

Bandina Christian Youth Camp, Inc.

Policies and Procedures for Summer Camp Sessions

1. Camp session directors require approval by the president of the board of directors of BCYC, Inc. and will in turn personally approve all staff members working with his camp session. Each youth camp shall be under the direction of a qualified adult with at least two (2) years' experience working with children. The director shall be knowledgeable in camp administrative practices and shall have at least one (1) season of leadership experience in an organized youth camp or related activity. {Re-ordered}
2. Each camp session director will be responsible for collecting and paying to Bandina Christian Youth Camp, Inc. all fees for all personnel participating in any way in his respective camp session, except for visitors who come and leave the premises without staying over night.
3. All camp fees and other financial settlements must be made with the authorized representative of BCYC, Inc. by noon on the Saturday at the end of the session.
4. Each departing camp session director will be responsible for having the area cleared of his equipment, supplies and personnel by noon on the closing Saturday. The only exception to this rule will be those mutually agreed to by the incoming camp session director. The departing session director is responsible to take care of the following:
 - a. Returning all equipment to its designated storage location cabins clean and orderly..
 - b. Leaving all facilities and areas of the camp clean and orderly.
 - c. Having the camp ready for an inspection by the on-site manager or designee at least one hour before scheduled departure.
 - d. Prompt re-cleaning upon notification that an area did not pass inspection.
 - e. Emptying all trash receptacles into the trash dumpsters.
 - f. If the on-site camp staff are required to clean up after a session, it will be at a cost of \$25.00 per hour with a \$50.00 minimum.
5. No incoming camp session director nor any of his personnel are authorized to move into the area prior to noon on the closing Saturday of the prior session with supplies, etc., especially into the kitchen, except by mutual agreement with the departing session director.
6. If the incoming camp session director believes that the departing session director did not adequately clean any camp facilities, they need to notify the on-site manager prior to moving into those facilities, and provide the on-site manager an opportunity to inspect.
7. All camp activities conducted on the premises, whether religious, educational or recreational, must be in keeping with the principles of Christian ethics and behavior and in accordance with the corporation's charter:
 - a. There shall be no use of instrumental music in worship services. This includes times of worship, devotionals, chapel and/or other praise sessions.
 - b. Male leadership shall be used for any mixed groups in worship services.
 - c. There will be no mixed swimming sessions.
 - d. Dress for male and female participants must be in good taste and must be modest.
 - e. No smoking or use of any kind of tobacco.

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- f. No drinking alcoholic beverages
 - g. No cabin raids at any time
 - h. No illegal use of drugs
 - i. Campers must turn in all prescription drugs to nurse
8. The camp session director is also responsible for upholding and enforcing the rules and regulations of the board of trustees of BCYC, Inc., by way of example as well as direct teaching. Christian behavior is expected by the Board of Trustees on the part of all who use or visit these facilities.
9. The camp session director is responsible for planning and supervising all personnel and activities of his camp session.
10. The camp session director is to be held financially responsible for all property damaged or destroyed by malicious conduct or careless actions.
11. The camp session director will be responsible for paying all bills he contracts in relation to his camp session.
12. Campers are prohibited from possessing knives, firearms or fireworks on the camp property at any time. The open carry of firearms is prohibited on the camp property at all times and appropriate signage is to be posted as required under state or federal law. Staff members who are licensed to carry a firearm must notify the session director and take any steps necessary to prevent unauthorized access to the licensed firearm.
13. A physician, registered nurse, licensed vocational nurse, or a person with an American Red Cross Emergency Response Certificate or its equivalent shall be in the camp at all times and shall be considered the Camp Health Officer, in accordance with State Regulations.
14. Note: All persons involved in approved camp sessions are insured against accident and illness expense while in the camp or on the way to and from camp by BCYC, Inc. coverage. The cost of this insurance will be included with payment of camp fees.
15. Camp sessions must pay Bandina Christian Youth Camp insurance regardless of what other insurance they may have. All insurance fees must be paid to the resident camp manager along with camp fees before leaving camp.
16. Each camp director will be responsible for his own cooks, purchasing food, purchasing items to be sold in snack bar. All profit from the snack bar will belong to the camp session.
17. Only adults will be allowed to drive the camp vehicles on camp property. The vehicles may be used for camp purposes during the week of the session. Only camp employees can drive camp vehicles off camp property.
18. Only adults will be allowed to use the golf cart. The golf cart is not to be used for play. It is furnished to help facilitate camp business only.
19. Campers will not be allowed to stay in the Smith House. Only staff and accompanied pre-campers are permitted to stay in Smith House.
20. Each director will be responsible for his own program of camp activities such as teaching, recreation. etc.
21. Canoes can be used only in areas designated as canoeing areas by the board.
22. Camp directors will be responsible for filling out insurance forms for campers and staff members who see doctors or enter hospitals.

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23. Insurance forms must be properly filled out and signed by the camp director and sent directly to Jerry I Bishop, P.O. Box 3383; Alice, Texas 78333. A supply of forms and envelopes will be furnished at nurse station or by resident manager.
24. Unless written authorization is obtained from the Board President, all summer camp sessions shall pay for six (6) nights usage of the camp regardless of how many nights are actually used.
25. The camp session director is responsible for complying with all applicable regulations as identified in the Youth Camp license issued by the Texas Department of State Health Services. Each session director shall review the applicable rules prior to the start of the camp session, will provide instruction to staff members on the applicable provisions of the rules and will have a copy of the rules available at the camp site at all times.
26. All session directors shall ensure that all staff members are subjected to a criminal background and sex offender registry check as required by State Regulations. The following additional requirements apply to all prospective and selected staff members:
 - a. Authorization to conduct this check shall be included in the application documents. Prospective staff members who do not authorize this background check are not permitted to serve on the camp staff.
 - b. A background issue is a record appearing in either the criminal background check or the sex offender registry check that has been verified as applying to the individual in question through a combination of legal name, birthdate, or other identifying information.
 - c. Prospective staff members who fail to disclose a background issue that is subsequently revealed in a background check will not be allowed to serve on the camp session staff.
 - d. Under state regulations, there are two (2) categories of background issues that can cause an individual to be excluded (“persons whose presence at a youth camp shall be precluded”) or restricted (“persons whose presence at a youth camp may be precluded”) from serving on the camp staff. Individuals with background issue who would be excluded under State Regulations are not permitted to serve on the camp staff or to have unsupervised contact with campers.
 - e. Individuals with background issues who are allowed to be excluded under State Regulations, but who the session director desires to have on their staff, may only serve on the staff if they receive an affirmative written approval from the Board Personnel Committee, as appointed by the Board President. For these individuals, a copy of the Board Personnel Committee approval shall be filed with the other staff authorization documentation.
 - f. Session directors are authorized to exclude anyone, with or without a background, whose presence the session director believes may be detrimental to the camp session.
 - g. For individuals with identified background issues that do not fall into one of the two (2) categories under the State regulations, and whom the director has determined are otherwise desirable candidates to serve on the staff, shall have a written evaluation prepared by the director identifying why the background issue(s) would not disqualify that individual from serving. A copy of this evaluation shall be filed with the other staff authorization documentation.
27. All camp session activities shall comply with the most recent Safe Environment Policy and Self Harm Policy adopted by the Board of Directors. Session directors shall ensure that all staff members are furnished a copy and receive instruction on this policy.

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28. All staff members shall complete a training and an examination program on Sexual Abuse and Child Molestation Prevention Training in accordance with State Regulations. Documentation of this training shall be included in the required personnel files.
29. Upon arrival at the beginning of each camp session, the incoming director shall furnish to the on-site manager the original documentation for the background checks and the required staff training. Each session director may make their own arrangements for a copy of this documentation, but the session director may not use the on-site equipment to make bulk copies of this documentation. The on-site manager, in consultation with the President or Vice-President of the Board of Directors is authorized to dismiss the session if the documentation is not provided.