office, administration, campground, etc. See your job description.)

Additionally, the minimum number of adult staff on duty and in camp is 2 adult staff members.

State regulations also indicate that in a camp that has more than 50 campers, the camp director shall not be included in determining the staff/camper ratio and the camp director shall not serve full-time as the health officer or as an aquatics supervisor.

## **ON CAMPUS**

### **During the Daytime hours of an active, on site licensed camp,**

Cran-Hill Ranch will maintain the required Adult Staff/Camper Ratio as outlined in the licensing rules at all times. All active, on-duty staff with the responsibility in their job description for direct camper care and supervision are included for that ratio.

### **During Nighttime hours of an active, on site licensed camp,**

Cran-Hill Ranch will maintain the required Adult Staff/Camper Ratio as outlined in the licensing rules. All active, on-duty staff with the responsibility in their job description for camper care and supervision and located in the same facility as the campers will be used for that ratio. That may include cabin leaders, assistant cabin leaders, cabin observers, volunteers and other adult staff who all meet the state requirements of training and age.

## **OFF CAMPUS**

**During a Travel camp, Off-Site camp or portion of a licensed camp** all camper groups leaving the main campus will have at least two staff members with them. At least one staff member will be an adult and at least one staff member will have first aid and CPR training. And we will maintain the above adult staff/camper ratio numbers as a “direct supervision” ratio since there are no other camp staff nearby.

# **CAMPER RELEASE POLICY**

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## **POLICIES**

1. All campers are only to be released to an authorized person
2. Any request for someone other than a custodial parent to pick up a camper must be designated in the campers account (UltraCamp) or in writing and signed by a custodial parent.
3. Any change in authorized persons to pick up the camper after a camper has been registered at the beginning of the week must be verified with the office staff.
4. Under no circumstances is a camper to be dropped off and left alone. Every effort shall be made to contact the authorized person. If unsuccessful at contacting the authorized person, the camper is to be returned to camp.

## **PROCEDURE**

### **When Campers Are Released:**

All campers will be released following the closing ceremony at the end of each camp session. The closing ceremony will serve as the last camp event and allow all campers to be gathered into one location for being checked out to an authorized parent, guardian, or approved representative.

### **Where Campers Will Be Released:**

Campers will be released from closing ceremony site to an authorized parent, guardian, or approved representative. All campers will remain in their designated cabin groups until the approved parent, guardian,

or approved representative supplies the Cabin Leader with a check-out sticker that designates them as authorized to pick-up the camper(s).

**How This Process Will Occur:**

Every person entering the grounds on the day of check-out must be checked by designated camp staff to determine if they are authorized to pick up campers. Camp staff will check the picture ID of each person and if they are approved to pick up a camper they will be given a sticker containing the camper's name, cabin, and cabin leader. The approved parent, guardian, or representative will take their sticker and give it to the campers Cabin Leader following the camp closing ceremony. The check-out sticker is the sign that the person is approved to pick-up a camper or campers. No camper will be released without a sticker given to the appropriate Cabin Leader. If a person does not have an approved sticker the individual(s) will be accompanied back to the check-out tent to acquire the sticker or to contact an approved parent or guardian to obtain permission to pick up a camper or campers.

**To Whom Campers Will Be Released:**

Campers will only be released to an authorized parent, guardian, or approved representative that has gone through the proper camp check out process listed above. A failure to follow the above process will mean that Cran-Hill Ranch will not release the requested camper until approval has been granted by an authorized party. Cran-Hill will contact all authorized persons on each camper account to gain permission for pick-up and if no permission is granted Cran-Hill Ranch will not release the camper.

5.

# BEHAVIOR MANAGEMENT

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*A Camper shall not be deprived of food, sleep; nor placed alone without staff supervision, observation, and interaction; or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.*

## BEHAVIOR MODIFICATION

1. Matters involving campers that require discipline should be brought to the attention of the Summer Program Lead.
2. More serious matters or continuous problem behavior needs to be brought to the attention of the Summer Program Assistant or Program Director.
3. Cabin Leaders shall discuss and help campers know all camp rules.
4. Discuss the consequences of campers breaking rules.
5. Rules of the camp are to be enforced at all times. We do not allow certain occasions or times to alter the rules.
6. Be consistent and fair when executing discipline.
7. Help campers understand and develop positive alternative behaviors, which are appropriate to replace the unacceptable ones.
8. Use positive intervention methodologies.
9. Do not ridicule or hold someone up as a public example. Do not correct or discipline in front of other campers.
10. Discipline is always done in love. Listed below are **acceptable consequences** for breaking rules:
  - a. Restriction from an activity – usually for only a short period of time.
  - b. Do extra chores – In consultation with the Summer Program Lead
  - c. Conference with the Summer Program Lead
  - d. Conference with the Program Director &/or Executive Director
  - e. Conference with parent/guardian
11. At **NO** time is discipline to include the following:
  - a. Depriving camper of food or sleep
  - b. Leaving camper without supervision
  - c. Subjecting camper to ridicule, threat, corporal punishment or excessive physical exercise
  - d. Any type of physical force when disciplining.
12. A restraint should be used under the following circumstances
  - a. Only staff that are trained in the use of restraint may perform a restraint
  - b. The camper's continued behavior may cause harm to the camper
  - c. The camper's continued behavior may cause harm to others
  - d. Do not use excessive force when a restraint is performed. Excessive Restraint means restricting movement beyond that which is necessary to assist a camper to regain control or which is necessary to protect the camper from injuring him or herself or others. **Restraint, when used, shall be the least amount of force necessary over the shortest period of time necessary.**
13. Each Summer Program Lead must be constantly evaluating the programs, staff, etc. so that we are not contributing to behavior problems.



# AGE CHARACTERISTICS

Camper Characteristics	Grades 1 and 2	Grades 3 and 4
Physical	<ul style="list-style-type: none"> <li>• very active and energetic, but tire easily</li> <li>• improving in small muscle control; able to handle tools and materials</li> <li>• developing large motor coordination—jump rope, ride two-wheeled bike</li> <li>• developing basic physical skills necessary for playing games</li> <li>• slow gains in height and weight</li> </ul>	<ul style="list-style-type: none"> <li>• have high energy level; hard for them to sit still and work on difficult projects</li> <li>• devour new activities, experiences and food—insatiable appetite</li> <li>• motor skills are executed more quickly, with better coordination and timing</li> <li>• adolescent growth spurt begins, two years earlier for girls than boys</li> <li>• puberty may begin for some girls; first stage of breast development</li> <li>• able to take responsibility for personal hygiene</li> </ul>
Emotional	<ul style="list-style-type: none"> <li>• express feelings freely—fear, joy, affection, anger, shyness, jealousy</li> <li>• peer interaction more pro-social, less physical aggression</li> <li>• sense of justice based on reciprocity, give-and-take</li> <li>• learning to forego immediate reward for greater benefits later</li> <li>• developing a sense of competence, a realistic self-image</li> <li>• enjoy recognition for achievements</li> </ul>	<ul style="list-style-type: none"> <li>• have developed an adaptive set of strategies for regulating emotions</li> <li>• self-definition and description of others include inner qualities, not only external</li> <li>• can step into another's shoes and view self from that person's perspective</li> <li>• judge others with more discernment and objectivity; recognize intent vs. mistake or accident</li> <li>• becoming self-sufficient and independent; still sensitive to failure and criticism</li> <li>• enjoy new experiences and challenges; need recognition for achievements</li> </ul>
Social	<ul style="list-style-type: none"> <li>• developing the ability to see another's point of view; appreciate cultural diversity</li> <li>• may experience peer criticism for physical, intellectual or sociocultural differences</li> <li>• becoming more responsible and independent</li> <li>• enjoy playing with friends (usually same-sex), but can also be alone</li> <li>• beginning to develop "best friend" relationships based on trust</li> <li>• strong sex-role stereotyping; imitate same-sex models</li> <li>• concerned with fairness and playing by the rules</li> </ul>	<ul style="list-style-type: none"> <li>• appreciate moral rules and social conventions; helping others because it's right</li> <li>• same-sex peer groups emerge; two or three "best friends" tend to change</li> <li>• learning to balance school with many interests—sports, music, hobbies and the like</li> <li>• generally good social rapport with peers, parents, teachers; sibling rivalry may increase</li> <li>• tend to be responsible, dependable, congenial; overextension/fatigue may limit desire</li> <li>• become aware of gender stereotypes in personality traits and school subjects</li> </ul>
Intellectual	<ul style="list-style-type: none"> <li>• attention becomes more selective; active involvement is needed</li> <li>• use memory strategies; present information in organized, meaningful ways</li> <li>• word definitions are concrete, referring to functions and appearance</li> <li>• vocabulary increasing rapidly; most enjoy reading</li> <li>• enormous curiosity and activity—climbing, jumping, running, exploring</li> <li>• can understand right from wrong</li> </ul>	<ul style="list-style-type: none"> <li>• logical thought remains tied to concrete situations</li> <li>• memory strategies for recitation and organization become more elaborate and effective</li> <li>• long-term knowledge base grows and becomes better organized</li> <li>• grasp double meanings of words, comprehending metaphors and humor</li> <li>• adapt messages to the needs of listeners in conversation and communication</li> <li>• capable of spending hours on activities that interest them; can budget time and work alone</li> </ul>
Spiritual	<ul style="list-style-type: none"> <li>• need help using the Bible; some can read independently</li> <li>• can memorize Bible verses and understand basic Bible truths</li> <li>• understand they can have a relationship with God and Jesus</li> <li>• able to confess wrong things (sin) done and ask for forgiveness</li> <li>• feel they can tell God anything; He is a friend and helper</li> <li>• beginning to see church as a group of people, rather than a place</li> </ul>	<ul style="list-style-type: none"> <li>• can read and understand easy Bible versions; able to have personal devotions</li> <li>• capable of memorizing Bible verses and passages</li> <li>• see Jesus as God, but also as a human being Who lived a perfect life</li> <li>• can understand the need for confession of sin and acceptance of Christ as Savior</li> <li>• have a simple, honest faith; believe prayer is effective</li> <li>• beginning to make choices based on biblical values that affect behavior</li> </ul>

Grades 5 and 6	Grades 7 to 9	Grades 10 to 12
<ul style="list-style-type: none"> <li>like physical activity; have a high energy level; boys are sports-minded</li> <li>motor performance gradually increases and levels off for girls; continues for boys</li> <li>growth spurt in girls—weight and height; early menarche</li> <li>gradual growth spurt for boys; early genital development</li> <li>able to take responsibility for personal hygiene, health and fitness</li> <li>need information/counsel as to benefits and consequences of overall good health</li> </ul>	<ul style="list-style-type: none"> <li>girls reach peak of growth spurt; add more body fat than muscle; average age of menarche</li> <li>girls' motor performance gradually increases, then levels off</li> <li>boys begin growth spurt, add more muscle; take pride in athletic prowess</li> <li>major pubertal change begins for boys; may feel tired, awkward, irritable</li> <li>girls may date older boys because of physical development; few boys date</li> </ul>	<ul style="list-style-type: none"> <li>reach adult physical development</li> <li>physical activity for girls declines due to fewer opportunities and less encouragement</li> <li>motor performance increases dramatically for boys; involvement in sports and athletics increases over the high school years</li> <li>achieve sexual maturity; have probably started dating; may have experimented with sex</li> </ul>
<ul style="list-style-type: none"> <li>achieving personal independence and a greater sense of internal control</li> <li>friendly and cooperative; may have outbursts of anger, defiance; need to be noticed</li> <li>sense conflict over beginning to separate from parents and wanting to be with them</li> <li>need warm relationships with adults other than parents; see adults as role models</li> <li>may alternate between mature behavior and childish language and behavior</li> <li>increasing freedom creates concern about the security of the world around them</li> </ul>	<ul style="list-style-type: none"> <li>preoccupied with self, introspective, self-evaluative; may be moody or depressed</li> <li>increased conflict between parent and child; desire for independence vs. dependence</li> <li>regard themselves as always on stage, having an imaginary audience; everyone's focus</li> <li>may develop an inflated opinion of their importance</li> <li>self-esteem declines; need opportunities to plan and lead in accepting, safe environments</li> <li>dread violence and aggression in school and community</li> </ul>	<ul style="list-style-type: none"> <li>self-esteem rises due to approval of parents, other adults and peers</li> <li>sense of identity becomes more clear; self-concept more organized and consistent; personal and moral values are key themes</li> <li>balance between social and emotional growth; receptive to criticism, may try to change</li> <li>friendships based on greater loyalty and intimacy, promoting the capacity for romance</li> <li>may be anxious about forming intimate heterosexual relationships</li> <li>concerned about career choice and other aspects of the future</li> </ul>
<ul style="list-style-type: none"> <li>outgoing, friendly, relate well with adults and peers; respect strong teachers/leaders</li> <li>want to belong to peer groups with similar values to reinforce identity and self-esteem</li> <li>value same-sex friendships in terms of loyalty and companionship</li> <li>place high value on rules and fairness; respect authority</li> <li>becoming more competitive as well as responsible</li> <li>spend less time with parents and siblings; still enjoy the family</li> </ul>	<ul style="list-style-type: none"> <li>conformity to peer pressure increases; cliques form; may join crowds</li> <li>maximum impact of peer group—helps with psychological distancing from parents</li> <li>loyal friendships become more intimate for girls</li> <li>friendship for boys built on status and mastery in sports or other activities</li> <li>dating relationships lag behind same-sex friendships; some girls date older boys</li> <li>may experience identity confusion: adult or child, male or female</li> <li>increased gender stereotyping of attitudes and behaviors; more difficult for girls</li> </ul>	<ul style="list-style-type: none"> <li>conformity to peer pressure declines; cliques and crowds decline</li> <li>family system has changed, allowing more independence and freedom; less conflict</li> <li>autonomy leads to being more responsible, dependable; perform social niceties</li> <li>siblings may be companions, especially same-sex siblings</li> <li>forming emotionally intimate pre-sexual partnerships</li> <li>strong gender stereotyping contributes to sexual coercion and abuse</li> </ul>
<ul style="list-style-type: none"> <li>better use of concrete operations skills; mental trial-and-error experimenting</li> <li>can ask logical questions and make generalizations about real things and events</li> <li>beginning to think abstractly, but still need concrete, practical applications</li> <li>discover how things are made/work by active, participatory learning experiences</li> <li>can improve learning by making plans, following through and evaluating activities</li> <li>can develop pride in self by doing things well and cooperating with peers</li> </ul>	<ul style="list-style-type: none"> <li>begin using basic formal operations—abstract and hypothetical concepts, inductive and deductive logic; solve problems by considering alternatives</li> <li>want facts and proof for things previously accepted on trust; want teachers/leaders to express opinions and not be threatened by student challenges</li> <li>want a part in decision-making affecting them; most adhere to internalized values of parents</li> <li>want definitions and details about social, moral and political issues</li> <li>become more idealistic and critical of adults and themselves</li> </ul>	<ul style="list-style-type: none"> <li>master the components of formal operational reasoning on familiar and different tasks</li> <li>engage in hypothetical, deductive reasoning—think of possible solutions to problems and test them systematically to arrive at the best solution; like to discuss and explore</li> <li>able to coordinate theory with evidence and evaluate the logic of complex problems, thus forming personal convictions</li> <li>realize academic potential with encouragement from parents, peers and teachers/leaders</li> <li>better at everyday planning and decision-making; balance school, job, recreation and family</li> </ul>
<ul style="list-style-type: none"> <li>able to study the Bible on their own and develop biblical values</li> <li>have a desire to understand more about God through Bible study and Bible memorization</li> <li>can comprehend the death and resurrection of Jesus and desire salvation</li> <li>can apply biblical values to real-life situations and make choices accordingly</li> <li>have a growing sense of compassion and service to others</li> </ul>	<ul style="list-style-type: none"> <li>capable of a commitment to Christ</li> <li>able to practice Christian growth disciplines</li> <li>struggle with failure to live up to biblical standards and their ideals</li> <li>have a keen sense of right and wrong; becoming aware of social and moral issues</li> <li>like to be involved in activities and events that are significant and help others</li> </ul>	<ul style="list-style-type: none"> <li>able to practice Christian growth disciplines</li> <li>able to give, serve and make personal commitments to Christ and to causes</li> <li>acquiring an ethical system and set of values as a guide to behavior</li> <li>may consider how spirituality is part of their search for the meaning of life</li> </ul>

# CHILD PROTECTION LAW PLAN

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## DEFINITIONS FROM MICHIGAN STATE LAW

1. "**Child**" means a person under 18 years of age.
2. "**Child Abuse**" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
3. "**Child Neglect**" means harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

## STAFF PROCEDURES

1. Within the first 24 hours of camp all campers will be screened as to their physical condition. Note any bruises, cuts or markings observed on the child's body.
2. The Cabin Leaders shall look for any signs of child abuse or neglect.
3. Any noticeable bruises or cuts should be reported to the Summer Program Assistant within 24 hours of arrival.
4. If a camper confides in you of having been abused or neglected, relate this information to those in authority... Program Director, or Executive Director. Do NOT tell any other camper or staff member!
5. If abuse or neglect is alleged to have been caused by a current staff member or other camper, the staff member or other camper is to be temporarily removed from camper contact.
6. If you do report a suspected abuse or neglect, and feel nothing has been done about it, make the same report to the Executive Director. If you then feel the Executive Director is not carrying through on his responsibility to Department of Human Services, then you, as their Cabin Leader, are obligated to contact DHS yourself.
7. Camper's records and applications shall be kept confidential. No one shall have access to the camp and campers' files except the Executive Director, Program Director, Office Manager, Registrar, and Camp Health Officer.

## REPORTING PROCEDURES

1. The Executive Director or Program Director shall make an oral report within 8 hours.
2. Within 72 hours, a written report shall be made to the Department of Human Services (DHS). The written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents/guardians, or the persons with whom the child resides, the child's age, and other information that might establish the cause of abuse or neglect and the manner in which it occurred. The Program Director has copies of the appropriate reporting form (DHS-3200)
3. If camper seems to be injured, medical treatment will be given by the nearest hospital or doctor-on-call.
4. Reporting is handled as follows:
  - a. Contact Centralized Intake for all abuse and neglect complaints.
    - i. Phone: 855-444-3911
    - ii. Fax: 616-977-1154
    - iii. Email: [dhs-dps-cigroup@michigan.gov](mailto:dhs-dps-cigroup@michigan.gov)
  - b. Also contact the camp licensing consultant for a situation which occurred at camp.

# HEALTH POLICY

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*For emergencies dial 911 – From Intercom Phones dial 9-911*

## STAFFING

1. The Camp Health Officer will meet all State of Michigan requirements and will live on the campgrounds for the entire camping season.
2. A staff member with first aid and CPR training will accompany all groups of campers leaving the campgrounds.

## SCREENING AND REGISTRATION

1. The Health Officer will review the health history statement of all campers prior to their arrival.
2. At registration the Health Officer will check in all camper medications and discuss any current health needs.
3. Within 24 hours of arrival at camp all campers will be screened as to their physical condition. This is typically done during the swim test.
4. Staff noticing any bruises, cuts or markings on a camper's body and/or signs of contagious disease should pass this information along to the Health Officer.

## CONSULTATION SERVICES

1. Our off-site physician is Dr. Scott VanderHill:
  - a. Spectrum Health Big Rapids Hospital Family Medicine - (231) 796-3200
  - b. Dr. VanderHill has agreed to review our Health Policy and be accessible by phone for questions from the Health Officer should they arise.
2. In the event that an office visit for a camper is warranted;
  - a. The camper's parent/guardian will be contacted to pick up their child and take them to the physician of their choice.
  - b. In the event that the parent/guardian cannot be reached or are unable to transport their child to their own physician, campers will be transported by Cran-Hill Ranch staff to Dr. VanderHill, who has agreed to see campers in his office and bill the parents directly.
  - c. In the event that Dr. VanderHill is unavailable to see these patients, campers will be transported to the Spectrum Health Big Rapids Hospital emergency room for services.
3. Contact numbers for Health Care consultants shall be posted in the Health Office.

## GENERAL PRECAUTIONS

1. Always take precautions when handling cloth, paper, or surfaces that have been soiled with blood, urine, feces, vomitus, saliva or semen. Gloves MUST be worn.
2. Careful hand washing is probably the single most important personal hygiene practice. Proper hand washing means foam and friction and rinsing thoroughly with warm water. Ordinary soap kills most harmful bacteria and viruses, including the AIDS virus and Hepatitis B virus, but anti-bacterial soap is preferred.
3. Wear disposable gloves any time there will be contact with blood, urine, feces, semen, the inside of the mouth, the genital area, or pooled saliva. They are located in all the first aid boxes and at the Health Officer's station.
4. Do not share personal toiletry items, such as razors and toothbrushes, which may potentially cause bleeding.
5. Cover bleeding or oozing wounds whenever possible. Gauze or Band-Aids are sufficient. If the victim is capable, have them place the gauze or Band-Aid on their wound.

6. Dispose of materials soiled with body secretion (sanitary napkins, gauze pads, paper products, etc.) carefully and promptly in a leak proof, sealed bag or container.
7. Where syringes and needles are used, they should not be broken. Discard them intact, in marked hazardous waste containers.

## **DAILY OBSERVATION**

1. All staff people must be alert to the general health needs of campers, not just the Health Officer. Therefore, everyone - especially Cabin Leaders - should watch for certain signs:
  - a. Fatigue, evidenced by irritability, drowsiness, lack of enthusiasm, and slowness. Consider extra rest, reducing their schedule of athletic events.
  - b. Colds or flu evidenced by sore throats, watery eyes, runny noses, frequency to bathroom. Some of these may be prelude to some diseases.
  - c. Constipation - this can cause headaches, listlessness, loss of appetite. Urge them to take time to go to the bathroom and report the situation to the Nurse.
  - d. Headaches - may be early signs of illness but can be fatigue or other problems. Check with the Health Officer.
  - e. Watch for bites, scratches, cuts, bruises and sprains.
  - f. Medications - the Health Officer will notify you of those who need medications. Make sure the campers you are responsible for take their medications.
  - g. Special problems - the Health Officer will notify you of those with allergies, asthma, epilepsy, etc. and let you know what precaution is needed.
2. All staff should monitor campers to ensure that adequate water and food is being consumed. Many issues can be avoided if campers are eating and drinking appropriately.

## **WHEN A CAMPER NEEDS MEDICAL ATTENTION**

1. Make sure that he or she is escorted to the Health Officer. Never send a camper to the Health Officer without you or another staff member accompanying them.
2. In cases of emergencies, follow the "Emergency Medical Procedure".

## **MEDICATION STORAGE & ADMINISTRATION**

1. All camper and Cabin Leader medications must be turned in to the Health Officer. Camper medications must be in the original container with dosage and frequency clearly marked.
2. Campers medications shall be turned in during registration with an accompanying Camper Medication Card
3. All medications will be distributed by the Health Officer, or other qualified personnel under the direction of the Health Officer.
4. A written record of medication administration shall be kept for each camper with prescription medications.
5. The Health Officer is responsible for keeping all medications under locked storage (unless the prescription indicates otherwise)
6. The Health Officer is on call 24 hours each day while camp is in session.

## **FIELD TRIPS**

1. During off-camp activities, the first-aid person set up by the Program Director will be in charge of all first-aid needs and the distributing of medicines given to him or her by the Health Officer.
2. The Health Officer will notify the appropriate staff of any special health needs prior to leaving on a trip.
3. The Health Officer will copy and check out all of the required forms from camp office.
4. First aid certified staff member will check out first aid kit from Health Officer.

5. Any treatments or medication dispensed will be recorded.
6. All responsible parties will report any medically related incidents to the Health Officer upon return.
7. Health Officer will review treatment log for any follow-up that should be done.

## **EMERGENCY TRANSPORTATION & SERVICES**

1. The Health Officer will determine if additional medical care is needed. If this is not possible or timely then anyone certified in first aid and in charge of the scene will decide. 911 should be called immediately for any emergency.
2. Camp will have the capability to provide non-emergency transportation utilizing a camp vehicle.
3. Transportation will only be provided for non-emergency situations; for all emergency situations call 911. (9-911 from intercom phones)
4. At least two staff members must accompany campers to and from the hospital.
5. If advanced medical services are required, we will take campers to Spectrum Health Big Rapids Hospital. The hospital's emergency department is available on a 24-hour basis. Maps to Spectrum Health Big Rapids Hospital are available in the Health Officer's station and in the main office.
6. Consultation with the camper's Parents/Guardians will be made before transporting any camper to the hospital in a non-emergency situation. In the event the parent/guardian cannot be reached, the Emergency Contact Person (as designated by the parent/guardian) shall be called and notified. 911 should be called immediately without consultation of parents or guardian for any emergency.

## **PARENT / GUARDIAN NOTIFICATION** - To be notified as follows:

1. Immediately in event of death.
2. Immediately following transportation to a hospital or health care facility.
3. If sickness requires prolonged (overnight) stay in the infirmary.
4. If a fever of 100 degrees or greater is recorded.
5. If persistent diarrhea or vomiting is occurring.
6. Is bitten with a skin break.
7. A camper experiences a wound with the possibility of bodily fluid transmission with another person.
8. All notification will be done through the Health Officer, Program Director or Executive Director.

## **DEPARTMENT OF HUMAN SERVICES**

1. A written report will be submitted to the department under the following circumstances;
  - a. If a camper dies.
  - b. If a camper has an accident or illness that requires an overnight stay in the hospital
  - c. The camper is sent home.
2. The report will be submitted by the Executive Director or Program Director within 48 hours of the incident.

## **MEDICAL LOG**

The medical log will contain the following information

1. Date
2. Page numbers
3. Time of treatment
4. Name of patient
5. Cabin
6. Nature of injury or illness
7. Treatment or Disposition
8. Name of person treating patient

## **TRANSMISSION OF BODILY FLUIDS**

In the event a camper (or staff) suffers an injury that has the potential of transmitting bodily fluids from one camper to another. (e.g. a bite that breaks the skin)

1. The affected area should be immediately washed with soap and water
2. The parents/Guardian of both campers will be notified immediately.
3. Both parties will be encouraged to have their camper tested for any potential transmittable diseases
4. An incident report shall be completed. If the bitten person is a staff member, complete a Workers Compensation Notice of Injury Form.

# HEALTH CENTER & FIRST AID SUPPLIES

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The following supplies shall be stocked in the Health Center for the Health Officer's use and used to restock First Aid Kit.

## **In the Health Center**

Adhesive strips  
Adjustable crutches  
Alcohol  
Analgesic ointment  
Antibiotic ointment  
Anti-fungal cream  
Anti-diarrheal treatment  
Antihistamine  
Anti-inflammatory cream  
Bleach (disinfecting, 1:10 sol.)  
Splints  
Chemical cold packs  
Conforming bandage roll (assorted)  
Cotton-tipped swabs  
Decongestant  
Dental rolls (nose packing)  
Disposable gloves  
Ear drops  
Elastic bandage roll (assorted)  
Eye pads  
Iodine skin cleanser  
Non-adherent pads (assorted)  
Paper towels  
Safety pins (large)  
Infectious Waste bags  
Ice bags  
Slings  
Sponge rubber rolls  
Sterile gauze pads (4x4, 2x2)  
Tongue blades

## **In First-Aid Kits**

Assorted Gauze  
Alcohol/swabs  
Hand sanitizer  
Adhesive strips (assorted)  
Butterfly bandages  
CPR mask  
Disposable gloves  
Elastic bandage  
Gauze pads  
Gauze rolls (2-inch)  
Insect sting pads  
Moleskin  
Roll of adhesive tape  
Safety pins  
Sanitary napkin  
Scissors  
Sealable plastic bags  
Triangle bandage  
Tweezers  
Triple Antibiotic ointment  
Treatment reporting forms

For out-of-camp trips, a first aid kit should include all the standard Kit supplies as well as; Emergency meds (Pain relievers, antihistamines)  
Individual camper medications  
Insect repellent  
Sunblock  
Thermometer  
Emergency blanket

Each time anyone other than the Health Officer uses a first aid kit, the treatment form must be completed and returned to the Health Officer. The Health Officer will use these forms to help monitor the supply levels and restock the first aid kits as needed.

The Health Officer will record all treatment in the Daily Medical Log.



# FOOD SERVICE POLICY

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## POLICIES

1. Cran-Hill will provide three meals per day.
2. Meals will only be provided at the times specified on the schedule
3. Meals will be served primarily buffet style.
4. Meals will be provided in the Main Lodge unless otherwise notified. All support staff are to be present at every meal, from Sunday Lunch to Friday Lunch, unless area Director permits otherwise, or staff are on time-off. Any changes shall be communicated to the cooks.
5. **Visitors:** To help alleviate problems with food quantities, all visitors and guests dining with the staff need to sign in. (Staff means all summer and full-time employees and their family dependents). Visitors (or their host) should notify the kitchen at least **1 meal** prior to mealtime by contacting the kitchen staff. Visitors for Sunday Lunch are highly discouraged as this is when our small groups will be meeting.
  - a. Breakfast \$5.00
  - b. Lunch \$6.00
  - c. Supper \$7.00
6. It is the responsibility of the hosting staff person to make sure the meals are paid for. Please do so by paying at the main office or Store.
7. Weekend Meals: For Friday dinner, Saturday lunch, dinner, if you plan to have guests **or** you will be present for the meals, please indicate so by signing the appropriate sheet. This is important for preparing the appropriate food quantities.
8. Special dietary problems will be handled under directions from camper's authorized person to the Program Director or Camp Health Officer, who will notify the kitchen and the Cabin Leader.
9. The Head Cook is responsible for checking that the diet provided meets campers' nutritional needs.
10. All weekly menus will be kept on hand, at camp, for the entire season.

# FOOD ALLERGY POLICY

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Cran-Hill Ranch is committed to giving each camper a safe and enriching camp experience. The particular dietary needs of any camper should not in any way take away from that experience.

In attending a summer camp program at Cran-Hill Ranch, a partnership is entered into between Parents, their child and Cran-Hill Ranch. Through each of these partners clearly understanding the roles and responsibilities upon them, a circle of protection is established, and a successful and rewarding experience will be had by all. This document seeks to outline what those specific roles and responsibilities are.

Should you have any questions about this information, or the specific needs of your child, please do not hesitate to contact our staff.

## THE ROLE OF THE PARENTS

**As a vital partner in the circle of protection the parents will;**

Clearly describe the student's food allergy on the **Medical History Form** and review this information. Parents may wish to consult the Food Allergy Action Plan.

If necessary, attach a detailed explanation of the type of symptoms. List foods to which the camper is allergic, and the specific symptoms he or she typically experiences during an allergic reaction.

Parents are also encouraged to contact the Food Service Director directly with any concerns.

231-796-7669 ex 211 - [foodservice@cranhillranch.com](mailto:foodservice@cranhillranch.com)

Make sure your child knows his/her food allergies, the symptoms and signs of a possible allergic or anaphylactic reaction, as well as the emergency procedure.

**Educate and review often with the camper the self-management of his or her food allergy.**

- Camper should know:
- Safe and unsafe foods;
- Strategies for avoiding exposure to unsafe foods;
- Symptoms of allergic reactions;
- How and when to tell an adult about a possible allergic response;
- How to read a food label, especially those at the camp store.
- How to use an epinephrine auto-injector (such as EpiPen®) if applicable.

**Food service procedures and food alternatives**

Most meals during the camp session will be served buffet style.

A full salad bar is provided for both lunch and dinner.

Entre items include several different items, and we do not serve casserole type meals.

Menus are available to parents from mid-June. Common allergens are listed, and specific ingredients for any item of concern are available on request.

During the summer season we keep available the following food alternative items specifically for campers with food allergies;

- Gluten Free Pasta
- Gluten Free Pancake mix
- Regular Soy Milk
- Rice Milk
- Gluten Free bread/buns

**Packing food for camp:**

If the variety of items available, along with the above listed alternative foods still leaves a "gap", we ask that Parents supply supplemental foods to replace any items of concern. We would be more than happy to prepare the pre-packed food.

If the family chooses to provide alternative foods because of a medical condition or food allergy, a **Food Service Modifications Form** must be submitted. This form may be found both through our Website under "Summer Camp – Camper Forms", and through your online camp account manager in the "Document Center"

Food provided by the family will be prepared in a convection oven, steamer or microwave at Cran-Hill Ranch and must be prepackaged with and cooking restrictions included. All items must be clearly labeled with the child's name. Food may be dropped off at the Kitchen before, during or after the camper registration period.

\*Inform the campers that if the specialty food is being prepared by kitchen that it will be available for them to pick up at the service window during meal time.

**THE ROLE OF THE CAMPER**

**As a vital partner in the circle of protection the camper will;**

Understand that meals are served in buffet or family style. Food-allergic students will choose their food first to reduce the risk of cross-contact and may request seconds directly from the kitchen staff if he or she has a concern about cross-contact.

Will always use the food line closest to the kitchen so that any questions can be addressed to the food service staff, and any special menu items or food replacement items will be readily available.

Thoroughly wash his or her hands before and after meals.

The Camper should:

- NEVER trade food with other campers.
- Not eat anything with unknown ingredients.
- Read every label and/or check with a counselor when purchasing food at the camp store.
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected
- Tell their counselor, or the closest staff member, if a reaction seems to be starting, even if there is no visible appearance of allergic response.
- NOT go off alone if symptoms are beginning.

### **THE ROLE OF CRAN-HILL RANCH**

**As a vital partner in the circle of protection Cran-Hill Ranch will;**

Ensure that all Kitchen employees are trained regarding safe food handling practices to avoid cross contamination with potential food allergens. Food service employees wear gloves and hands are washed and gloves changed during extended use to avoid cross contamination with potential food allergens.

We maintain a list of students with food allergies within the food service area and maintain knowledge of which food products contain allergens.

**PLEASE NOTE: The Cran-Hill Ranch kitchen and camp store is only responsible for the food that we prepare and serve. We are not liable for outside snacks or meals brought by other guests.**

**If there are planned offsite field trips or out of camp activities that will include meals being served:**

- Be certain any emergency medications and authorizations accompany the camper and the counselor.
- Be certain the counselor has access to information about the specific camper food allergies.
- Be certain there is a way to contact emergency assistance.

### **Emergency Action Plan:**

Campers who may accidentally be exposed to a food allergen will be treated by the Camp Health Officer. The Health Officer will administer any drug or substance prescribed by a doctor to relieve effects of the allergen. The parents will be notified by phone of the incident and the care provided.

In the event of a food allergy emergency, Emergency services will be contacted immediately, and preliminary first aid will be administered.

Cran-Hill Ranch staff will immediately contact the Camp Health Officer, Program Director and/or Executive Director, and assign someone to gather non-involved participants and remove them from the scene. Immediate follow-up will include contacting the parents/guardian and completing a Cran-Hill Ranch Incident Report.

### **CRAN-HILL RANCH CAMP HEALTH OFFICER RESPONSIBILITY**

Confirm the list of all food-allergic students with the kitchen staff and keep all medications on file to administer as necessary.

Insure that all counseling staff have been trained to administer an epinephrine auto-injector and to recognize common symptoms of an allergic reaction.

### **CRAN-HILL RANCH FOOD SERVICE STAFF RESPONSIBILITY**

Practice universal precautions to assure that food allergen cross-contact is unlikely.  
Intentionally seek out and introduce themselves to any camper requiring special meal accommodations and review the procedure that will take place at each meal with the camper.  
Clearly label potential allergen items on the serving line

### **CRAN-HILL RANCH CABIN LEADER RESPONSIBILITY**

Review signs and symptoms of allergic reactions and medication administration information with the Camp Health Officer during Summer Orientation.  
Introduce the food-allergic student to the food service staff and review with them the dining hall procedure.  
Remind all students to thoroughly wash their hands before and after meals.  
Assure that the food-allergic student serves himself/herself first at each meal, if necessary.  
Notify the Camp Health Officer of any suspected reaction, no matter how mild.  
Assure that they are familiar with epinephrine auto-injector usage protocol.

## **HORSE RIDING POLICY**

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The Horsemanship Manager oversees all horse activities at all times.

### **PASTURE ETIQUETTE**

1. Do not enter or walk through any pastures where horses are kept.
2. Any gates should be left the way they are found. (If open – leave open, if closed – leave closed)

### **TRAIL RIDES**

All trail rides must be led by an approved trail leader. (See barn manual for requirements.)

### **TRAIL RIDING POLICY FOR STRUCTURED YOUTH CAMP**

1. All campers will have explained to them how to mount and dismount correctly and how to stop, steer and move the horse through the two basic gaits (walk & trot).
2. Campers will be assigned a horse and a group in which to ride.
3. All riders must wear long pants and closed toe shoes.
4. If riders refuse to obey trail ride leader, the whole group will return to the barn.
5. Barn staff personnel lead all trail rides.
6. Any injury during trail ride will be dealt with in accordance to the appropriate Emergency Action Plan.
7. Any injury of riders must be reported via an incident report.
8. Only one rider is permitted on a horse. No riding doubles.
9. All riders must wear an approved helmet.

### **PONY RIDES**

1. A parent or adult must accompany children and remain in control of the horse
2. Children must wear shoes. Long pants are advised.

### **SUMMER SEASON - Horse use by Summer Staff**

1. You must request permission from the Horsemanship Manager before using any horse.
2. Trail rides are open to Summer Staff provided there is room left. There is no charge, but staff must have a ticket.

3. All Barn rules apply to Summer Staff.

## **ADVENTURE POLICY**

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### **ACTIVITY LEADER QUALIFICATIONS**

1. Must go through the training described in the Adventure Manual
2. Must be 18 years or older to facilitate licensed programs

### **CLASSIFICATION AND LIMITATIONS OF CAMPERS**

1. A camper may only participate with signed consent form
2. Each camper will learn the appropriate commands
3. Each camper will participate by their choice only

### **ARRANGEMENT, MAINTENANCE, & INSPECTION OF AREA**

Refer to the Adventure Manual

### **APPROPRIATE EQUIPMENT & MAINTENANCE**

Refer to the Adventure Manual

### **SAFETY PRECAUTIONS**

Refer to the Adventure Manual

## **CANOE AND TUBING OUT TRIPS**

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During some weeks of camp there will be the opportunity for campers to participate in Canoe Trips and/or River Tubing.

Any canoes used, and the trailer used to transport them, will be inspected prior to the camping season. Additionally, canoes, paddles and lifejackets will be visually inspected prior to each trip to ensure they are fit for service. Any questionable equipment shall not be used.

These activities fall under the same staffing ratio requirements as any Waterfront activity. (See Waterfront Policies)

In addition, the following procedures are to be followed for any Canoe or River Tubing trip.

1. Campers participate by choice only – no camper will be forced to participate.
2. All campers and staff will wear an approved floatation device for the duration of the trip.
3. Campers will be given instruction on how to paddle and steer a canoe or tube.
4. A staff member will travel at the front of the group – no campers are allowed in front of this person.
5. A staff member will travel at the rear of the group – no campers are allowed behind this person.
6. Any other staff will distribute themselves throughout the group so that no camper is out of sight of a staff member.
7. An accurate count of campers will be made BEFORE anyone enters the water, and immediately after campers leave the water.
  - a. Should these numbers not match an appropriate search of the area shall be immediately conducted
  - b. The Camp office shall be immediately contacted and notified
  - c. 911 shall be called unless there is clear evidence that the camper left the river on their own accord.

# TARGET SPORTS

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## LOCATION

1. Target sports will only be conducted in ranges specifically set aside for this purpose.
2. Before use the Range will be inspected for hazards.
3. Ranges are only to be used under the supervision of trained staff

## ACTIVITY LEADER QUALIFICATIONS

1. Must go through Target Sports training & orientation. Must be trained on each specific activity before working with a group of campers.
2. Must be 18 years or older to facilitate licensed programs

## ACTIVITY STAFF-TO-CAMPER RATIO

One staff to ten campers

## CLASSIFICATION & LIMITATIONS OF CAMPERS

1. Each camper will learn the basic skills
2. Each camper will be given a safety orientation
3. There must be an activity leader present

## ARRANGEMENT, MAINTENANCE, & INSPECTION OF AREA

1. ARCHERY
  - a. Before each use the safety net will be properly hung
  - b. Bows will be inspected for any defects, including the strings
  - c. Arrows will be inspected for any loose tips, knocks, feathers and shafts will be inspected for any defects.
  - d. Spectators will be located behind the shooting line and outside of the covered range area.
2. RIFLERY
  - a. Guns will be inspected before each use.
  - b. The range, and beyond, will be inspected for potential hazards.
  - c. Guns will be cleaned regularly.
  - d. Spectators are only permitted on the first deck section, or on the ground.
3. TOMAHAWKS
  - a. Hawks will be inspected before each use.
  - b. The range, and beyond, will be inspected for potential hazards.
  - c. Hawks will be cleaned regularly, and handles inspected for cracks.
  - d. Spectators are only permitted behind the safety line, and well behind all throwers.
4. SLINGSHOTS
  - a. Slingshots will be inspected before each use.
  - b. Safety Glasses will be inspected before each use.
  - c. The range, and beyond, will be inspected for potential hazards.
  - d. Spectators are only permitted behind the safety line, and well behind all throwers.

## APPROPRIATE EQUIPMENT & MAINTENANCE

1. Only blunt tip arrows will be used for archery
2. All bows, arrows, and strings will be inspected at the beginning of the season
3. Only Cran-Hill Ranch owned guns will be allowed to be used at the Riflery range

4. All guns will be inspected at the beginning of the season and cleaned regularly throughout the summer.
5. All Tomahawks will be inspected for cracked handles before each session, and handles replaced as necessary.

### **SAFETY PRECAUTIONS**

1. No loose sleeves will be worn while participating in archery
2. Arrows will never be notched, Tomahawks never picked up, and guns will never be handled, until all participants are behind the safety line and the activity leader has given the command to proceed.

## **WATERFRONT POLICIES AND RULES**

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### **GENERAL POLICIES**

1. There shall be an *aquatic supervisor* on duty at **each** aquatic activity. This supervisor is responsible for the enforcement of safety rules and procedures for each activity.
  - a. An *aquatic supervisor* shall be an adult who has satisfactorily completed training and certification which is the equivalent to the requirements set forth in the American National Red Cross manuals "Life Guarding Today", and "Red Cross CPR For the Professional Rescuer".
2. In addition, there shall be one *aquatic observer* on duty for 20 or fewer campers who are involved in an aquatic activity. One additional *aquatic observer* shall be on duty for every additional 10 campers or fraction thereof.
  - a. An *aquatic observer* shall be not less than 16 years of age and shall have satisfactorily completed training that is equivalent to the requirements set forth in the American National Red Cross manual "Basic Water Safety and Emergency Water Safety."
3. An *aquatic supervisor* shall be on duty and have a motorboat accessible for a rescue while campers are using any type of watercraft.
4. If at any time there are more than 25 swimmers in the Structured Swim Area, a qualified staff person shall be an *aquatic observer* from the floating raft.
5. There shall not be more than 50 swimmers in the Structured Swim Area at any one time.
6. Lifesaving equipment shall be provided and placed where it is immediately available for use. This is primarily the responsibility of the Waterfront Staff. This equipment shall consist of the following:
  - a. A whistle for each staff person on duty.
  - b. An assist pole or other appropriate reaching assist device.
  - c. A ring buoy or other appropriate throwing assist device that has a rope attached of sufficient length for the area.
  - d. A backboard that has appropriate rigid cervical collar and a minimum of 6 straps.
  - e. A first aid kit.
  - f. A rescue tube.
7. Aquatic staff on duty shall not engage in an activity that will distract them from this duty.
8. Under no circumstance may an aquatic supervisor leave the stand unattended while swimmers are in the water.
9. There shall be a trained lifeguard to guard boats whenever they are signed out by Structured Campers.

### **SWIM TEST**

A swim test will be held at the beginning of each camp session. Those campers who pass the deep-water part of the test shall receive an identifier to wear on their wrist. This identifier must be worn if they wish to swim beyond the 4-foot marker rope.

1. A written record must also be kept of the campers who did not pass this test. The Beach Staff shall create

this list and keep it on hand for reference throughout the camp period.

2. All campers must take the swim test in order to swim beyond the 4-foot marker rope or wear an approved life vest while past the marker rope.
3. The swim test is not mandatory for any camper; likewise, Campers may re-take the swim test on future visits to the beach.

## **RULES**

### **1. Structured Camp Swimming**

- a. All Structured Camp campers must swim in the designated swim area.
- b. All campers inside the designated swim area or using watercraft must have a name tag and place it on the appropriate board.
- c. Structured Camp campers are not allowed into the Family Camp swim area.
- d. No running in the fenced in area unless necessary for the activities.
- e. The Beach House is to be entered only by authorized on-duty personnel (Waterfront, Full Time).
- f. No horseplay on or swimming under the rafts.
- g. Buddy Checks are to be done at least every ten minutes
- h. Whistle Signals:
  - i. One Blast of the whistle means "Listen"
  - ii. Two Blast of the whistle means "Buddy Check"
  - iii. Three Blasts of the whistle means "Everyone Out of the Water"

### **2. Structured Camp Water Craft**

- a. All watercraft must be signed out by the Waterfront Staff.
- b. Campers must have a name tag and place it on the boating board.
- c. Life jackets must be worn at all times outside of the designated swimming area.
- d. Watercraft use is only allowed in areas specified by Waterfront Staff when the equipment is signed out
- e. All boaters must stay in visual distance of the beach house window unless an aquatic supervisor is with them.
- f. No more than 3 people in a canoe, 5 people in a rowboat, and 1 person in a kayak.

### **3. Family Camp waterfront rules**

- a. Life guarding services are not provided for Family Campers. Staff will be on duty during posted times to sign out equipment and boats and will provide assistance if needed.
- b. The Structured Camp swim area is open to Family Camp when not being used for structured camp.
- c. No horseplay on or swimming under the rafts.
- d. One blast of the whistle means "listen"
- e. Three blasts of the whistle means "everyone out of the water!"
- f. Life jackets must be worn in all rented watercraft.
- g. Personal Family Camp watercraft are to be parked east of Bayview Campground in the area provided. Family Camp watercraft may not be used on or from the main beach area.

### **4. Staff Swimming**

- a. Staff may only swim during daylight hours
- b. Staff may never swim alone.
- c. Any staff under 18 years MUST have a currently certified lifeguard swimming with them (or guarding) to enter the water.

**Failure to follow these rules may result in loss of privileges.**



# TRANSPORTATION/VEHICLES

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## PERSONAL VEHICLES

1. Staff may have personal vehicles at camp if they are properly insured.
2. Personal vehicles may be parked in designated areas only.
3. Personal vehicles are not to be used for camp business.
4. Personal Vehicles are to be legally registered and insured. We recommend having comprehensive insurance in case a tree falls on, or any other damage happens to your vehicle while parked at Cran-Hill
5. Personal vehicles may not be used to drive to or from work areas.
6. Campers are NEVER to be in the staff's personal vehicles.

## CAMP VEHICLES

### ON RANCH

1. Camp vehicles are to be driven only by those who are authorized.
2. Each driver must have a valid driver's license.
3. Camp vehicles may not be used to drive to or from work areas, unless permission is obtained from Full Time Staff.
4. Vehicles (and keys) will be returned to their designated spots after each use
5. Only Vehicles that are designated for transporting campers may be used to do so
6. Campers are **never** to ride on tractors or in the back of pick-up trucks.

### OFF RANCH

1. Camp vehicles are to be driven only by those who are authorized.
2. Each driver must have a valid driver's license.
3. Camp vehicles must be properly licensed for being driven off Ranch property.
4. Camp buses are to be driven only by those who are at least 21 years of age.
5. Passengers must use appropriate seating units.
6. Passengers must use seatbelts when they are available.
7. Passengers must remain seated while the vehicle is in motion.
8. A minimum ratio of one staff person to every ten campers shall be maintained. The driver is not included in this ratio.
9. All traffic laws must be obeyed.

## RIDING ON VEHICLES

1. Tractors: **The driver must be the only person on a moving tractor.** Wranglers may ride in the Hay rack, but not on the tractor.
2. Pick-Ups: Do not sit on the tailgate or up on the sides of the bed.
3. For any vehicle towing a trailer, riders must NEVER be on the tongue of the trailer.
4. Regardless of the vehicle, riders should sit in a location which would ensure that they are not run over if they fall off.

## WAGON RIDES AND FLATBED WAGONS

Campers are not permitted to ride on any wagon or flatbed unless the following conditions are met

1. The wagon has sideboards to reduce the risk of a camper falling off
2. An adult staff member rides on the wagon to supervise the campers
3. Campers keep hands and feet inside the wagon at all times

## **LAND USE**

1. **On Ranch:** No vehicle traffic beyond the gate at the Main Lodge. (Retreat groups using Two Springs or Cranberry Site are allowed one vehicle on site).
2. **State Land:** The state land surrounding CHR is part of the Haymarsh State Game Area. In this area it is unlawful to operate any motorized vehicle, or to ride or lead a horse unless on a marked roadway.
3. **Turtle Mountain:** No vehicles are to be driven to “turtle mountain” without permission from the Barn Manager, Program Director, or Executive Director. This property is NOT owned by CHR, and every effort will be made to communicate our usage to the land owners.

## **SPEED LIMIT**

The speed limit is 15 MPH on Ranch property. Failure to observe this limit may result in loss of driving privileges.

## **BUSSES**

Bus drivers must check logbook to see if vehicles have been checked and serviced by maintenance staff at most a day prior to trip, or the day of the trip. Transporting campers to and from trips will be in vehicles that have been approved by the Maintenance director.

## **EVACUATION**

When vehicle evacuation is necessary, staff should oversee a speedy but organized evacuation using all exits. Campers should be removed from the vehicle and other hazards. Once campers are in safe area a head count shall be taken. Then the vehicle is to be marked according to State Law.

## **LOADING AND UNLOADING**

All loading and unloading of campers will be done off the roadway and only through door or doors designed for that purpose (not emergency exits). Luggage may be loaded by the rear emergency door, but should not be stored in aisles or in any way that will block vision for the driver.

## **ACCIDENTS**

Any accidents, near accidents or difficulties (human or mechanical) must be reported:

1. Fill out an incident report for accidents and near accidents
2. Notify the person responsible for authorizing drivers on that vehicle.
3. Failure to do this will result in loss of driving privileges.

## **MAINTENANCE**

1. Before transporting campers, drivers must perform a pre-trip safety check.
2. The Maintenance Department will perform regular preventative maintenance on all camp vehicles.

## **GUIDELINES FOR VEHICLE OPERATORS ON PROPERTY, EMPLOYEE PASSENGER ONLY**

All operators for on-camp and (17 Mile Road), employee passenger usage only must have a motor vehicle license. Examples: Maintenance vehicles, housekeeping, UTV vehicles, food service, tractors, wagons, other service vehicles for on-camp use is approved with specific and detailed training by supervisory staff.

## **OFF PROPERTY, NON-EMPLOYEE PASSENGER**

All operators for off-camp and non-employee passenger transporting vehicles must have been continuously licensed for the past three years.

1. Minimum age of operators is as follows: Van – age 21, Bus – age 24
2. Maximum age of operators is as follows: Van – age 72, Bus – age 67
3. **Physicians Form needed** if: a requested driver exceeds the maximum age

## **ALL OPERATORS**

1. All operators' accident/incident experience must reflect:
  - a. No more than one (1) at fault accident in the past year, or
  - b. One (1) at-fault accident and one (1) minor moving traffic violation in the past three (3) years.
2. All operators must NOT have had:
  - a. More than one (1) minor moving traffic violation in the past year.
  - b. Two (2) or more minor moving traffic violations in the past three (3) years; *Minor includes all violations other than those listed as major below.*
  - c. Any major speeding violation in the last two (2) years. Major speeding violations (a form of reckless operation) are:
    1. More than 15 MPH over a posted limit of 45-55 MPH
    2. More than 12 MPH over a posted limit of 40 MPH or lower
3. All operators must **NOT** have had any major moving violations in the past three (3) years. The following are included as major moving traffic violations:
  - a. Driving while license is suspended or revoked
  - b. Driving under the influence (DUI) or driving while intoxicated (DWI)
  - c. Leaving the scene of an accident or incident
  - d. Reckless operation
  - e. Improper passing
  - f. Driving with known or non-inspected defective equipment.

# THE RIGHT TO KNOW POLICY

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The following hazard communication program has been established for Cran-Hill Ranch. This program will be available for review by all employees.

## **HAZARD DETERMINATION**

Cran-Hill Ranch will be relying on Material Safety Data Sheets from suppliers to meet the determination requirements.

## **LABELING**

1. The Housekeeping Director and Maintenance Director will be responsible for seeing that all containers coming in are properly labeled.
2. All labels shall be checked for:
  - a. Identity
  - b. Hazard
  - c. Name and address of responsible party
3. Each employee shall be responsible for seeing that all portable containers used in their work area are labeled with identity and hazard warning.

## **MATERIAL SAFETY DATA SHEETS (MSDS)**

1. The Housekeeping Director and Maintenance Director will be responsible for compiling the master M.S.D.S. file. It will be kept in the camp office file.
2. Copies of M.S.D.S. for all hazardous chemicals to which employees may be exposed will be kept in a file at the Camp Health Officer's station.
3. M.S.D.S. will be available for review to all employees during each work shift. Copies will be available upon request to the Housekeeping Director and Maintenance Director.
4. The employees will be provided with the required MIOSHA Right-To-Know posters and postings notifying employees of new or revised MSDS's within five days of receipt of new or revised MSDS.

## **EMPLOYEE INFORMATION AND TRAINING**

1. The Housekeeping Director and Maintenance Director shall coordinate and maintain records of training conducted for employees.
2. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class. In that class, each employee will be given information on:
3. Chemicals and their hazards in the workplace.
4. How to lessen or prevent exposure to these chemicals.
5. What the company has done to lessen or prevent workers exposure to these chemicals.
6. Procedures to follow if they are exposed.
7. How to read and interpret labels and M.S.D.S.
8. Where to locate M.S.D.S.'s and from whom they may obtain copies.
9. The employee will be informed that:
10. The employer is prohibited from discharging, or discriminating against, an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
11. As an alternative to requesting an M.S.D.S. from the employer, the employee may obtain a copy from the Department of Public Health. A sign will be posted with the address and telephone number of the department responsible for such requests.
12. Attendance will be taken at training sessions, with records kept at the Main Office.

13. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

#### **HAZARDOUS NON-ROUTINE TASKS**

1. On occasion, employees are required to do work in hazardous areas (e.g. confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas. This information will include:
  - a. Specific chemical hazards
  - b. Protection/safety measures the employee can take to lessen risks.
  - c. Measures the company has taken to lessen the hazards including ventilation, respirators, the presence of another employee, and emergency procedures.
2. It is the policy of Cran-Hill Ranch that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

#### **INFORMING CONTRACTORS**

1. It is the responsibility of the Housekeeping Director and Maintenance Director to provide any other contractors with employees exposed to our chemicals with the following information:
  - a. Hazardous chemicals with which they may come in contact.
  - b. Measures the employees may take to lessen the risks.
  - c. Where to get M.S.D.S.s for all hazardous chemicals.
2. It is the responsibility of the Housekeeping Director and Maintenance Director to obtain chemical information from contractors when they will expose our employees to hazardous chemicals, which they may bring into our workplace.

# GENERAL USE POLICIES

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## BARN STORE

### ALL RANCH STAFF

1. Only the Barn Store Staff are allowed in coolers and behind the counters.
2. You are customers just like everyone else - please wait in line.
3. Please be good role models for the campers regarding the Barn Store.
4. Please clean up after yourself and encourage campers to do the same.
5. Only Barn Store Staff may put anything in the walk-in cooler or freezer.
6. The Barn Store's intercom phone may be used for appropriate camp business only and only with permission of the Barn Store Staff.

### CABIN LEADERS

1. Do not leave campers unsupervised in the store. All campers must be accompanied in the store.
2. Please put store and porch chairs back where you found them.
3. Rap groups are not allowed in the store, or on the porch.
4. Campers are only permitted in the store during scheduled times.
5. Cabin Leaders must be present when campers are checking out athletic equipment. It is free to campers and staff but must be signed out with the assistance of a Barn Store Staff. Make sure all athletic equipment is signed back into the store by closing time.

### ACCOUNT PROCEDURE

1. Ranch Staff may put money into an account in the Barn Store.
2. You may obtain your unused account balance at the end of the summer.
3. Barn Store Staff ONLY are permitted to record items purchased and amounts deposited.
4. Barn Store Staff will inform you of your current balance at the time of your purchase.
5. Once your account runs out you may no longer put items on your account until you put more money into your account. This is a DEBIT system only.

### OVERALL POLICIES

1. No bikes, skateboards, or roller blades are allowed on the porch.
2. No shirt, no shoes = no service. Bathing suits do not count as suitable substitutes for shirts.
3. No pets allowed in the store (carried in or walking).

## MAIN OFFICE

The Office is a place of business, with staff welcoming guests, talking on the phone, and working on computers. Staff should maintain a reasonable noise level to accommodate for these functions. Staff should hang out, congregate, or be a distraction in this place.

## CAMP KITCHEN

1. The kitchen and food storage areas are off limits to all staff unless they are working there.
2. The refrigerator in the lower level is for summer staff. You may store whatever you like there. For your own benefit, please have your personal items clearly identified.
3. Special Diets - Because of the large workload on the kitchen, special diets are very difficult for the kitchen to handle. Any special diets will be allowed only by permission of the Program Director, Operations Director or Executive Director. See Food Allergy Policy.

## **STAFF HOUSING**

1. Almost all housing for staff is dormitory style and therefore, everyone needs to be aware of others. Remember, each of us needs to sleep in order to be at our best. Keep in mind that the Main Lodge upstairs floor is like a drum over the dorms.
2. Quiet time is from 11:00 p.m. to 7:00 a.m. inside or outside. Lights out is at midnight and all staff are required to be in bed by this time
3. Anytime you wish to spend a night off the Ranch outside of your time off, it must be cleared by your Area director, Program Director, Operations Director, or Executive Director.
4. Sleeping areas are private areas, men are not allowed in the women's dorms, nor are women allowed in the men's dorms. These dorms are the only approved sleeping areas for staff. Mattresses are not to be removed from the cabins.
5. The dorm rooms must be kept clean and straightened. An inspection of the staff sleeping areas will be made once each week.
6. The Staff Lounge is a common place for all staff. Do not leave personal items in the Lounge for extended periods of time. Games, snacks, books, and other items should be stored in your sleeping area. This allows for all staff to utilize the Lounge freely.
7. Residents of each living quarters will further develop their own house rules.
8. Cabin Leaders should be with their campers or on the camp site at all times while the campers are present.

## **MAINTENANCE BARN**

1. The maintenance barn is off limits to all campers at all times.
2. The maintenance barn is off limits to all staff unless they are working there.
3. ALL tools must be checked out by the Maintenance Director. Please abide by all safety rules.
4. Any staff person using power tools must show that they have knowledge and ability of that tool before it can be released to them.
5. Protective safety equipment must be worn when operating power tools.

## **TELEPHONES**

1. No personal calls may be made from Ranch Phones. Exceptions will be made for international staff, who will need to use a calling card for any calls made.
2. Campers are not permitted to use phones, if they believe that a genuine need exists, this request should be brought to the attention of the Program Director.

## **MAIL**

1. The mail will be sorted by office personnel and distributed to the campers and staff during the day. Do not come to the office to retrieve mail.
2. To receive mail, your address while at Cran-Hill Ranch:  
Your Name  
c/o Cran-Hill Ranch  
14444 17 Mile Road  
Rodney, MI 49342

## **NAME TAGS**

1. Name tags are to be worn whenever you are on the property of Cran-Hill Ranch, whether you are on or off duty.

2. Name tags are to be worn between the neck and the navel.
3. To receive a new name tag, order and pay the cost of replacement at the office (\$5).

## **INTERCOM PHONES**

1. These are for staff usage only. Make sure campers do not use them.
2. A directory of numbers is posted by each phone.
3. They are only to be used for necessary communication.
4. Calls should be as brief as possible.

## **WORK HOURS**

1. The actual time to be on duty is set by the Director in charge of each area.
2. Time Off and Free Time - If a staff person needs time off during their regular working schedule for an important event, this must be requested in writing at least two weeks in advance of the event. (Forms will be located in the Lodge). Time off with less than two-weeks' notice will be given only in the event of an emergency. Time off will be considered for the following reasons:
  - a. Attending wedding of immediate family members
  - b. Being a part of the wedding party
  - c. Death or serious injury/illness of family member
  - d. Any other time off request will be considered on the basis of Cran-Hill's program needs and the reason for time off. All requests are to be given first to the area Director for approval, then passed on to the Program Director for record keeping.
3. All Summer Staff are to be on the Ranch grounds by 11:45 AM on Sundays. Any exceptions to this must be requested in writing as a Time Off Request.
4. Remember that what you do and say in your free time is your witness for Christ. You are expected to be a good witness.

## **CAMPER HOUSING**

1. Campers are assigned their housing at registration
2. Moving to another cabin is not allowed without consultation with the Program Director
3. Campers should not enter any other cabin apart from their own
4. Campers are not permitted to enter the Cabin Leader room or Cabin Leader bathroom at any time

## **VISITORS**

1. Although we welcome guests, we do have limited facilities. If housing a guest in the Main Lodge becomes necessary, please use the following guidelines:
  - a. You may register a guest to stay overnight in the Lodge with the Leadership Staff. Cost is \$5.00 per night per guest (plus any meals - see meal cost). Limit all guests to no more than two consecutive nights.
  - b. All guests must be at least 18 years of age and abide by the Cran-Hill policies established for staff. You will be responsible for the actions of your guest.
2. We do not offer overnight accommodations for campers who want to arrive early or stay later than the scheduled camp closing.
3. Staff visitors and guests are not allowed during your working hours. You may have visitors during your free time.
4. Guests should not be present during small groups, and staff should consult with the Program Director before inviting guests to the Sunday Staff meeting.



## **SUNDAY POLICY**

1. Since the Barn Store is not open on Sunday, family campers are not able to rent equipment. We ask that the staff refrain from using the store, horses, boats, or canoes on Sunday.
2. Worship services are held at 10:00 a.m. in the Chapel in the Pines. In case of rain they will be held in the Main Lodge or tent.
3. Staff are expected to attend a worship service on Sunday morning.

## **BIBLE STUDY**

1. Personal Quiet Times - Each of us needs to have a time set aside for personal Bible study and prayer. Try to begin the summer with this habit, and you will find it a great blessing.
2. Group Bible Studies - We encourage group Bible study and will help to get a group together. Summer Leadership can aid in finding a suitable location to meet if needed.

## **STAFF EVENTS**

Throughout the summer, special events and gatherings will be planned to build and maintain staff community. Some events will be scheduled in advance, while others will be more spontaneous. Some events will be mandatory, while others are optional.

## **INSURANCE**

Each staff person is covered by Workman's Compensation Insurance, which covers any kind of work-related accident that occurs during work time. Personal activities, those outside the summer program, such as staff trail rides, illness, boat outings, and recreational activities are not covered. We do not provide general health insurance.

## **SICKNESS**

1. Any sickness should be reported to the Health Officer.
2. If medications or the services of a doctor are needed, the cost is your responsibility.
3. All cabin leader staff are required to turn in their medications to the Health Officer at the beginning of each week.

## **OUTDOOR FIRES**

1. Fires are allowed only in designated areas.
2. Never start a fire with a flammable liquid, like gasoline.
3. Never leave a fire to burn itself out. Be sure that it is totally extinguished.

# TECHNOLOGY POLICY – CAMPERS

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## CELL PHONES, COMPUTERS, TABLETS, & ELECTRONIC EQUIPMENT

Youth Campers are not allowed to have cell phones, computers, tablets, mp3 players, TVs, or other electronic equipment while attending camp. Any such devices brought to camp will be held by the Summer Program Lead until the end of the camp session.

# TECHNOLOGY POLICY - STAFF

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Cran-Hill Ministries seeks to be proactive in protecting both our campers and staff members from any potential abuses of online social networking as well as in maintaining the integrity of our ministry. In order to maintain a healthy Christ-centered environment, both physically and digitally, we ask our staff to be aware of and agree to the following expectations:

## COMPUTERS

1. Cran-Hill Ranch computers are not available to Summer Staff for personal use.
2. Personal computers/devices are only to be used during off time.
3. Personal computers must NEVER be connected to the CHR PRIVATE network – either wirelessly or through wired jacks in the office.

## INTERNET

1. Wireless internet is available in some areas of the grounds.
2. While this service is provided free of charge to summer staff, there is not a guarantee of it always being available.
3. We also ask that all staff be aware of the limited bandwidth and keep the streaming of video, or the downloading of large content, to a minimum in order to be courteous to our guests.

## PHONES

1. Cran-Hill Ranch phones are to be used only for Cran-Hill Ranch related business.
2. Staff are not allowed to use cell phones or other electronic devices while on duty unless special permission is granted by the Summer Program Lead or Area Supervisor.
3. On some occasions CHR Full Time Senior Staff may ask staff members to carry a cell phone due to the programmatic needs. During these times staff must still adhere to the “no personal use during work hours” policy.
4. Staff may use cell phones during their scheduled break times of more than 15 minutes, but cannot use them in sight of campers, or in cabins (unless in case of emergency).

## MUSIC

1. If music is allowed in your work area, only Christian music or family-friendly Disney music is permitted.
2. Volume should be kept below a distracting level.

## **ONLINE COMMUNICATION WITH CAMPERS**

We recognize that the relationships formed between campers and their Cabin Leader while at camp will often continue beyond the summer and can be a great way to disciple and encourage young people in their walk with Christ.

1. Staff are not to initiate any online friendship or “invitations” to any camper. They may only accept invitations from campers.
2. Staff should be fully aware of their own online content and think deeply before accepting a camper’s friend request before a camper becomes 18.
3. In communication with campers, it is vital to remember that you continue in the role of an authority figure and government mandated reporting still applies. You never cease to represent Cran-Hill Ranch, and more importantly – Christ.
4. The Camper/Cabin Leader relationship continues if you choose to ‘friend’ your campers and therefore staff must adhere to Cran-Hill Ranch standards in all communication and postings.

In any communication remember the following 2 fundamental truths;

1. Everything is permanent. Once it’s online it can never be truly deleted.
2. Everything is public. Nothing is truly private – anything can, and will, be re-posted for the world to see.

## **CAMPER PHOTOS**

Because staff members do not have direct and/or legal permission to post pictures of minors, summer staff members should think carefully about every posting of photos. In photos of your camp time and experiences, campers should never be identified or “tagged” in any photos that staff post online. And if campers tag themselves, you should untag them in your photos.

## **STAFF PROFILES**

Any text, photo, audio, or video about Cran-Hill Ranch that could be considered controversial or questionable by CHR administration, campers, or campers parents is deemed to be inappropriate and should not be posted at any time during or after employment.

I.e. It must pass the Grandmother Test – Would I want my Grandmother to see this?

**If your online presence (profile, photos, etc.) does not pass this test, then DO NOT allow campers to enter this area of your life until it does.**

# INCIDENT REPORTS

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## **WHEN TO COMPLETE A REPORT?**

Report must be completed and submitted within 24 hours of occurrence for any of the following:

- A. Bodily injury
- B. Property damage involving CHR facilities, grounds, vehicles, etc.
- C. Significant emotional incident (loss of emotional control, etc.)
- D. Situation where serious harm was narrowly avoided

## **WHO IS REQUIRED TO COMPLETE A REPORT?**

- A. If there is a staff member who witnesses the incident, the staff member must fill out the report
- B. If more than one staff member witnesses the event, the person highest on the organizational chart must fill out the report
- C. If no staff person witnesses the event, the person closest to the incident must fill out the report

## **HOW TO SUBMIT A REPORT?**

- A. Submit reports to the Executive Director's Administrative Assistant
- B. The report will then be routed to the Operations Director, Program Director, and Executive Director for review
- C. When the report has been reviewed the Administrative Assistant will file the report

**See Appendix C for a Sample Incident Report Form**

# EMERGENCY PROCEDURES

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# EMERGENCY PROCEDURE: MEDICAL EMERGENCY

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## **ACCIDENTS AND INJURIES: Contact the office immediately.**

1. When accidents and injuries occur the first step is to assess what has happened to the person and then determine which first-aid, if any, needs to be administered.
2. Not breathing - This calls for immediate action. A person can sustain serious damage to the brain if they do not breathe for as little as three or four minutes.
3. Bleeding - While bleeding needs to be stopped, a person can lose large amounts of blood (a pint or two) without serious problems. Therefore, it is better to look at the best procedure to stop bleeding than to hastily take action.
4. No pulse - This calls for immediate and prompt action.

## **BREATHING DIFFICULTIES**

1. If breathing has stopped, artificial respiration should be started immediately. If you do not know CPR find someone who does. If someone cannot be found in three to four minutes the following steps should be followed:
  - a. Place the victim in a face-up position. Maintain an open airway by placing something under the victim's shoulders to raise them several inches, allowing his head to drop backward.
  - b. Breathe for them by giving them 2 long breaths in the mouth. Be sure to close the nose tightly. Observe the chest rise and fall with each breath. Repeat this procedure every 4-5 seconds, *until* help arrives, or you are too exhausted.
2. If pulse has stopped, CPR must be started immediately. If you don't know CPR find someone who does. Continue CPR until relieved by medical personnel.

## **GENERAL FIRST AID**

1. Bleeding
  - a. Apply pressure on the wound with a clean cloth. If bleeding is extensive and no clean cloth is available, you may use your shirt or just your fingers or palm of your hand. Do not apply a tourniquet. If the bleeding continues, find a pressure point and apply pressure. Always use disposable gloves.
  - b. Get the Health Officer to the person or vice versa as soon as possible.
2. Broken Bones
  - a. Do not try to set the broken bone. Secure the extremity so that the arm, leg, etc. will have very little chance to move during transport. Contact the Health Officer before moving the person (unless in an unsafe environment). Broken bones are evidenced by severe pain and possibly some deformity.
3. Choking
  - a. If the person cannot breathe and cannot talk, almost always they are choking on something in the throat.
  - b. If they're wheezing or coughing, do nothing. Encourage them to cough it out.
  - c. If no air is being passed at all, use the Heimlich maneuver.
  - d. When the object is dislodged the person should be taken to the Health Officer.
4. Seizures
  - a. Do not stick anything in their mouth.
  - b. Do not try to stop the person in any way.
  - c. Remove anything nearby that could possibly injure the person during the seizure.
  - d. Ask all other people to move away from the area.
  - e. When the person comes to after the seizure, have them see the Health Officer.

5. Burns
  - a. Try to cool the burn area in one of the following ways:
  - b. Allow cool to cold water to flow over the burn. Do not use water under force as this may break the skin.
  - c. Apply cold damp cloths to burn area. Always remember that an open burn can very easily become infected.
  - d. Do not use ice as it causes the skin to cool too rapidly, perhaps causing further injury.
  - e. Call for the Health Officer.
6. Hyperventilation
  - a. If the person is in a crowd or an enclosed area move them to a more open, cool area.
  - b. Reassure the person and ask them to breathe slowly in a slow deliberate rhythm. Get them to relax.
  - c. As a last resort, have the person breathe into a paper bag for a few breaths. This almost always restores normal breathing. Don't seal the bag around the head in any way.
7. Fainting
  - a. Have person sit down with their head between their knees if they feel faint.
  - b. After they have fainted make sure their airway is open but leave them lying down
  - c. Stay with them until they are conscious
  - d. Call for the Health Officer.
8. Heat Problems
  - a. Get them to a cool place in the shade and have them lie down.
  - b. Cool them down with cold, wet cloths on the forehead, wrists, back of neck and back.
  - c. If the victim's face is red and flushed, raise their head. If the victim's face is pale, raise their feet. "Red, raise the head. Pale, raise the tail."
9. Sprains
  - a. Call for the Health Officer
  - b. Put ice pack on it.
  - c. Elevate the area.

## **EMERGENCY PROCEDURE: SITE EVACUATION**

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In the event that the entire camp site needs to be evacuated:

1. The evacuation shall be communicated via 2-way radio and cell phones to all Cabin Leaders and staff.
2. Cabin Leaders shall gather with their cabin groups and confirm that all campers are present.
3. All campers and Cabin Leaders will be transported utilizing the full-size school busses and 15 passenger vans. Campers should not ride in staff personal vehicles unless there is no other alternative available.
4. Staff shall ride with campers as space allows, or in personal staff vehicles
5. Campers and staff shall be evacuated to the site designated by the local Incident Command officer, or their designate.
6. On arrival at the alternative site a full camper count shall be performed to confirm that all campers are accounted for.
7. Notification of parents shall be conducted by the Program Director and his/her designates.
8. Campers and staff shall only be transported back to Cran-Hill Ranch once the Incident Command officer, or their designate has declared the area to be safe.

# EMERGENCY PROCEDURE: FIRE

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Under NO circumstances should you endanger your life for a building, animals or material things!

## **FIRE SAFETY ORIENTATION**

A fire safety orientation will be given to all the campers during the camp welcome and orientation talk.

## **FIRE IN A BUILDING**

1. Proceed immediately to get all people out of the building and a safe distance from the burning building.
2. If possible, use the intercom to notify the Office (\*3301)
3. Explain the extent of the fire, location, etc. If a phone is not available at your location proceed to the nearest phone.
4. The Executive Director will determine if the fire department should be called. In the event the Executive Director is absent the office shall determine whether to call the fire department.
5. If any of the above procedures aren't possible and you are near a phone call fire department, 911.
6. After you have phoned, try to extinguish the fire with the fire extinguisher. If fire is large turn off the propane fuel at the tank servicing the building.
7. Campers shall not return to the building until Executive Director or Maintenance Director has given the okay.

## **FIRE IN CABINS OR SHELTER**

1. Proceed to get campers out of the building.
2. Report the fire as described above.
3. Try to extinguish the fire using the fire extinguishers on site.

## **GRASS / BRUSH FIRES**

1. If fire is small try to cover it with dirt, blanket or something to smother the fire. Grass fires can also be put out by beating with broom or shovel.
2. Notify the Executive Director and/or Maintenance Director immediately.

## **FOREST FIRES**

1. The following warning will be used for forest fires or possible fires reaching camp areas:
  - a. Two blasts of air horn - Proceed to evacuate campers toward Hillview Lake to the open field east of the Main Office.
  - b. Four blasts of air horn - Proceed to evacuate campers toward Main Lodge to the open field south of the Lodge.
  - c. Low number of blasts (2) = go down to lower camp. High number of blasts (4) = go to the higher area of camp.
2. Procedure
  - a. Always have campers use established paths and roadways in exiting the camp area.
  - b. Always be in the lookout for any shift in a fire which might require exiting in a different direction.

# EMERGENCY PROCEDURE: HIGH ADVENTURE

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1. If there should be a medical need to bring someone down out of a High Adventure facility:



- a. Perform an appropriate lower.
- b. Contact Health Officer. If necessary, request EMS at this time.
- c. Give appropriate first aid or emergency care. Continue until relieved by Health Officer or EMS.
2. If using the High Ropes Course proceed with getting the remaining participants out of the course.
3. Replace rescue equipment. If staffing and time permit, continue with program, this decision is made by the Operations Director or Program Director.
4. As soon as possible, complete an incident report and turn one copy into the appropriate Director and one copy into the Camp Health Officer.

## **EMERGENCY PROCEDURE: WATERFRONT**

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When you spot a person who needs help, activate the Emergency Action Plan by blowing one long loud whistle blast. This notifies all available beach staff that there is an emergency.

1. When two Beach staff are working, the second beach staff is then responsible for:
  - a. Surveillance and getting everyone out of the water if necessary (three blasts on the whistle)
  - b. Then assisting the Lifeguard taking action to help the patron.
2. If three Beach staff are available:
  - a. One staff will take the stand and continue surveillance of the swim area
  - b. The second staff member assists in the rescue.
  - c. The assisting lifeguard shall contact the Health Officer. If EMS is necessary, make the call at this time.
  - d. Perform care required by person. If lifesaving skills are required continue until relieved by EMS.
  - e. All equipment used in the rescue must be in good working condition and returned to its original location.
  - f. Lifeguards return to duty, if possible, and swimmers are allowed back into the water if there is adequate coverage. The area Director or Program Director makes this decision.
  - g. Within 24 hours complete an incident report and file with the Health Officer.

## **EMERGENCY PROCEDURE: MISSING SWIMMER**

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### **LOST SWIMMER**

1. Upon noticing that a camper is missing, the beach staff will:
  - a. Give three blasts on their whistle and get everyone out of the water.
  - b. Immediately notify the Main Office (dial: \*3301), and state as much information as possible - A swimmer is missing, their name, & their Cabin Leader.
  - c. The office will designate someone to sound the alarm bell.
2. Cabin Leaders and campers assemble on the basketball court.
  - a. All campers assemble in cabin groups with their respective Cabin Leaders.
  - b. Cabin Leader will stay with the campers while the other will go to the beach and assist in searching the water.
3. Summer Program Lead Responsibilities
  - a. Take a count of all campers.
  - b. If camper is not found the Summer Program Lead will send two Cabin Leaders back to the site to look.
  - c. The Summer Program Lead will then report to the Beach (Dial:210) on the Store intercom phone.
  - d. A Cabin Leader shall notify the Beach (Dial:210) and the Store (Dial:205) immediately upon completion of a thorough search of the site.

4. Searching the water
  - a. Beachfront assistance
    - ii. ALL available Staff go to the Beach.
    - iii. One Cabin Leader from each cabin group shall go to the Beach.
  - b. Beach Staff shall assign someone to call EMS (Dial: 9-911)
  - c. One beach staff shall manage and monitor a shallow water search (less than 5').
  - d. One beach staff shall manage and monitor a deep-water search (5' or deeper).
5. Health Officer Responsibilities
  - a. Upon receiving the call or hearing the alarm bell – retrieve the AED and go to the beach house.
  - b. Relieve the staff person in the beach house and take calls from Store or Cabin Leaders reporting the results of their search. Communicate a found camper to the beach staff to cancel the search.
  - c. Once the camper is found, assess and provide any medical care needed
6. Continue searching until the lost camper is found, or other authorized personnel (Fire Dept, Police Dept, or EMS) relieve the Ranch Staff.

## **EMERGENCY PROCEDURE: TUBING**

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### **RAINING ONLY – WARM WEATHER**

1. Tubing is ON!
2. Driver will count numbers of people entering & exiting the river

### **BAD WEATHER LOOKS POSSIBLE / UNSURE IF STORMS ARE COMING.**

1. Driver will count numbers of people entering the river
  - a. Once tubers pass the bridge the only pick up point is at the other end.
  - b. One bus will stay at the Drop-off point until the last tuber passes the bridge
  - c. Other bus needs to depart immediately to be at the other end in time.
2. If campers/staff are uncomfortable staying on the water, they should:
  - a. Get out on the right bank of the river
  - b. Bring their tubes etc. with them
  - c. Follow the river (there is a path) down to the pick-up point.
  - d. At least 1 bus will wait at the pick-up point until all guests are accounted for

**IF LIGHTNING IS SIGHTED IN THE DROP-OFF AREA, TUBING WILL BE CANCELLED.**

## **EMERGENCY PROCEDURE: TRAIL RIDING**

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### **FALLEN RIDER**

1. Rider has fallen, but gets up before you reach him or her:
  - a. Tie up your horse & Go to the rider
  - b. Have the other riders stay mounted and standing away from the fallen rider. It is ok if their horses eat-- it will keep them calmer. \*
  - c. Examine the fallen rider for injury--never assume they are ok even if they get up
  - d. Do not force the rider to remount if they don't want to. Use your radio to contact the nurse or office to pick the rider up.
    - i. If the rider is able to walk, and appears to be without injury, take them to the nearest service road
    - ii. If the rider is not able to walk or you suspect injury, have them sit or lie down and wait for help to

come to you.

- e. Once help arrives, take your trail ride back to the barn
  - f. Fill out an incident report and a horse report.
2. If a rider falls and stays on the ground:
    - a. Follow steps A-C of Step 1
    - b. Call for help on the radio
    - c. If they have numbness, sharp pain or tingling in their neck, back or limbs, do not let them move. Do not even remove the helmet
    - d. Follow standard first aid procedures
    - e. Fill out an incident report and a horse report.
  3. If you cannot use your radio/are out of range or too far to send help to a phone:
    - a. Mark your location on the map in your first aid kit and return it to the saddlebag.
    - b. Have all the other riders dismount and remove the bridles (Remove your horse's). Let them go.
    - c. Let all of the horses go because no single horse is going to leave the herd and wander back to the barn. It is more dangerous to have an inexperienced person trying to hold on to a horse that is getting more and more impatient. Have the entire trail ride walk on foot back to the barn.

## **EMERGENCY PROCEDURE: WAGON RIDES**

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### **WAGON EMERGENCIES**

1. If an injured participant is under the wagon:
  - a. Get help from the riders in chucking the wheels with hay bales and unhook the horses.
  - b. DO NOT move the participant or drag him/her from under the wagon.
  - c. Walk the horses up to a stand of trees and have an adult, if possible hold one of them by the sides of its halter.
  - d. If an adult is not available or the horse is too jumpy - walk them far enough away and walk them to a stand of trees and leave them.
  - e. Follow Emergency Medical Procedure for the injured participant.
2. If the injured participant is not under the wagon:
  - a. Have the wagon riders unload and stand away from the participant.
  - b. Park the wagon a short distance away with the horses blocked by trees.
  - c. Follow Emergency Medical Procedure for the injured participant.
  - d. Follow First Aid Procedures with the injured participant if necessary, use your radio to call the host for assistance. If EMS is needed, request it at this time.
  - e. Once participant is picked up, conclude program as necessary.
  - f. Complete an incident report.

## **EMERGENCY PROCEDURE: MISSING CAMPER**

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### **LOST CAMPER PROCEDURE**

1. The Cabin Leader or staff person in charge of camper should advise the Summer Program Lead & Program Director immediately.
2. The person notified should get the following information:
  - a. Where camper was last seen and when
  - b. What the camper was wearing

3. Any clues about camper's disappearance from Cabin Leader
4. Summer Program Lead and Program Director shall work with available Full Time Staff to organize search parties (other campers may be used but under close supervision of their Cabin Leader). If campers are not in search party, then some of the supporting staff should be called in to oversee remaining campers.
5. Organizing search parties shall be done in the following manner: Cran-Hill property and adjacent land are divided into various sections. A group or groups of searchers are to systematically search each area.
6. The Executive Director or Program Director will notify the Sheriff's Department.
7. Continue searching until camper is found or when searching is called off by Sheriff's Department.

# SEVERE WEATHER SAFETY PROCEDURE

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## THUNDERSTORMS

1. Keep calm. Ask God to help overcome your fears. Cabin Leaders especially need to keep calm and help the campers who have fears. If campers have great fears, singing or story-telling will help.
2. No swimming or boating activities are allowed during thunderstorms. All campers and staff must be out of the water and away from the water.
3. Take shelter in a building, shower house, bathroom, etc. Do not seek shelter under a tree or trees.
4. Lightning is the most damaging of thunderstorm activity. Therefore, take these precautions:
  - a. Do not stand near electrical transformers or electric stoves or other electrical equipment.
  - b. Do not stand by or under trees.

## LIGHTNING VICTIMS

1. Persons struck by lightning could receive a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely.
2. A person "killed" by lightning can often be revived by prompt CPR procedures.
3. If a group is struck by lightning, the apparently dead should be treated first; those who show vital signs will probably recover spontaneously, although they will require medical treatment.

## TORNADO SAFETY PROCEDURE:

### 1. Tornado Watch

- a. This means weather conditions are favorable for forming tornadoes.
- b. All directors will be notified of this through the Executive Director and are then responsible for notifying their staff. They shall then keep careful watch on the sky for any sign of a tornado. Should sudden wind, rain, hail, or funnel clouds appear, take cover as prescribed under tornado warning.

### 2. Tornado Warning

- a. This means a tornado has been spotted in the surrounding area.
- b. At the sound of the siren, all staff should get campers as well as themselves under proper cover.
- c. Cabin Leaders are responsible for their cabin group or group of campers they are currently supervising
- d. Proper Cover:
  - i. Basement of Lodge
  - ii. Basement of Office
  - iii. Underground House
  - iv. Basement of Barn Store
  - v. Basement of Retreat Center
  - vi. Bathrooms of Saddle Ridge Cabins
  - vii. If time does not permit this, then lay flat on ground - preferably on the northeast side of a small hill, in a ravine, or ditch.
- e. When seeking cover during a tornado, remember to crouch low and keep away from any windows.
- f. It is essential that all staff use good judgment and maintain calm leadership. Ask God to give you wisdom and victory over fear. Alarming campers unnecessarily can be worse than the storm.
- g. All-Clear: Until the all-clear is sounded campers and staff must stay in the shelter area. When the all-clear is sounded, activities should resume as scheduled.

# SEVERE WEATHER & TORNADO PROCEDURE

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## PROCEDURE

1. When there is a threat of severe weather and/or tornado warning, a siren will be sounded throughout the Ranch.
2. Organizers go to their assigned areas and direct people to the appropriate coverage.
3. A director will go to the Main Office to act as the dispatch:
  - a. make sure someone unlocks the doors to the Barn Store basement
  - b. contact Main Lodge to inform of conditions
  - c. unlock basement door of Office for emergency use
4. All designated Organizers shall contact the Main Office as soon as possible by intercom, phone, 2-way radio, or send a messenger to the Office
5. The Office dispatcher will make sure all the areas have an Organizer. If not, the dispatcher will assign someone.
6. The Area Organizer should not allow the people to leave the designated area until the all clear is sounded.

AREA	ORGANIZER	SHELTER AREA
Ridgeview/Oakview Campers	<b>Guest Services Manager</b>	Store basement
Bayview/Beach Campers	<b>IT Manager</b>	Store basement
Retreat Center Campers	<b>Operations Director</b>	Retreat Center basement
Saddle Ridge Cabins	<b>Program Director</b>	Saddle Ridge Bathrooms
Pine Slope & Swamp Hollow	<b>Volunteer Coordinator</b>	Main Lodge basement
Wilderness Camps	<b>Housekeeping Manager</b>	Main Lodge basement
Staff Trailers	<b>Housekeeping Manager</b>	Main Lodge Basement
Cottages / Stone House	<b>Marketing Director</b>	Store Basement
Lodge	<b>Food Service Manager</b>	Main Lodge Basement

# APENDIX A

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## POSITION DESCRIPTIONS



**Title:** Adventure Beach Staff  
**Reports To:** Adventure Beach Supervisors  
**Status:** Summer 2019, Seasonal

### **Goals**

The Adventure Beach Staff will further the mission of Cran-Hill Ranch by providing quality adventure, aquatic, and recreational programming for all campers and guests; to ensure safety standards are communicated and maintained; to seek opportunity for significant spiritual impact and growth for campers and guests; to partner with program staff in leadership and supervision of youth campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers and guests within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Ensure all activities support the mission, vision and values of Cran-Hill Ranch
- Ensure that activity areas and programs are physically, emotionally, and spiritually safe environments at all times



- Facilitate Adventure activities: Climbing Tower, High Ropes Course, Zip Line, Team Building Initiatives, Orienteering.
- Facilitate Target Sports: Riflery, Archery, Tomahawks, Sling Shots.
- Facilitate Aquatic activities: Canoeing, Kayaking, Paddle boarding, Lake Tubing, Beach House.
- Facilitate General Recreational activities, which may include Slip & Slide, Frog & Turtle Races, Dodgeball, and many other games.
- Lead and/or participate in evening activities and programs for Youth Camp, Family Camp, and Retreat Guests.
- Participate in evening programs and worship services for Youth Camp, assisting in a variety of capacities, including game leaders, musical worship, skits, sound/tech, camper supervision, and others.
- Maintain the equipment and supplies needed for all activities and programs. This includes inventory, cleaning, repair, and replacement if necessary.
- Assist in other program areas as assigned, such as Barn Store, Activities Center, and others.
- Integrate into the youth camp program, assisting in the cabin environment
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 17 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with adventure and/or aquatic activities is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, target and sports equipment, craft supplies, and adventure equipment) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Be able and comfortable to climb ladders up to 40' in the air, stand and walk on elevated cables and platforms while wearing proper safety equipment, and be able to assist others as they participate in the same activities.
- Possess the strength and stamina to perform necessary duties for the duration of the season given one hour off per day and twenty-four hours off per week of work. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).



## ADVENTURE SUPERVISOR POSITION DESCRIPTION

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**Title:** Adventure Supervisor  
**Reports To:** Information Technology Manager & Operations Director  
**Status:** Summer 2018, Seasonal

### Goals

The Adventure Supervisor will further the mission of Cran-Hill Ranch by assisting in leadership and supervision of all adventure, target, waterfront, and general recreation staff and programs; to seek opportunity for significant spiritual impact and growth for staff, campers, and guests; to encourage campers through their schedule of activities; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to assist with any camper behavior support issues and to interact with campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Work with the Waterfront Supervisor to schedule and lead all Adventure and Waterfront Staff

- Assist in the training of Adventure and Waterfront Staff
- Provide ongoing training and support to the Adventure Staff
- Provide training and leadership to other staff and volunteers who are assisting with adventure programs
- Supervise and maintain the appearance, cleanliness, organization, and safety of adventure areas and equipment
- Lead and assist in the facilitation of programming for Family Camp
- Assist with all the duties and responsibilities of the Adventure and Waterfront Staff
- Work with the Program Director regarding any adventure activities with Youth Camps
- Work with Guest Services Manager regarding any adventure needs for Guest Groups
- Ensure all activities support the mission, vision and values of Cran-Hill Ranch
- Ensure that activity areas and programs are physically, emotionally, and spiritually safe environments at all times
- Facilitate Adventure activities: Climbing Tower, High Ropes Course, Zip Line, Team Building Initiatives, Orienteering.
- Facilitate Target Sports: Riflery, Archery, Tomahawks, Sling Shots.
- Facilitate Aquatic activities: Canoeing, Kayaking, Paddle boarding, Lake Tubing, Beach House.
- Facilitate General Recreational activities, which may include Slip & Slide, Frog & Turtle Races, Dodgeball, and many other games.
- Lead and/or participate in evening activities and programs for Youth Camp, Family Camp, and Retreat Guests.
- Participate in evening programs and worship services for Youth Camp, assisting in a variety of capacities, including game leaders, musical worship, skits, sound/tech, camper supervision, and others.
- Maintain the equipment and supplies needed for all activities and programs. This includes inventory, cleaning, repair, and replacement if necessary.
- Assist in other program areas as assigned, such as Barn Store, Activities Center, and others.
- Integrate into the youth camp program, assisting in the cabin environment
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 17 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with adventure and/or aquatic activities is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.

- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, target and sports equipment, craft supplies, and adventure equipment) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Be able and comfortable to climb ladders up to 40' in the air, stand and walk on elevated cables and platforms while wearing proper safety equipment, and be able to assist others as they participate in the same activities.
- Possess the strength and stamina to perform necessary duties for the duration of the season given one hour off per day and twenty-four hours off per week of work. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Cabin Leader  
**Reports To:** Program Director  
**Status:** Seasonal, Summer 2019

### **Goals**

The Cabin Leader will further the mission of Cran-Hill Ranch by relating positively to campers and looking after their day-time and night-time needs; to seek opportunity for significant spiritual impact and growth for campers; to accompany and encourage campers through their schedule of activities; to partner with property staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to take the lead on any camper behavior support issues and to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Ensure all cabin activities support the mission, vision and values of Cran-Hill Ranch
- Ensure that the cabin is a physically, emotionally, and spiritually safe environment at all times
- Know where the campers in your cabin are at all times and report missing campers immediately

- Assist campers with personal care as needed, including but not limited to assisting campers with toileting and showering assistance, changing bedding, and washing camper clothes
- Coordinate all cabin needs and activities, rest hour duties, and planning for all cabin activities, including cabin clean-up
- Integrate property staff and volunteers in the cabin environment; provide volunteers with training as needed
- Ensure campers develop a positive daily routine, including morning and bedtime routines and meal and activity timeliness
- Actively assist property, program staff, and volunteers during activity blocks, and ensure that campers follow the instructions and safety procedures at all times
- Actively facilitate friendships between campers, and handle group issues in a fair and age appropriate manner
- Monitor campers' health on a daily basis and report any changes (tiredness, sore throat, complaints of other ailments) to the medical team immediately
- Ensure all cabin/camper paperwork is completed on time and professionally
- Be familiar with all information available on the cabin and activity groups including medical and behavior alert lists, and any other information given by the support team, and communicate with Program Leaders about campers before they arrive at activity areas so they can set the group up for maximum success
- Learn the names of your campers as soon as possible.
- Attempt to build your cabin group into a cohesive unit in which meaningful experiences can be shared daily.
- Be ready to deal with the personal and/or spiritual problems that will arise in your group.
- Be prepared to have a personal conversation with each of your campers regarding their spiritual life and their relationship with Jesus Christ. There will be opportunity for 1 on 1 conversations.
- Be prepared to teach the prescribed Bible studies.
- Assist in the leadership and/or facilitation of activities, meals, store, and more according to the level of training received.
- Participate in routine housekeeping needs before, during, and after programs.
- Be prepared to participate in skits, songs, and additional programmed activities such as large group games
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 18 years old
- Must be available between June 9 and August 19, 2019
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.

- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Christian Adventures Guide  
**Reports To:** Christian Adventures Supervisor  
**Status:** Summer 2019, Seasonal

### Goals

The Christian Adventures Guides will further the mission of Cran-Hill Ranch by providing leadership and support to all Christian Adventures programs; to seek opportunity for significant spiritual impact and growth for adventure campers; to accompany and encourage adventure campers through their schedule of activities; to assist in leadership and supervision of adventure campers; to welcome volunteers each week and empower them as members of the camp team; to take the lead on any adventure camper behavior support issues and to interact with adventure campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Lead and facilitate outdoor adventure trips and activities, including backpacking, rock climbing, mountain biking, day hiking, road cycling, paddling, team building, and service projects for youth and adults.
- Be responsible for group safety and care.



- Teach skills technique and safety.
- Lead or assist groups in devotions and/or Bible Studies.
- Prepare, clean, and maintain all gear and equipment used during an adventure.
- Plan, buy, prepare, and package group food for all trips.
- Make sure all CA policies and local laws are adhered to.
- Drive groups to activities.
- Provide a safe environment during all activities.
- Perform other duties, as required by CA Director and/or basecamp Head Guide.
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between June 2 and August 20, 2019
- Must have a current and valid driver's license
- Previous experience with outdoor adventure pursuits is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, backpacking equipment, bicycles, trailers, and more) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).



**Title:** Christian Adventures Head Guide  
**Reports To:** Operations/Christian Adventures Director  
**Status:** Summer 2019, Seasonal

### **Goals**

The Christian Adventures Head Guides will further the mission of Cran-Hill by leading programs and adventure trips; to seek opportunity for significant spiritual impact and growth for Guides, adventure campers, and guests; to assist in leadership and supervision of adventure campers; to welcome volunteers each week and empower them as members of the camp team; to assist with any camper behavior support issues and to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Assist in the training of Christian Adventures Guides
- Provide training and leadership to other staff and volunteers who are assisting with Christian Adventures programs
- Assist with the maintenance of the appearance, cleanliness, organization, and safety of Christian Adventures basecamp, vehicles, and equipment

- Assist with all the duties and responsibilities of the Christian Adventures Guides
- Work with the Program Director regarding any off-site adventure activities with Youth Camps
- Work with Guest Services Manager regarding any off-site adventure activities for Guest Groups
- As a working supervisor, perform and assist with all duties and responsibilities of Waterfront and Adventure Staff
- Lead and facilitate outdoor adventure trips and activities, including backpacking, rock climbing, mountain biking, day hiking, road cycling, paddling, team building, and service projects for youth and adults
- Be responsible for group safety and care
- Teach skills technique and safety
- Lead or assist groups in devotions and/or Bible Studies
- Prepare, clean, and maintain all gear and equipment used during an adventure
- Plan, buy, prepare, and package group food for all trips
- Make sure all CA policies and local laws are adhered to
- Drive groups to activities
- Provide a safe environment during all activities
- Perform other duties, as required by Christian Adventures Director and/or Head Guide
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between June 2 and August 20, 2019
- Must have current Wilderness First Responder (or higher) certification
- Must have a current and valid driver's license
- Previous experience with outdoor adventure pursuits is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, backpacking equipment, bicycles, trailers, and more) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our parent ministry (Cran-Hill Ranch) website at [www.CranHillRanch.com](http://www.CranHillRanch.com).



# CHRISTIAN ADVENTURES SUMMER MANAGER POSITION DESCRIPTION

**Title:** Christian Adventures Summer Manager  
**Reports To:** Operations/Christian Adventures Director  
**Status:** Summer 2019, Seasonal

## Goals

The Christian Adventures Summer Manager will further the mission of Cran-Hill Ranch by leading and supervising the Christian Adventures Guides and programs; to seek opportunity for significant spiritual impact and growth for Guides, adventure campers, and guests; to assist in leadership and supervision of adventure campers; to welcome volunteers each week and empower them as members of the camp team; to assist with any camper behavior support issues and to interact with campers within our philosophy of intentional programming.

## Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

## Job Responsibilities – Specific

- Schedule and lead all Christian Adventures Guides
- Assist in the training of Christian Adventures Guides
- Provide training and leadership to other staff and volunteers who are assisting with Christian Adventures programs

- Supervise and maintain the appearance, cleanliness, organization, and safety of Christian Adventures basecamp, vehicles, and equipment
- Assist with all the duties and responsibilities of the Christian Adventures Guides
- Work with the Program Director regarding any off-site adventure activities with Youth Camps
- Work with Guest Services Manager regarding any off-site adventure activities for Guest Groups
- As a working supervisor, perform and assist with all duties and responsibilities of Waterfront and Adventure Staff
- Lead and facilitate outdoor adventure trips and activities, including backpacking, rock climbing, mountain biking, day hiking, road cycling, paddling, team building, and service projects for youth and adults
- Be responsible for group safety and care
- Teach skills technique and safety
- Lead or assist groups in devotions and/or Bible Studies
- Prepare, clean, and maintain all gear and equipment used during an adventure
- Plan, buy, prepare, and package group food for all trips
- Make sure all CA policies and local laws are adhered to
- Drive groups to activities
- Provide a safe environment during all activities
- Perform other duties, as required by Christian Adventures Director and/or Head Guide
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between June 2 and August 20, 2019
- Must have a current and valid driver's license
- Previous experience with outdoor adventure pursuits is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, backpacking equipment, bicycles, trailers, and more) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Craft Hut Staff  
**Reports To:** Craft Hut Supervisor  
**Status:** Summer 2019, Seasonal

### **Goals**

The Craft Hut Staff will further the mission of Cran-Hill Ranch by providing quality arts and crafts for all campers and guests; to seek opportunity for significant spiritual impact and growth for campers and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Assist in the development and implementation of activities and crafts for Family Campers, Youth Campers, Day Campers, and Retreat Guests under the direction of the Craft Hut Supervisor
- Assist in the stocking and inventory of supplies and equipment in the Craft Hut
- Be responsible for the cleanliness and upkeep of the Craft Hut



- Be responsible to handle and count money and distribute change
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 17 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with arts and crafts is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as craft supplies, shelving racks, picnic tables, and more) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Craft Hut Supervisor  
**Reports To:** Guest Services Manager  
**Status:** Summer 2019, Seasonal

### Goals

The Craft Hut Supervisor will further the mission of Cran-Hill Ranch by providing quality leadership and supervision to the Craft Hut staff and programs; to seek opportunity for significant spiritual impact and growth for staff, campers and guests; to provide quality arts and crafts for all campers and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Work with the Guest Services Manager to schedule and lead all Craft Hut Staff
- Assist in the training of Craft Hut Staff
- Provide training and leadership to other staff and volunteers who are assisting at the Craft Hut

- Supervise and maintain the appearance, cleanliness, organization, and safety of the Craft Hut and equipment
- Assist with all the duties and responsibilities of the Craft Hut Staff
- Work with the Program Director regarding any Craft Hut activities with Youth Camps
- Work with Guest Services Manager regarding any Craft Hut needs for Guest Groups
- Assist in the development and implementation of activities and crafts for Family Campers, Youth Campers, Day Campers, and Retreat Guests under the direction of the Craft Hut Supervisor
- Assist in the stocking and inventory of supplies and equipment in the Craft Hut
- Be responsible for the cleanliness and upkeep of the Craft Hut
- Be responsible to handle and count money and distribute change
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with arts and crafts is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as craft supplies, shelving racks, picnic tables, and more) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).



## DAY CAMP SUPERVISOR POSITION DESCRIPTION

**Title:** Day Camp Supervisor  
**Reports To:** Program Director  
**Status:** Summer 2019, Seasonal

### Goals

The Day Camp Supervisor will further the mission of Cran-Hill Ranch by providing quality leadership and supervision to the Day Camp staff and programs; to seek opportunity for significant spiritual impact and growth for day campers and staff; to accompany and encourage day campers through their schedule of activities; to partner with property staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to take the lead on any day camper behavior support issues and to interact with day campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Ensure all Day Camp activities support the mission, vision and values of Cran-Hill Ranch
- Assist in developing and leading a quality Day Camp Program, providing activities and programs that are age-appropriate, fun, engaging, and spiritually enriching.

- Ensure that the Day Camp space is a physically, emotionally, and spiritually safe environment at all times
- Know where the day campers are at all times and report missing campers immediately
- Assist day campers with personal care as needed, including but not limited to assisting campers with toileting assistance
- Provide leadership to other Cabin Leaders assigned to work with the Day Camp Program.
- Integrate property staff and volunteers in the Day Camp environment; provide volunteers with training as needed
- Ensure day campers develop a positive daily routine, including arrival and departure routines, and meal and activity timeliness
- Actively assist property, program staff, and volunteers during activity blocks, and ensure that day campers follow the instructions and safety procedures at all times
- Actively facilitate friendships between campers, and handle group issues in a fair and age appropriate manner
- Monitor campers' health on a daily basis and report any changes (tiredness, sore throat, complaints of other ailments) to the medical team immediately
- Ensure all cabin/camper paperwork is completed on time and professionally
- Be familiar with all information available on day campers including medical and behavior alert lists, and any other information given by the support team, and communicate with Program Leaders about campers before they arrive at activity areas so they can set the group up for maximum success
- Learn the names of your campers as soon as possible.
- Attempt to build your campers into a cohesive unit in which meaningful experiences can be shared daily.
- Be ready to deal with the personal and/or spiritual problems that will arise in your group.
- Be prepared to have a personal conversation with each of your campers regarding their spiritual life and their relationship with Jesus Christ. There will be opportunity for 1 on 1 conversations.
- Be prepared to teach the prescribed Bible studies.
- Assist in the leadership and/or facilitation of activities, meals, store, and more according to the level of training received.
- Participate in routine housekeeping needs before, during, and after programs.
- Be prepared to participate in skits, songs, and additional programmed activities such as large group games
- Report needs and equipment damages to the Program Director
- Perform such other duties as assigned by the Program Director. You may be asked to assist in some other area of the camp as available.
- Be prepared to assist the Program Director in the leading of evening Summer Camp activities
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between June 9 and August 19, 2019
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.

- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).



## FOOD SERVICES STAFF

### POSITION DESCRIPTION

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**Title:** Food Services Staff

**Reports To:** Food Services Supervisor

**Status:** Summer 2019, Seasonal

#### Goals

The Food Services Staff will further the mission of Cran-Hill Ranch by providing quality, healthy meals and other food service needs for all campers and guests; to seek opportunity for significant spiritual impact and growth for campers; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

#### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed

- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Provide nutritious and appetizing meals to ensure the safety and satisfaction of the camper and guest
- Ensure the safe preparation of meals and clean work areas in the overall kitchen area
- Maintain a hygienic standard that is appropriate for a healthy lifestyle in the kitchen
- Daily tasks in the kitchen include, but are not limited to:
  - Meal preparation, meal serving, and meal clean-up
  - Overall cleaning and maintaining of dining areas, entryway, entry baths, storage areas, loading dock, walk-in coolers/freezers
- Know and understand the staff manual in order to safeguard a physically, emotionally, and spiritually successful summer for the campers and staff
- Actively seek to assist other kitchen staff in a constructive and responsible manner
- Make known all kitchen needs to the Food Service Manager or Kitchen Supervisor
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 17 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with cooking or working in kitchens is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:



- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as food racks, trays, cleaning supplies, and more) around in the food service areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Food Services Supervisor  
**Reports To:** Food Services Manager  
**Status:** Summer 2019, Seasonal

### **Goals**

The Food Services Supervisor will further the mission of Cran-Hill Ranch by providing quality leadership and supervision to the Food Services staff and programs; to seek opportunity for significant spiritual impact and growth for campers and staff; to provide quality, healthy meals and other food service needs for all campers and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Lead, prepare, and serve nutritious meals in order to enhance the stay of campers and staff
- Develop, maintain, and supervise the Food Service Staff in a cohesive and responsible manner
- Assist in directing and coordinating responsibilities with the Food Service Manager

- Ensure the safe preparation of meals and clean work areas in the overall kitchen area
- Maintain a hygienic standard that is appropriate for a healthy lifestyle in the kitchen
- Daily tasks in the kitchen include, but are not limited to:
  - Meal preparation, meal serving, and meal clean-up
  - Overall cleaning and maintaining of dining areas, entryway, entry baths, storage areas, loading dock, walk-in coolers/freezers
- Know and understand the staff manual in order to safeguard a physically, emotionally, and spiritually successful summer for the campers and staff
- Actively seek to assist other kitchen staff in a constructive and responsible manner
- Make known all kitchen needs to the Food Service Manager or Kitchen Supervisor
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with cooking or working in kitchens is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as food racks, trays, cleaning supplies, and more) around in the food service areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Head Cabin Leader  
**Reports To:** Assistant Program Director, Program Director  
**Status:** Summer 2019, Seasonal

### **Goals**

The Head Cabin Leader will further the mission of CranHill by providing quality leadership and supervision to all youth camp, day camp, and friendship Cabin Leading staff and programs; to seek opportunity for significant spiritual impact and growth for fellow staff, campers, and guests; to encourage staff and campers through their schedule of activities; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve CranHill in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Help integrate and support volunteers at camp into the camp culture
- Ensure camp property is respected and cared for
- Participate in all required ministry opportunities
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify CranHill rules and reinforce them with fellow Cabin Leaders, staff, campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are always clean and tidy
- Participate in camp set up and shut down for each session
- Always maintain camper and colleague confidentiality
- Exemplify CranHill rules and reinforce them with fellow Cabin Leaders, staff, and campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Cooperate with the Assistant Program Director & Program Director in coordinating total Summer Program.
- Assist in leadership and training of all Cabin Leaders ensuring safety, quality, efficiency of program, and effectiveness.
- Ensure all activities support the mission, vision and values of CranHill
- Actively seek opportunities to encourage and mentor fellow Cabin Leaders in their role.

- Make announcements as necessary and directed
- Assist Cabin Leaders with any discipline problems that arise with their campers.
- Support Cabin Leaders as they attempt to build their groups of campers into a cohesive unit in which meaningful experiences can be shared daily.
- Be prepared to navigate the personal and/or spiritual challenges that will arise during the summer Camp experience.
- Report any and all physical disorders and injuries to the Camp Health Officer, Assistant Program Director and/or Program Director.
- Be available to have a personal conversation with fellow Cabin Leaders and campers regarding their spiritual life and their relationship to Jesus Christ.
- Be prepared to teach the prescribed Bible study course (Rap Group Material) when needed.
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the CranHill mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- At least 1 summer as a Cabin Leader at CranHill or other comparable experience
- Must be available between June 9 and August 19, 2019
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

CranHill camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Health Officer  
**Reports To:** Program Director  
**Status:** Summer 2019, Seasonal

### **Goals**

The Health Officer will further the mission of Cran-Hill Ranch by providing quality health care to youth campers and staff; to seek opportunity for significant spiritual impact and growth for campers; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to assist with any camper behavior support issues and to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Responsible for full health program and protection of youth campers (does not include Family Camp or Retreat Groups)
- Receive and check medical forms from campers.

- Record all medication needs and report them to the Program Director.
- Communicate all medical incidents to the Program Director and/or other necessary team members.
- Supervise and maintain a closed and locked medical cabinet, keeping record of inventory of supplies on hand.
- Purchase additional equipment and supplies when necessary, with prior approval from Program Director.
- Be available to respond to medical needs at all times camp is in session.
- Record an accurate account of each accident or sickness treated. This is to be done immediately following treatment.
- Dispense medication as needed/prescribed and be the first medical responder in any health/emergency medical situations.
- Responsible for abiding by parent-completed Medication Release instructions.
- Maintain patience and quality “bedside manner” necessary to work with campers and team members.
- Work alongside, and oversee, medical volunteers.
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between June 9 and August 19, 2019
- Previous experience with health care is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member’s time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Housekeeping Staff  
**Reports To:** Housekeeping Supervisor  
**Status:** Summer 2018, Seasonal

## Goals

The Housekeeping Staff will further the mission of Cran-Hill Ranch by maintaining clean and safe facilities and grounds for all campers and guests; to seek opportunity for significant spiritual impact and growth for campers; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

## Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

## Job Responsibilities – Specific



- Maintain the cleanliness and presentation of all facilities.
- Cleaning duties include, but are not limited to:
  - Sweeping, mopping, and vacuuming
  - Cleaning and sanitizing restrooms, shower buildings, outhouses in all facilities
  - Emptying and cleaning trash receptacles, sanitary dispenser boxes, and recycling containers
  - Picking up and disposing of litter on grounds
  - Washing dishes, pots and pans, utensils, silverware, glassware, and other kitchen items in cottages and facilities between guest stays
  - Cleaning mattresses and beds
  - Dusting furniture, fixtures, and décor
  - Washing windows and screens
  - Wash, sort, and fold all bed linens, housekeeping cleaning rags, lost and found items
- Maintain all dispensers at a full capacity (toilet paper, hand towels, soap, etc.)
- Report any broken, defective or damaged issues and/or safety hazards to Housekeeping Manager
- Maintain proper quantity and order to all items available for guest use in facilities
- Make and set beds in cottages with provided linens
- Assist with facility set-ups, ensuring that beds, tables, chairs, and other equipment is arranged properly to meet the guests needs
- Gather, record, clean, and manage all lost and found items
- Check inventory of all items used by housekeeping for any and all guest service needs
- Maintain the equipment and supplies needed for all housekeeping needs, including inventory, restocking, and organizing storage areas and vehicles at the beginning and end of each shift
- Other duties as assigned and assist in other areas as directed.

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 17 years old
- Must be available between May 13 and August 20, 2018
- Previous experience with cleaning is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.

- Be able to move items (such as vacuums, mops, brooms, and other cleaning equipment) around in facilities: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

**Title:** Housekeeping Supervisor  
**Reports To:** Housekeeping Manager  
**Status:** Summer 2019, Seasonal

### **Goals**

The Housekeeping Supervisor will further the mission of Cran-Hill Ranch by assisting in leadership and supervision of all housekeeping staff and needs; to seek opportunity for significant spiritual impact and growth for staff, campers, and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Cooperate with the Housekeeping Manager in coordinating all housekeeping needs.
- Assist in leadership and training of all Housekeepers ensuring safety, quality, efficiency, and presentation.

- Report to Housekeeping Manager on safety, quality, efficiency, presentation of Housekeepers.
- Supervise the safety of Housekeepers and guests in all housekeeping processes and tasks.
- Help ensure that housekeeping standards and expectations are upheld and objectively report to Housekeeping Manager accordingly.
- Assist with all the duties and responsibilities of the Housekeeping Staff
- Maintain the cleanliness and presentation of all facilities.
- Cleaning duties include, but are not limited to:
  - Sweeping, mopping, and vacuuming
  - Cleaning and sanitizing restrooms, shower buildings, outhouses in all facilities
  - Emptying and cleaning trash receptacles, sanitary dispenser boxes, and recycling containers
  - Picking up and disposing of litter on grounds
  - Washing dishes, pots and pans, utensils, silverware, glassware, and other kitchen items in cottages and facilities between guest stays
  - Cleaning mattresses and beds
  - Dusting furniture, fixtures, and décor
  - Washing windows and screens
  - Wash, sort, and fold all bed linens, housekeeping cleaning rags, lost and found items
- Maintain all dispensers at a full capacity (toilet paper, hand towels, soap, etc.)
- Report any broken, defective or damaged issues and/or safety hazards to Housekeeping Manager
- Maintain proper quantity and order to all items available for guest use in facilities
- Make and set beds in cottages with provided linens
- Assist with facility set-ups, ensuring that beds, tables, chairs, and other equipment is arranged properly to meet the guests needs
- Gather, record, clean, and manage all lost and found items
- Check inventory of all items used by housekeeping for any and all guest service needs
- Maintain the equipment and supplies needed for all housekeeping needs, including inventory, restocking, and organizing storage areas and vehicles at the beginning and end of each shift
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with cleaning is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.

- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as vacuums, mops, brooms, and other cleaning equipment) around in facilities: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Lifeguard Staff  
**Reports To:** Adventure Beach Supervisors  
**Status:** Summer 2019, Seasonal

### **Goals**

The Lifeguard Staff serve as part of the Adventure Beach Staff to further the mission of Cran-Hill Ranch by providing quality adventure, aquatic, and recreational programming for all campers and guests; to ensure safety standards are communicated and maintained; to seek opportunity for significant spiritual impact and growth for campers and guests; to partner with program staff in leadership and supervision of youth campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers and guests within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Ensure all activities support the mission, vision and values of Cran-Hill Ranch

- Ensure that activity areas and programs are physically, emotionally, and spiritually safe environments at all times
- Facilitate Adventure activities: Climbing Tower, High Ropes Course, Zip Line, Team Building Initiatives, Orienteering.
- Facilitate Target Sports: Riflery, Archery, Tomahawks, Sling Shots.
- Facilitate Aquatic activities: Canoeing, Kayaking, Paddle boarding, Lake Tubing, Beach House.
- Facilitate General Recreational activities, which may include Slip & Slide, Frog & Turtle Races, Dodgeball, and many other games.
- Lead and/or participate in evening activities and programs for Youth Camp, Family Camp, and Retreat Guests.
- Participate in evening programs and worship services for Youth Camp, assisting in a variety of capacities, including game leaders, musical worship, skits, sound/tech, camper supervision, and others.
- Maintain the equipment and supplies needed for all activities and programs. This includes inventory, cleaning, repair, and replacement if necessary.
- Assist in other program areas as assigned, such as Barn Store, Activities Center, and others.
- Integrate into the youth camp program, assisting in the cabin environment
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 17 years old
- Must be available between May 13 and August 19, 2019
- Must hold a current and valid Lifeguard Certification
- Previous experience with adventure activities is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, target and sports equipment, craft supplies, and adventure equipment) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Be able and comfortable to climb ladders up to 40' in the air, stand and walk on elevated cables and platforms while wearing proper safety equipment, and be able to assist others as they participate in the same activities.
- Possess the strength and stamina to perform necessary duties for the duration of the season given one hour off per day and twenty-four hours off per week of work. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

**Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).



**Title:** Maintenance Staff  
**Reports To:** Facilities & Grounds Manager  
**Status:** Summer 2019, Seasonal

### Goals

The Maintenance Staff will further the mission of Cran-Hill Ranch by maintaining all facilities in quality working order and grounds in a healthy and beautiful condition; to seek opportunity for significant spiritual impact and growth for campers and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Maintain lawns by using riding mowers, push mowers, weed whips, and other equipment
- Collect trash around property
- Clean out campfire pits weekly
- Split and bundle firewood

- Assist with minor repairs
- Assist with repair or new construction projects, which may include painting, construction, electrical, plumbing, landscaping, and more
- Assist with trail maintenance – hiking, biking, and horse trails
- Maintain Cran-Hill Ranch vehicles, keeping them clean and ready for use
- Prepare equipment and supplies for River Tubing
- Report needs and equipment damages to the Maintenance Director
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 17 years old
- Must be available between May 13 and August 19, 2019
- Must have a current and valid driver's license
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as lawnmowers, weed whips, tools, and other equipment) around the property: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Office Assistant  
**Reports To:** Office Manager  
**Status:** Summer 2019, Seasonal

### **Goals**

The Office Assistant will further the mission of Cran-Hill Ranch by relating positively to guests in person, over the phone, and through digital correspondence; to seek opportunity for significant spiritual impact and growth for campers and guests; to assist guests and staff with administrative needs; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with guests within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Assist to serve the administrative needs of the Operations Director, Guest Services Manager, and Program Director.
- Answer phones, manage e-mail communications, greet and register guests, and assist with other hospitality needs in the office.

- Assist in registering summer campers, campground guest, and cottage rentals; processing payments as necessary
- Prepare name tags for Campground Host, Family Camp Chaplains, Summer Camp Chaplains, and Sunday Speakers
- Trim and laminate name tags for summer campers
- Print , sort, and deliver incoming camper emails; sort and deliver regular camper mail
- Create weekly packets for summer camper's departure
- Ensure that mail is taken out, retrieved, and sorted to the appropriate areas
- Assist departments with large mailings as needed
- Notating lost items as guest inquire; packaging and mailing out found items as needed
- Check campground guest and cottage guest in ensuring that a registration form is completed by each family and distributing wristbands to them
- Organize registration forms/waivers into alphabetized folder
- Input registration form/waiver information into monthly spreadsheets
- Update guest information in databases as needed
- Shred forms and documents as needed
- Print lot list, lot cards, and shelter reservation cards for upcoming campground guest
- Assist in printing the weekly informational dispatch
- Assist in keeping the front office and breakroom in a presentable manner
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with phones and computers is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as office equipment, mail, and other administrative supplies) around in the office: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

**Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Photographer  
**Reports To:** Marketing Director  
**Status:** Summer 2019, Seasonal

### **Goals**

The Photographer will further the mission of Cran-Hill Ranch by digitally capturing still images of the quality experiences of campers and guests in order to best communicate the value and impact of Cran-Hill programs; to seek opportunity for significant spiritual impact and growth for campers and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Capture still photos of youth camp, family camp, and other special events.
- Upload, organize, and manage all photos.
- Assist with preparing and using photos for marketing purposes on-site, off-site, on social media, and other needs.

- Create a Family Camp slideshow each week to show during Sunday morning worship, including highlights, announcements, needs, and promotions for upcoming events.
- When need arises, be willing to work in other areas as asked by the Directors.
- Attend all required staff meetings.
- Follow the daily routine and camp rules, and encourage the Ranch campers to do so.
- Be familiar with Cran-Hill Ranch policies and guidelines as outlined in the Staff Manual.
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Have good communication skills
- A desire to work with children, and people in general
- Up-to-date portfolio of work

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Store Staff  
**Reports To:** Store Supervisor  
**Status:** Summer 2019, Seasonal

### **Goals**

The Store Staff will further the mission of Cran-Hill Ranch by providing quality goods and services to all campers and guest in the Barn Store; to seek opportunity for significant spiritual impact and growth for campers and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Have knowledge of Ranch policies, events, and programs
- Open and operate the store at hours set by the Guest Services Manager
- Maintain and distribute the recreation equipment provided by the store to guests and campers (balls, rackets, table games, etc.)



- Maintain store cleanliness, including the retail space, café, restrooms, game room, laundry room, storage areas, and porch
- Maintain the presentation of merchandise in a beautiful, orderly, and well-stocked manner
- Keep machines clean and in good repair
- Complete store inventories of merchandise and supplies
- Handle money, count change, distribute tickets and other goods
- Assist with the registration of Family Campers, Day Guests, and Retreat Guests
- Prepare and/or serve food items to guests, including ice cream, specialty coffees and drinks, and other snacks
- Maintain order and a pleasant atmosphere in the store for all our campers and guests
- Inform and enforce all registered guest procedures (check-ins, wristbands, etc.)
- Read and follow guidelines, instructions, and procedures as stated in the Barn Store Manual
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 19 years old, but must be at least 16 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with retail or guest services is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as boxes of inventory, food containers, porch furniture, large trash bags, and more) around in the store areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Store Supervisor  
**Reports To:** Guest Services Manager & Information Technology Manager  
**Status:** Summer 2019, Seasonal

### Goals

The Store Supervisor will further the mission of Cran-Hill Ranch by providing quality leadership and supervision to the store staff and services; to relate positively to campers and guests; to seek opportunity for significant spiritual impact and growth for staff, campers, and guests; to encourage staff through their schedule of work; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Work with the Guest Services Manager to schedule and lead Store Staff
- Assist in the training of Store Staff
- Provide training and leadership to other staff and volunteers who are assisting in the store

- Supervise and maintain the appearance, cleanliness, organization, and safety of the store area and equipment
- Encourage Store staff through prayer, devotionals, and one on one relationships
- Report needed equipment repairs to the Guest Services Manager
- Complete and/or Report inventories of store merchandise and supplies to the Guest Services Manager
- Order supplies as requested by the Guest Services Manager
- Assist with all the duties and responsibilities of the Adventure and Waterfront Staff
- Have knowledge of Ranch policies, events, and programs
- Open and operate the store at hours set by the Guest Services Manager
- Maintain and distribute the recreation equipment provided by the store to guests and campers (balls, rackets, table games, etc.)
- Maintain store cleanliness, including the retail space, café, restrooms, game room, laundry room, storage areas, and porch
- Maintain the presentation of merchandise in a beautiful, orderly, and well-stocked manner
- Keep machines clean and in good repair
- Handle money, count change, distribute tickets and other goods
- Assist with the registration of Family Campers, Day Guests, and Retreat Guests
- Prepare and/or serve food items to guests, including ice cream, specialty coffees and drinks, and other snacks
- Maintain order and a pleasant atmosphere in the store for all our campers and guests
- Inform and enforce all registered guest procedures (check-ins, wristbands, etc.)
- Read and follow guidelines, instructions, and procedures as stated in the Barn Store Manual
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with retail or guest services is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.

- Be able to move items (such as boxes of inventory, food containers, porch furniture, large trash bags, and more) around in the store areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Videographer  
**Reports To:** Marketing Director  
**Status:** Summer 2019, Seasonal

### Goals

The Videographer will further the mission of Cran-Hill Ranch by digitally capturing video footage of the quality experiences of campers and guests in order to best communicate the value and impact of Cran-Hill programs; to seek opportunity for significant spiritual impact and growth for campers and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Capture video footage of youth camp, family camp, and other special events.
- Upload, organize, and manage the footage.
- Create a weekly highlight film to share with all campers and their families and churches.
- Create other videos and films for use within the ministry – promotional videos, commercials, etc.

- When need arises, be willing to work in other areas as asked by the Directors.
- Attend all required staff meetings.
- Follow the daily routine and camp rules, and encourage the Ranch campers to do so.
- Be familiar with Cran-Hill Ranch policies and guidelines as outlined in the Staff Manual.
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Have good communication skills
- A desire to work with children, and people in general
- Up-to-date portfolio of work

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Waterfront Supervisor  
**Reports To:** Information Technology Manager  
**Status:** Summer 2019, Seasonal

### Goals

The Waterfront Supervisor will further the mission of Cran-Hill Ranch by providing quality leadership and supervision of all waterfront and aquatic programs and staff; to relate positively to staff and campers; to seek opportunity for significant spiritual impact and growth for staff, campers, and guests; to encourage staff through their schedule of work; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Work with the Adventure Supervisor to schedule and lead all Adventure and Waterfront Staff
- Assist in the training of Adventure and Waterfront Staff
- Provide ongoing training and support to the Waterfront Staff

- Provide training and leadership to other staff and volunteers who are assisting at the waterfront
- Supervise and maintain the appearance, cleanliness, organization, and safety of the waterfront area and equipment
- Lead and assist in the facilitation of programming for Family Camp
- Assist with all the duties and responsibilities of the Adventure and Waterfront Staff
- Work with the Program Director regarding any waterfront activities with Youth Camps
- Work with Guest Services Manager regarding any waterfront needs for Guest Groups
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Must hold a current and valid Lifeguard Certification
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, rowboats, dock sections, rafts, and more) around in the waterfront and aquatic areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).



**Title:**           **Worship Leader**  
**Reports To:**   **Program Director**  
**Status:**         **Summer 2019, Seasonal**

### **Goals**

The Worship Leader will further the mission of Cran-Hill Ranch by developing, organizing, planning, and implementing worship and teaching sessions for campers and guests; to develop and coordinate staff to assist in worship leading; to seek opportunity for significant spiritual impact and growth for campers and staff; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### **Job Responsibilities – Specific**

- Coordinate all aspects of summer camper worship services and Sunday morning services
- Coordinate song selection and music preparation
- Set up projection systems for each worship service
- Manage the stage lighting systems in the Tent

- Manage all sound equipment necessary for use during the summer months, including portable sound systems, video projectors, projection computers, and more
- Recruit other musicians, schedule practice times, and schedule players
- Lead each worship time in coordination with the staff person responsible for the overall service. (Program Director, Guest Service Director, or other)
- Maintain the stage and seating areas of the tent and Chapel in the Pines (or other designated worship space) in a clean and orderly manner
- Report needs and equipment damages to the Program Director
- Assist the Program Director and Program Lead in the facilitation of programmed activities as needed
- Assist in other areas of camp on a routine basis, including store, craft hut, kitchen, housekeeping, and others as needed and scheduled
- Other duties as assigned

### **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between June 9 and August 19, 2019
- Previous experience with musical leadership of worship is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as sound equipment, chairs, shelving units, vacuums, and more) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Wrangler  
**Reports To:** Horsemanship Manager  
**Status:** Summer 2019, Seasonal

### **Goals**

The Wrangler will further the mission of Cran-Hill Ranch by providing quality equine, animal, and farm related programming for campers and guests; to seek opportunity for significant spiritual impact and growth for campers and guests; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### **Job Responsibilities – General**

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

## **Job Responsibilities – Specific**

- Ensure the safety of participants in all horse activities, including fellow staff, even at times at the expense of the horse.
- Know the barn emergency procedures well and be able to implement them as needed.
- Know the role of each wrangler position in a trail ride.
- Ensure the safety of the horse (but not at the expense of the safety of the guest) in regards to:
  - Not overloading the horse with weight
  - Making sure it is sound (no soreness or lameness)
  - Looking out for contusions, abrasions, and lacerations notifying the horsemanship manager as instructed during training, and providing instructed care for such circumstances.
- Create a safe (physically, emotionally, and mentally) and fun environment for horsemanship participants.
- Instructing youth campers in how to move around a horse safely, groom, tack, and ride according to riding level of students.
- Evaluate summer campers riding skills.
- Providing feed for horses and putting the appropriate amount of hay out for the horses to eat.
- Driving a tractor.
- Driving a truck
- Properly disposing of manure.
- Implementing transition of horses from upper barn to lower barn for activities and back again at the end of the day each day.
- Groom and tack staff and guest horses for trail rides and pony rides, even lessons if needed.
- Encouraging and instructing students to practice these skills with excellence.
- Assist in maintaining the petting farm which includes but is not limited to:
  - Feeding animals and cleaning pens.
  - Fixing and/or informing maintenance of facility issues.
  - Facilitating petting farm experiences with guests and instructed by petting farm manager.
- Clean waterers for petting farm and horses.
- Implement safe trail rides.
- Implement safe and educational riding and ground lessons.
- Implement safe pony rides.
- Facilitate fun family camp evening horse activities as scheduled.
- Facilitate the high school horsemanship out trip.
- Maintain tack: report damages to horsemanship manager, repair, clean, and oil.
- Assist in maintenance of horse facilities which includes: Reporting damages to horsemanship manager, fixing wood fences, fixing wire fences, clearing fence line, cleaning manure in barn and other areas guests have access to, sweeping out the helmet room (classroom), tack room, spraying helmets.
- Assist/implement horse drawn wagon rides.
- Supervise any special horsemanship programs and events.
- Other duties as assigned, and assist in other areas as directed.
- Remember that all we do is to glorify God that He may use us to transform lives to the image of Christ.

## **Qualifications**

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with horses is preferred
- Have good communication skills
- A desire to work with children, and people in general

**Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

**Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as saddles, grain bags, hay bales, etc.) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

**Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).

**Title:** Wrangler Supervisor  
**Reports To:** Horsemanship Manager  
**Status:** Summer 2019, Seasonal

### Goals

The Wrangler Supervisor will further the mission of Cran-Hill Ranch by providing quality leadership and supervision to all equine, animal, and farm staff and programs; to seek opportunity for significant spiritual impact and growth for staff and campers; to partner with program staff in leadership and supervision of campers; to welcome volunteers each week and empower them as members of the camp team; to interact with campers within our philosophy of intentional programming.

### Job Responsibilities – General

- Practice self-conduct in such a way that seeks to glorify God in all you say and do
- Practice respect towards full-time staff, fellow summer staff, volunteers, and all summer campers whether the individual is present or not
- Cultivate a willing and servant-like attitude of humility toward serving campers and guests
- Be teachable and humble, willing to learn
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Be fully aware of all safety and emergency procedures, and execute procedures when required including communicating safety rules to campers and guests and enforcing them
- Be prepared to serve Cran-Hill Ranch in areas outside of the specific responsibilities of your position as the need arises
- Seek to anticipate the needs of campers, guests, and volunteers and meet those needs to the best of your ability
- Attend and participate in all trainings, meetings, devotions, and planning sessions
- Spur fellow staff members on towards Christ, but not at the expense of the guests we are ministering to
- Integrate and support volunteers at camp and provide them with training as needed
- Ensure camp property is respected and cared for
- Participate in required evening ministry opportunities (Youth Camp events, Intense, Family camp events)
- Nurture own spiritual nourishment through prayer and time in the word
- Attend Worship services (on-site or off-site) as communicated by full-time staff
- Participate in required Sunday activities (Chapel in the Pines, meals, registration) as needed and directed
- Help maintain a positive community and work environment
- Practice biblical conflict resolution
- Exemplify Cran-Hill Ranch rules and reinforce them with campers and guests
- Know and follow the schedule
- Ensure staff living spaces and assigned work areas are clean and tidy at all times
- Participate in camp set up and shut down for each session and the summer season
- Maintain camper and colleague confidentiality at all times
- Exemplify Cran-Hill Ranch rules and reinforce them with campers
- Abide by and comply with all policies and procedures as listed in the staff contract, manual, and in staff orientation

### Job Responsibilities – Specific

- Cooperate with the Horsemanship Manager in coordinating total Horsemanship Program.
- Assist in leadership and training of all wranglers ensuring safety, quality, efficiency of program, and effectiveness.

- Report to Horsemanship Manager on safety, quality, efficiency, effectiveness of wranglers.
- Supervise the safety of wranglers and participants in all horse activities, even at times at the expense of the horse.
- Help ensure that barn expectations are upheld and objectively report to Horsemanship Manager accordingly.
- Assist in training project horses and supervising wranglers as they grow in their horsemanship skills.
- Know the barn emergency procedures well and be able to implement them as needed.
- Be the first contact if an issue arises during any horsemanship programming if Horsemanship Manager is not present.
- Assist with herd health, supervising care of severe injuries, administering shots as needed for infection and/or colic.
- Assisting in barn maintenance and task delegation which includes: Reporting damages to horsemanship manager, fixing wood fences, fixing wire fences, clearing fence line, cleaning manure in barn and other areas guests have access to, sweeping out the helmet room (classroom), tack room, spraying helmets, cleaning petting farm and horse waterers, cleaning pens, checking trails.
- Know the role of each wrangler position in a trail ride.
- Help supervise horse assignment during trail rides, pony rides, and friendship camp programming.
- Ensure the safety of the horse (but not at the expense of the safety of the guest) in regards to:
  - Not overloading the horse with weight
  - Making sure it is sound (no soreness or lameness)
  - Looking out for contusions, abrasions, and lacerations notifying the horsemanship manager as instructed during training, and providing instructed care for such circumstances.
- Knowing the schedule each day.
- Maintain tack:
  - Report damages to horsemanship manager, repair, clean, and oil.
  - Alter horse tack as instructed by Horsemanship Manager in Horsemanship Manager's absence.
- Create a safe (physically, emotionally, and mentally) and fun environment for horsemanship participants.
- Instructing youth campers in how to move around a horse safely, groom, tack, and ride according to riding level of students. Evaluate summer campers riding skills.
- Providing feed for horses and putting the appropriate amount of hay out for the horses to eat.
- Driving the tractor.
- Properly disposing of manure.
- Implementing transition of horses from upper barn to lower barn for activities and back again at the end of the day each day.
- Groom and tack staff and guest horses for trail rides and pony rides, even lessons if needed.
- Encouraging and instructing students to practice these skills with excellence.
- Facilitating petting farm experiences with guests and instructed by petting farm manager.
- Supervise in Horsemanship Managers absence and implement safe trail rides, safe and educational riding and ground lessons, pony rides
- Facilitate fun family camp horse activities as scheduled.
- Facilitate the high school horsemanship out trip.
- Assist/implement horse and tractor drawn wagon rides.
- Supervise any special horsemanship programs and events.
- Other duties as assigned, and assist in other areas as directed.
- Remember that all we do is to glorify God that He may use us to transform lives to the image of Christ.
- Other duties as assigned

## Qualifications

- Strong, maturing faith in and relationship with Jesus Christ as Lord and Savior
- Passion for the Cran-Hill Ranch mission of being a ministry through which God is transforming lives into the image of Christ
- Must have a teachable attitude and a willingness to learn
- Preferably 21 years old, but must be at least 18 years old
- Must be available between May 13 and August 19, 2019
- Previous experience with horses is preferred
- Have good communication skills
- A desire to work with children, and people in general

### **Special Conditions**

This is a residential position. Accommodation will be provided for the duration of the contract and most meals will be provided while camp is in session.

### **Essential Functions**

Cran-Hill Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as saddles, grain bags, hay bales, etc.) around in the program areas: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to supervise what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby, but not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

### **Applications**

Applicants are asked to complete an online application. The application may be accessed through our website at [www.CranHillRanch.com](http://www.CranHillRanch.com).



# APPENDIX B

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## INFORMATION & TIPS FOR SERVING AT CAMP



# RELATIONSHIP BUILDING & SPIRITUAL GROWTH

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1. Realize that you are a personal example.
2. Being friendly and trustworthy is the basis of a good relationship.
3. Treat every camper and staff as an individual with different personality make-ups
4. Be unhurried and available so that hesitant individuals might feel free to speak with you about a need.
5. Be a good listener and encourage them to talk.
6. Enjoy the campers and staff.
7. It is our responsibility to share the claims of Christ and show the way of salvation, then let the Holy Spirit do His work in bringing them to a decision.
8. Learn when to be directive and straightforward and when not to be.
9. Don't use overly religious jargon; talk in plain, understandable terms.
10. Be willing to admit when you don't know an answer and be willing to try to find out the answer.
11. Be willing to refer him or her to someone more capable if they have serious problems.
12. Keep in confidence very personal matters about which he or she confers you with.
13. Don't push too soon for a premature decision.
14. Know when to give sympathy and when to give admonishment.
15. Call sin "SIN" when necessary. (Don't minimize or soften it.)
16. Encourage him or her to read the Scripture and pray aloud with you if in a private counseling situation.
17. Never show surprise when he or she is sharing frankly his past exploits.
18. Use Bible-based answers for personal questions or problems.
19. Always point to Jesus Christ (Isaiah 9:6).
20. Be truly joyful and happy - relying on the resources of Christ.

## TOP 10 SUMMER SURVIVAL TIPS

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Advice to help you stay focused and avoid burnout - by Sandy Cameron

### 1. **Eat nutritious meals**

Your mom was right, you need to eat your vegetables to stay healthy. Eating well-balanced meals is especially important at camp because of your high activity level and because you probably won't be getting enough sleep (see tip #2). Try to avoid junk foods and eat fruits, vegetables, or cheese for snacks. You'll also set a good example for campers (see tip #8)!

### 2. **Get enough sleep**

You are expected to give 100 percent when you are on duty. No one can do that if they aren't properly rested. Resist the temptation to stay up late night after night. Your body needs rest to replenish and be ready for the next day.

### 3. **Exercise**

There's nothing better for beating stress than exercise. Go for a run; walk or ride a bike instead of driving; join in activities. Exercise helps clear your head, promotes good health, and helps you feel rejuvenated and ready to go.

### 4. **Make some time for yourself**

As difficult as it might be, find some time when you can do something you enjoy that isn't related to camp. Write in a journal; draw; spend your day off reconnecting with your needs and values.

### 5. **Keep a good sense of humor**

It's true that laughter sometimes is the best medicine. It can bring people together and diffuse some tense situations. Camp should be fun. Relax and don't take yourself too seriously.

### 6. **Find a confidant**

A stressful day is more bearable when you can share your experiences with someone else. Find someone who will

listen to and empathize with your frustrations and successes. Vent negative emotions in a way that is productive and nondestructive.

**7. Resolve problems quickly**

Don't let conflicts build. Camp is a close-knit community and it's important that everyone be able to work effectively together. Be patient and tolerant of others.

**8. Lead by example**

Campers notice everything you do and don't do. Set a good example and your campers will follow your lead. Remember, you are the adult.

**9. Expect the unexpected**

No one can control all the variables in life, so be flexible and roll with the punches. It will rain, campers will get sick, and program activities will change. The difference between being a good staffer and being a great staffer is being able to improvise, maintain a positive attitude, and keep going.

**10. Be firm and consistent**

Campers quickly learn just how far they can push you. From the start, make sure to enforce all rules fairly and consistently. Once expectations have been established, you'll find you won't need to discipline campers as much because they will know what they can and cannot do.

## BE AVAILABLE TO GOD

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1. Be aware of the spiritual atmosphere of the camp and where God specifically asks you to join him.
2. Make every effort to build a sense of community and understanding among all staff members.
3. Maintain daily spiritual discipline and meet regularly with your small group.
4. Be able to share the gospel and seek opportunities to do so.
5. God has placed you in a position where lives will be impacted by what you do and what you say. You are expected to have a positive impact.

## GENERAL SUGGESTIONS

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1. Spend time daily with your Lord. Commit to this time daily!
2. Don't let the joy of campers being won to Christ or growing in Christ become routine.
3. Spend time in prayer with other staff over the campers.
4. Keep in close communication with your superiors.
5. Don't miss staff meetings or arrive late.
6. Avoid playing favorites.
7. Put the campers' needs before your own.
8. Use discretion in relationships with the opposite sex. We live in a day and age of much abuse, in all forms.
9. Don't let a camp romance ruin your effectiveness with campers.
10. Expect correction and direction from supervisors.
11. **Pray** for your fellow staff members.

# APPENDIX C

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## FORMS & REPORTS





# GUEST REGISTRATION FORM

## LIABILITY WAIVER & ASSUMPTION OF RISK

Complete this form for each member of your LEGAL HOUSEHOLD prior to or upon arrival at the property of Cran-Hill Ranch.

Adult #1 \_\_\_\_\_ Adult #2 \_\_\_\_\_

Child #1 \_\_\_\_\_ Age \_\_\_\_\_ Child #4 \_\_\_\_\_ Age \_\_\_\_\_

Child #2 \_\_\_\_\_ Age \_\_\_\_\_ Child #5 \_\_\_\_\_ Age \_\_\_\_\_

Child #3 \_\_\_\_\_ Age \_\_\_\_\_ Child #6 \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_ Other (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

### GENERAL USE OF PROPERTY

I understand that by being permitted on the premises of Cran-Hill Ranch, I may engage in activities or utilize the premises or property in a way that may involve inherent risks that are beyond the control of Cran-Hill Ranch. Cran-Hill Ranch has taken precautions to provide a safe setting, but I understand that the possibility of injury, death, or loss to persons is present. Activities may include, but are not limited to, physical activity, walking/running, group games, sports, aquatic activities, general recreation, and general use of grounds.

### EQUINE RELATED ACTIVITIES

In consideration of being permitted to participate among and on horses on the premises of or under the auspices of Cran-Hill Ranch, on my behalf and/or on the behalf of the participants named below acknowledge, appreciate, and agree that engaging in equine activities involves inherent risks including, but not limited to, the following:

- ❖ The propensity of an equine to behave in ways (such as, but not limited to, buck, stumble, fall, rear, bite, kick, run, and make unpredictable movements, spook, jump obstacles, step on a person's feet, push or shove a person, saddles or bridles may loosen or break) all of which may result in injury, death, or loss to persons on or around the equine;
- ❖ The potential of an equine activity participant to act in a negligent manner that may contribute to injury, death, or loss to the person of the participant or to other persons, including, but not limited to, failing to maintain control over an equine or failing to act within the ability of the participant.

Because of the inherent risks of riding horses to the safety of unborn children, **Cran-Hill Ranch advises pregnant women not to ride horses.**

Under the Michigan Equine Activity Liability Act, an equine professional is not liable for an injury to or the death of a participant in an equine activity resulting from an inherent risk of the equine activity.

### HIGH ADVENTURE ACTIVITIES

High Adventure activities include, but are not limited to, the following: High Ropes Course, Low Ropes Course, Team Building, Target Sports, Swimming, Boating, Watersports, Bicycling, River or Lake Tubing, Ice Climbing, Cross-Country Skiing, Snowshoeing, Ice Skating, Broomball, Snow Tubing/Sledding, and Running/Race Events.

I understand that while participating in High Adventure activities at Cran-Hill Ranch I may be exposed to psychologically and physically stressful and challenging situations, all of which may result in injury, death, or loss to persons.

### ASSUMPTION OF RISK

I understand that although Cran-Hill Ranch has taken precautions to provide proper organization, supervision, instruction, and equipment for each activity, that absolute safety is impossible to guarantee. I understand that this is largely due to the fact that I share in the responsibility for my own safety. I accept this responsibility. Knowing that an accident could cause serious injury or death, I waive any claim that may arise against Cran-Hill and/or its employees as a result of my participation in the program.

I knowingly and freely assume all such risks, both known and unknown; even if arising from the ordinary negligence of those persons released from liability below, and assume full responsibility for my participation; and, I will comply with all rules and regulations. If I have any question, or observe any unusual or unnecessary hazard during my participation, I will immediately bring such to the attention of the nearest official; and, I certify that I do not suffer from any infirmities or illnesses which would affect my ability to participate in the above described activities.

With full knowledge of the above and any other inherent risks which may be associated with the above activities, I hereby consent, and grant permission to any dependent minors listed below, to participate in the above described activities, and I agree to release, discharge, promise not to sue and waive any and all claims for personal injury, disability, death, or property damage of any kind which my children, I or my heirs, personal representatives and next of kin may have or which may arise against Cran-Hill Ranch as a result of participating in such activities, whether or not such injuries or damages result from negligence, to the fullest extent permitted by law. Except in the event of gross and willful negligence, on behalf of my children herein listed, myself, my heirs, personal representatives, and next of kin, I hereby release and discharge Cran-Hill Ranch, its successors, assigns, affiliates, directors, officers, employees, and agents from any and all liabilities, claims, lawsuits, losses, costs, causes of action and damages of any kind originating or in any way arising from participating in such activities. I further agree to indemnify and hold harmless Cran-Hill Ranch, its successors, assigns, affiliates, directors, officers, employees, and agents from any and all claims, demands, or actions brought by or on behalf of my child notwithstanding my release of such claims on his or her behalf.

### PHOTO RELEASE

By signing below, I certify that photographs or video pictures of me or my children participating in the Cran-Hill programs may be reproduced and utilized in promotional materials for the camp.

### SIGNATURE

By signing below, I represent that I am at least eighteen (18) years of age and am the parent or legal guardian of the above mentioned minors. I am under no mental or legal disability which would prevent me from signing and executing this agreement. I further represent that I have read (or have had read to me) and understood the terms of this agreement. I hereby give consent for the above-mentioned participants to use the grounds and activities, engage in equine activities, and engage in high adventure activities at Cran-Hill Ranch.

Adult #1 \_\_\_\_\_ Adult #2 \_\_\_\_\_  
Signature Date Signature Date



# INCIDENT REPORT

14444 17 Mile Road • Rodney, MI 49342 • 231.796.7669 • info@cranhillranch.com

### WHEN TO COMPLETE A REPORT?

- A. Whenever any physical harm occurs, real or imagined
- B. Whenever there is a significant emotional incident, i.e. loss of emotional control, etc.
- C. Whenever there is a situation where serious harm was narrowly avoided.
- D. Whenever camper or guest property has been harmed
- E. Report must be completed and submitted within 24 hours of occurrence.

### WHO IS REQUIRED TO COMPLETE A REPORT?

- A. If there is a staff member who witnesses the incident, the staff member must fill out the report
- B. If more than one staff member witnesses the event, the person highest on the organizational chart must fill out the report
- C. If no staff person witnesses the event, the person closest to the incident must fill out the report

### HOW TO SUBMIT A REPORT?

- A. Submit reports to the Executive Director’s Administrative Assistant.
- B. The report will then be routed to the Operations Director, Program Director, and Executive Director for review.
- C. When the report has been reviewed the Administrative Assistant will file the report.

### PERSONAL INFORMATION *of injured party*

PERSON INJURED:    YOUTH CAMPER    FAMILY CAMPER    DAY GUEST    CHRISTIAN ADVENTURES CAMPER  
 STAFF    RETREAT GROUP \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF PARENTS/GUARDIANS (IF A MINOR) \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

### INCIDENT DETAILS

DATE OF INCIDENT \_\_\_\_\_ TIME OF INCIDENT \_\_\_\_\_  AM  PM LOCATION \_\_\_\_\_  
MM/DD/YY

TYPE OF INCIDENT    PHYSICAL    EMOTIONAL    OTHER: \_\_\_\_\_

WHAT ACTIVITY WAS HAPPENING AT TIME OF THE INCIDENT? \_\_\_\_\_

WHO WAS RESPONSIBLE FOR SUPERVISION AT THE TIME OF THE INCIDENT? (CHR IS ONLY RESPONSIBLE FOR PARTICIPANTS IN SPONSORED YOUTH CAMPS, RETREATS, AND EVENTS) \_\_\_\_\_

LIST CHR STAFF PRESENT AT THE INCIDENT. IF NO STAFF PRESENT, LIST 2 WITNESSES (INCLUDE ADDRESSES AND PHONE NUMBERS)  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF INCIDENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WAS THERE A PHYSICAL INJURY?  YES  NO IF YES, DESCRIBE INJURY \_\_\_\_\_

**CARE PROVIDED**

DID CHR STAFF PROVIDE CARE?  YES  NO IF YES, BY WHOM? \_\_\_\_\_

IF YES, DESCRIBE CARE GIVEN \_\_\_\_\_

WAS EMS CALLED?  YES  NO IF YES, BY WHOM? \_\_\_\_\_

IF YES, TIME EMS WAS CALLED \_\_\_\_\_  AM  PM IF YES, BY WHOM? \_\_\_\_\_

WAS PERSON TRANSPORTED TO AN EMERGENCY FACILITY?  YES  NO

IF YES, WHERE? \_\_\_\_\_ IF YES, BY WHOM? \_\_\_\_\_

DID PERSON RETURN TO ACTIVITY?  YES  NO

**SIGNATURE**

THIS REPORT WAS PREPARED BY (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADULT WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

*AFTER COMPLETION, SUBMIT REPORT TO THE EXECUTIVE DIRECTOR'S ADMINISTRATIVE ASSISTANT.*

**RANCH REVIEW**

THE FOLLOWING CRAN-HILL RANCH STAFF MUST REVIEW AND SIGN THIS FORM AFTER COMPLETION:

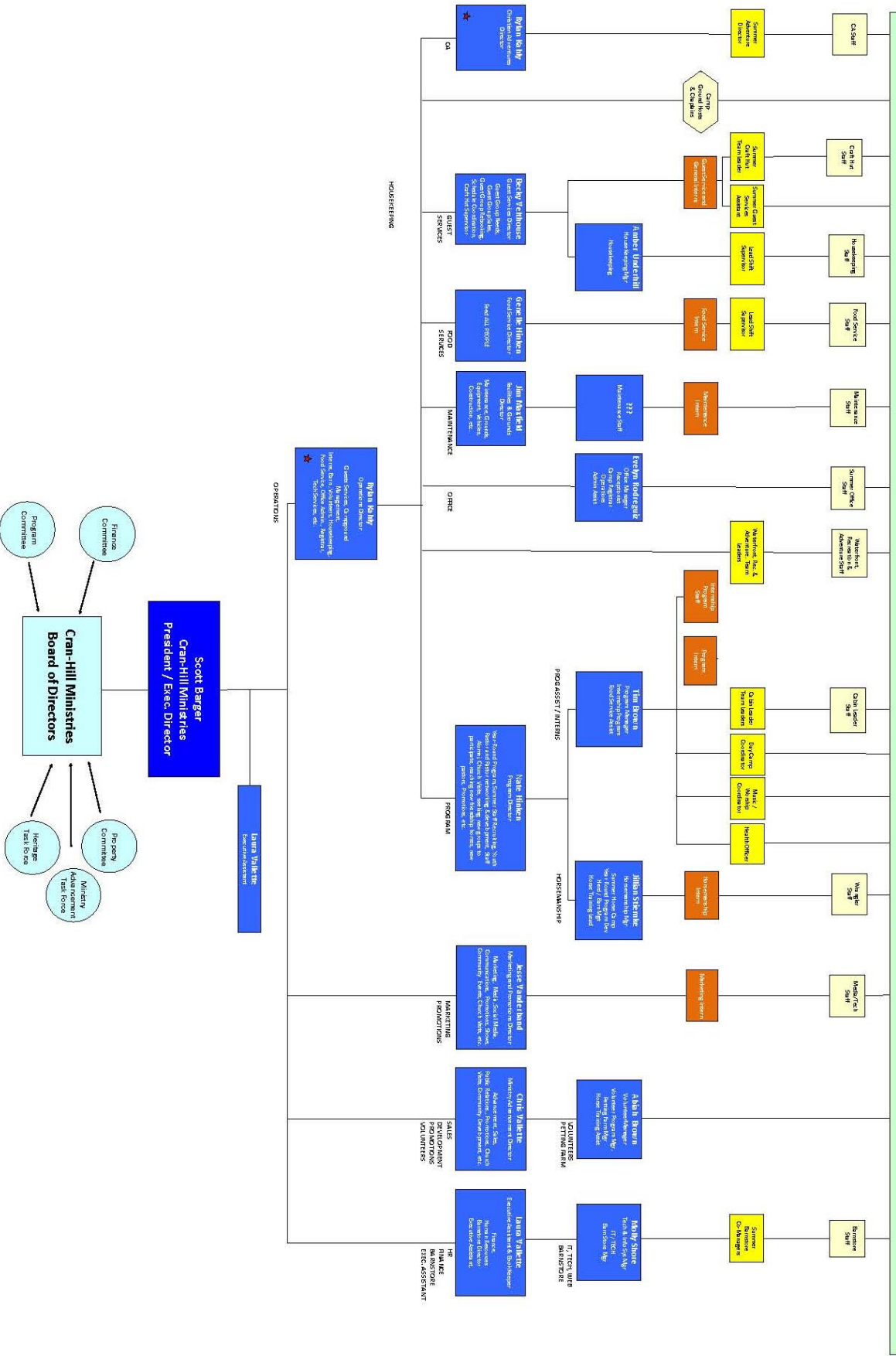
PROGRAM DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_

OPERATIONS DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_

*\* After all signatures are received, this form must be turned in to the Executive Director's Administrative Assistant to be filed.*

Cran-Hill Ministries Campers, Family Camp Guests, Retreat Guests, Adventurers, Big Rapids/Mecosta Community, Michigan and the World





# ADDITIONAL MANUALS

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## ADVENTURE & TARGET SPORTS MANUAL





**CRANHILL**

*Transforming Lives!*

# **ADVENTURE & TARGET SPORTS MANUAL**

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# HIGH ADVENTURE POLICIES

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The following policies apply to all High Adventure activities, including:

- High Ropes Course
- Zip Line
- Climbing Tower
- Slack Lines
  
- Adventure staff shall be a minimum age of 18
- Adventure staff shall be trained by a competent adult qualified to train or having substantial experience in facilitating the area in which he/she is training
- Adventure staff shall be trained a minimum of 24 hours for high adventure activities
- Training shall include
- Cran-Hill Ranch’s Mission and Vision Statements and Core Values
- Knowledge and understanding of equipment used (harnesses, helmets, ropes, knots, carabiners, belay, belay devices, belay cables, sling lines, tethers, pulleys, ladders and any other equipment specific to a site/activity)
- Moral/ethical practices
- Positive behavior management methods
- Risk management
- How to respond in an emergency and EAP
- High adventure activities shall not be used without supervision of a trained staff member
- High adventure activity staff to participant ratios are as follows

<b>Under age 13</b>	<b>Over age 13</b>	<b>With Disabilities</b>	<b>Other Groups</b>
1 adult for every 10 campers	1 adults for every 14 campers	1 adult for every 3 campers	1 adult for every 25 participants

- The High Ropes Course/Zip Line shall be operated with no less than 2 staff
- High adventure activity sites and equipment shall be inspected prior to each use, with additional exhaustive inspections seasonally and an outside professional inspection annually
- There shall be a first aid kit and hand-held radio / intercom phone (or vehicle) at each High Adventure activity
- Every participant using either High or Low Adventure facilities must have submitted a Guest Registration & Waiver Form prior to their participation

# CLIMBING TOWER

---



## Inspecting Equipment: Visual and tactile (look and feel)

**Harnesses:** All harnesses must be inspected before they can be used for any session.

**Helmets:** All helmets must be inspected before they can be used for any session.

**Hardware:** All carabineers and belay devices must be inspected before they can be used for any session.

**Ropes:** All ropes must be inspected before they can be used for any session

**The Tower Site and Tower:** The area around the tower and the tower itself must be inspected before every session.

- Inspect the tower for broken boards and or broken or loose holds
- Inspect the belay lines and anchor points for signs of wear
- Inspect the belay poles and bolts for stability
- Remove any debris from around the tower

## Set Up

### The Staging Platform:

The staging platform is the wood deck near the tower. It is used for harness and helmet instruction. Hang harnesses and helmets here before the participants arrive.

**Hanging the Ropes:** Ropes and Belay devices set up prior to arrival of group.

## Running the Tower

**Harness School:** Where a trained Cran-Hill staff member instructs the participants in the proper way to put on and wear a harness.

**Belay School:** Where a trained Cran-Hill staff member instructs participants in using the belay system. (The 'harness school' instructor makes an excellent demonstration climber)

**Facilitating a Session:** When climbers climb, belay teams belay, and staff supervise and observe the group.

- After harness school and belay school let the group get on the tower
- One trained member needs to be supervising and facilitating each side of the climbing tower that is being used
- Check that belay teams are belaying properly and staying on task
- Double check the harness and helmet of each climber
- Connect and remove climbers from the rope

**Debriefing:** Processing what happened within the group during their climbing experience.

## Take Down

**Putting the Equipment Away:**

- Untie knots and remove belay devices
- Pull the ropes by tying the haul line to the climbing rope with clove hitches or girth hitches (be careful not to drop the rope)
- Butterfly coil the climbing ropes
- Attach carabineers and belay devices to coiled ropes
- Attach the ropes that block access to the tower
- Ropes hang on the wall to the right in the ropes shed on their respective hooks
- Harnesses hang on the wall to the right in the ropes shed
- Helmets fill the shelf to the right after entering the ropes shed
- Disinfect and place helmets with the opening down
- Fill out rope logs, checklists, and incident reports if applicable (incident reports should be brought to the attention of your supervisor)

# CLIMBING TOWER CHECKLIST

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Site Supervisor: \_\_\_\_\_

Time In: \_\_\_\_\_

Site Workers: \_\_\_\_\_

Time Out: \_\_\_\_\_

Other Staff: \_\_\_\_\_

Tot. Time by Participants: \_\_\_\_\_

## SET-UP CHECKS

_____ Visual inspection of Tower	_____ Harness inspected & laid out	_____ Knots Checked
_____ Visual inspection of area	_____ Helmets inspected & laid out	_____ Radio / Phone Box Open
_____ Ropes inspected & Strung	_____ Carabineers / posts checked	_____ First Aid Kit

## PRE-USE CHECKS

_____ Full introduction to gear / equipment	_____ Participants clear of jewelry, loose clothing & gum
_____ Full introduction of Tower	_____ Participants equipment checked & correct
_____ Climbing & Belay School	_____ Consent forms for non-summer camp groups

## TAKE DOWN CHECKS

_____ All equipment present & stored	_____ All ropes inspected & coiled	_____ Haul lines tied up
_____ Ladders locked up	_____ Harnesses & Helmets checked	_____ Any incidents filed
_____ Area Cleared		

## OTHER INFORMATION

### Incidents:

Close Calls: \_\_\_\_\_ Who will file report? \_\_\_\_\_

Emotional: \_\_\_\_\_ Who will file report? \_\_\_\_\_

If any gear is not in its usual place where is it?

Did anything work especially well? What was it?

Were there any problems? What were they?

Additional Comments:



# HIGH ROPES COURSE w/ ZIP LINE



## INSPECTING EQUIPMENT: VISUAL AND TACTILE (LOOK AND FEEL)

**Harnesses:** All harnesses must be inspected before they can be used

**Helmets:** All helmets must be inspected before they can be used

**Hardware:** All carabineers and belay devices must be inspected before they can be used

**High Ropes Course:** The area around and under the course and the course itself must be inspected before each use

- Inspect the ground below the course for any debris that may have fallen or blown into the area
- Inspect each element on the course
- Check that all belay cables are in place and in good condition
- Check that elements have all their components (boards and ropes, etc.)
  - Inspect the belay poles and bolts for stability
  - Inspect entry ladders and the “Tall Ships” cargo net entry

## SET UP

**The Zip Line:**

- The zip deck
- Clear away debris
- Set up ladder
- Attach zip pulley/tether/carabineer/haul-line

- Put ladder down
- Hang wrench on nail

**Tall Ships:** (the cargo net entry point)

- Grab the key labeled “high ropes” from inside the ropes shed
- Unlock the cable attached to a staple near the bottom of the pole
- Use padlock to attach the white haul line to cable
- Gently lower net
- Disconnect cable from net
- Tie cable/haul line out of the way (a nearby tree will do)
- Tie cargo net to the four anchor points in the ground
- Outer ropes toward the road
- Inner ropes towards the course
- Hang the climbing rope by attaching one end to a haul line using a couple clove hitches or girth hitches (don’t drop the rope)
- Tie a figure 8 knot and a fisherman’s knot on one end of the rope
- Attach the other end of the rope to the Gri Gri on the belay pole

**The Staple Climb:** (the ladder entry point)

- Set up the green extension ladder on the pole farthest from ropes shed
- Place top of the ladder near lowest staple
- Use the short rope hanging on the pole to secure ladder
- Hang the climbing rope by attaching one end to a haul line using a couple clove hitches or girth hitches (don’t drop the rope)
- Tie a figure 8 knot and a fisherman’s knot on one end of the rope
- Attach the other end of the rope to the Gri Gri on the belay pole

**The Staging Platform:**

The staging platform is the wood deck below the ropes course. It is used for harness and helmet instruction. Hang harnesses and helmets here before the participants arrive. Hang sling lines on the cables beneath the banana beam element.

**Rescue Equipment:**

- After inspection attach rescue bag to zip pulley haul line
- Once in the course the zip tower facilitator will pull the bag up and hang it on a pole

## **RUNNING THE HIGH ROPE COURSE**

**Harness School:** Where a trained Cran-Hill staff member instructs the participants in the proper way to put on and wear a harness.

**Transfer School:** Where a trained Cran-Hill staff member instructs the participants in the proper way to wear and operate sling lines safely

**Belay School:** Where a trained Cran-Hill staff member instructs participants in using the belay system.

**At the Top:**

- Participant will make their first transfer onto the course using transfer commands
- Participant will assist the belay team in retrieving climbing rope
- Participant may proceed onto ropes course



**Facilitating the High Ropes Course:** Three basic roles

- Zip Tower Facilitator - in the course
- Send participants down the zip line exit
- Available to watch transfers
- Perform ‘assists,’ ‘rescues,’ or ‘lowers’ as needed
- Ground Facilitator - on the ground
- Monitor belay teams
- Attach participant to entry ropes
  - Check harness and helmet
  - Clip participant sling lines to figure 8 knot
- Available to watch transfers
- Assist during a ‘lower’ as needed
- Zip Deck Facilitator - at the zip deck
- Remove participants from the zip line exit
- Available to watch transfers

**Zip Line Conversation:**

**Zip Tower:** “Zip deck ready?”

**Zip Deck:** “Zip deck ready. Lock Check?”

**Zip Tower:** (Checks that participant is attached to zip tether and carabiner is locked) “Check. Zip deck clear?”

**Zip Deck:** (Ensures that the stairs are out of the way and the area below the zip line is clear of people and any obstructions) “Clear.”

**Zip Tower:** “Zipping?”

**Zip Deck:** “Zip On.”

**Debriefing:** Processing what happened within the group during their high ropes experience.

**ASSISTS, RESCUES, AND LOWERS:** When participants need our help.

We have categorized three ways that a facilitator can address a situation in which a participant will require assistance; assists, rescues, and lowers. In the event that assistance is required all other participants on the course are asked to remain at a pole or platform until the situation is remedied.

**ASSISTS:** Help to continue through the course

- A hand to reach a platform
- Help getting untangled from ropes or sling lines

- Talk through an element or encouragement to move forward
- After an assist the participant is generally able to continue through the course

**RESCUES:** An exit through an existing entry/exit point requiring the facilitators full attention

- Physical, medical, or psychological complications
- Requires the facilitator to physically progress through the course with participant to the nearest point of entry/exit
- **Zip Line** - exit as usual
- **Entry Point** -
- Assemble belay team to appropriate belay post
- Transfer participant to climbing rope using transfer commands
- Communicate with belay team using belay commands for descent
- Descend participant to ground where further assistance may be required

**LOWERS:** An unplanned exit from anywhere on the course using the rescue bag

- Participant cannot or should not be moved to an exit
- Only if an assist or rescue cannot be performed or would risk further harm or injury to the participant
- **Rescue Bag** - zip tower facilitator
- Approach participant with rescue bag
- Attach rescue figure 8 to belay cable
- Clear ground beneath participant
- Attach end of rescue rope to participant using locking carabineer
- Drop rescue bag exclaiming, "Rope!"
- **Rescue Bag** - ground facilitator
- Put on harness/attach ATC belay device
- Connect rope to ATC
- Remove slack from rescue rope
- Prepare to descend participant
- **Descend Conversation** - between zip tower and ground facilitators
  - Up: "On Belay?"
  - Down: (when ready) "Belay on!"
  - Up: "Tension!"
  - Down: (after taking the weight of the participant) "Tension on"
  - Up: (after removing participants sling lines from course) "Descending?"
  - Down: "Descend on!"
- Descend participant to ground where further assistance may be required

## TAKE DOWN

**Putting the Equipment Away:** Clean up after yourself...and the group.

- Untie knots and remove belay devices
- Pull the ropes by tying the haul line to the climbing rope with clove hitches or girth hitches (be careful not to drop the rope)
- Butterfly coil the climbing ropes
- Attach carabineers and belay devices to coiled ropes
- Ropes hang on the wall to the left in the ropes shed
- Sling lines hang on the wall to the left in the ropes shed

- Harnesses hang on the wall to the right in the ropes shed
- Remove zip pulley and tether, hang on wall to the left in the ropes shed
- Helmets fill the shelf to the right after entering the ropes shed
- Disinfect and place helmets with the opening down
- Ladders hang on the wall in the back half of the shed
- Tall Ships cargo net is hauled up and cable is locked
- Fill out rope logs, checklists, and incident reports if applicable (incident reports should be brought to the attention of your supervisor)

# ZIP LINE (ALONE)

---

## INSPECTING EQUIPMENT: Visual and tactile (look and feel)

All equipment inspected same as High Ropes Procedure.

### Zip line:

- Inspect the ground below the course for any debris that may have fallen or blown into the area
- Inspect each element on the course
- Check that the zip line cable is in place and in good condition
  - Inspect the belay poles and bolts for stability

## SET UP

### The Zip Line:

- The zip deck
- Clear away debris
- Set up ladder
- Attach zip pulley/tether/carabineer/haul-line
- Put ladder down
- Hang wrench on nail

### The Staple Climb: (the ladder entry point beneath the zip line)

- Set up the green extension ladder on the pole nearest to the ropes shed
- Place top of the ladder near lowest staple
- Hang the climbing rope by attaching one end to a haul line using a couple clove hitches or girth hitches (don't drop the rope)
- Tie a figure 8 knot and a fisherman's knot on one end of the rope
- Attach the other end of the rope to the Gri Gri on the belay pole

### The Staging Platform:

The staging platform is the wood deck below the ropes course. It is used for harness and helmet instruction. Hang harnesses and helmets here before the participants arrive.

### Rescue Equipment:

- After inspection attach rescue bag to zip pulley haul line
- Once in the course the zip tower facilitator will pull the bag up and hang it on a pole

## RUNNING THE ZIP LINE

**Harness School:** Where a trained Cran-Hill staff member instructs the participants in the proper way to put on and wear a harness.

**Belay School:** Where a trained Cran-Hill staff member instructs participants in using the belay system.

**Facilitating the Zip Line:** Three basic roles

- Zip Tower Facilitator - in the course

- Send participants down the zip line exit
- Available to watch transfers
- Perform 'assists,' 'rescues,' or 'lowers' as needed
- Ground Facilitator - on the ground
- Attach participant to entry ropes
  - Check harness and helmet
  - Clip participant sling lines to figure 8 knot
- Available to watch transfers
- Assist during a 'lower' as needed
- Zip Deck Facilitator - at the zip deck
- Remove participants from the zip line exit
- Available to watch transfers

### **Zip Line Conversation:**

**Zip Tower:** "Zip deck ready?"

**Zip Deck:** *(assures that ladder is down, and all participants are clear of zip line )* "Zip deck ready. Lock Check?"

**Zip Tower:** *(Checks that participant is attached to zip tether and carabineer is locked)* "Check. Zip deck clear?"

**Zip Deck:** *(Double checks ladder and area below zip line)* "Clear."

**Zip Tower:** "Zipping?"

**Zip Deck:** "Zip On."

## **Take Down**

**Putting the Equipment Away:** Clean up after yourself...and the group.

- Untie knots and remove belay devices
- Pull the ropes by tying the haul line to the climbing rope with clove hitches or girth hitches (be careful not to drop the rope)
- Butterfly coil the climbing ropes
- Attach carabineers and belay devices to coiled ropes
- Ropes hang on the wall to the left in the ropes shed
- Sling lines hang on the wall to the left in the ropes shed
- Harnesses hang on the wall to the right in the ropes shed
- Remove zip pulley and tether, hang on wall to the left in the ropes shed
- Helmets fill the shelf to the right after entering the ropes shed
- Disinfect and place helmets with the opening down
- Ladders hang on the wall in the back half of the shed
- Tall Ships cargo net is hauled up and cable is locked
- Fill out rope logs, checklists, and incident reports if applicable (incident reports should be brought to the attention of your supervisor)

# HIGH ROPES CHECKLIST

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Site Supervisor: \_\_\_\_\_

Time In: \_\_\_\_\_

Site Workers: \_\_\_\_\_

Time Out: \_\_\_\_\_

Other Staff: \_\_\_\_\_

Tot. Time by Participants: \_\_\_\_\_

## SET-UP CHECKS

_____ Visual inspection of elements	_____ Harness inspected & laid out	_____ Knots Checked
_____ Visual inspection of area	_____ Helmets inspected & laid out	_____ Zip Line clear
_____ Ropes inspected & Strung	_____ Carabineers / posts checked	_____ Zip Line set up
_____ Sling Lines inspected	_____ Rescue gear checked	_____ Knife for rescues
_____ Radio / Phone Box Open	_____ First Aid Kit	

## PRE-USE CHECKS

_____ Full introduction to gear / equipment	_____ Participants clear of jewelry, loose clothing & gum
_____ Full introduction of course and options	_____ Participants equipment checked & correct
_____ All participants taught transfers and how to belay	_____ Consent forms for non-summer camp groups

## USAGE INVENTORY

Total # of participants through course: \_\_\_\_\_  
Lowers: \_\_\_\_\_ Rescues: \_\_\_\_\_

## TAKE DOWN CHECKS

_____ All equipment present & stored	_____ All ropes inspected & coiled	_____ Haul lines tied up
_____ Ladders locked up	_____ Harnesses & Helmets checked	_____ Any incidents filed
_____ Area Cleared	_____	

## OTHER INFORMATION

### Incidents:

Close Calls: \_\_\_\_\_ Who will file report? \_\_\_\_\_  
Emotional: \_\_\_\_\_ Who will file report? \_\_\_\_\_

If any gear is not in its usual place where is it?  
\_\_\_\_\_  
\_\_\_\_\_

Did anything work especially well? What was it?  
\_\_\_\_\_  
\_\_\_\_\_

Were there any problems? What were they?  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_



# SLACK LINES

## INSPECTING EQUIPMENT: Visual and tactile (look and feel)

All equipment inspected same as High Ropes Procedure.

### Slack Lines

- Inspect the ground below the course for any debris that may have fallen or blown into the area.
- Inspect each pole/tree being used.
- Inspect the entire ninja line and obstacles to ensure it is in good working order.

## SET UP

### Slack Lines

- The slack lines are to be set only using the specified poles. The default location is High Ropes Course, although other locations are acceptable. Check under the lines as well as 10' on either side for any hazards such as rocks, sticks, sharp objects, or trip hazards.
- The slack lines should be roughly knee height. As campers progress it is permissible to raise the lines so that more complicated maneuvers can be attempted. The slack lines are never to be more than 3' off the ground.

## RUNNING SLACK LINES

**Safety School:** Where a trained Cran-Hill staff member instructs participants in safe use of Slack Lines, assist poles, and spotting.

Explain the overall picture of the event briefly.

Description With spotters there to assist with safety, each person is attempting to cross the slack lines without holding on to anything around them. As they become more comfortable with their balance, they are welcome to attempt more difficult maneuvers such as sitting down in the middle, turning around on the slack line etc.

Practice If the group has not already participated in an activity involving spotters, practice the spotting on the group, away from the elements.

Demonstrate Walk the group through each phase of the activity so the spotters can see how the event will look and sound at this point emphasize the importance of focusing on the activity. The position and role of the spotters is the primary thing to emphasize at this point.

**Facilitating Slack Lines:** Three basic roles

**SUPERVISOR** Lead the activity standing in a position where you can view the overall picture and jump in necessary for safety.

**SPOTTERS** This activity moves quickly, be ready!  
2 Spotters surround the participant – one of each side.  
Do climbing calls with climber ... “spotters ready!” ... “Ready!”  
Spotters continue to move with the participant as they cross the element

**PARTICIPANTS** Set a goal for yourself.  
Do your climbing calls before you leave the ground ... “Spotters Ready?” ... “Ready!”  
Remember to look up at a point on the finish pole. If you look down, you will go down.  
If you feel that you are about to fall, step off the slack line rather than trying to jump away.

## Take Down

**Putting the Equipment Away:** Clean up after yourself...and the group.

- Release tension on all Slack Lines
- Roll all lines and pack into storage bags
- Return equipment to the High Ropes Shed
- If wood chips were disturbed, spread them out so they are ready for next event
- Collect any trash and place in trash can

# NINJA LINES

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## INSPECTING EQUIPMENT: Visual and tactile (look and feel)

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All equipment inspected same as High Ropes Procedure.

### Ninja Lines:

- Inspect the ground below the course for any debris that may have fallen or blown into the area.
- Inspect each pole/tree being used.
- Inspect the entire ninja line and obstacles to ensure it is in good working order.

## SET UP

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### Ninja Lines

- The ninja lines are to be set only using the specified poles. The default location is High Ropes Course, although other locations are acceptable. Check under the lines as well as 10' on either side for any hazards such as rocks, sticks, sharp objects, or trip hazards.
- The ninja lines should be set at an appropriate height so that participants feet are not more than 12" off the ground when hanging from the lowest point.

## RUNNING NINJA LINES

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**Safety School:** Where a trained Cran-Hill staff member instructs participants in safe use of Ninja Lines.

Explain the overall picture of the event briefly.

Description Each person is attempting to cross the ninja lines without touching or dropping to the ground.

Demonstrate Walk the group through each phase of the activity so participants can see how the event will look.

**Facilitating Ninja Lines:** Two basic roles

**SUPERVISOR** Lead the activity standing in a position where you can view the overall picture and jump in necessary for safety.

**PARTICIPANTS** Set a goal for yourself. Make sure no other participants are on the line before starting.

## Take Down

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**Putting the Equipment Away:** Clean up after yourself...and the group.

- Release tension on all Ninja Lines
- Roll all lines and pack into storage bags
- Return equipment to the High Ropes Shed
- If wood chips were disturbed, spread them out so they are ready for next event
- Collect any trash and place in trash can

# EMERGENCY ACTION PLAN: HIGH ADVENTURE

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- 1) If there should be a medical need to bring someone down out of a High Adventure facility, trained staff will perform an appropriate lower.
- 2) Contact Operations Director (and Health Officer if necessary) with hand-held radio or phone. If necessary, request EMS at this time.
- 3) Give appropriate first aid or emergency care. Continue until relieved by someone of higher medical training.
- 4) If using the High Ropes Course proceed with getting the remaining participants out of the course.
- 5) Replace rescue equipment. If staffing and time permit, continue with program.
- 6) As soon as possible, complete an incident report and turn one copy in to the Office.

# TARGET SPORTS

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The following policies apply to all Target Sport activities, including:

- Riflery
- Archery
- Sling Shots
- Tomahawks
- Archery Tag
- Sling Shot Paintball
  
- Target Sport staff shall be a minimum age of 18
- Target Sport staff shall be trained by a competent adult qualified to train or having substantial experience in facilitating the area in which he/she is training
- Target Sport staff shall be trained a minimum of 8 hours for target sports activities
- Training shall include
  - Cran-Hill Ranch’s Mission and Vision Statements and Core Values
  - Knowledge and understanding of equipment used (rifles, ammunition eye/ear protection, bows, arrows, and any other equipment specific to a site/activity)
  - Moral/ethical practices
  - Positive behavior management methods
  - Risk management
  - How to respond in an emergency and EAP
- Target Sport activities shall not be used without supervision of a trained staff member
- Target Sport activity staff to participant ratios are as follows

<b>Under age 13</b>	<b>Over age 13</b>	<b>With Disabilities</b>	<b>Other Groups</b>
1 adult for every 10 campers	1 adults for every 14 campers	1 adult for every 3 campers	1 adult for every 25 participants

- Target Sport activity sites and equipment shall be inspected prior to each use, with additional exhaustive inspections seasonally
- There shall be a first aid kit and hand-held radio (or cell phone or vehicle) at each Target Sports activity
- Every participant using a Target Sport facility must have submitted a Guest Registration & Waiver Form prior to their participation

# RIFLERY



## INSPECTING EQUIPMENT: Visual and tactile (look and feel)

Inspect equipment for damage on stock, barrel, bolt, trigger, sights, and cable tethers

## SET-UP

- Open box and check that all equipment is in place
- .22 rifles
- Ammunition (and blocks to hold)
- Eye and ear protection
- Targets and staple gun/staples
- First aid kit
- Place one rifle at each hook, clip cables to hooks
- Place six rounds in each block
- Place eye and ear protection at each rifle
- Staple targets to board at end of range

## RUNNING RIFLERY

### Riflery School

- Place yourself so all participants can see and hear you
- Introduce yourself and pray with the group if applicable
- Introduce the range
  - Targets down range
  - Shooting platform
- Introduce the rifle
  - The type of rifle (.22 caliber, bolt action)
  - The parts of the rifle
    - Stock, bolt, trigger, safety, barrel, sights

- Introduce the ammunition
- Loading the rifle
- Demonstrate proper shooting technique
  - Stand behind the red line on the floor of the deck
  - Approach rifle
  - Put on eye and ear protection
  - Safety on, bolt open
  - Load ammunition, close bolt
  - Sight in target
  - Safety off, Fire
  - Bolt open, safety on
- After all ammunition has been fired replace rifle and wait behind red line
- Retrieve target
  - Exit the deck at the side
  - Ensure that all rifles are unused, and shooters are finished firing
  - Collect empty shells, approach targets to observe accuracy

### **Facilitating the Session**

- Spectators must remain at back of platform
- Participants line up behind their desired rifle
- Announce that shooters may approach their weapons, apply eye and ear protection
- Announce that shooters may load firearms and fire
- Help participants as needed
- As participants finish, direct them to wait behind the red line until all ammunition has been fired
- Announce that shooters may check firearms, approach targets and collect shells

### **Take Down**

- Replace equipment into locked box
- Wheel box up to ropes shed
- Clean rifles
- Pull bore snake through barrel (from chamber to muzzle) 2-3 times
- Lock box
- Lock Target Shed

# ARCHERY

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## **INSPECTING EQUIPMENT: Visual and tactile (look and feel)**

Inspect equipment for cracks or damaged areas on the bow limbs, strings, and arrows.

## **SET-UP**

- Place one bow at each hook
- The red (right hand) and blue (left hand) Genesis bows are a heavier pull and may not be suitable for our youngest archers
- The green bows are a lighter pull and should be used in the event that a participant is not able to use the Genesis bow successfully
- Place six arrows in each 'quiver' (hole in the board)
- Uncover and wheel targets to appropriate distance for group and put out the 3-D targets

## **RUNNING ARCHERY**

### **Archery School**

- Place yourself so all participants can see and hear you
- Introduce yourself and pray with the group if applicable
- Introduce the range
  - Targets down range
  - Net
  - Shooting platform
- Introduce the bow
  - The type of bow (compound or recurve)
  - The parts of the bow
    - Handle and how to hold
    - Arrow rest
    - Bow limbs



- Cam and Idler wheel
  - Bowstring and nocking point
- Introduce the arrows
  - The parts of the arrow
    - Nock
    - Fletching/Vane
    - Arrow Shaft
    - Head
- Demonstrate proper shooting technique
  - Stand away from designated shooting area
  - Approach bow and set stance
  - If the archer is right-handed, the left foot should be toward the target
  - Feet shoulder width apart with front foot turned slightly toward target
  - Nock arrow
  - With your bow in bow hand (if right handed then bow hand is left) withdraw an arrow by grasping the arrow below the fletching
  - Keeping your bow as vertical as possible, carry the arrow up and over the top of the bow
  - With the different colored “index fletching” pointed toward you, snap the arrow’s nock under or between the nock point
  - The arrow shaft should be placed on the arrow rest
  - With your bow at arm’s length and pointed down, grasp the string immediately under the nock at least to the first joint of the 1st and 3<sup>rd</sup> finger and slightly inside the joint of the middle finger forming a hook
  - Lift your arm allowing it to hinge at your shoulder. Your drawing hand will remain hooked around the bow string with the bow un-drawn.
  - Pull or draw the string toward the right side of your face (right handed)
  - Aim and Release
- After all arrows have been shot replace bow and wait away from designated shooting area.
- Retrieve arrows
  - Exit the deck at the side
  - Ensure that all bows are unused, and archers are finished shooting
  - Approach targets to remove arrows
    - Place one hand against target around arrow
    - Grasp arrow shaft closest to target with free hand
    - Push against target and pull/twist arrow to remove
  - Pick up any arrows that may have missed their target
  - To carry arrows, grasp by the shaft nearest the head, pointed down
  - Replace arrows at shooting station

### **Facilitating the Session**

- Shooters in the designated shooting area
- Participants line up behind their desired bow
- Announce that archers may approach their equipment
- Announce that archers may nock arrows and shoot
- Help participants as needed
- As participants finish, direct them to wait behind the red line until all arrows have been shot
- Announce that archers may retrieve arrows

**Take Down**

- Replace bows and arrows into locked Target Shed
- Check Range for any arrows and/or trash
- Lock Target Shed

# ARCHERY TAG



## INSPECTING EQUIPMENT: Visual and tactile (look and feel)

Inspect equipment for damaged areas on the bow limbs, strings, and arrows.

## SET-UP

- Gather all equipment
- Bows
- Barriers
- Two Equipment Totes
- Targets
- Set-up barriers and targets
- String bows
- Hang bows on barriers
- Place arrows in “No-Man’s Land”
- Place masks at ends of court

## RUNNING ARCHERY TAG

### Archery Tag School

- Place yourself so all participants can see and hear you
- Introduce yourself and pray with the group if applicable
- Introduce the court
  - Location of target
  - Barriers
  - “Jail” location
  - No-Man’s Land
- Introduce the equipment
  - The bow
    - No-Gloves

- The targets
- The masks
- The arrows
- Demonstrate Proper Shooting Technique
  - Approach bow and set stance
    - If the archer is right-handed, the left foot should be toward the target
    - Feet shoulder width apart with front foot turned slightly toward the target
  - Nock arrow
    - With your bow in bow hand (if right handed then bow hand is left) withdraw an arrow by grasping the arrow below the fletching
    - Keeping your bow as vertical as possible, carry the arrow up and over the top of the bow
    - With the different colored “index fletching” pointed toward you, snap the arrow’s nock under or between the nock point
    - The arrow shaft should be placed on the arrow rest
  - Fingers placed appropriately on No-Gloves
  - Lift your arm allowing it to hinge at your shoulder. Your drawing hand will remain hooked around the bow string with the bow un-drawn.
  - Pull or draw the string toward the right side of your face (right handed)
  - Aim and Release

### **Facilitating the Session**

- Players only on court
- Masks must remain on during game play
- Go through game play
- Help participants as needed

### **Gameplay**

- Participants start at designated end of court
- Bows will be hanging on barriers
- Arrows will be in No-Man’s Land
- When the timer starts the game, participants gather bows and arrows
- Participants proceed to attempt to shoot out 5-Spots
- If a participant is hit by an arrow, that person goes to designated “jail” for 10 seconds
- If a participant catches an arrow, the shooter goes to their jail

### **Take Down**

- Replace equipment to totes
- Un-string bows
- Tear-down barriers
- Spray down masks
- Report/Repair any broken equipment

# TOMAHAWKS

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## **INSPECTING EQUIPMENT: Visual and tactile (look and feel)**

Inspect equipment for damage on handle, tomahawk head, or targets

## **SET-UP**

- Grab tomahawks from shed
- Large and small tomahawks
- Check range for sticks/roots/stumps
- Clear what is possible, report issues

## **RUNNING TOMAHAWKS**

### **Tomahawk School**

- Place yourself so all participants can see and hear you
- Introduce yourself and pray with the group if applicable
- Introduce the range
- Targets down range
- Throwing area
- Spectating area
- Introduce the tomahawk
- The type of tomahawk (standard vs. mouse)
- The parts of the tomahawk
- Head, butt, handle
- Demonstrate proper throwing technique
- Stand at the appropriate distance
- 5-6 steps away from target
- Face the target with the tomahawk at your side

- Raise the tomahawk to your ear, being careful of your head, forming a 45-degree angle with your elbow, release the tomahawk
- Analyze and adjust
- After all tomahawks have been thrown, return to spectator area
- Retrieve tomahawks
- Approach target
- With one hand on the handle and one on the target, push down on handle to remove tomahawk

### **Facilitating the Session**

- Throwers only on the range
- Participants stand next to the designated target
- Announce that throwers may approach their tomahawks
- Announce that throwers may pick up tomahawks
- Help participants as needed
- As participants finish, direct them to grab their tomahawks and return to the spectator area

### **Take Down**

- Replace equipment into locked box
- Clean tomahawks
- Wipe down tomahawks and handles
- Repair/Report any damages
- Lock Target Shed

# SLING SHOT RANGE



## INSPECTING EQUIPMENT: Visual and tactile (look and feel)

Inspect equipment for damage on handle, arm rest, elastic band, leather pouch, knots, and targets

## SET-UP

- Grab Sling Shots, Safety Glasses, and Steel Shot from shed
- Check range for sticks/roots/stumps
- Clear what is possible, report issues

## RUNNING SLING SHOTS

### Sling Shot School

- Place yourself so all participants can see and hear you
- Introduce yourself and pray with the group if applicable
- Introduce the range
  - Targets down range
  - Shooting area
  - Spectating area
- Introduce Safety Glasses
  - Demonstrate how to wear them properly
- Introduce the Sling Shots
  - The parts of the Sling Shot
    - Handle, Elastic Band, Leather Pouch, Arm Rest
  - Adjusting the size
- Demonstrate proper shooting
  - Stand at the appropriate distance
  - Place Steel Shot in Leather Pouch and squeeze
  - Face the target with Sling Shot held sideways out in front toward target
  - Draw Leather Pouch back toward cheek, aiming at target

- Release Leather Pouch and Steel Shot
- Analyze and adjust
- Repeat until all Steel Shot is gone
- Retrieve Steel Shot
  - Search the ground and backdrop and collect as much Steel Shot as possible
- Place collected Steel Shot in shooting trays for next round of shooters

### **Facilitating the Session**

- Line up shooters along Shooting Line
- Spectators stand behind
- If younger children need assistance, a parent may assist
- Announce that shooters may begin
- Help participants as needed
- Once all shooters have finished, direct them to gather Steel Shot and return to spectator area

### **Take Down**

- Replace equipment into locked box
- Repair/Report any damages
- Lock Target Shed



# SLING SHOT PAINTBALL

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## INSPECTING EQUIPMENT: Visual and tactile (look and feel)

Inspect equipment for damage on handle, tomahawk head, or targets

## SET-UP

- Grab Equipment Cases (Sling Shots, Masks, Gloves, and Paint) from shed
- Check range for sticks/roots/stumps
- Clear what is possible, report issues

## RUNNING SLING SHOT PAINTBALL

### Sling Shot School

- Place yourself so all participants can see and hear you
- Introduce yourself and pray with the group if applicable
- Introduce the Battlefield
  - Team Zones
  - Boundaries
  - Safety Zones for spectators
- Introduce Safety Masks
  - Demonstrate how to adjust and wear them properly
- Introduce the Sling Shots
  - The parts of the Sling Shot
    - Handle, Elastic Band, Leather Pouch, Arm Rest
  - Adjusting the size
- Demonstrate proper shooting
  - Stand at the appropriate distance
  - Place Paintball in Leather Pouch and squeeze (NOT TOO HARD)
  - Face your target with Sling Shot held sideways out in front toward target
  - Draw Leather Pouch back toward cheek, aiming at target
  - Release Leather Pouch and Paintball
  - Repeat

## **Rules of Safe Gameplay**

Any Violation of the Safety Rules Will Result in the Offending Player being Ejected from the activity without refund.

- Safety goggles must be worn at all times. Players must wear goggles whenever they leave the registration area. At no time will a player be allowed to break the seal of the goggle from around their face. Only goggles specifically approved for paintball are allowed at our field.
- No shooting at the head or neck. Blind firing is not allowed either. Players may never intentionally fire at another player's head or neck. Players must always be looking at their targets while shooting. Do not shoot the wildlife!
- No shooting or dry firing in the neutral areas. Players may never shoot anywhere other than the target range or the particular playing field their game is being held on.
- No climbing of tress, structures, through windows, or on bunkers. The only objects players are allowed to climb on are structures that have a staircase leading up them.
- No physical contact. Players may never touch another player or their equipment.
- Unauthorized equipment is not allowed on the playing field. Players are not allowed to bring onto the playing field any equipment deemed to be unsafe or not appropriate by the field operator. Players are never allowed to bring onto the field knives of any size, tools of any kind, paint grenades, paint mines, multiple paintball launchers, pyrotechnics, smoke grenades, or any type of explosives.
- Avoid field hazards. Players should avoid all hazards such as fences, ruts, and vines. Players should report any field hazard to the field operator.
- Players may never construct anything that may hinder the movement of other players. Players are not allowed to construct any sort of barricades or bunkers.
- Verbal abuse and unsportsmanlike conduct will not be tolerated. Profanity, name calling, fighting, or anything else Cran-Hill Ranch Staff deems to be inappropriate can be grounds for expulsion. Players ejected for rule violations will not be given a refund.
- Do not disassemble the rental equipment. If you are experiencing difficulties with your equipment please bring it to the attention of a staff member.
- Referees decisions on the field are final. Players are not allowed to argue with any referees. Our referees will be happy to discuss any call after the game if you need clarification on a rule.

### **Being Marked Out:**

- A player is marked out when a paintball hits and breaks on him or any part of his equipment leaving a mark the size of a quarter or larger. Head and neck shots do not count.
- If a player is holding an object as a shield and it is hit and marked, he will be out.
- Splatter from a paintball bursting on a tree or any other object will count if it is the size of a quarter or larger.
- Any player rubbing or wiping paint off during a game will be ejected from play for the day.
- When a player is marked out, he will call out loudly "I'M OUT" or "I'M HIT", immediately raise an arm, and exit the playing field as quickly as possible. An eliminated player is out of that game and therefore may not speak or motion or give any supplies or equipment to players still in the game. Do not intentionally shoot at eliminated players.
- Unsportsmanlike acts that will classify you as eliminated include but are not limited to "The Walking Dead" trick and lying about what side you are on.

### **Paintcheck:**

- When a player has been hit in a location that he cannot see, he may call for a paintcheck. The player must call "PAINTCHECK ME" and continue to play. A judge will come over to check the player for a hit, do not stop playing. If the judge feels it necessary to move the player to check him, he will call the player neutral

by shouting out “THIS PLAYER IS NEUTRAL” and will place a hand on the player. If you see a judge with his hand on a player, that player is neutral. Neutral players may not be fired upon, and they may not fire. Neutral players may not move, and no player may move to improve their position on this player. Once the paintcheck has been resolved, the judge will call the player in or out, and the game will resume.

- A player may call a paintcheck on another player if he is reasonably sure the player has been hit and marked. To do this the player calling the paintcheck must say “PAINTCHECK” FOLLOWED BY THE LOCATION AND IF POSSIBLE THE DESCRIPTION OF THE PLAYER TO BE CHECKED. (i.e. “paintcheck the guy in the black sweatshirt behind the blue barrel to my right”). The more exact the location and description are given, the faster your paintcheck will be executed. Judges will not respond to a player simply calling “paintcheck”. If paintchecks are called excessively or needlessly the judge may eliminate the player calling the checks. When calling a paintcheck on another player you may not move on that player, but you should continue to fire. You should encourage players who you believe you have eliminated to check themselves by calling out “CHECK YOURSELF PLEASE”. Again, be as specific as possible by telling the player exactly where to check. When a player checks himself, you must stop firing at him.

#### **Surrender Option:**

- Whenever you get a player in a hopeless situation, (i.e.: you are 20 ft. or less from a player who has no idea you are there), you should offer the player a chance to surrender rather than shoot at close range. Call out “SURRENDER”. If he does not respond in a non-aggressive manner fast enough for you, you may shoot. Absolutely No head shots or multiple shooting will be tolerated. To surrender, a player may call out “OUT”, “HIT”, “I SURRENDER”, “I GIVE”. “OK”, “UNCLE”, or any other statement that will convey a positive response. Players not making any response, or those who try to bluff will probably be shot.

#### **Facilitating the Session**

- There are a variety of Game/Battle options. See Appendix C for complete instructions for each game.
- Line up participants in proper zones
- Spectators stand in Safety Zone
- Blow whistle to begin
- Once game is over or time has expired, blow whistle to end game and have participants return to Safety Zone
- Any player found not following safety rules is immediately disqualified from play for the rest of the activity

#### **Take Down**

- Replace equipment into storage cases
- Repair/Report any damages
- Return to Storage Shed

# TEAM BUILDING INITIATIVES

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The following policies apply to all Team Building Initiatives, including:

- Initiative Wall
- Whale Watch
- TP Shuffle
- All Aboard
- Giant's Finger
- Spider's Web
- Wild Woozy
  
- Team Building Facilitators shall be a minimum age of 18
- Team Building Facilitators shall be trained by a competent adult qualified to train or having substantial experience in facilitating the area in which he/she is training
- Team Building Facilitators shall be trained a minimum of 18 hours for team building activities
- Training shall include
  - Cran-Hill Ranch's Mission and Vision Statements and Core Values
  - Knowledge and understanding of equipment used
  - Moral/ethical practices
  - Positive behavior management methods
  - Risk management
  - How to respond in an emergency and EAP
- Team building activities shall not be used without supervision of a trained staff member
- Team building activity staff to participant ratios are as follows

<b>Under age 13</b>	<b>Over age 13</b>	<b>With Disabilities</b>	<b>Other Groups</b>
1 adult for every 10 campers	1 adults for every 14 campers	1 adult for every 3 campers	1 adult for every 25 participants

- Team Building and Initiative Elements activity sites and equipment shall be inspected prior to each use, with additional exhaustive inspections seasonally and an outside professional inspection annually
- Every participant using either High or Low Adventure facilities must have submitted a Health/Informed Consent Form prior to their participation

## TEAM BUILDING ACTIVITIES LIST

Group Juggle  
Over Here  
Nose Jousting  
Group Jump Rope  
Blind Walk  
Race Car  
Believe it or knot  
Helium Stick  
Magic Carpets – group moves from one end to another with limited squares  
Mine Field  
Blind Shapes / Blind Square  
Tarp Turnover  
All Aboard  
Slack Lines  
PVC Tower or Trophy  
Tennis Ball w/ Strings on Rings  
Hog Call  
Tails  
Rob the Nest  
Giants, Wizards, Elves  
Group Memory – Relay game to make matches of words. Have group gather around the words to talk about their top values (trust, communication, faith, service, outreach, prayer, worship, study, leadership, fun, challenge, diversity, truth, tolerance, accountability, commitment)  
Featherball – keep a balloon in the air as long as possible  
Hidden Maze  
Knot or Not a Knot  
2B or Knot 2B – four loops held together by a fifth loop. Group decides which one holds them together  
Finish Line – everyone crosses the line at the exact same time making the exact same pose  
Mall Walk – walk with someone and learn 3 things you have in common  
WAH – karate chop game  
Blind Driver

# STAGES OF GROUP DEVELOPMENT

## FORM, STORM, NORM, PERFORM

### Assumptions underlying the model:

- 1) Every group will go through some part of each stage; the more the group members know each other and have worked together before, the less time spent in the first three stages.
- 2) Each stage is critical to the team's development as a high performing team—without the first three stages there may not be **high** performance
- 3) Teambuilding, ground rules, charge clarification, task understanding, and gaining of member commitment is key to stage one.
- 4) The stages often play out simultaneously or in different order. A team may start out by storming if the forming stage is not given attention and time. A team may norm and then storm about another issue or part of the team's charge. The key is to work the storming stage by developing methods for handling conflict: dialogue and consensus decision-making are the strongest methodologies.

### ***Stage One: Forming (Awareness): The Immature Group***

- A. **Theme:** orientation
- B. **Behaviors desired:** commitment to group goals as task behavior, friendliness and concern about others and interest in relationship with others
- C. **Outcomes desired:** commitment and acceptance of team and of others
- D. **Actions and activities:** learning what's expected
- E. **Leader's role:** high-task, low-relationship to compensate for low follower readiness
- F. **Leadership skills and techniques:** value clarification, visioning, communication through myth and metaphor, and goal setting to develop acceptance and commitment as individuals need to understand how they relate to team and team's relationship to organization
- G. **Task of individual:** getting acquainted, assessing strengths and weaknesses, participating in goal setting

### ***Stage Two: Storming (Conflict): The Fractionated Group***

- A. **Theme:** resistance
- B. **Behaviors desired:** acknowledgment and confrontation of conflict openly at task level and listening with understanding to others at relationship level
- C. **Outcomes desired:** clarification and belonging
- D. **Actions and activities:** leadership struggles, incomplete communication, arguments and personalizing events; members appear confused and dissatisfied and output is low
- E. **Leader's role:** maintaining adequate production while building group competence requires high-task, high relationship
- F. **Leadership skills and techniques:** active listening, assertiveness and conflict management to resolve stage two issues, and flexibility and creativity to support open environment and set climate for new ideas
- G. **Task of individual:** listening actively and attentively to all viewpoints, supporting the development of and encouraging supportive environment for expression of ideas, confronting and managing disagreements to clarify purposes, roles and procedures

***Stage Three: Norming (Cooperation): The Sharing Group***

- A. **Theme:** cohesion
- B. **Behavior desired:** inclusion of others in decision making to meet task needs, recognition and respect of differences to meet relationship needs
- C. **Outcomes desired:** involvement and support
- D. **Actions and activities:** open exchange of feelings, facts, ideas, preferences and support; less dissatisfaction as ways of working together are clarified
- E. **Leader's role:** low-task, high relationship to promote participation and involvement, providing more opportunities for group members to take responsibility
- F. **Leadership skills and techniques:** use of the techniques of playfulness and humor, entrepreneurship and coalition building (networking) promote involvement and support communication, feedback and affirmation
- G. **Task of individual:** appreciation of differences, recognition of group success as source of personal power and resources, use of feedback to support collaborative working relationships, greater involvement in decision-making

***Stage Four: Performing (Productivity): The Effective Team***

- A. **Theme:** interdependence
- B. **Behaviors:** contribution and valuing of new ideas and the ideas of others
- C. **Outcomes:** achievement and pride
- D. **Actions and activities:** working collaboratively to challenge their potential; celebrating success in the achievement of more complex goals helps sustain enthusiasm and maintain momentum
- E. **Leader's role:** delegation reduces need for interaction with staff to low-task, low relationship
- F. **Leadership skills and techniques:** problem solving, planning, and decision-making skills provide opportunities for achievement; mentoring helps to foster achievement in others
- G. **Task of individual:** sharing in group accomplishments and productivity lead to sense of satisfaction and pride

## ICE BREAKERS

Goals:

- To get the group members acquainted.
- To start to feel out barriers that exist in the group.
- To begin building a positive group atmosphere.

Line Ups

Balloon Games

Elephant, Palm Tree, Wiggle Fish

Move Your Butt

Octopus Tag (or whatever fits in)

Group Juggle

If Balls

X, Y Game

My Name, My Sign

Hula Hoops

All Aboard

Favorite Stretch

Cinnamon Roll

10 Steps

Four Letter Words

Change Three Things

Group Push-Ups

Everybody's It

Cool Tag

Broken Spokes

Giants, Wizards, Elves

Crows and Cranes

Tail Tag - Dragon's Tail

Harley Pogo

Streets and Alleys

Dead Ant

Cyclops Tag

Elbow or Connection Tag

Vogue - Strike Their Pose

## GAMES

Goals:

- To have fun.
- To relieve stress or tension or to lighten the mood.
- To burn up excess energy.

Zip Boing

Ah So Ghee

Bang Bang

Smaug's Treasures

Impulse

Nose Detective

Summer Rain

Broom Spin Relay

Blindfolded Basketball

Parachute Games - Shark!!!

Body Surfing

Wut the Wud

Make Me Laugh

This is a Frobish & Boinger

Capture the Flag

Castle Siege

## TRUST AND TEAM BUILDING

Goals:

- To develop a foundation for personal and group risk taking and achievement.
- To open lines of communication and provide a safe place to share thoughts and ideas.

Yurt Circle

Lap Sit

The Web

Spotting

Stumble Walk

The Diamond

Mirroring

Car Wash

Drivers Ed

Human Springs



Paired Walks  
Sherpa Walk  
Trust Cycle - Trust Lean, Book Ends, Wind-in-the-Willows

Body Lifts  
Slack Lines  
Body Pass or Cookie Machine  
Spin a Web

## INITIATIVES/PROBLEM SOLVING

Goals:

- To explore individual and group attitudes, skills, roles, and behaviors that lead to group achievement.
- To build teamwork by overcoming challenges as a group.

Log Line Ups  
Blindfolded Line Ups  
Human Knots  
Trolleys  
Amoeba  
Warp Speed  
Bear Tree  
Group Push Ups  
Spider Web  
Nitro Crossing  
Create a Game  
Magic Shoes  
The Wall  
Fun Barrel  
Object Retrieval  
Building Bridges - Croc Pit

The Maze  
Blind Shapes  
All Aboard  
Traffic Jam  
Meltdown  
Acid River  
Zig Zag  
Jungle Leaves  
Leadership Maze  
Egg Drop  
People Puzzle  
Giant's Thumb  
Treasure Island  
Gems  
Hoop crossing  
Poison Peanut Butter Pit

## PROCESSING / CLOSURE

Goals:

- To reflect on, interpret, and apply lessons that can be learned from the experience.
- To create a better understanding of where each individual is coming from and how and why they relate to others the way that they do.
- To provide a structure that enhances the ending of a program and to make it memorable.
- To provide a link between the activities and life.

5 Finger Contract  
Group Line Up - 1 to 10 Rating  
Individual Stand Up  
Journals  
Create a Structure That Represents the Group  
Write a Letter to Yourself or Someone Else

Make and Sign a Contract with someone else  
Create a Song, Cheer, Symbol, Etc. For the Group  
Pins, Hats, T-shirts, Etc. Presenting a Message or Symbol  
Hot Seat - Acknowledge Talents, Skills, or Contributions

# ACTIVITY DESCRIPTIONS

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## *Ice Breakers and Name Games*

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### MY NAME IS

**Equipment**  
**Application**  
**Procedure**  
**Variations**

Use an area where the participants can sit or stand comfortably.

A great name game that helps people learn something about one another.

Have each person say their name and something about themselves

- 1) Without saying anything, have participants collect as many leaves or sticks as they can. For each object collected they have to say one thing about themselves.
- 2) Everyone stands in a circle; one person enters the middle of the circle and says their name and something they like to do. ("I'm Mary and I like to overhaul transmissions"). They then leave the center of the circle and all other members move in toward the center and repeat the previous person's name and the thing they like to do (she's Mary and she likes to overhaul transmissions) in a singsong fashion.
- 3) Have each person say their name and either an adjective or an animal that starts with the same letter as their first name to describe them (Lovely Laura..Laura Lion)
- 4) Challenge someone to say everyone's name in the circle

### GROUP JUGGLING

**Equipment**  
**Application**  
  
**Procedure**

Use five or six tennis balls, toys or rolled up socks.

Group juggling helps people to remember names and work on communication and eye contact. This is a good activity for getting a group excited about working together.

Start by standing in a circle. Call someone's name and throw him or her the ball.

Continue this process until each person's name has been called and everyone has touched the ball. Remember to whom you threw the ball, for that person will remain the receiver of future throws. Repeat the process but add a ball. Continue until you have five or six balls flying around the group. Encourage participants to use name and eye contact. When the group becomes efficient you can reverse the flow of the balls and throw to the person that formerly threw to you. Start slowly and build...teachable moments regarding communication will inevitably occur.

### HULA HOOPS

**Equipment**  
**Application**  
  
**Procedure**

Two or three hula-hoops are needed

Hula-hoops put people in humorous physical positions and demands minimal amount of body contact.

Have participants stand in a circle holding hands. Place a hula-hoop between two people and instruct them to pass it around the circle. Start another hula-hoop in the opposite direction and see which hoop returns to the original position the quickest. The more hoops, the more challenging.

### LEG STRETCHES

**Equipment**  
**Application**

None.

This warm up stretches out the body and allows people to interact one to one.

**Procedure** Have people pair up. People should place their right hand on their partner's left shoulder and their left hand on their partner's right shoulder. One by one, the outside legs should be lifted and held by the free hand of the partner. People should hold the leg at the foot, and the partner should bend toward the knee while trying to keep the free leg straight.

## **CLOCK**

**Equipment** None.  
**Application** Clock helps a person sharpen their awareness and challenges them to listen to instructions, work together, and move around physically.

**Procedure** You, the facilitator, are the hands of the clock and the participants are the numbers. One person is assigned to be 12:00. You stand in the center of the circle and spin around. Wherever your arm stops is 12:00 and the person who was assigned that number must lead the group around to the correct position.

## **TEAMWORK**

**Equipment** None.  
**Application** Teamwork helps the team to start working together and builds the energy level of the group.

**Procedure** Explain to the group that from now on whenever you say "teamwork", the group will have to run to wherever you are standing, surround you, place their arms through one another's arms and put their hands on top of their head by the time you finish spelling the word teamwork. Ask then how long it took them and challenge them to do it faster each time. When the group least expects it, say the word; try to catch them off guard.

## **CINNAMON ROLL**

**Equipment** Rope long enough to encircle group at least once. Open, grassy area with several obstacles.

**Application** Good icebreaker; demonstrates comfort level of individuals within group.

**Procedure** Have group line up next to each other holding hands. Using a spiral technique, roll the group up into a tight "ball". Tie the rope loosely around the outside of the group and ask them to cover a specific distance over the ground, preferably having to negotiate a series of safe obstacles.

**Safety** Tie the rope loosely around the group and remind them to hold themselves together. Spot carefully around any obstacles.

**Variations** Group must learn something about each individual before returning -- favorite ice cream, name, birthday, etc. All but one person blindfolded. The sighted person cannot speak. Have one or two individuals teach the group a new song.

## **GET-UPS**

**Application**  
**Procedure**

Get ups promote a low level physical dependency in partners

First, have partners stand back-to-back, feet shoulder length apart; partners should lean hard against one another's backs. This activity can work with two people of very different sizes if they lean relative to the size difference. Arms can be linked in this back-to-back position, but often this is more a hindrance because of inflexible shoulders. At any rate, the partners should attempt to lower themselves so that their collective butt touches the ground and then they may smoothly stand back up to their original position.

## **Safety**

Next, have partners face one another holding hands with their arms stretched out in front. Each person should lean backwards and simultaneously lower himself or herself to the ground until their butt touches the ground. See how far you can lean back. People should be warmed up and stretched out before attempting this activity. Also, be warned, the knees take a lot of pressure in this activity.

## **PEOPLE TO PEOPLE**

Everyone should pair up with a partner and you (the facilitator) should stay partner-less for the first round. You will stand in the middle and call commands such as: nose to nose, hand to knee, ear to Achilles tendon and then people to people. The pairs will attempt to follow your instructions regarding what they should be doing with their body parts. When you call people to people, everyone will run and find a new partner. One person will be left out and he or she will be the new caller and the game will begin all over again.

## ***New Games***

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### **EVERYBODY'S IT**

A large open space is needed for this non-conventional tag game where everybody runs from everyone. Participants run around within established boundaries and try to tag other people while avoiding being tagged. When a person is tagged they must cover that spot on their body. They can be tagged twice, using both hands to hold the areas tagged. When they are tagged a third time they must kneel down. Play until there is one person left. An interesting limitation is to allow only sideways or backwards running.

### **ELBOW TAG**

Stand in pairs hooked at the elbows and spread out randomly in an open space. Two people start out, one chasing the other. When either the chaser or chasee becomes tired he may hook onto one of the pairs of people. At this point, the person on the other end (the third person) must detach and assume the role of the person who just hooked on (whether chaser or chasee). When the person being chased is tagged the roles are reversed and chasee becomes chaser. A good adaptation to this game is to have the chasee mimic any movement (no matter how silly) the chaser makes!!

### **OCTOPUS**

Line up on one side of the field and choose someone as the octopus to stand alone in the middle of the field. The person in the middle (octopus) will yell, "fishy, fishy come swim in my sea", everyone else will try to run to the other side of the field without being tagged. If a person is tagged by the octopus, they must stop immediately where they are. They are now an octopus's helper and will try to capture the other fish by tagging them as they pass by. However, they cannot move from their frozen spot. Play until every fish has been captured.

### **TRIANGLE TAG**

Split into groups of four. Three people create a triangle and the fourth person walks away from the triad while the three decide who is "it". The fourth person returns and attempts to find out who is "it" by tagging each person. The triad tries to keep the person who is "it" away from the chaser. The chaser can't reach across the triangle. Play until each person has had a turn outside the triangle as the chaser.

**ROCK PAPER SCISSORS (or)  
GIANTS ELVES WIZARDS (or)  
SAUL DAVID GOLIATH**

1. Two teams line up and face each other. The two groups will then huddle up secretly and decide if they will be giants, wizards, or elves. Giants beat the wizards, wizards beat the elves, and the elves beat the giants. (David beats Goliath, Goliath beats Saul, Saul beats David)
2. When a decision is made the teams return to face one another and they all yell out “Giants, Wizards, Elves” and each member of each team must display the sign for the character they choose.
3. Giants are arms straight above the head and standing on tip toes, wizards are arms straight out in front of the body in a swaying motion and one foot in front of the other leg stance, and elves are hands on the head making ears with two fingers and squatting down. (Goliath is the same as Giants, Saul is the action of holding a sword, David is swinging a slingshot)
4. The team displaying the dominant sign chases the members of the other team and tries to tag them before they reach their predetermined back line boundary and are safe. If a person is tagged, they become part of the other team.

**TOE TAG**

This is a great game to help people get warm on a cold day (or hotter on a hot day!). Have people pair up and hold their partner by the shoulders. The object is to touch the partner’s feet or foot three times while protecting their own feet from being touched...the game quickly becomes a fast paced, foot stomping activity!

**CRAB GRAB**

The participants assume the crab position (on all fours belly up and butt off the ground) the object is to kick the opponent’s feet out, so their bottom touches the ground.

**STAND OFF**

Partners stand face to face and match palms. The object is to cause your partner to lose her balance using only hand contact. If you move your feet or are thrown off balance, your partner gets a point. Play until someone gets to three.

**INCHWORM**

- |                    |   |
|--------------------|---|
| <b>Application</b> | This activity gets people physically close to one another while forcing them to communicate in order to succeed.  |
| <b>Procedure</b>   | This is a great activity for days when the grass is dry! Have people pair up and sit down on their butts facing one another. Both partners will place their feet under their partner’s butt and they will grab each other’s shoulders. The object is for the pair to move themselves as a unit in a given direction, both forward and back. One partner will lift his feet and the other partner will help out by picking his or her butt up off the ground. A rocking motion is initiated to help move the inchworm through the grass. |
| <b>Safety</b>      | Inchworm creates an awkward position and should be considered when doing the activity with a less nimble group.   |

**LAP SIT**

This is a great culmination of a New Games sequence. Form a tight circle by placing left arms in the center and have people face the back of the person in front of them. People should place their toes at the heels of the person in front of them; make sure there are no gaps between feet all the way around the circle. Taking small

steps towards the center of the circle can fill gaps. Everyone should place their hands on the hips of the person in front of them. The object of the lap sit is for everyone to sit on the lap of the person behind them without having the whole group crash and fall. Have a leader count to three and the group slowly lowers themselves onto the person's lap behind them. Try and walk while in the sitting position... see if you can move the whole circle! Good luck!!!

## ***Trust Builders***

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### **YURT CIRCLE**

- Application** This is an extension of the get-ups but this time the whole group is involved. The group will begin to feel out individual physical limits and strengths.
- Procedure** The Yurt is a Mongolian dwelling where the walls support the roof and the roof holds up the walls. There are no beams or girders in these structures. The group stands in a circle holding hands. The group counts off by "two's". Have the "one's" lean in (straight bodied) and the "two's" lean out against their weight. The group will be supporting one another's weight. Have the group alternate "one's" and two's" in and out until they become smooth and efficient.
- Safety** If a person leans in too much, s/he could fall on her face...encourage people to challenge themselves but understand their own and other's limitations.

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- **HUMAN SPRING**

- Application** This activity is an excellent intro to the higher-level trust activities for it gives the participant the experience of leaving the physical comfort zone. It's also a good activity to help learn spotting.
- Procedure** Split up into pairs and face one another with your arms up and your palms facing your partner. At a pre-determined moment, you will both fall forward and spring off of each other's palms back to your original standing position. Your arms should give in a little and push back simultaneously to create the spring effect. Little by little, move further away from each other. Remember to keep your bodies straight and stiff.
- Safety** It's important to start close together so rapport is established.

- **TRUST LEANS & BOOK ENDS**

- Application** These are good spotting preparation activities. Also, this activity allows the participant to learn the "stiff" position for the body lifts and the trust falls.
- Procedure** For Bookends, two people are spotters; one is the faller. The spotters assume the spotting position-legs staggered (dominant leg in back), arms extended, hands at chest levels and palms out, the faller (standing sideways so their side faces the spotters) crosses their arms over their chest, puts feet together and tightens their body (flexes all muscles). The faller will begin by establishing a contract with the spotters. The faller will say "spotters ready?" The spotters will respond "ready". The faller will then say "falling", and the spotters will say, "fall". The contract is very important, as it will become a more critical factor in the higher-level trust activities. The faller will lean to one side, and the spotter on the other side will let the faller ease into their arms and gently place them back to the center where they will then fall to the other side. Allow

everyone to have a turn. For a Trust Lean, one faller simply falls backward into the arms of one spotter. Use the same communication.

**Safety**

The faller must remain stiff throughout the process. In addition, the spotters must not try to catch or stop the faller abruptly. The spotter should allow the body to gently ease into their own and use their legs and arms to place the person back upright. If spotter is unable to stop the fall, they should attempt only to break the fall and protect the head and neck from hitting the ground. The spotters should also avoid placing a knee into the faller's back or neck during the fall. If two people of greatly varying sizes do this activity, a second spotter is a good idea. Remember, safety first!!!!

**Variations**

After each person has had a chance to fall sideways, instruct him or her to do the same activity only falling backwards and forward into the spotters. The same contract and safety precautions should be used.

**WIND IN THE WILLOWS**

**Application**

This is a continuation of bookends and an excellent lead up to body lifts. The activity allows the participant to be physically handled by each member of the group and may be considered a fairly high-level trust activity for certain groups where members are very uncomfortable with touching one another.

**Procedure**

All participants should make a tight circle and assume the spotting position learned in bookends. One person will stand in the middle, cross their arms across their chest, feet together, and body tight. The person in the middle will look around the circle and establish whether he or she is comfortable with the way people are distributed and standing. They will then arrange things if necessary. Next, the commands sequence used in bookends will be used and the person will proceed to fall and be gently passed around the tightly formed circle. The feet should remain together and the body stiff throughout. The activity ends when the facilitator stands the person back up in the middle or the person stops himself or herself.

**Safety**

There should not be any holes in the circle where the person falling could potentially fall through. As facilitator you should be constantly aware of the circle and the stances of the spotters.

• **BODY LIFTS**

**Equipment**

None.

**Application**

This is a very high-level trust activity and is often used as a climax to the trust sequence (or a build up to the trust falls). This activity is a great team builder.

**Procedure**

A level of group commitment must be sensed by the facilitator before attempting this activity. One person will volunteer to lay on the ground while the rest of the group will place their hands under the person laying down. Arms will be arranged in an alternate, zipper-like, pattern so there are no gaps. Because the torso is heavier than the legs, there should be sufficient spotting in that area. One person should be assigned to spot the head and neck (lifting, but not forcing the head and neck up with the rest of the body).

**Safety**

The head should never go below the feet (the body should remain parallel). Because this is a very high-level trust activity, realistic assessment of the group's abilities and level of commitment is necessary by the facilitator. The facilitator should be conscious of how many hands are on the body, the position of the body, and the attitude of the group.

## Variations

A highly committed group may be able to merge the willows in the wind and the body lifts into one activity. On the way down cookie machine can be played. Ask the person what their favorite cookie is and when they get to the waists of the spotters, the spotters will gently shuffle the person down the line (repeating the favorite type of cookie) and place the prone person back to a standing position. Ask the participant to think of an emotion when they are over-head and have them explain that emotion when they come down (great for recovering populations because they inevitably describe an altered state type emotion, only this time it's a chemical free feeling!) What was it like to see the sky from that perspective? Were you safe? Were you taken care of?

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## DIAMOND

### Introduction

At this site we have the opportunity to CLIMB, FOCUS, PUSH, FALL and CELEBRATE. (All of this is made possible by giving support and encouragement and having fun!) The key to running this event safely lies in the briefing. This activity moves quickly so it is important that each person is clear on his or her role while the event is running. As the supervisor of this site it is essential that you are concise and specific with your directions.

Keep it simple - you will be directing *three* different spotting areas as well as the climbers.

**AS THE SUPERVISOR:** explain the overall picture of the event briefly.

**Description** With a partner at this activity you gave the chance to set and achieve a goal, commit 100% to another person and to go as far as you can with all that you've got. With a support system surrounding you, you will climb onto the Diamond at one end and while pushing against your partner's palms you will walk along the boards.

**Practice** Have partners practice the actual activity on the ground and have then describe to each other the importance of looking into the other persons eyes, holding hands-palm, straight arms with locked elbows up over their heads, talking to one another, leaning in and KEEPING THEIR BUTTS IN. Safety: look out for Turf-face!!!

**Demonstrate** Walk the group through each phase of the activity so the spotters can see how the event will look and sound at this point emphasize the importance of focusing on the activity. The tighter the spotters are the more risk the climbers can take.

### SPOTTERS ROLE:

This activity moves quickly, be ready!

Spotters surround climbers at ladders before they leave the ground

Do climbing calls with climber ... "spotters ready!" ... "Ready!"

*Spotter's stance on outside of diamond* - knees bent. Staggered feet with wide stance, hands up, focused on the climbers

*Spotters stance on inside of diamond* - knees bent, staggered feet with wide stance, hips in head out, hands locked to the other persons upper forearms keeping the elbows pointed downward

One spotter from each side of the diamond goes in at the same time to form a partnership for spotting. Rotation should be set up ahead of time to keep the flow and momentum of the activity going. Captain is assigned to each side of the diamond that numbers off the spotters each round.



One side of the diamond is designated to enter the inside of the diamond in numbered order from the west and the other side of the diamond is designated to enter the inside of the diamond from the east. This keeps all spotters from walking underneath climbers.

Side spotters keep tight to one side of the inside of diamonds, so the new spotters always enter from the same side.

Have new spotters 'on deck' so that no delay occurs in the flow of activity.

A roamer is assigned on each side of the outside diamond to remain behind the back of the climbers.

This rotation is re-numbered each round by the captain and then continued in the same manner for each set of climbers.

If there are enough spotters, have one spotter stand in spotting position behind each row of spotters on inside of diamond.

#### **CLIMBERS:**

Set a goal with your partner

Do your climbing calls before you leave the ground ... "spotters ready"... "Ready!"

Remember to look at and talk to your partner, this is a chance for you to problem solve with a partner

Keep your hands in a palm-to-palm position with fingers wrapped around the other person's palm (no interlocked fingers)

When you fall, fall right/right so you and your partner do not hit heads

#### **SUPERVISOR:**

Lead the activity standing in a position where you can view the overall picture and jump in necessary for safety.

Have FUN!!!

## ***Initiatives***

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### • **HUMAN KNOT**

**Equipment** A small flat area

**Application** Easy transfer of leadership, good icebreaker, builds unity.

**Procedure** Ask group to stand shoulder-to-shoulder in a circle, facing inward. Have them grasp the right hand of someone across the circle but not the person directly on either side. Repeat this instruction with the left hand, but they may not choose the same person again to join hands. **Note:** You can use an odd number of people, because each time you join hands (twice), there will be an extra. Simply join these last two at the end. If this is done correctly, you will now have one of two configurations- one giant circle or two small-intertwined circles. Try passing a hand squeeze all the way around the circle. If it doesn't get to everyone before it gets back to the person initiating it, you have two circles. In either case, have the group attempt to untangle themselves without breaking hands.

**Rules** Palms may pivot on one another and grips may change, but contact must not be lost.

**Solutions** Group works with one or two "sections" of the knot at a time and gradually untangles in to **a)** one circle, **b)** two intertwined circles, or **c)** a circle with an overhand knot in it. All are acceptable.

**Variations** Break one pair of hands and form a straight line. Easier and works well with groups larger than twelve. If the problem is too easy, have them work it out silently.

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• **BEAR TREE**

**Equipment** A large diameter tree with no low branches. A piece of chalk or tape (optional).

**Application** A simple (at least on paper) problem that forces work towards a specific goal.

**Procedure** Demonstrate the proper methods of spotting beforehand. Explain that bears mark their territory by scratching a mark on a tree as high as they can reach. When a rival bear comes along, he attempts to scratch higher to determine who is bigger. The group will have a chance to “challenge” other “bears” by placing their mark as high as they safely can.

**Safety** Don’t allow anyone higher than you feel the group can spot. Make certain the area around the tree is free of rocks, roots, or other obstacles.

• **DIMINISHING LOAD**

**Equipment** An open area free from obstacles.

**Application** To begin the process of “thinking through” a problem and using existing human resources.

**Procedure** Have everyone line up on one end of a clearly defined field (about 25 yards long). The object is to move the entire group across the field following the rules below:

**Rules** Any one can walk across the field but in order for anyone to remain on the far side of the field, that person must be carried across. Only the last person may walk across.

**Safety** Explain the proper way of lifting with the legs and not the back. Make sure the area is free from rocks, glass, etc.

**Variations** Make crossing in as little time as possible.

Make as few single trips as possible.

Set a specific number of trips allowable based on number in-group.

• **POISON PEANUT BUTTER PIT**

**Equipment** Flat open area with boundaries marked about 15 to 20 yards apart. 2- 2"x 6"x 8' planks, 3 or 4 round logs (6" diameter by 12" length), and a 1-2"x 6"x 4' plank (required if group number exceeds 10).

**Application** Establish a system of solving a problem within a group; planning; idea processing. Group must work as a team.

**Procedure** Explain to the group that they must use the materials provided to cross the open area between the boundaries abiding by the following rules:

**Rules** Only the logs can “float” on the peanut butter. If a board touches the peanut butter, a new one must be retrieved from the shore. If a person touches the peanut butter, they must return to the shore and be retrieved. This usually means the group starts over. All group members must cross together.

**Solution** A common solution is to place a long plank on two logs. Someone goes out on the board and is passed another log and board, which they extend out to form a bridge. Everyone then gets on the further board, and the group passes the trailing board and log forward. This is continued in “leap frog” fashion all the way across.

• **TRAFFIC JAM**

**Equipment** An open area; paper plates, rope rings, carpet squares or chalk marks on pavement.

**Application** A difficult mental problem that needs a leader to solve but involves the entire group.

**Procedure** Have the group line up as follows: ½ of the group on each side with both sides facing the empty space in the middle. The object is to “drive” obeying the rules until all “cars” have passed off the “street”.

**Rules** Cars can only move ahead into an open space or go around a car that is facing them. No stepping around a car that is facing the same direction. No backing up. Only one car can be passed at a time. When a “jam” occurs, the front cars go to the back of the line and the group starts over.

- **NITRO CROSSING**

**Equipment** A muddy pit (if possible) about 10'-12' wide. A sturdy rope with loop hanging over center of pit attached securely to an overhead support. A boundary stick on each side about 8' long supported by two posts on either end. One #10 can brimmed with water. (Keep water available to refill.)

**Application** Excellent intellectual problem as well as a means of learning to accept individual needs within a group.

**Procedure** Group must all cross the chasm and carry across the “medicine” or “nitroglycerine” without spilling a drop.

**Rules** If any water is spilled, the group must go back and refill (optional). No one may touch between the boundaries, or they must return (opt - everyone must return). Only objects of peoples’ clothing can be used; no natural elements such as sticks.

**Safety** Participants should be spotted carefully. No diving or jumping for the rope. Disallow any technique that appears dangerous. This may vary with population.

**Solution** Obviously, getting the rope from the middle is the first challenge. Group can make a rope out of shoelaces, belts, or scarves to swing at rope. It’s also tricky to transport the water without spilling. A system of passing, carrying, and retrieving is usually worked out in advance.

- **ACID RIVER**

**Equipment** 7 Wooden blocks; a sturdy rope about 15' long; 3 - 4"x 4"x 8' or 10' planks; open, fairly level area.

**Application** Very demanding, high-level activity both physically and mentally. Requires thorough planning, perseverance and teamwork.

**Procedure** Group must cross an “acid river” by forming a bridge from one “rock” to another. Set blocks up before group arrives in the formation shown below. Leave planks and rope on one shoreline.

**Rules** Group must travel as a unit. Neither people nor the planks may touch the “acid;” rope can be “acid proof” if desired. Rocks cannot be moved.

**Solution** There are two approaches that can lead to success; 1) Bridges are made at right angles to the shoreline using the rope as a drawbridge. 2) Two of the planks can be lashed together and extended across larger gaps. People then gather on short plank to regroup

# APPENDIX A HIGH ADVENTURE SKILLS & TIPS

## BELAY SCHOOL

Where a trained Cran-Hill staff member instructs participants in the proper way to operate the belay system.  
(The 'harness school' instructor makes an excellent demonstration climber)

- Each climber will require a belay team of three other participants
- Position 1
  - Stand on the left side of the belay post facing the climber
  - Keep both hands on the rope at all times
  - Remove any slack in the rope by pulling the rope toward the belay device using a hand-to-hand method
  - **To lower the climber**, use one hand to control the black lever on the Gri Gri (pictured right) this lever is used to control the speed at which the climber descends
- Position 2
  - Stand on the right side of the belay post facing the climber
  - Keep both hands on the rope at all times
  - Remove any slack in the rope by pulling the rope out of the belay device using a hand-to-hand method
  - **In a fall**, take a short step backward, grip the rope firmly in both hands, and pull tension away from the belay device and toward the belay pole
  - **To lower the climber**, take a short step backward and keep both hands on the rope to help control the speed at which the rope moves through the belay device
- Position 3
  - Stand to the right of position 2 facing the climber
  - Coil the rope in large loops
  - Keep the rope off the ground
  - **To lower the climber**, feed the rope toward the belay device so that it does not become tangled



**Belay Commands:** the conversation a climber and belay team have prior to climbing or descending the tower.

**Climber:** "On Belay?"

**Belayers (in unison):** (after removing slack in the rope) "Belay On!"

**Climber:** "Climbing?"

**Belayers (in unison):** (when ready) "Climb On!"

**Climber:** "Descending"

**Belayers (in unison):** (when ready) "Descend On!"

# THE BUTTERFLY COIL

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- Take both ends of the rope, parallel, in one hand
- Hold the ropes one arm's length from the ends
- Make alternate loops on both sides of hand
- Leave enough rope to wrap around the coil a few times
- Replace where your hand held the coil with the loop at the end of the rope
- Attempt to create something like the picture below



# DEBRIEFING

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Processing what happened within the group during their adventure experience. Gather the group together and lead/guide the group's discussion towards the lessons or insights they may have gained during their time, or at least begin to wrestle with what they individually and collectively have just been through. The group should be challenged to take those insights and lessons out beyond this adventure experience and into their lives. It is helpful to discuss what they did well, what challenged them, or what they struggled with. It is the responsibility of the facilitator to guide the discussion, but group leaders of the group are welcome to assist as well.

# HANGING THE ROPES

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Tie the haul line to the end of the rope using a clove hitch (see the pictures below right). Tie a back-up overhand knot farther down the rope (or clove hitch if possible). Make sure that both knots are tight and secure; if they are not they may come undone as the rope is raised.

- Pull the rope up through the Rapid Links along the top cable
- Untie, coil, and hang the haul line
- Tie a Double Figure 8 knot with a Fisherman's Knot for the tail in the climber end of the rope
- Clip a carabineer onto the
- Attach a carabineer

- Attach the other end of the rope to the Gri Gri belay device (pictured left, below) located on the belay pole
- Thread rope through the Gri Gri in the direction indicated on the belay device
- Tie a backup knot on the end of the rope



## HARNES SCHOOL

Where a trained Cran-Hill staff member instructs the participants in the proper way to put on and wear a harness and helmet.

- Pray with the group for safety (if applicable)
- Have participants form a semi-circle facing the staging platform
- Position yourself where all participants can see and hear you clearly
- Put a harness on yourself highlighting your actions along the way
- Find the belay loop
- Place it in front of your body
- Step through the larger waist loop and into the left and right leg loops with your left and right legs
- Adjust the waist loop above your waist, and the belay loop near your navel
- Tighten the waist loop followed by the leg loops
- Check that none of the straps are twisted
- Check for the proper tension
- Put a helmet on yourself
- Loosen the inner harness of the helmet
- Place the helmet on your head so that it covers the forehead

- Tighten the helmet
- Shake your head vigorously, indicating that the helmet is secure
- Attach chin strap

## INSPECTING EQUIPMENT

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### Visual and tactile (look and feel)

**Harnesses:** All harnesses must be inspected before they can be used for any session.

- Inspect harnesses for any obvious tears, frays, wear marks, or broken stitching.
- Feel for wear marks or inconsistencies in the fabric
- Check that all components work properly by tightening/ loosening the waist and leg loops

**Helmets:** All helmets must be inspected before they can be used for any session.

- Inspect helmets for any cracks or breaks in the shell
- Inspect the webbing for tears, frays, or wear marks and that the webbing is attached to the helmet at all the appropriate points
- Check that all components work properly by attaching/detaching the chin strap and tightening/loosening webbing inside the helmet

**Hardware:** All carabiners and belay devices must be inspected before they can be used for any session.

- Inspect hardware for visible damage, including cracks, corrosion, breaks, etc.
- Perform hardware function checks
- Carabiners
  - Gate opens, closes and locks
- Gri Gris
  - Opens and closes
  - Check cam movement
- Ensure that all hardware is matched with the appropriate equipment (green, blue, yellow)
- High Ropes/Zip Line specific hardware
- Sling lines
  - Check twisted rope for wear or inconsistencies
  - Slide the prussic knot
  - Check clips for proper movement; open, close and auto-lock
- Rescue bag inspection
  - Inspect rescue rope
  - Figure 8 belay device and carabiner
  - Carabiner attached to figure 8 knot on one end of the rope
  - Extra carabiner on bag (to hang it up)
  - Rope stuffed back into bag
  - Carabiner/ATC belay device (pictured left) for ground assistance
  - Rescue knife



**Ropes:** All ropes must be inspected before they can be used for any session

- Start at one end and inspect the entire length of the rope
- Inspect for any flat spots, core breaks, frays, lumps or other inconsistencies

**Inspection Failure:** In the event that any piece of equipment should fail inspection.

- If you are capable, then attempt to solve the problem
- If you are unable to solve the problem, set it aside so that someone with a higher level of training can inspect, repair or retire the item
- If a piece of equipment does not pass your inspection, do not use that item unless notified otherwise by your supervisor

## TRANSFER SCHOOL

Where a trained Cran-Hill staff member instructs the participants in the proper way to wear and operate sling lines safely

- Have participants form a semi-circle facing the 'belay cables' beneath the banana beam element
- Position yourself where all participants can see and hear you clearly
- Attach a sling line to your harness using a girth hitch
- Show participants the clips and the adjustable function of sling lines
- Attach yourself to a (ground level) belay cable
- Proceed to transfer from one cable to another
- **Transfer commands**



**Participant:** "Partner (use Partner's name), will you watch me transfer?"

**Partner:** "Participant (use the participants name), yes, I will watch you transfer."

**Participant:** "May I transfer 1?"

**Partner:** "You may transfer 1." (At this time the participant may transfer their first sling line.)

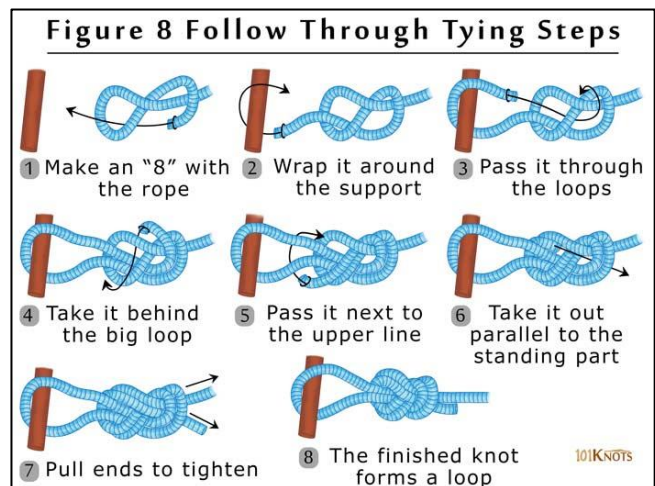
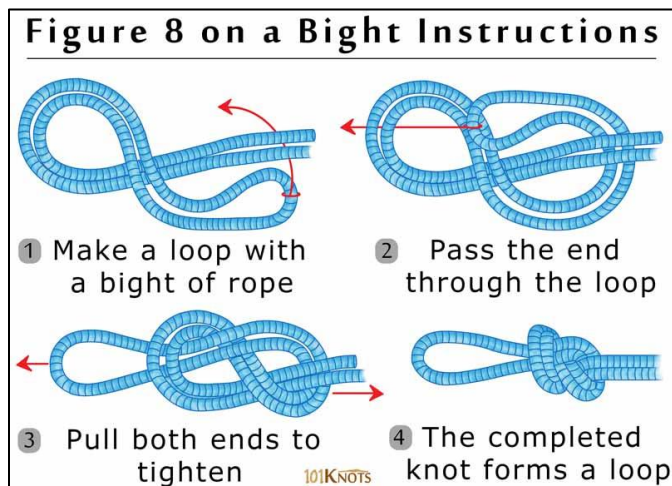
**Participant:** "May I transfer 2?"

**Partner:** "You may transfer 2." (At this time the participant may transfer their second sling line.)

**Participant:** "May I proceed?"

**Partner:** "You may proceed"

## TYING THE FIGURE EIGHT



## INTERESTING STUFF

Dynamic elongation happens when acceleration is added to the weight of the climber, as in the case of a lead fall. It is measured in the lab with UIAA test falls that involve dropping the 80 kg weight 5 meters on 2.8 meters of rope over a 5mm edge. Dynamic elongation for climbing rope is measured on the first drop and is



usually between 30 - 40%. If you take a lead fall on a rope with 50 feet of rope out, you could end up falling up to 20 extra feet due to rope stretch.

The amount of force transmitted to a climber or an anchor in a fall is called impact force. The greatest impact force allowed by the UIAA for a single rope is 12 kN, (over 2,600 lbs.) but many ropes you'll buy have impact force of less than 9kN. So, what's magic about 12kN? The average adult human is only able to sustain about 12kN of force on their body before things break; organs rupture, bones break. The rope is designed by its chemical composition and its physical construction to stretch such that your body doesn't feel more than 12kN. This number was derived in lab tests with few of the friction-generating components of real life climbing. It would be difficult to generate such high impact forces in real climbing situations.

<http://pcia.us/newpro/node/330>

The longer the time between the initial impact of weight on a rope and the final fall arrest (When all energy is absorbed) the lower the *impact load*. Impact load is the stopping force that your body feels. - It is generally accepted that 1200 kg or 2000 lbs. is the maximum that a human body can withstand. A 200 lb. person falling 6' = 1200 lbs. of kinetic energy.

All of our belay cables and zip line cables are 3/8" 7x19 Galvanized Aircraft Cable which has a nominal strength of 14,400 lbs.

Cable terminations are drop forged rope clip cable clamps or copper ferrules. The manufacturers recommend that we use two rope clips or on ferrule. We use three rope clips or two ferrules

One kilonewton (kN) is equal to approximately 224.8 lbs. force (but you can round it up to 225)

# APPENDIX B FACILITATION INFORMATION

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## Processing Questions

- Processing questions are a critical tool in experiential learning activities. These types of questions are designed to help guide participants through the stages of the experiential learning cycle to find learning that is most meaningful for them.
- A skilled facilitator may be prepared with questions for the activity but will also recognize the importance of being responsive to the situation. Ideally, the facilitator does not lead the participants to conclusions, but rather stimulates insights and then follows what emerges from the participants.
- Below are explanations of each stage of the learning cycle and examples of process questions for each stage.

### 1. Experiencing - participants are engaged in an activity to generate data

- A. What is going on?
- B. Would you be willing to try?
- C. If you could guess at the answer, what would it be?
- D. What is the worst/best that could happen?

### 2. Sharing - participants report their feelings/thoughts about the experience

- A. What happened?
- B. How did you feel about that?
- C. Who else had the same experience?
- D. Who reacted differently?
- E. What were you aware of?

### 3. Interpreting - Participants begin to make sense of the data for themselves and the group

- A. What does that mean to you?
- B. What struck you about that?
- C. How do those fit together?
- D. How might it have been different?
- E. What do you understand better about yourself/your group?

### 4. Generalizing - Participants begin to abstract from their individual/group experience to larger principles

- A. What might we draw from that?
- B. What did you learn/relearn?
- C. Does that remind you of anything?
- D. What does that help explain?
- E. How does that relate to other experiences?

### 5. Applying - participants explore how to apply this knowledge to their own lives

- A. What would you like to do with that?
- B. What could you do to hold on to that?
- C. What might you do to help/hinder yourself?
- D. What would be the consequences of doing/not doing that?

## On Being an Effective Facilitator

The effective facilitator is one who:

3. Is an “active” listener (emphatic, clarifies, paraphrases)
4. Has design skills (creatively utilizes people, time, and other resources)

5. Is flexible (adaptable . . . adjusts activities to reflect changing needs)
6. Has a good sense of humor (supports the use of humor . . . encourages play and fun)
7. Is creative (utilizes the unexpected, the unusual . . . dares to be different)
8. Is a planner (creates an organized approach to meeting specific goals)
9. Has clear and manageable goals
10. Is accountable . . . open to feed back
11. Can deal with conflict (can be direct, open, confronting as needed)
12. Communicates clearly and articulately (verbal and written)
13. Is honest . . . trustworthy
14. Is open in expression of feelings and ideas
15. Solicits people's ideas and opinions (collaborative viewpoint)
16. Is decisive (can take charge . . . make decisions if necessary)
17. Is approachable (seen as open . . . objective)

### **Cautions for Facilitators**

People in the helping professions often take on the role of caretaker. In this role as caretaker we face struggles and opportunities for growth. Here are some of the issues we may be confronted with:

#### 18. Control

- A. Being overly task oriented
- B. Using our power as facilitators to control the group
- C. Assuming you can "make" others

#### 19. Responsibility

- A. Feeling overly responsible for others behavior
- B. Thinking "I'm the only one who can handle it"
- C. Believing everyone must be helped or cured
- D. Assuming it's my role to change their situation

#### 20. Approval

- A. Wanting to please everyone
- B. Wanting to do things the "right way"
- C. Feeling hurt if someone isn't satisfied
- D. Unwittingly encouraging participants' emotional dependency on you

#### 21. Self-criticism

- A. Being a harsh judge to self
- B. Feeling as though you can never do things well enough
- C. Hearing feedback as criticism no matter how it is given

### **An excellent trainer is one who:**

(Adapted from Richard Bolles)

22. Has dropped roles and models and is comfortable with who he/she is; translucent in her/his relationship to the training group.
23. Is determined to enjoy what he/she is doing; is having fun.
24. Sees him/herself as an artist who views the possibilities and options of the moment; can respond to the situation from a list greater than one.
25. Seeks to rekindle the sense of wonder about the self in each learner; is a wizard who allows learners to

be childlike.

26. Knows that every training package must be opened by each trainer; it must first be experienced by the trainer.

27. Starts with where the learner is; asks questions and listens to answers in order to develop a learning contract in which expectations of learners are balanced against the reality of the training situation.

28. Immediately responds to what the learner sees, thinks, feels as being important; sees the learner as the major partner in the learning transaction.

29. Treats all learners' questions/problems as deserving immediate response; takes the learners' concerns with their "outside" world as deserving of immediate attention.

30. Sees her/himself as a leader among equals; therefore, brings other learners into the solution of problems.

31. Uses pictures and words to explain; finds ways to link right and left-brain activities to the learning process.

32. Sees every teaching experience as a journey and keeps the learners constantly posted as to the journey's progress.

33. Gives clear directions; verbally and in writing.

34. Uses everything which happens during the training as a valid experience in the training; there is no such thing as an interruption.

35. Seeks continuous feedback from the learners; looks for information about what worked and what missed.

# APPENDIX C PAINTBALL GAMES

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## Team Deathmatch (Elimination)

1. Start on different sides of the field with the same number of players on each team if possible.
2. Proceed in trying to eliminate every player on the opposing team. Some games can be played with "Multiple Lives". This means a player can be shot 1, 2, 3, or however many times you set up.
3. Go back to their starting point and can then proceed in re-entering the game if you are shot.
4. If a player is shot multiple times within a couple seconds of each other it still only counts as one life lost.
5. The player must go back to the starting point before another life can be lost. This makes games last longer and can also be interesting when you have to borrow paintballs from other players on your team because you run out.

## Capture The Flag

1. Set up two flag sites on opposite sides of the field.
2. Make sure that everybody knows where each flag is located, and the flags cannot be removed or hidden by the team that is guarding it.
3. Retrieve the other team's flag and bring it back to their own base without being shot.
4. Eliminations are the same as team deathmatch unless otherwise specified.

## Center Flag Push

1. Know the story well. One flag is placed directly center of the playing field (this step is not important) this method of one flag is fun because it is much more of a challenge than neutral Capture The Flag because neither side has much of an advantage.
2. Retrieve the flag. You win by reaching the other team's base.

## Neutral Capture The Flag

1. Play the same as regular CTF except that there is only one central flag that players have to try to get possession of.
2. Try to obtain the flag and bring it back to their own base while trying to fight the other team from capturing it at the same time.

## Bomb

1. Play the opposite of capture the flag. One team starts off with a "Bomb" (it can be a small box or a towel or plastic bag.)
2. To Make the way to the opposing team's base will be the task for the team with the bomb.
3. Protect a specified location from the advancing team's bomb. The defending team's duty will be that.
4. End the game when either side is eliminated, or the bomb reaches the destination.

## Two-sided Bomb

Play the same as regular bomb except that both sides have a bomb and must plant their bomb on the opposing team's base while trying to defend their own base from the other team's bomb.

## Neutral Bomb

1. Know the story: There is a bomb located in the middle of the map. Both sides must try to obtain the bomb and reach the opposing team's base.
2. He/she must leave the bomb in that position and either team can then obtain it and advance it to the opposing team's base when the player is shot.

## Predator Vs. Prey

1. Divide teams unequally.
  - a. Keep in mind that the prey will start off with less people. You can decide how you want to do this. (e.g. 2vs3 2vs4 4vs6 and so on.)
  - b. Know that teams can be equal if you prefer.
2. The prey then goes out into the paintball playing area.
3. Set up where they want; and hide wherever, and however they want. (Under leaves, grass, in a bunker, etc..)
4. Go out into the field and try to hunt down the prey, while being hunted by the prey themselves if you are predator.
5. Understand that being shot differs on what team you are on.
  - a. If a predator is shot, they are out of the game.
  - b. If a prey is shot, they become part of the predator's team.

## Assassins

1. Start off by placing everybody's name on a card and placing them in a container.
2. Pick a player's name out of the container.
3. Understand that no players can reveal whose name they received. (It would be to your disadvantage anyway.)
4. Each player then goes out into the field wherever they prefer.
5. Think like there is every man for himself.
6. Be aware that on the beginning the game players will try to eliminate whoever name they drew previous to the game starting.
7. Don't shoot at anybody whose name you did not draw.
8. Try to hunt down your player as quickly as possible while watching out for other players that may be hunting you.
9. Never trust anybody; treat everybody as if they are hunting you.
10. Remember that when you are shot you are out of the game.
11. Keep in mind that the player that shot you then receives the players name who you were hunting. That player then proceeds in trying to eliminate the player that you were hunting for.
12. Keep in mind that once a player is shot they keep all the names of the players who they have already eliminated. (e.g. Player A shoots player B and is now hunting for player C. Player D then shoots player A. Player D only receives C's card and player A leaves the field with player B's card)
13. End the when there is only one player left on the field.
14. Be aware that because you are the last man standing doesn't mean that you have won the game.
15. Award the winner to the player who has the most cards in his possession (Most players eliminated) when the game ends.

## President/VIP

1. Teams begin by picking a VIP for their team.
2. Everybody must know who the VIP is from each team and the VIP must wear some kind of bright clothing.
3. You can decide if you want to the VIP to have a gun or be unarmed. Often times it is more exciting if he is unarmed.

4. Know your main objective. Eliminate the opposing teams' VIP while taking out anybody who gets in your way.
5. If you are shot, you are out of the game.
6. The game ends when either teams' VIP is shot.

## **Civil War**

1. Line up shoulder to shoulder, at far ends of the playing area.
2. Have someone call out the "FIRE!" then each team simultaneously takes one shot each at the other team.
3. Step out (or fall down) and the survivors stay in their line and take a step forward if you are hit.
4. Repeat until one team is eliminated.

## **Playing with Medics**

1. Choose a medic for your team. The medic should be someone who is relatively good at dodging paintballs, as they will have the power to heal everyone else and you want them to be in the game as long as possible.
2. Try to eliminate players on the other team. If a player who is not the medic gets shot, he is temporarily out.
3. Heal "out" players. The medic must make their way over to an eliminated player and touch him to heal him. If you want, you can put a limit on the number of times a player can be healed.
4. Play Team Deathmatch once the medic is hit. The medic cannot heal himself, so once he is out you will have to play as if your team does not have a medic. You cannot elect a new medic.

## **The Wild**

1. Put everyone's name on a piece of paper and place in a hat or something similar.
2. Take one piece of paper out of the hat. The person's name drawn out is the rancid beast.
3. Send the beast in unarmed. The rancid beast will enter the field and will have 15-20 seconds to hide.
4. Hunt. Once hidden, the players may enter the field and hunt the player down.
5. Kill the players. The beast needs to eliminate the players. This is done by simply touching them. In turn, the players need to eliminate the beast.
6. Eliminate the player if he is touched by beast. However, the beast can bring them back to the game but as zombies only, and these zombies are in the beast's service.
7. Close the game when either the beast or the team is eliminated.

## **Cargo/Convoy**

1. Form two teams with uneven ratios. For example: 2 vs 4 2 vs 6. The smaller team has to take out the convoy. The convoy is a shot one and done rule. The "pirates" or "attackers" have three lives.
2. Make the convoy from one end of the field to the other while carrying a box or bag.
3. Close the game if,
  - a. The convoy is killed or
  - b. The attackers are killed, or
  - c. The convoy gets to the other side.

## **Active Shooter(s) Scenario**

1. Split the teams evenly. One team will be Special Weapons And Tactics (S.W.A.T.) And the Other some militant combatant group of their choosing or "Robbers".
2. Start (both teams) on opposites end of the field. The "Robbers" will have to defend a fixed position and hold out against the officers.

3. Know that the officers must get the combatants to surrender their weapons (By having them put their hands up and walk off field) or eliminate the targets. Role play is really big in this scenario game.
4. Switch sides once round is over.



# ADDITIONAL MANUALS

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## WATERFRONT & AQUATIC ACTIVITIES MANUAL





**CRANHILL**  
*Transforming Lives!*

**WATERFRONT &  
ACQUATIC ACTIVITIES  
MANUAL**

# WATERFRONT POLICIES AND RULES

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## POLICIES

- A. There shall be an *aquatic supervisor* on duty at **each** aquatic activity. This supervisor is responsible for the enforcement of safety rules and procedures for each activity. An *aquatic supervisor* shall be an adult who has satisfactorily completed training and certification which is the equivalent to the requirements set forth in the American National Red Cross manuals “Life guarding Today”, and “Red Cross CPR For the Professional Rescuer”.
- B. In addition, there shall be one *aquatic observer* on duty for 20 or fewer campers who are involved in an aquatic activity. One additional *aquatic observer* shall be on duty for every additional 10 campers or fraction thereof. An *aquatic observer* shall be not less than 16 years of age and shall have satisfactorily completed training that is equivalent to the requirements set forth in the American National Red Cross manual “Basic Water Safety and Emergency Water Safety.”
- C. An *aquatic supervisor* shall be on duty and have a motorboat accessible for a rescue while campers are using any type of watercraft.
- D. If at any time there are more than 25 swimmers in the Structured Swim Area, a qualified staff person shall be an *aquatic observer* from the floating raft.
- E. There shall not be more than 50 swimmers in the Structured Swim Area at any one time.
- F. Lifesaving equipment shall be provided and placed where it is immediately available for use. This is primarily the responsibility of the Waterfront Staff. This equipment shall consist of the following:
  - 1. A whistle for each staff person on duty.
  - 2. An assist pole or other appropriate reaching assist device.
  - 3. A ring buoy or other appropriate throwing assist device that has a rope attached of sufficient length for the area.
  - 4. A backboard that has appropriate rigid cervical collar and a minimum of 6 straps.
  - 5. A first aid kit.
  - 6. A rescue tube.
- G. Aquatic staff on duty shall not engage in an activity that will distract them from this duty.
- H. Under no circumstance may an aquatic supervisor leave the stand unattended while swimmers are in the water.
- I. There shall be a trained lifeguard to guard boats whenever they are signed out by Structured Campers.

## SWIM TEST

- A. A swim test will be held at the beginning of each camp session. Those campers who pass the deep-water part of the test shall receive an identifier to wear on their wrist. This identifier must be worn if they wish to swim beyond the 4-foot marker rope.
- B. A written record must also be kept of the campers who did not pass this test. The Beach Staff shall create this list and keep it on hand for reference throughout the camp period.
- C. All campers must take the swim test in order to swim beyond the 4-foot marker rope or wear an approved life vest while past the marker rope.
- D. The swim test is not mandatory for any camper; likewise, Campers may re-take the swim test on future visits to the beach.

## RULES

- A. Structured Camp Swimming

1. All Structured Camp campers must swim in the designated swim area.
  2. All campers inside the designated swim area or using watercraft must have a name tag and place it on the appropriate board.
  3. Structured Camp campers are not allowed into the Family Camp swim area.
  4. No running in the fenced in area unless necessary for the activities.
  5. The Beach House is to be entered only by authorized personnel (Waterfront, Full Time, and Program Staff).
  6. No horseplay on or swimming under the rafts.
  7. Buddy Checks are to be done at least every ten minutes
  8. Whistle Signals:
    - a. One Blast of the whistle means....."Listen"
    - b. Two Blast of the whistle means...."Buddy Check"
    - c. Three Blasts of the whistle means "Everyone Out of the Water"
- B. Structured Camp Water Craft
1. All watercraft must be signed out by the Waterfront Staff.
  2. Campers must give their nametag to the waterfront staff for a rental.
  3. Life jackets must be worn at all times outside of the designated swimming area.
  4. Watercraft use is only allowed in the areas specified by Waterfront Staff when the equipment is signed out
  5. All boaters must stay in visual distance of the beach house window unless an aquatic supervisor is with them.
  6. No more than 3 people in a canoe, 5 people in a rowboat, and 1 person in a kayak.
  7. If paddleboards are available, only 1 person per board.
  8. Sailboats are only rented to those with sailing experience.
- C. Family Camp waterfront rules
1. Life guarding services are not provided for Family Campers. Staff will be on duty during posted times to sign out equipment and boats and will provided assistance if needed.
  2. The Structured Camp swim area is open to Family Camp when not being used for structured camp.
  3. No horseplay on or swimming under the rafts.
  4. One blast of the whistle means "listen"  
Three blasts of the whistle means "everyone out of the water!"
  5. Life jackets must be worn in all rented watercraft.
  6. Personal Family Camp watercraft are to be parked east of Bayview Campground in the area provided, or away from the swim area. Family Camp watercraft may not be used on or from the main beach area.
- D Staff Swimming
1. Staff may only swim during daylight hours
  2. Staff may never swim alone.
  3. Any staff under 18 years MUST have a currently certified lifeguard swimming with them (or guarding) to enter the water.

## RATIOS

The Following Ratios Must Be Followed In All Aquatic Activities.

# of Campers	Up to 20	21 – 30	31 – 40	41 – 50	Over 50
Certified Lifeguard with CPR	1	1	1	1	1 per 50
HEAD Lifeguard with CPR & Open Waterfront	0	0	0	0	1
Aquatic Observer (16 years or older, with AO training)	1	2	3	4	1 per 10

*Buddy Checks will be done at least every 10 minutes*

## INCIDENT REPORTS

Incident Reports are available in the Beach House or Office.

### WHEN TO COMPLETE A REPORT?

Report must be completed and submitted within 24 hours of occurrence for any of the following:

- A. Bodily injury
- B. Property damage involving CHR facilities, grounds, vehicles, etc.
- C. Significant emotional incident (loss of emotional control, etc.)
- D. Situation where serious harm was narrowly avoided

### WHO IS REQUIRED TO COMPLETE A REPORT?

- A. If there is a staff member who witnesses the incident, the staff member must fill out the report
- B. If more than one staff member witnesses the event, the person highest on the organizational chart must fill out the report
- C. If no staff person witnesses the event, the person closest to the incident must fill out the report

### HOW TO SUBMIT A REPORT?

- A. Submit reports to the Executive Director's Administrative Assistant
- B. The report will then be routed to the Operations Director, Program Director, and Executive Director for review
- C. When the report has been reviewed the Administrative Assistant will file the report

## BEACH GUIDELINES

### A. Maintain Beach and Shoreline

1. Rake shoreline and beach every morning
2. Pick up paper, etc. on the beach
3. Keep Beach House clean and orderly
4. Tighten Ropes and Buoys as necessary
5. Clean Goose droppings from rafts
6. Drag for seaweed daily if time allows

### B. Beach Closing Procedure

1. Canoes must be racked before leaving
2. Rowboats must be turned upside down
3. Windsurfing Equipment must be put away
4. Kayaks must be next to Beach House and upside down
5. Check and clear Bathrooms and Changing Rooms at the end of the day
6. Back lake boats must be checked daily and kept locked in place

### C. Money Box

1. The cash box will be kept in the office when not in use.
2. Each day you will retrieve it from the office prior to going to the Beach House
3. At the end of the day the cash box must be brought to the same location
4. During the lunch hour and the supper hour you can leave it in the Beach House

### D. Radio/Music

1. A radio is permissible in the Beach House, but it must be kept at a low volume
2. Only Christian music is to be played in the Beach House

### E. Life Jackets

1. Life Jackets must be checked for damage each Monday.
2. Those needing repair should be placed in Program Assistants' Office
3. Make sure life jackets are placed on hooks to dry

### F. Lost and Found

Housekeeping will pick up lost and found.

### G. Equipment Sign-out

1. All equipment must be signed out, including that taken by **any** Ranch staff
2. Structured Campers may sign out equipment by giving just their name
3. Family Campers may sign out equipment by giving name and lot number
4. Rental fees for Family Campers are listed in the dispatch
5. **Life Jackets must be worn at all times in CHR boats**
6. All boats are to be returned to the rack by the renter upon return
7. No motors are to be placed on CHR boats (except lifeguard boat)
8. The lifeguard boat is not to be rented
9. Life jackets, rows, and paddles need to be placed in changing rooms Saturday night for Sunday use. Report all broken equipment to Program Assistant, or fill out a Maintenance Request Form

# EMERGENCY PROCEDURE: WATERFRONT

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- A. When you spot a person who needs help, activate the Emergency Action Plan by blowing one long loud whistle blast. This notifies all available beach staff that there is an emergency.
  - 1. When two Beach staff are working, the second beach staff is then responsible for:
    - a. Surveillance and getting everyone out of the water if necessary (three blasts on the whistle)
    - b. Then assisting the Lifeguard taking action to help the patron.
  - 2. If three Beach staff are available:
    - a. One staff will take the stand and continue surveillance of the swim area
    - b. The second staff member assists in the rescue.
    - c. The assisting lifeguard shall contact the Health Officer. If EMS is necessary, make the call at this time.
    - d. Perform care required by person. If lifesaving skills are required continue until relieved by EMS.
    - e. All equipment used in the rescue must be in good working condition and returned to its original location.
    - f. Lifeguards return to duty, if possible, and swimmers are allowed back into the water if there is adequate coverage. The area Director or Program Director makes this decision.
    - g. Within 24 hours complete an incident report and file with the Health Officer.

# EMERGENCY PROCEDURE: MISSING SWIMMER

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- A. Upon noticing that a camper is missing, the beach staff will:
  - 1. Give three blasts on their whistle and get everyone out of the water.
  - 2. Immediately notify the Main Office (dial:\*3301), and state as much information as possible - A swimmer is missing, their name, & their counselor.
  - 3. The office will designate someone to sound the alarm bell.
- B. Counselors and campers assemble on the basketball court.
  - 1. All campers assemble in cabin groups with their respective counselors.
  - 2. 1 counselor will stay with the campers while the other will go to the beach and assist in searching the water.
- C. Head Counselor Responsibilities
  - 1. Take a count of all campers.
  - 2. If camper is not found the Head Counselor will send two counselors back to the site to look.
  - 3. The Head Counselor will then report to the Beach (Dial:210) on the Store intercom phone.
  - 4. A counselor shall notify the Beach (Dial:210) and the store (Dail:205) immediately upon completion of a thorough search of the site.
- D. Searching the water
  - 1. Beachfront assistance
    - a. ALL available Staff go to the Beach.
    - b. One counselor from each cabin group shall go to the Beach.
  - 2. Beach Staff shall assign someone to call EMS (Dial: 9-911)
  - 3. One beach staff shall manage and monitor a shallow water search (less than 5').
  - 4. One beach staff shall manage and monitor a deep-water search (5' or deeper).
- E. Health Officer Responsibilities
  - 1. Upon receiving the call or hearing the alarm bell – retrieve the AED and go to the beach house.
  - 2. Relieve the staff person in the beach house and take calls from Store or counselors reporting the results of their search. Communicate a found camper to the beach staff to cancel the search.

3. Once the camper is found, assess and provide any medical care needed
- F. Continue searching until the lost camper is found, or other authorized personnel (Fire Dept, Police Dept, or EMS) relieve the Ranch Staff.

## EMERGENCY PROCEDURE: TUBING

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- A. Raining Only – Warm weather
  1. Tubing is ON!
  2. Driver will count numbers of people entering & exiting the river
- B. Bad weather looks possible / Unsure if storms are coming.
  1. Driver will count numbers of people entering the river
    - a. Once tubers pass the bridge the only pick up point is at the other end.
    - b. One bus will stay at the Drop-off point until the last tuber passes the bridge
    - c. Other bus needs to depart immediately to be at the other end in time.
  2. If campers/staff are uncomfortable staying on the water they should:
    - a. Get out on the right side
    - b. Bring their tubes etc. with them
    - c. Follow the river (there is a path) down to the pick-up point.
    - d. At least 1 bus will wait at the pick-up point until all guests are accounted for
- C. If Lightning is sighted in the Drop-off Area, tubing will be cancelled.

## EMERGENCY PROCEDURE: MEDICAL EMERGENCY

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### ACCIDENTS AND INJURIES: Contact the office immediately.

- A. When accidents and injuries occur the first step is to assess what has happened to the person and then determine which first-aid, if any, needs to be administered.
- B. Not breathing - This calls for immediate action. A person can sustain serious damage to the brain if they do not breathe for as little as three or four minutes.
- C. Bleeding - While bleeding needs to be stopped, a person can lose large amounts of blood (a pint or two) without serious problems. Therefore, it is better to look at the best procedure to stop bleeding than to hastily take action.
  - D. No pulse - This calls for immediate and prompt action.

### BREATHING

- A. If breathing has stopped, artificial respiration should be started immediately. If you do not know CPR find someone who does. If someone cannot be found in three to four minutes the following steps should be followed:
  - i. Place the victim in a face-up position. Maintain an open airway by placing something under the victim's shoulders to raise them several inches, allowing his head to drop backward.
  - ii. Breathe for them by giving them 2 long breaths in the mouth. Be sure to close the nose tightly. Observe the chest rise and fall with each breath. Repeat this procedure every 4-5 seconds, *until* help arrives, or you are too exhausted.
- B. If pulse has stopped, CPR must be started immediately. If you don't know CPR find someone who does. Continue CPR until relieved by medical personnel.

### 3. GENERAL FIRST AID

#### A. Bleeding



- a. Apply pressure on the wound with a clean cloth. If bleeding is extensive and no clean cloth is available you may use your shirt or just your fingers or palm of your hand. Do not apply a tourniquet. If the bleeding continues, find a pressure point and apply pressure. Always use disposable gloves.
- b. Get the Health Officer to the person or vice versa as soon as possible.

#### **B. Broken Bones**

- a. Do not try to set the broken bone. Secure the extremity so that the arm, leg, etc. will have very little chance to move during transport. Contact the Health Officer before moving the person (unless in an unsafe environment). Broken bones are evidenced by severe pain and possibly some deformity.

#### **C. Choking**

- a. If the person cannot breathe and cannot talk, almost always they are choking on something in the throat.
  - i. If they're wheezing or coughing, do nothing. Encourage them to cough it out.
  - ii. If no air is being passed at all, use the Heimlich maneuver.
  - iii. When the object is dislodged the person should be taken to the Health Officer.

#### **D. Seizures**

- a. Do not stick anything in their mouth.
- b. Do not try to stop the person in any way.
- c. Remove anything nearby that could possibly injure the person during the seizure.
- d. Ask all other people to move away from the area.
- e. When the person comes to after the seizure, have them see the Health Officer.

#### **E. Burns**

- a. Try to cool the burn area in one of the following ways:
  - i. Allow cool to cold water to flow over the burn. Do not use water under force as this may break the skin.
  - ii. Apply cold damp cloths to burn area. Always remember that an open burn can very easily become infected.
  - iii. Do not use ice as it causes the skin to cool too rapidly, perhaps causing further injury.
- b. Call for the Health Officer.

#### **F. Hyperventilation**

- a. If the person is in a crowd or an enclosed area move them to a more open, cool area.
- b. Reassure the person and ask them to breathe slowly in a slow deliberate rhythm. Get them to relax.
- c. As a last resort, have the person breathe into a paper bag for a few breaths. This almost always restores normal breathing. Don't seal the bag around the head in any way.

#### **G. Fainting**

- a. Have person sit down with their head between their knees if they feel faint.
- b. After they have fainted make sure their airway is open but leave them lying down
- c. Stay with them until they are conscious
- d. Call for the Health Officer.

#### **H. Heat Problems**

- a. Get them to a cool place in the shade and have them lie down.
- b. Cool them down with cold, wet clothes on the forehead, wrists, back of neck and back.
- c. If the victim's face is red and flushed, raise their head. If the victim's face is pale, raise their feet.  
"Red, raise the head. Pale, raise the tail."

#### **I. Sprains**

- a. Call for the Health Officer
- b. Put ice pack on it.
- c. Elevate the area.

# SEVERE WEATHER SAFETY PROCEDURE

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## THUNDERSTORMS

- A. No swimming or boating activities are allowed during thunderstorms. All campers and staff must be out of the water and away from the water.
  - a. Waterfront activities can continue 30 minutes after the last sound of thunder
- B. Take shelter in a building, shower house, bathroom, etc. Do not seek shelter under a tree or trees.
- C. Lightning is the most damaging of thunderstorm activity. Therefore, take these precautions:
  - a. Do not stand near electrical transformers or other electrical equipment.
  - b. Do not stand by or under trees.

# TRAINING OUTLINE FOR AQUATIC OBSERVERS

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## AQUATIC OBSERVER

- A. An aquatic observer shall be a person not less than 16 years of age who has received training from a certified aquatic supervisor that includes, at a minimum, all of the following:
  - a. How to assist lifeguards with observation and swimmer control.
  - b. Being prepared with appropriate dress and supplies.
  - c. How to check for hazards.
  - d. Awareness of waterfront rules and enforcement strategies.
  - e. Personal safety including self-rescue strategies.
  - f. What to watch for, including, but not limited to, cramps, seizures, exhaustion, and horseplay.
  - g. Related items specific to the waterfront.<sup>21</sup>
- B. In addition to meeting the requirements for R400.11405, the number of aquatic observers needed for an aquatic activity shall be one (1) aquatic observer for up to 20 campers. For each additional 10 campers, one (1) additional aquatic observer is required.
- C. Camps using a public swimming pool licensed by MDEQ may meet the requirement for aquatic observers through the use of camp staff. Camp staff must be trained by the camp to fulfill the role of aquatic observer.
- D. Aquatic observers shall not engage in an activity that will distract them from their duties.

## SWIMMING AREA; LIFESAVING EQUIPMENT

- A. A camp shall clearly delineate areas for advanced swimmers, intermediate swimmers, and non-swimmers in any swimming area used by campers. A camp may have less than 3 swimming areas.
- B. A camp shall provide lifesaving equipment at each permanent swimming area and shall place the equipment so that it is immediately available in case of an emergency. At a minimum, the equipment shall include all of the following:
  - a. A whistle or other audible signal device for each staff person on duty.
  - b. An assist pole or other appropriate reaching assist device.
  - c. A ring buoy or other appropriate throwing assist device that has a rope attached that is of sufficient length for the area.
  - d. A backboard with a minimum of 3 straps.
  - e. A first-aid kit.
  - f. A rescue tube.
- C. A camp shall provide lifesaving equipment for non-swimming aquatic activities other than swimming and at any temporary swimming site and shall place the equipment so that it is

immediately available in case of an emergency. At a minimum, the equipment shall include all of the following:

- a. A whistle or other audible signal device.
- b. A throwing assist device.
- c. A first-aid kit.

## **AQUATIC PROCEDURES**

- A. A camp shall classify each camper according to aquatic ability before the camper engages in an aquatic activity. All campers and staff are considered non-swimmers unless tested.
- B. A camp shall not permit a camper to participate in an aquatic activity that requires higher skills than the camper's swimming classification, except during formal instruction.
- C. A camp shall establish and enforce an accounting system, such as the buddy system, for supervising campers involved in an aquatic activity. The system used shall include all of the following:
  - a. Procedures for camper check-in.
  - b. Procedures for camper check-out.
  - c. The periodic accounting for the whereabouts of each camper by a member of the aquatic staff. Aquatic staff shall conduct checks account for campers at least once every 10 minutes.
  - D. A camp shall establish and follow a written aquatic emergency plan for each aquatic activity. The plan shall cover all of the following areas:
    - a. Rescue procedures and frequency of drills.
    - b. Camper accountability.
    - c. Prompt evacuation.
    - d. Notification of outside emergency services.
  - E. A camp shall use an accounting system as defined in sub rule (3) of this rule for supervising camper swimming at sites other than a permanent camp waterfront. One aquatic observer shall assist an aquatic supervisor for every 10 campers or fraction thereof in the water. Aquatic staff shall account for campers at least once every 5 minutes.
  - F. A camp shall not conduct swimming programs during the hours of darkness. This sub rule does not prohibit the use of swimming pools that have underwater and deck lighting that provides unrestricted vision.

## **WATERCRAFT AND WATERSKIING ACTIVITIES**

- A. A camp shall conduct watercraft activities only during daylight hours.
- B. A camp shall ensure that an occupant of a watercraft wears an appropriately sized, coast guard approved, personal flotation device.
- C. A camp shall ensure that any water-skier or other towed activity participant wears an appropriately sized personal flotation device. The floatation device shall be approved by the coast guard for water skiing.
- D. A camp shall not permit a non-swimmer to be in a sailboat unless an adult swimmer accompanies the non-swimmer.
- E. A camp shall ensure that the aquatic supervisor or an adult aquatic observer has immediate access to a watercraft with which to provide emergency assistance. The watercraft shall be of a size and capacity to provide emergency assistance appropriate to the size and conditions of the body of water.
- F. A camp shall not locate a watercraft docking area in a swimming area.

### PURPOSE

Cran-Hill Ranch offers river tubing as a fun, recreational opportunity for youth campers, family campers, retreat groups, and other Participants. Due to the unique nature of rivers, Cran-Hill Ranch strives to provide the best equipment and inform every participant of potential dangers to ensure a safe and enjoyable experience for everyone!

### PEOPLE

**DRIVER** – The Cran-Hill Ranch staff member driving the bus.

**RIDER** – The Cran-Hill Ranch staff member riding with the Driver to assist with instructions, equipment, etc.

**FLOAT STAFF** – A Cran-Hill Ranch staff member floating down the river on Guided Trips with Campers, providing supervision, guidance, and assistance as necessary. According to guidelines, Float Staff will include certified Lifeguards, Aquatic Observers, and additional staff.

**STAFF MEMBER** – A Cran-Hill Ranch staff member qualified for, and appointed to, a designate role or position.

**LEADERSHIP STAFF** – A member of the Cran-Hill Ranch Leadership Team, which includes the Executive Director and department directors.

**GUEST** – A guest of Cran-Hill Ranch, who is camping in the Family Campground, staying in a Guest Facility, or visiting for the day. Cran-Hill Ranch has no legal obligation for the care of Guests.

**CAMPER** – A guest of Cran-Hill Ranch, who is participating in a special program such as Youth Camp, Friendship Camp, or similar program. Cran-Hill Ranch has legal obligation for the care of Campers.

### POLICIES

#### LIFEJACKETS

Cran-Hill Ranch provides free Life Jacket rentals for all river trips. Persons 17 years of age and younger must wear a Life Jacket at all times. All persons regardless of age must bring a Life Jacket to participate on the river trip. If guests/campers desire to provide their own Life Jacket, it must be a U.S. Coast Guard Approved Type II Life Jacket.

#### FOOTWEAR

Footwear is highly recommended due to the presence of rocks, logs, and other debris along the river. Closed-toed footwear is best. At a minimum, footwear should have straps around the ankle to prevent them from falling off.

#### AGE REQUIREMENTS

The minimum age requirement to float on your own Tube is 5 years old. Any child younger than 5 years old must ride with a responsible adult.

#### INCLEMENT WEATHER & FLOODING

Cran-Hill Ranch reserves the right to cancel or reschedule a river trip due to inclement weather or high water. If there is a possibility of thunder or lightening, all tubing trips will be cancelled until the threat of inclement weather has safely passed. Cran-Hill cannot be held responsible if it begins to rain while groups are on the river. If the water level of the river is too high, creating an unsafe floating environment, all tubing trips will be cancelled until water levels decrease to a safe level.

#### REFUNDS

Cran-Hill Ranch will not issue refunds for river trips, unless the trip is cancelled by Cran-Hill Ranch.

#### DRESS CODE

As a Christian facility for youth and families, it is important to provide a safe environment for all our Guests and Campers. Therefore, Cran-Hill Ranch requests that Guests and Campers dress modestly at all times. Appropriate swimwear is requested on tubing trips (full coverage suits are preferred). Clothing should not have inappropriate images or language. Cran-Hill reserves the right to have a Guest or Camper change their clothing if deemed to be immodest or offensive.

#### LANGUAGE AND CONDUCT

Cran-Hill does not permit the use of offensive language or inappropriate behavior. Please remember that this is a family-oriented ministry.

#### **FOOD & COOLERS**

To prevent littering and to preserve the environment, Cran-Hill Ranch does not allow food or coolers on the river. Sealed water bottles are permitted.

#### **PERSONAL ARTICLES**

Cran-Hill Ranch is not responsible for lost, stolen, or misplaced personal items. It is recommended that Guests and Campers leave all valuables at Cran-Hill.

#### **PERSONAL EQUIPMENT (Tubes, Rafts, Canoes, Kayaks, etc.)**

Cran-Hill Ranch does not allow the use of personal river equipment. Our insurance policy no longer covers personal equipment and we will not transport personal equipment.

#### **PETS**

All pets are not allowed for the safety of our customers and to help protect our equipment.

#### **ALCOHOL & DRUGS**

Alcohol and drugs are strictly forbidden.

#### **TRANSPORTATION**

Cran-Hill provides transportation to and from the river on buses. Buses must be driven by appropriately licensed Drivers. Guests and Campers must remain seated at all times while riding the bus. Additionally, the center aisle and rear door must remain clear of legs, equipment, or any other items.

#### **STAFFING & SUPERVISION**

1. A minimum of 2 Staff Members (including the Driver) are required to travel with any group larger than 25 individuals. These Staff Members will drive, instruct, and assist at the Put-In and Take-Out locations. These Staff Members will not float down the river.
2. For Non-Guided Trips, Cran-Hill Ranch does not provide supervision, guidance, or assistance on the river. Once Guests enter the water, they are responsible for themselves until they exit the water at the Take-Out location.
3. Non-Guided Trips of minors (ages 12 and under) require adult supervision at a ratio of 1 adults for every 10 minors.
4. For Guided Trips, Cran-Hill Ranch does provide supervision, guidance, and assistance throughout the entirety of the trip, including the float time on the river. Float Staff will carry a Rescue Throw Bag and Emergency Whistle.

#### **EMERGENCY RESCUE**

1. For Non-Guided Trips, there is no assistance provided along the river. Participants must make their way to the shore and seek assistance as best they can.
2. For Guided Trips, several Float Staff will carry a Safety Throw Bag and Rescue Whistle to provide rescue assistance. See "River Tubing Emergency Action Plan" for information about lost tubers, major injuries, and other emergencies.

#### **EQUIPMENT**

Tubes and Life Jackets will be provided for every individual participating in a river tubing trip. Equipment is inspected prior to usage. Guests or Campers who intentionally damage equipment will be charged for the damaged equipment. For natural wear and tear, such as Tube deflation, the issue will be resolved or repaired with no financial responsibility on the part of the Guest or Camper.

#### **HIGH WATER LEVEL**

In the event of high water levels or flood conditions, all river tours will be cancelled.

#### **RIVER TUBING LOGBOOK**

Each bus or vehicle used to transport Guests or Campers for river tubing trips should be equipped with a River Tubing Logbook. This book is used to enter information and counts for every river tubing trip. Information should include Date, Type of Group, Time of Departure from Cran-Hill Ranch, First Head Count, and Final Head Count.

#### **COMMUNICATION**

The Driver will always have a cell phone available in case of emergencies. For Guided Trips, the last float staff on the river will also carry a cell phone in case of emergencies.

## **NON-GUIDED TRIP PROCEDURES** (Retreat Groups, Family Camp, etc.)

### **PICK-UP AT THE RANCH**

1. Family Camp Guests must purchase tickets in advance for all river tubing trips from the Barn Store.
2. Retreat Guests may or may not receive tickets – their schedule and group size is typically determined in coordination with their group leaders and Cran-Hill Guest Services Staff.
3. Drivers and Riders will be informed of the system being used for any Retreat Group.
4. At scheduled time, Guests must gather in front of the Barn Store, unless an alternate location has been determined. Guests should plan to arrive at least 10 minutes prior to scheduled time to allow time to board the bus.
5. Guests must provide their ticket to the Driver or Rider prior to boarding the bus.
6. Once all Guests are loaded, the Driver and/or Rider must do a First Head Count of Guests and record that number in the River Tubing Logbook for that bus/vehicle.
7. The Driver and/or Rider will give the Welcome Talk (see “Welcome Talk” below)
8. Then buses will depart for the river.

### **ON THE BUS**

1. During travel, a Safety Talk recording will be played during the first portion of the ride.
2. After the Safety Talk, the Rider may facilitate fun activities including silly songs, stories, etc.
3. Once buses have arrived at the put-in location and prior to departing the bus, the Driver and/or Rider will give a few brief instructions (see Put-In Talk below). It is best to have Guests remain seated during this time.
4. Once instructions are completed, Guests are instructed to exit the bus.

### **AT THE PUT-IN**

1. As Guests exit the bus, they must walk to the rear of the bus to the trailer to receive an Inner Tube and Life Jacket from a Staff Member.
2. Guests then walk to the water’s edge to await further instruction.
3. A Staff Member must stand near the water’s edge and provide instruction as to how to enter the water safely.
4. The Driver and/or Rider must do a visual check of the river at the Put-In location to ensure that all participants are safely progressing down the river before departing the Put-In location.

### **ON THE RIVER**

1. While Guests are floating down the river, Drivers and Riders will travel to the Take-Out location.
2. While on the river, Guests are responsible for themselves according to the instructions and safety guidelines presented to them prior to their departure on the river.

### **AT THE TAKE-OUT**

1. Drivers will park the buses appropriately to allow access to trailers and for easy boarding, keeping in mind other vehicles, foot traffic, etc.
2. One Staff Member will stand and wait near the water’s edge to greet Guests and give instructions.
3. One Staff Member will stay at the trailer to load equipment and assist Guests onto the buses.
4. The Staff Member loading equipment will keep count of the number of Tubes and Life Jackets, ensuring that all equipment is returned in good condition. Any damages will be identified and noted for repair upon return to the Ranch.
5. Once all Tubes and jackets have been returned, the Driver and/or Rider must do a final head count of Guests on the bus and compare that number to the departure number recorded in the River Tubing Logbook.
6. If the counts match, then everyone is accounted for, and the buses may begin their return to Cran-Hill Ranch.
7. If the counts do not match, the buses must wait until everyone is accounted for. If all Guests are not accounted for, the “River Tubing Emergency Action Plan” must be implemented. Once all Guests are accounted for, or an alternate plan has been determined as part of the “River Tubing Emergency Action Plan”, then the buses may begin their return to Cran-Hill Ranch.
8. The Driver and/or Rider will give instructions for the return trip (see Take-Out Talk below)

### **DROP-OFF AT THE RANCH**

1. Upon return, the Driver and/or Rider will communicate any final instructions and thank Guests for their participation (see Thank You Talk below).
2. Guests may exit the bus.

3. Driver and/or Staff Members will walk through the buses to ensure that no personal belonging have been left behind. If so, they will exit the bus and attempt to return them to their owner. Otherwise, the items will be taken to the Barn Store and placed in the Lost & Found.
4. The Driver and/or Rider will quickly clean up the bus and prepare it for the next trip. It may be necessary to return to the Maintenance Shop to refill any Tubes, repair equipment, or address other issues.
5. When all trips are done, the bus should be parked and any equipment needing repair should be delivered to the Maintenance Shop (please complete a Maintenance Request Card).

## **GUIDED TRIP PROCEDURES** (Youth Camps, Friendship Camps, etc.)

### **PICK-UP AT THE RANCH**

1. At scheduled time, Campers must gather at the designated Pick-Up location. Campers should plan to arrive at least 10 minutes prior to scheduled time to allow time to board the bus.
2. Once all Campers are loaded, the Driver and/or Rider must do a final count of Campers and Float Staff and record that number in the River Tubing Logbook.
3. The Driver and/or Rider will give the Welcome Talk (see “Welcome Talk” below)
4. Then buses will depart for the river.

### **ON THE BUS**

1. During travel, the Rider and/or Float Staff can facilitate fun activities including silly songs, stories, etc.
2. Once buses have arrived at the put-in location and prior to departing the bus, the Driver and/or Rider will give a short instruction and safety talk (see Safety Talk below). It is best to have Campers remain seated during this time.
3. Once instructions are completed, Campers are instructed to exit the bus.

### **AT THE PUT-IN**

1. For complete list of aquatic policies and rules, see Appendix C: Waterfront Policies and Rules.
2. As Campers exit the bus, they must walk to the rear of the bus to the trailer to receive an Inner Tube and Life Jacket.
3. Campers then walk to the water’s edge to await further instruction.
4. When 20-30 Campers have gathered at the water’s edge with Tubes and Life Jackets, the Driver or Rider will give the final instructions and safety guidelines (see Safety Talk below).
5. The Lead Tube Float Staff will enter the water first. This person will be in the lead for the entire trip down the river. No Campers should pass the Lead Tube.
6. Then Campers and Float Staff begin entering the river in an orderly manner. Float Staff must space themselves out appropriately to be in close proximity to all campers at all times.
7. Repeat Steps 3 and 4 with small groups of Campers and Float Staff until everyone is safely in the river.
8. The Sweep Tube Float Staff will be the last person into the river. This person will stay at the back of the group for the entire trip. No Campers should get behind the Sweep Tube.
9. The Driver and/or Rider must record the time the last Camper entered the water in the River Tubing Logbook.
10. Drivers, Riders, and buses must remain at the Put-In location for at least 5 minutes after Sweep Tube Float Staff enters the river.

### **ON THE RIVER**

1. While Float Staff and Campers are on the river, the Drivers and Riders will travel to the Take-Out location.
2. While on the river, Float Staff are responsible for all Campers and fellow Float Staff according to the instructions and safety guidelines presented to them prior to their departure on the river.
3. The Lead Tube Float Staff will look out for potential dangers in the water and communicate to Campers and Float Staff accordingly. Potential dangers may include debris, obstructions, structures, strainers, eddies, boats, other individuals on the river, rocks, shallow areas, and more.
4. As the Lead Tube approaches the Take-Out location, the Float Staff will communicate to the group how to exit the river safely.

### **AT THE TAKE-OUT**

1. Drivers will park the buses appropriately to allow access to trailers and for easy boarding, keeping in mind other vehicles, foot traffic, etc.
2. One Staff Member will stand and wait at the water’s edge to greet, instruct, and assist Float Staff and Campers.
3. One Staff Member will stay at the trailer to load equipment and assist Campers onto the buses.

4. The Staff Member loading equipment will keep count of the number of Tubes and Life Jackets, ensuring that all equipment is returned in good condition. Any damages will be identified and noted for repair upon return to the Ranch.
5. Once the Sweep Tube Float Staff has arrived and returned his/her equipment to the trailer, the Driver and/or Rider must do a final head count of Campers and Float Staff on the bus and compare that number to the departure number recorded in the River Tubing Logbook.
6. If the counts match, then everyone is accounted for, and the buses may begin their return to Cran-Hill Ranch.
7. If the counts do not match, the buses must wait until everyone is accounted for. If all Campers and/or Float Staff are not accounted for, the “River Tubing Emergency Action Plan” must be implemented. Once all Campers and/or Float Staff are accounted for, or an alternate plan has been determined as part of the “River Tubing Emergency Action Plan”, then the buses may begin their return to Cran-Hill Ranch.
8. The Driver and/or Rider will give instructions for the return trip (see Take-Out Talk below)

### **DROP-OFF AT THE RANCH**

1. Upon return, the Driver and/or Rider will communicate any final instructions and thank Campers for their participation (see Thank You Talk below).
2. Campers may exit the bus.
3. Driver and/or Rider will walk through the buses to ensure that no personal belonging have been left behind. If so, they will exit the bus and attempt to return them to their owner. Otherwise, the items will be taken to the Barn Store and placed in the Lost & Found.
4. The Driver and/or Rider will quickly clean up the bus and prepare it for the next trip. It may be necessary to return to the Maintenance Shop to refill any Tubes, repair equipment, or address other issues.
5. When all trips are done, the bus should be parked and any equipment needing repair should be delivered to the Maintenance Shop (please complete a Maintenance Request Card).

## **WELCOME TALK**

### **ON THE BUS – SPOKEN BY THE DRIVER OR RIDER**

- Hello everyone, my name is \_\_\_\_\_.
- Thank you for joining us for a fun, relaxing float trip down the Muskegon River!
- It will take us about 15 minutes to travel to the Put-In location. During that time, we ask that you remain seated at all times, and be sure to keep the aisle and back door clear of any personal items.
- During our shuttle ride to the river, you will hear some information about the trip, so please listen to that.
- When we arrive at the Put-In site, we will stay on the bus for a few last-minute instructions.
- Enjoy the ride!

## **PUT-IN TALK**

### **ON THE BUS – RECORDING PLAYED THROUGH THE SOUND SYSTEM ON ROUTE TO THE RIVER**

- We have arrived at our Put-In location. Before we exit the bus, I want to give you some information and instructions about the river and our trip today.
- Cran-Hill Ranch requires that everyone has a Life Jacket to float down the river. Anyone age 17 and under is required to wear the Life Jacket at all times when on the water. Your Life Jacket is your main safety device, make sure it's properly fastened and adjusted. Adults, if you choose to remove your Life Jacket, be sure to clip it securely to the tube so that it doesn't float away. You will be charged to replace lost equipment.
- We highly recommend wearing foot protection, as there are many obstacles in the river and the bottom can be rough. Proper footwear is secured tightly to your feet, so they don't fall off – flip-flops are not recommended.
- Always stay with your tube! The river presents many known and unanticipated situations and risks. Although the water may look calm on the surface, there are many currents, obstacles, debris, and structures beneath the surface that can be potentially dangerous.
- Be sure to avoid logs and bushes in the current that can snag you or your Tube.
- Don't let the current push you underneath an overhanging tree or structure because you could get trapped underwater.
- Avoid the upstream side of rocks, bridge pilings or other obstructions in the riverbed.
- Man-made structures in the riverbed are typically very hazardous, so be sure to float far away from them.



- If you get tipped out of your Tube, keep your feet up and swim to catch the Tube. If you cannot catch your Tube, you can swim to another group members Tube and hold on until your Tube can be retrieved.
- Don't walk in the riverbed in places where the current is strong because if your foot gets wedged in a crevice then the current could push you under.
- When floating the river, keep your group close together and make sure everyone is watching out for the safety of your entire group at all times.
- In a rescue situation, save the people first and worry about floating equipment later.
- We suggest the use of sun protection, such as lotions, hats, etc. Sitting in direct sunlight on the water presents an increased risk of sunburn.
- We prohibit the use of Alcohol and Drugs on our trips. We also prohibit bringing along coolers and food. Water bottles are acceptable, but we suggest tying them to your Tube.
- If severe weather, such as lightning and thunder, begins while you are on the river, make your way safely to the shore and get out of the water. Stay here until the threat passes, and then continue floating down the river to the Take-Out location. If the weather does not clear and you can safely walk along the river, then begin making your way down stream to meet us at the Take-Out location.
- It is likely that you will encounter other groups on the river. Most of the time, these encounters are friendly and harmless. However, it is possible to encounter foul language, obscene gestures, drinking, and other inappropriate behavior. We want you to be aware of this, as we cannot control the behavior of others on the river. Our goal is that our presence on the river will be an example of respectful, appropriate, and kind behavior as we represent Christ to those around us!
- The total float time varies, but typically takes about 60 minutes. The Take-Out location is High Banks Park, which will be on your left. Just prior to High Banks, you will pass a large sand hill on your RIGHT and see a large sign that says, "High Banks Park". At that time, paddle your way to the LEFT side of the river and prepare to get off your Tube near the water's edge. The water is rather shallow there – about 2' deep. You will see a Staff Member there to greet you and give you instructions.
- Once out of the water at the Take-Out Location, take your Tube and Life Jacket to the trailer. A Staff Member will be there to load equipment. You will be charged for any lost or damaged equipment.
- Remember that this is strictly a float trip. Do not stop along the river to play, as much of the shoreline is private property. Additionally, with numerous trips planned, it is important for our buses to stay on schedule for the sake of all tubers.
- In the event of inclement weather, paddle your way to either side of the river and exit the water. Once you are beyond the large bridge right near the beginning of the trip, you will want to make your way by foot toward the Take-Out Location. If you exit the water before the bridge, return to the Put-In Location and wait for the bus in a safe area.
- Our hope is that you are able to relax and enjoy quality time with one another. So be safe, enjoy your trip, and HAVE A MIGHTY FINE DAY!

#### **ON THE BUS – SPOKEN BY THE DRIVER OR RIDER AT THE RIVER**

- We have arrived at our Put-In Location. We will be getting into the water here (describe and point to the exact location).
- Before we go, I want to demonstrate the proper fit of a Life Jacket so that everyone is sure to be safe on the river. (Demonstrate)
- When exiting the bus, make sure you have everything you need with you. Towels and any other personal belongings you don't want on the river can be left in the bus and will be waiting for you at the Take-Out location.
- Once off the bus, make your way to the trailer behind the bus to receive a Tube and a Life Jacket.
- Once you have your Tube and Life Jacket on, make your way to the water's edge to enter the water. Our Staff will be available at the riverside if you have any questions.
- Due to the water's current at this location, you need to walk out into the river until the water is at least up to your knees. Place the Tube on the water. Holding the Tube with your hands, sit back into the center of the Tube slowly, being careful not to flip over. Once in your Tube, paddle your way out into the middle of the river and enjoy your float!
- Again, the Take-Out location is High Banks Park, which will be on your LEFT. Just prior to High Banks, you will pass a large sand hill on your RIGHT and see a large sign that says, "High Banks Park". At that time, paddle your

way to the LEFT side of the river and prepare to get off your Tube near the water's edge. The water is rather shallow there – about 2' deep. You will see a Staff Member there to greet you and give you instructions.

- Remember that this is a Non-Guided trip, and participation is at your own risk. If you have changed your mind, and prefer not to float down the river today, that is just fine. Just wait here until all other participants are in the river, and you can stay with the bus and greet the rest of your group at the Take-Out location.
- Any questions for the entire group? You can also ask me questions at any time before getting into the river.
- Ok, let's go!

## **TAKE-OUT TALK**

### **ON THE BUS – BEFORE LEAVING THE TAKE-OUT LOCATION**

- Welcome back everyone! I hope you enjoyed your trip!
- It will take us about 15 minutes to travel back to the Ranch. During that time, we again ask that you remain seated at all times and be sure to keep the aisle and back door clear of any personal items.
- As we go, I encourage you to share stories from the river with those around you and enjoy the ride!

## **THANK YOU TALK**

### **ON THE BUS – BACK AT THE RANCH**

- Thank you so much for join us! We hope you enjoyed your trip!
- As you exit the bus, please be sure to look around to make sure you have all your personal belongings. If we find items left behind, they will be turned into Lost & Found at the Barn Store.
- (And if the last trip of the day) Please be sure all windows are closed.
- We hope you enjoy the rest of your stay! Thank you!

## **SIGNS ON BUS**

- Life jackets are required.
- Footwear is highly recommended.
- Sun protection is recommended.
- Participation in River Tubing is at your own risk.
- River tubing entails known and unanticipated risks that may result in injury, death, or loss to persons.
- By entering the river, you are voluntarily accepting all of Cran-Hill Ranch policies and are acknowledging that you have fully read and understood the policies and procedures.
- Enjoy the ride!

## **INFO ON TICKETS**

- Life jackets are required.
- Footwear is highly recommended.
- Sun protection is recommended.
- Participation in River Tubing is at your own risk.
- River tubing entails known and unanticipated risks that may result in injury, death, or loss to persons.
- By entering the river, you are voluntarily accepting all of Cran-Hill Ranch policies and are acknowledging that you have fully read and understood the policies and procedures.
- Enjoy the ride!

## APPENDIX A - EMERGENCY ACTION PLAN

Due to the inherent risks of river tubing, it is possible that an emergency may occur. Emergencies can arise from a variety of circumstances. Typically, they fall into one of two categories: Medical Injuries or Lost Persons.

### MEDICAL EMERGENCY

A Medical Emergency is a situation where an individual experiences an injury from either an internal condition, such as a heart attack, stroke, etc., or from an external source, such as broken bones, cuts, abrasions, allergic reaction, etc. In either case, when Cran-Hill Staff Members are informed of a Medical Emergency the following actions should be taken.

#### Staff Members Are Present at Injury Site

- If Staff Members are present at the injury site, they should assess the situation, collect the facts, and respond in accordance with certification and training.
- If the injured individual is able to continue, without putting themselves at further risk:
  - Staff Members should safely work together to move the injured individual to the Take-Out location.
  - Once at the Take-Out location, Staff Members should determine the level of treatment necessary, from basic first aid to transport to a local medical facility or calling for Emergency Response (911).
- If the situation is life-threatening and/or beyond the abilities of the Staff Members present, then Emergency Response (911) should be called. Be sure you know the type of injury, approximate location of the injury site, the name, age, and gender of the injured individual, and any other details that may be helpful. Depending on the location along the river, this may require a Staff Member to travel by foot or tube to the closest facility or individual with a phone.
- Once Emergency Response has been called, the Staff Member should call the Office at Cran-Hill Ranch to notify Leadership Staff of the situation. Leadership Staff will notify any other individuals who need to be aware of the situation (Drivers, Riders, Group Leaders, etc.). Leadership Staff will also adjust schedules and responsibilities in other areas as needed.
- The Staff Member who called for Emergency Response should return to the injury site unless instructed otherwise by Emergency Response personnel.
- For Guided Trips, the remainder of the Float Staff and Campers already on the river should continue to the Take-Out location.
- If emergency happens before all individuals have entered the river, then the remaining individuals should wait on the shore until the situation is resolved and it is safe to continue, or an alternate plan has been implemented.
- If emergency happens near the Take-Out location, Staff Members must respond to the emergency situation, as well as ensure that all other Campers and Float Staff exit the water safely.
- Depending on the severity of the injury or the duration of the response, the buses will not depart until all Campers and Staff Members are accounted for and the injured individual is under appropriate care.

#### Staff Members are NOT present at Injury Site

- If news of a potential injury that happens in a location where Staff Members are not present at the injury site, then Staff Members should assess the situation, collect the facts, gather any personal information of the injured individual, and call for Emergency Response (911). Be sure you know the type of injury, approximate location of the injury site, the name, age, and gender of the injured individual, and any other details that may be helpful.
- Once Emergency Response has been called, the Staff Member should call the Office at Cran-Hill Ranch to notify Leadership Staff of the situation. Leadership Staff will notify any other individuals who need to be aware of the situation (Drivers, Riders, Group Leaders, etc.). Leadership Staff will also adjust schedules and responsibilities in other areas as needed.
- The Staff Member who called for Emergency Response should return to the injury site unless instructed otherwise by Emergency Response personnel.
- Once Emergency Response personnel are on site, Staff Members should provide assistance as requested.
- Staff Members should gather and count all other Campers, Float Staff, or Guests to ensure that all individuals are accounted for.
- Once the injured individual is under proper care and all other Guests are accounted for, the buses may depart and return to Cran-Hill Ranch.

## LOST PERSON EMERGENCY

A Lost Person Emergency is a situation where a person is unaccounted for. This may result from an eyewitness account of an individual falling into the water and not resurfacing. Or it may result from a miscount during the Final Head Count and the location of an individual is unknown. In either case, the following actions should be taken.

**Potential Drowning:** Eyewitness account that an individual fell into the water and did not resurface.

- When news of a potential drowning reaches a Staff Member, Emergency Response (911) should be called immediately.
- While waiting for Emergency Response to arrive and perform their duties, Staff Members should do the following:
  - Call the Office at Cran-Hill Ranch to notify Leadership Staff of the situation. Leadership Staff will notify any other individuals who need to be aware of the situation (Drivers, Riders, Group Leaders, etc.). Leadership Staff will also adjust schedules and responsibilities in other areas as needed.
  - Gather as much information from eyewitnesses as possible to better direct Emergency Response.
  - Perform a Head Count to confirm that an individual is in fact unaccounted for.
  - Assist Emergency Response in any way possible.
- If the incident happens near the Put-In location and before all individuals have entered the river:
  - The remaining individuals should wait on the shore until the situation is resolved and it is safe to continue, or an alternate plan has been implemented.
  - If some individuals are already down river and/or unaware of the incident, it may be necessary to send a vehicle to the Take-Out location to pick them up.
- If the incident happens near the Take-Out location:
  - Staff Members must respond to the emergency situation, as well as ensure that all other Campers and Float Staff exit the water safely.
  - Continue to assist individuals out of the river and to the buses.
- Depending on the duration of the response, the buses will not depart their current location until all Campers and Staff Members are accounted for and the individual involved is under appropriate care.

**Miscount of Individuals:** In doing the Final Head Count at the end of a trip, an individual is unaccounted for.

- When performing the Final Head Count, if the total number of individuals does not match the First Head Count, Staff Members should perform the count again to ensure an accurate count.
- If it is still apparent that an individual is missing, Staff Members should quickly do the following:
  - Keep all individuals accounted for on the buses or vehicles.
  - Try to determine the identity of the missing individual.
  - Call the Office at Cran-Hill Ranch to notify Leadership Staff of the situation. Leadership Staff will notify any other individuals who need to be aware of the situation (Drivers, Riders, Group Leaders, etc.). Leadership Staff will also adjust schedules and responsibilities in other areas as needed.
  - Search the area around the Take-Out location, including along the river, in any buildings, around parking areas, and around any other nearby structures, asking bystanders if they have noticed anything.
  - Count equipment in the trailers to determine if any equipment is missing. This will help determine if the individual arrived at the Take-Out location or if he/she is still somewhere along the river.
- If it is still apparent that an individual is missing, Emergency Response (911) should be called immediately.
- While waiting for Emergency Response to arrive and perform their duties, Staff Members should do the following:
  - Call the Office at Cran-Hill Ranch to provide Leadership Staff an update of the situation. Leadership Staff will notify any other individuals as needed.
  - Continue searching the area and performing Head Counts and Equipment Counts.
  - Gather as much information from other individuals as possible to better direct Emergency Response.
  - Assist Emergency Response in any way possible.
- If the individual is found unharmed, or it is discovered that the miscount was in fact an error and all individuals are accounted for, Staff Members should do the following
  - Notify Emergency Response immediately.
  - Notify Cran-Hill Ranch Leadership Staff as soon as possible.

- Load buses, perform a Final Head Count, and return to Cran-Hill Ranch.
- If the individual is not found within a reasonable amount of time, Cran-Hill Ranch Leadership Staff, in conjunction with Emergency Response personnel, will determine when it is best to have the buses depart for Cran-Hill Ranch, while Emergency Response personnel continue their duties.
- Cran-Hill Ranch Leadership Staff will remain in communication with Emergency Response personnel, Group Leaders, and any other individuals as needed and appropriate until the situation is resolved.

## ENVIRONMENTAL EMERGENCY

An Environmental Emergency is a situation where the forces of nature have created an unsafe situation on the river and an emergency response or evacuation is necessary. This could be the result of flash flooding, severe storms, or other unforeseen situations. When Cran-Hill Staff Members are made known of an Environmental Emergency the following actions should be taken.

### Staff Members Are Present on the river

- If Staff Members are present on the river, they should assess the situation, collect the facts, and respond in accordance with certification and training.
- Staff Members should have all campers quickly make their way to the river's edge and safely exit the water.
- In the case of flash flooding, Staff Members and campers should make their way to higher elevation.
- In the case of severe weather such as lightning, hail, high winds
- stay together

### Staff Members are NOT present on the river

- If news of a potential injury that happens in a location where Staff Members are not present at the injury site, then Staff Members should assess the situation, collect the facts, gather any personal information of the injured individual, and call for Emergency Response (911). Be sure you know the type of injury, approximate location of the injury site, the name, age, and gender of the injured individual, and any other details that may be helpful.
- Once Emergency Response has been called, the Staff Member should call the Office at Cran-Hill Ranch to notify Leadership Staff of the situation. Leadership Staff will notify any other individuals who need to be aware of the situation (Drivers, Riders, Group Leaders, etc.). Leadership Staff will also adjust schedules and responsibilities in other areas as needed.
- The Staff Member who called for Emergency Response should return to the injury site unless instructed otherwise by Emergency Response personnel.
- Once Emergency Response personnel are on site, Staff Members should provide assistance as requested.
- Staff Members should gather and count all other Campers, Float Staff, or Guests to ensure that all individuals are accounted for.
- Once the injured individual is under proper care and all other Guests are accounted for, the buses may depart and return to Cran-Hill Ranch.



# RIVER TUBING LOGBOOK

DATE	TYPE OF GROUP <small>(Family Camp, Youth Camp, Retreat Group, etc.)</small>	TIME OF DEPARTURE <small>(from CHR)</small>	# OF TUBES ON TRAILER	FIRST HEAD COUNT <small>(@ Cran-Hill Ranch)</small>	FINAL HEAD COUNT <small>(@ Take-Out)</small>

## APPENDIX C - WATERFRONT POLICIES AND RULES

- A. There shall be an aquatic supervisor on duty at each aquatic activity. This supervisor is responsible for the enforcement of safety rules and procedures for each activity. An aquatic supervisor shall be an adult who has satisfactorily completed training and certification which is the equivalent to the requirements set forth in the American National Red Cross manuals "Life guarding Today", and "Red Cross CPR For the Professional Rescuer".
- B. In addition, there shall be one aquatic observer on duty for 20 or fewer campers who are involved in an aquatic activity. One additional aquatic observer shall be on duty for every additional 10 campers or fraction thereof. An aquatic observer shall be not less than 16 years of age and shall have satisfactorily completed training that is equivalent to the requirements set forth in the American National Red Cross manual "Basic Water Safety and Emergency Water Safety."
- C. An aquatic supervisor shall be on duty and have a motorboat accessible for a rescue while campers are using any type of watercraft.
- D. If at any time there are more than 25 swimmers in the Structured Swim Area, a qualified staff person shall be an aquatic observer from the floating raft.
- E. There shall not be more than 50 swimmers in the Structured Swim Area at any one time.
- F. Lifesaving equipment shall be provided and placed where it is immediately available for use. This is primarily the responsibility of the Waterfront Staff. This equipment shall consist of the following:
  - a. A whistle for each staff person on duty.
  - b. An assist pole or other appropriate reaching assist device.
  - c. A ring buoy or other appropriate throwing assist device that has a rope attached of sufficient length for the area.
  - d. A backboard that has appropriate rigid cervical collar and a minimum of 6 straps.
  - e. A first aid kit.
  - f. A rescue tube.
- G. Aquatic staff on duty shall not engage in an activity that will distract them from this duty.
- H. Under no circumstance may an aquatic supervisor leave the stand unattended while swimmers are in the water.
- I. There shall be a trained lifeguard to guard boats whenever they are signed out by Structured Campers.

OTHER MANUALS

BARN & HORSEMANSHIP

CRAFT HUT

STORE