

# Policy Manual for Alabama Christian Youth Camp

2015



## Policy Changes

Page/Section	Summary	Revision
All	Initial Release	1



## Contents

Policy Changes.....	1
Introduction.....	4
Intended Audience .....	4
Mission Statement .....	4
By-Laws and Articles for the Alabama Christian Youth Camp.....	5
Board Member for the Alabama Christian Youth Camp .....	5
Policies for Camp Ney-A-Ti Summer Sessions and Retreats .....	6
Policies for Camp Directors.....	6
Policies for Camp Counselors.....	6
Policies for Campers.....	6
Watercraft Safety and Guidelines .....	6
Swimming Pool Safety and Guidelines.....	7
Sexual Misconduct Policy.....	7
Risk Management Plan to Reduce the Risk of Sexual Misconduct .....	7
Supervision.....	7
Reporting procedures if an allegation occurs.....	7
Additional Policies for Retreats .....	8
Security.....	8
Fire Safety .....	8
Before a fire happens.....	8
In case of fire .....	8
If you are trapped inside your cabin.....	8
Weather Safety .....	9
Severe weather shelter areas .....	9
Before severe weather happens .....	9
In case of severe weather .....	9
Fireworks .....	9
Camp Fires.....	9

Policy Manual for Alabama Christian Youth Camp



Hostage/Weapons Procedures.....9

Explosions.....9

Loss of Power .....10

Bomb Threat .....10

Emergency Contact Information .....11

Attachment 1 .....12

    Statement of Agreement to Follow the Camp Policy Manual.....12



## *Introduction*

Camp Ney-A-Ti is a great place to attend summer camp and retreats. Located just outside Guntersville, Alabama, Camp Ney-A-Ti is a private 60 year old facility operated by Alabama Christian Youth Camp, Inc. The mission of Camp Ney-A-Ti is to provide a place where youth and young adult groups from Churches of Christ can study the Bible and enjoy fellowship and recreation in a Christian atmosphere.

The purpose of this policy manual is to clearly define the operation of all activities relating to Camp Ney-A-Ti. These policies have been reviewed and established by the Board of Directors of the Alabama Christian Youth Camp, Inc. which operates and maintains Camp Ney-A-Ti. It is the intent that these policies will promote Christianity as defined by the teachings of the New Testament.

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

## *Intended Audience*

The intended audiences for this document are members of the board, camp and retreat directors.

## *Mission Statement*

The mission of the Alabama Christian Youth Camp is to provide a place where campers receive spiritual, moral, mental, and physical training which is consistent with the New Testament teaching, public laws of our state and nation.

The Board of Directors of the Alabama Christian Youth Camp approved this policy manual for the 2016 camping season on



## *By-Laws and Articles for the Alabama Christian Youth Camp*

Current revision, March 2016, is available on the website <http://www.neyati.org>.

### *Board Member for the Alabama Christian Youth Camp*

Position	Name	Phone	Address
President	Mark Bailey		
Vice President 1	Clay Johnson	256-777-2832	104 Amsterdam Pl, Madison, AL 35758
Vice President 2	Jeff McCoy	808-342-8014	5439 Georgia Mtn Rd Guntersville, AL 35976
Treasurer	Mike Baker	256-617-0420	151 Freedom Way, Madison, AL 35758
Secretary	Jared Coffell	256-975-8548	645 Charity Lane Hazel Green, AL. 35750
Member	Brent Peek	256-656-4301	23677 Stinnett Hollow Rd., Athens, AL 35614
Member	Bruce Stewart	931-247-4990	
Member	Rusty Johnson	256-698-9672	22171 Choctaw Lane, Athens, AL 35613
Member	William King	256-658-8955	111 Nicole Way, Madison, AL 35757



## *Policies for Camp Ney-A-Ti Summer Sessions and Retreats*

### *Policies for Camp Directors*

- Enforce the Sexual Misconduct Policy
- Ensure that a qualified camp nurse is available.
- The director has the authority to dismiss anyone at any time from camp.
- All activities will abide by the clear teachings of the New Testament
- The director is responsible for providing support and working with the Camp Ney-A-Ti Kitchen Manager regarding kitchen operations according to Policies for Kitchen Staff and Food Preparation.
- Camp capacity is 180 campers and counselors. Beds may not be moved to accommodate more campers.
- Each director will be responsible for selecting their staff.
- If the policies in this manual are not followed, the director will be responsible and answer to the Board of Directors.
- The director will ensure that there is an appropriate ratio of campers to adults.
- A minimum of 75 paying campers per week are required to cover the operating costs for the camp to operate.

### *Policies for Camp Counselors*

- Turn off lights when not in cabin.
- All lost and found articles are to be taken to the dining hall.
- Do not move beds or mattresses.

### *Policies for Campers*

- Girls are not allowed in boy's cabins.
- Boys are not allowed in girl's cabins.
- No drugs, alcohol, tobacco products, fireworks, matches, lighters, knives, or firearms are allowed in camp.
- No pets
- No writing on walls or beds.
- Everyone must cover-up to and from the pool
- Throw trash into trashcans.
- Do not move beds or mattresses.
- Stay with your camp group.
- Do not prop open exterior doors.
- Do no open exterior doors for strangers.

## *Watercraft Safety and Guidelines*

- ALL persons using watercraft MUST wear a personal flotation device the entire time they are using the watercraft. Check the PFD for snug fit and discard any PFD with frayed edges or malfunctioning buckles
- All watercraft activity must be supervised by a competent counselor
- Watercraft must be launched using the launching facility near the canoe rack
- Watercraft must be inspected before launch for safety defects and not used if defects are found
- Choose a paddle of the proper size
- Do not overload or improperly load a canoe or boat. Respect the capacity limits



- Canoe only in the approximately two acres between the pier and the point
- Respect fishermen in the area. Remember Lake Guntersville is a public lake
- Keep a lookout for water hazards (logs, branches, lake weed)
- Watercraft cannot be used within 24 hours after TVA sprays for lake weed. TVA attempts to spray at times to lessen the impact of using the lake
- Never dive headfirst out of watercraft
- Wear shoes
- Do not stand up
- Paddle watercraft into launcher before attempting to get out onto the walkway

## *Swimming Pool Safety and Guidelines*

- No swimming allowed unless a certified lifeguard is on duty
- Lifeguards will conduct a swimming test the first swimming day of camp and non-swimmers will be restricted to the shallow end of the pool. They may not use the water slide
- No running, pushing, shoving or horseplay on the pool deck
- Only one person on the slide at a time. Allow the water slide user to get out of the way before the next user slides
- No hanging on the dividing rope
- No diving from any point around the pool
- Obey the lifeguards instructions regarding inclement weather
- Stay away from the drain in the bottom of the pool
- No swimming allowed unless the main drain is visible from the deck
- Do not distract the lifeguard with conversation
- No food, gum, or sharp objects in pool or on deck
- Obey all posted pool rules

## *Sexual Misconduct Policy*

### *Risk Management Plan to Reduce the Risk of Sexual Misconduct*

#### *Supervision*

- It is recommended that the “six-month rule” be used by all directors. Only those people associated with the sponsoring or participating church six months shall be permitted to supervise children.
- The “two-adult rule” shall be used. Two adults will share the supervisory responsibility of children at all times. This rule provides protection for all involved.
- No Camp Ney-A-Ti staff member or volunteer shall allow himself or herself to be alone (out of line of sight) with a child of either sex.

#### *Reporting procedures if an allegation occurs*

- The caretaker, director, and other staff must work together to document all efforts in handling the incident.
- Notify all appropriate authorities: civil authorities, caretaker, director, President of the Board, insurance company, attorney, etc. Do not try handle such a matter without professional outside assistance.
- Notify all parents involved.
- Do not confront the accused until the safety of the child or youth is secured.





- Do not prejudice the situation or compromise evidence.
- Treat the accused with dignity and support. However he/she must be relieved of his/her duties until the investigation is complete.
- Take appropriate action to correct and prevent, if possible, recurrence of such as incident.

### *Additional Policies for Retreats*

- Christian conduct is expected at all times by children, teenagers, and adults.
- No damaging camp property.
- No girls are allowed into boys' cabins and vice versa.
- All clothing should be modest.
- Do not move beds or mattresses.
- No drugs, alcohol, tobacco products, fireworks, matches, lighters, knives, or firearms are allowed in camp

### *Security*

- The gate at the south end of the camp should remain closed the entire duration of camp.
- If it is found open, contact the camp ranger and he will close it.
- Video and camera surveillance is utilized throughout the camp.
- The land below 600 feet seal level belongs to the Tennessee Valley Authority (TVA) and can technically be used by the public however the public cannot cross land owned by the camp to get to the public areas.
- All visitors must sign in with the session director.

### *Fire Safety*

#### *Before a fire happens*

- Locate the two fire exits within the cabin
- Ensure that the cabin counselors have a fire escape plan

#### *In case of fire*

- Stay low and crawl to the door
- Test the door with the back of your hand
- If the door is hot, keep the door closed and stay in your cabin
- If the door is cool, open it slowly. Walk quickly and calmly outside.
- Once outdoors, stay 100 feet from cabin.

#### *If you are trapped inside your cabin*

- Call 911/256-738-7679 and give your name and location.
- Stop open cracks and vents to keep smoke out.
- Put a wet cloth over your nose and wait at a window.
- If possible, open a window a few inches for fresh air. DO NOT break the glass.
- Do NOT panic. Wait for help.



## Weather Safety

### Severe weather shelter areas

- The shelter areas for camp are the basement of the dining hall and the shower areas of the lodge.

### Before severe weather happens

- Locate the nearest severe weather shelter in your area.

### In case of severe weather

- The session director will notify counselors to move their campers to one of the weather shelter areas.
- The signal of impending severe weather will be a blast of an air horn as well as the wailing of the tornado siren which is close to camp.
- Any campers in the pool will exit.
- Proceed to the nearest severe weather shelter area.
- Remain in the shelter area until the expiration time of the warning is past.
- The severe weather monitor system is in the office of the dining hall.

## Fireworks

- No fireworks will be used at Camp Ney-A-Ti.

## Camp Fires

- Camp fires may only be built in designated areas.
- All camp fires must be ignited, tended, and extinguished by an adult.

## Hostage/Weapons Procedures

- Law enforcement officials and Marshall EMA should be notified.
- Campers and counselors not directly involved will be moved to a safe location (Camp Trico).
- Communication will be established by the session director and camp ranger.
- Dialog will be continued until the arrival of law enforcement and their directions will be followed.

## Explosions

- If campers are in locations where there is flying debris, every effort should be made to seek protection under mattresses.
- Notify fire department by calling 911
- Notify the camp ranger 256-738-7679; 256-582-6578
- After determining the location of the explosion, the session director and camp ranger will determine the location and if evacuation is needed. If evacuation is needed:
  - Everyone should be at least 100 feet from the building.
  - Counselors are responsible for the campers under their supervision and should be able to account for all campers.
- Decisions regarding discontinuation of camp are the prerogative of the session director.



## Loss of Power

- North Alabama Electric Coop will be contacted immediately by the camp ranger.
- Campers and staff should avoid any downed power lines.
- Camp staff will search the campus for dangerous situations.
- Counselors must be able to account for each camper under their supervision and their movement limited.
- If the outage will be for an extended period, more than 24 hours, the session director will decide if camp will be cancelled.

## Bomb Threat

- Take all threats seriously
- Ask the caller as many of the following questions as possible:
  - Where is the bomb to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?
  - Where are you calling from?
  - Where did you place the bomb?
  - Who are you?
- Notify the session director, camp ranger, and call 911 immediately
- As much as possible, the receiver of the call should be able to answer these voice categories:
  - Male/female
  - Calm/agitated
  - Young/middle aged/old
  - American/accented/disguised
  - Sure/unsure
  - Giggling/sincere
  - Slow/fast
  - Loud/soft
  - Normal/stuttering
  - Lispering/slurred/clear
  - Angry / crying/ excited
- Try to note any background noise



### *Emergency Contact Information*

Marshall County EMA	911
Camp Ranger (Mark Hastings)	256-738-7679 Cell 256-582-6578 Home
Marshall County Sheriff	256-582-2034
North Alabama Electric Coop	800-572-2900
Marshall Gas District	256-582-5641
North Marshall Utilities	256-728-4116
Alabama Poison Control	800-292-6678
Marshall Medical Center North	256-571-8000



## Attachment 1

### Statement of Agreement to Follow the Camp Policy Manual

By signing below, it is indicated that I have read and agree to follow the Camp By-Laws and the policies in the Alabama Christian Youth Camp Policy Manual while conducting a camping or retreat session at Camp Ney-A-Ti. I further more understand that if the policies in this manual are not followed, that I will be responsible and may be asked to meet with the board of directors. If the director's reviewed infraction is determined to be intentional by the board of directors, I understand that I may not be allowed to return to conduct a weekly camp session.

Additionally, a minimum of 75 full fee paying campers per camp session are required to cover the direct operating costs for the camp to operate. For retreats, a minimum of 25 are required. By signing below, the Director shall be responsible for obtaining the funds to pay the difference in the net camper fees and the direct operating costs if the minimum number of campers is not met. This signed attachment must be returned to Camp Ney-A-Ti.

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Signature of Director

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Date Signed