

## **YMCA CAMP GREENVILLE GENERAL INFORMATION**

Welcome to YMCA Camp Greenville! The following information is provided to clarify our expectations for groups and to provide some general information about our facilities. We do ask that you review this General Information sheet as well as the Rules and Policies (on reverse) with all of the leaders and participants. **Please** do not hesitate to let us know if we can provide any additional information or offer any further assistance.

### **Staff Contact**

Please note the location of the Office, Dining Hall, and Staff Housing on the map included in this packet. If problems arise, please come to the Camp Office or Dining Hall during the day. In the evenings there will be an Administrator On Duty (AOD) that can be paged at 1-800-932-8083. In the event of an emergency, there is a phone at HIPP cabin (#11 on map). The code 12345 will get you in the door. A staff member can be found in evenings at the Staff Housing (#24 on map) if needed for assistance.

### **Supervision**

In order for your outing to be successful, fun, and enjoyable for you and your group, effective supervision is imperative.

**ANY TIME NOT DIRECTLY SUPERVISED BY CAMP PERSONNEL IS CONSIDERED TO BE THE RESPONSIBILITY OF THE CHAPERONES.**

There are many potential hazards throughout Camp, so we rely on you to provide quality supervision – please see “Other Rules” on reverse. Your supervision is needed at all times including:

- 1) Any time the participants are in the cabins.
- 2) Meals (one adult per table – managing the table)
- 3) In between activities (making sure everyone is present and directed towards the next activity)
- 4) Free time/recreation time (students need chaperone with them at the designated locations)

The staff supervises activities programmed by Camp Greenville. They will be jointly responsible for discipline along with the chaperones. We encourage participation in all of our programs and require at least one adult to accompany each activity group.

### **Maintenance**

Please report any maintenance problems with your cabins or any facilities to the Program Coordinator. Any requests for toilet paper or other housekeeping supplies are to be reported at meal times and will be taken care of in a timely fashion.

### **Telephone**

A public phone is provided for your convenience and is available for use at all times. It is located at HIPP Cabin. The code 12345 will get you in the door.

## **POLICIES AND PROCEDURES**

The Camp Greenville staff want this to be a fun and productive experience for your group. We also understand that effective organization, communication, and supervision on the part of the group coordinators and leaders are imperative for a successful outing. We count on group leaders to provide quality supervision of group members at all times and ask that no group members be permitted to wander anywhere on their own.

### **Responsibility for damage**

The person or persons in charge of the group are responsible for all loss of property or damage to facilities and equipment caused by the group participants.

### **Loss of personal property**

Camp Greenville assumes no responsibility for personal property or belongings brought onto Camp property.

### **Emergencies**

A continuous ringing of bells or 3 short blasts from a Claxton horn will signal an emergency; at which time all members of your group should report to the Dining Hall Deck immediately. If the Dining Hall is the site of the emergency, a staff member will direct you to the appropriate area. Camp staff will coordinate and handle the situation in conjunction with group leaders. Please stay in the designated areas and keep your group members well supervised.

### **Emergency Numbers:**

**AOD Pager: 1-800-932-8038**

**Greenville County, SC EMS: 911**

**Brevard County, NC EMS/Fire: 828-884-3244**    **Transylvania Co. Sheriff: 828-884-3244**

### **Medical**

Groups are responsible for CPR and First Aid. First Aid supplies are available for group leaders to utilize upon request to a Program Coordinator. It is the responsibility of the group leaders to both notify Camp Greenville personnel in the event of an emergency and provide transportation to the Transylvania Community Hospital in Brevard, NC. Camp staff are trained in First Aid and CPR, and will assist in the field if necessary. All staff will carry a First Aid kit during activities. Camp Greenville does not provide accident insurance. Any administering of medications will be the responsibility of the group leaders or participants where appropriate.

### **Other Rules**

1. Enter only buildings designated as your cabins or for your activities
2. Do not write on cabin walls or furniture
3. Please help keep the grounds liter free
4. Please do not throw rocks, sticks, or anything
5. For safety purposes, we do not allow running in Camp (unless supervised by one of the Camp Staff during an activity). We are in a rustic environment, there are hazards such as venomous snakes and poison ivy—stay on trails to help avoid these dangers.
6. All waterfronts are off limits unless a water activity is specifically authorized and supervised by a Camp Greenville staff member.
7. All ropes center and group dynamics areas are off limits unless an activity is specifically authorized and supervised by Camp Greenville personnel.
8. Please stay on pathways as you walk around camp.
9. Please do not ring the bells; they are part of our emergency system.
10. Smoking is permitted only in designated areas, and never in the presence of students or in buildings.
11. Alcoholic beverages are not permitted on camp property. Those found in violation will be asked to leave immediately without a refund.
12. To help save energy, please keep cabin doors closed and lights off when not in use.
13. Please emphasize that nature is to “observe not disturb”
14. No weapons of any kind are permitted at Camp. This includes firearms, hunting bows, knives, any flammable liquids, and fire works.
15. For your safety, please stay away from any construction areas at Camp.
16. Please recycle! Recycling centers are located throughout Camp.