

# Prude Ranch Summer Camp

## Counselor Handbook

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### Our History

Unlike a lot of boys and girls camps today, Prude Ranch is a real working ranch. It was established in 1897 as a cattle ranch. John Robert and Betty Prude organized the summer camp program in 1951. The program first included boys only, but in 1956 it became co-ed. Prude Ranch Summer Camp (PRSC) is one of the few places left in the southwest where boys and girls can truly enjoy the free feeling of wide-open spaces, beautiful mountains, and fresh air. The emphasis at PRSC is on good, clean, fun-filled busy days and old-fashioned companionship through a tremendous variety of outdoor activities.

### Introduction to Handbook

This handbook is just the tip of the iceberg and it is supplemental to all of the information that you have received regarding your job description, your staff agreement, and the topics discussed in your interview. There is so much more to Prude Ranch than the details in this handbook. **We cover all the topics in this handbook during Counselor Orientation.** However, it is important for you to have a basic understanding of camp, the terms we use and the basic policy and procedures in place before you arrive. This Handbook is an excellent starting point for giving you an opportunity to write down your questions or concerns for discussion during **Orientation in June.** If there are any words you do not understand please refer to the Camp Lingo section of the Handbook. Do not hesitate to contact us if you need further clarification before you arrive at camp. We want this job to be rewarding for you and for the campers to have a great summer. We believe Prude Ranch Summer Camp has stood the test of time. We believe strongly in the values and ways we teach our campers. **Prude Ranch is an Equal Opportunity Employer.**

### Why do families pick PRSC over other camps?

There are many reasons, but, one important factor is that parents want a camp which is **not only going to teach their child the skills and fundamentals of outdoor activities and western fun**; they also want one that stresses a sense of purpose. This is why our staff is so important. We believe that parents want someone who appreciates the world around them, and who will take the time to share that appreciation of such quiet things as a deer far off on a ridge, or the wildflowers... or the uniqueness of each individual, or **the specialties of friendship.** We also believe that parents want someone who can fully appreciate their child. They want someone who can realize that the camper may have faults, but that they are still very special, and they deserve the best in encouragement, effort, and environment. We are talking about our **Prude Ranch camp family.**

**Counselor/Parent Relationship:** The Counselor/Parent Relationship is an important part of your job this summer. It is **imperative that the parents of your campers have confidence in you.** The two possible opportunities are the opening day of each camp session, and the final parent's weekend. If parents accompany their child to camp, it is imperative that you prove yourself competent to care for their children. Be enthusiastic and interested, and because the parents' opinion of the entire program is based on YOU, you have your job cut

out for you. First impressions are the greatest and most lasting.

### Counselor/Camper Role

**The Counselor/Camper relationship is the backbone to our camping program.** The following details are most important to ensure the strongest relationship possible.

1. **Counselors must get to know each camper well** so that he/she shares in camper's successes and failures. It is vital that the counselor realizes that each camper is an individual who means more to his/her parents than anything else in the world.
2. Your responsibility as a counselor is to **provide all of the campers with the best camping experience of their lives**, but it must be in the framework of safety and the general policies of camp. It is easy to entertain and have fun. At PRSC, we want the camper to learn, expand his/her abilities, build character, and return to his/her parents a better person than he/she was before his/her Prude experience.
3. Basic **knowledge of camping** in general is part of your job as a counselor. Kids come to camp to have fun, and at the same time, even though they are not aware of this, they will experience events that they will remember for a lifetime. You in your counselor role will create, shepherd, and share these experiences.
4. **Communicate with your campers.** Be aware of any problems your campers may have and be available to discuss these. Remember what is said to you in confidence should remain in confidence, not shared with other counselors or campers. All camp employees are obligated to report any suspicion of abuse or neglect to their superiors. More information on this in the required Sexual Harassment Training.
5. Cabin discussions and sharing of plans for the day or week is of most importance. **Build up any activity with much anticipation; the "looking forward" to activities and events is many times more fun, or at least as much fun as the real thing.** Let the campers look forward to something special each day!
6. Have a time during the day, many times at bedtime, when the **counselor and campers can share what has happened that particular day.** This is also a good time for stories. A great counselor will quietly direct the trend of the conversation in the proper direction during this time of sharing.
7. **DISCIPLINE** is an important part of the counselor's duties.
  - A. **Be fair.** It is inevitable that you will come to like some campers more than others, but you must never let anyone be able to accuse you of playing favorites. **All rules are the same for everyone.**
  - B. It is the counselor's responsibility to be a fair **mediator** in disagreements between campers.
  - C. **Use quiet authority.** Do not yell. Don't use "shut up" language. Use "hands up." Be slow to

anger, mature in your actions, words, and judgments. **At no time should physical contact or abusive language be used.**

- D. Try **not to admonish the entire group**, but direct your instructions to individuals by name.
- E. Give your campers **reaction time**. To say, “Just one more dive each” will have a greater effect than to demand an immediate finish to swimming, for example.
- F. **Sit with your campers** at all camp functions such as campfires, vespers, night activities, etc. See that they are courteous and reasonably quiet.
- G. Explain the **“WHY”** to your requests and orders.
- H. Set a personal example in your **manners, language, morals, and behavior**. Be able to say “Do as I do.”
- I. Be free with **praises and positive** strokes. A little praise is worth more and has far more effect than many criticisms. Look continually for ways to COMPLIMENT your campers. Everyone has something good in them, if you take the time to look for it.
- J. From the beginning, let your campers know their boundaries. They are most comfortable when they know exactly what you expect from them. One way to do this is to sit down with your cabin the first night of camp and **make cabin rules** together.

**Camp policies to discuss with your campers** should be on the first cabin meeting agenda and are as follows:

- A. All campers must remain within designated camp areas. **Off limits: CORRALS, RIFLE RANGE, ARCHERY RANGE, LODGE, SWIMMING POOL, KITCHEN, MOTEL AREA, AND THE HIGHWAY.**
- B. **Proper clothing and shoes must be worn** for specific activities: long pants, helmet, and boots for riding; swim suits, not cut-offs, for swimming; long pants for branding and campouts, etc.
- C. Campers and counselors are encouraged to **watch for litter** and be the best litter collectors in Texas.
- D. Remind campers to **respect the rights and property of everyone else**. This concept applies to cabinmates and their belongings, as well as the equipment belonging to the camp.
- E. Encourage **sportsmanlike conduct** at all times. Remind campers to be the first to congratulate and accept defeat with chins up.
- F. Keep an **enthusiastic cabin spirit**. Your cabin should feel that it is by far the best in camp, and that it has the finest campers, the best counselors, and the most fun. **PX raids, late night swim (with a lifeguard, of course), have a cabin camp-out on the porch**, or...use some of your own ideas for special moments, approved by a Director.
- G. Help everyone in your cabin to get acquainted using some **clever games**.
- H. Campers are not allowed to make or receive phone calls or send texts during camp. **CELL PHONES ARE OFF LIMITS TO ALL CAMPERS, CITYSLICKERS, AND ACPS**. Cell phones that are brought to camp can/will be collected.
- I. Campers should be mindful that the camp reserves the right to **dismiss a camper** whose conduct is dangerous, illegal, or in the discretion of the Camp Director, detrimental to the camp and/or to the other campers or otherwise unsatisfactory. There will be no refund in the event of a dismissal.
- J. The **pool closes after dinner** unless scheduled pool events are on the approved agenda for that day. This needs to be approved by a Director.

8. **Care of personal belongings** is another important responsibility of counselors. Keeping camper's **shoes and clothes neat and organized in their trunks, latched and out of the walkway, or hanging up nicely and folded on the bunk or in the laundry bag.** By keeping belongings organized, campers and counselors are less likely to lose items and parents will be happier to bring home everything they came with. If things are left in the cabin once the camper has left camp, counselors are responsible for bringing **EVERYTHING**, including small items like shampoo or headbands, down to the Director's office so we can return it or have it ready if the parents ask for it.

**Activity Class Time:** As you are aware, counselors will be in charge of a class activity during the day. The following suggestions will assure maximum performance during this time. The activity classes are geared to be fun. Since the time is limited, objectives are to show **proper methods, safety, and enjoyment.** There is no substitute for preparation. You will be required to write lesson plans for your activity classes during Counselor Orientation. **(Every minute should be accounted for!!)**

- A. Prepare plans for one session.
- B. Prepare a plan B, in case of rain.
- C. Locate all of the necessary supplies/equipment to teach class **BEFORE** class time.
- D. Have the Assistant Camp Directors assist in planning if needed.
- E. You should have a roll call before you get started and if a camper is missing, please report it to the Assistant Camp Director or senior counselor immediately.

A detailed itinerary of daily activity classes will be given to you at the beginning of each camp session. You should be able to repeat your lesson plans for each session.

**Cabin Inspection:** Each cabin is inspected daily. An inspection sheet is part of the packet you will receive at Orientation. Become familiar with what is on the sheet so you know how to clean your cabin. The highest score for the session will get a reward. The idea is that campers compete against a standard, not against the other cabins. The cabin that has the highest score is named **"Cabin Clean-Up Winner."** This is all done by the camp nurses. Check your sheets for more details.

Counselors are responsible for filling in the Cabin Clean-Up **DUTY LISTS** (supplied at Orientation):

- A. Counselors must instruct all campers on the proper and safe way to handle cleaning agents.
- B. Duties should be assigned on a rotation basis so that campers learn all areas of cleaning procedures.
- C. Counselors must be in, awake, and around the cabin during this time to see that all campers are using the cleaning agents properly and are cleaning up their areas.
- D. This is a time where you can really become part of your cabin team by putting your name in the cleaning rotation.
- E. Counselors must also set an example by keeping their areas clean and clutter-free. Nurses will be inspecting ALL areas of the cabin, including counselor areas.

### Free Time:

**During the Day: Efforts** will be made to work the schedule so that every counselor will have either the ride or crackerjacks off each day. These free periods do **NOT begin until after campers have reported** to the horse corrals or to crackerjacks, and the time ends when that activity is over. If you find you have to leave the ranch during this free time, make sure that you have permission from one of the Camp Directors. Make sure that your absence does not interfere with other activities of the camp or responsibilities you may have. **Efforts** will also be made to give you at least one instructional period off each day.

**Counselor's Day Off:** Not that you are interested, but there is some of this quality time built into your summer program. Each counselor will have time away from camp. Because this time is limited, counselors need to use this time wisely. **Get away and relax**, making sure that when you come on duty again, you are mentally and physically **refreshed**. We ask that you do remember that as a member of the Prude Ranch Summer Camp Staff, you have an obligation to make the best impressions possible wherever you might be. You are representing Prude Ranch Summer Camp. There are limited laundry facilities on the ranch so please schedule time during your day off to do your personal laundry. There are laundry facilities in Fort Davis and Alpine. Make sure that your day-off form is completed and approved by the Camp Director. Make sure that you leave your substitute counselor all information/instructions/duties that the sub will have to do in your absence.

**Day Off Curfew:** You are expected to be back on camp property, already checked in with a Camp Director, and settled in your room by **11:00p.m.** on your day off. We know that you are adults but your job is watching children. Besides, a good night's rest makes the daytime duties seem easier. Do not be late, PLEASE! To emphasize the importance of being on time to resume your duties, your next day off will be relinquished if you are late getting in or if you do not check in with the Camp Director. For every hour you are late during the summer, should this happen, you will be **deducted \$25 an hour from your final paycheck**. Your job of supervising begins again at 11:00 p.m.

**Lights Out Time:** This is the other time of day counselors look forward to. **Counselors' role at bedtime is again another important time.** All counselors are on duty at bedtime. Make sure that all campers are accounted for, they are all brushing their teeth, washing their bodies, wearing appropriate sleepwear, and actually getting ready for some shut-eye. This is a great time to get to know your camper. You should encourage strong group feelings and enter quiet discussions of the day's activities and talk about tomorrow's plans. With younger campers, this is the time when they are used to some TLC such as being tucked in for the night. This is a great time to tell stories, read stories, or maybe sing and play a musical instrument. The campers love all of the attention, and before you know it, they are out to the world, and you may have a moment to yourselves. **Your evening time does not begin until all of your campers have showered, been tucked in, and are asleep for the night.**

**After the Campers are Asleep:** Counselors **must stay in their cabins** until all of the campers have fallen asleep. Counselors should tell their cabins at the beginning of the session that if they wake up in the night and their counselor is not there, that there is always a counselor on duty that will be able to help them. **The counselor who is on evening duty must stay in their area until counselor lights out, 12:00a.m.** If you are not on evening duty, you are free to go to hang out **away from** the cabin porches. **You are required to stay on camp property and you must be back in your cabin by 12:00a.m.** Please note the curfew can be changed if counselors begin

to look tired and sluggish.

**Evening Duty/ Band-Aid Brigade:** Counselors will be assigned on a rotation basis to a section of the porch, or in some cases, a whole porch to watch. Your duty begins when all your kids are showered and tucked in for the night. Counselors who are on evening cabin duty will go around to each cabin they are responsible for and identify themselves and where their cabin is. Each evening duty counselor will have a first aid kit that will relieve the nurses in the evening time for petty requests. When you are sitting on the porch, the guidelines are that you listen to make sure that no kids are in trouble and that they stay in their cabins and in their bunks asleep. If a camper does get hurt, one counselor needs to take them to the nurse and one counselor needs to remain on the porch in case of emergency. There will be at least 2 counselors on duty at all times, so one can leave quickly if it is a big emergency. The counselor needs to make sure that surrounding counselors know that they are leaving and can keep an eye on the other cabins. Counselors are not to leave their assigned porch unless it is an emergency and if it is a personal emergency they need to find another counselor to watch the porch that they are leaving. If a counselor cannot be at the ranch on the night of their evening duty for some reason they need to find another counselor to switch night duties with them. **Evening duty does not end until counselor lights out and counselors are in their respective cabins.**

### **Camp Lingo -- Glossary**

#### **Hitchin' Post/Flagpole:**

Cabins take turns every morning being in charge of starting the day. Essentially, you hike up to the Hitchin' Post spot, located on the hilltop above the main ranch house, and sing some morning songs to wake us up, quick prayer, and Flagpole. Counselors are responsible for getting their kids and themselves to Hitchin' Post on time every morning.

#### **Camp Director's Office/Break Room:**

Counselors will be required to sign in and sign out of this office any time you leave the ranch on your time off. The Camp Bank is also kept in the Office. Any copying, typing, or printing will be done there as well. The majority of all routine typing, copying, form filling, etc. will be done by office staff. This is usually where you can find the Directors. **Make sure that you make your requests far enough in advance so that the staff will have plenty of time to complete the request.**

#### **Camp Equipment Office/Break Room :**

The Prude Ranch Camp Equipment Office is the center of activity for Prude Ranch Summer Camp and located in the same building as the Director's Office. Campers are not allowed in the Camp Equipment Office. All activity equipment is checked in and out of the camp office on a spreadsheet located on the door. This is where your cabin's mail is sorted. Also the cabin maintenance and repair list is kept here. Please report what needs to be done in your cabins and be aware that priorities are assigned to safety issues first. The Break Room is for you to escape quickly on your off periods and not be bugged by people in your cabin and not have to walk all the way up to your cabin. We encourage you to use it at your leisure.

#### **P.X. :**

PX Time is one of the favorite times during the day. Refreshments are served to campers and counselors

twice a day, after rest period and again before bedtime. The area is located between the pool building and the nurse's station. Counselors help distribute refreshments from the PX window.

### **Nurses' Station:**

We will have nurses/moms on duty during each session of camp this summer. They will be available either in the Nurses' Station or in Walnut. **Remember that nothing is too small for the nurse to see. Many times her "TLC" is just what the doctor ordered.** If you have a bedwetter or sleepwalker in your cabin, consult the nurses or the Director. These cases are fairly common and should be handled so as not to embarrass or worry the camper concerned. **All medication, over the counter and prescription, must be kept at the Nurses' Station. This includes any counselor medications as well.**

### **Prude Ranch Office/Lobby Area:**

Because our guest ranch business is in full swing during camp time, we ask that you keep campers and all camp personnel out of the office/lobby area at all times. The ranch office will take any telephone messages you might receive and see that you get the messages as soon as possible.

### **Other Ranch Buildings:**

There are many ranch buildings not related to the camping program. All of these buildings are off limits to campers and counselors. These include the shop building which houses electrical and building equipment, the laundry and linen storage rooms, the guest lodge, and the hillside guest lodges. Campers and counselors must stay away from these areas. It would be fine to point out the buildings and explain what goes on there. This would satisfy the reasons why they are not to be visited.

### **Apache/3-Bar Comanche/T-Bar:**

Our summer camp is split up between two tribes and ranches for sake of competitions. There are the red 3-Bar boys/Apache girls and the blue T-Bar boys/Comanche girls.

### **Camper, Cityslicker, ACP:**

Our Camper Program includes children ages 6-11 years old, our Cityslicker Program includes children 12-14 years old and our Advanced Camper Program (ACP) includes children 14-16 years old.

### **Crackerjacks:**

This is the time of day when the opposite tribe or ranch is horseback riding (Apaches are riding...Comanches are in Crackerjacks). This daily activity is supervised by counselors. It may include icebreakers, games, store runs, letters home, skit practice, Big House tours, line dancing, night activity preparation, or other field trips.

### **Campout Night:**

Campouts are a favorite night activity. A Hobo Pack Dinner and Breakfast will be cooked by counselors. Counselors are responsible for making sure campers are dressed appropriately for cold nights (long pants, tennis shoes, sweater) and all campout supplies are packed (flashlight, sleeping bag, pillow, store run goodies, toothbrush). Counselors will need to be prepared to stay up all night and offer some TLC.

### **Rest Period:**

This is the much needed rest time after lunch where every camper and counselor gets some quiet time. Rest period lasts until PX time. Allow campers to read, write letters, quietly visit, or even sleep. All cabin areas must maintain a peaceful atmosphere during this time. **This time needs to be spent in the cabins** (not campers outside raiding). If you want to do something special with your cabin during this time, please ask a Camp Director for approval.

### **Camp Bank/Store Runs:**

Usually every Wednesday we take all the campers to the store to get a few goodies for the campout that night. These are referred to as Store Runs. Campers' spending money is deposited with a staff member at the Camp Bank on the first day of camp. On store runs, counselors will be responsible for checking out his/her cabin's bank money and then checking it back in. At the end of the session, counselors will check the remaining balance out to their campers' parents.

### **Mail/Packages:**

All letters to be mailed by campers will be left in the outgoing mailbox right inside the door of the camp office (in the hallway). In order for family and friends to receive letters from camp in a timely manner, letters must be placed in outgoing box **DAILY**. Letters and packages will be picked up and delivered to campers by counselors daily. Counselors, please do not pick up your cabin's mail **until after dinner time**, but make sure you do check your mail **EVERY DAY**.

### **Camp Songs and Competition:**

Songs and competitions are a **HUGE** part of Prude Ranch Summer Camp. As a counselor, you will need to know the songs and encourage friendly competition between the tribes and ranches. Counselors should encourage campers to always do their best during competitions to earn points for their tribe and ranch and build up the anticipation of which tribe and ranch will win the session. It is the counselor's responsibility to **promptly** turn in results of any competition to the Director so points can be counted.

### **Camper Awards:**

It is the responsibility of the camp staff to be creative and observant in determining the distribution of these memorable camp awards. Some awards are determined by camper performance such as Buckle Winners, Top Shot, Top Archer, Best Riders, and Best Toe Touch. Others are decided with a camper vote like Big/Little Chief and Ranch/Trail Boss. Still others need to be recognized for admirable participation in various activities. Prude Ranch Summer Camp's goal is to recognize campers' distinctive personal traits with original awards like Best Attitude, Most Original, Professional Donkey Whisperer, Most Impressive Storyteller, and Champion Leg Wrestler. **The more original, the better!** These awards can be added to the Competition Sheets, which we will go over in Counselor Orientation.

### **Horsetrots:**

A Horsetrot is a quick sentence mentioning a memory that a specific camper had during their session written by you, the counselor. This sentence will go into our Summer Camp newsletter that we send out half-way through the school year to remind the parents/campers of camp and their unique experience that we shout



out to them. You, as their counselor, must turn in a Horsetrot sheet with each camper in your cabin listed on it. You must write something UNIQUE, CLEVER, FUNNY, APPROPRIATE and PRINTABLE about your campers. We will go over this document during Counselor Orientation.

### **Postcard to Camper After Camp:**

You will fill out a postcard for all the campers in your cabin. The contents need to mention something fun that happened or a special memory shared. It needs to be short, but a reminder that you are thinking of your campers and just wanted to say “hi.” These will be turned in at the end of each session along with Horsetrots, Parent Release Form, Cowpoke Transcript, and other paperwork.

### **Cowpoke Transcript:**

Counselors are responsible for completing a “report card” for each camper. It will be included with the paperwork that is picked up by the parents as they check the campers out from camp. Parents might read this aloud to their campers, so it’s important that you put a lot of effort into talking about the positive aspects of the camper. **Positive comments are the goal.**

### **Mealtime and Ranch Dining Room Policies and Procedures**

Counselors have certain scheduled duties during the meals. These duties are assigned on a rotation basis.

- A. LINE/DOOR DUTY (LD)**– Counselors will be with campers outside the dining room before all meals to monitor behavior and keep the campers entertained. You will prevent scuffling in line, promote an enjoyable, entertaining atmosphere while waiting to be served. **(SING SONGS!!!--Don’t worry you’ll learn them)** LD Counselors will be the last to eat after all the campers have gone through the line.
- B. DISMISSAL/TABLE DUTY (DT)** – DT Counselors will eat first and then roam the dining room as campers finish eating, wearing neon orange vests so that campers can tell who you are. DT Counselors will be responsible for dismissing the campers from their tables after they have finished their meal and a glass of water. DT Counselors are to make sure that campers do not leave the tables and chairs in a mess. DT counselors are not allowed to leave the dining room until all tables are wiped down and chairs are in the correct spot.
- C. SERVING LINE (SL)** – As it says, these counselors will be responsible to serve all the campers as they come through the line. SL Counselors will eat after all the campers have gone through the line. SL counselors will wear crazy hats so no hair falls in the food.
- D. CABIN DUTY (CD)** – CD Counselors eat first. You will need to eat quickly and return to the cabin area for all campers’ supervision during this “possible” slack time frame. Please stay outside on your porch until all counselors have returned from lunch/dinner.
- E. KID MINGLING (KM)** – KM Counselors will SPREAD OUT and eat with campers. Use this time to get to know all campers. KM Counselors can eat at any point, but it is best to eat when the bulk of campers are eating.

### **Dining Room/Kitchen Policies:**

With the exception of those counselors serving, counselors and campers are not to be around the ice machine or in the food preparation area of the kitchen. This is a very busy part of the ranch operation and is a restricted area. If counselors need anything from these restricted areas, please ask one of the kitchen staff or camp directors to help with your needs. Under no conditions are you to take glasses, silverware, plates, trays, cups, or any supplies from this area. State regulations are very strict in this area, and we must have your cooperation. No ice is available except at meal times. **THE KITCHEN IS OFF LIMITS!**

**\*\*\*All counselors should not linger too long in the dining room after the meals, but get back to your cabin and campers as soon as possible.**

**\*\*\*Counselors will also be required to eat with their cabin at Breakfast every day and perform all the above duties for your cabin only.**

### Safety and Regulations

**Whip and Ride.....It's time to head to the corrals!:** Horseback riding is a group activity that requires special attention because of the potential dangers. Please note:

1. All staff are required to wear helmets and are not riding just for pleasure. They are present to provide instruction and supervision.
2. The cowboys/girls in the corral who ride with the groups will provide pointers for riding techniques. They will work with the campers to help them improve their riding.
3. Counselors should keep the campers on the fence and quiet while others mount their horses.
4. At least one counselor should be mounted before any camper, and that counselor should post him/herself in the lower pen to keep campers in order as others are mounting their horses.
5. After all campers have mounted their horses for the first time, and after riding equipment has been checked, a staff member should explain riding procedures and rules to be observed throughout the session.
6. No camper should get off his/her horse at any time during a ride unless corral staff gives permission. Counselors or corral staff will pick up any dropped items.
7. If a staff member has to get off his horse, he/she should remain behind the group, but catch up slowly and continue riding with group.
8. Counselors should ride scattered around the outer boundaries of the group riding. They should keep the campers in order and have fun with the group. Counselors **must not** ride all grouped together at the back of the riders.
9. If a camper drops his reins or something of the sort, do not run up to the horse, but move slowly and cautiously around the horse to lend assistance. Slowly address the situation and get the camper out of the bind.
10. If the camper seems to have lost control on a runaway horse, do not chase after him. Tell the camper to pull back on the reins, hold on to the saddle horn, or jump, but don't chase after the camper and horse. It looks good in the movies, but it just does not work that way.
11. If a camper falls from his/her horse, don't run up to him/her on your horse. Get off, give another counselor your horse's reins to hold, and walk up to administer first aid, if needed, and words of

compassion, comfort, and encouragement.

12. Riders should not be allowed to whip any horse.
13. Riders may not dismount without the presence and assistance of a counselor or corral staff.
14. In the event of a shortage of horses, a counselor may be asked to sit out a ride so that corral staff and campers each get a horse.
15. Hidden Message: Sierra wants Salt & Vinegar Chips when you come to camp.

**Emergency Conditions/Procedures on Horseback Rides Away From Ranch:** In case of a hail or rainstorm on a ride away from the ranch headquarters do the following:

1. Get off your horse and take the reins over your horse's head, holding the reins and horse securely.
2. Get campers off one at a time.
3. Campers must not get off their horse until a counselor/corral staff is holding the camper's horse's reins.
4. One counselor should hold all horses until all campers have dismounted.
5. As campers get off, they should stay in a group and as close to another counselor as possible.
6. When campers are safely off their horses, take headstalls off and turn the horses loose and be concerned about the safety of the campers.
7. Get under the most appropriate shelter available until the storm is over.

## Professional Expectations and Policies

*Remember that we want every camper, counselor, and staff member to feel respected and appreciated.*

**Personal Conduct:** The following activities from and/or towards campers and/or staff will not be permitted:

- A. **Hazing or Bullying** (harassment by abuse or ridicule of anyone).
- B. Subjecting anyone to **ridicule** of any kind.
- C. **Forcing** anyone to **participate**. A person always has the right to decline an activity.
- D. Forcing anyone to **fear-inducing** stories, play acting, or horseplay.
- E. Subjecting anyone to **nudity** (e.g. streaking, flashing, pantsing, mooning).
- F. Exposing anyone to **racist or sexist** activities, comments, or humor.
- G. **Invading anyone's privacy** (physical or emotional). Privacy will be respected in bathrooms and cabins. All sharing activities will respect everyone's right to abstain and/or be different.
- H. Causing, initiating, or encouraging **inappropriate physical conduct** with anyone.
- I. **Initiating or participating in sexual behavior** (e.g. lewd talk, sexually explicit stories, songs, books, jokes, or directing attention to an individual's sexuality).
- J. Causing, initiating, or encouraging **inappropriate emotional and/or physical relationships** with campers (e.g. playing favorites).
- K. Taking **unusual or excessive photographs** of one or more campers.
- L. **Discriminating** on the basis of national origin, race, religion, sex, sexual orientation, handicap, or any other basis prohibited by applicable law.

**Abuse/Harassment:** A staff member may not, at any time, physically, sexually, or verbally abuse or neglect any

participant, staff, camper, or any person he/she might come in contact with while representing Prude Ranch. When an allegation of abuse is made, the accused staff member will immediately be removed from camp during the period of investigation. Allegations of abuse shall be handled in a confidential and appropriate manner. Proven allegations are cause for immediate dismissal and criminal prosecution. Incidents and suspicions should be reported to the Directors. PRSC promotes a work atmosphere free of harassment of any kind including sexual, verbal, physical, or mental of any form. Our policy is based on common sense: all employees should deal with each other with respect and courtesy, recognizing each employee's individual dignity. The Directors have the responsibility of ensuring such treatment, and all employees have an obligation to treat their co-workers respectfully and courteously.

**Tattoos/Body Piercings:** Prude Ranch Summer Camp asks you to keep your tattoo covered at camp (i.e. wrist bands can be worn over wrist and arm tattoos, one piece swimsuits if you have a rib, hip, or back tattoo, no cut off shirts if you have upper arm tattoos). Prude Ranch Summer Camp also asks that you please wear a clear stud with the exception of earrings. **Most of all we don't want staff members telling campers how great tattoos and tongue/navel piercings are and then 6-year old campers going home begging parents for a tattoo and a pierced belly button.** While many families are ok with tattoos, we need to respect the wishes of some parents who are not as open-minded.

**Profanity/Politics:** Whether you are working with 7 year olds or 16 year olds, there is **NOT** a time or a place for this here at the ranch. We do not tolerate profanity. The kids come here to get away from the world and don't need to be hearing about politics or what your opinion is on the President. All things that are of an adult topic need to remain on your off time or not at all.

**Alcohol Consumption and Use of Tobacco:** The consumption of alcohol on ranch property will not be tolerated. When counselors step foot on the ranch, you must be mentally and physically able to care for children. We also do not want campers to be subjected to the presence of tobacco use, in any form- smoking, dipping, or chewing. This means do not smoke, dip, or chew tobacco while on duty or on the ranch. **USE OF DRUGS, ALCOHOL, INHALANTS, OR ANY ADDICTIVE SUBSTANCE IS ABSOLUTELY PROHIBITED, AND ANY STAFF MEMBER FOUND IMBIBING WILL BE IMMEDIATELY DISMISSED!**

**Cell Phone and Laptop Usage:** Cell phones should not be with you except when you are off duty. Please leave your cell phones in your cabin. Neither your cell phones nor your laptops should be used in front of campers. Our campers deserve 100% of your attention. If you want to let your cabin watch a movie on your laptop **occasionally (no more than once a week), you must** get the movie approved by the Camp Director. Hidden Message: Kelly wants chips when you come to camp.

**Camp Love:** Prude Ranch Summer Camp is a great place to meet your lifelong mate and many couples have met here or have come to camp as a couple and grown closer. While you are at camp though, you still have a job to do and your job needs to be your number one priority. Campers should not be able to tell for sure if you are even a couple... i.e. **PDA is not allowed.**

**Facebook/Instagram/Twitter/Computers/Contact with Campers during the year:** Prude Ranch Summer Camp does ask that everything you post or write be appropriate to be read by campers. We understand that

Prude Ranch is just a summer job, but your relationships and influence on our campers is year round. **Please take time to edit your profiles, blogs, etc. to be camper-friendly.** The Prude Ranch Administration will be checking your posts. If something inappropriate is found, we will bring it to your attention and it will affect your future with Prude Ranch Summer Camp.

**Counselors and Camp Directors:** The Camp Director and Assistant Directors' jobs are to be aware of everything that goes on in camp. It is your responsibility as a counselor to be their eyes and ears, and you must channel all necessary information to them, even if the information might be considered confidential. **Don't be part of the problem, be part of the solution.**

### Benefits

**Camp Insurance:** Your personal policy will be your primary insurance coverage. At this time, Prude Ranch does have Workers Compensation Insurance. The stipulation for using Ranch coverage requires that the accident/injury was sustained while pursuing authorized camp activities and using appropriate safeguards made available to you by the Camp and your supervisor. It is imperative that you fill out an incident report and report to your supervisor **immediately.** Prude Ranch will not cover an pre-existing conditions or illnesses. For example, if you suffer from allergies, and you have an attack at camp, the ranch will not cover expenses related to this problem. The camp nurses will determine if a doctor's visit is necessary, and they will be helpful in answering any questions in this area. We don't want you to suffer through. Let the nurse know if you have an ailment. We want you feeling tip-top all of the time. We will need a copy of your personal insurance card on file.

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## REMEMBER

As a counselor you need to realize the importance of your job and the great responsibility you are accepting. Counselors are the backbone of our camp. Counseling is a wonderful opportunity for you to help mold the minds and personalities of tomorrow. This requires that your personal habits, your example of moral character, and your personal appearance be above reproach at all times. To be a "number one" counselor, you must show unselfishness and be primarily concerned with the happiness and well-being of every single camper. You must also realize the importance of the parent-counselor relationship. You are the one representative of Prude Ranch Summer Camp that parents use to judge our camp. You must know each child well enough to share his/her habits, desires, and general personality traits with his/her most interested admirer, his/her parents.

I \_\_\_\_\_ (Print Name) have read the 2020 Counselor Handbook and agree to abide by everything stated within it.

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Staff Signature

Date