



Camp Roger

CAMP SCOTTIE RENTAL RULES & POLICIES

Audio/Visual Equipment. A projector, presentation easel, and a viewing screen are available; advance notification is required. Groups should plan on bringing any other audio-visual equipment needed.

Beds. Each wing of Tamarack Lodge is equipped with 10 bunkbeds. If you feel the need to rearrange or move furniture, please contact a camp staff member. All Camp Roger equipment needs to be returned to its original location.

Camp Equipment. Return all camp equipment to the proper storage area. Groups are responsible for property and equipment damage beyond reasonable wear and tear.

Campfires. Outdoor fires may be made ONLY at designated campfire areas. Designated campfire locations are indicated by metal wheels and stone fire rings.

Campsites. Camp Scottie has 10 established campsites that have electrical and water hookups. There is a pump station available in Howard city 4 miles east of here for a donation. You are welcome to camp in areas that are not designated for specifically for camping. NOTE: No camping on the Athletic Field and no campfires anywhere except for the designated area.

Dogs. Group members are allowed to bring dogs, provided the dog is not left unattended, and remains on a leash no longer than six feet and under the owner/keeper's immediate control at all times. Dogs must be well-mannered and must not interfere with the quiet use and enjoyment of Camp Scottie by others. Dogs are **not** allowed in any buildings or in any body of water used for swimming or wading. The dog's owner/keeper is responsible for proper waste clean-up and disposal, and is solely responsible for all damages, including personal injury and property damage, caused by the dog.

Doors. To prevent entry of insects, rodents, etc., doors to cabins and other buildings may not be propped open at any time.

Energy Conservation. Please help to keep energy bills at a minimum. Turn off all lights in buildings/rooms not in use. Turn the thermostat down to 55 degrees and close all windows before you leave the heated buildings. Do not prop doors open in any building at any time.

First Aid, Health and Emergencies. Groups are responsible to provide their own first aid, emergency care, and emergency transportation while at camp. Groups are also advised to provide a qualified adult to be on duty for emergency care who is currently certified in CPR; for youth groups (participants age 18 or under) this adult should also be certified in first aid. Groups are responsible to provide their own first aid supplies and equipment. For your information, the med-center closest to camp is the Spectrum Health Med Center located on 5378 Plainfield NE (corner of Plainfield and Northland Drive); phone is 363-0881. Injuries occurring outside the operating hours of the Plainfield Med Center could be taken to the Spectrum Health Med Center at 2332 Alpine NW (361-9354) which is open 24 hours daily. In case of fire, serious injury, or other emergencies requiring police, fire or ambulance assistance group leaders are instructed to dial 911. Inform dispatcher that you are at Camp Scottie, located at 8181 Newcosta Ave. Howard City, MI 49329. It is requested that groups report to the camp staff any accidents, incidents, injuries or illnesses that occur during the time that the group is at camp.

Groups are advised to gather the following information for each participant: (1) name and addresses; (2) emergency contact names and numbers; (3) listing of persons with known allergies or health conditions requiring treatment, restriction or accommodation while on site; and (4) for minors without a parent on site, a signed permission-to-see emergency treatment form/statement.

If persons are on the camp property during your event who are not a part of your group or the camp staff please ask them to leave and/or report the incident to the camp director.

If electrical service is interrupted to camp during your event, be advised that the camp well, water supply, and the phone system will not be operable. Contact the staff member on call immediately by means of a cell phone.

Food.

Camp Provided Food Service - If food service is provided by the camp staff:

Try to minimize the time your food stays in the danger zone of 40 to 140 degrees.

1. Your group will be asked to help clear the table and bring dishes to the counter after the meal.
2. Meals will be served at the stated time; late-comers may not be served so please be prompt!
3. Please stay out of the kitchen before, during, and after meals.
4. No food is allowed in the cabins or lodge area.

User Group Provided Food Service - If food service is not provided by camp staff:

1. Groups are instructed to:
 - a. use only clean and sanitized utensils and equipment during food preparation.
 - b. clean and sanitize food contact surfaces after each use.
 - c. minimize the time that potentially hazardous foods remain in the temperature danger zone of 40-140 degrees (F). To this end, groups should verify daily that the temperature in the walk-in refrigerator remains at or below 40 degrees F. Report higher temperatures to camp staff immediately.
2. Dish-washing procedures:
 - a. Fill the dish sink.
 - b. Wash and initial rinse temperatures should be at least 100 degrees F.
 - c. The final rinse should be in cool water with a quarter cup of bleach for every gallon of water used.
 - g. Allow dishes and food-service utensils to be air-dried--do not dry with towels.
 - h. Ensure that food service utensils are protected from dust and contamination between each use.
3. Food is not allowed in the sleeping quarters.

Furniture. Take care if you must move tables or benches on the wooden floors. Return any piece of furniture that you move back to its original location.

Hiking. Camp Scottie's property contains many hiking trails, most of them unmarked. Refer to the map posted at the trail head to get your bearings. Our neighbors use their property frequently. Please respect the no trespassing signs along the perimeter of our property.

Ice Safety. Our lake is spring fed and ice coverage may be inconsistent. If you go out on the ice it is at your own risk. Never go out on the ice in the river.

Off-Limits. Groups must stay out of the Garage and any locked buildings in which your keys do not open.

Orientation. Group leaders are expected to provide a general orientation for their participants, either prior to your event or upon arrival which shall include: (a) review of rental rules and policies; (b) review of waterfront rules and policies (if waterfront activities will be included during your event) and (c) general camp safety rules.

Parking and Traffic. We prefer all vehicles to be parked in the parking lot during your event. Cars parked around camp present a safety hazard and detract from the beauty of God's creation. Vehicles may approach buildings for unloading/loading. Rental groups are instructed to not allow vehicles to be driven around the cabin areas. Never allow participants to ride in non-passenger vehicles (e.g., back of pickup trucks, trailers, etc).

Personal Belongings. Personal belongings should be stored and handled safely. Participants are responsible for their own belongings while at camp.

Prohibited. Alcoholic beverages, illegal drugs, smoking, firearms, ammunition and fireworks are prohibited on the camp property. Snacks and food items of any kind are not allowed in the cabins or sleeping areas.

Quiet Hours. Quiet hours are observed from 11:00pm to 7:00 AM. All loud behavior should be contained indoors. All outdoor behavior should be quiet and respectful of neighbors.

Sledding. Sledding can be very dangerous. Sledding anywhere on Camp Roger's property is undertaken at your own risk. If you choose to sled, make sure there are safety rules in place and sledders have adult supervision. In order to make night sledding safer, lights are strung above the hill. The switch to turn them on is next to the door on the Trip Shack at the bottom of the hill.

Supervision. The rental group is instructed to assume responsibility for the safety of all activities and events and for

providing adequate supervision of participants at all times. For minor children the following supervision ratios are recommended:

Age	<u>Camper Number Overnight</u>		<u>Day-only</u>	Campers
		Staff	Campers	
4-5 years	1	5	6	
6-8 years	1	6	8	
9-14 years	1	8	10	
15-18 years	1	10	12	

Groups are advised that at least 80% of "staff" should be 18 years or older; all staff should be at least 16 and at least 2 years older than the minors they are working with. All user-group leaders with responsibility or access to campers must be screened appropriately. Camp Roger advises that rental groups provide training to all staff to minimize the potential of any rental group personnel being in a one on one camper/personnel situation when out of sight of others. With proper supervision and safety procedures in place the chances of injury to participants are minimized. Groups are instructed that these activities should be supervised by at least two adults (provided by your group): archery, cross-country skiing, sledding, walking on frozen lakes, ice-skating, walking on or near roadways, boating, canoeing, hiking or any activity near water. A safety orientation should be conducted by the adult leaders prior to the activity. Hunting by rental groups is not allowed on camp property or the adjoining county nature preserve. However, hikers are advised to wear bright colored clothing in the woods during deer-hunting season. For safety and supervision policies regarding aquatic activities see the Waterfront section.

Severe Weather - In the event of severe weather (thunderstorm, tornado) participants should gather in the bathrooms of Tamarack Lodge; these building provide the best shelter. Keep participants away from windows. In case of a fire in any building, evacuate the building immediately and instruct participants to gather near the bell so that you can quickly account for the whereabouts and safety of each participant. Be sure to call 911 and notify the camp director as soon as possible.

Trash and Recycling – All trash should be brought to the dumpster marked "trash" located at the northeast end of the parking lot.

Waterfront. Rental groups are instructed regarding the following guidelines and rules for use of the waterfront:

1. All swimming and watercraft activities must be supervised by a minimum of two responsible adults. At least one of the adults supervising must be a currently certified lifeguard and also certified in first aid and CPR. Additional, non-certified adults may be used as lookouts, based on the number of swimmers. The ratio of guards/lookouts to swimmers should be 1:10. All lifeguards/lookouts should be attentive to their responsibilities at all times and be located in positions from which they can readily observe and assist participants. There should be a certified guard in each separate area of swimming and watercraft location. The nearest phone is in the kitchen. It is advised to have a working cell phone with an adult lookout.
2. Minor children should never be allowed at the waterfront without adult supervision.
3. For safety, and to protect the hill from erosion, use only the designated waterfront steps when going to or coming from the waterfront (next to the Staff Cabin). Do not run down the waterfront steps or the hill to the waterfront.
4. General Waterfront Rules:
 - a. Enter and leave the waterfront area *only* through the gate. Do not go over or under or around the fence.
 - b. Personal items (towels, shoes, glasses, watches, etc.) may be left by the deck. It's unsafe to wear chains or dangling earrings while swimming.
 - c. Campers may not chew gum or have candy in their mouth while swimming.
 - d. Masks, fins, snorkels, inner tubes, lifejackets are not allowed in the swimming area during recreational swim.
 - e. Campers are not to talk to, bother, splash, or distract the lifeguards; they have an important job to do.
 - f. Stay off and away from the rope separating the shallow from the deep. Do not go over or under the rope for any reason.
 - g. Do not swim under the docks.
 - h. Remain within the swimming enclosures.
 - i. No head-first diving from the side of the docks into the shallow or deep.
 - j. Do not sit on the split-rail fence, or pass over or under them.
 - k. Two people must be in a boat or canoe, and up to three people are allowed in the rowboat at one time.
 - l. No tipping, banging, splashing or other such messing around is allowed in the boats, canoes.
 - m. Small Craft: Stay away from the shores except in the landing area.

- n. Small Craft: Stay out of the lily pad area and do not pick the blossoms.
 - o. Do not stand up in the boats or canoes.
 - p. All participants must wear lifejackets while using watercrafts.
 - q. Stay off the Blob dock (dock structure to the south, or left of the diving board dock).
5. No swimming or watercraft activities should occur after sunset.
 6. Paddles and lifejackets must be locked in the boathouse when not in use. Return boats and canoes to proper areas. (Boathouse is off limits from November-April).
 7. Upon request, Camp Roger will provide the following rescue equipment for swimming activities: whistle, back board, throw ring, rescue tube. Groups may provide additional safety equipment if necessary.
 8. Groups are instructed to institute a safety system to quickly account for all participants at the waterfront. The "buddy system" is a common example of a tracking or safety system for swimmers; a sign-in and sign-out system using a clipboard is another effective system. The swimming ability of participants should be evaluated prior to swimming and non-swimmers should be restricted to the shallow area. Lifejackets are located in the boathouse and should be worn by all participants' in watercraft.
 9. Emergency and rescue equipment should be provided by the group renting camp.
 10. All participants should receive a safety orientation prior to each swimming or watercraft activity to review safety rules, practices, and emergency procedures. For swimming this shall include a swimming skill evaluation, assignment to swimming areas, and review of safety rules and procedures. For watercraft activity this orientation will include instruction on boarding, debarking, trimming and movement on the craft, the use of lifejackets, and self-rescue in case of capsize or swamping. The group instructor must be certified by a nationally recognized certifying body or have experience in teaching watercraft skills.
 11. Groups should be aware of the dangers of diving into water less than 10 feet deep; dive only off the end of the docks where you see a green strip. Please stay off the Rope Swing structure (dock to the south, or left, of the diving board dock).

QUESTIONS? Call the Office at 616-874-7286 or email office@camproger.org