

Tourette Syndrome Camp Organization Staff Manual

The policies below are necessary to ensure a smooth functioning camp. These policies have been established to protect the rights of the campers, the staff, and the camp. The Tourette Syndrome Camping Organization (TSCO) reserves the right to add or change policies if and when the need arises. The following information acquaints you with TSCO's requirements and policies to help you with your preparation for camp. (Any mention of the words Camp Director or Program Director in this document may also include any staff member designated by the Camp or Program director.)

This manual serves as a guide and is not a contract or a guarantee of volunteer service or employment for any certain duration. Nothing in this manual is intended to create an employment relationship with any volunteer member of the staff, nor is anything in this manual intended to guarantee any fixed terms and conditions of employment for any paid camp employee.

Staff

The terms "staff" or "staff member," as used in this manual, are intended to include all volunteers and paid individuals. Nothing in this manual is intended to create an employment relationship between our volunteers and TSCO.

Camp Location

TSCO Camp is held at Camp Duncan is located on Route 12, just North of Route 120, near Fox Lake, Illinois. Camp is located one hour North of Chicago, Illinois.

Email and Internet Usage

TSCO's staff can use the staff lounge computers for the purpose of sending and receiving email from friends and family as long as YMCA Camp Duncan policies are followed:

Staff may use the staff lounge computers for the sole purpose of exchanging email with their friends and family! There are 2 computers for staff use. Prohibited uses of the email system, internet and electronic files include, but are not limited to: 1. Creating abusive, foul, sexist, sexually harassing, racist or defamatory messages in any form; 2. Distributing data, entertainment software or games in violation of copyright laws; 3. Accessing, downloading or transmitting pornographic, profane, sexually explicit or sexually oriented materials; 4. Using the Camp's technology for malicious purposes directed at the Camp's Association or at any person or company; 5. Attempting to gain or gaining, access to email intended for others without obtaining the express authorization of the intended recipient(s); 6. Using the computers in any way that is disruptive or offensive to others or the camp; 7. Using the email system to have conversations of a sexual nature. Furthermore, having chats or email conversations with a minor (under the age of 18) is against the law; 8. downloading or distributing pirated software. Staff members must have permission from the Camp Director to download any software or any other programs onto the staff lounge computers.

The YMCA has the right to inspect any and all files stored in secured areas of YMCA networks, on computing devices owned or leased by the YMCA, or on any other storage medium provided

by the YMCA for YMCA business (i.e. floppy disks, tapes, USB drives, and RW CDs) in order to monitor compliance with this policy. The staff lounge computers are monitored on a regular basis by our IT department and Camp Director.

These policy guidelines are of critical importance. Non-compliance may lead to actions including revocation of access to any computers on the camp property, suspension of email and web browsing privileges, immediately expulsion from camp (or termination of employment, if you are a paid member of the staff), notification of the appropriate law enforcement authorities, and/or other appropriate action.

Social Networking and Blogging

TSCO respects the right of STAFF MEMBERS to use social networking sites (e.g., My Space, Facebook), personal Web Sites, and Weblogs as a medium of self expression. If a staff member chooses to identify him or herself on such internet venues, readers will view them as a representative or spokesperson of TSCO. In light of this possibility, TSCO requires that staff observe the following guidelines when referring to TSCO, its programs or activities, its campers, and/or other employees, in a blog or on a Web site.

1. Staff must be respectful in all communications and blogs related to or referencing TSCO, its campers and/or other staff.
2. Staff must not use obscenities, profanity, or vulgar language.
3. Staff must not use blogs or personal Web sites to disparage TSCO, campers, or other staff members.
4. Staff must not use blogs or personal Web sites to harass, bully, or intimidate other staff or campers. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another staff or camper.
5. Staff must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by the camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.
6. Staff must not post pictures of campers or other staff members on a Web site or personal blog without obtaining written permission from the TSCO Camp Director.
7. TSCO does not host or sponsor a social networking site. The use of our copyrighted camp name or logo is not allowed without written permission.

Any staff member found to be in violation of any portion of this Social Networking and Blogging policy will be told to remove discovered violations and reported to the appropriate authorities.

Visitors

All visitors must check-in at the YMCA Camp office. Staff may not leave their duties to be with visitors unless cleared with the TSCO Camp Director. Any person on the property who has not checked in at the office is considered an unauthorized person. Unauthorized persons should be reported to the TSCO Camp Director immediately or

escorted to the main office to check in. If a staff member becomes aware of any car or other vehicle on the property, the staff member must, at a minimum, get the make and model of the vehicle and the license plate number and immediately give the information to either the Camp Duncan Director or TSCO Camp or Program Director.

Pagers and cell phones

The camp administration understands that most staff members come to camp with a cell phone and that communication with family and friends is very important. However, the camp's mission is to make campers the first priority, and cell phones and pagers interfere with this mission. A staff member can not be supervising his or her cabin or group properly if they are using a cell phone during work time. Thus, the use of pagers and cell phones by staff is prohibited at camp during working time.

Cell phones are not to be carried around with the staff person during the day while working. Cell phones must be turned off and locked in a car or in a staff locker. TSCO is not responsible for lost or stolen cell phones. Cell phones can only be used during staff time off. The use of cell phone cameras is prohibited on the camp property. TSCO counts on the staff to have integrity and to abide by these rules while at camp.

WORK ASSIGNMENTS AND LIVING ACCOMMODATIONS

Cabin/Group Assignment

The TSCO Camp/Program Director shall be the sole judge regarding the assignment of cabins or groups. Staff cabin/group assignments may be changed at any time by the TSCO Camp Director/Program Director for the good of the camp.

General Staff Responsibilities

Staff members are expected to conduct themselves in a professional manner. Each staff member is responsible for maintaining an atmosphere which emphasizes development of values such as caring, honesty, respect, and responsibility. Staff are also responsible to put campers first.

Privacy

In camp, privacy is very important. Lack of respect for privacy can have serious implications. NO staff or camper should be in any other cabin except for camp business. With the exception of a legitimate health or safety emergency, male staff should never be in any female staff cabins and female staff should never be in male staff cabins. Respecting each other's space and belongings is very important.

Food Packages from Home

Food in the cabins attracts critters such as raccoons and ants. No food packages are permitted.

PERSONAL APPEARANCE AND GROOMING

Attire

The personal appearance of the staff is important because they are both role models to campers and representatives of TSCO. While there are no values position on appearance choice issues, which include tattoos, body piercing, unusual hair colorings, etc., we understand the majority of parents are aware of and opinionated about the personal appearance of the individuals whom they entrust their children to. Furthermore, children of camp age are influenced in powerful ways by their counselors. Final decisions as to the appropriateness of attire and personal appearance rest with TSCO Camp Director. If unsure as to whether or not something is appropriate, staff should simply ask. On camper arrival and departure days, each staff person shall be dressed in a CLEAN, neat STAFF SHIRT, and clean, neat shorts or pants that are in good appearance and repair. Clothing should reflect good taste and concern for the standards of others. Some items that are deemed inappropriate for camp include (but are not limited to) clothing promoting alcohol or tobacco products, “party shirts,” clothing with sexually explicit messages or images, certain heavy metal bands promotions, spaghetti strap tops, low cut tops, tops that bare the midriff, short shorts and low-riding pants and shorts. Swimsuits for both sexes should also follow these rules. Female staffers should wear one-piece suits and male staffers should wear short-style, rather than tight-fitting, brief-style suits. Each day staff should present a personal example in clean, neat dress and appearance as well as personal hygiene. Staff may be asked to change if the TSCO director deems attire to be inappropriate. Staff are expected to keep personal quarters and themselves in a neat, clean and professional manner.

Staff Shirt

Staff receive a staff shirt(s) at the beginning of camp. Staff shirt is to be worn on check-in day.

HEALTH AND WELFARE

Medical Care

Staff needs to be financially prepared to pay for their own medical needs that may arise. A copy of your physical, signed by a licensed physician, must be submitted upon arrival at camp. The TSCO health officer is available for any emergencies and health problems that may arise. The TSCO health officer must keep all staff medication of any type locked in the TSCO health center.

Prescription Drugs

Staff who are under doctor’s care and need to take prescription medicine or over-the-counter medications must give medications to the camp’s health officer at the Health Center. The health officer dispenses medications when needed by the staff or campers.

Rest

Responsibility to the camp, campers and other staff make it mandatory that all staff get sufficient rest and sleep to ensure good health and enthusiasm for work. Sometimes it is necessary that staff choose rest over going out on time off. The expectation is that staff members will be well rested and ready to meet the demands of working at camp.

TIME OFF AND FREE TIME

Time Off

Time off is established by the TSCO Program Director which will usually occur after your cabin is asleep. However proper coverage by a senior counselor must be arranged and no senior counselor may leave the cabin until coverage has arrived. Staff may not leave camp without the approval of the TSCO program or camp director

Curfew

Staff must be in their cabins by 12:00 midnight. In order to ensure staff returns to their cabins by midnight, staff must vacate Duncan House, the main lodge or any other location which is not their assigned cabin by 11:45PM.

Staff Training

Staff attendance is required at pre-camp training that will occur on the Saturday before the start of camp.

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AUTOMOBILES AND MISCELLANEOUS ISSUES

Automobiles, Motorcycles

Staff automobiles and motorcycles are to remain in designated parking lots. They are not to be used to drive around camp. If a staff member must use an automobile for any reason, the speed limit in camp is 15 mph and is to be observed AT ALL TIMES!!! The speed limit is for the safety of campers and staff.

At no time are staff allowed to transport campers in his/her vehicle. Staff are responsible for their own automobiles; the camp is not liable for damage to staff vehicles. Cars and parking lots are off limits to staff and campers except during time off.

TSCO Camp owned or rental vehicles are to be driven by staff that has been certified through TSCO to drive company vehicles. Certified staff may drive company vehicles with permission from the Camp Director. At no time should camp vehicles be driven above posted speed limits. At no time will staff be allowed to transport staff or campers in vehicles not designated for passengers, i.e. the back of a pick-up truck or hood of a car.

To drive a TSCO golf cart, TSCO staff must sign the YMCA Camp Duncan golf cart policies and be trained on how to drive the TSCO golf cart. At no time are golf carts to

be driven on the grass or on the paved path from Duncan House to the main lodge. Golf carts are to be driven on the main camp roads only.

Personal Information

Release of personal information, written or verbal, including personal data and records, medical exam reports, and evaluations and photographs are at the sole discretion of the TSCO Camp Director. Any such personal information will be treated as confidential and will be disclosed [only in the event of a medical emergency] or as otherwise required by law.

Personal Property

Personal property is the responsibility of the owner. TSCO and YMCA Camp Duncan are not responsible for the loss or damage of personal property. Firearms, pocket knives or buck knives are not allowed on the camp property. Bows are considered firearms and are not allowed on the camp property. The TSCO camp director and YMCA Camp Duncan camp director must approve any items that a staff person brings for use in programs.

Tips and Gratuities

Staff must not accept tips or gratuities from parents or campers. Please direct any parent or other individual who wants to make a donation to the TSCO Camp Director.

Staff Meetings

Staff meetings are an effective form of communication and should be utilized for this purpose. Such meetings will be scheduled by the TSCO Program Director or the TSCO Camp Director.

Pranks

Usually, pranks end with someone getting hurt, someone's feelings getting hurt, or someone's belongings getting ruined. Accordingly, pranks of any kind are prohibited.

Lost and Found

Staff are responsible for keeping track of their own belongings. Staff are expected to help campers keep their belongings in one place. Lost and found items are kept in the lost and found box located outside the YMCA Camp Director's office. Articles found on the camp property should be put in the lost and found box. Camper lost and found is returned to campers at the end of each session.

ILLEGAL AND PROHIBITED SUBSTANCES

Prohibited Substances

The use, sale or possession of prohibited substances by any staff member is not allowed at any time, on or off of the camp property. Returning to camp after drinking alcohol or taking drugs is not permitted and will result in immediate dismissal from TSCO and removal from YMCA Camp Duncan property. TSCO believes that staff are role models at all times. TSCO does not advocate usage of any prohibited substances or behavior.

A) Alcohol

NO alcohol opened or unopened is permitted on the Camp Duncan property. Illinois State Law states that persons under the age of 21 are not legally permitted to drink. All other applicable state, federal and local laws relevant to the use of alcohol must be followed at all times.

B) Smoking or Tobacco

Staff are expected to be role models to campers and staff members and are encouraged not to smoke. Smoking or chewing tobacco are not permitted on camp property. Smoking or use of tobacco is limited to individuals who are 18 or older. Smoking or use of tobacco must be limited to designated smoking areas and is allowed only during a staff member's time off or break time. Smoking at any time within the sight of campers is prohibited. Smoking or chewing tobacco is not permitted during out-of-camp trips or any off-camp related function.

C) Illegal Drugs

The presence of drugs, controlled substances, and any substance represented to be a drug or controlled substance is absolutely prohibited on camp property, at any camp related function or trip, or while performing services for the TSCO. Any person under the influence of any drug or controlled substance will not be tolerated on the camp property, or at any camp related function or trip, or while performing services for the TSCO..

Accepting the definitions used by our local, state, and federal statutes, "illegal drugs," including marijuana, are not to be used, sold, or in the possession of a staff person either on or off camp's property while under the camp's employment. Furthermore, any prescription drug which is not taken as prescribed or is taken by a person other than the person for who it has been prescribed is strictly prohibited. This policy includes time off.

All other applicable state, federal and local laws relevant to the use of illegal drugs must be followed at all times.

Staff who return to camp or are on the camp property with the odor of marijuana or any other substance will undergo immediate dismissal and removal from camp property. A staff member

who has drug paraphernalia in their possession will undergo immediate dismissal and removal from camp property. TSCO Camp administration also reserves the right to search, with or without notice, any items on the camp property including a staff person's car, cabin and personal items. These searches may take place at any time.

Stealing/Theft

Theft is against the law and will not be tolerated while employed with YMCA Camp Duncan. The involvement or association of any staff member with an incident of theft, regardless if on the camp property or off the camp property, will result in the filing of a police report. Camp Duncan will assist law enforcement in prosecution of theft to the fullest extent of the law.

Corporal Punishment

TSCO and YMCA Camp Duncan do not subscribe to corporal punishment as a means to discipline campers. Any staff who use corporal punishment will result in immediate dismissal.

Staff Interrelationships

Staff who are dating are expected to use good judgment in their relationships and not let their involvement with one another hinder their performance. Camp is for the campers. It should not be apparent that staff members are dating. At no time, other than in the event of a legitimate health or safety emergency, should male staff be in female cabins or female staff be in male cabins. Sexually motivated activity among staff members, between staff and campers, or between staff and guests, is not allowed during camp or on camp property and will result in immediate dismissal.

Staff are expected to treat one another with respect. If conflict arises, staff are expected to use the proper channels to respectfully resolve conflict.

Staff to camper relationships are prohibited and against the law. Staff-to-camper relationships will result in immediate dismissal of the staff member and a report being made to any appropriate law enforcement agency

Harassment/Sexual Harassment

It is the policy of TSCO to provide volunteers with an atmosphere that is free of harassing, abusive, disrespectful, disorderly, disruptive or otherwise unprofessional conduct. Harassment is defined as unwelcome or unsolicited verbal or physical conduct which substantially interferes with an employee's job performance or which creates an intimidating, hostile or offensive working environment. Some examples of harassment include but are not limited to verbal harassment (derogatory or vulgar comments regarding a person's race, sex, religion, etc.), written harassment (harassment via email or letters through the mail), physical harassment (hitting, pushing, or other aggressive physical contact), or sexual harassment (unwelcome or unsolicited sexual advances, or verbal or physical conduct of a sexual nature).

Harassment of any sort by staff or campers is prohibited. Any employee, camper, program participant or volunteer of the TSCO who believes that they have been subject to harassment by another employee, program participant, camper or volunteer or has reasonable cause to believe that harassment has occurred involving one or more of the parties listed above should report it to the TSCO Camp Director. An investigation will be conducted into all allegations of harassment and appropriate action will be taken. Pending an investigation, volunteers or employees who violate this policy may be subject to immediate remedial action at the discretion of the management staff, including, but not limited to, dismissal from camp and removal from duties

Vandalism

Staff involved in vandalism of the camp property or against the property of a camp employee or camper may be prosecuted by law enforcement. Vandalism includes but is not limited to defacing camp property and destruction of camp property, or equipment.

Violence

In the interest of the safety and well being of all, the TSCO prohibits violence, both on the camp property and during any “off-site” TSCO camp program. Violence is not tolerated. TSCO will, as necessary, take disciplinary or legal action, up to and including immediate dismissal from camp, for violations of this policy.

Violence includes but is not limited to acts of physical assault, acts that threaten physical assault, acts of intimidation, behavior indicating potential for violence, including hazing, throwing objects and brandishing weapons, acts that endanger the safety of others, threatening, planning, or conspiring with others to engage in violent acts, joking about engaging in violent acts against others, or otherwise making statements or threats which might reasonably be interpreted by others as indicating a threat or plan to engage in some type of violent activity, acts of destruction of property and any substantial threat to destroy property.

Any person harmed or in fear of imminent harm should contact the TSCO program or camp director immediately. The TSCO Camp Director will contact the law enforcement immediately. Violations of this policy must be reported to your TSCO Program or Camp Director. Every employee is responsible to report any violation of this policy in confidentiality, without fear of reprisal.

Pornography

Possession of Pornography is against the law in the State of Illinois.

Weapons

Staff are prohibited from bringing weapons to camp. Weapons can be deemed as any item designed to cause bodily harm or any item not “designed” to cause bodily harm that is deemed potentially harmful. All types of knives, firearms and dangerous items are prohibited on the camp property.

Camper Supervision

TSCO campers are to be supervised at all times by staff members who are 18 years and older. Staff 17 and under are not to be placed in positions of direct responsibility for campers' health, safety, or welfare. Staff members 18 years old must be at least two years older than the camper group they are supervising. TSCO campers must be supervised 24 hours a day. TSCO campers are not to walk around camp alone but rather with a staff person or in a buddy system

Physical punishment of campers is not allowed. Any incidence of physical, emotional, or sexual abuse of a camper results in immediate dismissal. Staff are to refrain from yelling, swearing, or making derogatory comments to campers. Physical punishment is not the same as physical restraint, used to prevent a camper from an action that may be harmful to him/her or other campers and staff.

NOTE: Staff are mandated to report immediately to the TSCO Camp Director, any incidence which they observe or learn of which involves actual or alleged physical abuse, sexual abuse, molestation, or sexual harassment, or any conduct which adversely affects the morals of campers, staff and camp community.

Action may be taken in the event that any Staff member is alleged to have violated these policies, including, but not limited to the following:

1. TSCO staff will be interviewed by the TSCO Camp/Program Director. Any Campers involved will also be interviewed by the TSCO Camp/Program Director.
2. If the staff member is under 18, the staff person's parents will be contacted.
3. A decision may be made by the TSCO Camp/Program Director as to whether immediate action, such as removal from duties, is warranted. After interviews of staff and campers have been done, a final decision on consequences will be made by TSCO Camp/Program Director, in consultation with other senior staff.
4. If the issue involves YMCA Camp Duncan Staff and/or Campers, the YMCA Camp Duncan Camp Director will be involved in the process. YMCA Camp Duncan camp director will take care of any and all supervision/discipline issues of Camp Duncan staff/campers. If the issues involve TSCO staff/campers, the TSCO camp director will take care of any and all supervision/discipline issues.
5. A probation period may be in order for the staff member in question. The TSCO Camp Director makes final judgment in all dismissals from camp. Any staff member dismissed from his or her duties or terminated is to leave the camp property immediately. No terminated or dismissed staff may return to camp property.

Staff: Please read the policies and be sure you are familiar with all of TSCO's staff policies.

I have read and understand the staff policies, and in signing below, I agree to comply with the policies stated in the above pages. My signature indicates that I understand that violation of these policies may result in termination of my employment with TSCO Duncan.

I, (print your name) _____, attended the following TSCO Staff Policies training (date) _____

Employee Signature: _____ Date: _____

Printed Name: _____ Date: _____

Signature of Camp Director _____ Date: _____