



Texas Conference Master Guides Camporee General Instructions 2022

All the information you need to prepare your
Master Guides club to attend the camporee

**Master
Guides
Ministries**

Contents

- General Information..... 4
 - Objective 4
 - Eligibility 4
 - Registration..... 4
 - Insurance 4
 - Day Pass..... 5
- Lake Whitney Ranch 5
 - Directions to camp 5
 - Check-in process 5
 - Unloading process 6
 - After-hours process..... 7
 - Leaving LWR 7
 - Loading process..... 7
 - Check-out process 7
- Camp Information..... 8
 - Master Guide Council 8
 - Schedule 8
 - Points 8
 - Campsite setup 8
 - Flag Raising and Lowering..... 9
 - Devotional and Worship Services 9
 - Quiet time..... 9
 - Baptism 9
 - Investiture 10
 - Director’s meeting 10
 - Bathhouse 10
 - Restroom 10
 - Sanitation 11
 - Trash..... 11
 - Water Distribution 12

Travel & Lodging Expenses	12
Meals	12
First Aid	12
Dehydration.....	14
Sun & Wind Burn	15
Medical Tent	15
Safety	15
General Security Information	15
Bosque County Law Enforcement.....	16
Safety.....	16
Wind conditions.....	16
Safety Flag Code	17
Severe Weather	17
Policies.....	18
Generator Policy	18
Golf Carts/Bicycles.....	18
Drone Policy.....	19
Pet Policy	19
Vehicle registration policy	19
Parking lot policy.....	19
COVID-19 Policy.....	20

General Information

Objective

Provide and establish a pattern for the complete Master Guide program for the Texas Conference.

Eligibility

This Camporee has been prepared for all Master Guide Clubs that have been fully certified by the Youth Department of the Texas Conference.

Each club must have the following:

- Current certificate of operation issued by the Conference Youth Department.
- All pertinent paperwork for registration for each participant along with a medical and/or consent to treat form for each participant under 18 years old.
- All members properly UNIFORMED.
- Properly identified by club flag, banner, signs, etc.
- Support staff, drivers and cooks should not exceed 5 individuals per club.

Registration

The registration fee is for everyone, club staff, club member, support staff or children. The fee is posted in the official website masterguides.org

All registration for camp is done through YMMS. This is the same software used to register your club with the conference – go to masterguides.org/ymms for more information-. Please make sure that each participating adult, staff, volunteers have taken the Verified Volunteer classes – go to ncsrisk.org/adventist for more information -.

Insurance

Every vehicle that is used for transportation of individuals or supplies should have current insurance according to the regulations and guidelines established by the Youth Department of the Texas Conference.

Day Pass

Day passes are not available for a single day. If you want to participate of the Ultimate Master Guide Race on Sunday, you must pay the camp fee.

Pre-approved special guest should obtain a temporary pass from security at main gate and should leave some form of ID as a guarantee. A temporary pass grants camporee access from 9:00 AM until 5:00 PM. (same day)

Lake Whitney Ranch

Directions to camp

The Texas Camporee will be held at **Lake Whitney Ranch**. Lake Whitney is a reservoir lake with beautiful limestone cliffs, nestled in the rolling hills of north central Texas. Lake Whitney Ranch offers grand views and rustic hiking. The ranch comprises more than 900 acres, 400 of which have been left native.

Address 813 Farm to Market Road 2841, Clifton, TX 76634

GPS coordinates 31.894685, -97.408485

Check-in process

Arrival time

Friday at noon and gates will close at 11p.m.

When you arrive at Lake Whitney Ranch you will come in the main entrance. You will see the registration tent. Volunteer staff will be on hand to show you where to park. Please have your club members stay in the vehicles and only the director or designated staff member come in the tent. You will find a set of stations in the registration tent. Below is a list of the stations and what is required or received at each station.

Station 1 – Financial

As Master Guide Director, you need to meet with a Conference employee in the registration tent to verify your registration and the number of people registered, including new add-ons, substitutions, cancellations, and possible payments.

Station 2 – Medical

Turn in your medical consent forms. Each person attending camp is required to have two completed forms, including persons 18 and older. For minors, have parent or guardians sign both forms, no photocopies of signatures. You will turn in a copy of the forms at check-in; the other copy you must keep in the director's tent. Consider having everyone in your club carry an additional copy or a picture of it with them on the cell phone.

Those clubs who have members who need specific medication (as in the case of asthmatics, epileptics, diabetics, etc.) should inform the medical staff of such needs at the time of registration.

*ALL medical consent forms must be ready at the time of check in; otherwise, NO Club will be allowed to check in. No exceptions to this rule!

Station 3 – Campsite Assignment

Your camping area will be assigned by the Conference according to the order in which your registration is received, and the size will be determined by the number of participants per club.

A camp staff member will give you a slip of paper with your campsite number. You will give this paper to camporee staff.

Station 4 – Director's Registration Package

We try to be paperless as much as possible, however you will receive a small package with needed information, and may include the following: wristbands, program(s), events point sheets. The camporee Information, security and emergency procedures will be online @ masterguides.org/camporee.

Unloading process

For the safety of your campers, car movement in camp as well as in and out of camp is tightly controlled.

Vehicles will be allowed in the camping area to unload your camping equipment. This will Friday from 12:00 AM until 10:30 PM. Follow the signs into the camping area. All vehicles must have a car pass, that will be provided at check it.

Once you have reached your campsite, take everything out of your vehicle, place the material inside your campsite. After the cars, buses, etc. have been unloaded they are to be moved to the designated parking area, outside of the main campgrounds. *NO Vehicles can be left in the campsite, but detached trailers will be allowed in the campsite, but will not be moved until checkout time on Sunday.

After-hours process

If you come in after hours, you will not be able to drive in the campsite or setup your tent until the next day. You will have to spend the night outside the camping area. Everyone will have to be verified by registration so Security can know who is on the property.

Leaving LWR

If you need to leave LWR at any time during the camporee, follow these steps:

- Use your vehicles in the parking area.
- Make sure you have your wristbands on and your car pass on your rearview mirror or you will not be allowed back into the camp.
- Have a written authorization from the club director.
- Your departure should be properly processed through the channels of camporee security.
- The county sheriffs stationed at the gate will enforce this process.

Loading process

Vehicles will not be allowed in the camping area until Security deems it is safe. This will most likely be Sunday morning during the award ceremony.

Check-out process

Vehicles will not be allowed in the camping area until Security deems it is safe. This will most likely be Sunday morning during the award ceremony.

Station 1 – Campsite Inspection

Once your camp area and surrounding roadways have been cleared, trash removed and holes filled in, you will need an area coordinator or their designee to inspect your site and approve your release. Once this is completed, the person inspecting the site will inform the club/church name to the conference staff with an approval to check out.

Station 2 – Director's Exit Package

The director or their designee will go to the conference tent so that your club can receive their exit package and camporee participation patches and you are free to leave.

Camp Information

Master Guide Council

Texas Conference Youth Director	– Paulo Tenorio
Texas Conference General Coordinator	– Alfredo and Sonia Lopez
Texas Conference Safety Director	– Moses Saker
Texas Conference Spiritual Director	- Kaicy Thomas
Texas Conference Marketing Director	- Fanny Cruz
Texas Conference Empower Director	- Suzanna Facundo
Texas Conference Events Director	- Tony Facundo
HBA Area Coordinators	- Paola and Jimmy Romero
DET Area Coordinators	- Cristina & Nathan Contreras
KFW Area Coordinators	- Jeser Ordonez
CTX Area Coordinators	- Victor Bojorquez
VCB Area Coordinators	- Itzelh & Jorge Valadez

Schedule

The camporee schedule will be provided during registration.

Points

Club scores will be based on the highest overall score. Those within 90% of the highest score will be awarded first place. Those between 80% and 89% of the highest will receive second place. Those between 70% and 79% will receive third place.

Campsite setup

Each club will be assigned a limited area, which each club will:

- Establish clear boundaries with fencing or roping.
- Clearly identify club name, club flag, etc.
- Setup your camp layout properly to allow you to fall-in and or have a devotional.
- Use the camp inspection form as a guideline.
- Ensure proper etiquette & discipline, hygiene, order, and proper protocol within the confines of your camp.

Flag Raising and Lowering

There will be formal flag raising on Friday evening and lowering on Sunday afternoon. Teams of four Master Guides per flag will serve as color guard. The color guard must be at the flagpoles 20 minutes before the ceremony begins. For the ceremonies, each club is to fall in around the flagpoles organized by area.

Make sure your full club is in formation at the start of the event. When your club is assembled and your Master Guides are in position, notify your area coordinator so they can mark you present. For the flag ceremonies, there are a total of 100 points, 50 points for attending each ceremony.

Devotional and Worship Services

Services will be held in the big tent Friday to Sunday. Use the camp schedule for details.

Do the following for order, and proper protocol within the worship tent:

- Your club will need to bring their own chairs.
- When choosing a place to set up your chairs, please note the aisle striping on the ground. Do not place any of your chairs in the aisles.
- Set up your chairs as compact as possible
- When setting up your chairs do not move another club's chairs.
- Stay for the full program and do not leave before the closing prayer. It is disrespectful of the speaker, the other clubs and most importantly of God.
- Set the example to others.
- Participate and join in the singing
- Don't talk during the meeting and pay attention to the speakers

Quiet time

All campers are to observe quiet time from **10:00 pm to 6:00 am**. This includes staff getting up early to cook or late evening activities in your campsite. You will receive a warning and lose 50 points if you continue to make noise. If you continue to make noise after the warning, your club will lose 100 points. Further escalation and the club will have to leave LWR.

Baptism

There will be a baptism on Sabbath afternoon for any Master Guide wishing to be baptized. Please notify your area coordinator with the names of those who wish to be

baptized. If they are under the age of 18, they must have permission from a parent or guardian

Investiture

There will be an investiture on Sabbath afternoon for any Master Guide candidate wishing to be invested. Please notify your area coordinator with the names of those who wish to be invested. You need to submit your application – Visit MasterGuides.org for more information.

Director's meeting

Detailed schedule will be provided at Camp.
Meetings will be Friday night, and Sabbath night.

Bathhouse

Camporee staff will be in charge, please be sure to follow instructions, respect them and thank them for their service. Please share these shower guidelines with your club, staff, and volunteers before you arrive at camporee, and remind them again during the Camporee. We all need to be considerate of one another, and your cooperation will also make life easier for the volunteers who are monitoring the shower trailers.

The following rules will apply:

- Bathhouses will be open around the clock except during meetings. During the meetings we will allow only cooks and staff to shower.
- After 10 p.m. no minor will be allowed at the showers unless accompanied by an adult.
- At 10 minutes before every 2 hours, the showers will close for approximately 10 minutes for cleaning.
- The shoes you wear to the showers cannot be used inside the showers. You must use flip flops or similar. This keeps the showers clean, reducing the amount of time it takes to clean or unclog the showers.
- Each shower is calculated to take 5 minutes.

Restroom

Follow the proper etiquette (protocol) for use of the restroom

- Wait your turn and don't save spots, this is first come, first served.

- Get down to business and leave your phone behind. Be considerate of others who may be waiting – this isn't the best time for sending a text message in private.
- Let us know you're in there and be sure to lock the door before using the toilet.
- All males should use the male urinal when appropriate.
- Do not waste the toilet paper.
- Use disinfecting wipes to make sure seats have no residue before and after use.
- Be sure to put wipes in a trashcan. The only things that should go into the toilet hole are “pee, poop, and tissue!”
- Wash your hand after using the restroom
- Use hand sanitizer, wipes, or spray to get rid of germs.
- Clean up after yourself. “Master Guides leave a place better and cleaner than they find it.” Leaving a place, a little cleaner than you found it is a sign of great manners.
- Hold the door for the next person to let them know that the toilet is free to use. It also lets them know that is clean and that you took care of that for them! This a major act of kindness!

Sanitation

It is expected that we will keep Lake Whitney Camp clean all the time.

The following is expected for each person:

- It is each club director's duty to keep his/her club properly informed concerning the proper upkeep & cleaning of the restroom facilities. These facilities will be continually inspected by the Camporee staff.
- No Bathing Within Campsites is Allowed
- There are no grey water pits at LWR
- You must take a wagon to carry grey water to dump stations and buckets big enough to carry the water and not get spilled on the way to the water dump station

Trash

Large dumpsters are strategically placed in the campgrounds. These are where your club's trash is to be placed.

Follow these guidelines:

- Do not rely on others to pick up your trash.
- If trash is above the top of the dumpster, please notify Conference personnel.
- Do not leave trash next to the dumpster.

- Any large items are to be taken out with you and discarded at your church or home, for example broken chairs, air mattress, the club's large entry material, etc.
- Be sure that those taking trash to the dumpsters are tall and strong enough to put trash all the way in the receptacle.
- No human waste in trash bags or receptacles, except for diapers.

Water Distribution

Lake Whitney ranch has a 1200-foot well, which is used not only for the ranch but the adjoining subdivision. The well water is tested 4 times a week to ensure the water is safe to drink.

For your convenience we have water stations in different locations at camp where you can go to get water anytime. Please use a wagon and water containers to help your camp obtain potable water.

Travel & Lodging Expenses

Travel to and from the event location is the responsibility of the club unless other arrangements are made by your conference.

Meals

Meals for the club are the responsibility of the local club.

Sometimes the event host will arrange for snacks or a meal following the event.

Volunteers

Lodging – Lodging will not be provided.

Meals – We'll provide the meals to all registered volunteers

Sometimes the event host will arrange for snacks during the event.

First Aid

All clubs must have two basic first aid kit and know how to use it. One kit can stay at camp and the other kit must travel with the club members when participating in an activity. The items needed depends on the club needs and size. For example, the

American Red Cross suggests that a first-aid kit for four people should include the following items:

First Aid Kit

- A first-aid guide
- 2 absorbent compress dressings (5 x 9 inches)
- 25 adhesive bandages (assorted sizes)
- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets
- 5 antiseptic wipe packets
- 2 packets of aspirin (81 mg each)
- 1 emergency blanket
- 1 breathing barrier (with one-way valve)
- 1 instant cold compress
- 2 pair of nonlatex gloves (size: large)
- 2 hydrocortisone ointment packets
- 1 3-inch gauze roll (roller) bandage
- 1 roller bandage (4 inches wide)
- 5 3 x 3-inch sterile gauze pads
- 5 sterile gauze pads (4 x 4 inches)
- A thermometer (non-mercury/non-glass)
- 2 triangular bandages
- Tweezers

Supplement basic items with personal needs and bleeding-control essentials. Things like a commercial tourniquet, bandages, and a felt-tipped pen. Take bleeding-control training to use such and prepare for a bleeding emergency.

Customize your kit

Think about the healthcare needs of your club when putting together a first-aid kit. For example:

- If you have a club member with a severe allergy, include antihistamine medicine and an epinephrine injector.
- If you have elderly members with fragile skin, including a roll of paper tape can be useful for protecting delicate skin.
- If you or a club member lives with diabetes, include a juice box, glucose tablets and gels, and an emergency glucagon injection kit.
- Chewable, baby aspirin might help someone who has coronary artery disease, provided the person is not allergic to aspirin.

Replace any supplies before they expire.

Set a calendar reminder on your smartphone to update the supplies in your kit every six months and/or as the healthcare needs of your club members change.

It is very important to remind club members, if they are currently taking prescription medication to bring the meds along. Ex. If they have asthma (Inhaler), if allergic (EpiPen), etc.

Nebulizers will not be available; therefore, if needed, person must provide their own.

First aid as practical skill

A first-aid kit is a tool, but any tool is only as good as the person using it.

First-aid kits are one place where personal needs and practical skills come together. There are ways to prepare for emergencies that have nothing to do with collecting supplies. This includes learning practical skills that you can use to protect yourself and others.

Many practical skills are easy to learn. Some require special certification or formal training. Others just education.

Practical skills include learning how to:

- Perform hands-only cardiopulmonary resuscitation (CPR)
- Operate an automated external defibrillator (AED)
- Apply a tourniquet and control bleeding
- Administer seizure first aid
- Use the contents of a first-aid kit

Family, friends, coworkers, and bystanders—not first responders—are often first on the scene in a medical emergency.

Dehydration

The number one health issue at camp is dehydration. Please, please make sure everyone in your camp is drinking enough water. We recommend that each Master Guide have a refillable water container. This is better than a water bottle that they will set down some place and not drink.

Be on the lookout for signs of dehydration:

- dry or sticky mouth
- few or no tears when crying
- eyes that look sunken into the head
- lack of urine
- dry, cool skin
- lethargy or irritability
- fatigue or dizziness

Sun & Wind Burn

The sun at LWR can be very intense. Please make sure your Master Guides and staff members wear sun and wind protection, including protection for their lips.

Medical Tent

The medical tent is not a clinic or ER and should not be used for checking on pre-existing conditions or provide basic first aid. Basic first aid like a finger cut or bug bites should be handled in your camp.

If skilled evaluation of an injury or illness is needed, please bring them to the medical tent for evaluation. They can evaluate your condition and call an ambulance if necessary. If there is a precondition (asthma or other respiratory issues or other illnesses) please bring your own devices (such as a nebulizer) and medication for your treatment.

If skilled evaluation of an injury or illness is needed, please call the medical staff on duty, or contact security (DO NOT CALL 911). They will come to you and transport the person to the medical station for evaluation. They can evaluate the condition and call an ambulance if necessary.

Safety

General Security Information

We want to make sure that we are safe all times. It is the responsibility of each club to enforce the camp policies and security on their own campsite.

Follow these guidelines:

- Make sure everyone puts on their wrist band
- During activities or events, only one person will be allowed to remain at camp.
- We will not allow walk in visitors or individuals who desire to camp near the camporee site.
- Those clubs that have cooking equipment that poses some risk (gas stoves etc..) should know how to use them properly & safely and the equipment should be in good & operational condition.

Bosque County Law Enforcement

If you need to report a problem, look for one of our Security Staff members who is wearing a radio and/or security vest.

Day-time patrol - Bosque County Law Enforcement, Camporee Security personnel and Master Guide personnel will handle daytime patrol and the monitoring of parking lots.

Night-time patrol - Bosque County Law Enforcement officers will be on duty at night.

Safety

Safety is one of our main concerns, and we want to make sure our family, volunteers, and staff members are always safe. It is important to review these guidelines and procedures, in case of emergency.

- Stay together and know where your club members are at all times during the Camp.
- A staff member should be always with your campers. Please do not let your campers wander off by themselves.
- Directors, please always carry a 3rd copy of the Medical Consent form and a listing of all your club members, so you can take roll call at any time, in case of emergency.
- Be ready for ANY type of emergency: weather (high winds, storm, and rain), intruders, medical, animals (such as snakes or wild animals, etc.).

Wind conditions

Bosque County has a standard wind of between 9-12 mph most of the time. On occasion, with very little warning there can be pocket winds of up to 50 mph. Please secure your camp equipment to handle the sustained winds and be prepared for the higher “surprise” wind.

All your canopies should be staked down with longer nail spikes or screw-in anchors, not with the short stakes that they often come with. Make sure that the tents are set up so that they are all staked down securely. Some clubs in the past have brought shelving or cabinets for storage. This can be very dangerous. If you are bringing shelving, make sure to tie it down securely.

When designing your club entrance, keep the wind in mind and design accordingly.

Safety Flag Code

We will continually monitor the weather, day and night, for severe weather changes, and will communicate any urgent situations to Club Directors. If a Take Cover situation develops, Security will notify clubs as swiftly as possible. If a severe weather condition takes place, our emergency plan will go into action.

We will have our safety flagpole by the security tent. Please check the pole regularly to keep yourself and your club notified of current weather conditions. The color of the flag will let you know our current weather conditions.

The colors signify as follows:

White – heat advisory

Green – All Clear

Royal Blue – chance of storms

Yellow – fair weather - high winds

Orange – Bad weather – thunderstorms – high winds

Red – fire

Black – tornados

Severe Weather

1. In case of a severe weather report, club staff should assemble their entire club and take roll to make sure the entire club is accounted for. Report to your Area Coordinator (or any Security Staff) that your club is accounted for. This procedure must take less than 5 minutes.
2. If there is anyone missing in your group, please contact any Security Staff (or your Area Coordinator) as soon as it is safe.
3. Security Staff will be in charge of evacuating Bathroom and Shower areas, as well as the various Event Locations. They will instruct individuals to join the rest of their club. This procedure must take less than 5 minutes.
4. If there is lightning, be cautious in using your cellular phone.
5. Please do not panic. Encourage your club to stay calm as they make their way to the appropriate locations or wait for further instructions.

Tornado

1. As quickly as possible take cover by dropping to the ground to the lowest level you can find.
2. Lying face down on the ground, place your hands over your head to cover the back of your head.
3. Stay low on the ground until everything is all clear.

Rain or Storm

1. If secure, take cover in your own tent or eating structure.
2. Monitor your tent to make sure water is not coming in.
3. Stay together as a group.
4. Do not touch any live wires, for any reason.

5. Should conditions under the tent or eating structure become dangerous, proceed to personal vehicles or buses and remain there until given the “all clear.”

In Case of Injury

1. During severe weather the designated triage assembly points are the shower trailer area. If the wounded subject is mobile, please bring them to the shower area for treatment or evacuation.
2. If the wounded subject is not mobile, please immediately contact a Security staff member or law enforcement personnel and they will contact Emergency Medical to bring treatment to the wounded subject. **DO NOT CALL 911!** First responders will already be on site.
3. **DO NOT BEGIN DRIVING PERSONAL VEHICLES IN THE CAMPGROUND.** This will only slow the emergency response and treatment of the wounded subject.

Policies

Generator Policy

Generators are allowed in your campsite and can only be operated between the hours of **6:00 am and 10:00 pm** each day. You will receive a warning and lose 50 points if your generator is turned on outside the allowed time. If your generator remains on after you have been cautioned, your club will lose 100 points. Further escalation and the club will have to leave LWR.

Golf Carts/Bicycles

Only golf carts and ATVs provided by the conference are allowed on LWR.

Use the following guidelines:

- Golf carts and ATVs must only carry the number of people for which there are seats.
- No standing is allowed.
- All drivers must be at least 21 years of age and hold a valid driver's license.
- Only approved Conference personnel and security personnel are allowed to ride bicycles.
- All bicycles must be tagged, and riders must always wear a helmet. No exceptions to this rule.

Drone Policy

The use of drones at Master Guide events is prohibited. There may be a drone from the staff and/or communication team, but other drones are prohibited.

Pet Policy

Lake Whitney Ranch has a \$200 fine for pets on the ranch. Pets are not allowed at any Master Guide camporee, including all types of pets like dogs, cats, turtles, iguanas, rabbits, etc. No pets are allowed. If you bring a pet on to the ranch property, you will be asked to leave and pay the fine. The county sheriff's department will escort you off the premises with your pet. The only exceptions are service animals.

Service Animals

If you are bringing a service animal, it must be registered with the security personnel. At the registration tent let them know you have a service animal to register, and security will be notified. Security will work with you to get your animal registered.

Vehicle registration policy

When campers arrive to Lake Whitney, they need to register their vehicle. A vehicle tag will be provided, and the tag needs to be placed on the vehicle windshield and must be visible all the time.

You will receive a warning and lose 50 points if car is not displaying the vehicle tag, If your vehicle remains without a tag after you have been cautioned, your club will lose 100 points. Further escalation and the club will have to leave LWR.

Parking lot policy

Our parking policy ensures the seamless flow of vehicles during camporee.

We are using the following guidelines:

- We are using a first-come, first-served entrée system
- You get access to a parking spot based on how early you arrive at camp.
- We have a handicap area.
- The load/unload area will be marked and is intended to be used for only 3-5 minute.
- Follow the traffic flow to enter and exit camp and enter and exit the parking lot areas.

COVID-19 Policy

Due to COVID-19 and variants protocols it is important that everyone follows these instructions. Before leaving your home/church, each Medical Consent form must have the temperature of all attendees. Write on the top right side of the Medical Consent form the time temperature was taken and what it is. Any temperature of 99.8 or above will be sent home; therefore, please plan accordingly. Facial masks covering the mouth and nose will be required by everyone while indoors and during the worship services; therefore, be sure to take your mask with you. Masks will be optional while outdoors.