YMCA of the Pines Principles and Procedures

These guidelines have been developed through the combined experiences of many outdoor education and group retreat programs involving hundreds of thousands of participants. They represent prudent practices of operation in providing a safe, fun, and exciting program for participants at YMCA of the Pines. Please share the contained information with all members of your group or family.

History of YMCA of the Pines

YMCA of the Pines was founded in 1906 by the Monmouth County YMCA. Prior to finding our permanent home here in Medford in 1926, the camp was held in a number of locations including sites on the Delaware River and in New Egypt.

Henry Stockwell, a Moorestown attorney, was responsible for the acquisition of our current home and the camp's main lake and day camp now bear his name. In 1936, development of the property led to the opening of Camp Matollionequay for Girls, our girl's resident camp.

The camp's name honors Ockanickon, Chief of the Mantas Lenape tribe and an early Native American friend of settlers. The chief's final words upon his death bed were, "be plain and fair to all." This early statement of inclusivity has served as a motto for camp's philosophy in our over 110 years of operation. The girl's camp now claim's the name of Chief Ockanickon's wife, Matollionequay.

YMCA of the Pines' Mission

YMCA of the Pines is an interfaith charitable association dedicated to helping children, teens, and families explore, grow, thrive and ultimately become the best version of themselves.

YMCA of the Pines' Guiding Principles

YMCA of the Pines is dedicated to providing a quality, personal outdoor experience to those that visit throughout the year. We believe that outdoor education, experiential education, and recreation build relationships, inspire learning, strengthen character, and leave a lifelong impression. The YMCA's core values of caring, honesty, respect, responsibility, courage and inclusion are incorporated into the programs we provide, which we believe help teach compassion, integrity, self-worth, and dependability.

POLICIES

Check In / Check Out

Arrival and departure times for your stay at camp are based on your agreement and/or program schedule. All guests are required to adhere to the times noted on their agreement. Upon check out, all groups are required to remove garbage to outside trash cans, sweep, close windows, and turn off the lights.

Accommodations are inspected after your departure. A group's failure to clean-up as required may result in additional fees to the group, as described in your agreement.

Sleeping Arrangements and Supervision

For questions regarding lodging options, please contact the YMCA of the Pines' Outdoor Center Director. A suggested packing list is also available upon request. YMCA of the Pines strongly recommends that all rental group staff with responsibility and/or access to campers be appropriately screened by the rental group prior to the commencement of your rental.

YMCA of the Pines strongly recommends that adult supervision be provided in each cabin and lodge during the evening and during all activities and free time. YMCA of the Pines also recommends that the ratios of adults to youth campers in all camp activities including lodging meet at least the following minimums and that all supervising adults are at least 18 years of age:

Program Type	Age of Youth Campers	Ratio of Adults to Youth Campers
Day Programs	5 years and younger	1:6 (i.e., at least 1 adult per 6 campers)
	6 through 8 years old	1:8 (i.e., at least 1 adult per 8 campers)
	9 through 14 years old	1:10 (i.e., at least 1 adult per 10 campers)
	15 through 18 years	1:12 (i.e., at least 1 adult per 12 campers)
Overnight Programs	5 years and younger	1:5 (i.e., at least 1 adult per 6 campers)
	6 through 8 years old	1:6 (i.e., at least 1 adult per 5 campers)
	9 through 14 years old	1:8 (i.e., at least 1 adult per 6 campers)
	15 through 18 years	1:10 (i.e., at least 1 adult per 10 campers)

Minimum Screening Requirements

The organization recommends that all third-party guests and groups screen their 18+ visitors through a multi-state criminal records search. The organization also recommends that documentation is kept for all screening materials.

Raptor Sex Offender Search

YMCA of the Pines utilizes the Raptor system to conduct a background screen of adult visitors against the national sex offender database. Please note that all adult participants with a group program shall be subject to a Raptor screening prior to the start of the camp program. This can either be done on site (recommended for small numbers of adult chaperones, only), or 3 business days in advance.

To complete the search in advance, and avoid delay or disruption to your camp program, kindly provide our office with the names and birthdates for all adult chaperones at least 3 business days prior to your group's visit to YMCA of the Pines.

*Note, school groups and government entities that background check their staff annually are exempt from this requirement.

First Aid

Group leaders and parents are encouraged to have an adult with the following qualifications to assume duty for emergency care:

Age appropriate CPR/AED certification from the Red Cross or another recognized provider, and for youth groups, first-aid certification from the Red Cross or another recognized provider.

Further, group leaders and parents are encouraged to have the names and addresses of all participants, emergency contact names and numbers, and a listing of known allergies or health conditions requiring treatment, restriction, or other accommodations while on site. For minors without a parent on site, signed permission to treat should be obtained prior to event. If requested, YMCA of the Pines will provide a secure place to store any medical material and has limited first aid supplies for simple cuts and scrapes located in all dining facilities.

All medication (prescription and over-the-counter) is to be stored under lock and key except when in the controlled possession of the person responsible for administering the medication. If your group did not bring a lock box or other appropriate locked storage device, please advise the YMCA of the Pines' Outdoor Center Director for accessible storage outside of your assigned lodging and/or program areas.

The group leader is responsible for primary first aid, emergency care, and emergency transportation. Please promptly report all incidents to a YMCA team member for proper documentation.

Meals

All meals are served in either the Ockanickon Dining Hall or Matollionequay Dining Hall unless otherwise noted on your schedule. Guests may choose to forgo meals while at camp and are asked to eat those meals in their residences or at the picnic areas around Camp. Guests are not permitted to use the camp's dining hall kitchens to cook or serve food.

Fires

Campfires are allowed in approved stone fire rings and lodge fireplaces. There will be a $50.00 charge per campfire assessed to any group having an unauthorized campfire

(including using an unauthorized fire ring) and the fire will be extinguished. The flames associated with all outdoor campfires should be no taller than two feet and all campfires must have adult supervision. Outdoor fires are only permitted between **6:00 pm and 12:00 am** (i.e., midnight) as is required by local law. For the safety of our guests and the facility, all fires must be extinguished at the end of their use (which must be no later than 12:00 am (i.e., midnight). Firewood is provided to each group staying overnight in a lodge. Additional firewood is available at a charge of $50.00 per load.

Smoking, Firearms, Alcohol, and Drugs

YMCA of the Pines is proud to be a tobacco-free, alcohol-free, drug-free, and weapon-free facility. Thanks for your cooperation during your stay.

Vehicles

All vehicles must be parked in the designated parking lots. These locations are noted on Y maps and your group will be directed to these areas upon arrival. At no time can a vehicle be parked in or around lodging areas or on the Camp roads. YMCA of the Pines reserves the right to have vehicles towed at the owner's expense for failure to adhere to this rule. Mini-bikes and other All-Terrain vehicles are not permitted on the Y property. Any RV type vehicles must have prior approval before entering camp property. This is for the safety of our guests and preservation of the property.

Helmets

NJ State law requires all children under the age of 17 to wear an approved helmet when cycling, roller skating, in-line skating, or skateboarding.

Supervised Areas

<u>The following areas are **restricted** to use only when a YMCA staff member is present:</u>

Waterfront Areas and Docks, **Boating** Areas and Docks, **Challenge Course** Low and High Elements, **Archery**, and **Horseback Riding**.

For the safety of everyone here at camp, please restrict your use of these areas to designated program times.

Swimming, Boating, and Ice–Skating

The use of waterways, frozen or flowing (including swimming, boating, and ice- skating), without prior approval by the Outdoor Center Director is prohibited.

Swimming and boating activities are only permitted in designated areas when YMCA of the Pines certified staff members are on duty. Additionally, boating activities require that all participants wear a personal flotation device.

Inclement Weather

YMCA of the Pines employees a weather detection system. In the event that lighting is detected within a 10-mile radius, an alarm will sound and all guests are required to seek shelter immediately. Do not seek shelter under trees or in open-sided structures. An all-

clear alarm of three blasts indicates that lightning is no longer within the area. Please remain sheltered until the all-clear alarm.

Inclement weather not involving lightning may also require shelter or an alternative activity. Please use caution during these times and contact a YMCA staff member for additional information.

Fishing

Adults who fish must have a valid New Jersey State Fishing License. Fishing is not allowed from the waterfront areas. Lost hooks can harm our swimmers. All fishing is on a catch and release basis. Please use barbless hooks.

Animals and Pets

Please leave all pets at home.

Lost and Found

Personal equipment, such as sports equipment, is permitted. Electronic equipment is permissible, but use is discouraged and not permitted in program areas. YMCA of the Pines is not responsible for lost, stolen, or damaged articles. All found items will be held in a "lost and found" for up to 30 days before being donated to good will.

Quiet Hours

All guests are asked to observe Quiet Hours from 10:00 pm until 7:00 am.

Public Wi-Fi

Wireless Internet access is available in the Ockanickon Dining Hall from [7:30 am] through [9:30 pm]. There is no password and the network is named **Ocky-Wifi**.

Graffiti / Damages

Facilities and lodging are inspected before and after each group's stay. In the event of damage or additional clean-up to any buildings or property, guests are responsible for all costs associated with clean-up, repairs and replacement of buildings and property.

Important Phone Numbers

Local calls can be made from cell phones or a camp phone. For a long-distance code, please contact the on-call host at 609-760-7778.

All Emergencies: Dial 911
Medford Police: 609-654-7511
Medford EMS: 609-983-2412
YMCA of the Pines Main Phone: 609-654-8225
Executive Director of Overnight Camps: 609-654-8225 ext. 1523
On-call phone: 609-760-7778

Abuse Prevention

Policy

This organization has **zero tolerance** for abuse and will not tolerate the mistreatment or abuse of consumers in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

The organization has **zero tolerance** for abuse, mistreatment, or sexual activity among consumers within the organization. This organization is committed to providing all consumers with a safe environment and will not tolerate the mistreatment or abuse of one consumer by another consumer. Conduct by consumers that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program.

In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the organization will take the necessary steps to eliminate such behavior.

Reporting

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone, including consumer, actively participates in the protection of consumer. In the event that consumer observe any suspicious or inappropriate behaviors and/or policy violations on the part of other employees, volunteers, or other consumer, it is their personal responsibility to immediately report their observations. Remember, at our organization, the policies apply to everyone.

Appropriate Verbal Interactions for Adolescent and Teenage Consumers	***Inappropriate Verbal Interactions for Adolescent and Teenage Consumers***
• Appropriate jokes • Encouragement • Praise	• Name-calling • Bullying • Ridicule or Humiliation • Discussing sexual encounters • Cursing • Hazing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks

	• Harsh language that may frighten, threaten, or humiliate another consumer • Derogatory remarks about another consumer or their family • Inappropriate games like *Truth or Dare* or *Never Have I Ever*

Appropriate Physical Interactions for Adolescent and Teenage Consumers	***<u>Inappropriate</u> Physical Interactions for Adolescent and Teenage Consumers***
• Side hugs • Shoulder-to-shoulder or "temple" hugs • Pats on the shoulder or back • Handshakes • High fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders	• Full-frontal hugs • Kisses • Showing affection in isolated areas • Lap sitting • Wrestling • Piggyback rides • Tickling • Exposing oneself • Any type of massage given by or to a consumer • Any form of affection that is unwanted by the consumer or the staff or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas • Hitting, spanking, shaking, or slapping • Unnecessary restraints • Viewing or showing others pornographic material

I have read, acknowledged, and understand all of the policies and procedures listed on this document.

_____ _____

Group Agent's Signature Date

Please select one of the following options:

_____ Check here if your group is a school or government entity that background checks its staff annually and thereby is exempt from Raptor screening.

_____ Check here if your group will be providing the names and dates of birth of adult chaperones 3 business days in advance of your scheduled trip for the Raptor screening.