



CAMP MATOAKA

STAFF MANUAL

2019



Dear Matoaka Counselor,

The summer address says it all: "One Great Place!" We feel a deep responsibility toward our campers and their families. They are entrusting not only us, but you too, with their most valued treasure, their child. Therefore, every effort is made for the benefit of the campers.

You are their caretakers and surrogate parents for the summer. You are responsible for the campers' health and safety, both physical and emotional. Critical to this end, many systems are in place to insure their rights are protected during their stay.

The success of any camper depends primarily upon the counselors, for you are the ones closest to the campers, and you are the ones who will be training and giving them the opportunity to learn to live together, have fun, develop skills at activities, and to learn the value of service through camp responsibilities.

It is you who sets the example for your campers. As their role model, you must be willing to follow the rules, as well as enforce them. You must always be consistent. These children look to you for leadership, friendship, guidance, and support. They look to you for help, encouragement and love. We are confident that you will be able to meet their needs.

To fulfill your obligations as a counselor, you will guide your campers in the proper direction and lead them to the realization that, through their camping experiences, they will become better equipped socially, emotionally, mentally, spiritually, and physically to meet the challenge of daily living.

We hope that, for you, a summer at Camp Matoaka will be an exciting and positive learning experience – one that you will long remember and cherish. There are many of us who wish for more days in the summer. So, with only 49 days of camp, let's make every one count!

With warmest regards,

Leslie and Jason Silberman
Owners and Directors

INTRODUCTION TO CAMP MATOAKA

BRIEF HISTORY

Camp Owners and Directors, Leslie and Jason Silberman, are very familiar to the camping life on East Lake. Leslie spent her childhood summers at Matoaka, while Jason was across the lake at Camp Manitou for boys. In the summer of 2001, Leslie and Jason finally met at a camp social during staff orientation. They were married in the fall of 2004. Their son, Brett, was born in December of 2007; his sister, Carly, joined the family in December of 2009; and Chase arrived on the first day of camp in 2013! In the fall of 2017, Otis Silberman joined the family as well. Otis is a Bernese Mountain Dog who is very protective of the Silbermans! During the winter months, they live in Weston, Massachusetts. Leslie and Jason bring a great deal of experience, organization, enthusiasm, warmth and stability to the Matoaka community. This is their 15th year owning and operating Camp Matoaka.

Camp Matoaka was founded, in 1951, by Joe and Midge Nathanson. The Nathanson family owned and operated Camp for 54 years. Mike and Paula Nathanson were second-generation owners and directors from 1976 to 2004, and maintained Matoaka's fine reputation of being one of New England's most popular and renowned girls' summer camps.

The name "Matoaka" comes from the Indian princess, Pocahontas. "Matoaka" was one of the pet names used by her father. At Matoaka, we celebrate the Native American heritage in other ways too. Our weekly campfire has an "Indian" theme and we sing traditional songs commemorating the Native American heritage. In no way is our "Indian" theme meant to be derogatory or discriminatory. Matoaka is proud to have links to the Native American culture. This summer, Camp Matoaka will be celebrating its 69th season in camping. With its longstanding history and traditions, we are thrilled that you could be a part of what we affectionately refer to as "Matoaka Magic."



THE PINKNESS OF CAMP MATOAKA

(Part fiction & part fact) By Michael Nathanson of the founding family.

The "Pinkening" of Camp Matoaka started early in its life, quite by accident actually. If not for the painter's neglect in forgetting to add 1.5 ounces of oxide red to the paint formula, the camp facilities might have been Barn Red. As you can imagine, without the deep rich, oxide red coloring, a smooth pastel and lustrous pink was the result. After the beheading of the paint mix master, there was little chance to get the color corrected in time for opening day of our first summer. It was then recommended to us to use the 110 gallons of pink as an undercoat primer, only to be painted over with Barn Red at a later date.

When the first group of campers arrived that very first year, the color pink was loved by all and unofficially adopted as a camp color. Over the many years that followed, the official camp colors, maroon and gray, were slowly and surely put aside to make way for the campers' unanimous choice of "Matoaka Pink." Since it's first introduction, campers and counselors alike found "Matoaka Pink" to be a symbolic bond of friendship and unity, almost a secret pact amongst themselves. This influence, over the years, was followed by a healthy and creative competition to try to "out Pink" each other at camp. Furthering this wonderful infusion of spirit and camaraderie, camp itself has added Matoaka pink hats and T-shirts; changed our logo colors to pink and purple, named our monthly newsletter "The Pink," as well as other periodic pink craziness, including pink tennis balls in 1992.

All in all, the pinkness of Camp Matoaka symbolizes a wonderful spirit of togetherness and fun that all campers, counselors and owners can fully support and encourage. The color pink brings no hidden connotations, associations or social statements. It is merely the result of mixing together various pigments without 1.5 ounces of oxide red. Pink is the symbol we can feel good about sharing with our Matoaka family, in a very special place called Camp Matoaka.

LOCATION AND ENROLLMENT

Camp Matoaka is located on East Lake in Smithfield, Maine, situated on 150 acres of grass fields, beautiful woods and over one-mile of waterfront property. We encourage all staff and campers to appreciate their surroundings and be aware of saving the environment. We do not allow for any of the vegetation (on camp or in the water) to be picked, any littering around camp, and we discourage the use of aerosols with CFCs. Please note that it is a State law that the lily pads may not be picked. In addition to the numerous garbage cans around camp, there are also specific cans for paper and plastic recycling. Aluminum cans are collected by Bunk 15 and recycled.

On average, Camp Matoaka has approximately 335 campers per session. Campers have the option to stay for either 3½ weeks or 7 weeks. Those staying 7 weeks are referred to as Full Session campers. Those staying the first 3½ weeks are First Session campers, and those staying the second 3½ weeks are Second Session campers. First Session campers can stay for the Second Session if there is space available in the cabin.

We offer activities to heighten our appreciation of our environment: outdoor gatherings; nature trails; Arts & Crafts nature projects and biology enrichment projects.

GOALS FOR CAMPERS

Camp Matoaka strives to make significant contributions to the overall education of its campers. Rather than attempting to duplicate the functions and role of the school programs, Matoaka will focus on the specific areas of expertise best conducted and executed in our camp setting. Our concentration will be in the four following areas:

Social and Personal Growth: Camp Matoaka will endeavor to develop exemplary programs which promote social and personal growth related to self-esteem, clarifying values, communication, responsibility, internal focus of control (efficacy), goal setting, problem solving and managing time.

Health: Camp Matoaka attempts to develop exemplary programs that promote health and well-being. Campers and staff should learn to take good care of their bodies and increase longevity through proper exercise, nutrition, rest and relaxation.

Adventure and Challenge: Camp Matoaka encourages adventuresome and challenging activities that involve campers and counselors in meaningful experiences that promote the integration of physical and cognitive skills for effective solutions to outside challenges with specific regard to the safety of all participants. We, of course, keep in mind the limits and constraints of age, size and individual physical development.

Environmental Ethics and Ecological Lifestyling: Camp Matoaka instructs and adheres to personal behavior that maintains or improves the quality of our physical environment. The direct relationship between our camp community and our natural environment is an everyday part of camp life and is discussed and reviewed throughout the summer with all campers.

Written Statement of Goals for Campers:

- to develop self-esteem and self-confidence;
- to deal fairly and maturely with others;
- to acquire good sportsmanship and sense of fair play;
- to develop good habits of:
 - orderliness
 - punctuality
 - cooperation
 - cleanliness and personal hygiene
 - community spirit and dedication
 - abide by all camp rules and regulations;
- to respect others' needs and freedom of feelings;
- to respect others personal property by:
 - asking to borrow others' belongings before using and returning in the same condition
 - returning borrowed items to their places

- treat others' property with care and respect (i.e., no graffiti).

BIG AND LITTLE SISTER PROGRAM: During the spring, campers in Bunks 14 & 15 received the name and address of a Bunk 8, 9 or 10 camper; this will be their "little sister" for the duration of the summer. They help show their new Matoaka Sister around camp, teach songs and traditions, help write letters home, and can be an invaluable help in braiding hair! There are also special "big sister/little sister" events such as cookie baking, pizza & movie parties during the summer. We would like staff to help foster good relationships between "sisters" at camp.



BEING A MATOAKA COUNSELOR

THE IDEAL COUNSELOR

When a child goes to camp, she enters a small world where a group of people have the chance to live together happily and constructively. It is a child-centered world; whether she knows it or not, she is free from many of the tensions that she meets at home and at school. The child doesn't have to cope with older and younger brothers or sisters who may be annoying. She may have escaped from a nagging mother or father who are trying to fit her into a pattern that will satisfy their family pride. The child may not know at first how fortunate she is to be away from the city noises. The silence may even disturb her for a while. She won't know the joy of being without a TV or the internet until she senses the chance to live in a new kind of world. Multiply this child by three hundred, and what you have is a heterogeneous group of old and new campers. The returning campers, jumping out of the bus, secure their feelings of "being at home," and the new campers are overwhelmed by the noise and strangeness of it all. If we aren't excited and thrilled as we jump into action and begin the task of welding this mixed bunch of youngsters into a harmonious whole, then we ought not be here. That's the first point we want to emphasize. You must look upon your summer at camp, not as just a job, but as a chance to help these campers overcome their stumbling blocks and find a secure place in the group. If you merely want a job, you can earn more money as a waitress. If you want a summer rich in the satisfaction of walking beside a growing child and helping that child go in the right direction, then come to camp.

COUNSELORS AS ROLE MODELS

We must create the right environment that nurtures a girl's self-esteem. To do that, we gather a staff who models positive attitudes towards themselves and others. This includes:

- Ample amounts of genuine appreciation
- Constructive-criticism and respectful redirection
- Positive climate created through making the kids feel good about themselves
- Caring physical touch (more about this later)
- Ceremonies, rituals and planned activities that celebrate beauty in nature and humanity

All of this establishes a set of norms to foster the camp climate that we want.

Written Statement of Goals for Counselors:

- To deal equitably and fairly with all campers at all times:
 - To implement all camp rules and regulations uniformly to all;
 - To personally adhere to all camp rules and regulations;
 - To refrain from altering the official interpretation of camp rules and regulations;
- To use your best judgment at all times;
- To maintain peace and harmony in cabins and at activities;
- To teach skills to the best of your ability;
- To be a positive influence and exemplify good moral fiber, good sportsmanship, character, sense of humor and common sense;
- To regard yourself as temporary guardian of your campers:
 - Protect them from physical, verbal, mental and emotional harm;
 - Instill good moral judgment and a healthy self-image;
 - Direct them towards a healthy living alternative;
 - Discourage inappropriate social behavior;
- To always act as a camper's advocate, promoting her best interests over your own.



A TYPICAL DAY AT MATOAKA

DAILY SCHEDULE (MONDAY – SATURDAY)

7:30 AM	Reveille
7:50 AM	Sticks & Flag Raising
8:00 AM	Breakfast
8:30-9:15 AM	Clean Up & Inspection
9:20-10:10 AM	1 st Period
10:15-11:00 AM	2 nd Period
11:05-12:00 PM	General Rec.
12:00-12:25 PM	Get Ready for Lunch (Pre-Lunch/Rest Hour OD)
12:30 PM	Lunch
1:15-2:15 PM	Rest Hour (Rest Hour OD)
2:20-3:10 PM	3 rd Period
3:10-3:30 PM	Snack
3:35-4:25 PM	4 th Period
4:30-5:20 PM	General Rec.
5:20-5:50 PM	Get Ready for Dinner (Pre-Dinner/Evening OD)
5:50 PM	Sticks & Flag Lowering
6:00 PM	Dinner
7:00-8:30 PM	Evening Activity

Morning Routine: The bugle rings for Reveille at 7:30AM. Campers get up and get ready for breakfast. At 7:50AM, they assemble at the Flagpole for “Sticks & Flag Raising.” Breakfast begins at 8:00AM. The girls will be able to sit with their bunkmates during this meal.

Sundays: Sundays at Camp Matoaka is the time campers get to do all those little things their schedule may prohibit during the rest of the week. First, it’s a “Lazy Morning,” and campers and counselors may come to the buffet breakfast with pajamas and robes or remain in the cabin area. Second, the optional breakfast, for those who attend, is guaranteed to be a treat. Always a surprise! At 9:00AM, breakfast is over and all campers and counselors should start to clean up their cabins, etc. All counselors will oversee the personal cleanliness habits of the campers in their cabins – including supervised showers, teeth-brushing, wearing of retainers, and hair washing of the younger campers. From 10:00AM – 11:30AM, there is an extended General Rec. During Rest Hour, campers with brothers/cousins at nearby boys’ camps, will visit with their siblings/cousins. After Rest Hour, the campers take part in college league meets.

Flag Raising/Lowering: All counselors are required to attend. The Unit Heads will be standing at the end of the bunkline should you need assistance with any bun/camper. All campers should be in their sticks line by the time the 8:50AM bugle rings (sticks will begin shortly after); all counselors should have arrived by the time sticks begins (you are considered late if you are not in line by the time the bugle blows to start sticks). Please stand quietly and orderly along the pathway by the steps and along the path adjacent to the Rec. Hall. Camp Matoaka does not require anyone to salute the flag, but does respectfully request all members of camp to be silent and respectful during this tradition. Staff must not leave until they are signaled to do so by one of the College League Directors or Office Staff.

CLEAN UP/INSPECTION

After breakfast, every camper and counselor has a chore in the clean-up process of their cabin. All bunk counselors are required to be in their bunks. All counselors must participate in clean up and it is not permitted for anyone to leave the cabin before the bugle rings (even if you are a Department Head), or to use the time to rest, write letters, etc. Some counselors picture themselves as future drill sergeants who bark out orders to their campers. When you work as a leader rather than a boss, you work more responsibly together and can easily motivate your campers rather than force them into a battle of wills.

The clean-up period is an excellent time to cultivate good group cooperation and bunk unity, as well as pride in individual accomplishment. When properly motivated, campers usually love to show the counselors how well they can clean up. A combination of help, praise and encouragement will get the job done well. A fast clean-up will allow the campers to have adequate time for a morning meeting and be able to get to activities promptly. Experience has taught us that frequent, daily, mini-inspections, along with the regular morning inspection, help to establish a clean bunk pattern. If this is established with the campers from the beginning of the summer, a clean bunk will be a regular occurrence.

The clean-up period ends at 9:15AM, when the campers head to their first period activity and the inspectors go through each cabin. The Office performs the inspection. Their job is a difficult one; they are to write down areas not properly cleaned or missed altogether. Each bunk area will be given either a "0" (not clean at all), a "5" (pretty good, might need some work), or a "10" (great job!). The Office will respect the counselors' areas and possessions, within limitations. As viable members of the bunk, the counselors' area must meet a certain standard of cleanliness also. A consistently clean cabin receives a special reward.

NOTE: Counselors must be the last to leave the cabin and make sure that all campers have gone to their activities. Fans, lights and all electronics should be turned off.

NOTE: Counselors must be aware of the Health Care Center times as some of their campers may need to attend the Health Care Center to take regular medication or for Sick Call. Campers taking regular medications, take their meds first and then report to the bunk for clean-up. Campers needing to report for sick call must complete their clean up job first and then ask to be excused.

Definition of a Clean Cabin:

1. Beds well made, hospital corners, capped pillows (i.e., blanket covering pillow).
2. Floors swept behind beds, under dressers, etc.
3. Clothes hung up in an orderly manner, tennis rackets hung up, etc.
4. All footwear secure in the shoe bags provided at the end of every bed.
5. Wet bathing suits, towels, etc., hung up to dry on the outside clothesline.
6. Towels and face cloths hung up on hooks in the bathroom.
7. Porch and stairs swept; waste paper baskets emptied and turned upside down.
8. Broom and dustpan behind the bathroom door.
9. Papers and trash picked up outside around the cabin.
10. Drawers should be washed out often and kept neat at all times.
11. Laundry bags should be hung up off the floor.
12. Shelves should be neat.
13. All lights out when cabin is empty.
14. If changing clothes during the day, clothes should be folded neatly and placed at the foot of the bed.
15. Windowsills and ledges cleaned every day.
16. Floor spaces should be kept uncluttered at all times, and beds straightened out if they have been moved.
17. *A light pick-up after Rest Hour and before bedtime will help the campers awaken to a moderately clean cabin and ensure that counselors can come in from a night out without mishap.*
18. *OD Schedule, Weekly Calendar and Table Talk displayed on bathroom door.*

Job Chart: This is a chart detailing who does what job on any particular day. This should make clean-up simpler as everyone knows what job they have for that particular day and no one gets burdened with the same job for the whole summer! All bunk counselors' names must also be on the job wheel. A new job wheel will need to be made after the First Session ends and before the Second Session begins. Do not include any Second Session campers on the First Session job chart, and vice-versa. Job wheels are posted on the bathroom door. The list of jobs are as follows:

1. Dustpan
2. Sinks* ***Not for Bunks 8 and 9**
3. Toilets*
4. Showers*
5. Bathroom Floors*
6. 1st Sweep
7. 2nd Sweep
8. Clothes Line & Towel Hamper
9. Grounds (all papers and garbage to be picked up)
10. Window ledges (sponging off ledges and making sure the partitions are clean)
11. Porch and Stairs (clean, empty and swept)
12. Trash cans: all bunks have one trashcan in the cabin and one trashcan in the bathroom. The bathroom trashcan will have a liner, and this **MUST** be used for all sanitary disposal waste and general trash. Empty this trashcan first, tying a knot in the bin liner. You can then use this trashcan to put the floor cleaner into to use with the sponge mop. Please replace the bin liner. All trashcans should be emptied out and washed out by the end of clean up. The trash is then dumped in the large barrels outside each cabin.
13. Closets
14. Canteen
15. Water Bottles (based on a schedule, this camper will collect the water bottles from her cabin to be washed in the kitchen)
16. Lost and Found: Collect your bunk's articles for the Lost & Found Cubbies.
17. General Rec. Inspector (checks to make sure each person in the bunk has an idea of where they want to go during 1st and 2nd General Recs.)

Laundry Day: We use an outside Laundry Service to wash all of the campers' and staff clothing and towels, etc. Each camper and staff member should have two (2) laundry bags with their name on it. During Staff Training, a schedule for "Laundry Day" and "Sheet Day" will be given to each cabin. On Laundry Day, everyone must fill their laundry bag with all of their dirty clothing and towels and place their laundry bags on the porch of their cabin before they go to the Dining Hall for breakfast. It is the counselors' responsibility to make sure that all campers have put their laundry on the porch before breakfast. Laundry will be returned, clean and folded, the next day. All campers are required to send dirty clothes and towels to the laundry. They are not allowed to wash any of their clothes by hand in their cabin. Counselors may not wash campers' clothing for them in town.

Camp Matoaka will provide an optional laundry service for all staff. Camp will deduct \$18 from their salary each week. Also, there laundromats in town and it can be a fun night out to do laundry and eat pizza. The large, industrial machines in the "Camper Laundry" (next to the Counselor Lodge) are off-limits and cannot be used by Staff.

Sheet Day: All campers' and counselors' sheets are washed at camp according to the schedule that will be distributed to the cabins. On "Sheet Day," everyone must fill their bunk's "Sheet Bag(s)" and place it on the porch of their cabin before they go to the Dining Hall for breakfast. It is the counselors' responsibility to make sure that all campers have put their sheets and pillow cases in the bag(s) on the porch before breakfast. Sheets will be returned, clean and folded, in a few days. All campers and counselors are required to send their sheets to the laundry once a week. Counselors may not wash campers' sheets for them in town.

EVENING ACTIVITIES

All residential counselors, male and female, are required to attend and participate in all on-camp evening activities. Nursing staff are expected to attend if they have no campers admitted in the Health Center, although they are not assigned any particular duty. Your presence at these events shows an interest and desire to be an active member of the camp community, and helps bond the campers and staff into one happy group. All counselors (including Mean Machine) are required to sit and stay with their bunk during evening activities unless assigned to another activity or bunk. Getting the campers seated can often be hectic and take a while – all counselors are required to help with this process. You are required to be the adult and take the lead. For out-of-camp evening activities, i.e., bowling, movies, etc., there may not be space for all counselors, in which case the night OD counselor accompanies the bunk. If your bunk is at an out- of- camp activity, you are still required to attend the on-camp evening activity. Counselors will not be permitted to make/receive phone calls during this time.

NOTE: If you are not scheduled to attend the out-of-camp evening activity and there is no on-camp activity that you are required to attend, you may leave camp at 8:30PM. You must sign out at the Security Hut before you leave.

NOTE: Evening activities can vary in the times they end. All counselors, male and female, are on duty until the end of the evening activity, unless on an ENO or day off. You may not leave for a night out until the end of the evening activity, or leave the activity early in order to get ready for your night out.

Counselors may be required to plan and assist in an evening activity involving their specialty (i.e., Dance Show, Theater Production, Talent Show). You will be notified ahead of time by the Program Director or Events Director. If you would like to organize an evening activity, please see the Events Director.

“Mixers:” Mixers with neighboring boys’ camps are held occasionally during the summer. Usually, one age group travels to the boys’ camp and the rest of camp stays here for an event with the visiting boys’ camp. All counselors, unless on an ENO or day off, are required to attend the entire event, whether their bunk is attending it or not. Counselors are assigned door-duty in order to chaperone the campers. Campers are not to leave the Rec. Hall or front lawn area if the Mixer is outdoors. Door-duty usually lasts 30 minutes. The rest of the time, you are required to socialize and mingle with the campers. Even if you are not assigned a door-duty, you are still required to attend the social event. Visiting male counselors are not permitted down the bunk line. Door-duty assignments are posted in the Rec. Hall and on the Table Talks prior to the evening. Any staff member who would like to act as a DJ should see the Events Director.

Staff Meetings: Staff meetings are held once a week. Attendance is mandatory for all staff. Each Unit Head will check that the Bunk 15s are babysitting their assigned cabins. One member of the nursing staff will remain in the Health Center. These meetings are an opportunity to discuss department and bunk problems or concerns, and the Directors and office staff will give out details for the coming week. A copy of the master calendar will be handed out to each bunk, male staff, Department Head and nurses. It is the Bunk Head’s responsibility to make sure these are posted in each bunk.

MEAL TIMES AT MATOAKA

Meal times at Matoaka are a special part of our day. Not only is the food fantastic, but it's a great time for campers of all ages and counselors to relax, get to know each other, and show their spirit and fun. All meals are mandatory. For breakfast, our campers and counselors sit with their bunk every morning. For lunch and dinner, campers and counselors are assigned tables on a weekly basis, so you get to mix with and meet as many people as possible. These assignments are posted in the Dining Hall, and campers' tables also are posted in their bunks on the bathroom door. Any camper with dietary restrictions will have a symbol following their name indicating the restriction (e.g., allergies, vegetarian (V), gluten free (GF) lactose intolerant (L), picky eater (P)). Counselors should check individual table seating plans at each table. Every table must have a counselor present. Attendance at tables should be noted and any missing campers should be reported to the Head Table immediately.

Dining Hall Etiquette: Proper dress is required, i.e., no dripping wet bathing suit, all bathing suits must be covered, bare feet are not allowed and sunglasses may NOT be worn. Soda cans should not be brought to meals.

1. Counselors mix in with the campers at the table.
2. Campers and counselors must wait to enter the Buffet Lines until they are called.
3. Counselors should spread themselves around the table and not sit all together.
4. If you see a table without a counselor and there are two counselors at your own table, please make sure the other table is covered by someone.
5. Campers and counselors will rotate to a different table each week. This random seating is to acquaint everyone.
6. Encourage the campers to try new foods. Please notify Leslie of picky eaters. Younger campers may need help cutting their food or serving themselves.
7. Campers and counselors should not leave their tables during the meal. Bathroom trips are permitted.
8. Singing is encouraged, but not until after everyone is finished eating and the tables are cleared.
9. Counselors are responsible for individual table manners. Disrespect or lack of common manners is not accepted and should be brought to the attention of the Office Staff.

10. Counselors and campers are expected to help the Kitchen Staff by passing the cups and dishes to the middle of the tables and stacking them in an orderly fashion.
11. When the bell is sounded, it signals the need for silence in the Dining Hall.
12. Inform the Head Table if anyone is missing from your table.

Although open, the Dining Hall is off-limits in between mealtimes. Do not use the Dining Hall as a meeting or work place. The Kitchen is also off-limits to campers and counselors. If you need something, ask for assistance from the Kitchen Staff.

Singing and Cheering: Singing and Cheering are greatly encouraged at mealtimes and can really add to the spirit at camp. However, there should be no singing/cheering until after everyone is finished eating and the tables are cleared. We do set aside some time during Staff Training for staff to learn the songs. We discourage any banging on the tables. There is no singing/cheering at dinner on Friday Nights.

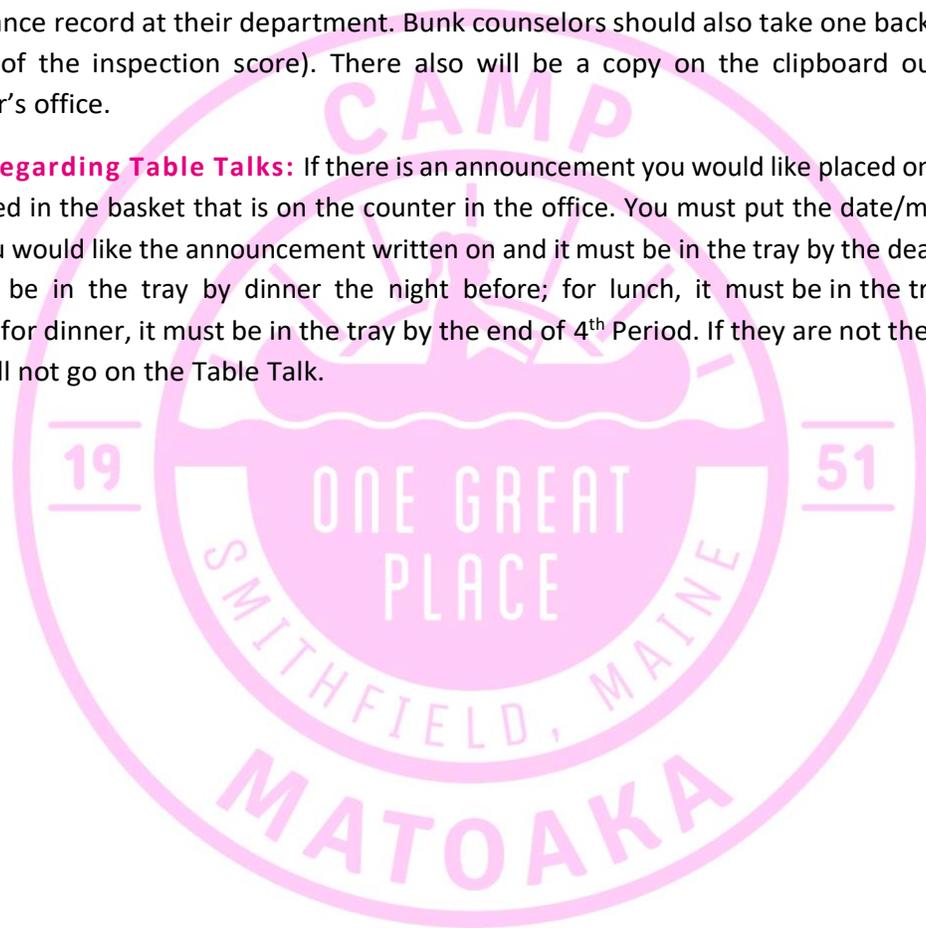
SPECIAL MEALS

- ◆ **Buffets in the Grove.** This is served in the Dining Hall and campers/counselors line up at the flagpole and wait to be called into the buffet by Bunk. After they go through the buffet line, they continue out the back door of the Dining Hall and sit at the picnic tables in the Grove. Campers and counselors, male and female, sit with their assigned bunk.
- ◆ **Friday Night Dinner.** This meal is the only quiet time during the entire week. All campers and counselors are required to wear white clothing to dinner and the all-camp meeting that follows in the Council Ring. A senior bunk leads the meal blessing and the meeting each week.
- ◆ **Sunday Breakfast.** Attendance at this meal is optional. Breakfast is buffet style donuts, fruit and cold cereal. There just might be special surprises for those who get up for Sunday Breakfast!
- ◆ **Sunday Night Cookout.** Weather permitting, campers and counselors sit at their assigned bunk tables in the Grove. Please supervise all campers cooking their hotdogs. You must wait with your bunk by the flagpole until you are called into the Dining Hall to walk through the buffet.
- ◆ **Monday Lunch.** Each Monday, Matoaka celebrates “Matoaka Monday.” Campers and counselors dress in pink and purple to the meal. During this lunch, the bunks will sit together with their counselors in the Dining Hall.

Announcements and Huddles: After each meal, campers will meet with their Unit Head to receive any messages from departments regarding team practices, rehearsals, etc., as well as information for the coming day or upcoming scheduled activities. (Staff will meet with the Directors in the Council Ring.) If you want the Office to make an announcement relevant to your department, there is an announcement clipboard located on the office counter. Before the meal, you should enter the announcement you would like made at the next meal.

Table Talks: These informative papers are placed on each table at every meal. The Table Talks detail the day's events, and lists any campers out of camp on day trips, athletic events, staff on day off, etc. Heads of Department, or their designee, must take a copy so they will be able to take an accurate attendance record at their department. Bunk counselors should also take one back to their bunks (this is part of the inspection score). There also will be a copy on the clipboard outside the Assistant Director's office.

Note Regarding Table Talks: If there is an announcement you would like placed on a Table Talk, it must be placed in the basket that is on the counter in the office. You must put the date/meal of the Table Talk that you would like the announcement written on and it must be in the tray by the deadline. For breakfast, it must be in the tray by dinner the night before; for lunch, it must be in the tray by the end of 2nd Period; for dinner, it must be in the tray by the end of 4th Period. If they are not there by the deadlines, they will not go on the Table Talk.



BUNK LIFE

AN EFFECTIVE BUNK COUNSELOR

With few exceptions, all female counselors will live in a bunk with a group of girls and three to four other counselors. An effective counselor will be responsible for the campers in her cabin by supervising their health, safety and well-being. You must always set an example for your girls and assist younger campers with basic hygiene, and washing and dressing, if necessary.

Bunks: Due to the random building size, bunks are organized according to enrollment numbers and not in ascending order. Therefore, bunks should be referred to by position as well as number. There are three rows of cabins: the row closest to the tennis courts is the front (F) row; the center row is (C); and the row closest to the lake is the back (B) row. The cabins in the three rows are numbered, starting at 1, from the Rec Hall.

Porch (yellow bulb) and bathroom lights are kept on all night. Windows should be opened during the day, and closed in the evenings, as this traps warm air in the bunk and makes it warmer at night. All bunks have smoke detectors and fire extinguishers. The last person out of the bunk should make sure that all faucets, lights, and ceiling fans are switched off.

Units: The campers are divided into three distinct groupings determined by age. Juniors are Bunks 8, 9 and 10 (i.e., grade 4 and under); Inters are Bunks 11 and 12 (i.e., grades 5 and 6); and Seniors are Bunks 13, 14 and 15 (i.e., grades 7-9). Bunk 15, the oldest campers, are also referred to as “the Queens.” Our Unit Heads serve as a communication link between their bunks, the Directors and parents. The Unit Head will meet regularly with the counselors to discuss and review camper development and/or any problems in the bunks. Unit Heads will also evaluate the staff in their unit.

Bunk Heads: Each bunk will have a designated staff known as the “Bunk Head.” The Bunk Head has no authority over the other counselors; they merely act as a communication link between the office and the bunk. The Bunk Head will be responsible for (among other things): writing any bunk-related maintenance problem on the “Fix It” list; collecting and distributing campers’ schedules; collecting a copy of the weekly calendar and pinning it on the bathroom door; collecting a copy of the Breakfast Table Talk and pinning it on the bathroom door; and any other bunk responsibilities that may be required during the summer.

Bunk Placement: During Staff Training, you will fill out a form to indicate your age preference. All bunk assignments will be made by the Directors and will be made with the best interest of the campers and the camp as a whole. While you may initially be disappointed, please keep in mind that we’ve been doing this a very long time and have a great track-record of getting it right. Also, please understand that, during the season, there might be a chance that a cabin counselor needs to be reassigned for various reasons. To change a cabin midstream is not only upsetting for the campers, but the counselors as well. Therefore, we try to do this quickly and advise all staff who are affected.

COUNSELOR “ON DUTIES”

At various points throughout the day and night, when campers are in the bunks, not all staff are required to supervise the campers. Those who are will be considered "On Duty" ("OD") and this schedule will be made weekly in connection with your Unit Head.

One counselor is required to be in the bunk at all times that campers are in the cabins. Not all bunk counselors are required to be present, just the counselor designated OD. A weekly duty schedule (i.e., Bunk OD schedule) is made each week detailing which counselor is responsible for being in the bunks at which times. Copies of this are kept in the bunks and at the office. The bunk counselors are responsible for making sure this is completed on time and submitted to their Unit Head on time.

NOTE: You should all be present when the schedule is being completed. There may be popular nights of the week to have time off, but unless these fall on your actual day off you will have to work some of them during the course of the summer.

The OD schedules will be reviewed by your Unit Head, who keeps them on file for the duration of the summer. To ensure fairness, and to make the delegating of unpopular duties easier, we ask that you keep a running total of duties performed. Everyone needs his/her free time and it is not fair if the same person always takes a certain duty. If you have a visual reference in front of you when you are making your OD schedule, it should make assigning duties simpler. If you are having problems while assigning bunk ODs or feel they are not being done fairly, please bring it to your Unit Head's attention. Before assigning night OD, check the Super Duty schedules for the week as these duties take precedence over Bunk ODs.

Rest Hour OD: Rest Hour OD includes "Get Ready for Lunch" (12-12:30PM) and Rest Hour (immediately after lunch until 2:20PM). One bunk counselor will be on duty in their cabin during these times. It is the Rest Hour OD counselor who is responsible for collecting the mail and canteen after lunch.

Night OD: Night OD includes "Get Ready for Dinner" (5:20-5:50PM) and immediately after dinner. This bunk counselor is responsible for returning to the cabin to get the campers cleaned up for dinner and then ready for Evening Activity. This counselor accompanies her cabin to the Evening Activity (NOTE: ALL counselors, unless on an ENO or Day Off, are also required to attend the Evening Activity.) Immediately after the Evening Activity, she returns to the cabin to get the campers ready for lights out. She is on duty and cannot leave the cabin until breakfast the next day (even if another counselor is in the cabin).

Rec Hall OD: Two Mean Machine are on duty in the Rec Hall from immediately after the Evening Activity until 10:40PM. They are responsible for supervising the campers in the Rec Hall and directing them back to their cabins at their "in bunk" times. They will also run the campers' water bottles through the dishwasher in the kitchen. The Mean Machine remain on duty throughout the night: both take walkie talkies to their living quarters (The Laundry or a Private Cabin). The walkie talkies remain on all night and the two Mean Machine are responsible for responding to any emergencies or other needs. Neither can leave camp when on Rec Hall OD even after 10:40PM.

Roving Bunkline OD: Three female counselors will be assigned Roving Bunkline OD. Immediately following the Evening Activity, the assigned staff check in with the office, collect walkie talkies and a clipboard with the "Roving Report" on it. With a flashlight, they then "rove" the bunkline until 11:00PM. (Each counselor is responsible for a row of the bunkline.) They will be responsible for

checking the destination of any campers wandering along the bunkline, escorting any campers to and from the Health Center, assisting the Night OD Counselors in each bunk. (They do not have any authority over the Bunk OD; they should take their lead from the Bunk OD. They also hand out the next day's Phone Call List, if any. At 11:00PM, the assigned rovers return to the office with the walkie talkies and Roving Report. They are then free for the rest of the night and may leave campus (unless it's an "In Night").

Age Group Assistants: Three additional staff are assigned to be Age Group Assistant. One will be responsible for Bunks 8 & 11; one for Bunks 9 & 12; and one for Bunks 10 & 13. They check in with each bunk in the younger age group and assist where/if needed. At "in bunk time," (when all campers are in each cabin), they check in and assist the older age group. Once it's "in bunk time" for the older age group (and all campers are accounted for), the Age Group Assistant is free for the evening and may leave camp (unless it's an "In Night").

Movie OD: One male counselor will be assigned Movie Night OD on Tuesday, Thursday and/or Friday evenings. The duty lasts from after the Evening Activity until the end of the movie. After the Evening Activity, the staff report to the office to collect the movie. The Movie OD Staff supervise the campers who attend the movie. When the movie over, the Movie OD staff clean the area and return the DVD to the office.

Movie Night is open to Bunks 11-15 only. The Night OD counselors must remain in their bunks to supervise any campers not wishing to watch the movie. Campers are permitted to stay past their in-bunk times until the end of the movie providing they are quiet. (Campers may only stay out past their in-bunk times if they are watching the movie.) The Movie OD staff can send any noisy/disruptive campers back to their bunks and notify the office.

S' Mores OD: On certain nights, after the Evening Activity, s'mores (an American dessert that entails roasting marshmallows over a fire) will be offered in designated locations. A group of male staff will be assigned to set up the fires, bring the food and sticks from the kitchen, and clean up at the end.

Matoaka Cove OD: On certain nights, after the Evening Activity, campers will stay overnight at Matoaka Cove. A group of male staff will be assigned to set up the fires, bring the food and sticks from the kitchen, sleep on at the Cove, and clean up at the end.

Super Duties: Rec Hall OD, Roving Bunkline OD, Age Group Assistants, Movie OD and S'Mores OD are sometimes collectively referred to as "Super Duties."

NOTE: Please be aware that duties may not be changed because it can cause scheduling conflicts with camp activities. Due to the lengthy scheduling process which takes into consideration bunk placement, day off assignment, etc., it is not possible to change Super Duties either. Once the weekly bunk OD schedule has been submitted, it cannot be changed. It is not acceptable to alter the schedules yourself; any unauthorized changes will not be honored and you will lose a night out.

Matoaka Mover: On certain nights, after the Evening Activity, one male counselor, who is a certified driver, will be assigned to drive a 12-passenger van for those staff who are off-duty.

Matoaka's Mean Machine: In the past, any Mean Machine who have been at camp for five or more years were scheduled less for night-time duties. However, due to the number of returning Mean Machine, in relation to the number of new Mean Machine, we will need to make these duties more equitable.

SUMMARY OF NIGHT TIME DUTIES

DUTY	STARTS/ ENDS	LEAVE CAMP?
NIGHT OD	Get Ready for Dinner End of Evening Activity to 7:00AM	NO – on duty in bunk all night
REC HALL OD	End of Evening Activity to 10:40PM	NO – “on call” all night
ROVING BUNKLINE OD	End of Evening Activity to 11:00PM	YES – may leave after 11:00PM
AGE GROUP ASSISTANTS	End of Evening Activity to “In Bunk Time” of the older group assigned	YES – at end of duty
MOVIE NIGHT OD	End of Evening Activity to End of Movie	YES – at end of duty
S'MORES DUTY	End of Evening Activity to End of S'Mores	YES – at end of duty
MATOAKA COVE DUTY	End of Fright Night Meeting/S'Mores to the morning	NO – must sleep at the Cove

LETTER DAYS

Campers are expected to write home two times a week: Tuesdays and Saturdays. Counselors on Rest Hour OD are responsible for making sure each camper writes a letter home (to their parents/guardians) on these days, fills out a bunk list check-off sheet and returns it to their Unit Head with the letters home. (Do not submit all letters written, just those to the camper's parent/guardian. This should be one per camper.) All campers must submit a letter home at these times even if they say they already wrote the day before or even that same day. Many international campers or campers whose parents are traveling have arranged to have their letters scanned by the Unit Heads. These letters are included with the check-list the Rest Hour OD counselor will submit to the Unit Head after Rest Hour.

MAIL AND PACKAGES

Campers may receive letters and printed emails only. All letters will be placed in the Canteen, by bunk, and collected by the Rest Hour OD counselor. Staff mail will be distributed with the camper mail. Camp Matoaka has a no package policy. Campers may only receive a birthday package from her parents, sent directly to her Unit Head. Food packages from outside vendors will not be accepted, even for birthday celebrations. Staff may not receive packages on behalf of campers. Packages sent to staff can be picked up in the office.

CANTEEN

An edible treat is available to campers three times per week during Rest Hour. Order forms are located in the bunks and must be filled out during Clean Up. A counselor is responsible for bringing the completed form to the office immediately after Clean Up. (If the sheet is not in immediately after Clean Up, the order will not be processed and the campers will not get their canteen that day.) The Rest Hour OD picks up the canteen, along with the mail, after lunch.

SPENDING MONEY

This refers to any personal money that individual campers may bring to camp. For safekeeping, it should be placed in the office safe. Do not place campers' money or valuables in your own lock box. Campers will be given money at specific times (i.e., when they are going out of camp). Although not prevalent, theft is a potential problem. Report any misplaced money or belongings to the Office Staff immediately. We take theft very seriously; staff and campers will face consequences deemed appropriate by the Directors.

FIX-IT LIST

You will find a tablet on the counter in the office to enter repairs. Any broken equipment/toilets/beds, etc., that need to be repaired should be recorded on that tablet under the section "Fix-it". Always type your bunk number (or department), location and type of repair needed (e.g., second bathroom door on left broken; Bunk 13A; F3).

LOST AND FOUND

The volume of lost items at camp is enormous! Staff can help by preventing items from being lost in the first place. At the end of an activity period, staff should check their department for items being left behind and return them immediately. Items with names should be returned to their owner immediately. If items do not have names, bring them to Lost and Found Cubbies in front of C-1. If a camper has lost something, send them there so they can look for it. Camp is not responsible for any personal items. NOTE: Any electronics or jewelry should be handed to the Office for safer keeping.

PRIVATE CABINS

All private cabins, including the “Palace” and the male dorm (the “Laundry”) are out of bounds unless accompanied by one of the residents, except in the case of an emergency.

RESPONSIBILITY OF MALE COUNSELORS

Camp Matoaka is an equal opportunity employer. Obviously, there are fewer male staff than female staff, as the male staff cannot be bunk counselors. The male counselors assume all camp duties assigned to female staff where practical, but do not have any bunk ODs. They, like female bunk counselors, have an office member acting as liaison with the Directors, with whom they should meet with once a week. Male staff are not allowed down the bunk line, especially after dark, with the exception for specific tasks/special events. To make up for the lack of cabin responsibilities, they are assigned more Super Duties or Special Evening Programs and may be called upon to drive campers more frequently than female counselors. They are also available to set up or close-down their department when the female staff have bunk OD responsibilities, clean up, etc. There are two male counselors on Rec Hall night OD each night, and they are "on call" all night. They keep a walkie-talkie with them, and they may not leave camp. Male staff are also called upon often to help mastermind rainy day activities while female counselors are supervising their campers. The male staff helps with the transporting of duffels during half season change over and the end of camp, and often help with pre- and post-camp maintenance work. Traditionally, the men on camp are called the "Mean Machine." This is just an affectionate nickname and addresses no other issues than that of fun and togetherness. There are no sexist undertones implied by it or by there being men on camp.

CAMP ACTIVITIES/DEPARTMENTS

THE PEOPLE POWER

It's you, the staff, who are the power of camp. Camp Matoaka offers a wide-range of activities from the sports (land sports, water sports) and the arts (creative arts, performing arts, culinary arts). All of our staff specialize and teach a specific activity in which they have skills and experience. Matoaka explores each camper's potential under the selective guidance of our staff. Our program is tailored to fit the individual, allowing each camper to progress at her own skill level.

Heads of Department: Each department has a designated head (called the "Head of Department" or "HOD") who assumes the responsibility of making sure that the program objectives are met and that the members of the staff teach correctly and within the safety guidelines set down. The HODs are responsible for taking their attendance sheets to each activity and checking attendance at the beginning of each class. Any absent campers must be reported to the office immediately. Heads of Department do not have the authority to bend any rule/policy or permit any unauthorized use of camp equipment, or to grant any concessions to any member of staff.

Program Director: The Program Director is the liaison for each department and acts as the communication link between the Department Head, the department staff, and the Office. While the Program Director may not necessarily be an expert in each department, he does have the in-depth knowledge of the running of camp and each department. He serves as a trouble-shooter and can help sort out camp-related department problems, i.e., short-staffing, ordering supplies, relaying information from the Directors or parental requests. He is the designated channel for any communication between each department and the Directors. Departments will meet with the Program Director on a weekly basis to discuss any problems, review department block plans, discuss campers' progress, etc. The daily counselor assignment schedules will also be reviewed at this time.

Department Staff/Instructors: All of our staff are hired to teach an activity in which they have skills and experience. Although each staff member is assigned a specific activity to teach for the majority of the summer, please understand that, because of the nature of Matoaka's program, staff may be asked to help out in many different areas. We appreciate your flexibility and willingness to cooperate if needed elsewhere.

Staff Evaluations: All staff will be evaluated by their Department Head and Program Director after the first week of camp, and at the end of camp. If it's determined that a counselor is not meeting an acceptable standard, that counselor will have an additional evaluation at half-season changeover. Evaluation forms will be kept by the Program Director in the office and staff may request to see their file at any time during the summer.

ACTIVITIES/DEPARTMENTS

One of the reasons that girls choose Camp Matoaka is the breadth of activities we offer – 30 different activities for our campers to enjoy. Campers are required to take a handful of activities; otherwise, they can choose the activities in which they participate. We program the campers for success by building their skills and confidence.

General Statement of Camper Development: The specific objectives and goals outlined in each activity area are inter-related and reinforced in the complexity of life at Matoaka; from the group living experience in each cabin with job responsibilities, to "of the week" award night each week. The campers are shown and urged to learn and understand their own development in the camp setting and in today's world. Each person should ensure that another person is not diminished by having known you, but be better off for having known you.

Goals for Campers: Specific objectives in both cabins and activities are to:

- Develop self-esteem and self-confidence;
- Deal fairly and maturely with others;
- Acquire good sportsmanship and sense of fair play;
- Develop good habits of orderliness, punctuality, cooperation, cleanliness and personal hygiene, community spirit and dedication and to abide by all camp rules and regulations;
- Respect others' needs and freedom of feelings; and
- Respect others' personal property by asking to borrow other's belonging before using and returning in the same condition, returning borrowed items to their correct places, treating other's property with care and respect (i.e., no graffiti).

Being a Matoaka Camper means . . .

- Caring for each other;
- Being a good friend;
- Having a positive and healthy behavior;
- Full participation in all aspects of the camp program;
- Unplugging for the summer from cell phones, internet use, video games and other wireless capabilities;
- Cooperating with each other;
- Being sensitive to the needs of others;
- Learning and mastering new skills;
- Treating everyone with kindness and respect at all times;
- Accepting everyone because of – and in spite of – our differences;
- Standing up for what is right;

- Confronting disrespectful or hurtful behavior when you see it;
- Avoiding using obscenities, profanity, or vulgar language, or any other inappropriate conversations;
- Never harassing, bullying, intimidating or excessively teasing others;
- Never using physical aggression: spitting, biting, hitting, showing, pinching, punching, kicking, and/or tripping;
- Never using threats to control someone or their friendships, or to scare or intimidate others.

Being a Matoaka Counselor means . . . Upholding all of those standards and supporting our girls to be Matoaka Campers!

Camp Scheduling Program: Camp Matoaka has a very comprehensive camper activity-scheduling program that is operated by the Scheduling Director. Every camper has an individual schedule that is made up of 20 instructional classes per week. Each department has various boundaries regarding camper-to-counselor ratios and maximum classes a camper may take per day and per week.

Progress Charts: Not every department is required to provide progress charts. However, if your department is required to maintain progress charts, the Program Director will review this with you during Staff Training. Progress charts show development and skills attained in a department. These reports will be posted and kept up-to-date over the course of the summer and should represent the course outline of instruction and graphically show each camper's level.

Matoaka Milestones: As camper's progress through camp as a Junior, Inter, and Senior they have the opportunity to reach certain benchmarks or milestones, which we view as stages in development. You will learn during Staff Training about Matoaka Milestones.

CAMP FACILITIES AND EQUIPMENT

Camp Matoaka is very proud of its beautiful campus and expansive inventory of equipment. We encourage our staff to use the facilities to their fullest. Campers always come first on equipment use. Always check with the Head of Department before using equipment. You must adhere to ALL department safety rules and regulations. Please do not abuse any of our equipment or facilities. Special staff events will be announced in advance. Outside of scheduled activity times, all departments are out of bounds for campers and staff unless supervised by a specific department member.

NOTE: Please respect the free time of your fellow staff members. Not all activities will be available during all rest hours, especially when departments only have one member. Everyone is entitled to their free time and it is inconsiderate to expect a Head of Department to give up their rest hour to supervise your free time.

Waterfront: All staff need to be aware of the supervision and safety standards required at waterfront activities as all staff who have passed their camp swim test may be called upon to act as lookouts (or as lifeguards if qualified) for general camp swims. A lookout, or "watcher"/"observer," may be any non-certified staff member assigned by, and under the direct supervision of, certified waterfront personnel. All lifeguards/lookouts should be attentive at all times and should be located in positions from which they can readily assist campers (i.e., docks, guard chairs, beaches, boats).

For all waterfront activities, there must always be a member of the staff on duty who is lifeguard certified. Personal flotation devices must be worn at all times by both staff and campers when in boats and on the water trampoline.

Staff Swim Tests: Swim tests will be given to all new resident staff during Staff Training. Any non-resident staff wishing to swim also must take a swim test. This is a safety requirement of the American Camp Association. Non-swimming rescue procedures will be demonstrated, and staff will be tested for competency in these skills. All staff may be required to act as "lookouts" at intervals during the summer. Staff members (excluding the Waterfront instructors) have the option to not take a swim test, but if you elect not to, you must abstain from all water sports/activities for the duration of the summer.

Swimming in the Pool or Lake: The pool/slides and waterfront will be open on various nights/rest hours throughout the summer and will be staffed by lifeguards. In addition, counselors will be assigned to act as lookouts. All staff who wish to swim must pass the camp swim test and there must be a qualified/certified member of the swim staff on duty at all times. If this person is in the water, then an additional qualified/certified staff member needs to be present on the docks/poolside. If no such staff member is on the docks/poolside and a member of staff wants to swim, then it is his/her responsibility to find such a staff member who will spend their free time at the swim docks/poolside otherwise that person cannot enter the water. No one may go in the lake after dark under any circumstance. The pool/waterslide is off-limits after dark unless there is a scheduled activity planned and the facility is staffed by department members. No one may go in the lake or pool during a storm under any circumstance.

Gymnastics: Equipment may only be used with a gymnastics counselor present to act as a spotter. Staff who have been trained and supervised by the Head of Gymnastics, and who have proved to be competent, may act as spotters. There must be available spotters for all staff wishing to use equipment. All spotters should be located in positions from which they can readily observe and assist participants. All shoes/sandals must be removed before entering the Gym.

Fitness Studio: The Fitness Studio and its equipment may be used by staff during free time at your own risk.

Small Crafts/Fishing: Staff must wear personal flotation devices at all times. Flotation devices must be wearable, Coast Guard Approved Type I, II or III. Any equipment must be checked out with the Head of Department and a competency test must have been completed in the counselor's own time. A member of Small Crafts/Fishing must be present on the beach.

Waterski: There will be staff ski periods as scheduled by the ski staff. There must be certified drivers and spotters at all times. Coast Guard Approved Type I, II or III flotation devices must be worn when in any boat.

Ropes: Elements on the Ropes Course may only be attempted when a qualified instructor is present and all spotting techniques are used.

Archery: The Archery range is out of bounds at all times when the certified counselor is not available. No equipment is to be used or removed.

Ninja Warrior Course: Elements on the Ninja Warrior Course may only be attempted when a qualified instructor is present and proper spotting techniques are used.

Horseback Riding: The Barn and Riding Rings are out of bounds at all times when the certified counselor is not available. No equipment is to be used or removed. You may not enter the area to pet or feed the horses.

Mountain Biking: Bikes may be borrowed during Rest Hour with the permission of the Staff. Safety helmets must be worn, and staff are accountable for the condition of the bike they borrow. Please note that biking on the camp dirt road can be dangerous. Bikes may only be ridden on the camp approved paths.

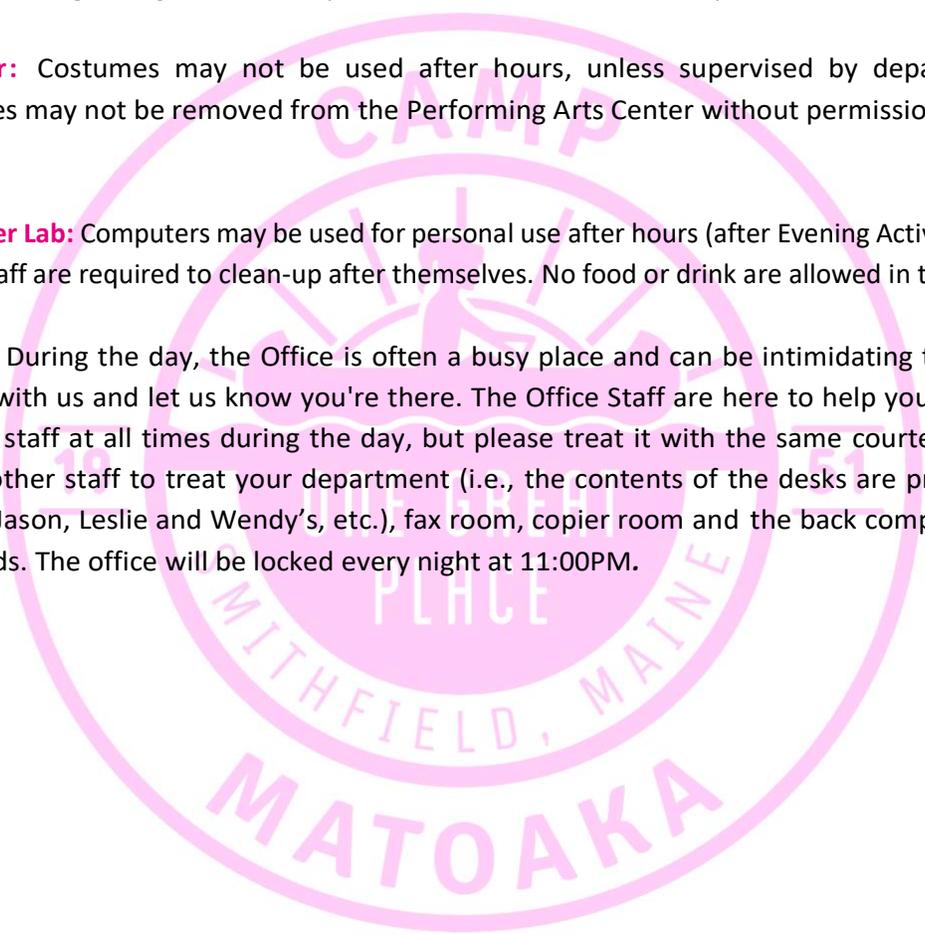
Wood Craft: The Wood Craft Hut may only be entered when the Wood Craft Staff is present. Equipment may not be used unless supervised by the Woodworking Staff.

Arts Center: The Arts Center, which houses Metals & Glass, Camp Craft, Sewing and Ceramics, will be off-limits except during activity periods or by permission of the Art Coordinator. Bunk 15 will be permitted to use the building during off-hours to plan their end-of-summer Banquet, with staff supervision.

Theater: Costumes may not be used after hours, unless supervised by department members. Costumes may not be removed from the Performing Arts Center without permission from the Theater Staff.

Computer Lab: Computers may be used for personal use after hours (after Evening Activity if you are not on duty). Staff are required to clean-up after themselves. No food or drink are allowed in the Computer Lab.

Office: During the day, the Office is often a busy place and can be intimidating to enter. Please be patient with us and let us know you're there. The Office Staff are here to help you. The office area is open to staff at all times during the day, but please treat it with the same courtesy that you would expect other staff to treat your department (i.e., the contents of the desks are private). The private offices (Jason, Leslie and Wendy's, etc.), fax room, copier room and the back computer office are out of bounds. The office will be locked every night at 11:00PM.



- ◆ **Copier:** Use of the copier is restricted to the Office Staff only. Heads of Department requiring photocopies should see the Program Director or Office Administrator.
- ◆ **Walkie-talkies:** Staff members who have been allocated the use of a walkie-talkie must pick it up from the Program Director's Office before the start of 1st Period and return it (to charge) at the end of the day. Staff should not take a walkie-talkie without the permission of the Office Staff. The walkie-talkies are meant for communicating essential camp related matters and not to be used for general conversation. Per the Walkie-Talkie Contract (that will be signed upon receipt of a walkie-talkie), you will be charged if lost or broken.
- ◆ **Computer Use:** Computer terminals in the office are to be used by office personnel only. Use of the Health Care Center terminals is restricted to nursing staff. Other staff needing to use a computer should use one in the Computer Lab.
- ◆ **Supplies Needed:** If your department needs supplies/equipment, please inform the Program Director immediately. If your bunk needs supplies, please inform your Unit Head. There may be more supplies on camp.
- ◆ **Combination Locks:** Heads of Department are provided with combination locks at the start of the summer. If Department Heads are away, a designated deputy may be responsible for obtaining the combination. Staff may also contact the Program Director directly.

Storage Huts: All outside departments have storage huts for their equipment. It is the responsibility of all department members to ensure that these are kept orderly. They are kept locked at all times when there are no scheduled activity periods.

Conference Room: The Conference Room is out of bounds except for meetings or functions as scheduled by the Office.

Kitchen: The kitchen is off-limits to campers and staff and is kept locked at all times when there are no kitchen staff present. Coffee, tea, and water are available 24 hours per day. You may make yourself a drink at any time, but please clean up after yourself. Campers are not permitted to drink coffee or tea.

Staff Lodge: The Staff Lodge is for the use of all cabin staff and Mean Machine. Everyone shares the responsibility of keeping it clean. If it is not kept clean, then the privilege may be removed. The lodge is equipped with DirectTV, DVD/VCR, full kitchen, seating area, ping pong table, dartboard, arcade games, and a soda machine.

- ◆ It is the staff's responsibility to ensure that the Lodge is kept clean and tidy.
- ◆ The Staff Lodge is equipped with a TV & DVD/VCR and they may not be removed under any circumstances.
- ◆ Campers are not permitted in or near the Lodge at any time.
- ◆ The soda machine is for staff use only; staff are not permitted to purchase soda for campers, and may not bring sodas to meals.
- ◆ The Staff Lodge is a smoke free environment; smoking is not permitted in or around the Staff Lodge.
- ◆ Under no circumstances are there to be any alcoholic beverages or illegal drugs allowed on campus, or in and around the Lodge.
- ◆ It is every counselor's responsibility to ensure that the noise level is kept to a minimum.
- ◆ All staff are responsible for ensuring that lights, showers, faucets, and the TV are turned off when not in use.
- ◆ All food deliveries must be met at the Security Hut by the front gate.
- ◆ Counselors are not permitted in the Lodge between periods or when they should be at instructional periods.
- ◆ Campers are not allowed in the Staff Lodge.

Matoaka Island and Matoaka Cove: Campers may have the opportunity to go to Matoaka Island or Matoaka Cove. If transport is by boat, all boat safety rules and regulations must be followed. Personal flotation devices are to be worn at all times. Nobody may swim unless an appropriately qualified/certified waterfront counselor is present and personal flotation devices must be worn. Canoes may be used ONLY with the permission of the Head of Small Crafts and after a proficiency test has been performed in the counselor's own time. Personal flotation devices must be worn at all times, even when swimming.

Personal Property: All sports equipment, individually owned by staff, is exclusively for the use of the owner, i.e., campers may not use bicycles owned by staff. Camp will not be responsible for any such items.

ELECTRICITY

In the event that the electrical power should go off, be sure to turn off all electrical switches and all water faucets. Toilets will only flush once.

POWER CONSERVATION

If failure occurs, candles or any open flames are not allowed. There should be no flushing of toilets or faucets left open. If faucets, toilets and showers are turned on and left open during a failure, when power is restored and the pump turns on, it will not be able to build up pressure because the demand will be too great. It is the responsibility of all staff to make sure that this is done. You must make your campers aware of this the very first day, and instruct them how to turn off the lights/power and faucets. No high resistance appliances should be used in the cabins – our wiring does not permit this.

WATER CONSERVATION

Shut water off after each use. Unnecessary waste of water drains power from our pump and wastes precious water. Running faucets prevent other cabins from getting the correct pressure for a shower. Instruct campers how to turn water on and off. The camp well has limits; use our resources wisely not wastefully.

WE ALL NEED A BREAK

Being a camp counselor is an exhausting job! You are “on” 24/7 and that is tiring. It is important to take a break and “recharge the batteries.”

Nights Out: Any counselor not assigned Night OD or a Super Duty is off for the night; the time begins either after the evening activity has ended or at 8:30PM, whichever is later. Counselors who have a night off may choose to go into town, either by their own transportation or camp van. A maximum of 3 camp vans per night are allowed into town for staff nights out. An approved Matoaka driver is allowed to sign-out a van.

- You must sign out before leaving camp. We need this information so we know exactly who is on camp. Sign out with the Security Guard at the Security Hut (or in the Office if you are leaving prior to 8:00PM).
- Since a good night’s sleep is a must to be able to function at your best during the following full day of activities, all staff have a 1:15AM curfew. We do not tolerate staff spending the day after a night out recuperating. All Staff must sign in with Security upon re- entry to camp.
- We recommend not leaving camp more than two nights in a row.

- Please keep the noise down when walking to your bunks – the noise really travels at night.
- During the first and last weeks of camp, change-over days, and the days around Visiting Day, there are no nights out, but counselors with no other OD requirements are off-duty for the night. You will be informed ahead of time exactly which nights you will not be allowed out of camp.
- No splitting shifts.
- Staff may not leave camp on Tuesdays and Fridays even if they are off-duty. These nights are considered 'in nights' for all staff.

The number of bunk duties you have per week depends on the number of counselors in your bunk. The more counselors, the less night duties you are assigned. However, to balance this out, counselors in bunks with larger numbers of counselors are assigned more Super Duties. Also, the bunks with the larger number of counselors tend to be the younger age campers who require more supervision and help. We strive for an equitable division of responsibilities, but the number of assignments may not be exactly equal. Severe imbalance of duties may be brought to the Unit Head's attention for consideration.

NOTE: All off-duty staff are required to be in their bunks by 6:30AM after a night out. Everyone must be back in camp by 1:15AM unless it's your day off. (You are required to be back in your bunk by 6:30AM after a day off.) Common sense and good judgment should prevail so that staff can effectively perform their duties after their night off.

Van Use on Nights Out: You are very lucky to be offered the privilege of using camp vehicles for staff nights out. Camp does not have to provide its staff with any means of getting off camp and a lot of camps are not as accommodating. Vehicles may not be used for ENOs, days off or personal use. Due to this privilege being abused in the past, the following rules exist to ensure fairness to all:

- Up to 3 vans may be signed out on a given night. If vans are available, a Van Sign-Out Sheet will be on the counter in the Office.
- Any resident staff, over the age of 21, who has passed the camp- administered driving test, may request a van.
- For the 12-passenger vans, there must be a designated driver and a minimum of six people before a van may be signed out. These vans can seat a maximum of 12 persons including driver.
- For the 7-passenger vans, there must be a designated driver and a minimum of four people before a van may be signed out. These vans can seat a maximum of 7 persons including driver.
- The designated driver must check out van with the Office OD and assumes responsibility for driving there and back.
- All staff must meet the van in the parking lot behind the Maintenance Shop.
- You may choose your own destination; the van may go to different places.

- If anyone traveling on the camp van is denied entry to the chosen destination, they must remain in the van until everyone else returns.
- Anyone not riding home in the camp vehicle must tell the driver personally.
- Under no circumstance will rides be given to any non-Matoaka staff member.
- The van must return to camp before the 1:15AM curfew; return the van to the lot behind the Maintenance Shop. Make sure the van is cleared of all trash and personal items.
- No one is allowed to drink alcohol or have an open container of alcohol in any camp vehicle, whether moving or stationary. It is the responsibility of the designated driver to inform the office of any violation of this rule.
- It is the responsibility of the staff wishing to use a camp van for a night out to find a camp authorized driver to be the designated driver for the night, and not that of the Office. Ideally, all camp-authorized drivers should take a turn in assuming this responsibility. Please show your designated driver courtesy, especially on the ride home, otherwise they may elect never to drive for a night out again. If the van privileges are abused, then they may be revoked.

Taxi cabs: When ordering a taxi, ask that they wait for you at the front gate by the Security Hut. You should be available to meet the cab; it is not the responsibility of the Office to find you. You should always inform the driver that you do not wish him to pick up any additional passengers while you are in the car. If you choose to take a cab back to camp, please inform the driver to drop you off by the security hut. Note that taxicabs can be an expensive way to travel. We also recommend that you travel in groups.

Early Night Out (ENOs): You may be entitled to an ENO the night before your day off (e.g., if your day off is on Thursday, you are only entitled to an ENO on Wednesday night). An ENO begins at 5:30PM and you must sign out in the Office before departing camp. (Note: you may not leave your department early in order to prepare for your ENO.)

Days Off: All counselors are allowed 6 days off per summer, one per week. An additional day off is given during Staff Training. This is based on a fully completed contract. If it is necessary to adjust or modify the contracted days of employment, the number of days off will be altered accordingly.

- With little exception, half of the staff will be off on Thursday and half will be off on Sunday. However, some Waterfront Staff will also be off on Monday. Your day off is assigned to you by the office.
- A day off starts at 7:30AM and ends at 6:30AM the next morning. If you have the night off before your day off, your day off starts at the end of the evening activity. If you have an ENO the night before your day off, your day off starts at 5:30PM, giving you a 36 ½ hours off. NOTE: All staff are required to be back in their cabins by 6:30AM after their day off. This applies for all days of the week.
- Counselors are not allowed 2 days off in a row, except in special circumstance pre-approved by the Office.
- It is not possible to change your day off for another day in the week except with the prior approval of the Office.

- You may stay in camp on your day off – but, if you do, you must get up and make your bed no later than Inspection. You may eat meals in the Dining Hall – but, if you do, you must sit at your regularly assigned table and follow all camp rules.

NOTE: It is your responsibility to plan your day off. No one is obligated to include you in their plans, neither are you expected to include anyone in your plans. Camp is not able to provide transport to staff for their days off. Sometimes counselors with their own cars are willing to loan them out, or it may be possible to rent a car for the day for a reasonable amount.

Behavior of Staff While Off Camp: We expect staff to remember that, even while off-duty and out of camp, they are still seen as a representative of Matoaka. Some local establishments are not that receptive to large groups of counselors due to previous incidents of inappropriate and reckless behavior. We do not permit staff to bring back food for their campers. There have been complaints in the past of campers being woken up in the early hours of the morning and having donuts stuffed in their mouths, or having food thrown at them – this is not acceptable. Bottom line: many campers have allergies and you do not want to be responsible for a camper having an allergic reaction to a donut or other snack. So, again, do not bring food back for your campers at any time during the summer.



SPECIAL ACTIVITIES

EVENING ACTIVITIES

Every night after dinner, Camp Matoaka has a variety of wonderful activities to keep the fun going through the evening. Some activities repeat weekly; others are special events coordinated on a specific night. Unless on an ENO or Day Off, all staff are required to attend their assigned evening activity, even if their bunk is not there.

Friday Night Gatherings: Since approximately 85% of our camper-population is Jewish, we do observe the Jewish Sabbath by lighting candles and reciting the Sabbath blessings on Friday evening prior to eating dinner. Non-Jewish campers/counselors are not required to participate but are expected to show respect. Everyone wears white to dinner and for the services that follow. After dinner, everyone files out to the Council Ring for a nondenominational service in which bunks perform songs and readings and everyone takes the time to reflect on the past week. Anyone may participate, but it is a quiet time with no cheering. S'mores will follow Friday Night Gatherings.

Sunday Night Campfires: Camp Matoaka has a beautiful Council Ring for the Sunday Night Campfires. Each week, there is a different theme and campers and counselors are encouraged to dress according to this theme. Traditionally, the first campfire of the summer has a Native American theme. The theme is out of reverence to the Native Americans, and is in no way intended to be derogatory or mock Native American tradition or culture. (After all, Camp Matoaka was named in honor of Pocahontas!) Some of the activities of the campfire include singing, chicken fights, and storytelling. Two staff members (male and female) are in charge of running the Campfire and a camper from each age-group is chosen to be on the Campfire Council for the summer.

Each department is called upon to give out awards for the week at Campfire. Departments should pick recipients not just on athletic ability but also special achievement (e.g., courtesy, helpfulness, etc.). Department Heads must submit their list of winners, usually one per age range (i.e., junior, intermediate, and senior), to the Program Director by dinner on Friday, who checks them to avoid excessive duplication. The Program Director is responsible for handing the individual department awards to the Department Heads at the weekly campfire on Sunday evening for them to distribute to the recipients. In addition to the permanent awards (patches), departments can elect to make "traveling" awards to suit the theme of the department. (For example, golden tennis balls were awarded by the tennis department). Cheering for the campers who win the awards should be held until the counselors are finished presenting all of their awards for the specific activity.

COLLEGE LEAGUE

This is an intra-camp competition that lasts throughout the seven weeks of camp, in which the campers compete in competitive and non-competitive games and events. The campers are split up into four teams. Each team has a captain, who is a returning, full-season, Bunk 15 camper, elected by the senior campers (bunks 13-15). Co-captains representing senior, intermediate and junior camp are also selected by their respective age groups. Any returning, full-season camper (except Bunks 8 and 9), who was not a co-captain the previous summer may run for co-captain. The co-captains are responsible for helping to organize the campers in their particular age group.

Captains are elected on the first night of camp. During the first few days of camp, games are played in randomly selected fake teams and all campers are assessed for their ability; so, hopefully, the final teams will be of equal strength. These teams (numbered 1-4) remain a secret until College League is "broken." Every year, this causes great excitement amongst campers as it comes as a complete surprise to them. In previous years, the team lists have been hidden in cream pies or thrown from a police car that had come on camp to "arrest" one of the counselors. This ceremony just identifies the start of College League; the captains then select their team, and their co-captains. Team selection is done by the captains picking out a numbered stick from the hand of the College League Director. The number on the stick corresponds to their team for the summer. Co-captains are selected in a similar fashion. The names of all the co-captains are written on pieces of paper and placed in three separate boxes, one containing the names of the four senior co-captains, the intermediate co-captains and the junior co-captains. The captain randomly selects the co-captains.

The captains then choose a name and mascot for their team. They can use any college name that has not been used before. The choice of mascot is entirely their own and does not have to be the one usually associated with the college name they pick. The plaques, which are painted by select staff, for each team incorporate the name, mascot and year, and they are hung in the rafters of the Rec. Hall in final team order (i.e., first place team at the top). Each team makes up a series of cheers that get sung at meets as well as during meal times, particularly on days when meets are being held. Teams are called upon in alphabetical order to sing their cheers. Cheers from past summers will also be sung at this time, especially if any present counselors or camp visitors were previous captains.

College League has been the backbone of Matoaka's terrific spirit and traditional enthusiasm over the years. Although College League is competitive, counselors are asked to keep it in its proper place and ensure campers do not become so involved that the competition gets extreme and taken from the sporting fields into the bunks,

Advisors: Some counselors are assigned to each team to help muster spirit and help the captain with organization. Advisors are required to be present at all College League meets unless it is your day off. There are a limited number of advisors; we will ask for volunteers during Staff Training.

Judges: All other counselors, except nurses and plaque painters, are required to act as judges for College League events. Whenever possible, your judging assignment is chosen in accordance with your areas of knowledge, but all rules and regulations will be explained to you prior to the first game. As a judge, you must attend all of the College League events for which you are scheduled.

Tuesday/Thursday Games and Sunday Meets: The teams participate in College League games, including volleyball, soccer, Matoaka Ball, etc., on Tuesday and Thursday evenings. Larger meets, such as the Scavenger Hunt, Swim Meet, etc., are held on Sunday afternoons. Special activities, such as Pictionary, song contests, etc., are held on rainy days/evenings.

“Sticks:” This twice-daily competition takes place before flag raising and lowering. Each camper has her own wooden stick (i.e., a tongue depressor) with a number on it according to her height position in the team. At the beginning of each game of "sticks," all of the four teams numbered sticks are placed in a plastic cup at the base of the flagpole. The four captains and one advisor, on hearing the starting bugle, race to pick up their cup of sticks and, with the help of their co-captains and one advisor, distribute the sticks to their owners as quickly as possible. The winning team is the first to have distributed their sticks and run back to the flagpole.

The “Sing:” This song festival is the climax of the College League competition and is held during the last week of camp. Each team prepares three songs: a team cheer, remembrance and alma mater. The campers wear special T-shirts with their team name. Past campers/counselors are invited to judge the event. After the winners of the Sing are announced, the overall winner of College League is announced and the plaques are unveiled. The point totals are kept secret all summer. The plaques also are a closely guarded secret. The senior co-captain also makes her captain a special plaque with a dedication speech on it.

COLOR WAR

During the Summer of 2012, a new tradition was born at Camp Matoaka. Full-session campers and staff are split into two teams – Pink Army and Purple Air Force – and engage in a 24-hour war of spirit, strength and intelligence. Siblings are always on the same team, and each camper and counselor is a lifelong member of their team. They compete against each other in challenges including the Chaos Course, Tug-O-War, and Rope Burning. The teams also participate in silent meals while the War Council members monitor the Dining Hall, attempting to provoke the competitors into speaking or laughing. Color War is a thrilling and intense event that brings out the pink and purple in everyone at camp!

MATOAKA MONDAYS

Each Monday, we celebrate our spirit and pride in Camp Matoaka by dressing for lunch in pink and purple.

GIVEBACK TUESDAYS

Each Tuesday, we “giveback” by doing community service – either by raising money or doing good in the community.

THROWBACK THURSDAYS

Each Thursday, we celebrate Camp Matoaka’s early days by providing our oldest campers with a vintage shirt that represents our rich history.

TRIP DAYS

Matoaka is located in the great state of Maine, which is known as the Vacation Land. We take advantage of the myriad wonderful places we can visit. Sometimes the entire camp will go on a trip together (i.e., Funtown Splashtown); other times, different age groups will go on age-appropriate trips (i.e., Portland, Mt. Battie). General staff, along with our Trips Department, will be assigned to go on trips to supervise the campers.

RAINY DAYS

The regular schedule is subject to change on rainy days. Reveille and breakfast may be delayed by 30 minutes while the Office Staff plans a rainy-day event. Do not just assume this, listen for announcements. An out-of-camp trip may be planned or a special rainy day event, such as "Dutch Auction" or “Headquarters” in which campers and staff play indoor games. For rainy-day events to run smoothly, all counselors are required to cooperate and participate with instructions issued by the Office Staff, even if not assigned a specific task. When everyone helps, rainy days can be really fun! You are not permitted to leave camp during a rainy-day activity.

TRANSPORTATION

TRAVEL AROUND CAMP

Staff and campers may not travel around camp in any vehicle unless on specific camp business, i.e., laundry delivery, etc. The camp vehicles, maintenance vehicles, and golf carts may not be used as transportation around camp by anyone. You must travel to and from your department by foot. You may not use a camp vehicle without first checking with the Office. Golf carts may not be used without permission from the Office and the key must be returned immediately after it is returned to a Golf Cart Parking Spot behind the Office.

PARKING AREAS

Staff Cars: Upon arrival at camp, Staff may drive their vehicles to their cabins to unpack. For the rest of the time they are at camp, the only acceptable parking area for resident staff is on the far side of the Maintenance Shop (the entrance is located near the front gate by the security hut). For camp identification purposes, staff must give details of their cars to the Office.

Visitor Cars: There is a small, sectioned parking area for visitors behind the gym. This is for camp business only and no overnight parking is allowed.

Camp Vans: The 12- passenger and 7- passenger camp vans are parked in a designated area adjacent to the Maintenance Shop.

VEHICULAR SAFETY PROCEDURE

All vehicles are restricted from certain areas of camp. There are signs posted visibly in certain areas of camp, restricting delivery vehicles, visitors vehicles, etc. Vehicles are not permitted along the bunkline except for laundry/garbage pickup, essential maintenance work and in case of medical emergency. There is a speed limit of 5 mph on camp.

AUTHORIZED VEHICLES FOR CAMPER USE

Campers may only travel in authorized vehicles and must have their own seat and wear a seat belt at all times. Children under 40 pounds in weight will be provided with a safety seat which they must sit in. According to state law, campers under the age of thirteen are prohibited from sitting in the front passenger seat. The authorized vehicles are as follows: the 12-passenger camp vans, the 7-passenger vans and the Director's private vehicles. Chartered buses may also be used. Campers may not travel in staff members' cars or in any vehicle not authorized by camp (i.e., maintenance vehicles, or by any driver not assessed by camp).

Camp Drivers: Camp requires staff to drive campers to out-of-camp events, and make trips to the airport, etc. Any staff member over the age of 21 may volunteer to be a camp driver. Obviously, the more staff who volunteer, the less driving assignments each staff member will have. To meet insurance requirements, camp drivers must be at least 21 years of age and be in possession of a clean, valid US or International driver's license. All drivers must submit all license information to the Office, and an in-camp assessment of driving, and knowledge of camp vehicle rules and regulations must be taken.

RESPONSIBILITIES OF STAFF TRAVELING IN CAMP VEHICLES

Where scheduling permits, there will be two counselors per vehicle. Male staff may not be the sole chaperone in a camp vehicle. When more than one counselor is present in a camp vehicle, the person not driving should sit in the front passenger seat. They should help with directions and must stay awake to ensure the driver is awake. No campers under 13 years of age are allowed in the front seat of any vehicle.

EMERGENCY TRANSPORTATION TO HOSPITAL

In the event of a medical emergency requiring immediate transportation to a hospital, designated authorized camp drivers may be called upon to drive the patient and accompanying nursing staff to Maine General Hospital. The nursing staff will administer all necessary First Aid. Designated drivers are chosen from departments within easy access to the office.

RESPONSIBILITIES OF STAFF ACTING AS MEDICAL CHAPERONES

Female staff may sometimes be asked to act as a medical chaperone to accompany a camper to a non-emergency hospital/doctor's appointment. You are not required to administer any First Aid and/or medical treatment. Staff should check with the nursing staff for directions, collect the camper's medical notes, and any specific instructions, then check with the Office as to which vehicle they should take. When checking the camper in at the hospital or doctor's office reception area, staff should ensure that they bill the camper's parents and NOT the camp. Staff should stay with the camper at all times.

Campers are not allowed to call home. They will get the chance to speak with their parents after they return to camp. If the doctor prescribes any medication, ask them to call it into the CVS Pharmacy in Waterville. By the time you get there, it should be ready for pick-up. Staff may not make any additional stops for personal errands.

DAY TRIPS FOR CAMPERS

Campers can choose from a variety of day trips during the summer. The majority of the day trips will take place on Wednesdays. These trips are chaperoned by all staff. We do not permit staff to give out any information regarding these day trips (i.e., date, destination, campers attending the trip) to anyone outside of camp.

RESPONSIBILITIES OF STAFF

ACCOMPANYING CAMPERS ON CAMP TRIPS

There is always a counselor designated in charge of any trip out-of-camp involving campers. A member of the Office Staff is assigned per trip. The Night OD counselor usually accompanies their bunk on evening out-of-camp trips unless otherwise specified by the office. The Rest Hour OD counselor usually accompanies special trips on rainy days. The daily Table Talk gives travel information that should be posted in the bunks, and announcements are made over the camp PA system when it is time to start loading the vehicles.

VAN TRAVEL

Vans are loaded behind the Palace (the cabin next to the office). Drivers collect attendance sheets, cell phones, trip money, etc., from the Office prior to departure. Bunk counselors, passenger counselors or the driver should take attendance twice and check that every camper is seated and wearing a seat belt. All vehicles leave together in convoy when the Office is satisfied that all vehicles are safely and correctly loaded. When traveling, the OD counselor is responsible for keeping the noise to an acceptable level and making sure campers stay in their seats at all times.

BUS TRAVEL

Buses are loaded up behind the Palace. The buses can accommodate up to 48 passengers; and if chartered buses are used, they may have even more passengers so it is essential that OD counselors help keep order, particularly when the Office Staff is checking attendance. The OD counselors are responsible for checking the attendance of their own bunk. When traveling, they must make sure that everyone stays in their seats, and abides by the wishes of the driver (i.e., no eating). An Office Staff member always accompanies evening and rainy day trips out of camp and will perform the tasks of the Office on the return journey home, i.e., checking attendance and giving the order to leave.

SAFETY OF CAMPERS WHILE OUT OF CAMP

- ◆ The designated counselor in charge of the trip will designate a meeting place and time for departure in the event that the group gets separated.
- ◆ When not in vehicles, campers should travel in groups of 2 or 3, including all trips to the bathroom, thus adopting a "buddy" type procedure.
- ◆ Campers are not allowed to make any phone calls or have any invasive procedure performed (i.e., ear piercing, tattoos).
- ◆ Campers must return to camp with the group and may not under any circumstances be allowed to travel with anyone else.
- ◆ Do not give out any information about campers to strangers.
- ◆ Staff must not wear nametags in public areas.
- ◆ If you see a camper on a cellphone, confiscate it and bring it to the Office Staff in charge of the trip.
- ◆ All campers and staff must wear Matoaka clothing.

Cell Phones: Camp cell phones will be taken on all out-of-camp trips when possible. These phones are for camp use only and no private phone calls may be made or accepted. Staff will be charged for any unauthorized calls made or received. Campers and staff are not permitted to have their own cellular phones or pagers on camp, and/or on camp related trips unless otherwise instructed. The driver should not be on the phone while driving but, if absolutely necessary, it must be hands-free.

Vehicle Rules: Always carry your license. The folder under the driver's seat contains registration, insurance and emergency information, and all vehicles carry fire extinguishers, first-aid kits and reflectors. Always check with the Office as to which vehicle to use, and do not leave until instructed to do so by the Office. Take care when backing out of the parking area, and always check rear-view and side- mirrors.

NO SMOKING IS PERMITTED IN ANY VEHICLE

BEFORE TRAVEL

- ◆ Check gas and oil levels and that the parking brake is off. Make sure there are no obvious flat tires. Collect cellular phone, directions and any checks/money needed for the trip from the Office.
- ◆ If there is another staff member in addition to the driver, they should sit in the front passenger seat.
- ◆ The OD counselor, if present, checks passenger list for attendance. If there is no OD counselor, then the driver assumes this task.
- ◆ All passengers must always wear seat belts; campers under 40 pounds, must sit in a safety seat. No campers under the age of 13 are allowed to sit in the front passenger seat. All passengers must have their own seat.

DEPARTURE

- ◆ No vehicles may depart from camp without being signaled to do so by the office person in charge. Again, no vehicles may depart from camp without being signaled to do so by the office person in charge.
- ◆ No vehicles may depart from camp or any destination point without all vehicles being together. Again, no vehicles may depart from camp or any destination point without all vehicles being together.

DURING TRAVEL

- ◆ Vehicles must always stay together, with buses leading the convoy. Call Camp at the first sign of being lost or separated.
- ◆ Abide by all traffic laws (i.e., speed limit).
- ◆ 12-person vans must stop at all open Weigh Stations. Failure to do so results in steep fines.
- ◆ If there is no set departure time (i.e., athletic event, airport pick-up), then call camp just before leaving.
- ◆ Call when you arrive at your destination.
- ◆ Do not stop for snacks or ice-cream or soda on your way back to camp.

RETURN TO CAMP

- ◆ Always park vehicles in the van parking lot, adjacent to the Maintenance Shop after dropping campers outside the office and being checked out with the Office to ensure the vehicle has been left clean and personal belongings have been removed.
- ◆ Park the vehicles facing the Trees so Maintenance knows it has been taken out and gas has been used and will need replenishing. Vans will face the Upper Tennis Courts when they are ready to be used.
- ◆ Report any malfunction to a Director immediately.

NOTE: When in camp, vehicles are left unlocked with keys in the cup holder.

AT NO TIME WILL THERE EVER BE A "CHINESE FIRE DRILL" ALLOWED BY CAMPERS OR COUNSELORS EITHER ON CAMPUS ROADS OR OFF CAMPUS ON PUBLIC ROADWAYS. VIOLATION OF THIS RULE WILL BE IMMEDIATE DISMISSAL OF BOTH CAMPER AND STAFF.

VEHICLE EMERGENCY PROCEDURE

If you are involved in an accident, get a flat tire, experience any technical difficulty with the vehicle you are driving, or encounter hazardous weather conditions, please proceed as follows:

- ◆ Pull over as soon as possible. Call Camp (207-512-2300) and explain the situation, wait for directions from a Director. Remember: all vehicles contain fire extinguishers, reflectors, and First-Aid Kits.
- ◆ In the event of an accident to one or more of the camp vehicles on a trip, all vehicles in the convoy should stop. Drivers of vehicles not involved stay in their vehicle and supervise passengers. Additional staff should go to vehicle(s) involved in accident to assist.
- ◆ In the case of an accident with injuries, call 911 for ambulance/police. Evaluate condition of passengers and note any possible injuries. If anyone is unconscious, do not move them but make sure they have an open and clear airway. If anyone is bleeding, apply pressure to the wound. Remember to wear gloves provided in first-aid kits if dealing with injuries involving any skin abrasion.
- ◆ For an accident with no injuries, procedure is same but ambulance service does not need to be contacted. Accident forms must be completed which are located in the vehicle information folder under driver's seat.
- ◆ For all accidents, witness and accident information is to be taken at the site.
- ◆ Please provide a copy of the Accident Report Form to the Office.

Towing Company Numbers

Arbo's	(Waterville)	(207) 872-
Interstate	(Waterville)	9551
		(207) 873-
		9507

Emergency Numbers
Fire/Police/Ambulance

911

Maine General Medical Center (207) 872-1000

Emergency Room (207) 872-1300

Express Care (207) 872-1400

Inland Hospital (207) 861-3000

State Police

Sheriff Kennebec County (800) 498-1930

Somerset County (800) 452-1933

Ambulance (207) 872-4000

Poison (800) 422-6305

Smithfield Fire Chief (207) 634-4475

VEHICLES USED FOR STAFF NIGHTS OUT

You are very lucky to be offered the privilege of using camp vehicles for staff nights out. Camp does not have to provide its staff with any means of getting off camp and a lot of camps are not as accommodating. Vehicles may not be used for ENOs, days off or personal use. Due to this privilege being abused in the past, the following rules exist to ensure fairness to all:

- ◆ Any resident staff member over the age of 21, who has passed the camp-administered driving test, may request a van.
- ◆ For the 12-passenger vans, there must be a designated driver and a minimum of six people before a van may be signed out. These vans can seat a maximum of 12 persons including driver.
- ◆ For the 7-passenger vans, there must be a designated driver and a minimum of four people before a van may be signed out. These vans can seat a maximum of 7 persons including driver.
- ◆ The designated driver(s) must check out van(s) with the Office OD and assumes responsibility for driving there and back.
- ◆ You may choose your own destination; the van may go to different places.
- ◆ If anyone traveling on the camp van is denied entry to the chosen destination, then they must remain in the van until everyone else returns.
- ◆ Anyone not riding home in the camp vehicle must tell the driver personally.
- ◆ Under no circumstance will rides be given to any non-Matoaka staff member.
- ◆ Upon return to camp, park van adjacent to the Maintenance Shop facing the Trees.
- ◆ Make sure the van is cleared of trash and personal items.
- ◆ No one is allowed to drink alcohol, or have an open container of alcohol in any Camp vehicle, whether moving or stationary. It is the responsibility of the designated driver to inform the office of any violation of this rule.
- ◆ Availability on the vans will be on a first-come, first-served basis. If there are not enough seats available for staff wishing to use the camp van, staff with their own car on camp will be asked to give up their seat as they have the option of taking their own vehicle.
- ◆ The vans must be back at camp by 1:15AM and, once back at camp, may not make any additional trips.

It is the responsibility of the staff wishing to use a camp van for a night out to find a camp-authorized driver to be the designated driver for the night, and not that of the Office. Ideally, all camp-authorized drivers should take a turn in assuming this responsibility. Please show your designated driver courtesy, especially on the ride home, otherwise they may elect never to drive for a night out again. If the van privileges are abused, then they may be revoked.

TAXI CABS

When ordering a taxi, ask that they wait for you at the front gate by the security hut. You should be available to meet the cab; it is not the responsibility of the office to find you. You should always inform the driver that you do not wish him to pick up any additional passengers while you are in the car. If you choose to take a cab back to camp, please inform the driver to drop you off by the security hut. Note that taxicabs can be an expensive way to travel. We also recommend that you travel in groups.

HEALTH CARE AT MATOAKA

THE HEALTH CARE CENTER

Five nurses – either Registered Nurses or Licensed Practical Nurses – staff the Health Care Center. All Nurses carry a walkie-talkie with them at all times, including meals and overnight. A doctor is also a full time staff member and available to consult 24 hours a day.

Health Center Hours: The Health Center is open from 8:30AM - 10:00PM. At least two members of staff will be there between these times – except during meal times, as the Health Care staff eats their meals with everyone else (unless they have patients in the Health Center). Outside of these hours, a nurse is available for emergencies only.

Camper Medication: After each meal, campers taking regular medications line-up in the Rec Hall (at the “Nurses Nook”) to receive their medication. Campers taking medication before bed will go to the Health Center for this dose. Staff cannot reprimand a camper for being late back to the cabin. There often is a long line at night, and safety is never compromised for the sake of speed. The Roving OD counselor can use their walkie-talkie to get confirmation that the camper is at the Health Center.

Sick Call: Hours will be posted in each cabin for “Sick Call,” a time when a camper not feeling well can go to the Health Center. Campers are never turned away, but if there is a long line of people waiting to be seen, campers may be sent back to their bunk/activity and called when there is a nurse available to examine them. The Health Center is nearly always busy, with up to 200 visits a day, so counselor cooperation is essential. Campers always need to be accompanied during the day or night to the Health Center.

Staff must check their campers daily and report any accident or illness, including homesickness, immediately to a nurse, unit head, or director. If a camper needs to see a nurse after her bedtime, the person on roving duty on the bunkline or another camper should accompany her. Any camper admitted to the Health Center is supervised by a member of the Health Care staff at all times.

Medical Confidentiality: Due to the individual's right to medical confidentiality, staff will only be informed of a camper's medical condition if there is considered a clear "need to know." This applies to new, as well as existing conditions. Obviously, we have no control over the "camp grapevine," and it is up to every individual to inform whom they wish about their own health. When it is considered necessary for staff to be informed of a camper's medical condition, accident, etc., staff will be informed discreetly and as soon as possible.

Medical Advice: We ask, out of respect, that non-camp-medical staff do not give medical advice to campers or fellow staff members or comment to them about the care they are receiving. If you are concerned about the health or apparent treatment an individual is receiving, please speak directly to the Health Care staff or Director.

Excuse Notes: To be excused from an activity, a camper or counselor must have a note from a member of the Health Center staff. These are not issued indiscriminately; we try to keep them to a minimum. If you are concerned about the number of campers being excused from your department, please speak to the Health Center staff. If a camper has been excused for a medical reason, they are excused for the time-period stated on the note, and they may not elect to do that activity unless they have authorization from a nurse. Department Heads may not dismiss or excuse an instructor or a camper from any activity until they have spoken to the Health Care Manager.

Health and Wellness Practices: Camp Matoaka promotes health education and prevention of illness. We rely on counselors in the bunks and departments to help with this, and to act as positive, health role models.

Staff can help in the following areas:

- Make sure nobody shares hairbrushes, hair accessories, hats, etc., as this can spread lice.
- Make sure that campers change their clothes regularly and dissuade campers from sharing their clothes. Wearing the same clothes repeatedly can cause Scabies, Impetigo or the spread of head lice. It is important to change and wash bedding and towels once a week as well.
- Encourage everyone to wear flip-flops in the shower. This can help reduce the risk of warts, verrucas or fungal infections such as Athlete's Foot.
- Bring any area of concern (i.e., a camper with excessive bug bits, a camper who is repeatedly scratching their head or skin, scrapes that don't appear to be healing, etc.) to the nurses.
- Encourage campers to drink fluids often and encourage good eating habits by setting a good example (i.e, by not skipping meals or discussing "dieting.").
- Encourage campers to wear sunscreen and bug spray and help apply when necessary.

In addition, bunk counselors can assist in the general hygiene of their campers. Younger campers, in particular, may need physical assistance in brushing their hair or trimming their nails, etc.

Medical Emergencies and Injuries: Allow medical staff to handle all accidents and emergencies. Send someone for help immediately and stay with the camper. Do not move her. Minor injuries may be initially dealt with by department members/bunk counselors and then referred to the Health Care Center. All departments, bunks and vehicles have first aid kits with gloves, Band-Aids, gauze, antiseptic wipes, tape and plastic bags for the disposal of any contaminated medical waste.* Disposable CPR masks are available in all vehicle first aid kits and in waterfront department first aid kits. (A further supply is kept in the Health Care Center along with an AED Defibrillator.)

*Medical waste is the term used to describe refuse from a health care facility. Medical waste includes Band-Aid wrappers, used tissues, syringes and medicine cups. While most medical waste is noninfectious, some is considered infectious or contaminated "waste which contains pathogens with sufficient virulence and quantity so that exposure to the waste by a susceptible host could result in an infectious disease." Infectious/contaminated waste includes blood, body fluids and used needles. It does not include feces, nasal secretions, sputum, sweat, tears, urine or vomit, unless they contain visible blood.

Standards, Precautions and Control of Infection: The Occupational Safety and Health Administration (OSHA), has set standards which specify that universal precautions are to be part of infection control practices. Universal precautions are specific guidelines that must be followed to provide every person protection from diseases that are carried in the blood. These safety measures will help ensure the health of all camp employees and campers. Since blood can carry all types of infectious diseases, even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone that might come into contact with blood or other body fluids.

The Center for Disease Control has recommended the following guidelines to prevent diseases that are carried in the blood from infecting a camper or camp employee:

1. Non-Latex gloves, such as Nitrile, or vinyl gloves are a suitable barrier to be used if contact with blood or body fluids is anticipated or if handling a surface or item soiled with another individual's blood or body fluid.
2. Gloves should be removed inside out to prevent the spread of blood or bloody secretions and then placed in a plastic bag and taken to the Health Care Center for correct disposal. Gloves are for single use only.
3. Once gloves have been removed and disposed of, hands should be washed thoroughly with antibacterial soap and warm water if available. If no visible particles, blood, dirt, etc., then a hand sanitizer can be used in the absence of soap and water. Then, wash hands as soon as possible. If blood or body fluids should get on the skin, the area should be washed with soap and water. No other disinfectant or bleach is necessary. If soap and water are not immediately available, the skin should be initially cleaned with an antiseptic wipe and washing done as soon as possible.
4. Disposable CPR masks should be used when administering CPR.

Exposure Control Plan: The following plan incorporates the current Occupational Safety and Health Administration (OSHA) policies regarding the risk of infection from blood borne pathogens and how incidents will be handled. Camp Matoaka adopts the "Universal Precautions" policy for infection control, whereby all employees assume that ALL human blood and human body fluids containing blood, are infected with HIV, HBV (Hepatitis B) and other blood borne pathogens.

Practices designed to reduce the risk of transmission of infectious diseases have been developed and should be utilized by ALL employees. We provide gloves, plastic disposal bags and antiseptic wipes for skin cleaning in all first-aid kits. Also, each department has their own separate supply of gloves. Current information from the American Academy of Pediatrics and the Center for Disease Control states that even within an area of high prevalence of HIV or HBV infection, the risk of infection resulting from a single cutaneous exposure to blood from a school-aged child or adolescent is minute.

Because of this minimal risk, the only mandatory precautionary action should be washing the exposed skin with soap and water. Lacerations and other bleeding lesions should be managed in a manner that minimizes direct contact of the caregiver with blood (i.e., by the wearing of gloves or use of a plastic bag).

Any member of staff who has had contact with blood, or body fluids containing blood needs to inform the nursing staff and complete an accident form and exposure record. OSHA states that any staff member who has occupational exposure to blood or other potentially infectious materials be offered vaccination against the hepatitis B virus. This is at no charge to the employee. Anyone wishing to decline the vaccination may do so, but should sign a waiver form and can change their mind later.

EMERGENCY FIRST AID AND ACCIDENT PROCEDURE

In the event of an emergency:

- Use a Walkie Talkie (located in each Department) to call the Health Care Center and the Office. Calmly say: "Nurses – Nurses" and your location on camp to indicate an emergency incident or accident.
- Send a staff member or a responsible camper to the Office or Health Care Center (whichever is closest) and relay information about the emergency. (If the Office is notified, they will immediately contact the Health Center by walkie-talkie.)
- Supervise other campers and keep them out of the way of the emergency.

Basic First Aid Procedures are to be followed until nursing staff arrives. Verify the situation and assess the scene calmly. In the case of the emergencies listed below proceed as follows:

- Unconscious patient: Check for breathing and follow American Red Cross guidelines. If vital signs are absent, commence CPR. If the patient is breathing and has a pulse, do not move them, stay with them and observe. Check that the mouth and nose are clear. If not, remove obstruction and move the chin forward to create a clear airway.
- Loss of blood: Apply pressure to wound. Try not to apply direct hand contact to blood, either use gloves from first-aid kit or any form of barrier (i.e., a towel or T-shirt.)
- Suspected fractured limb: Wait for the nurses. Do not attempt to move the limb.

NOTE: There is always a vehicle on camp designated for emergency use and camp is served by local 911-ambulance service.

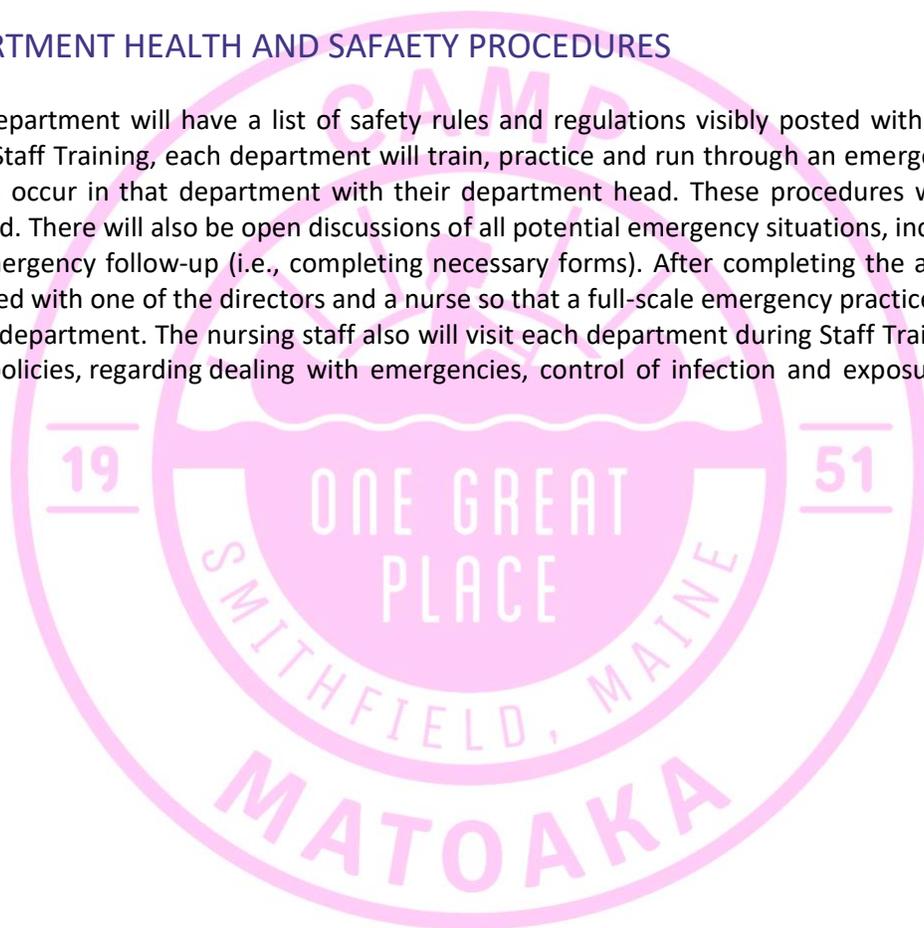
NOTE: See the copy of the emergency procedure flow chart posted in every bunk and department which details the steps to be followed in the event of an emergency. This flow chart, along with a copy of the Emergency First Aid and Emergency Procedure, also can be found in all first aid kits.

Incidents are reviewed and analyzed by the nursing staff and directors to help reduce the incidence of such accidents and injuries. Incident report forms are completed for all accidents.

NOTE: All staff will be shown the location of the emergency grab bag and the AED during Staff Training. In the event of an emergency, you may be asked to run to the Health Care Center or Office to collect these items and bring them to the site of the emergency.

DEPARTMENT HEALTH AND SAFETY PROCEDURES

Every department will have a list of safety rules and regulations visibly posted within their department. During Staff Training, each department will train, practice and run through an emergency situation that is likely to occur in that department with their department head. These procedures will be reviewed and practiced. There will also be open discussions of all potential emergency situations, including remedies and post-emergency follow-up (i.e., completing necessary forms). After completing the above, a time will be scheduled with one of the directors and a nurse so that a full-scale emergency practice session can be held at each department. The nursing staff also will visit each department during Staff Training to review camp health policies, regarding dealing with emergencies, control of infection and exposure control.



STAFF HEALTH CARE

We implement health and wellness practices at camp and have prepared information sheets on a number of common illnesses/conditions. We urge staff to be responsible for their general health and keep hours and habits that promote good health and which allow them to function in a responsible manner when in camp. The Health Care staff can administer all common over-the-counter medications and there is no charge for this service or any first aid provided. We have the facilities to do Strep Screening, blood glucose monitoring and urinalysis; however, there is a charge for these services. Staff will be seen as quickly as possible, but please understand that our campers come first, and we need you to treat the Health Care Center with the same respect that you would expect from us at your department by not helping yourself to anything and being patient – the Health Center is a busy place.

Camp is affiliated with Mrs. Lydia Marden, LNP. Lydia will visit the camp Health Care Center Monday through Friday. The time of these visits vary according to her schedule. Staff will be able to schedule visits with Mrs. Marden when she is on camp. Appointments must be made through the nurses only. There is a charge for the initial consultation and another charge for any subsequent follow up visits. These costs will be deducted from your paycheck.

You are not obliged to see the medical staff provided by camp. If you choose to see a doctor locally, this must be done on your own time and at your own expense. If you elect not to see the medical staff provided by camp, you should still inform the nurses of any new health conditions and or treatment. This information is confidential and is not used in a discriminatory manner against you. However, you acknowledge that medical personnel, including but not limited to the Camp Nurse and/or other health care provider, may disclose Staff Member's medical conditions to the Camp.

It is essential that the nursing staff be aware of any ongoing health conditions in order for the correct health care to be appropriated in the case of an emergency. The nursing staff is at liberty to inform the camp directors of any health condition/illness which necessitates absence from a department or bunk, or which affects your ability to perform to full capacity. All accidents occurring at camp, whether while on duty or not, should be reported to the nursing staff, no matter how minor. Any work-related accidents are covered by Worker's Compensation Insurance, but there is no camp insurance to cover illness.

If you require any medication following your visit with the medical staff, you may call the prescription into the pharmacy and give them a credit card, in which case camp will collect the prescription for you at its earliest convenience. Camp is not responsible for the cost of treatment prescribed or for finding out the cost prior to the prescription being filled. If you do not wish to give a credit card over the phone to the pharmacy, then it is your responsibility to take and collect the prescription yourself on your time off.

If you see a physician/dentist/hospital while at camp, you are responsible for making any insurance claims yourself. The Health Center can help you if you are not familiar with this procedure, or need verification of illness/diagnosis, services provided, etc. Most insurance companies have a deductible or co-payment, which must be paid before any formal claims, or reimbursement can be made. You must pay this fee at the time of your visit. It also is essential that you give the hospital/office your home address and not the camp address.

If you are sick, the first day away from duties is given as a sick day. Any subsequent days absent are counted as days off and thus subtracted from your days off allowed. If you take a sick day, or any sick time, you must inform the nursing staff. Female staff may only sleep overnight in the Health Care Center if diagnosed as sick. Male staff may not be admitted overnight to the Health Care Center.

NOTE: International staff should be aware that there is no flat prescription charge in the US and some medications are very expensive. If you are concerned about cost, mention this to the doctor, sometimes a cheaper equivalent can be prescribed. Please be aware that some medications available where you are from without a prescription may require one here, or vice-versa. Some medications may not even be available here due to guidelines set down by the Federal Drug Administration (FDA). Brand names also may be different than those with which you are familiar. The Health Care staff can help you if you have any questions regarding medications available in the US.

Staff Health Forms: All staff, resident and nonresident, including maintenance and support staff, are required to have had an examination by a licensed physician within a 24-month period prior to each camp session. A copy of such an examination is acceptable so long as it clearly states the date of examination and name of licensed physician. Staff must also complete all other sections on the health form. This information is necessary to give the appropriate medical care and is in no way discriminatory. It is confidential and the health forms are kept separate from other personnel records. During the first 24 hours of staff arrival at camp, the nursing staff will conduct health screens to detect any evidence of communicable disease or any possible current illness, and review health history. Staff under the age of 18 require a signature from a parent/guardian.

Medication Policy: Staff may not keep any medication, prescription or over the counter, in the bunks or any department. We would prefer that you keep any medication in the Health Care Center, but you are permitted to keep it in your Lock Box. Staff living in private cabins, where campers are not permitted, may keep their medication with them.

The nurses are the only staff allowed to dispense medications of any kind. Under no circumstance may any other staff members give campers any medication. Staff also should not give any medication to each other. The Health Care Center is fully stocked with all common over-the-counter painkillers, antihistamines, stomach remedies, etc., which are given free of charge. It is a Federal offense to give someone a prescription or medication not intended for him or her. It also could be extremely dangerous. Severe drug reactions can occur with even commonly prescribed items and over-the-counter preparations.

The nursing staff may administer prescription medicines only if in original containers with clear instructions, and over-the-counter medications such as Tylenol, Advil, and Pepto-Bismol as per parent/guardian's instructions. The only non-nursing staff who may administer any medication are counselors supervising out-of-camp trips. That staff may only dispense regular medications. These are only given as per nursing staff's orders.

Worker's Compensation: Medical costs associated with job-related injuries will be covered by our Worker's Compensation Insurance. The Act states that you may lose your right to compensation unless your employer is notified of the injury within 30 days. Your claim also is subject to a two-year statute of limitations.

SAFETY IN THE WORKPLACE

The Directors and Health Care staff are very aware of the site, facilities and equipment, and are very concerned with the safety of the entire camp community. We rely on our staff members to bring to our attention any potential safety hazards (i.e., faulty equipment, structural damage to buildings, and natural hazards such as a falling tree, etc.) Please report any faulty or broken equipment to the Office, and do not use it until it can be inspected and/or repaired. Safety always comes first. Do not use anything if you suspect that it may be unsafe.

Camp Matoaka Safety Committee:

- Creates and maintains an active interest in safety;
- Serves as a means of safety and health communication to and from employees;
- Makes safety inspections on a periodic basis to help identify and corrects hazards or unsafe procedures before an accident or injury occurs;
- Provides information to the Directors for the improvement of the Safety Program; and
- Reviews accident/incident report and assists in the development of methods or corrective measures to help prevent accident recurrence.

The members of the committee are:

Jason Silberman	-	Director
Leslie Silberman	-	Director
Wendy Berliner	-	Assistant Director
Molly Van Bragt	-	Events Director
Vicki Clewley	-	Operations Manager
Charlene Williams	-	Kitchen Manager
Michael Strahan	-	Program Director
Lydia Marden	-	Nurse Practitioner

Local Emergency Service

The Safety Committee meets once a week to review any accidents and all aspects of safety at camp. Please bring to their attention any areas of concern you may have regarding safety.

EMERGENCY PROCEDURES & PROTOCOLS

SEVERE WEATHER

In case of sudden severe weather, take cover with your activity group in a bunk or nearby building and wait for further instructions.

- **Performing Arts Center:** Horseback Riding, Archery, Ninja Warrior, Ropes, Yoga, Golf, Theater and Music should report to the PAC. Counselors are responsible for all of their campers.
- **Gym:** Dance, Gymnastics, Fitness, Wood Craft*, Mountain Biking, Soccer, Lacrosse, Volleyball, Basketball, Softball, Pool Swim and Upper Tennis should report to the Gym. Counselors are responsible for all of their campers. (*Wood Craft can remain in the Wood Craft Hut in the event of normal rain; if there's an emergency, they should report to the Gym.)
- **Rec Hall:** Media Arts, Fishing, Small Crafts, Sewing*, The Arts (Camp Craft and Metals & Glass)*, Ceramics*, Lake Swim, Lower Tennis, Waterski and Culinary Arts should report to the Rec Hall. Counselors are responsible for all of their campers. (*Sewing, The Arts and Ceramics can remain in the Arts Building in the event of normal rain; If there's an emergency, they should report to the Rec Hall.)

A constant rain will change the regular schedule to a rainy-day program, which will be announced. Sometimes the electricity goes out and we lose power for the P.A. system – stay where you are until we send a runner around.

EMERGENCY PROCEDURES

- **Fire:** If you suspect there is a fire, immediately vacate the building and inform a director.
- **Cabins:** Exit quickly and proceed to the Lower Tennis Courts. Counselors should be the last people out of the cabin and directing campers to their assigned position to check off names. No one should delay their exit by collecting personal items. Counselors stay with their campers. There are exit signs, smoke detectors and fire extinguishers in all cabins, so make sure you know where all of these are located.
- **Dining Hall:** A bell will ring. Counselors are responsible for supervising the campers at their table. Staff at the head table should make a check of the restrooms, computer lab and the office. Clear in an orderly fashion and assemble on the tennis courts. During the course of the summer, a fire drill will be performed each session to acquaint staff and campers with the procedures.

Storms: Listen for announcements on the P.A. system or walkie-talkie. If the power is out, the office staff will communicate with instructions. If you are at an activity, take refuge in the Rec. Hall, PAC or Gymnasium, and stay with your group (see above).

Severe Storms (i.e., Tornado): Listen for announcements. If the power is out, office staff will visit bunks and departments with instructions. If you are at an activity, take refuge in the Rec. Hall, PAC or Gymnasium, and stay with your group (see above). Prior knowledge of impending flood, tornado or hurricane will be handled by preparing kitchen staff with ample supplies of water, food and flashlights. Office staff will contact all Bunk Heads, requiring them to have their campers bring flashlights, sleeping bags, pillows and one change of clothing into the Rec. Hall, PAC or Gymnasium where they will stay during the entire pending natural disaster. In case of a flood, all campers and staff will be brought to the Gymnasium.

CAMP SECURITY

We are our own security system. We ask that you review the following procedures in detail and explain them to your campers on the first night of camp. We ask that you have an intelligent approach to what is happening on camp. We have a Security Gate that is kept locked and guarded 24/7. We do not allow any unannounced visitors or strangers to wander around camp. If you suspect any intruders on camp premises, inform the office immediately. At night, there is someone in the office until 11:00 PM. After that time, the office ODs will be in the Palace or their private cabin and they have a walkie-talkie with them. At night, the staff with walkie-talkies are the Camp Directors, the male counselors on night OD, the nursing staff, the Night Security Guard and the Camp Caretaker.

Security Guard: For additional security, there is a professional, independent security guard who sits in the Security Hut at the entrance gate. All visitors must be announced. The Security Guard performs random patrols of camp. He/she carries a walkie-talkie and travels around camp in a golf cart. He/she will be introduced to all staff during Staff Training. The security guard will be stationed at the Security Hut and you will be asked your name to be recorded in the Log Book when you return from your night out. He/she also performs cabin patrols of the bunkline and private cabins and only enters a cabin in the event of an emergency. If a bunk is too noisy, he/she may shine a flashlight in a window and call the counselor on duty to the door and ask the bunk to quiet down. The security guard is not permitted to give rides to staff on the cart for safety reasons, except in the case of a medical emergency. Please respect his/her responsibility to keep our community safe and secure. If he/she encounters any problems, he/she is instructed to contact Jason and Leslie immediately via walkie-talkie. Pranks against the security guard are not allowed and will not be tolerated.

CAMPER SECURITY AND CAMPER VISITS

Parents may not visit campers without permission from one of the directors. If a director has authorized a visit, then a camper will be called up to the office. Never allow a camper to leave the bunk/department with the visitor. If a visitor arrives at your bunk/department unannounced or unaccompanied by a director, then escort them all to the office and inform a director immediately. When out of camp on an organized trip, campers must travel to and from the event in camp arranged travel. Never allow a camper to travel back to camp in any other vehicle. If a parent shows up unannounced on a day-trip, please inform the directors via camp cell phone.

CAMPER SAFETY OUTSIDE OF CAMP

Obviously, we have less control of our camper's surroundings when they are outside of camp. Any staff chaperoning campers outside of camp has the utmost responsibility for those campers.

- Staff in charge of a trip will designate a meeting place and time for departure in the event that the group gets separated.
- When not in vehicles, campers should travel in groups of 2 or 3, including all trips to the bathroom, thus adopting a "buddy" type procedure.
- Campers are not allowed to make any phone calls or have any invasive procedure performed (i.e., ear piercing, tattoos).
- Campers must return to camp with the group and may not, under any circumstances, be allowed to travel with anyone else.
- Do not give out any information about campers to strangers.
- If you see a camper on a cellphone, confiscate it and bring it to the Office Staff or trip leader in charge of the trip.
- All campers and staff must wear Matoaka clothing.

TERRORIST ACTIVITY DURING THE SUMMER

We know that any terrorist events this summer would be disruptive and unsettling to children, even when they happen far away from camp. We choose to be thoroughly prepared. Every trip out of camp will continue to carry a cell phone and plenty of staff coverage. Each trip is advised of emergency procedures while off campus that include: staying in groups with staff, alternative meeting places if separated from the group, and many other basic safety rules. We strictly enforce our requirement that all campers and staff must wear a camp imprinted T-shirt when off campus.

Although daily world news outside our camp community is not readily available to campers, they are informed of major media events via telephone calls from parents, mail, and emails from friends and family. We have instructed parents to notify us immediately if any events take place in their general area, or if any of their family or friends is involved in an event. We ask them to keep us informed so that we can actively participate in disseminating news to campers. "She heard it through the grapevine" is the worst possible way to hear about a tragedy to a friend or loved one. As a staff member, there are things that we are requesting of you, again for the benefit of our camp community. First and foremost, you should not spread news of any events to campers or counselors. Upon learning of any terrorist acts, or any other unsettling incident, you are required to speak to the directors or office staff member – confidentially. To discuss any tragic events to the general camp population would be contrary to camp policy and not in our collective interests. Rest assured, the directors and office staff will disseminate appropriate information in a timely, calm and helpful basis.

PROCEDURES DEALING WITH THE MEDIA

Staff may not give any information or statements to the media under any circumstances. All inquiries should be directed to Jason Silberman or his designee. Please be warned that media people trying to get a story may buy you a drink to get friendly, approach you with an assumed identity and/or ask you outright for your story. Should an incident at Camp or at another camp attract the media, we may cancel nights out and days off for a brief period, screen all phone calls, and/or take any other measures we deem appropriate. This is not a matter of secrecy, but it is in the interest of safety, privacy and rumor control.

STAFF CONDUCT

STAFF DEVELOPMENT & DISCIPLINE

We know that no one is perfect and, although we hope that all of you are as close to perfect as possible, we know better. After all our years of camping and our experiences with counselors, we know that someone, sometime, is going to slip up. If any of the camp rules and policies are broken, and it is felt that a punishment is warranted, we try to do this fairly. We also will try our best to “coach” you to be the best counselor you can be!

Certain types of gross misconduct, however, can result in immediate dismissal. (NOTE: this list is an example only and is by no means exhaustive)

- Violation of drug/alcohol policy
- Physical, emotional and/or sexual abuse of a camper
- Carrying out duties inefficiently
- Unsafe working methods
- Stealing
- Using offensive language around campers and/or staff
- Talking about inappropriate topics in the presence of campers
- Flagrant disregard of camp rules and regulations

Again, we plan on working with you, to help you be the best counselor you can be. We know that staff who feel supported and valued, work harder and are more dedicated to our campers. We don't know of any greater responsibility than taking care of someone else's child for the summer, and we know you will not take that responsibility lightly. If you ever have a question, please just ask! We are here for you as much as we are here for our campers!

Early Departure From Camp: As stated in your contract, if you leave camp early, either through voluntary resignation or due to termination, or if the camp season is shortened for any reason, your salary is pro-rated using the following formula:

(SALARY ON CONTRACT) divided by (# OF DAYS STATE IN CONTRACT) = \$ PER DAY

(\$ PER DAY) times (# DAYS WORKED) = \$ FINAL PAY

(\$ FINAL PAY) minus (TAXES, ADVANCES, CLOTHING, ETC.) = \$ TAKE HOME PAY

NOTE: Counselors who are allocated a monetary sum for travel will have that sum forfeited if the employee contract is broken for any reason. Counselors who have been given Lifeguarding Training or another certification course and do not complete their contract will have the cost deducted from their final pay.

When someone's contract is terminated, we try to inform those members of staff that it directly involves (e.g., department members, bunk co-counselors) as quickly as possible. Sometimes, due to the camp grapevine or days off, this is not possible. If you have any questions, you should contact a director.

BURNOUT

Being a camp counselor is a 24/7 job – 24 hours a day, 7 days a week. It's amazing, but it's also exhausting. The Office Staff are here to help you. Please use our experience to help you to handle any pressures – any campers or counselors that are taking advantage of you or anything else that you cannot handle. Always ask for help! We're here to help you!

RECOGNITION OF OUTSTANDING PERFORMANCE AND BEHAVIOR

We love to recognize outstanding performance and behavior, whether in a department/bunk or just someone with incredible camp spirit. There are a number of ways in which we do this, such as granting counselors the privilege of sleeping through breakfast or giving them Camp Matoaka memorabilia (e.g., hats, T-shirts, etc.). It's our way of letting you know that we appreciate the wonderful job you do.

All rules and policies apply equally to all members of staff. Anyone gaining exemption from any rules/policies will have had this agreed upon prior to them signing their contract. Any other item (e.g., days off, living accommodation) is not guaranteed, and assumptions based on previous years should not be made. The directors reserve the right to make arbitrary decisions regarding any such delegation of duties, days off, accommodations, etc.

“TOP TEN” RULES FOR CAMP MATOAKA COUNSELORS

Below is a list of the 10 most commonly abused/misunderstood rules/policies at Camp Matoaka:

1. All counselors, male and female, are required to attend the on-camp evening activity, even if their bunk is out of camp at another activity. If you have not been assigned a specific duty (i.e., door duty at a social), then you must still attend and socialize with the campers. You are only excused from evening activities if you are on a day off or an ENO.
2. No cell phones or other electronic devices (such as computers or other devices with WIFI) are permitted in the bunks or around campers.
3. During the day, the only time you may leave camp is during Rest Hour, only if you do not have rest hour OD. You must sign out in the Office before leaving camp and must be back at the end of Rest Hour.
4. During rainy days, all counselors are required to participate in the planned activity. If you are not assigned a specific task, then you are still required to attend and mix with the campers. You may not use the time to sleep in your bunk or leave camp.
5. Bunk counselors and Mean Machine must sit with their campers at special meals and evening activities (e.g., grove lunches and at evening events such as campfire, talent shows, etc.). You may not use this time to socialize with other counselors.
6. At meal times, you must sit at your assigned table and take attendance. Send any campers who are not on your attendance sheet back to their own table. If an adjacent table does not have a counselor, please move to that table. Do not wait to be asked.
7. You must be back in camp by 1:15AM. You must be in your bunk after a night or day off before reveille at 6:30AM.
8. The male dorm, a.k.a. "Laundry," is off-limits to all female staff during the day, until the end of the evening activity and then only by invitation.
9. You must sign out of camp and sign in when you return. You may not leave camp for an evening out until 8:30PM (unless on an ENO) and you must sign out; you must sign in upon your return to campus.
10. All Bunk OD schedule changes must be approved by your co-counselors and your Unit Head. You may not alter your Bunk OD schedule by yourself. Both copies of the schedule must be changed; the copy in the cabin as well as the master copy in the office. The office staff use the master schedule to assign drivers out of camp or evening activity assignments. Before changing any schedule, the Super Duty schedule must be referred to if there are any conflicts.

CAMP MATOAKA RULES, REGULATIONS & POLICIES

CAMP MATOAKA DRESS CODE

All staff must wear a Matoaka Staff Shirt while teaching at your activity. Per your contracts, Matoaka will provide you with 8 Staff shirts at the beginning of the summer. Staff must wear a Staff Shirt every day from 9:15AM through 5:30PM. Staff must also wear a Staff Shirt when accompanying campers out of camp. You can wear these shirts with any shorts in which you are comfortable instructing your activity. However, on Camper Arrival Day, Visiting Day, Changeover Day and Departure Day, as well as when accompanying campers out of camp, you are required to wear white or beige shorts. On Friday evenings, we ask everyone to dress in white for dinner.

We require our staff to dress in an appropriate manner. Bare feet are not allowed around camp or in any of the buildings. Bathing suits are permitted in your department only if appropriate (i.e., waterfront activities). All staff must wear a one-piece bathing suits (sports bikinis and tankinis are acceptable) and male staff may not wear "Speedo" type bathing suits. Even on very hot days, we do not allow campers or staff to wear bathing suits around camp without a cover up. We do not allow skimpy, excessively short, or see-through clothing, or anything with offensive or suggestive writing/logos, etc. This also applies to costumes for campfire, talent shows, etc. You should always dress appropriately around campers. Also, keep in mind that sunglasses are not permitted to be worn during meals in the dining hall.

NOTE: Topless or nude sunbathing is against the law in Maine and is not permitted anywhere on camp property.

CAMP MATOAKA ALCOHOL AND DRUG POLICY

As you were informed in pre-camp literature, and as stated in your contract, there are absolutely no alcoholic beverages or illegal drugs allowed on camp property, or in camp equipment. This includes off-campus properties (i.e., Matoaka Island, Matoaka Cove, Farmhouse), the Staff Lodge, the staff parking lot, and all boats and vehicles. There is no latitude on this rule; the course of action will be immediate dismissal of those involved. This applies to both campers and staff; details will be covered during Staff Training for staff and at the beginning of camp for campers. The ONLY exception is that smoking cigarettes or e-cigarettes is permitted in the Staff Parking Lot.

No staff shall work while under the influence of alcohol or drugs. We strictly prohibit staff from consuming alcohol or drugs during their free time and then participating in any camp program or interaction with other staff or campers. Any staff member under the influence of drugs or alcohol at camp or during any camp activity will be dismissed immediately.

Camp Matoaka expects all employees to refrain from using any illegal drugs for the entirety of their employment, including any substance, legal or illegal, taken with the intent of inducing a state of intoxication. This includes days off and free time spent away from camp.

Incidents at camp involving personal injury or property damage may result in involuntary chemical drug testing by blood and/or urine samples of the staff involved.

Camp Matoaka has always had a zero-tolerance policy for smoking and drugs on camp grounds. These policies are designed to protect all members of the Matoaka community; and it is our obligation to ensure that Camp Matoaka is free of prohibited items at all times.

1. Zero Tolerance Smoking Policy

- a. We have a strict “No Smoking” policy on camp (with one small exception: smoking cigarettes or e-cigarettes is permitted in the Staff Parking Lot).
- b. This policy includes electronic devices such as e-cigarettes, vape pens, JUULs, and other electronic smoking devices, etc.
- c. Smoking includes inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, plant or synthetic product intended for inhalation, whether natural or synthetic, in any manner or in any form.
- d. Includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

2. Zero Tolerance Drug Policy

- a. Matoaka is a drug-free environment, including those which may be legal.
- b. Items containing THC and CBD are prohibited at Matoaka, including food.
- c. Drug-laced candy (i.e., “gummies”) are not permitted at Matoaka.

3. What does Zero Tolerance Mean? If we have reason to believe you have any of these items at camp, prior to performing a search of your possessions, we will let you know that we’re going to perform this search, with the caveat that, if permission is refused, you will be dismissed from camp.

Drug, Alcohol and Gun Laws in Maine: Violation of Federal and State laws can lead to heavy fines and/or imprisonment. The legal drinking age in Maine is 21. This is the law and it does not matter if the drinking age in your state/country is different. You are bound by the law in Maine while you are at camp.

Most places in Maine require a Maine State Driver’s License or a Maine State ID card as proof of being 21 or older. Out of State Driver’s Licenses and International Passports are usually accepted. Maine State ID can be obtained from the Motor Vehicle Division in Augusta, Tel: (207) 287-3330. This must be done in your free time. You will require two different forms of ID (i.e., original passport, birth certificate with seal, driver’s license or Social Security card).

Please note that if you are caught using a fake ID in a bar/restaurant it will be confiscated from you and you will be subject to a court appearance and will incur a fine, as well as face disciplinary action deemed appropriate by Camp Matoaka.

Maine prohibits the possession, furnishing (distribution or giving away), and trafficking of drugs. Trafficking is selling or exchanging illegal drugs for something in return. Penalties increase with certain factors including amount, and whether the trafficking or furnishing was to minors. Sharing drugs without the exchange of money is considered furnishing. Possession can mean merely allowing drugs to be kept on your property or in your vehicle, even if you do not own the drugs.

Maine State Drunk Driving Law: If you are the operator of a motor vehicle and are driving with a blood alcohol level of 0.08% by weight, you are guilty of a criminal offense of operating under the influence (OUI). You will, in most instances, be promptly arrested and taken to jail. Following your arrest and based solely on the police report and a blood alcohol content (BAC) test result, the Secretary of State will immediately suspend your license. This suspension takes place prior to any court appearance. The BAC can be determined by either breath test or blood test, the results of which may be used in evidence in court and are fully accepted in all courts as accurate. If you refuse to take such a test, your driver's license will be immediately suspended.

No one is allowed to drink any alcohol, or non-alcoholic beer, in a vehicle. That means no open bottles/cans in a vehicle at all. This applies to both drivers and passengers and should be strictly adhered to by all. During Staff Training, you will be spoken to by a State Trooper and/or the Camp Attorney regarding this issue.

Furnishing liquor to a minor (anyone under 21) or allowing them to consume alcohol while under your supervision will result in fines of up to \$2,000 and one year in jail. Any minor who is found to be in possession of alcohol will be fined between \$100-\$300 on the first offense, \$200-\$500 on the second offense, and \$500 on the third and subsequent offenses. (Note: penalties are subject to change.)

Maine Gun Laws: An employee may not bring a firearm into camp without the permission of Jason Silberman except as provided by Maine Law 26 MRSA Sec. 600(1).

CAMP MATOAKA SMOKING POLICY

As you were informed in pre-camp literature, Camp Matoaka has a strict smoking policy to which we expect staff to adhere. We intend to make Camp Matoaka a smoke-free environment for the entire camp community.

There will be no smoking on camp apart from the following designated smoking area:

STAFF PARKING LOT

- ◆ Smoking is not allowed anywhere else on camp at any time of day or night.
- ◆ There will be no smoking with, near, or in the vicinity of any campers.
- ◆ All smoking materials must be disposed of properly in the metal can filled with sand.
- ◆ Campers are not permitted to smoke. Report any violation of this rule to a member of the office staff immediately.
- ◆ You may only smoke during your free time. You may not ask for additional free time from your bunk or department to smoke.

RESTRICTED ITEMS AND PERSONAL PROPERTY

Camp Matoaka does not permit staff to have their personal pets/animals or high resistance electrical appliances (TVs, VCRs, heaters). There is no reason to bring a laptop computer, tablet or other electronic device to camp, but if you chose to bring one for your days off/free time, you are not allowed to keep it in your cabin. Camp Matoaka is not responsible for such personal items. Camp Matoaka is not responsible for your personal property including, but not limited to, personal sports equipment, clothes, electronic devices, etc. Staff Members must obtain their own insurance for their personal property.

CAMP MATOAKA'S ELECTRONIC'S POLICY

Absolutely no technology is allowed in camper cabins or around campers. All cell phones, iPads, computers, etc., must be kept in the counselor's lock boxes. All cell phone calls must be made and received at the staff parking lot. No exceptions. Cell phones may never be in camper cabins. They must be charged in the charging station or Staff Lodge.

Staff are not permitted to take pictures of campers using their personal cell phone or digital camera, and post/share those pictures online. Staff are prohibited from discussing Camp Matoaka in a negative fashion on any public platform.

Facebook and Other Social Media Sites Policy

Please remove inappropriate photos or other content from your Facebook page and/or other social media sites, including content that others have posted. Ask your friends to remove inappropriate content in which you are tagged.

Post only photos or other content that you would be proud to have a camper or her parents see. Staff members do many interesting and inspiring things in the off-season. Share those adventures in appropriate ways online.

If you do post adult content, create friend groups in your profile. Then, alter the privacy settings for your different groups so that access to adult content is restricted to adult friends who know you well. Be sure that casual browsers who find you online do not have access to that content.

Staff are not permitted to post pictures of campers online.

Per your contract, you have agreed to adhere to the following Camp policies regarding online behavior:

- a. All Staff Members (past and present) of Camp Matoaka must always use their best judgment when contacting Campers online or responding to online contact by Campers. All electronic communications with Campers via email, instant messaging, texting, etc., and social networking sites (such as Facebook, Instagram, etc.) must be kept “Camp-appropriate,” and must reflect the highest values of our Camp’s community. Staff Member must remember that Campers are not “peers” and must maintain an appropriate “Camper-Counselor” relationship at all times.
- b. If you decide to “friend” a Camper or allow yourself to be “friended” by a Camper, you are responsible for ensuring that your home page and any linked pages are always entirely appropriate for Camper viewing, including all pictures, wall postings, and any other written or photo content. This is a major commitment, and should not be undertaken lightly, as most social networking websites allow others to add content to your pages that may be inappropriate for Campers to see.
- c. Staff Members may not post any photos of campers online nor may they utilize the Camp’s logos, without prior written permission from the Camp.
- d. Any violation of these policies will be deemed a material breach of a Staff Member’s contractual obligations and will also eliminate the possibility of the Staff Member being invited back to Camp for a future summer. Regardless of future employment, the Staff Member commits that they will continue to abide by these policies.
- e. Staff Members may not post any pictures of themselves or anyone else wearing any Camp Matoaka clothing while consuming illegal substances.

Internet Use: Staff will be permitted to use the computers in the Computer Lab between the end of Evening Activity and 6:30AM, when campers are not present, and when not on duty.

Post-Season Communication With Camp

At the end of the camp season, we ask for an up-to-date mailing address for all staff. This information is only used for our purposes and is necessary for us to send you your W2 form at the end of January. We also send information keeping you informed about camp over the winter months. Please note, to protect your privacy, camp will not issue your address, phone number, or email address to anyone else. All staff wishing to return for another summer must reapply in the Fall, regardless of position and tenure at camp. There are no automatic offers of continued employment.

Getting Paid

Camp Matoaka directly deposits staff salaries pro-rata each week. American Staff may have their salary directly deposited in their home bank account so long as they provide a voided check or “direct deposit” letter from their bank. Remaining American Staff and International Staff will open an account at the local TD Bank in Oakland. The bank will provide staff with their own debit cards to access their weekly pay. Camp will not provide paper checks and cannot cash personal checks or travelers’ checks on your behalf.

Interpersonal Relationships

When living and working together with the same people, it is easy to form friendships that may be much closer than traditional working relations. Some of you may not have had previous experience working within a hierarchy, or may be at a different level here than you are outside camp, or never worked with a female in a position of authority over you, etc. You must learn to separate your personal friendships from your working relationships. Most of the time, the two will merge together. However, there may come a time that a friend will have to discipline you or delegate an unpopular task, etc. You must accept this and not abuse your friendship with that person in order to get out of doing something, avoid discipline, or receive something to which you are not entitled. We also are aware that there may be some personality clashes. We do require you to be civil to your colleagues and keep any personal disagreements out of the work place. If you are having a problem with a co-worker or co-counselor, we strongly advise you to speak directly with that person to try and resolve the conflict. If you feel that you are being treated unfairly by a member of the staff, inform one of the directors immediately. We expect all our staff members to act in a professional manner and no retaliatory action will be taken against anyone making a complaint.

With such a large and diverse group of people living and working together, the occurrence of cliques is somewhat inevitable. However, we do frown upon such groups, whether among the staff or campers. We realize that it is necessary for you to have friendships, but these should not be exclusive or to the detriment of camp. We know that it can seem intimidating for a group of new staff, but we have found that new staff can be just as guilty of forming an exclusive clique as returning staff. There should be no segregation between old and new, International or American staff. We are all part of the Matoaka Family.

HARASSMENT

Camp Matoaka is committed to a workplace free from all types of harassment, including sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and state discrimination laws. The Administration will not tolerate such misconduct. Each of you have signed your acknowledgement of this policy with your employment contract. This policy applies to all employees, as well as to campers and others who come in contact with the Camp. Reprisals against those who file complaints under this policy will not be tolerated. Violators of this policy will be subject to discipline up to, and including, discharge. Any Camp official who receives a complaint and does not act on it under the procedures of this policy also will be subject to discipline, including dismissal.

Occasional compliments of a socially acceptable manner or statements or acts that are acceptable to all elements of society are not sexual harassment. Sexual harassment is defined as statements or acts that are offensive to a reasonable person.

Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors or verbal/physical contact of a sexual nature when:

1. Submission to such conduct is either implied or stated to be a term or condition of employment or a factor in the evaluation of the employee's performance, promotability or any other component of employment.
2. Such conduct interferes, either directly or indirectly, with an employee's work performance by creating a hostile, offensive or intimidating environment

Visual Harassment: Visual harassment, such as staring or ogling is offensive behavior. It also includes visual materials that may be offensive, such as posters, pictures, pin-ups, computer graphics and games, etc.

Verbal Harassment: Verbal harassment is sexually vulgar language, remarks about an individual's physical anatomy, derogatory comments about gender, distribution of written or graphic sexual material, sexually-oriented magazines/posters, display of nude pictures, other words or depictions of a sexual nature.

Physical Harassment: Physical harassment is touching in a sexual manner or invading personal privacy, especially the intentional touching of breasts and genital areas or buttocks, or threats to take such actions.

Procedures

Because the Camp Matoaka takes allegations of sexual harassment seriously, Camp will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate behavior has occurred, Camp will act promptly to eliminate the conduct and impose such corrective action as is necessary including, but not limited to, disciplinary action or termination.

If any Staff Member perceives sexual harassment, she or he should follow this procedure:

1. Speak to Leslie or Jason Silberman, Owners/Directors of Camp Matoaka.
2. Leslie and/or Jason will promptly conduct an investigation of the charges, exerting their best efforts to maintain the complainant's confidentiality. Depending on the evidence, Leslie and/or Jason will discuss the complaint with the Staff Member(s). If a pattern of frequent offensive behavior is verified, offenders will be subject to disciplinary action including, but not limited to, immediate termination.
3. There will be no retaliatory action taken against an employee who, in good faith, makes a report of sexual harassment.

Harassment by Others

Administration policy prohibits sexual harassment from any source. The above procedure will be followed in cases of alleged harassment by parents, suppliers, or other non-employees. If investigation substantiates the charge, the Director/Sexual Harassment Grievance Procedure Committee President will take prompt remedial action. Possible remedial steps range from letters of objection to the accused to refusal to continue the business relationship. Individuals filing complaints against non-employees should be aware of the limits on the camp's ability to control the behavior of non-employees.

Other Types of Harassment

The above stated policy applies to all protected groups, including age, race, religion, national origin, color, veteran status, and disability. Procedures for investigating such complaints will be identical to those used in an investigation of sexual harassment charges.

NO HARASSMENT OF ANY KIND WILL BE TOLERATED BY CAMP MATOAKA!

If at any time during the summer you feel that you have been discriminated against, or received any form of sexual harassment, or have witnessed harassment then contact any member of the Camp Matoaka Sexual Harassment Grievance Procedure Committee:

Jason Silberman	Director	Committee President
Leslie Silberman	Director	Committee Vice President
Wendy Berliner	Assistant Director	Committee Secretary

There are two alternate members who will serve as a substitute if a member of the committee is cited as allegedly committing an act of harassment, has a conflict, or is otherwise unavailable.

Molly Van Bragt	Events Director	Board Member Alternate
Vicki Clewley	Operations Manager	Board Member Alternate
Michael Strahan	Program Director	Board Member Alternate

CHILD ABUSE

Child abuse is legally wrong. We are required to report any alleged physical or sexual abuse that takes place at camp to the State Child Protective Services within 24 hours after the allegation is made known. Any allegation of abuse prior to a camper's arrival at camp is to be reported within 8 hours, and followed with a written report within 72 hours (Maine Law: 22MRSA 4011- 4015).

In a camp setting, physical abuse is most likely to happen when a counselor is disciplining a rebellious or unruly camper. Anything done to inflict pain while disciplining a camper is considered child abuse. (See Behavior Management Policy)

Guidelines for Disciplining Children

- Counselors may NOT, under any circumstances, hit a child
- Counselors may not use abusive or derogatory language with campers
- Counselors need to ask for help
- A staff member who encounters a particularly difficult child must seek the assistance of supervisory or administrative staff
- In all dealings with campers, staff should strive to respond, as opposed to react to children

The physical size and strength of staff members necessitates that you use discretion and restraint in all physical contact activities with campers. Games that encourage intense competitive activities with physical contact that potentially could cause injury must be eliminated or supervised very closely by nonparticipating staff members.

Guidelines for Camper-Counselor Contact

- Staff may only touch campers on the hand, shoulder or upper back;
- Never against a camper's will (unless in the clear and present danger of the child);
- Never against a child's discomfort, whether expressed verbally or nonverbally;
- In the company of other adults;
- Never when it would have the effect of over-stimulating the child;
- Never on a camper's body that is normally covered by a bathing suit (unless for a clear medical necessity – and then only with the supervision from another adult).

Specific Camp Matoaka Rules Regarding the Interaction Between Staff and Campers:

- There is no “hazing” of campers by either campers or counselors
- Campers will not be subject to “initiation rights” that are abusive in any manner
- There will be double coverage of campers by adults during changing times
- Younger campers should be encouraged to change their own clothes as much as possible
- Campers will not be alone with a counselor in his or her quarters
- Staff will never share a bed or sleeping bag with a camper
- Counselors will set limits with children who “cling” or hang on them
- Counselors will not give back rubs unless another adult is present (and, then, only with clothes on)
- Tickling or teasing a camper to the point where that camper is out of control is unacceptable
- Pillow flights or wrestling matches (or similar) can become over-stimulating and need to be limited and carefully supervised
- Overnights need a minimum of two adult leaders (at least one of the same gender as the campers)
- Staff should always adhere to the “Rule of 3,” and never be alone with any camper.
- Staff sleeping together on overnights or in the same bed in a camper cabin is grounds for dismissal
- Romantic lives of staff cannot, under any circumstances, be shared with campers
- Staff should stay out of cabins, other than their own, after lights out unless on specific camp business
- Male staff working with adolescent females need to be aware of the tendency for this group to develop hidden or secret romantic fantasies
- Whatever is done with campers should be done in broad daylight, with company present

CHILD SEXUAL ABUSE

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong, or a false allegation, can cause irreparable damage to the reputation of the accused staff member and the camp. Therefore, all staff members must be very cautious to avoid doing anything that could be interpreted as sexual abuse.

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced, whether or not the child has consented.

Child Abuse Reporting: Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, staff and volunteers need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). Our camp encourages appropriate touch; however, at the same time, prohibits inappropriate touch or other means of sexually exploiting children.

Procedures for Child Abuse Complaints:

- Any actions you observe or that may be disclosed, that are not acceptable behavior according to the above-guidelines, should be reported as soon as possible to the Camp Director.
- The Camp Director will notify the authorities and parents.
- The Camp Director will take appropriate internal action.
- In the event the reported incident(s) involve staff, the Director will, without exception, suspend the staff member from the camp. (Reinstatement of the staff member will occur only after all allegations have been cleared to the satisfaction of the Director. Everyone must be sensitive to the need for confidentiality in the handling of this information and, therefore, should only discuss the incident with the Director.).

CAMPER BEHAVIOR AND DISCIPLINE GUIDELINES

Children's behavior may have many roots. It is not expected that one week at summer camp will cure all behavioral problems. As a counselor, understand that children bring their past with them in their behavior. If you can determine the root of the behavioral problem, it will give you clues on how to deal with it.

Two things to keep in mind: (1) Campers are not mini-adults. (Expect them to want to have fun and be active.) (2) Expect campers to test their limits (but remember that they still want – and need – limits).

Common reasons for surface behavior problems:

- A desire for recognition/attention: it may be better to be infamous than unknown
- Frustration: unsatisfied needs or desires often cause children to “lash out”
- Homesickness: being scared and nervous often causes frustration
- Illness/exhaustion: no one is at their best when they are sick or tired
- Conflict with another camper/staff: this often causes people to become defensive
- Outside conflicts: problems with family, friends, etc., can follow campers to camp
- Established behavior patterns: lessons learned at home won't be forgotten at camp

Some ways to provide structure without having to become a drill sergeant:

- Establish clear expectations right away
- Balance structure with a reasonable amount of freedom
- Reinforce and encourage desirable behaviors

Things to do with campers who violate the rules or refuse to cooperate:

- Give camper one warning; make it clear that they have done wrong
- Give camper a chance to explain; they may have a good reason
- Be consistent and impartial
- Stay cool and calm; keep strong emotions in check
- Avoid lecturing or embarrassing the camper; discipline in private and keep it short and to the point
- Stress that the behavior is the problem, not the camper's personality, and help the camper to identify acceptable alternatives to the problem behavior
- Once the disciplinary time is over, accept the camper as a part of the group again
- Follow the camp behavior-management policies for continuing discipline problems

Time-Tested Strategies That Really Work!

- Be the kind of person you want your campers to become – obey the rules yourself!
- Know as many campers as possible by name. Know something about them. Build relationships.
- Be friendly. Always show interest in what individual campers are doing and their progress.
- Remember that “one pat on the back is worth two slaps in the face.” Praise good qualities and actions.
- A sense of humor is extremely valuable – Use it frequently.
- Maintain your poise at all times. Don’t let the campers “get to you.” Take a “time out” if needed.
- Never take misbehavior personally.
- Remember that each child has needs; her behavior will give you a clue as to what those needs are.
- Keep in mind that misbehavior is seldom willful – try to find the cause
- Try to see the camper’s side of the situation (discuss it with them until you understand).
- Distract! Distract! Distract! One of the best methods to control behavior is to keep them busy!
- Show your disapproval through your speech, facial expression and action.
- Be present! Being present can keep a problem from actually occurring. (Remain with your campers during meals and free time.)
- Avoid getting campers over-tired, riled up or tense.
- Be willing to admit when you’re wrong and ask for forgiveness.

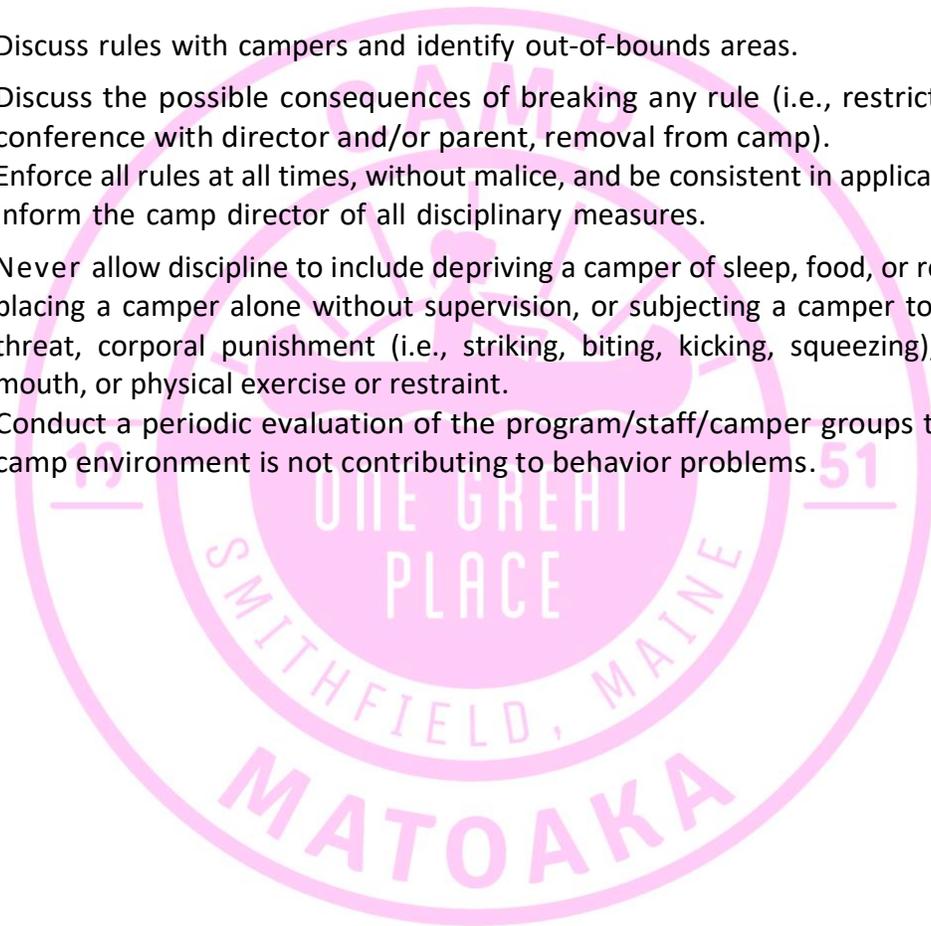
Sometimes it is best to simply ignore behaviors, rather than reward or punish, which may actually provide attention to encourage the behavior. Ignoring behaviors usually works best for campers who seek attention by clowning around. Sometimes, giving the child attention or affection, which has been lacking, may solve the problem. Giving the child some form of responsibility or encouraging a special interest or talent may result in improved behavior. Often, the activity, if it is at her own physical, emotional, and intellectual level, is enough to correct the situation.

BEHAVIOR MANAGEMENT POLICY

Camp Matoaka advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. As staff members, we need to show the campers that we see the need for following the rules ourselves. Please do not contradict the established guidelines!

Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Always suggest positive alternatives to unacceptable behavior before it gets out of control.

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the possible consequences of breaking any rule (i.e., restriction from activity, conference with director and/or parent, removal from camp).
3. Enforce all rules at all times, without malice, and be consistent in application.
4. Inform the camp director of all disciplinary measures.
5. Never allow discipline to include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (i.e., striking, biting, kicking, squeezing), washing out the mouth, or physical exercise or restraint.
6. Conduct a periodic evaluation of the program/staff/camper groups to ensure that the camp environment is not contributing to behavior problems.



CLOSING STATEMENT

BEING A MATAOAKA COUNSELOR

Are you ready to be a Matoaka Counselor? We bet you're Matoaka Ready...or will be by the time Staff Training is over. We realize that Staff Training is very intense and that we are giving you a lot of information in a very short period of time. We do not expect you to now know every rule and regulation, statement or policy by heart, but we do expect you to know where to turn for help or guidance at any time during the summer.

Please know that the Directors and Office Staff are here for you at any time you need advice. If you are having any kind of problem, whether in your department, bunk or are feeling homesick or just swamped by everything, we are here for you. We really appreciate all you do for us, and we hope that this coming summer will be the best you've ever had! We only have 49 days; let's make them all count!



AFFIDAVIT ON CONDUCT AND COMPLIANCE

I have read and understand the Camp Matoaka Staff Manual 2019. I will abide by the rules and regulations as stated in the Manual and as told to me during Staff Training. I also pledge to be a Matoaka Counselor.

I Will Be a Matoaka Counselor! I Will ...

Care for others, Be a good friend,

Have a positive and healthy behavior,

Fully participate in all aspects of the camp program,

Unplug for the summer from cell phones, internet use, video games and other wireless capabilities while in the presence of campers,

Cooperate with others,

Be sensitive to the needs of others, Teach the girls new skills,

Treat everyone with kindness and respect at all times, Accept everyone because of – and in spite of – our differences,

Stand up for what is right,

Confront disrespectful or hurtful behavior when I see it,

Avoid using obscenities, profanity, or vulgar language, or any other inappropriate conversations,

Never harass, bully, intimidate or excessively tease others,

Never use physical aggression: spitting, biting, hitting, shoving, pinching, punching, kicking, and/or tripping,

Never use threats to control someone or their friendships, or to scare or intimidate others,

I will protect the Matoaka Community and uphold its Principles and Core Values.

I AM A MATOAKA COUNSELOR!

Staff Signature _____ Date _____

Print Name _____