



Camp Tipton Staff Handbook

Welcome to the Camp Tipton team!

We are excited that God has called you to serve this summer. Camp is much more than a seasonal job. It is an opportunity to invest in the lives of children and families through the love of Jesus Christ. Every conversation, activity, game, and challenge provides an opportunity to point campers toward Christ.

As a Camp Tipton staff member, you are entrusted with creating an environment where campers feel safe, loved, encouraged, and challenged to grow in their faith. Whether you are leading a game, helping a camper through a difficult moment, or simply sharing a meal together, your actions have an eternal impact.

Our prayer is that this summer will strengthen your relationship with Christ, develop your leadership skills, and prepare you for a lifetime of ministry wherever God calls you.

Thank you for choosing to serve at Camp Tipton.

Our Mission

Camp Tipton exists to honor God and His Word by partnering with churches in evangelism and discipleship through quality camp, conference, and outreach ministries.

Our Vision

To be a Christ-centered camp that reaches Blount County and surrounding communities by sharing the Gospel, discipling believers, and providing life-changing camp experiences that strengthen local churches and families.

Our Statement of Faith

We believe:

- The Holy Bible is the inspired, inerrant Word of God and is the final authority for faith and life.

- There is one God who eternally exists as Father, Son, and Holy Spirit.
- Jesus Christ is fully God and fully man. He lived a sinless life, died on the cross for our sins, rose from the dead on the third day, and will one day return.
- The Holy Spirit dwells within every believer, empowering and guiding them to live for Christ.
- Salvation is by grace alone through faith alone in Jesus Christ and is available to everyone who places their trust in Him.

Our Core Values

Love Others

"Love one another. Just as I have loved you, you are also to love one another." John 13:34

We choose kindness, patience, forgiveness, and inclusion in every interaction.

As a staff member, this means you will:

- Treat every camper with dignity and respect.
- Speak kindly to campers, parents, and fellow staff.
- Welcome every camper, especially those who may feel left out.
- Correct behavior with grace and compassion.

Be Brave

"Be strong and courageous...for the Lord your God is with you wherever you go." Joshua 1:9

We trust God, step outside our comfort zones, and lead with courage.

As a staff member, this means you will:

- Lead activities with confidence.
- Try new things with a positive attitude.
- Encourage campers to face challenges.
- Trust God during difficult situations.

Have Joy

"The joy of the Lord is your strength." Nehemiah 8:10

Joy is more than happiness. It is choosing gratitude and hope regardless of circumstances.

As a staff member, this means you will:

- Maintain a positive attitude.
- Celebrate campers often.

- Encourage others through your words.
- Choose gratitude, even on difficult days.

Honor God

"So whether you eat or drink, or whatever you do, do everything for the glory of God." 1 Corinthians 10:31

Everything we do reflects Christ.

As a staff member, this means you will:

- Live with integrity on and off camp property.
- Respect camp leadership and policies.
- Prepare yourself spiritually each day.
- Serve with excellence in every responsibility.

Ministry First

Working at Camp Tipton is not simply employment. It is ministry.

Campers may forget the games they played or the meals they ate, but they will remember how they were treated. Your words, actions, and attitude may influence a camper's relationship with Christ for years to come.

Because of this, we ask every staff member to approach each day with a servant's heart.

Be willing to encourage.

Be willing to listen.

Be willing to serve.

Most importantly, be willing to let God work through you.

As Colossians 3:23 reminds us:

"Whatever you do, work heartily, as for the Lord and not for men."

Thank you for answering God's call to serve this summer. We are excited to see what He will do through you and through Camp Tipton.

What it means to serve at Camp Tipton

Ministry First

Working at Camp Tipton is more than a summer job. It is an opportunity to serve God by investing in the lives of children and families.

Every camper who walks through our gates has a story. Some come excited, while others come carrying fear, loneliness, brokenness, or uncertainty. You may be the first person to show them the love of Christ in a real and personal way.

Everything we do at Camp Tipton points back to our mission of sharing the Gospel and making disciples. Whether you are leading an activity, helping a camper tie their shoes, serving a meal, cleaning a cabin, or praying with a child, your work matters.

Success at Camp Tipton is not measured by how many games you lead or activities you complete. Success is measured by your faithfulness, your servant's heart, and your willingness to reflect Christ in every moment.

As Colossians 3:23 reminds us:

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."

Remember that camp is ministry first and recreation second.

The Role of a Camp Counselor

Camp counselors are the heart of Camp Tipton. More than anyone else, you shape each camper's experience.

You are more than a supervisor. You are a leader, mentor, encourager, protector, and example of Christ.

As a counselor, your responsibilities include:

- Building positive relationships with campers.
- Creating a safe, welcoming, and Christ-centered environment.
- Supervising campers at all times.
- Leading activities with enthusiasm and energy.
- Encouraging participation and including every camper.
- Modeling Christlike character through your words and actions.

- Supporting fellow staff members.
- Helping campers grow physically, emotionally, socially, and spiritually.

The greatest impact you will make is often through simple moments such as listening to a camper, encouraging someone who feels left out, celebrating small victories, or praying with a child who has questions about God.

Campers may forget what you taught, but they will remember how you made them feel.

Expectations of Every Staff Member

Every Camp Tipton staff member is expected to represent Christ with integrity both on and off camp property.

Lead by Example

Campers are always watching.

Your attitude, language, work ethic, and choices teach just as much as your words.

Lead with humility, kindness, patience, and joy.

Never ask campers to do something you are unwilling to do yourself.

Be Present

Your attention belongs to your campers.

Put distractions away.

Learn every camper's name.

Join games instead of watching from the sidelines.

Celebrate successes.

Notice the quiet camper.

Encourage the struggling camper.

Small moments create lasting memories.

Choose Joy

Camp is full of long days, changing schedules, and unexpected challenges.

Choose to respond with gratitude, flexibility, and a positive attitude.

Your joy sets the tone for your campers.

Work as a Team

No one serves alone.

Support your fellow staff members.

Step in when someone needs help.

Communicate clearly.

Speak respectfully.

Handle disagreements privately and biblically.

We succeed together.

Live with Integrity

Honor God whether campers are watching or not.

Be honest.

Keep your commitments.

Respect camp policies.

Represent Camp Tipton well wherever you go.

Integrity is doing the right thing even when no one is watching.

Daily Spiritual Leadership

Every staff member is a spiritual leader.

You do not need to have all the answers. Your greatest ministry comes from faithfully pointing campers toward Jesus through your example.

Each day, staff members are expected to:

- Spend personal time in prayer and Scripture before serving whenever possible.
- Participate fully in staff devotions.
- Pray with campers throughout the day.
- Encourage spiritual conversations naturally.
- Share your faith with humility and authenticity.
- Model a growing relationship with Christ.

If a camper asks a question you cannot answer, it is perfectly acceptable to say, "That's a great question. Let's talk with one of our directors together."

Never pretend to know an answer you do not have.

What Success Looks Like

A successful counselor is not the loudest person at camp or the one who leads the biggest games.

A successful counselor:

- Loves every camper equally.
- Protects campers physically, emotionally, and spiritually.
- Serves without complaining.
- Encourages teammates.
- Accepts coaching from leadership.
- Solves problems with a positive attitude.
- Leads with humility.
- Points campers to Christ through both words and actions.

If every camper leaves knowing they were loved, valued, safe, and encouraged in their faith, then we have fulfilled our mission.

Staff Covenant

By accepting a position on the Camp Tipton staff, I commit to serving with integrity, humility, and a Christlike attitude.

I will strive to:

- Honor God in my words, actions, and decisions.
- Protect every camper entrusted to my care.
- Support and encourage my fellow staff members.
- Follow the policies and expectations of Camp Tipton.
- Lead by example both on and off camp property.
- Serve with excellence, remembering that camp is ministry first.

- Treat every camper with dignity, compassion, and respect.
- Represent Jesus Christ in everything I do.

I understand that serving at Camp Tipton is both a privilege and a responsibility. With God's help, I commit to faithfully serving Him, our campers, and my fellow staff members throughout the summer.

Daily Responsibilities and Expectations

Every day at Camp Tipton is an opportunity to serve Christ by serving others. While no two camp days are exactly the same, every staff member is expected to approach each day with preparation, enthusiasm, and a servant's heart.

Our campers deserve leaders who are present, engaged, and ready to make each day meaningful.

Before Camp Begins

The tone for the day is set before the first camper arrives.

Staff members are expected to:

- Arrive on time and ready to serve.
- Dress appropriately in camp-approved attire.
- Participate in the daily staff devotion and prayer.
- Review the day's schedule and any announcements.
- Prepare activity areas before campers arrive.
- Make sure supplies and equipment are ready for use.
- Welcome campers and families with enthusiasm and a positive attitude.
- Learn the names of new campers as quickly as possible.

Remember that your attitude during check-in often shapes a camper's entire day.

During Activities

Campers look to staff for energy, encouragement, and leadership.

Throughout every activity, staff members should:

- Stay actively involved instead of standing on the sidelines.
- Encourage every camper to participate.
- Be aware of campers who may feel left out.
- Celebrate effort, not just success.
- Follow all activity safety procedures.

- Watch for signs of homesickness, illness, or bullying.
- Keep campers engaged while maintaining a safe environment.
- Communicate with leadership if concerns arise.

Your enthusiasm is contagious. If you are having fun, your campers are more likely to have fun too.

Supervising Campers

Supervision is one of your most important responsibilities.

Staff members must:

- Know where every camper in their group is at all times.
- Stay with campers during transitions.
- Never leave campers unattended.
- Avoid being alone with a camper.
- Maintain appropriate staff-to-camper ratios.
- Immediately report any injuries, illnesses, or safety concerns to leadership.

Camper safety always takes priority over schedules and activities.

Building Relationships

Relationships are at the heart of camp ministry.

Every staff member should strive to:

- Learn every camper's name.
- Speak positively and respectfully.
- Include campers who may feel left out.
- Listen when campers want to talk.
- Encourage campers through both words and actions.
- Celebrate individual growth and accomplishments.
- Pray with campers whenever opportunities arise.

Small acts of kindness often leave the biggest impact.

Transitions

Moving from one activity to another can be one of the busiest parts of the day.

During transitions:

- Stay with your assigned group.
- Keep campers together.
- Walk with purpose while remaining calm.
- Use the time to build relationships and encourage conversation.
- Be prepared for the next activity before campers arrive.

A smooth transition helps the entire camp stay on schedule and creates a safer environment for everyone.

Meals and Staff Breaks

Meal times provide an opportunity for staff to rest, recharge, and prepare for the remainder of the day.

During your scheduled meal break, staff members are expected to:

- Follow the break schedule assigned by leadership.
- Return from break on time and ready to serve.
- Help keep the dining area clean by cleaning up after yourself.
- Use your break wisely to eat, hydrate, and rest.
- Be respectful of other staff members who are also taking their break.
- Be ready to assist immediately if leadership requests additional help.

While meal breaks are an important time to recharge, remember that you are still representing Camp Tipton. Conduct yourself professionally and be prepared to return to your responsibilities with energy and a positive attitude.

A Heart of Service

No task at Camp Tipton is too small.

Whether you are leading a large game, sweeping a floor, carrying supplies, comforting a homesick camper, or helping another staff member, every responsibility matters.

Jesus demonstrated that true leadership is found in serving others.

Approach every assignment with humility, excellence, and joy, remembering that your work is ultimately an act of worship to God.

Camp Day Expectations

Once campers arrive, your primary responsibility is to create a safe, fun, and Christ-centered environment where every camper can thrive.

Throughout the day, staff members are expected to remain fully engaged with their campers and actively participate in every part of the camp experience. Campers are more likely to be excited, involved, and willing to try new things when they see their leaders participating alongside them.

During the camp day, staff members are expected to:

- Supervise campers at all times and know where your group is at all times.
- Stay actively involved in games, activities, and conversations instead of watching from the sidelines.
- Encourage every camper to participate while recognizing that each child grows at their own pace.
- Include campers who may feel left out or hesitant to join in.
- Model Christlike behavior through your words, actions, attitude, and interactions with others.
- Be alert to signs of homesickness, bullying, illness, or unsafe behavior, and communicate concerns to leadership promptly.
- Maintain a positive attitude, even when plans change or challenges arise.
- Follow all safety procedures and activity guidelines.
- Help campers resolve conflicts with patience, grace, and respect.
- Be flexible and willing to assist wherever needed throughout the day.

Remember that campers are always watching. The way you respond to challenges, encourage others, and serve with joy teaches lessons that often have a greater impact than any activity or lesson you lead.

Every interaction is an opportunity to reflect the love of Christ and make a lasting difference in a camper's life.

End of the Day Expectations

- Clean assigned areas thoroughly using the provided end-of-day checklist. Everyone is responsible for leaving spaces better than they found them.

- Debrief with leadership during the end-of-day staff meeting before bed. Be prepared to share wins, challenges, camper needs, and any important information from the day.
- Pray with your campers. Use this time to encourage them spiritually, reflect on the day, and remind them of God's presence and love.
- Prepare for the next day. Review the schedule, gather supplies, reset activity areas, and make sure you are ready to lead your campers well.
- Finish the day with the same energy and intentionality you started with. A great camp day is built through preparation, teamwork, and caring for every detail.

Staff Conduct and Professionalism

As a Camp Tipton staff member, you are not just leading activities you are representing Christ, Camp Tipton, and the mission of creating a safe place where campers can grow in their faith. Your words, actions, attitudes, and choices should reflect the example of Jesus at all times.

Personal Conduct

- Staff are expected to demonstrate maturity, responsibility, humility, and a servant's heart.
- Treat every camper, staff member, and guest with kindness, respect, and patience.
- Be dependable and willing to serve wherever needed.
- Avoid gossip, complaining, negativity, or behaviors that create division among the team.
- Make wise choices that honor God and maintain the trust placed in you as a camp leader.

Dress Code

- Staff should dress in a way that is appropriate, safe, and professional for a camp environment.
- Clothing should allow you to participate in activities comfortably while maintaining a positive example for campers.
- Staff should wear Camp Tipton apparel when required and maintain a neat and presentable appearance.

Modesty

- Staff are expected to model modesty in their clothing, conversations, and behavior.
- Clothing should not be revealing, distracting, or inappropriate for a ministry setting.
- Remember that the way we present ourselves communicates respect for others and reflects our commitment to honor Christ.

Language

- Staff should use words that encourage, build up, and reflect Christ.
- Profanity, inappropriate jokes, crude language, or conversations that do not honor our mission are not acceptable.
- Be mindful that campers are always learning from your example.

Relationships

- Staff should build healthy, appropriate relationships with campers and fellow staff members.
- Staff are expected to maintain appropriate boundaries and avoid favoritism.
- Never put yourself or a camper in a situation that could compromise safety, trust, or integrity.

Dating Policy

- Romantic relationships between staff members should never interfere with camp responsibilities, teamwork, or camper experience.
- Public displays of affection are not appropriate while serving at camp.
- Staff should maintain professional boundaries and prioritize the mission of Camp Tipton.

Cell Phone Expectations

- Cell phones should not distract from your responsibility to campers.
- Staff should limit personal phone use during camper activities, meals, worship, and group times.
- Phones may be used when needed for camp communication, emergencies, or approved responsibilities.
- Being present with campers is a priority—your attention is one of the greatest gifts you can give them.

Social Media Expectations

- Staff should represent Camp Tipton and Christ well on social media.
- Do not post photos, videos, or information about campers without proper permission.
- Avoid posting anything that could negatively impact the reputation of Camp Tipton, your fellow staff, or the ministry.
- Remember that your online presence is part of your witness.

Modeling Christ

- Staff are called to lead by example in attitude, actions, and faith.
- Show campers what it looks like to follow Jesus through kindness, forgiveness, patience, humility, and service.
- Be intentional about encouraging spiritual growth and creating opportunities for campers to experience God's love.

Communication with Parents

- Communicate with parents in a respectful, professional, and positive manner.
- Staff should not discuss discipline issues, injuries, or concerns with parents without leadership involvement.
- Direct questions or concerns beyond your role to the appropriate Camp Tipton leadership member.
- Remember that parents have trusted us with their children—honor that trust through clear and gracious communication.

Communication with Campers Outside of Camp

- Staff should maintain appropriate boundaries with campers outside of camp hours.
- Personal communication with campers should follow Camp Tipton guidelines and approved communication methods.
- Do not privately message, call, or interact with campers in ways that could create an unsafe or inappropriate situation.
- Continue to encourage campers spiritually while maintaining healthy boundaries and accountability.

Camper Supervision

The safety and well-being of every camper is our highest priority. As a Camp Tipton staff member, you are responsible for creating a safe, welcoming, and encouraging environment where campers can grow, have fun, and experience Christ's love. Supervision is not just watching campers it is actively engaging, leading, and caring for them.

Your Responsibility

- You are responsible for knowing where your campers are, what they are doing, and who they are with at all times.
- Stay engaged with your group. Do not stand on the sidelines—participate, encourage, and build relationships with your campers.
- Count your campers frequently, especially during transitions, activities, meals, and any time your group changes locations.
- Never leave your group unattended. If you need assistance, communicate with another staff member or leadership.
- Be proactive. Pay attention to situations before they become problems and step in when needed.

Staff to Camper Ratios

- Maintain proper staff-to-camper ratios at all times.
- Never exceed the number of campers you are assigned to supervise without approval from leadership.
- If your group size changes, communicate with leadership to ensure proper supervision is maintained.
- Every camper should have a staff member who knows them, cares for them, and is responsible for them.

High-Risk Areas

Certain activities and locations require increased awareness and supervision. Staff should be especially intentional in areas such as:

- Swimming and water activities
- Archery, BB guns, and other equipment-based activities
- Hiking and outdoor activities

- Playgrounds and recreation areas
- Parking lots and arrival/departure areas
- Any location where visibility is limited

Staff should position themselves strategically, remain alert, and follow all safety procedures during high-risk activities.

Bathroom Procedures

- Staff should never enter a bathroom alone with a camper.
- Use the buddy system and maintain appropriate supervision when campers need to use the restroom.
- For younger campers or special circumstances, follow Camp Tipton's safety procedures and notify leadership if assistance is needed.
- Respect camper privacy while maintaining a safe environment.

Off-Limit Areas

- Staff and campers must stay within designated camp areas unless given permission by leadership.
- Areas marked off-limits are restricted for safety, privacy, or operational reasons.
- Staff should help campers understand and respect boundaries around camp.

Never Be Alone With a Camper

- Staff should never be alone one-on-one with a camper in an isolated area.
- Follow the **Rule of Three** whenever possible: two staff members with one camper, or one staff member with two or more campers.
- Conversations with campers should happen in visible and appropriate locations.
- If a camper needs personal attention or support, make sure another staff member is aware and involved.
- Maintaining healthy boundaries protects both campers and staff and helps create a culture of safety and trust.

Guiding Camper Behavior

At Camp Tipton, our goal is not simply to manage behavior we want to disciple campers and help them grow. Every interaction is an opportunity to teach, encourage, and model the character of Christ. Staff should lead with patience, consistency, grace, and love while maintaining a safe environment for every camper.

Our Philosophy

- We believe every camper is created in the image of God and deserves to be treated with dignity, respect, and compassion.
- Behavior correction is an opportunity for growth, not punishment.
- Our goal is to understand the heart behind a camper's behavior while helping them learn responsibility, respect, and self-control.
- Staff should seek to build relationships first. Campers are more likely to respond to correction from leaders who have earned their trust.

Behavior Expectations

Campers are expected to:

- Respect God, themselves, others, and camp property.
- Follow staff instructions and camp rules.
- Participate with a positive attitude.
- Use appropriate language and actions.
- Encourage others and contribute to a safe, welcoming environment.
- Take responsibility for their choices and actions.

Staff should clearly communicate expectations at the beginning of each activity and throughout the week.

Positive Reinforcement

Look for opportunities to recognize campers who are making good choices.

Encourage effort, kindness, teamwork, leadership, and growth.

Use specific praise to help campers understand what they are doing well.

Examples:

- “I noticed you encouraged your friend that was a great example of kindness.”
- “Thank you for listening and following directions the first time.”

Celebrate progress and remind campers that they are valued.

Appropriate Discipline

When correction is needed:

- Stay calm and respond with patience.
- Address the behavior, not the camper’s character.
- Correct privately when possible to protect the camper’s dignity.
- Explain what behavior needs to change and what is expected moving forward.
- Give campers opportunities to make better choices and rejoin the group.
- Use natural consequences when appropriate.
- Involve leadership when additional support is needed.

Remember: discipline should restore, teach, and encourage not embarrass or shame.

When to Involve Leadership

Staff should involve leadership when:

- A camper’s behavior becomes unsafe.
- A camper repeatedly refuses to follow directions after correction.
- There are concerns involving bullying, threats, fighting, or harassment.
- A camper shares information involving safety, abuse, or personal concerns.
- A situation feels beyond your ability to handle appropriately.
- You need support or guidance.

Asking for help is a sign of good leadership not failure.

Prohibited Forms of Discipline

The following forms of discipline are never acceptable:

- Physical punishment of any kind.
- Yelling, threatening, humiliating, or shaming a camper.

- Using sarcasm or insults.
- Withholding food, water, bathroom access, or basic needs.
- Punishing an entire group for the actions of one camper.
- Any discipline that is intended to embarrass, scare, or harm a camper.
- Any form of discipline that goes against Camp Tipton policies or our mission.

Every camper should leave Camp Tipton knowing they are loved, valued, and cared for. We correct behavior because we care about the camper not because we are frustrated with the camper.

Camper Safety

The safety and protection of every camper is our highest priority. As Camp Tipton staff members, we are trusted with the care of children and must create an environment where every camper feels safe, valued, and respected. Safety includes physical safety, emotional safety, and spiritual care.

Mandatory Reporting

- In the state of Tennessee, camp staff who have reasonable cause to suspect child abuse or neglect are **mandatory reporters** and are required by law to report concerns.
- Staff do not need to investigate, prove, or confirm abuse before reporting. If you have a concern, suspicion, or a camper shares information with you, notify Camp Tipton leadership immediately.
- Never promise a camper that you will keep a secret. Instead, let them know:
"I'm glad you told me. I may need to share this with someone who can help keep you safe."
- Do not question the camper repeatedly or ask leading questions. Listen calmly, provide support, and report the concern to leadership.
- Failure to report suspected abuse may put a child at risk and may violate state law.

Abuse Prevention

- Staff are responsible for helping create a safe environment where abuse cannot easily occur.
- Follow all Camp Tipton safety policies, including supervision expectations, appropriate boundaries, and the **Rule of Three** whenever possible.
- Never place yourself in a situation where you are alone with a camper in an isolated area.
- Be aware of changes in camper behavior, unexplained injuries, fearfulness, withdrawal, or concerning comments.
- When in doubt, communicate with leadership.

Appropriate Physical Touch

Physical touch can be an important way to encourage and support campers when it is appropriate, safe, and welcomed.

Appropriate examples may include:

- High fives and fist bumps.

- Side hugs when initiated appropriately.
- Handshakes.
- A brief pat on the shoulder or back.
- Praying with a camper while maintaining appropriate boundaries.

Always consider:

- Is this touch appropriate for the camper's age and situation?
- Would this be comfortable and appropriate if another adult were present?
- Does this communicate care and encouragement?

Inappropriate Physical Touch

The following are never acceptable:

- Touching a camper in areas covered by a swimsuit.
- Any touch that is secretive, unwanted, or makes a camper uncomfortable.
- Sitting a camper on your lap.
- Wrestling, roughhousing, or physical play that could become unsafe.
- Tickling.
- Any physical contact used to control, intimidate, punish, or embarrass a camper.
- Being alone with a camper while providing personal care unless approved by leadership and following safety procedures.

If a camper communicates discomfort with physical contact, respect their boundaries immediately.

Bullying Prevention

Camp Tipton is committed to creating an environment where every camper feels included, valued, and safe.

Bullying includes:

- Physical harm or threats.
- Name-calling, teasing, or hurtful jokes.
- Excluding others intentionally.
- Spreading rumors.

- Online harassment or inappropriate communication.

Staff should:

- Address bullying immediately.
- Protect the camper being targeted.
- Report repeated or serious concerns to leadership.
- Model kindness, respect, and Christlike love.

Verbal Interactions

- Staff should use words that encourage, teach, and build up campers.
- Avoid yelling, sarcasm, insults, embarrassing comments, or inappropriate jokes.
- Never use language that attacks a camper's character.
- Speak to campers with patience and respect, even during difficult moments.
- Remember that your words have the power to influence how campers see themselves and others.

Camper Privacy

- Respect each camper's personal space, belongings, and dignity.
- Never share private information about a camper with others unless it is necessary for safety or approved by leadership.
- Staff should avoid discussing camper behavior, family situations, or personal struggles in front of other campers.
- When helping with personal needs, maintain appropriate boundaries and involve another staff member when necessary.

Gender and Privacy Policy

- Camp Tipton staff will respect the dignity and privacy of every camper.
- Staff should use appropriate judgment when supervising campers in gender-specific spaces such as bathrooms, changing areas, and sleeping areas.
- Staff should not enter changing areas or private spaces unless necessary for safety and according to Camp Tipton procedures.
- When assistance is needed, notify leadership and follow appropriate supervision guidelines.

- Every camper should feel safe, respected, and cared for regardless of background or circumstances.

Emergency Communication

- In an emergency, camper safety comes first.
- Immediately notify Camp Tipton leadership of any injury, safety concern, missing camper, emergency situation, or serious incident.
- Staff should remain calm, follow instructions, and help maintain order.
- Do not communicate emergency situations to parents, media, or outside parties unless directed by leadership.
- Accurate and timely communication helps protect campers, families, and staff.

Health and Emergency Procedures

The safety and well-being of every camper is our highest priority. Camp Tipton staff members must be prepared to respond calmly, responsibly, and quickly when health concerns or emergencies occur. Staff should always prioritize camper safety, follow proper procedures, and communicate concerns immediately.

Medical Emergencies

- Staff should take all medical concerns seriously and respond calmly.
- Immediately notify Camp Tipton leadership of any serious injury, illness, allergic reaction, or medical emergency.
- Do not administer medication, treatment, or medical care unless you are authorized and following Camp Tipton procedures.
- Staff should know where first aid supplies are located and who the designated medical personnel are.
- In a life-threatening emergency, call 911 first, then notify leadership.
- Stay with the camper until help arrives and provide reassurance and support.

Accidents and Injuries

- All injuries, regardless of severity, should be reported to leadership or camp nurse.
- Staff should never ignore a camper injury or assume someone else reported it.
- Provide basic first aid only within your training and responsibilities.
- Complete any required incident reports as directed by leadership.
- Communicate with parents about injuries only if instructed by Camp Tipton leadership.
- Always respond with compassion and help the camper feel safe and cared for.

Sickness Policy

- Campers who are sick should be cared for and monitored according to Camp Tipton procedures.
- Notify leadership if a camper shows signs of illness, including fever, vomiting, diarrhea, unusual fatigue, or symptoms that prevent participation.

- Do not allow sick campers to participate in activities if doing so could affect their health or the health of others.
- Encourage good hygiene practices, including hand washing and proper sanitation.
- Staff should also report when they are sick and avoid exposing campers or other staff members.

Heat Policy

Camp Tipton operates in an outdoor environment where heat safety is important. Staff should actively help prevent heat-related illness.

- Encourage campers to drink water regularly throughout the day.
- Provide opportunities for shade, rest, and cooling when needed.
- Watch for signs of heat exhaustion, including dizziness, weakness, headache, nausea, confusion, or excessive fatigue.
- Adjust activities as needed based on weather conditions and leadership direction.
- Never ignore a camper who says they do not feel well.

Cold Weather Policy

- Staff should ensure campers are dressed appropriately for cold temperatures and outdoor activities.
- Monitor campers for signs of cold stress, including excessive shivering, numbness, confusion, or fatigue.
- Provide warm-up opportunities and notify leadership if a camper is struggling with the conditions.
- Outdoor activities may be adjusted or moved indoors when weather creates unsafe conditions.

Emergency Action Plan

Every staff member is responsible for knowing and following Camp Tipton's Emergency Action Plan.

In an emergency:

- Remain calm and help campers remain calm.
- Follow instructions from Camp Tipton leadership.
- Keep campers together and maintain accountability.

- Move campers to the designated safe location when instructed.
- Do not leave your assigned group unless directed.
- Be prepared to assist with communication, supervision, and safety procedures.

Severe Weather

- Staff should take all weather warnings and instructions seriously.
- Camp Tipton leadership will monitor weather conditions and communicate any changes.
- Staff should quickly and calmly move campers to designated shelter areas when directed.
- Maintain camper accountability before, during, and after severe weather events.
- Do not allow campers to return to activities until leadership gives approval.

Active Threat Procedures

Camp Tipton takes the safety of campers and staff seriously. In the event of an active threat:

- Follow the instructions of Camp Tipton leadership and emergency personnel.
- Prioritize getting campers to a safe location.
- Remain calm and avoid creating panic.
- Keep campers quiet, together, and supervised whenever possible.
- Do not attempt to confront or engage a threat unless necessary to protect yourself or others.
- Once safe, communicate with leadership and follow all emergency instructions.

Camp Operations

Camp Tipton is built on intentional moments. Every activity, transition, meal, and interaction is an opportunity to create a safe environment where campers can have fun, build relationships, and experience Christ.

Staff are responsible for being prepared, engaged, and proactive throughout the day. A successful camp week requires teamwork, communication, and attention to detail.

Daily Schedule

- Staff are expected to know the daily schedule and be prepared for each part of the day.
- Arrive on time and ready to serve before campers arrive.
- Be proactive during transitions by helping campers move safely and preparing for the next activity.
- Follow the schedule while remaining flexible when adjustments are needed.
- Communicate any concerns, delays, or schedule changes with leadership.
- Remember that every part of the day matters from morning arrival to bedtime.

Activity Expectations

- Activity leaders should be prepared before campers arrive. Have all supplies ready, the area set up, and instructions reviewed.
- Create a fun, safe, and engaging environment where every camper can participate.
- Explain rules and expectations clearly before beginning activities.
- Actively supervise and participate with campers.
- Encourage every camper, regardless of skill level or ability.
- Maintain safety standards and address unsafe behavior immediately.
- Use activities as opportunities to build relationships, teach teamwork, and encourage campers.

BB Gun Range Procedures

The BB Gun Range is a high-risk activity that requires intentional supervision and strict safety procedures.

Staff must:

- Review all safety rules before any camper handles equipment.
- Follow the four-step process:
 1. Load
 2. Pump
 3. Aim
 4. Fire when ready
- Always treat every BB gun as if it is loaded.
- Keep the muzzle pointed in a safe direction at all times.
- Never allow a camper to point a BB gun at another person.
- Ensure campers only handle equipment when instructed.
- Maintain proper supervision and spacing at the range.
- Stop the activity immediately if safety rules are not followed.

Archery Procedures

Archery requires focus, patience, and careful supervision.

Staff must:

- Review range rules before campers begin.
- Ensure campers only shoot when instructed.
- Keep all campers behind the designated shooting line until it is safe to retrieve arrows.
- Never allow campers to retrieve arrows while others are shooting.
- Check equipment regularly and report damaged equipment.
- Encourage proper technique while prioritizing safety.
- Maintain a controlled and organized range environment.

Snack Shack Procedures

- Snack Shack is designed to provide campers with a fun opportunity to purchase snacks and drinks while practicing responsibility.
- Camper accounts may be funded during registration or families may provide \$10 for the week.
- Campers are limited to \$2 per day, allowing each camper the opportunity to receive a drink and snack.

- Remaining funds may be used toward Camp Tipton merchandise.

Lost and Found

- Encourage campers to keep track of their personal belongings.
- Any lost items should be turned in to the designated Lost and Found area.
- Staff should check activity areas at the end of each day for forgotten items.
- Do not take items home or hold onto lost belongings.
- At the end of each camp week, unclaimed items will be handled according to Camp Tipton procedures.

Visitors

- All visitors must check in with Camp Tipton leadership upon arrival.
- Visitors may not enter camper areas without approval.
- Staff should politely direct unexpected visitors to leadership.
- For the safety of our campers, only approved individuals may interact with campers during camp activities.

Media Requests

- All media requests, interviews, or photography requests must be directed to Camp Tipton leadership.
- Staff should not make official statements or speak on behalf of Camp Tipton unless authorized.
- Photos and videos of campers must follow Camp Tipton's media release policies.
- Staff should use wisdom when sharing camp-related content on personal social media.
- Protect camper privacy and represent Camp Tipton's mission well.

Staff Culture

Camp Tipton is more than a place to work it is a ministry team serving together with a shared mission. The way we treat one another impacts the way we serve campers. A strong staff culture is built through humility, communication, encouragement, accountability, and a commitment to love one another well.

Communication

- Communicate clearly, respectfully, and often with fellow staff and leadership.
- Ask questions when you are unsure rather than making assumptions.
- Share important information quickly, especially regarding camper needs, safety concerns, schedule changes, or challenges.
- Be willing to listen and receive feedback with humility.
- Avoid gossip, complaining, or conversations that create division among the team.
- Remember that good communication helps the entire camp run smoothly.

Conflict Resolution

- Conflict is a normal part of working with a team, but how we handle conflict matters.
- Address concerns directly, respectfully, and in a timely manner.
- Follow the biblical model of speaking with the person involved before involving others.
- Seek understanding before seeking to be understood.
- Do not allow frustration, disagreements, or misunderstandings to affect the way you serve campers.
- If a conflict cannot be resolved, involve leadership for support and guidance.

Supporting One Another

- We serve better when we serve together.
- Look for ways to help fellow staff members without waiting to be asked.
- Encourage teammates when they are tired, overwhelmed, or facing challenges.
- Be willing to step outside of your assigned role when the team has a need.
- Celebrate each other's strengths and remember that every role is valuable.

- Protect the unity of the team by choosing grace, patience, and kindness.

Encouragement

- Camp can be physically, emotionally, and spiritually demanding. Be intentional about encouraging those around you.
- Speak life-giving words to fellow staff members and campers.
- Celebrate wins, growth, and moments where God is working.
- Pray for one another and support each other throughout the week.
- Remember that a simple word of encouragement can make a lasting impact.

Having Fun with Purpose

- Camp Tipton should be a place filled with joy, energy, and excitement.
- Have fun with campers, participate fully, and create memorable experiences.
- Remember that fun is a tool we use to build relationships and share Christ's love.
- Be enthusiastic while still maintaining safety, responsibility, and professionalism.
- The goal is not just to entertain campers the goal is to create meaningful moments where campers feel known, loved, and encouraged.
- Bring energy, bring joy, and bring your best because ministry happens in the fun moments too.

Policies and Expectations

As a Camp Tipton staff member, you are trusted with the responsibility of representing our ministry, caring for campers, and stewarding the resources God has provided. These policies exist to protect our campers, our staff, and the mission of Camp Tipton.

Attendance

- Staff are expected to be present, on time, and prepared for all assigned responsibilities.
- Arrive early enough to prepare before campers arrive and remain until responsibilities are completed.
- Attendance impacts the entire team. Being dependable allows camp to operate safely and effectively.
- If you are sick, running late, or unable to fulfill your responsibilities, notify leadership as soon as possible.
- Repeated absences, tardiness, or lack of preparation may result in a conversation with leadership.

Time Off

- Camp schedules require teamwork and commitment. Time away during camp should be limited and approved by leadership.
- Staff must communicate time-off requests as early as possible.
- Approval for time off is not guaranteed and will depend on camper needs, staffing levels, and responsibilities.
- Staff should not make plans that interfere with camp responsibilities without approval.
- Even during personal time, staff are expected to represent Camp Tipton well.

Substance-Free Campus

Camp Tipton is a substance-free environment.

- The possession, use, distribution, or being under the influence of substances is prohibited on Camp Tipton property and during all Camp Tipton activities.
- Staff are expected to maintain a lifestyle that reflects the responsibility and trust placed on them as ministry leaders.
- Any violation of this policy may result in immediate dismissal from the staff team.

Tobacco Policy

- Camp Tipton is a tobacco-free campus.
- The use or possession of tobacco products, including cigarettes, cigars, smokeless tobacco, and vaping products, is not permitted on camp property or during camp activities.
- Staff should model healthy and responsible choices for campers.

Alcohol Policy

- Alcohol is not permitted on Camp Tipton property or during any Camp Tipton event, regardless of age.
- Staff may not consume alcohol before or during camp responsibilities.
- Staff should use wisdom and maintain a lifestyle that reflects their role as a Christian leader.

Illegal Drugs

- The possession, use, distribution, or being under the influence of illegal drugs is strictly prohibited.
- Any suspected violation should be reported immediately to Camp Tipton leadership.
- Violations may result in immediate removal from the staff team and further action if necessary.

Fireworks

- Fireworks, explosives, or any unauthorized fire-starting materials are not permitted at Camp Tipton.
- Only approved camp activities involving fire or special effects may be conducted under proper supervision and leadership approval.
- Never bring fireworks or similar items onto camp property.

Property Care

- Camp Tipton property should be treated with respect and care.
- Staff are responsible for helping maintain clean, safe, and organized spaces.
- Report damaged equipment, unsafe conditions, or maintenance concerns to leadership.
- Leave every area better than you found it.
- Remember that caring for camp property is part of serving others.

Camp Equipment

- Use all Camp Tipton equipment properly and only for its intended purpose.
- Staff should receive proper instruction before using specialized equipment.
- Do not allow campers to use equipment without appropriate supervision.
- Return equipment to its designated location after use.
- Report missing, damaged, or unsafe equipment immediately.
- Proper care of equipment allows future campers to enjoy the same experiences.

Staff Reminder: Policies are not just rules they are safeguards that help us create a safe, professional, and Christ-centered environment. When we honor these expectations, we show respect for our campers, our teammates, and the ministry God has entrusted to us.

Chilhowee Baptist Association Inc.

CODE OF CONDUCT POLICY

1. Policy Inclusions. This ministry's code of conduct is rooted in its sincerely held religious beliefs and is consistent with the following:

- a. The Ten Commandments (Exodus 20:2-17)
- b. The Great Commandments as stated by Jesus Christ (Matt. 22:37-40)

2. Personal Conduct. All persons connected with this ministry community (e.g. employees, volunteers, board members, students, parents of students, etc.) shall hereinafter be referred to as ministry community members. All such ministry community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of the ministry, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are called into community with the ministry in proper conduct. Failure to maintain reasonable standards is subject to discipline, up to and including termination, from the ministry community. It is expected that all members of our ministry community will conduct themselves in a manner consistent with biblical standards, values, and character.

3. Rules of Conduct. In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Ministry community members are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

Ministry community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Ministry community members are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Ministry community members shall maintain appropriate attitudes of concern for others. Problems concerning ministry community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the

relevant chain of responsibility. Specifically, ministry community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our ministry's functions. Ministry community members are expected to operate within their respective roles.

In summary, Christian ethics demand that ministry community members act in love and integrity,

in confidentiality, and in alignment with the mission/purpose of this ministry.

4. Inappropriate Conduct. Violation of ministry rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the ministry community.

There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the ministry community. Set forth below are some examples of misconduct which will not be tolerated by the ministry. This list is not exhaustive and examples are not listed in order of seriousness.

- a. Falsification of personnel and/or student records and information or other ministry records.
- b. Dating, or otherwise becoming romantically involved with, anyone under legal age.
- c. Engaging in any activity which a ministry community member knows, or has reason to know, will adversely affect the mission of the ministry.
- d. Engaging in sexual acts and/or relationships outside the confines of biblical marriage

between one man and one woman.

e. Deliberate damage or destruction of any ministry property or the property of any ministry community member.

f. Engaging in criminal conduct.

g. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other ministry leader, or the use of abusive or threatening language toward a supervisor, teacher, or other ministry leader.

h. Using abusive language at any time on CBA properties or area of ministry service while serving a CBA ministry.

i. Failure to notify a supervisor when unable to report to work.

j. Sleeping on the job.

k. Wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27)).

l. Violation of any safety, health, security or ministry policies, rules or procedures.

m. Committing a fraudulent act or a breach of trust under any circumstances.

n. Unlawful harassment including harassment of a sexual nature (with the understanding that this ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline).

o. Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the ministry including engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman and rejection of one's sex assigned by God at birth.

If a ministry community member has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the ministry, the

community member should ask an appropriate ministry leader.

By signing below, ministry community member acknowledges an understanding that this ministry only hires staff members and/or approves volunteers who agree with its sincerely held religious beliefs and agree to abide by its Code of Conduct which is rooted in its beliefs and which this ministry believes reflects a relationship representative of a walk with Christ.

In addition, by signing below, ministry community member acknowledges they have read, understood, and agree to abide by this Christian Code of Conduct and that this ministry reserves the right to discipline said community member (up to and including termination from the community) for any action(s) in violation of this Code of Conduct

Acknowledgement

Staff Covenant

By serving as a Camp Tipton staff member, I understand that I have been entrusted with the responsibility of caring for campers, representing Christ, and helping create a safe and welcoming environment.

I commit to:

- Serve with humility, integrity, and a servant's heart.
- Model Christlike behavior through my words, actions, and attitudes.
- Prioritize the safety, well-being, and spiritual growth of every camper.
- Follow all Camp Tipton policies, procedures, and leadership expectations.
- Maintain appropriate boundaries and relationships with campers and fellow staff members.
- Work as part of a team by communicating well, supporting others, and pursuing unity.
- Handle challenges with patience, grace, and a willingness to learn.
- Represent Camp Tipton well both during camp and outside of camp.

I understand that my role as a staff member is more than a job—it is an opportunity to serve God, invest in the lives of campers, and be part of a ministry that impacts others.

By signing below, I acknowledge that I have read and understand the Camp Tipton Staff Handbook. I agree to follow these expectations and understand that failure to do so may result in further action, including removal from my staff role.

Staff Signature_____

Staff Printed Name_____

Parent Signature _____

Parent Printed Name_____

Date_____

