

# SPONSORS' GUIDELINES

\*\*Please make a copy of these guidelines and provide them to your sponsors.  
You can add more guidelines to suit your needs.\*\*

Being a good sponsor means stepping up to the awesome, **24 hours a day**, responsibility of caring for someone else's children physically, mentally, emotionally and spiritually. A sponsor is acting "Loco Parenti" which means "in the place of parents". This is an opportunity that should be taken with great thought and care.

- I.** It is the responsibility of all adult sponsors to read and become familiar with the Latham Springs Emergency Action Plan (EAP) prior to arrival on campus. Sponsors are also required to watch the EAP training video provided by Latham Springs before attending camp. Sponsors are expected to help enforce all safety procedures and emergency protocols throughout their stay. By understanding and following the EAP, sponsors play an important role in maintaining a safe environment for campers.
- II.** It is the sponsor's responsibility to ensure their camper(s) do not participate in any activity listed as a limitation on Camper Registration/Medical Release Form (Appendix 1). Sponsors should make sure they are familiar with their camper's registration form and medical needs. Please make yourself aware of HIPAA and how it relates especially to the "Need to Know" privacy aspect of an individual's medical needs.
- III.** SPONSOR PRIVILEGES are defined by your unique position as both a trusted church leader who is asked to shepherd precious young people and are required to assure health, safety and security for the campers. Privileges include:
  - 1) Sponsor campers.
  - 2) Parent, teacher, confidant, disciplinarian, staff member and friend to each camper in your group.
  - 3) Represent your church, Latham Springs and the Lord Jesus Christ.
  - 4) To provide an atmosphere conducive to spiritual growth for those who are already Christians.
  - 5) To maintain a prayerful sensitivity that God might call some to special service and then to help them in their response.
  - 6) Guide young people to understand and apply proper Christian relationship principles with their peers and leaders.
  - 7) To make CAMP the most fun experience ever.

**IV. SPONSOR RESPONSIBILITIES** include the primary requirement to assure that the campers in your group cooperate with all of the LSCRC Guidelines.

- 1) Be familiar with the Latham Springs Emergency Action Plan (EAP) and assist in leading campers through the proper procedures during an emergency.
- 2) Be vigilant for safety issues 24 hours a day.
- 3) There is to be NO river or lake access unless LSCRC Personnel are present.
- 4) Many campers' "sicknesses" are due to not drinking enough water. Encourage three glasses of water or non-caffeine drinks at meals and frequent fluids at activities.
- 5) Please make yourself aware of correct body spill clean-up methods. LSCRC keeps "Body Spill Clean-up Kits" in the First Aid Station. You can contact the Camp Health Officer or camp staff to obtain a kit.
- 6) Know each camper in your group by name and foster a spirit of mutual accountability.
- 7) Sponsors must maintain continuous supervision of their group at all times. **This is a Texas Department of State Health Services requirement.** Supervision is never handed over to Latham Springs staff. This requires cooperation with other sponsors to assure that no camper is overlooked. It is important to know your campers.
- 8) Please help be good stewards of God's resources at Latham Springs by keeping doors, closed, turning off lights and keeping air conditioner's thermostats **at 72** degrees. It will freeze up and not work at all if you turn it colder.
- 9) NO ONE is to remain in the cabins/lodges during scheduled activities.
- 10) Sponsors make sure their students are on time and monitor them during Worship services.
- 11) Sponsors bed 'em down and shut-em off at "lights out".
- 12) Seek opportunity early in the week to talk with your campers individually about their relationship with the Lord. If you need assistance ask your church leader or camp staff. It is best not to talk with your campers during the invitation unless they ask a specific question.
- 13) LEAD your group to pray for the unsaved in the camp and especially in your group.
- 14) If transportation is needed, notify the Camp Director to make plans to transport patient while maintaining enough supervision for your Campers. The transporting vehicle must take the Transport Safety Bag in vehicle located in the Nurses' Station. (STATE LAW)

**V. CAMPER PROBLEMS:**

- 1) Handle problems which you observe in behavior immediately. If you require assistance, include your Church Leader, Dean of Campers, or Director.

- 2) Personal problems which the campers bring to you need to be taken seriously and discussed with them as soon as practical. However, you will not be able to handle all of their problems and may need to refer them to parental or pastoral care.
- 3) If further disciplinary actions are needed, consult with Camp Director.

**VI. ILLNESS OR INJURY:**

- 1) Camper must be taken to the CHO in the First Aid Station.
- 2) If situation warrants, CHO will contact the Camp Director and Camp Manager if necessary.
- 3) If transportation is needed, notify the Camp Director to make plans to transport patient while maintaining enough supervision for your Campers. The transporting vehicle must take the Transport Safety Bag in vehicle located in the Nurses' Station. (STATE LAW)
- 4) CHO, Group Leader or LSCRC staff will make all calls to parents, doctors, or hospitals as required. Depending on the nature of the illness/injury the parent/guardian may be asked to meet their child at the doctor/hospital. Try and remain calm when calling parents. Please make yourself aware of HIPAA Laws especially relating to the "Need to Know" aspect.

**VII. CABIN CLEANING & CHECK OUT:**

Turn-around times are critical this year! Remember your check-in/check-out times. Same day as your departure, another camp will be arriving. During those few hours in between camps, Latham Springs staff will have to flip the whole camp for the next group. Please leave your cabins clean to help with this process. See page 25 for Cleaning Procedures.

- Staff will go through cabins, lodges and public restrooms daily to empty trash and fill paper towel and toilet paper dispensers.
- Two bottles of pink soap (heavily diluted) and a roll of paper towels will be available in each cabin.
- Encourage your campers to dispose of their trash properly and to keep the grounds clean.

**Check-out day:**

1. Each cabin or Camp Director must complete the Building Check-Out Request Form (Appendix 9) after cleaning the building in accordance with the instructions listed in the cabin. All forms must be turned in to the Camp Director. Forms are located with cleaning supplies in the cabin meeting room.
2. Please see that all campers and camper belongings are out of the building.
3. Please ask all campers to remain out of the buildings once they are clean. They can use rest rooms at the auditorium.

4. The Camp Director will notify the Camp Manager when all buildings are clean.
5. Church group(s) who depart(s) without cleaning their building(s) may be assessed a cleaning fee.

**VIII.** For Emergency Procedures and Child Abuse Procedures see pages 22-24.

