



Rotary Youth Camp

Rules and Procedures – Summer Groups

Registration Procedures

1. The Agreement Form and the \$100 deposit must be returned to camp by April 1st. *Those not received on time may be canceled and a group on the waiting list accepted.* The Rotary Youth Camp Superintendent will verify by phone/email the receipt of these items.
2. The certificate of Liability Insurance for one million dollars is due at camp one month prior to your arrival.
3. The Session Information Form is due at camp 2 weeks prior to your arrival.
4. If you cancel after April 1st, your deposit will be forfeited. If the camp is not able to replace your group you will also be billed for the staffing and food costs for your session, as noted on the Agreement Form.
5. Any damages to buildings or grounds, and any clean up that the Rotary Youth Camp staff must do because your group didn't, will be charged to your group at the rate of \$10.00 per person per hour of labor.
6. Your deposit or unused part of it will be mailed to the address on the Agreement Form. Any groups wishing to donate all or part of the deposit may indicate so on the check out sheet.
7. Groups with less than 80 participants may be sharing the camp with another group.
8. We ask each group to donate one hour of community service to the camp while they are here. This allows the campers to give something back to the Rotary Youth Camp that is being furnished at no charge to the sponsoring group. The service project will be assigned at check in. The camp will furnish all materials needed. *Groups that have suggestions/ideas/requests about service projects need to clear them with the Rotary Youth Camp Superintendent before arrival.*

Check In/Check Out Procedures

1. The User Group Director, or designee, will need to check in at the Rotary Youth Camp Superintendent's office with the necessary forms prior to the campers' arrival.
2. The User Group Director will receive a Check In/Check Out Form. The User Group Director will need to inspect the cabins, buildings and grounds, complete the check in portion of the form and return it to the Rotary Youth Camp Superintendent prior to the first evening meal.
3. At the end of your session the User Group Director, or designee, will accompany the Rotary Youth Camp Superintendent, or designee, on an inspection tour of the cabins, buildings and grounds. They will complete the check out portion of the form. *The cost of any repairs or clean up will be deducted from the \$100 deposit. There should be enough user group staff on site during the check out process to do any necessary adjusting or clean up.*

Forms Needed on First Day

1. Meal Count Forms need to be completed before the first meal so attendance can be taken.
2. The following forms need to be provided to the Rotary Youth Camp Superintendent prior to the first evening meal:
 - i. USDA eligibility forms – one for each camper and each under 18 yr old staff
 - ii. USDA Racial Data sheet
 - iii. Session schedule including any changes to the Session Info Sheet
 - iv. First aid and CPR card copies
 - v. Cook out food request forms

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Use of Camp Grounds and Facilities

1. All grounds and facilities must be used in a “caring manner” and left clean upon completion of use.
 - i. Cabins: beds against walls, windows & doors closed, broom in place, no trash in or around.
 - ii. Bathrooms (including DH): faucets off, trash emptied, no litter on floor, toilets flushed, lights off.
 - iii. Fire Circles, Trails, and Program Areas: no litter, ashes removed, trash emptied.
 - iv. Trash: trash cans emptied and taken behind kitchen & hosed out, dumpster area in parking lot clean, dumpster lids closed (break boxes down before putting them in dumpsters).
 - v. Grounds (including parking lots): litter free, no holes dug, trees and plant life undamaged, left in natural state.
 - vi. Administration & 1st Aid Bldg: floors mopped, trash out, air conditioners off, refrigerators cleaned out, toilets flushed, sinks & counters wiped out, lights off, windows closed, dressers empty, medicine cabinet empty, bedding washed and put back on beds.
 - vii. Laundry: washers and dryers empty, trash emptied, floor swept, and fan off.

General Policies/Rules

1. At least 2 adult staff must be housed in each cabin used by campers. Minimum of one adult leader per group, in addition to the cabin staff, is to be housed in the Administration Building.
2. Camper Supervision Ratios and Staff Age: General minimum ratios of staff on duty with campers in day and resident camp settings are recognized. 80% of staff used to meet supervision ratios must be at least 18 and all staff are at least 16 years old and 2 years older than the minors with whom they're working.
3. One on One Camper/Staff Interaction: All user group staff must receive training to minimize the potential of being in a 1:1 camper/staff situation out of the sight of others.
4. Supervision Ratio Exceptions: User group may specify exceptions/or any times that a minimum of 2 staff members are required.
5. Fires must be built and supervised by an adult and confined to the cooking areas or designated fire circle areas. Cooking in the upper shelter house fireplaces with CHARCOAL only.
6. Smoking is not permitted on Rotary Youth Camp property.
7. Alcoholic beverages and illegal drugs are not permitted in the Camp.
8. No weapons are allowed on Camp property. This includes any firearms: shotguns, rifles, and handguns, bb guns, hunting guns, target/pellet/paintball or air guns. Illegal knives are not allowed at Camp. Archery equipment is allowed under adult supervision in the archery area only. *The Rotary Youth Camp does not provide any archery equipment.* Ammunition, explosives, and any fireworks are NOT permitted on the Camp property.
9. The Rotary Youth Camp will provide some assorted balls for sports activities. The user group is responsible for checking the balls before each use.
10. Rock throwing, tree climbing and rock climbing are not permitted in Camp.
11. No one may ride in the back of a pick up truck or in any vehicle that is not designed for passengers.
12. **No User Group vehicles may be driven beyond the parking lot.**
Arrangements to use the lower delivery road to deliver supplies/equipment must be made in advance with the Rotary Youth Camp Superintendent.

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General Policies/Rules (Continued)

13. The only motorized vehicles allowed beyond parking area are: repair vehicles, delivery vehicles & trash truck to the kitchen, mowers, user group golf carts (used to transport campers), and the camp gator & golf cart. Campers and staff need to be alert for the vehicles and not chase, play around/on or ask for rides (with the exception of golf carts brought in to transport campers).
14. Personal phone calls are to be made only from the phone at the Administration Building. This phone will only permit local, credit card, calling card, and collect calls. The phone number is **816-246-6311**. This is the phone number you are to give out to parents and others who need to reach you at the Camp. Rotary Youth Camp staff will only deliver EMERGENCY messages called in to the Rotary Office phone.
- 15. Pets are NOT allowed in camp. Inform parents they are NOT to bring their pets to camp when they pick up or drop off their camper. This does not include service animals.**
16. Food is not permitted in the cabins, it attracts animals.
17. Power tools owned by the Camp are not available for the User Group use. Any groups bringing in power tools need to get prior clearance from the Rotary Youth Camp Superintendent. Some hand tools are available to be checked out by the groups. Any wood cutting must be restricted to downed wood. No green trees, bushes, etc. may be cut. All use of tools must be supervised by an adult. No chainsaws may be brought into Camp by the User Group. Firewood is furnished by the Rotary Youth Camp.
18. Gasoline, charcoal lighter fluid, stove fluid or any flammable liquids must be stored in the special safe room furnished by the Camp (see the Rotary Youth Camp Superintendent for access). No flame type of lantern or cooking stove may be used in any cabin or other building.
19. Bleach, insecticides, poisons etc must be plainly marked and will be stored away from food items. Weed killer etc will be stored in the locked tool room in the maintenance barn.
20. The maintenance barn is off limits to all campers. User Group adults may have access to the barn accompanied by a Rotary Youth Camp staff member.
21. The Rotary Youth Camp provides an air conditioned building for a First Aid Station. No personnel or supplies are provided by the Rotary Youth Camp.
22. Rotary Youth Camp Superintendent is to be notified in advance of any speakers and activities involving outside organizations that will be on the Camp property. This includes: fire trucks, ambulances, climbing walls, horse or any livestock, inspectors, performers, and the media. The kitchen needs 24 hours notice if any additions to the meal count are needed.
23. Laundry facilities are provided. Laundry supplies are not provided. User Group Staff is responsible for keeping this area clean. **NO CAMPERS ARE ALLOWED IN THIS AREA.**
24. It is recommended that the User Groups have on file current names, addresses, emergency contact information, allergies, health conditions requiring special treatment, restrictions, insurance information, permission to treat (for minors) for each camper and staff member.

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Swimming Pool Rules

1. Use of the pool is only permitted when scheduled and when the Rotary Youth Camp Pool Staff is present.
2. The Rotary Youth Camp Pool Staff must be apprised of any non-swimmers using the pool. Non-swimmers are permitted only in the shallow end of the pool except during swimming instruction conducted by the Rotary Youth Camp Pool Staff.
3. All swimmers wishing to use the deep end will be tested by the Rotary Youth Camp Pool Staff. This includes User Group Staff. All campers (and staff under 18) passing the test will be given a bracelet that must be worn in order to swim in the deep end. Anyone who loses their bracelet will not be permitted into the deep end until the Rotary Youth Camp Pool Staff has retested that person.
4. Each User Group will furnish deck guard (watchers) on a ratio of 1 watcher per 25 people inside the pool fence. These guards/watchers need to be swimmers, but do not need to be certified guards. User Group Staff may rotate as deck guards. No one will be permitted into the pool until the required number of watchers is present and in place. The Rotary Youth Camp Pool Staff will close the pool if there are not enough watchers present. Watchers are to stand or sit in a chair at the edge of the pool and watch for any potential problems.
5. Showers must be taken by all swimmers prior to entering the pool. Street shoes are not allowed in the locker rooms. They are to be placed in the shoe rack outside the locker room doors. Sunscreen is recommended but not provided by the Rotary Youth Camp.
6. No food or beverages other than water is permitted inside the pool area or shower house. There is a drinking fountain inside the pool area.
7. No glass containers of any kind are permitted inside the pool area or shower house.
8. No running is permitted inside the shower house or pool area.
9. No “horse play” is permitted inside the pool area or shower house, this includes “chicken fights” in the pool.
10. Diving is only permitted under the supervision of the Rotary Youth Camp Staff and only from the diving blocks in the deep end. No back dives, back entries of any kind or handstand entries are allowed.
11. Flotation devices (other than life jackets) can only be used with the permission of the Rotary Youth Camp Pool Staff. Flotation devices are not allowed in the lap lanes or the deep end.
12. Rotary Youth Camp Pool Staff only are allowed in the pool filtering and machinery area.
13. The user group must have procedures in place to prevent wheelchairs from accidentally rolling into the pool.

Pool Procedures

1. The Rotary Youth Camp Pool Staff will explain the pool rules, consequences and emergency procedures prior to the first swim for each group. Deep end testing will be held after the rules are explained. User Group Staff will assist with the testing process.
2. The Rotary Youth Camp Pool Staff will meet with the User Staff assigned as guards/watchers for each group and explain their responsibilities.
3. The Rotary Youth Camp Pool Staff will be responsible for enforcing the safety rules and procedures at the pool.
4. One User Group Staff person needs to be responsible for checking swimmers in and out of the pool area during the swim. This person needs to notify the Rotary Youth Camp Pool Staff of the number change.

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Pool Procedures (Continued)

5. The swimmers need to use the “Buddy System” while at the pool. Swimmers with like abilities need to be paired. After all swimmers are “buddied up” the Rotary Youth Camp Pool Staff will allow the swimmers into the pool. “Buddy Checks” will be held periodically. When all buddies are accounted for the Rotary Youth Camp Pool Staff will signal the swimmers to resume swimming.
6. The User Groups will be responsible for removing trash from the pool deck and putting away pool toys at the end of each swim.
7. Any messes in the shower house are the responsibility of the User Group. The User Group Staff needs to inspect the shower house after each swim. The Rotary Youth Camp Pool Staff will notify the Rotary Youth Camp Superintendent of any messes not cleaned up. Swimming will be suspended until the shower house is cleaned.
8. Lost and found items will be hung on the outside pool fencing at the end of each day.

Pool Emergency Procedures

In the case of a potentially serious accident:

1. The Rotary Youth Camp Pool Staff will sound the emergency signal and take direct action with the victim(s).
2. The Deck Guards/Watchers and other User Group Staff will clear the pool and deck immediately. They are to take the campers to an area previously decided upon by the User Group.
3. Qualified Rotary Youth Camp Staff/User Group Staff (certified 1st aid & CPR) will assist the Rotary Youth Camp Pool Staff as requested.
4. One User Group Staff will notify the User 1st Aid person, User Group Director, and Rotary Youth Camp Superintendent.
5. Normal 1st aid and CPR procedures will be followed. A backboard is available for use in case of suspected head, neck, or back injuries.
6. The Rotary Youth Camp Pool Staff and User Group Senior 1st Aid Staff have the responsibility to decide when to notify the EMS (paramedics, fire, and police). The User Group Director will also be involved upon their arrival to the scene.
7. All witnesses will be asked to fill out an incident report.
8. After the situation has been resolved the User Group may return to the pool area to resume the swim or collect their belongings at the discretion of the Rotary Youth Camp Pool Staff, the Rotary Youth Camp Superintendent and the User Group Director.

Conduct While at Camp

1. The behavior of the User Staff, campers, and guests is the responsibility of the User Group Director. The User Group Director is to be sure the staff, campers, parents and guests are familiar with the Rotary Youth Camp Rules and Procedures. If a problem or policy violation is observed by the Rotary Youth Camp Staff, the User Group Director will be notified by the Rotary Youth Camp Superintendent or designee. If the situation is not resolved to the satisfaction of the Rotary Youth Camp Superintendent the User Group Director will meet with the Rotary Youth Camp Superintendent and try to come to an understanding. If a solution cannot be reached the User Group will be asked to leave and the Rotary Youth Camp Board President notified.
2. The Rotary Youth Camp Staff behavior is the responsibility of the Rotary Youth Camp Superintendent. When a problem or policy violation is observed the Rotary Youth Camp Superintendent or designee will be notified. Disciplinary procedures outlined in the Personnel manual will be followed.

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Conduct While at Camp (Continued)

3. Rotary Youth Camp Staff members are encouraged to interact with the User Groups, but are not to interfere with the group's activities. The Rotary Youth Camp Staff will participate only with the User Group Director's permission each time.
4. It is important that the Rotary Youth Camp Staff be notified immediately of any unauthorized person or suspected unauthorized person is seen coming onto camp property. The Rotary Youth Camp is private property and the safety of the campers is our primary concern. Guests of the User Group need to check in with the User Group Director or designee.

Risk Management

1. Staff Certification

- a. User Staff has at least one person (on each shift) currently certified comparable to Red Cross 1st Aid or above. *Rotary Youth Camp Superintendent needs a copy of each person's certification.*
- b. User Staff has at least one person (on each shift) currently certified in CPR for the age levels of campers and staff. *Rotary Youth Camp Superintendent needs a copy of each person's certification.*
- c. Certified Rotary Youth Camp Staff will be available as a back up for the User Group Staff in emergencies. The Rotary Youth Camp Superintendent will have a copy of each certificate.
- d. It is recommended that the User Group only use certified outside program providers for any specialized programs. These might include: horseback riding, archery, wall climbing, boating, etc.
- e. It is the responsibility of the user group to implement appropriate screening policies which **must** include voluntary disclosure statements, criminal background checks, and National Sex Offender Registry checks for all user group staff based on camp property and volunteers with access to campers.

2. Local Emergency Services

- a. Prairie Township Fire.....911.../816-525-4200
- b. Paramedics (Prairie Township).....911.../816-525-4200
- c. Jackson County Sheriff.....911.../816-524-4300
- d. Truman Medical Center *Lakewood*.....816-404-7000
- e. St. Luke's East Lee's Summit.....816-932-6220

3. Emergency Vehicle

- a. User Groups are required to have one vehicle designated as an emergency vehicle. A sign on the dashboard may be used for identification.
- b. The location of the keys and who the authorized drivers are need to be communicated to the User Group Staff.

4. Cliffs, Lake & Park

- a. The cliffs are off limits to all persons, campers and staff.
- b. Lake Jacomo and its banks are not part of Rotary Youth Camp property. No campers should be in this area unsupervised. No swimming or wading is allowed from the banks of the lake.
- c. Contact the Fleming Park Rangers for information about Lake Jacomo and Fleming Park access and usage. The phone number is 816-795-8200.

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Risk Management (Continued)

5. Wildlife

- a. Deer, turkey, bobcats, coyotes, pumas and foxes will generally stay away from the campers.
- b. Raccoons, possums, mice etc. will try to get into trash and food containers.
- c. Bites from any animals should have medical treatment.
- d. Two kinds of poisonous snakes live on the camp property: copperheads & rattlesnakes. They will generally try to avoid people. Get medical attention immediately if bitten by either of these. Non poisonous snakes (black snake, garter, etc.) will also bite. Their bites should be treated as any wound with broken skin.
- e. Insects and spiders abound and the use of insect repellent is recommended.
- f. Wasps and bees have been known to build their nests in and around the cabins. Notify the Rotary Youth Camp Staff if you see an active nest.
- g. Notify the Rotary Youth Camp Superintendent of any animal bites
- h. **DO NOT TRY TO TRAP ANY CREATURES – THIS IS THEIR HOME – RESPECT THEM.**
- i. Do not cut down any trees, bushes or pull up plants on the camp property.
- j. Stay on the designated trails. Poison Ivy and Poison Oak grow in this area.

6. Weather

- a. Thunderstorms are common. These are accompanied by strong winds and lightning. If lightning is sighted or thunder is heard the pool will be closed. Do not take shelter under the trees; move to a building.
- b. The Storm Shelters are located in the basement of Cassell Hall (dining hall) and under the Out Post Shelter. The User Group Director will have a key to the storm shelters. The Rotary Youth Camp Staff will assist with moving the campers to the shelter as requested by the User Group Staff.
- c. Tornados - a siren will alert the camp. All campers and staff are to move immediately to the storm shelters. The Rotary Youth Camp Superintendent will give the “all clear” signal.
- d. User Group will have a weather radio in the Administration Building.
- e. Notify the Rotary Youth Camp Superintendent of any injuries.

7. Fire

- a. Any destructive fire or any fire not in a designated fire area must be reported to the Rotary Club Youth Camp Staff and User Group Director.
- b. User Group Leader or Rotary Club Youth Camp Superintendent will determine the need to call the Fire Department (if in doubt, call).
- c. User Group Staff will move the campers to the opposite end of camp, well away from the road and clear the path to the fire.

8. Utility Service Problems

- a. User Group Staff should notify the Rotary Youth Camp Superintendent if a utility problem is suspected.
- b. Keep campers and staff away from the area.
- c. Signs of problems include:
 - i. power outages
 - ii. electrical wires down
 - iii. no water pressure
 - iv. pipe leak (muddy area)
 - v. strong sewer smell

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- vi. propane smell
- vii. pool water down 1 ft. or more
- viii. unusual smell or seepage

9. Colbern Road

- a. This road is off limits to campers.
- b. Construction equipment and areas are off limits to campers and staff
- c. This is a heavily traveled road, use caution entering or leaving the driveway. Notify the Rotary Youth Camp Superintendent of any accidents.

10. Media Interviews

- a. User Groups are to have their own rules and procedures as to who is authorized to give media interviews. The User Group Director is to communicate this information with the User Group Staff.
- b. Only the Rotary Youth Camp Superintendent and/or the Rotary Youth Camp Board are allowed to give interviews concerning anything relating to the Rotary Youth Camp facilities or any emergency situations.
- c. The Rotary Youth Camp Superintendent is to be notified in advance of any media interviews/photo sessions/coverage taking place at the Rotary Youth Camp.

11. Emergency Notification

- a. User Group is to have written procedures in place as to who they will need to notify (and in what order) in the event of an emergency situation.
- b. The Rotary Youth Camp Superintendent will notify:
 - i. Emergency personnel & parents/spouse if Rotary Staff is involved
 - ii. Rotary Youth Camp Board President
 - iii. Rotary Club 13 President
 - iv. Insurance company
- c. The User Group is responsible for notification of :
 - i. Emergency personnel & family if a camper/User Group Staff is involved
 - ii. Agency Director
 - iii. Rotary Youth Camp Superintendent (immediately if emergency personnel have been called or a camper/staff has been transported for medical treatment.

12. Closing of Rotary Camp

- a. The Rotary Youth Camp Superintendent will make the decision to close the Rotary Youth Camp.
- b. The Rotary Youth Camp Superintendent will notify the Rotary Youth Camp President and the User Group Director.
- c. *The Rotary Youth Camp would be closed for the following reasons:*
 - i. Loss of electrical service for longer than 24 hours Food service could be adjusted to outdoors, water would be available but lift station would not operate, pool treatment would be done by hand.
 - ii. Loss of water for longer than 24 hours (potable water and porta-potties could be brought in for short term use).
 - iii. Severe storm damage that would compromise the safety of the campers and staff.
 - iv. Terrorist threats.

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Risk Management (Continued)

13. Search for Missing Camper

- a. User Groups will have their own written plan for searching for a lost camper.
- b. The Rotary Youth Camp Superintendent or designee is to be notified while the User Group's search plan is being initiated.
- c. The Sheriff's Department and the Fleming Park Rangers should be notified as the search expands below the main camp area to the lower road, cliffs, lakefront, and Colbern Road.
- d. The Rotary Youth Camp Staff will become involved in the search to the extent requested by the User Group Director.
- e. Any search that involves outside agencies will also initiate an immediate call to the Rotary Youth Camp Board President.
- f. The Rotary Youth Camp Board President will be notified of an in-camp search after the camper is located.

14. Emergency Procedures

- a. Each user Group will have written procedures in place and communicated to the User Group Staff.
- b. A copy will be given to the Rotary Youth Camp Superintendent before the User Group's arrival.
- c. The procedures should cover but not be limited to the following situations:
 - i. Moving campers to the storm shelter and accounting for all campers.
 - ii. Leaving the storm shelter after the "all clear" signal is given.
 - iii. Moving and accounting for all campers in the case of a fire.
 - iv. Moving and accounting for all campers in a pool emergency.
 - v. Missing camper search procedures.
 - vi. Severe illness, injury or death of a camper or staff.
 - vii. Closing of camp
 - viii. Intruder in camp
 - ix. Suspicious animal in camp such as a stray dog, poisonous snake, animal acting oddly.
 - x. Notifying EMS, Rotary Youth Camp Superintendent, Agency Directors, family members in case of an emergency situation.
 - xi. Transporting campers/staff for medical treatment
 - xii. Terrorist threats.