

# Saddleback Cub Scout Daycamp 2018

## ADULT VOLUNTEER ORIENTATION

### 1. Your responsibilities as an Adult Volunteer at daycamp:

- As an Adult Volunteer you are responsible for ALL campers listed on your Roster – not just the Campers you know from your Home Pack! Your purpose is to get your den to the designated program areas in a timely manner; perform periodic head counts - report missing campers immediately; Assist Campers with projects/events; and keep Campers under control and focused, so they can have a Safe and Fun experience
- Implement sign-in and sign-out procedures, use a name or initial not a check mark. DO NOT leave if all Campers have not been picked-up, bring the camper and the clipboard to headquarters we will handle it from there.
- Report any difficulties or concerns to the Camp Director (Dawn Tengwall).
- Lunch time is NOT free time (you are still responsible for the Campers in your Den). You may pick-up your siblings at lunch time or pack them a lunch and they can stay in sibling camp. You must return siblings to sibling camp after lunch. Siblings are not allowed in the program areas.
- Utilize BSA's Youth Protection Guidelines – YPT can be taken on-line at [www.my.scouting.org](http://www.my.scouting.org)
- Label Everything!! It's a good idea to bring a sharpie pen and some masking tape.
- At least one Adult in each Den needs to bring a cooler with ice for the Camper's lunches and water bottles. Wagons are a good idea for hauling around stuff.
- Adults need to check-in at the Adult Volunteer Check-in Table first thing EVERYDAY. You will be issued a wristband (these will be a different color each day), all adults must wear the wristband while at Daycamp.
- Arrive a few minutes early so you can get checked-in (wristband) and get the Campers checked-in. Please during this time and also at closing, we really need your help to keep the Campers out of the trees, not running arounds and not throwing things!
- Daycamp Uniform: Camp T-shirts are to be worn everyday (you can purchase extra t-shirts for \$10.00 each). Tennis shoes or hiking boots (NO OPEN SHOES!). Hats are a good idea. T-shirts are color coded as follows: Daycamp Staff – dark green; Camp Medics – red; Adult Volunteers (this is you) – royal blue; Youth Volunteers – orange; Campers – red; Siblings – Kelly green.
- Parking is \$3.00 per day, prepaid parking passes are Mandatory! You can purchase them today. This money goes directly to O'Neill Regional Park.
- Anyone in the Daycamp Area (other than for drop-off and pick-up), must have registered through Campmaster and have a medical form on file. Report any suspicious characters to the nearest Key Staff member (dark green shirt).
- Sibling pick-up procedure: Siblings will be brought to the Gathering Area at the end of the day, you will pick them up there instead of at sibling camp. Please pick them up promptly – before the closing program, so they can join your group during closing.

### 2. Archery Program:

- Rules of the Range apply to everyone not just the campers! The Range Rules are:
  - 0 Mind the Rangemaster's Ropes – Ask Permission to Enter the Range
  - 1 Know and obey all Range Commands
  - 2 Keep your Arrows in your Quiver until you are told to Shoot
  - 3 Always wear your Armguard and Finger Tab

- 4 Only use the Arrows the Instructor gave you, Remember what they look like
- 5 Always keep your arrows pointed down or towards the Target
- 6 If you drop an Arrow, leave it on the ground until you are told to get your Arrows
- 7 Always Walk on the Archery Range

- Campers are kept at the gate until Rangemaster feels they are calm enough to enter the range. With your help in calming the Campers, they will enter the range sooner!
- Youth Volunteers (Orange shirts) on the archery range wearing tie-dyed bandanas, have been through extensive training to prepare them to assist the rangemasters in running a safe range – do not ignore their directions/instructions.

**3. Den Buckets:** Each Den is provided with a 5-gallon bucket, this is marked with your Den Name/Number, buckets are color coded by your Pack color. An Adult needs to pick this up at the beginning of the day and return it at the end of the day. The buckets will be lined up next to the Adult Check-in Table. The bucket will have:

- A clipboard with the list of all Adults and Campers in the Den with sign-in/sign-out columns and the Weekly Rotation schedule for your Den
- Copy of this Orientation Packet
- Neckerchiefs for the Campers
- Daycamp Journals and pencils for the Campers
- Leave everything in the bucket at the end of each day!!!

**4. General Rules for Daycamp:**

- SMILE! Say positive things.
- No smoking, alcohol or other controlled substances
- No obscene, abusive or lewd language, gestures or actions, no sexual remarks or innuendo
- No hitting or any other type of physical punishment
- Never be alone with a youth, always stay within view of other people
- Adults and youth should not use the bathroom facilities at the same time
- If you have a youth who is repeatedly misbehaving, they should be brought to headquarters where we will try to assist you in modifying their behavior.
- If you feel yourself getting stressed, take a time out yourself, just be sure you have enough adults to take care of the Campers and that they know that you are leaving. If you do not have enough adults and need to 'take a break', contact headquarters and we will assist you (any staff member can contact headquarters for you with the walkie-talkies). You can always come up to headquarters and talk things out if you need.
- If you notice signs of stress in another adult, offer to give them a break or bring it to the attention of someone on staff
- Stress can affect adults or youth, some signs of stress are, over-tiredness; inappropriate anger or irritability; crying; or withdrawal. If you notice signs of stress, do not ignore it, bring it to a staff member's attention immediately.

**5. No one but Staff is to use walkie-talkie radios while at Daycamp! Whistles are not to be used at Daycamp, except by the Archery Staff.**

**6. Please bring any questions, problems or concerns to the Camp Director immediately.**

## 2018 Saddleback Daycamp Health and Safety Overview

### SAFETY:

Basic for everyone to enforce: NO CLIMBING - On trees, buildings or each other NO RUNNING - Walk in camp so you have time to move out of the Way when that log rolls in front of you!!!

### HEALTH:

O'Neill Park is abundantly supplied with pollen and dust. IF YOU HAVE HAYFEVER OR ALLERGIES start taking your medicines a few days before camp and continue taking them through the week. See Scout medication check in protocol ( #3 below)

The camp environment tends to stir up asthma. Those Campers will carry their inhalers with them. Any Camper who has severe allergies to bees, food etc. MUST carry their Epi-pens or Anaphylaxis kit on their person!!

Medications (in their clearly marked prescription bottle) will be held at the First Aid station unless a parent is with the Camper and then the parent may hold onto the medication. Exceptions: **EPI-PENS AND INHALERS WILL STAY WITH THE SCOUT!!!**

Hydration - Make sure each scout brings a water bottle. Please remind the Campers to drink lots of water. By time they feel thirsty, their fluid balance has already been affected. A good rule of thumb is to have everyone take a good swig of water before and after each session, and do it consistently. This includes adults too!!! There will be water jugs at each venue, use them they are there for you!

Remind the Campers to use sunscreen. (they will complain, but pay them no mind)

Poison Oak - If you suspect any contact with the plant, come to the first aid tent immediately.

Bees, Fire Ants and Rattlesnakes: They are abundant at O'Neill, this is their home - BE SURE THE CAMPERS LEAVE THEM ALONE!! If a Rattlesnake is spotted, please report it to the nearest Staff member, we will make sure it gets relocated.

### GENERAL INFO:

Any medical issue, including a scratch, must be taken to the Medic Tent, this includes Adults.

The Medical Station is located next to Headquarters across from the Gathering Area

In the event of a medical emergency, have the Program Manager (dark green shirt) radio the medic, they will come to you.

Each program area manager will have a walkie-talkie. Have them contact the first aid station if you have any urgent concerns or situations.

Keeping Universal Precautions for bodily fluids contact in mind. Latex gloves will be available at each venue for the contact of blood, saliva, vomit, feces, or urine. Have the area manager contact first aid for assistance and clean up.

If you send a scout to the first aid station send them with an adult or youth volunteer.

Have fun and be safe!!

## 2018 Saddleback Daycamp Emergency Responsibilities

In the event that the camp needs to be evacuated the Camp Director will announce to the program managers over walkie-talkies, as well as loud speaker that there is a need to return to the gathering area. Program managers will then relay that to adult volunteers who will then return DIRECTLY to the gathering area and await further instructions. In the event of a camp wide Emergency and/or Evacuation, updates and instructions will be posted on the website [www.saddlebackdaycamp.org](http://www.saddlebackdaycamp.org), so that parents' who are not in camp will know when and where to pick up the children.

**ADULT VOLUNTEERS:** Keep campers calm. WALK back to your Den Flag in the gathering area. Keep an adult in the front, middle and rear of the group to keep campers together. Upon returning to the gathering area conduct a head count. Have an adult give that information to the recorder at head quarters, they will immediately return to you. If a camper is lost relay a full description to staff. Come up with songs or a quiet game to keep the campers calm and keep campers together. Do not attempt to go and retrieve your siblings or youth volunteers, they will be brought to the gathering area and released to parents AFTER they have all been accounted for. We have been instructed to 'shelter in place in the Gathering Area' and await instructions from Emergency Personnel. They will decide what action is appropriate. The Camp Director will pass information on as necessary.

### GENERAL DUTIES FOR ALL ADULTS AT CAMP:

**REMAIN CALM:** If you stay calm this will help others stay calm.

**THINK:** Before you speak or act.

**LISTEN:** For further instructions or information.

**WORK TOGETHER:** The adult volunteers MUST work together to keep the campers calm, together, and out of harms' way.

**WALK:** We do not run in camp, walking will keep everyone together. Walk single file to the right side of the road, always leave room for vehicles.

All adults should put the safety of **ALL** the children first.

### Emergency Contact Information

#### Saddleback District Daycamp Staff:

Camp Director	Dawn Tengwall	949/306-4882 Cell
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#### O'Neill Regional Park:

949/923-2260

#### BSA Professional Staff:

Anthony Guekens	714906-0927 Cell
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# SADDLEBACK DISTRICT CUB SCOUT DAYCAMP 2018

To Drop-off Campers: Go left at the 'Y' in the road, stop where signs say 'drop-off campers', Youth in Orange shirts will assist getting campers and gear out of the car.

To Park Keeping Campers in the Car: Go right at the 'Y' in the road, continue to parking areas

To Pick-Up Campers: You can go either to the right or left of the 'Y', please make 2 lanes on each side. You will be stopped where the road goes back to one road. You will be stuck here for some time. Please be patient. Do not schedule an appointment for 2:00 PM or 8:30 PM – you will not make it!

***Drive like there are hundreds of children who could run out in front of you at any moment – because there are!!!!***

***DURING DROP OFF AND PICK UP TIMES, ALL VEHICLES WILL BE REQUIRED TO EXIT AT THE 'MESA GATE'. AT ALL OTHER TIMES THIS GATE IS LOCKED!***

## ONCE YOU EXIT THE GATE:

- TURN RIGHT ON EL CAMINO MONTANA
- TURN LEFT ON VIA SOSIEGO
- TURN LEFT ON VIA CON DIOS
- TURN RIGHT ON AVENIDA DE LAS FLORES
- TO SANTA MARGARITA PARKWAY

