

## General Policies

A smooth running program requires some discipline and guidelines. These help us work together smoothly and with a minimum of misunderstanding. We all are expected to abide by these guidelines.

**ACA National Standards Review** A staff member is assigned annually to review ACA standards and make any necessary changes before the summer camp season, review Sunset Lake's policies and procedures before the summer camp season to ensure they are in compliance, and to gather the necessary information to document compliance at the start of, and throughout, the summer camp season, as well as year-round.

**Activities:** All activity areas (waterfront, challenge course, BMX, mountain bikes, horses, archery, etc.) are the responsibility of the director/instructor of that area. Use of any of the activities is possible only with the director/instructor's prior approval and then only when there is adequate supervision by a trained and/or certified staff member (i.e. a certified lifeguard is required at all waterfront activities). Staff participation in camp activities should not detract or hinder the use by our campers. Horseback riding and waterfront activities after dark are not permitted.

**Appearance:** Our dress code applies to **both** men and women, equally. Our appearance should never hinder our ability to point others to Jesus.

Cosmetics -- Make-up should not be a time-consuming process. If you want to wear makeup please keep it natural. This isn't a drag show. Nail polish may be worn but for the safety and efficiency of you and others, artificial nails are not allowed.

Clothing -- Clothing should be modest and in good taste. T-shirts with inappropriate words or graphics, and clothing that is revealing or suggestive is not permitted. Shorts should be longer than the fingertips. Tank tops with wide shoulder straps are permissible.

Work-out/yoga pants and thick leggings may be worn. Tights, or thin leggings or work-out pants may be worn with a long shirt, dress, or skirt that adheres to the length guidelines for shorts.

Jewelry -- Only stud earrings are allowed. For married/engaged staff, a ring is allowed.

Swimsuits -- Only modest one-piece or two piece swimsuits are permitted. No bikinis, or speedos.

Tattoos- all inappropriate tattoos (profanity, nudity, images of violence, etc.) must be covered.

**Authority:** The Executive Director of Sunset Lake has final authority over all personnel and activities on the grounds. Further delegation of authority may be assigned to the Associate and Assistant Directors and the Village Directors.

**Availability:** All staff members are available for the total ministry needs of the camp, regardless of primary work assignments. Any changes in job assignment will be coordinated through the camp director and affected department director. It is not appropriate to re-assign a staff member without the approval of their department director. It is expected that the staff member will be willing to be used wherever needed.

**Bullying:** Bullying is any intentional hurtful act, committed by one or more persons against another. No one likes a bully or losing their job. Bullying occurs when there is an imbalance of power between a bully and a victim. The main types of bullying include:

- Physical – punching, hitting, shoving, stealing personal things, or getting into someone's personal space when asked not to.
- Verbal – name calling, hurtful teasing, taunting, unwanted nicknames, gossiping
- Relational – exclusion, humiliation, blackmailing, manipulating friendships.
- Sunset Lake seeks to create an environment where everyone belongs. Any act of bullying between staff and/or campers is a serious offense and will be dealt with immediately.

**Cafeteria Conduct:** Please no shouting, sitting on the tables, food or water fights, etc. Everyone must wear footwear while in the cafeteria. Campers and staff are encouraged to take all they want during meals, but to eat all they take. Do not enter the kitchen, cooler or freezer without the permission of the food service staff. Staff or campers with dietary restrictions should see the kitchen staff for options each meal.

**Camper/Staff Relationships:** There must always be a professional relationship

between staff and campers. Your role is to be a mentor, never a boyfriend or girlfriend. Either actual or the appearance of developing a dating and/or boyfriend/girlfriend relationship between campers and staff is not permitted and will result in immediate dismissal. Appropriate physical touch (such as a hand on the shoulder, a high five, or a shoulder to shoulder side hug), can be a powerful means of affirmation. But in this day of sexual abuse and sexual harassment cases, it is imperative that you use the utmost caution in your relationships with members of either sex.

**Campfire:** All staff members are to be present at and participate in each campfire program. Please be prompt and on time for campfires. Counselors will sit in the middle of their unit. Campers should stay seated until dismissed. After campfire, all counselors must return with their campers and assist them in preparation for bed. Counselors may not leave their area during this time except by special permission from their division director.

### **Camp Office**

- The office hours are:
  - Sunday 9:00 a.m. to 12:00 p.m.  
3:00 p.m. to 5:30 p.m.
  - Monday to Friday 9:00 a.m. to 12:00 p.m.  
2:00 p.m. to 6:00 p.m.
- Messages will be checked during recreation and after campfire on a daily basis.
- In order to maintain the professional atmosphere of our office, only year-round staff and office personnel will be allowed inside the office area. If you have any office needs or wish to speak to one of the year-round staff, please come to the office window and speak with one of the receptionists.
- Mail will be delivered daily to staff "mailboxes" in the staff lounge. Outgoing mail may be left at the camp office.

**Camp Store:** Purchases may be made by staff members during store hours and paid for at time of purchase or placed on a store "charge account". All store charges will be deducted from your final paycheck if the balance has not been paid. Food and other items will be available for purchase in the staff lounge fridge and cupboards to be purchased on an honor system. Please write down your orders in the binder in one of the drawers. Staff store is closed during Sabbath hours (Friday night

sundown to Saturday night sundown).

**Camp Vehicles:** *Due to insurance requirements, only authorized drivers with proper permission may use camp vehicles. Each authorized driver must fill out a Driver's Questionnaire and complete the Driver Orientation. An authorized driver for campers is a person over 21 years of age who has received clearance from the Camp Director/Camp Manager. To drive a camp vehicle on or off camp without campers, you must be at least 18 years of age and have a valid driver's license. Vehicles must be operated in a safe manner at all times. Camp speed limit is 10 MPH on the grounds and posted speed limits when off the Sunset Lake grounds. The golf cart and mule will be on a check-out system. To use either vehicle you will have to check it out at the shop with permission from the Director, Associate or Assistant Director or maintenance director. Once you have finished your errand, the vehicle must be returned to its designated parking spot and keys returned to the shop.*

**Cell Phones:** At no time during the day should a cell phone become a distraction to your job. Cell phones should not be used for non-camp purposes while you are working. You may use your cellphone on your day off or while you are off duty in the staff lounge.

**Computers, DVD Players, Video Game Systems:** Sunset Lake provides staff with access to a computer for sending and receiving email and appropriate web surfing. If necessary, staff members may bring a personal computer to camp with the following understandings.

- Personal Computers must be used for work purposes, checking email or casual web browsing.
- Our internet connection is limited, be kind to your neighbors who are trying to do work by not downloading or streaming videos.
- Personal Computers must be kept and used in the Staff Lounge, unless permission is received from the Camp Director.
- Sunset Lake is not responsible for any loss or damage to a personal computer.
- Computers cannot be stored or used in staff or camper cabins.
- The use of any computer for watching movies, other than PG rated, or playing videogames is prohibited, and will result in the loss of computer privileges.

- Any staff member using a personal or camp device to access inappropriate or pornographic content on the internet will place their employment with Sunset Lake in jeopardy.
- Dedicated DVD players and video game systems are not allowed on camp at any time.

**Communication Philosophy:** Communication is the oil which keeps the camp machine running. In the middle of a hectic summer it is easy for this essential ingredient of camp life to be pushed aside. It is important that we establish clear lines of communication at the start and maintain these throughout the summer.

Policy: Below are listed the primary communication channels of the camp.

1. General Staff Meetings – These occur every Sunday, Monday, Wednesday, and Friday. With the exception of Sunday, Staff Meeting will begin at 7:15 a.m. On Sunday staff meetings are held at approximately 10 a.m. after campers have left. Staff meetings are required. Departmental directors are responsible for taking record and reporting to the director those who are not present. Those who are habitually late or absent are subject to the three-stage discipline process. Staff meeting will be held in the gym.
2. Departmental Meetings: Your department may choose to meet before activities or at a designated time to go over departmental needs. See your director for more info.
3. Director's Meeting: This meeting occurs each Monday, Wednesday, and Friday mornings in the gym at 7 a.m. Other meetings may be called as needs arise. This group will handle personnel issues, financial matters, weekly camp operation, and the spiritual atmosphere of the camp. The directors serve as the core leadership team of the camp. Therefore, it is essential that this group be unified around the mission of the camp.
4. Staff Circle – This nightly meeting, set aside for affirmation and prayer, occurs at the end of each campfire program. While this meeting is not required, it is perhaps the most important time of the day. The Village Directors will coordinate a time for their counselors to connect on a daily basis in a similar fashion.

**Curfew:** We have a curfew most importantly for our staff so that they may get the rest they need for another day of work. Fatigue is a quick way to let the cookie crumble. Therefore the camp administration will carefully uphold the evening curfew.

Each evening staff members should be in their villages by 10:30 p.m. Staff should be in their cabin with lights out at 11:00 p.m. Permission to be out after curfew should be received from the Director, Associate or Assistant Director and communicated to the night watchman on duty. If you are going into town after campfire you should be back by 10:30. The gate is locked at 10:45.

If you happen to be approached by nightwatch, don't freeze or run away. You will lower suspicions and maintain trust if you communicate with the nightwatch and promptly leave for your cabin if seen out after curfew.

The person on Night Watch duty will ensure that everyone is in their areas by curfew. If the staffmember is not found within 20 minutes, the Camp Director, Associate or Assistant Director will be contacted. Each morning the camp director will receive a written list of staff members who were out after curfew. Staff members who are out after curfew without permission will be subject to the camp discipline process.

**Dating:** Dating is great and we love to see a healthy relationship flourish and thrive. Please be aware that staff should be sensitive to placing themselves in any situation, intended or not, that might be open to question or criticism. At **no time** are romantic relationships to interfere with the assigned work responsibilities of the individuals involved. As this is a co-ed camp, all must be very discrete and reserved in their relationships in public. Staff dating should not become a camper spectator sport. Because of the influence staff members have on the campers there should be noPDA (Public Display of Affection).

It is important at camp, to put your camp responsibilities first. Keep your eyes on the belay, not your beloved. Staff members under 18 are not allowed to establish a dating relationship at camp. This doesn't mean "don't be friends." This just means, "you're still a minor." While not excluded from building friendships with members of the opposite gender, staff members under the age of 18 will not be allowed to

establish a dating relationship.

**Devotions:** The spiritual health of each staff member is vital to the mission of Sunset Lake. The summer camp program is intense and at times stressful. Don't let the pressure of the daily routine crowd out your time with God. It's amazing what He can provide us with when we find time to be with Him. Carving out a sliver of time in the day to study and pray can transform our outlook throughout the rest of the day.

**Discipline and Dismissal:** Please see Discipline section on Page 42

**Diversity:** Because we live in a society rich in cultural diversity, it is important to be respectful of each other and our cultural differences. Each summer Sunset Lake will host campers from a variety of economic, social and cultural backgrounds. Please be respectful and open to all of these differences.

**Drugs and Alcohol:** Sunset Lake is a drug and alcohol free zone. The use of alcohol, marijuana, tobacco, and any other illegal drug is prohibited both on and off camp during the time of employment. Violation may result in immediate dismissal.

**Emergency Leave:** In the unfortunate event of a death or major crisis in the family of an employee, leave will be granted with respect to individual circumstances at the discretion of the camp director.

**Environmental Issues:** As an employee of Sunset Lake you have been endowed with the care of the natural environment. Be nice to our planet. We've only got one to live on. If you see a piece of trash on the ground, dispose of it properly. Walk or drive only on maintained trails and roads. Camp vehicles should be driven on existing camp roads only. Please don't trample or disturb the undergrowth. Do not remove or damage a tree for any reason without prior approval from the Camp Director or Associate Director.

**Fires:** No open flame is permitted except in program activities, under supervision, and in designated sites. This includes all lighters, candles, matches, firecrackers, etc. No smoking is allowed anywhere on the Sunset Lake Camp property. It is against camp regulations to play with any fire equipment or firefighting apparatus within the camp. All fire hoses shall be kept in the respective positions and shall not be used except with directions from Camp Director or in case of fire. It is important that all of this

equipment be kept intact in order to avoid any problems should a fire break out in camp. Campers may not have matches or lighters in their possession. No candles are allowed in the cabins. **Firecrackers and other fireworks are forbidden.**

**Firearms / Weapons:** Possession of firearms or weapons of any kind by campers or staffmembers is prohibited.

**Gratuities:** Sunset Lake prohibits monetary and/or expensive gifts to be accepted by camp personnel. Each camper has a right to be respected on his/her own merit. If someone is determined to give a gratuity, suggest that they donate to the worthy camper fund.

**Guests:** Please inform the Director in advance, if you are expecting guests. All guests must register with the office upon arrival. No guests may stay in your room without prior permission and guests are never allowed to stay in the cabin with campers. If guests are planning to eat at camp, they must purchase a meal ticket from the office. Camp guests are expected not to hinder staff members in any way with the regular fulfillment of their assignment. **Due to the COVID policy for 2021, guests will not be allowed this year.**

**Guest Lodging & Meals:** Arrangements for guests' overnight stay must be made in advance with the office. Availability of rooms will determine the possibility of guest accommodations.

Please make meal purchases before or after the Sabbath hours. Regular meal rates are as follows:

Breakfast	\$8.00
Lunch	\$8.00
Supper	\$8.00

**Health Examinations:** Should there be any question of physical fitness on the part of the employee, the camp reserves the right to require at any time during employment a health examination by the physician at a clinic of the camp's choice, at the expense of the camp.

**Hospitalization and Medical Coverage:** Each employee is covered by Workman's Compensation. Sunset Lake Camp is responsible for the medical expenses of any



injury sustained when the employee is carrying out the responsibilities of his/her employment. Our Worker's Compensation plan is state insured. These claims are initiated at the doctor's office. Please list the employer as Western Washington Corporation of Seventh-day Adventists (Not Sunset Lake). Staff will need to provide the Department of Labor and Industries with their own mailing address, because correspondence will be directed to them, not the Conference Office or Sunset Lake Camp.

If you are sick or injured due to job-related work for more than 4 days, you will be put onto a workman's comp, which pays 2/3 of regular pay. If you are sick for more than one day, the second day will automatically be considered your day off. If a staff member is sick three or more days due to illness, he or she may be requested to take a leave of absence. This is also at workman's comp pay. However, if sickness or injury is not job related, then the leave of absence would be without pay.

Sunset Lake provides no insurance coverage for non-work related sickness or injuries. Any doctor or hospital visits related to general sickness or injury needs to be billed through your personal health care coverage.

**Laundry Service:** The Camp Laundry Provider will post a schedule for regular laundry service. The camp laundry is not available for personal use without permission from the textile management. Please properly mark all garments prior to your first scheduled laundry day. Always thank your laundry person.

**Leaving Camp:** Permission must be obtained from the Camp Director, Associate or Assistant Director when leaving camp for activities other than your day off. A sign-out/in sheet is located at the office and should be filled out *any* time (including days off) you leave (and return to) the camp property.

**Lodging:** All staff will be expected to sleep in their respective areas unless specific arrangements have been made with the camp director, associate or assistant director. Each staff member is expected to keep their quarters clean and neat at all times. Periodic inspection of quarters will be made. A cleaning fee will be charged to those who have left messy areas at the end of the summer.

All sleeping areas are considered private and off limits to campers and other staff.

At no time should a staff member be in the sleeping quarters of the opposite gender. Not even for jokes or pranks. Failure to abide by this will result in immediate dismissal.

**Lost & Found:** A box labeled “Lost and Found” is in front of the gym. Any lost items from morning classes and afternoon activities can be placed there for campers and staff to look through. At the end of the week, when parents come to pick up their campers the box will be emptied onto a table for campers and parents to retrieve any other missing items. Lost articles that are not claimed by the end of the summer will be donated. Please help your campers retrieve as many of their items as possible before leaving camp.

**Movie Policy:** TVs or other dedicated video players are not allowed on camp. The use of computers for watching movies or TV shows should be limited to the staff lounge area and only done during free time. The use of headphones is requested since others may be trying to work. The camp movie policy limits all movies shown to a PG or TV PG rating. Be kind to your neighbor who is trying to access the same limited internet by not downloading or streaming videos.

**Personal Conduct:** By coming to work at Sunset Lake the employee agrees to adjust his or her personal habits and actions to the customs, policies and values of the Seventh-day Adventist Church both on and off the camp grounds.

**Personal Effects:** Camp Insurance policies do not cover loss of staff members’ personal effects. Keep this in mind as you determine what to bring to camp. This applies, but is not limited to: sports equipment, clothing, phones, electronic equipment, computers, and vehicles.

**Personal Music Players:** Personal music players of all kinds with headphones may be used only in staff quarters and only in a way which will not be imposed on neighboring guests, staff, or the camp program. Counselors wishing to play recorded stories or quiet music in their cabin may do so. Appropriate music is also allowed to be played in the kitchen, laundry room and office.

Because this is a Christian camp, all staff members are expected to use good taste in their listening habits. Music, which in either style or substance is contrary to the values of Sunset Lake or the Seventh-day Adventist Church, should be left at home.

**Pets:** With the exception of year-round staff, no pets are allowed at Sunset Lake Camp. Please do not feed Smoky the cat or allow him into sleeping or meeting areas. He does get fed by year-round staff.

**Pranks and Practical Jokes:** Practical jokes and pranks in any form are not permitted at Sunset Lake. Such actions often seem harmless but pose a serious risk to the safety, morale, and unity of the staff. Such a working environment has a trickle-down effect on the campers themselves. Any staff member involved in activities which disrupt or hinder the camp program or alter, damage, or destroy personal or camp property will be held financially responsible and will be subject to additional discipline.

It is important for staff members to have a good time and enjoy the fun of camp life, but at appropriate times and places. Regular social activities will be provided for the staff. In addition, staff members are encouraged to find ways to affirm their fellow staff. "Warm Fuzzies" (located in the office), anonymous gestures of kindness, and other creative means of encouragement are appropriate alternatives to pranks.

**Purchasing:** All camp purchases must be approved through the use of a purchase order signed by the Director. If you make a purchase without proper approval you will not be reimbursed. Each department director is responsible for purchasing the needed items for their department. In order to reduce town runs and reimbursement challenges, it is encouraged that as much as possible shopping should be done online. Check in at the office for payment options. Purchases should be in quantities that will last for the full summer. Departmental town runs should be limited to no more than once per week.

**Registration Day:** This is our camp's public relations day. All staff members will want to make this day a success. Some campers are sad to leave home and their parents and they will need comforting. Other campers are glad to be at camp and they will need welcoming. Parents have mixed emotions and they will need information. Staff and counselors are to be in Sunday camp uniform.

**Safety:** For your safety, helmets are required at all times for activities which include, but are not limited to, biking, rollerblading, underwater basket weaving, use of scooters or skateboards, etc.

**Social Media:** For the safety of both campers and staff, we ask that staff do not befriend campers on social media. In addition, staff should never post pictures of campers on their personal social media outlets. We encourage staff to share those pictures, and the stories that go with them, with the camp photographer or marketing director to be used on the camp's official social media sites.

**Staff Cars:** All staff cars must be registered with the office. Staff cars must be parked in the Staff area. Personal cars are not to be used as camp/camper transportation except in an explicit emergency.

**Staff Clothing:** Uniforms and the times to wear them are listed below.

- Friday evening - service is a time for staff and campers to wear their dressy things. Clean pants, button up shirts, sundresses, denim jackets, just anything dressy casual or dressy but not required.
- Sabbath - Clothes designed for active outdoor wear.
- Sunday - Staff t-shirt & clean jeans, or appropriate-length jean shorts, and staff jacket if cold (We provide the staff shirts and jacket)

**Sunset Lake Grapevine:** Gossip is one of the most destructive elements of a camp staff. If you have an issue with another staff member, go to them directly. If that

doesn't work, talk with your department director or camp administration. Always follow Matthew 18. If someone approaches you and begins to gossip, cut them off and redirect the conversation. Remember to pray for each member of our summer team.

**Supervisory Training:** Staff involved in the supervision of other staff and or campers should be aware of the following:

- Always look for positive behavior and affirm staff and campers who complement each other.
- Take time to understand the job you are supervising and know what elements make that job successful.
- Try to keep personal/emotional feelings separate from your professional observations.

General items to keep in mind when evaluating a staff member:

- Are they on time to their assignments?
- Do they finish assignments on time?
- Is their work area neat and clean?
- Are the campers or other staff happy with their performance?
- Ask other staff in a positive reference about their job performance.
- Attempt to evaluate a staff member 1:1 sans other people
- Try to point out three positive things about a staff member for every item that is not so positive.
- Remember the Golden Rule
- Also remember to fill out your Staff Evaluation sheets and turn them in promptly. The following will help identify inappropriate staff behavior:
  - If behavior damages physically, emotionally or spiritually.
  - If behavior causes property damage.

**General Staff:** G-staff includes anyone who is not directly in charge of a cabin of young people. Aside from their own primary responsibilities, G-staff should be flexible and available to step in as a sub for counselors or other G-staff. A campfire substitute list will be made up at the start of each week to cover those involved in the evening program and will be listed in the Book of Knowledge.

**Telephone Calls:** Personal staff phone calls are limited to time off periods only. Campers are not allowed to use the phone without permission from a Village Director or Camp Director. A camp staff will be present when the camper places the phone call. Encourage campers to send cards and letters instead -- (makes for a great rest period activity).

**Time Off:** The following work guidelines must be followed:

1. Each staff member will have a set day off each week. Take a whole 23 hours to yourself and put camp out of your mind for a day. We encourage you to take full advantage of your time off and respect your friends' time off as well. Skipping your day off is not advisable as it will hamper your ability to do your job during the rest of the week. Please keep in mind that your conduct off camp must reflect the values and standards of Sunset Lake Camp. Exceptions for a set day off will be made for weddings, special family events, or other unavoidable circumstances. These exceptions must be made at least two weeks in advance with the Department Director and Scheduling manager and the Camp Director. Days off begin at the close of campfire and end at campfire line call the following day.
2. Each staff member will be given two hours off per day. For counselors, this will occur after camp council until lunch line call. For support staff, this will most often occur from lunch until afternoon activities. Kitchen staff will have to flex this time into other parts of the day. Off-camp trips must be approved by your department director.
3. From time to time it is permissible for a department that has worked hard or completed a difficult task to take a short break, as long as this is coordinated with their department director and the camp director and does not negatively affect the operation of the camp.

**Waterfront Policy:** Absolutely no swimming or water activity is allowed without the direct supervision of Sunset Lake's certified lifeguards. Certified lifeguards must be present and attentive at all times with rescue equipment accessible. Certified lifeguards and aquatic observers must be out of the water when participating staff members are under the age of 18 or more than 15 staff members are participating. Please make arrangements with the Waterfront Director prior to the time you would

like to be at the waterfront. Personal watercraft is for rescue purposes and will be operated by waterfront staff over 16 years of age.

**Wedding Policy:** If you have been invited or are participating in a wedding that will take place during camp season, please inform the camp director of the dates as soon as possible so that appropriate accommodations and substitutes can be made. Wedding attendance will be counted as a day off. If more than one day is necessary then the extra days will be deducted from your wages based on 1/6th wage week.

## **Work Ethic**

*Philosophy:* Staff members work best and are most productive in an environment of respect, trust, positive reinforcement, and fun. While productivity is important the true measure of a supervisor is not how much was accomplished at the end of the day, but have the workers under him or her grown and developed in their skills, work habits, and personal life. We are running a summer ministry program where the lives of both campers and staff can be transformed.

*Policy:* It is the primary responsibility of the department directors to make sure that the staff members under them have work to do and are performing their tasks in a timely and efficient manner. Issues of punctuality, work ethic, and attitude must first be addressed by the department director (see discipline policy).

If a staff member is not needed for a period of time in his or her department, the department director will communicate with the associate director to temporarily reassign that staff member to another area of responsibility. The associate director will partner with the facilities manager and other department directors to find available work.