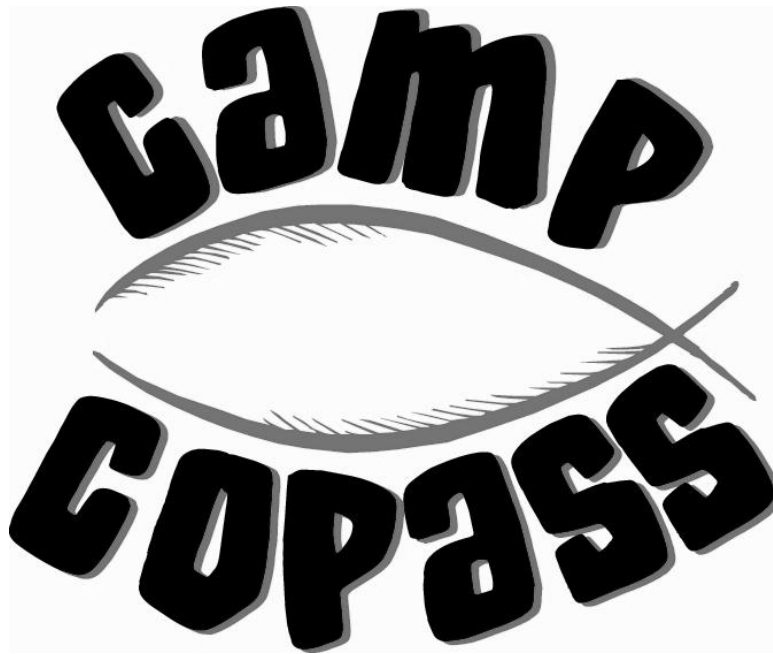


# ***Counselor's Handbook***



***Enriching Lives in North Texas and Beyond***

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***Summer Camps · Retreats · Conferences***

**Camp Copass · 8200 E. McKinney St. · Denton, TX · 76208 · 940-565-0050 · [www.campcopass.com](http://www.campcopass.com)**

# WELCOME

Dear Friend of Camp Copass,

What a privilege it is to serve together, reaching, teaching and discipling the youth that will be a part of camp this year. We are so pleased that you have graciously accepted the responsibility of serving as a camp counselor. I know that each one of you probably has a story about your adventures at summer camp, or a desire to see young people grow in Christ. One of the most moving testimonies I hear is how students and adults have developed lasting relationships through their time spent at camp.

The job of camp counselor is very serious and can leave lasting impressions on young persons. Take time to get to know each student on a personal level. While serving as counselors strive to be an example to all believers. In your life, your love, your faith, and in purity make every effort to show yourself as an example of Christ. Live your life so that others may see Christ in you. Your actions and attitude will speak volumes to the people around you.

While having fun is an important part of camp it is not the most important aspect. We have designed each week of summer camp to change lives eternally. We hope to introduce Christ to those who do not know Him, challenge those who do, and encourage those who feel called by Him. Christ is at the center of all we do at Camp Copass, and all we do must point to Him.

This handbook is designed especially for you, the camp counselor. It is just one of the tools that you can use to ensure that both you and the students in your care have a successful week at Camp Copass. Please read through this book and refer to it throughout your time at camp. We want each of you to experience God in new and special ways. If you need any assistance while you are visiting Camp Copass please don't hesitate to come by my office.

Brad Springer  
Camp Manager

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# General Information

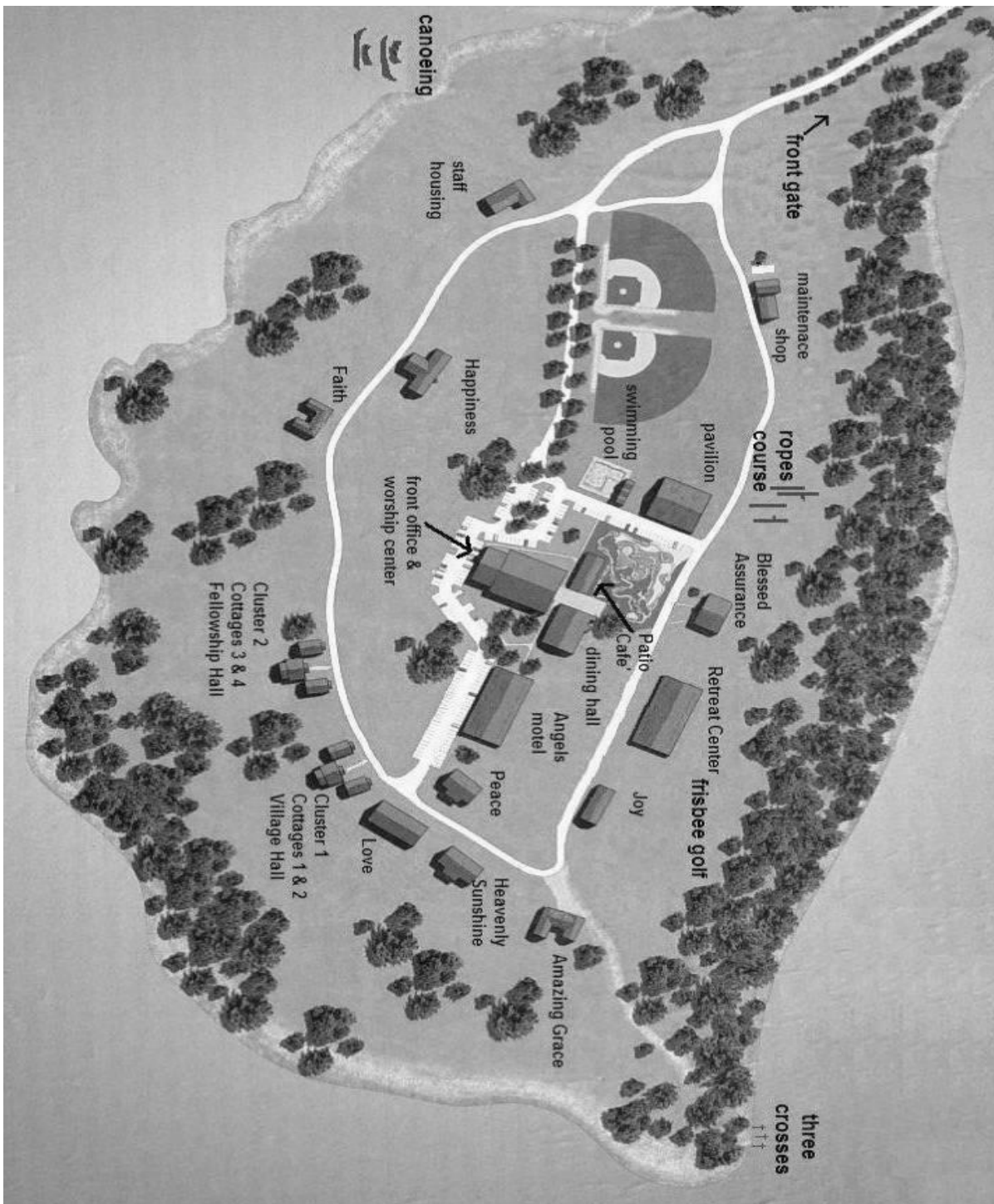
**Office Hours:** 8am-5pm Monday-Friday

**Office Phone:** (940) 565-0050

**Camp Nurse:** Ext. 107

- **Nurse's Station:** Every camp is required to bring a camp nurse. A nurse will be provided for all associational camps. During summer camp the nurse's station is open from 7:30am to 11pm. If medical assistance is needed after 11pm you may visit the nurse in his/her motel room #101. Camper/counselor health forms and ALL medications must be submitted to the camp nurse upon arrival. Please assist us in requiring campers to take their medications during station hours.
- **Phone Messages:** Please do not give the camp's office number out to parents as a contact. Each group should bring a cell phone to keep in touch with parents. Unless it is an emergency phone messages will be delivered with the camper mail.
- **Camper Email:** Campers can receive email to the camp at [mycamper@campcopass.com](mailto:mycamper@campcopass.com). The emails will be printed as they are received and put with incoming mail in the camp office. NO PICTURES PLEASE.
- **Incoming Mail:** Please send one representative each day to the receptionist's desk in the camp office to pick up camper mail, emails, and phone messages. The camp mailing address is: 8200 E McKinney St, Denton, TX 76208.
- **Outgoing Mail:** You may bring any outgoing mail to the receptionist in the camp office.
- **Maintenance Requests:** To make a request for maintenance please see the receptionist in the camp office. An after hours emergency number will be on the camp voice mail at 940-565-0050.
- **Gift Shop Hours:** Gift shop hours will vary depending on the camp schedule. Generally it will be open during free times, recreation, and designated shopping times.

# Camp Map



# Camp Leadership

**Camp Manager:** The camp manager oversees the general operation of the camp.

**Program Director:** The camp program director is responsible for the programming of each associational camp and serves as an assistant to the designated Camp Director. The Program Director's office is located in the camp office.

**Camp Director:** Camp Copass Associational camps are usually directed by volunteers from participating churches. However the camp's Program Director is the staff liaison to the acting Camp Director.

**Summer Staff:** Under the leadership of the Summer Staff Director, college students from all over Texas, surrounding states, and overseas make up our Summer Staff team. These young men and women are here to serve you from 7am until almost midnight every day of summer camp.

**Church Contact:** This is the person in leadership from each church attending camp. He/she is accompanying the group of students as the responsible representative from the church. This person is ultimately responsible for the well being of the group of students and the counselors from his/her church. The church contact person will also serve as a camp counselor.

**Camp Counselor:** All individuals who come to camp as sponsors of a church group are referred to by the Texas Department of Health as Camp Counselors. Because Camp Copass is state licensed, the State views all counselors as volunteer staff of Camp Copass.

**Rec Team:** This team usually consists of college students who are training to develop and implement recreation programs with a Godly team building focus.

**Leadership Team:** This team will consist of the Camp Director, Camp Manager, Assistant Camp Manager, Program Director, and others designated by the acting Camp Director.

# Camp Staff

**Camp Manager:** Brad Springer

**Office Manager:** Denise Springer

**Maintenance Supervisor:** Danny Martin

**Director of Food Services:** Jeremy Holland

**Director of Summer Staff /Support Staff:** Matt Keller

**Dir. Programs & Promotions:** Carla Besco

**Retreat Coordinator:** Toni Sidler

# Camp Rules

Camp Copass is a Christian camp and all rules are in place to help us in our conduct which will reflect Christ in all we do. The leadership of Camp Copass urges you to become familiar with and abide by these rules. By respecting these guidelines and assisting in the enforcement of them you will assist in making everyone's camp experience enjoyable and Christ-centered. Your example in following these rules will also serve as an example to those around you (1 Timothy 4:12; Titus 2:7).

- **Respect** all camp properties. We ask you to assist in keeping the grounds clean of trash. Cans are provided throughout the camp to dispose of debris.
- **Illegal drugs, alcohol, any form of tobacco, fireworks, firearms, knives, or weapons of any kind are not allowed. Immediate removal from the camp grounds will occur.**
- **Students should not be in possession of Ipod's, electronic games, cell phones, or any other kind of electronic devices.** Rollerblades, scooters, and bicycles are not allowed. Skateboards may only be used in the designated area. Helmets are required.
- **Camp attire for campers & counselors:** Shorts are permitted but must be no higher than 5" above the knee. For very tall girls mid-thigh is acceptable. Sleeveless shirts may be worn if they are squared at the shoulders with a 3 finger width spread. No spaghetti straps or midriff revealing garments will be allowed. No muscle shirts or body shirts that are opened pits are not allowed for boys. Clothing advertising alcohol or tobacco products or of a suggestive nature may not be worn. Closed toe shoes are safest and are required for the ropes course.
- **Swimwear:** Girl's swimwear must be a modest one-piece (tankinis are permitted as long as the entire midriff is covered) or a dark colored t-shirt must be worn over it. Boys are to wear modest trunk-style swim suits and a t-shirt must be worn to and from the pool. The lifeguard may eject anyone wearing inappropriate attire. Swim shoes or flip-flops are recommended for swim times.
- **Attendance** is required by students at all scheduled sessions and activities unless they are ill or are accompanied by a sponsor.
- **Vehicle usage is not permitted** by students during the week of camp. For safety purposes we ask that counselors refrain from using their vehicles to transport students around the camp grounds.
- **No public or private displays of affection will be tolerated.**
- **Unauthorized use of the ropes course is not permitted.** Only trained staff may operate the ropes equipment. Please make prior arrangements if you desire to use the ropes course

- **Meals must be taken in the dining hall** unless prior approval from the camp manager has been made. Please pay for any visitors that may be dining with us.
- **Students may not leave the camp without notifying the acting camp director.**
- **Expenses incurred from lost or damaged recreational equipment will be billed to the responsible party.**
- **No swimming is allowed in the lake.** Keep a safe distance away from the water unless accompanied by a waterfront instructor.
- **Shaving cream fights, water fights, etc. must be pre-approved by the camp manager.** Any damage to camp property as a result of such activities will be charged to the responsible parties.
- **Nametags** must be worn by students and counselors at all times for identification purposes and in the event of an emergency.



# State Requirements

## Counselor/Camper Ratio

State law requires that Camp Copass and all camps using these facilities provide a 1 to 10 counselor/camper ratio for each gender. Participating churches should enlist enough adult counselors to meet this requirement for their group. Counselors must be 18 years or older.

## Medications

All medications used by the student or adult, prescription or over the counter, must be in the original pharmacy container with instruction for use. Labeled prescription medications can only be used for prescribed individual. Please give all medications to your church's group leader to be submitted to the camp nurse upon arrival. Each person's medications must be in a zip-lock bag labeled with the individual's name and church/group name. **State law requires all medications to be in a locked area and under the supervision of the Camp Copass Health Care Staff.**

## Sexual Abuse Prevention Training

State law requires that for all camps lasting four days or longer, all adults 18 years of age and older having any contact with campers take a state approved one hour course in sexual abuse prevention followed by an examination. Upon completion of the course each counselor will receive a certificate. The certificate must be kept on file at Camp Copass. **Your church contact person or your camp director may provide such training before your arrival at camp. Contact them for these possible training opportunities. This training will also be provided by Camp Copass at the beginning of each week of camp.**

# Medical Procedures

## Before Coming to Camp

- The Church Group Director must ensure that he/she has a completed and signed health release form for each student and adult.
- The Church Group Director should assign each counselor a group of campers for which he/she will be responsible for during the camp experience.

## General

It is the camp counselor's responsibility to help maintain the health of his/her assigned campers. In the event of illness or injury the camp counselor will insure the camper receives the needed assistance. The camp counselor will need to cooperate with other adults from his/her group to insure campers are taken to the Nurse's Station when the need arises or medications need to be dispensed.

## In the Cabin/Dorm

In the dorm it is the camp counselor's responsibility to monitor the self-care of the campers under their supervision. This includes ensuring they: wash their hands before meals, brush their teeth, shower, drink plenty of water, eat healthy meals and get plenty of rest. While enjoying unscheduled time in the cabin/dorm or out on the campus it is the camp counselor's responsibility - along with other present adults - to be aware of the camper's activities. The adults must intervene if students are behaving in a way that might be harmful to themselves or a fellow camper. Counselors must intervene if campers are harassing or bullying another individual.

## After Hours Medical Procedures

If the Nurse's Station is closed and you require medical assistance you may visit the nurse in Angel Motel #101.

# Fire Safety

## In the Cabin/Dorm or Meeting Rooms

If for some reason fire should break out in a building it is the camp counselor's responsibility to evacuate your assigned individuals to a safe place. Confirm with other adults that all campers are accounted for in a safe place, then immediately report the situation to the Camp Copass staff. Never try to extinguish a fire - just evacuate.

## On the Campground

If a brush, grass, or car fire should occur on the campgrounds it is the responsibility of the camp counselor to evacuate all campers to a safe place. Work with other adults to insure all campers are accounted for and immediately report the situation to the Camp Copass staff. Do not attempt to extinguish the fire.



# Water Safety

## Pool

It is the camp counselor's responsibility to accompany campers to the pool. Counselors are invited to swim with the campers, but they must also be aware of those they are responsible for. Pool rules will be enforced by the certified life guards on duty. As a camp counselor please cooperate and assist in keeping these rules for everyone's safety.

## Lakefront

The lake is not approved for swimming. Please keep all campers at a safe distance from the water at all times. Canoeing is only permitted under the supervision of a certified waterfront operator and is only available if previously scheduled with the Camp Director.

# Missing Camper

If you discover that a camper is missing:

- Double check with other campers to see if they know the whereabouts of the missing camper. Look in bathrooms, water stations, or other areas campers may wander off to.
- After looking in these areas without success an adult should report the situation to a Camp Copass staff member. The camp staff will conduct a search of the campus and contact the proper authorities should the need arise.

# Inclement Weather

In the event of severe weather which requires the camp population to take shelter, camp personnel will disburse throughout the camp to guide guests to the safest location within each structure.

If severe weather happens suddenly, move yourself and the campers around you to the closest building and take shelter in the downstairs innermost area of the structure.

Under no circumstances should a person get into their vehicle and drive out of the camp without notifying the Camp Director or someone on the leadership team.

The camp office will become the base of operations for monitoring the weather conditions and communicating with camp staff distributed throughout the camp.

# Release Of Camper

- All campers are to be released only to an authorized person.
- Authorized persons will be directed to the church contact person responsible for that child.
- If custodial parent requests that a camper not be signed out to a non-custodial parent, such a request **must** be in writing and a copy of that letter must be turned in to the Camp Manager.
- No camper may leave camp at any time without prior authorization from the custodial parent and the sponsoring church contact person.



# The “Be-Attitudes” Of A Camp Counselor

- **BE PATIENT.** Seek to be tolerant with Camp Copass personnel, your camp leadership team, and especially with students (Proverbs 16:32; 29:11; Colossians 3:12-13; 2 Timothy 2:24).
- **BE TEACHABLE.** Be open and accepting to teachings, and seek to listen as much as you speak (Proverbs 1:5; 9:9).
- **BE SUBMISSIVE.** Be an example in following all guidelines and rules, remember that your students will be watching you (Romans 13:1-7; Titus 2:9-10).
- **BE CONSIDERATE.** Actively seek to follow the “Golden Rule” and treat both adults and students as you would like to be treated (Matt. 22:39; Gal. 5:13-14).
- **BE FLEXIBLE.** Go with the flow while you are working with others. “Flexibility” means patiently bending under pressure instead of breaking. It does not mean taking it upon yourself to break established guidelines.
- **BE ENTHUSIASTIC.** Pour your energies, enthusiasm, and joyful encouragement into exhibiting God’s unconditional love. Remember that you are a part of a TEAM effort (Romans 12:11).



**Suggestions for Successfully  
Leading a Small Group Activity**

**\*Not every camp program will include small group times led by camp counselors. You may be asked by the Camp Director or Leadership Team to lead a small group individually or with a partner.**

1. **Be the first one to show up.** This will allow you as the leader to have all your supplies and thoughts organized before the group arrives.
2. **Be careful to stay on schedule.** Start on time and end on time. Do not dismiss early or late. When students see others leaving their group their minds go with them. Keep your group together for the entire scheduled time; rotation time is built into the schedule for you.
3. **Be an encourager.** Show a caring, loving spirit. Be sensitive and alert to the needs of your students on the recreation fields, in crafts, and in Bible study.
4. **Be patient and flexible.** Do not force activities or goals on students. If things aren't flowing, adapt and change as necessary. Be sensitive to particular needs of the members as you move through your time together. Be alert to nonverbal signals and physical gestures that indicate boredom or disinterest.
5. **Be enthusiastic!** Your obvious interest and enthusiasm in being a part of the group will be an inspiration and encourage participation.



**Tips for the Church Contact/Leadership Position**

- **Organize** all necessary forms and medications prior to arriving at camp. These items must be turned in to the camp nurse at registration. Keep a master copy of important phone numbers and allergies with you at all times.
- **Distribute your contact information** to the parents of the students you are bringing to camp in the event they need to contact you during your stay. It can be difficult for the camp office to locate individuals to deliver messages throughout the day.
- **Prepare** for free time. Although the camp schedule is very tight there are times when you might find some extra activities are needed - like a rainy day. Board games and small recreational activities such as jump ropes, hula hoops, and sports balls are great suggestions.
- **Water** is important! It gets extremely hot during camping season in Texas. Most of the planned camp activities take place outdoors. Many churches find it helpful to bring along water bottles or canteens for their students in order to keep them hydrated. The camp does provide water stations at all outside activities. The camp also has ice machines if you bring coolers to keep in your cabins full of water.
- **Snacks** are sometimes helpful to satisfy those who need a boost between meal times. The camp does have a snack bar that offers candy, sodas, water, sports drinks and chips - but, children often use up their money about mid-week.
- **Quiet Time** materials are provided for some weeks of camp - check with your camp director or the camp program director for details. Otherwise prepare for approximately 30 minutes of quiet time each night of camp.
- **Camper mail/email** will be distributed each day of camp. Please encourage the parents of your campers to send short words of encouragement to their children while they are away. This mail can be sent directly to the camp or you may choose to collect it prior to departing and deliver it accordingly. Keep in mind that not all campers will receive mail. To counter this some churches find it helpful to leave small notes and treats on the campers bunks each night.

## **NOTES**