

Camp Ginger Cascades Policies, Procedures and Regulations – GSCCVA Troops/Service Units

Girl Scout Council of the Catawba Valley Area, Inc.

User group **agrees** to obey and comply with each, every and all regulations, policies and procedures for the use of Camp Ginger Cascades as set by the Girl Scout Council of the Catawba Valley Area, Inc. It is the responsibility of the “Responsible Adult Attending Event” to enforce the regulations. Failure to comply may result in loss of use, loss of security deposit, penalty of labor and/or financial penalties.

Orientation

All user groups receive an orientation to the site that includes the emergency procedures and safety regulations of Camp Ginger Cascades. The Camp Ranger or other designated person may do this with the group. All participants must be made aware of the camp’s Policies, Procedures & Regulations for the activity and season for which they are participating.

Telephone System

1. Telephones and directions for use are located in Mushroom, Rainbow, Hilltop, Rocky Ridge, Troop House, Infirmary, Dining Hall, Lake, Pool and Mary Leach Hollow. All phones have 911 service.
2. Main camp phone number -- (828) 758-5321.
3. Camp Ranger’s number – home (828) 758-4173 and pager (828) 314-2438. At night use the home number to reach Ranger.
4. Only collect or credit card calls may be made from the camp phone for long distance calls. Any long distance calls from camp during the rental period will be billed to the user group, plus a handling fee.

Leadership

1. One adult (age 21 or older) is responsible for the leadership of the group – working with the council personnel, informing participants of policies and procedures, responsible for the supervision and behavior of the group and making sure policies and procedures are followed. This person is the one who checks in and out with the ranger.
2. **Adults required** on site at all times with the group.
 1. One with **current first aid and CPR certification**
 2. One with **troop camp certification**
3. The user group is responsible for its **own** first aid and emergency care – this includes health and weather emergencies. Emergency medical service is available – 911. The Little River Fire Station is 4 miles from camp off of Hwy 64/90.
4. There should be at least two adults staying in each unit of youth and a total adult-youth ratio of 1:8 supervising campers at all times.
5. The responsible adult signing the agreement must be on site during the time the group is using the site and must schedule a meeting (in person or by phone) with the camp ranger at least one (1) week prior to their scheduled date of arrival. The ranger will review procedures and guidelines and can answer any questions at that time.

Smoking, firearms, alcohol, drugs, etc.

1. No alcoholic beverages, illegal drugs, pets, fireworks, for-profit activities, ATV’s, weapons, ammunition or firearms of any kind are permitted on camp property.
2. Smoking is only permitted in campfire rings and it must be done out of sight of minors. It is prohibited during food preparation and service.
3. Personal sports equipment (archery, climbing gear, bats, etc.) may be used by a participant but the owner assumes all liability. The council is not responsible for loss, damage or injury that results from using the equipment.

Behavior

1. Practical jokes of any kind are discouraged and vandalism is prohibited.
2. Groups are to respect the rights of others using the site. Any type of abuse should be reported to the camp ranger. Campers and staff are to treat each other with respect. Inappropriate behavior will not be tolerated.
3. The user group shall not deface property or the environment. This includes removal or cutting of trees, plant life, carving on trees, writing on buildings, discharge fire extinguishers in non-emergency situations, etc.
4. Quiet hours are from 10:00 pm until 7:00 am. Please be considerate of other campers.

Vehicles in Camp

1. Gate code – A gate code will be given to the group to open the camp gate. Please pass this on to all drivers.
2. Driving in camp - permitted only for loading or unloading supplies or equipment or for transporting participants with special needs.
3. Parking of cars and drop off points - vehicles must be parked in the “drain field”, black top parking lot, across from the ranger’s house or by the dining hall. **ONLY** one (1) car per unit may be kept in the unit for emergencies for service unit and troop camping and this car must be parked at the designated spot. Only participant cars with a camp handicapped sticker are allowed in units during council events and must be parked in the designated location.
4. No one is permitted to ride in the back of a truck, pick-up, camper or trailer while in camp. Vehicles are loaded within the passenger seating limits established by the manufacturer and seat belts are worn. No all-terrain vehicles are allowed on the property by user groups.
5. Do not remove barriers and drive into the units or other off limit areas like trails or service roads.
6. Speed limit in camp is **15 mph**. Observe all traffic signs, especially one-way road signs and children crossing signs. Drive slow as there may be children on the road and there are several locations with very steep drop offs.
7. Pedestrian Traffic - All campers must use the trails when possible. Watch for campers on the roads around dining hall.

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8. Hayrides - A wagon pulled behind a vehicle may be used to transport campers provided it has a back and sides on the camp roads. Speed should not exceed 10 miles per hour. The camp does not provide drivers or vehicles for this purpose.
9. Luggage - Two cars are allowed at a time to unload luggage in the unit due to the small area to turn around area in the unit. The luggage building is available for large groups wishing to transport gear as a group.

Fires - Cooking and Campfires

1. Check with the Camp Ranger to make sure there is not a fire ban at camp before starting a fire.
2. Small cooking fires and campfires may be built in the existing fire rings and fireplaces.
3. The camp provides fuel wood.
4. Ashes and burnt logs must be drenched with water and left in the fire ring.
5. Fireplaces must be cleaned out and the COLD ashes put in fire rings or ash cans.
6. Candles, lanterns, and gas stoves may be used only in the unit shelter or by the fire circle.
7. Use only clean and sanitized utensils and equipment during food preparation.
8. Clean and sanitize food preparation surfaces before and after each use.
9. Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F.

Dishwashing

1. Use sinks in the kitchens or buckets or pans provided to wash dishes. Pour dishwater in latrines or toilets in units if the kitchen sink is not available. Do not pour on ground or down sinks in bathrooms.
2. Scrape dishes thoroughly and wipe with paper napkin to remove all food particles.
3. Wash in water (about 120°F) and detergent. Do not use soap on cast iron (dutch ovens).
4. Rinse thoroughly in clean, hot water after washing.
5. Immerse dishes/utensils in warm water and Clorox (1/2 cup per gallon of water) for at least 2 minutes.
6. Allow dishes and utensils to air dry.
7. Put cooking grease in a can and when cool, put it in the garbage.

Trash/Cleaning of site

1. Good campers leave a place better that they found it.
2. Put clean cardboard, plastic, glass and cans in recycling can. Put other trash in other trashcans and put in back of shelter to keep away from animals. Ashes go in ash cans. The camp ranger will haul the garbage and recycling for you.
3. At the conclusion of occupancy, the user group must leave all buildings, equipment and grounds clean and free of litter. All kitchen equipment, including stoves, ovens, refrigerator, dishwasher and freezer must be clean. All food must be removed.
4. The user group and a representative of the council will make an inspection of camp at the end of occupancy. The council representative's report will be forwarded to the council office.

Animals

1. Mice, raccoons, snakes, skunks, ants and crows love our food. Use the animal proof containers and keep the doors shut in the unit shelters. Keep garbage bags in the cans and put in shelter's room.
2. Do NOT eat or keep food in tents or cabins as this invites animals and pests in the sleeping areas.
3. Poisonous snakes are reported immediately to the camp ranger. Watch for copperheads and rattlesnakes around camp, especially in the cascades area of Mary Leach Hollow and woodpiles. Also watch woodpiles for black widow and brown recluse spiders. Participants move to a safe location away from the animal.
4. No pets are allowed to accompany participants on camp property. Pets and animals brought for use in programs must get prior written permission by the V P of Program Services/Property and show records for health and immunizations.

Natural Hazards

1. Watch the trails for exposed tree roots, slick rocks and snakes. Wear shoes and socks at all times. Sandals or water shoes may be worn around the lake or pool. No flip-flops, clogs or sandals (no open heel or toe shoes) on trails.
2. Please stay on trails and running is allowed only in open grassy areas of camp.
3. Camp is to be used by groups and individuals at their own risk. Camp Ginger Cascades is an outdoor environment with natural hazards (ice, snow, loss of electricity, storms, downed trees, bats, etc.) over which the Girl Scout Council of the Catawba Valley Area has no control.

Security/Safety

1. The electronic camp gate can only be opened by the code given for the time the group is using camp.
2. The camp ranger will drive around camp periodically to check on all campers.
3. Use the buddy system at all times and supervise participants so they are safe.
4. The council is not responsible for loss, damage or injury to any personal property. The council reserves the right to conduct a search and seizure of anyone or anything when possession of illegal substances or weapons is suspected.

Property

1. Any maintenance problems should be reported to the person in charge of the group who will report them to the Camp Ranger.
2. The user group will have the responsibility securing all licenses necessary for the operation of their program.
3. All flammable liquids and power tools must have the necessary safety devices, be in good repair and operated only by those persons trained and experienced in their use. The maintenance buildings and equipment is off limits to children and adults.

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4. The user group shall not use or occupy the premises for any unlawful purpose and shall conform to and obey, in addition to Girl Scout regulations in said camp, all present laws and ordinances and all rules and regulations, requirements and orders of all governmental agencies respecting the use and occupation of these premises.
5. User group shall permit Girl Scout Council of the Catawba Valley Area, Inc., their duly authorized agents, to enter upon said premises at all reasonable times to examine the condition of said premises.
6. User group agrees that any fixture or any construction placed on premises shall remain on said property and shall become the property of owner. All construction must be approved by the council prior to construction.
7. User agrees that the premises shall be occupied and maintained in compliance with all existing health regulations as may be issued by the County Health Officer.
8. User shall promptly pay any or all indebtedness which may arise from their use or occupancy of said premises, and hereby indemnify the Girl Scout Council of the Catawba Valley Area from any and all expenses incurred by user in the use of said premises.
9. User is responsible for any damages to property, persons, equipment or wildlife, willful or otherwise, that may occur out of use of said property. If damage is in excess of security deposit, user will be billed accordingly for repair costs and labor.

Emergency Procedures

Emergency procedures for fires, flooding, storms, lost persons and animals are located by each phone in camp.

Emergency Care Personnel

User groups are responsible for their own emergency and first aid care on Camp Ginger Cascades which includes personnel, equipment and supplies. Emergency transportation is available from 911 at the user group's expense. If a participant is injured and requires to be seen by a doctor then an accident report form is filed with the camp ranger.

Health information – The user group when staying one night or longer must have on site the following information on each participant:

1. Name and address of all participants
2. Emergency contact names and numbers
3. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site.
4. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.

Storm

1. Most storms can be waited out in the bathrooms, unit shelters, treehouses or cabins. Stay away from water/electrical fixtures.
2. Severe wind or tornadoes take special consideration. In these situations, campers are evacuated to the basements of the Infirmary, Troop House, Dining Hall or Mushroom cabins.
3. At night, have campers get a jacket and flashlight.
4. Locations to stay in storm: Mushroom – Cabins; Rainbow – Cabins; Hilltop – Unit shelter or bathroom; Rocky Ridge – Under Bathhouse; Mary Leach Hollow – Unit shelter
5. Always stay calm and eliminate immediate danger.

Lightning

1. Participants seek shelter during a lightning storm away from tall objects, lone trees, fences, metal objects and open areas.
2. Do **NOT** use water, telephones, appliances, commodes or showers during an electrical storm. Stay away from electrical outlets and conduit.
3. If on a trail get in the lightning position – squat on balls of feet, arms around knees and head tucked. Separate the group into smaller groups about 50 feet apart.
4. In the units, move the participants to the storm locations as stated above.
5. Apply first aid and CPR if needed.

Fire - Warning System-Continuous sounding of air horn over public address system on telephone in dining hall.

1. Participants in the main area and units of camp evacuate to the drain field by the lake.
2. Participants in Mary Leach Hollow, evacuation is to the open area at Mary Leach Hollow.
3. In all cases, if possible, campers and staff should wear shoes and bring a towel or non-nylon jacket. The health supervisor brings a first aid kit.
4. Upon arrival at the black top parking lot or other designated location, roll is taken by each group and a report is made to the event director. The event director calls the fire department and the camp ranger. The information given is: Who – Camp Ginger Cascades, Location of fire, Anyone in a building and location of campers, Directions to camp and location of the fire, event director is the last one to hang up the phone.
5. The camp ranger or designated person waits at the camp entrance to escort the emergency vehicles to the property location. The one-way road is reversed for fire trucks to get through in an emergency. They will be using the drain field at the lake.
6. If needed, transportation to a safe location is arranged and participants are evacuated to the Advent Christian Church at the end of Draco Road.

Water Emergencies

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1. If a person is suspected of drowning or near drowning, a search and rescue must be started immediately.
 - a. Qualified lifeguards conduct a search in the water according to the American Red Cross procedures.
 - b. Other adults are sent to search other parts of camp—infirmery, dining hall, unit, bathrooms—if there is a possibility the person may have left the waterfront. Call necessary emergency personnel as needed - 911
2. Apply first aid and CPR as needed.

Earthquake

1. Under the extremely small circumstance that an earthquake might occur while at camp follow the following procedure. Get in a doorway or in an open area. Stay away from trees and falling objects.

Lost or Missing Person

1. Report any lost or missing persons immediately to the event director.
2. After a thorough search of the unit and favorite place where the person might be, other adults are notified by word of mouth. The missing person’s buddy is contacted to see if they know where the missing camper is located at night it is very important to count the exact number of campers in each bed.
3. Two adults stay with each unit and keep the camp program going as normal as possible.
4. All other adults meet at the missing person’s unit and begin searching for the person using the search and rescue procedures.

Intruders in Camp

1. All visitors and delivery/maintenance personnel not part of the user group are reported immediately to the camp ranger. This includes invited and uninvited guests.
2. All intruders are treated as invited guests with a friendly attitude in determining their reason for being on the camp property.
3. All visitors and delivery/maintenance personnel are escorted while they are on camp property. Unwanted visitors are asked to leave and assisted off the property.
4. If an intruder is suspected of being on the camp property, the camp ranger is notified:
 - a. A search party is formed leaving at least 2 staff members to every unit.
 - b. The search and rescue procedures are implemented.
 - c. If signs of an intruder are seen, the sheriff is notified.
5. Communication is done by word of mouth, telephone or CB radio.

Search and Rescue Procedures

1. Search begins where the person was last seen.
2. Searchers spread out in a long line walking the quadrant from one end to the other and back. After searching one quadrant, the searchers move to the next quadrant, and so on.
3. If the missing person or intruder is not found, the sheriff’s department is notified within 2 hours of the report.

Snow and Ice Removal Procedures

1. Main roads of camp will have as much snow removed as feasible. The roads still need to be driven with caution, as there may be ruts, patches of ice, fallen trees or drifting snow.
2. All trails, boardwalks, decks and open areas will be left in a natural state. No salt, snow blowers or shovels will be used to clear a path. Care should be taken to use handrails on decks, steps and boardwalks with snow or ice.
3. Pathways within 5 feet of a door into a building will be cleared of snow and ice when possible.

Camp Ginger Cascades Program Activities

Water Activities – Pool, Lake and Cascading

I. Swimming Pool

Use of Pool - All persons participating in pool activities are required to have an orientation to the pool/lake and a current medical history and signed parent permission form. Seatbelts and ties must be removed from all persons who are in wheelchairs while near bodies of water or in watercraft.

Lifeguards - One American Red Cross Lifeguard is required for every 25 participants using the pool, plus one (1) pool watcher per 10 participants. A minimum of 2 adults is required for supervision of all pool activities. One adult must be at least 21 years old. The certified lifeguard’s CPR/professional rescuer & first aid certifications must be current. The Lifeguards and watchers do not enter the water during the swimming period except in an emergency.

Number of Swimmers	Lifeguards	Watchers
1 – 10	1+	1*
11-25	1+	2*
26-35	2+*	3*
36-50	2+*	4*

+ **Primary lifeguard must be an adult – age 18 or older**
 * **May be age 16 or older**

Swim Test - All participants wishing to swim in the deep end of the pool must take a two-part swim test. Part one consists of swimming one width of pool on front and one width of pool on back without stopping except to change directions. The swimmer must demonstrate they are able to swim good enough to maintain forward motion and can not stop for rests or to catch their breath. Part two consists of treading in water over their head for 3 minutes.

Pool capacity - The capacity of the pool is 50 participants. **Phone** – Phone for emergencies and 911 is on outside of building.

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Buddy system - All participants are assigned a buddy to swim with and buddy checks are done at random.

Pool rules - The pool rules posted in the swimming area are to be observed by everyone. These include the following:

1. No food or drinks (except water in plastic containers) are allowed in the pool area.
2. No bubble or soap solution is allowed in the pool.
3. No gum or Band-Aids. No open sores on skin. Long hair must be tied back.
4. Swimsuits, life jackets or toys used in the lake must be rinsed in Clorox/water solution before entering the pool.
5. No glass containers or pets are allowed in the pool area.
6. Diving is allowed only in designated area, and divers must meet the height restrictions.
7. No running, horseplay, dunking, or rough play is allowed.
8. Bathroom - Two bathrooms are available in the changing room.
9. Failure by a group to observe any of the safety procedures may result in loss of pool privileges.
10. All participants must shower before entering the pool. Participants using the volleyball court must hose all sand off outside the pool area before entering the pool fence.
11. Pool chemicals and pump are off-limits to everyone except the camp ranger.
12. Buddy system must be used.

Night swimming - The pool may be used at night but the underwater and security lights must be on.

Lifeguard stations - One person must be seated facing the pool in the lifeguard stand while maintaining the American Red Cross ready position -- scanning pool area, holding rescue tube in lap, and enforcing pool rules and safe swimming practices. The other guard(s) must be stationed at other areas around the pool edge (out of the water) to ensure total coverage of the pool and any blindspot. Lifeguards not using the lifeguard stand must be standing or sitting in a chair in the American Red Cross ready position. All lifeguards & watchers must be trained in how to use rescue tube, ring buoy, whistle and reach pole. Backboard is available at pool. The camp ranger has an AED.

Diving - Only one (1) spot is approved for diving into the pool. All dives must be from a squatting or standing position and forward diving only. No flips, running dives, head first dives, straight down dives or other fancy dives are allowed. All divers must be under a certain height position -- see sign at pool.

Water toys - Diving sticks, volleyball, pool basketball, diving rings, etc. toys are available for use. Kickboards may be used if both hands are on the board at all times and used on the surface of the water.

Environmental hazards - Swimming or other water activities may not be done during a thunder or lightening storm.

Gate - The two pool gates must be kept shut at all times. The gates must be locked when the pool is not under direct supervision of a qualified lifeguard.

Keys - A copy of the current lifeguard, first aid and CPR certifications must be presented to the Camp Ranger or other authorized council personnel before keys are checked out to the lifeguard for use of the pool or lake.

II. Lake

Use of Lake - All persons participating in lake activities are required to have an orientation to the lake and a current medical history and signed parent permission form. Seatbelts and ties must be removed from all persons who are in wheelchairs while near bodies of water or in watercraft.

Swimming - Participants are allowed to swim in the lake only if they are wearing a life jacket.

Lifeguards - One American Red Cross Lifeguard age 18 and older with waterfront endorsement is required for every 25 participants using the lake, plus one (1) lake watcher per 10 participants. A minimum of 2 adults is required for supervision of all lake activities. One adult must be at least 21 years old. The certified lifeguard's CPR/professional rescuer and first aid certifications must be current. All lifeguards & watchers must be trained in how to use rescue tube, ring buoy, whistle and reach pole. Backboard and rescue boards are available. The camp ranger has an AED.

Keys - A copy of the current waterfront lifeguard, first aid and CPR certifications must be presented to the Camp Ranger or other authorized council personnel before keys are checked out to the lifeguard for use of the lake.

Buddy Board - Buddy board Check in/out system must be used.

Phone - An emergency phone is located in the unit shelter for 911.

Night boating - No boating or swimming activities may be done on the water at night.

Boating activities - Canoeing, pedal boating, and using a funyak are part of the fun at the lake. All participants must wear a coast guard-approved life jacket in good condition, and given a safety check prior to use. A buddy board is used for checking out equipment to participants. Do not overload boats - Canoe - 3 adults or 2 adults and 2 children, Funyak - 1 boater, Pedal boat - 2-3 boaters based on seats by pedals; 2 riders - children only, Kayak - off limits unless approved in writing by the council's program director.

Fishing - Fishing poles are available for use from the shore or dock if no one is using the boats in that area. Fishing may not be done from any watercraft. A person trained in the use of reach poles and ring buoys may guard people fishing from the shore (not the dock.) One (1) current American Red Cross Lifeguard with waterfront endorsement or equivalent for anyone fishing from the dock. All beginning swimmers and non-swimmers must wear a lifejacket while on the dock.

Environmental hazards - Boating or other water activities are not allowed during a thunder or lightning storm. No diving as lake is shallow and section by amphitheater has a cement bottom.

Gate - The two lake gates must be kept shut at all times. The gates must be locked when the pool is not under direct supervision of a qualified lifeguard if the waterfront is being used.

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III. Cascades sliding area on Ginger Creek

Supervision - An adult must supervise the sliding down the cascades at all times. One (1) adult First-Aider must be at the cascades during the activity. Have an adult stationed at the end of the sliding area to help girls get out of the water. This area is slick and make sure they walk back to the top of the slide- no running. **Slide at Own Risk.**

Location to slide - Cascading can only be done in the lower section only. Please observe safety rules.

Attire - Shoes and shorts must be worn. **Phone**- An emergency phone is located in the unit shelter for 911.

Challenge Course and Climbing Wall

The challenge course and climbing wall may only be used under council approved supervision. All other times the course/wall is off limits to children and adults.

Acknowledgment of Risks Form - Anyone using the Challenge Course and Climbing Wall must have a participant’s Acknowledgment of Risks Form on file with the Council prior to participating and everyone attend a safety orientation.

Ratio of participants to qualified adults

Number of participants	Approved challenge course or climbing wall certified adult	First Aid/CPR certified (may be same person as certified adult or helper)	Helper – Trained spotter/belay – age 14 or older
10	1	1	1
15	1	1	2
20	2	1	2
25	2	1	3
30	3	1	3

Types of leadership skills needed

1. Approved *challenge course certified adult* - Must have taken within the last 5 years a CVAGSC challenge course facilitator’s training, Project Adventure, or similar ropes course training.
2. Approved *climbing wall certified adult* - Must have taken within the last 5 years a CVAGSC climbing wall facilitator’s training or rock climbing course.
3. *Approved helper* - must be at least 14 years of age or older and received an orientation in how to spot or belay the appropriate course.

Ingredients all challenge course or climbing wall sessions include:

1. Pre-event - Acknowledgment of risks forms completed by each person/parent, course and equipment inspected prior to use, fees paid.
2. Orientation - Challenge by choice philosophy discussion, Safety rules and equipment, proper lifting, belaying and spotting techniques and Warm up – stretching.
3. Initiative games - not on course
4. Challenge course or climbing wall components
5. Discussion of activities
6. Cool down and evaluation of activity
7. Equipment stored properly

Hiking Trails

Millstone Trail - base of dam to Mary Leach Hollow (.5 miles); hooks up with Teeter Trail (color hike trail kit).

Teaberry Trail - top of service road by Hilltop to Teeter Trail

Inner Camp Trail - Dining Hall to Mushroom to Rainbow

State Trail - Dining Hall to Rainbow to Hilltop (State Trail Kit)

Teeter Trail - Owl Hollow to Mary Leach Hollow

Dogwood Trail - Dining Hall to Rocky Ridge

Equipment Available upon Request:

CAMPING EQUIPMENT

Backpacks, one-burner and two burner Coleman stoves, compasses, water purifiers, 4-person and 2-person tents, sleeping pads, portable chemical toilets, ice chests and Igloo water cooler.

SPORTS EQUIPMENT

Badminton, basketballs, bocce, balls, bubble fun equipment (no solution), cricket, croquet, Frisbee, football, parachute, playground ball, scoop ball, soccer and volleyball.

NATURE TRAILS

Color Hike Trail Kit - 5 color markers, activity stations; State Trail Kit - 5 North Carolina State Symbols, activity stations; Rocky Ridge Nature Trail – plants and trees identified along the trail to Rocky Ridge.

SERVICE PROJECTS

Hard hats, safety goggles, work gloves, rakes, shovels, pruners, etc.