



Catskill Christian Assembly

S.W.A.T. Manual

Purpose of CCA

Catskill Christian Assembly offers youth and adult camp programs to help connect people to Christ. Our purpose, based on biblical principles, is to promote spiritual growth, discipleship, and evangelism. Our main objective is to provide a setting in which campers can encounter the presence of God at camp. We seek to carry out this purpose the following ways:

- Teaching biblical content, methods of study, and evangelism.
- Developing Christian friendships.
- Recreational activities and development of team skills.
- Opportunities for service.

S.W.A.T. Qualifications

- Ages 14 and older (exceptions at the president's discretion)
- Limited to 8 per camp week
- Desire to serve God
- A desire to work
- Ability to work well with others
- Ability to accept and obey directions

Responsible to:

- Head of S.W.A.T.
- Head cook (for anything kitchen-related)
- Camp manager

Daily Responsibilities:

- Adherence to daily schedule and job assignments
- Meal preparation (set tables, mix drinks, set out food, etc.)
- Dishes & pots
- Kitchen cleanup (food, counters, floors, etc.)
- Dining room cleanup (tables/chairs, floors, spills, etc.)
- Garbage
- Bathrooms

Additional Responsibilities:

- Setup/cleanup camper activities
- Cleanup messes as needed
- Serve in canteen
- Assist making/putting out campfires
- Special jobs (cleaning, digging, raking, organizing, etc.)
- Do whatever is requested by head of S.W.A.T., head cook, or camp manager



- Saturday switchovers for 6 day camp sessions: S.W.A.T. will remain on-duty until campers go home. Incoming S.W.A.T. are on-duty starting with orientation before dinner

CCA Rules and Policies

General Rules

- S.W.A.T. are not faculty or campers, but their own entity with rules and expectations that apply to the position of S.W.A.T.
- All S.W.A.T. are expected to follow the camp schedules
- Everyone on the campgrounds must turn in ALL medications - over-the-counter and prescription - to the camp nurse
- S.W.A.T. and campers are there for different purposes and as such will not be interacting or joining in group activities, except only by the camp manager's approval
- Sickness and injuries must be reported to the camp nurse immediately
- Tobacco, Marijuana products, alcoholic beverages, vaping, weapons, and recreational drugs are prohibited on campgrounds
- The camp dean and manager reserve the right to reprimand or dismiss any S.W.A.T. member who does not conform to the camp rules
- All phones must be turned into the camp manager or leader
- All S.W.A.T. are under the authority of the staff and faculty, following the proper chain of command.
- Cups, plates, and utensils are not allowed outside of the Dining Hall
- Hair nets or hats must be worn in the kitchen area
- Campers are not allowed in the Canteen; authorized personnel only, please
- No snacks of any kind are allowed in the cabins or other rooms outside the Dining Hall
- S.W.A.T. may use the staff refrigerator with the head cooks approval
- Campers are not allowed on the deck except when permitted by faculty or staff
- S.W.A.T. may not leave the cabins or rooms at night except to use the restroom or in an emergency
- S.W.A.T. are not allowed in cabins or rooms of the opposite gender
- Campers are not allowed in cabins without a faculty or staff member over the age of 18 being present
- Secular music is discouraged while at camp
- There is no swimming in the creek as mandated by the State of New York
- Foul language and cursing will not be tolerated
- SWAT are not permitted to leave camp grounds unless permission is granted by camp manger or head of SWAT
- Each person on the camp grounds is expected to treat all other people with dignity and respect. Bullying, hitting, mean behavior, mimicking, and unkind words to others will not be tolerated and may result in being dismissed from camp for the season.

Electronics and Cell Phones



- S.W.A.T. are not allowed to bring electronic devices (iPods, tablets, computers, hand-held gaming systems, etc.). If devices are brought to camp, they will be confiscated. There may occasions where camp manager may allow SWAT to use cell phones while in their rooms. Permission to use phones must be granted by an adult in authority on camp grounds.
- Camper's cell phones and S.W.A.T. cell phones will be collected upon arrival and stored in a safe place until the end of stay. **S.W.A.T. may not allow campers to use their phones at any time.** The camp manager reserves the right to confiscate cell phones and electronic devices.
- CCA is not responsible for lost, stolen, or broken devices

Dress Code

S.W.A.T. must dress in an appropriate and non provocative or seductive manner, ensuring undergarments are concealed. When selecting clothing for camp, please consider the following:

- Is this clothing appropriate for rigorous camp activities (too baggy and it can get caught, too tight/short and it will need to be readjusted frequently)
- Short sports shorts or shirts that cover shorts so as shorts are not to visible may not be worn
- Leggings are not to be worn unless shirt comes down to thighs
- Am I wearing this to get attention or to show off
- Am I protecting my intimate areas (cleavage, midriff, and upper thighs)
- Is the message portrayed appropriate (Please, no references to alcohol, drugs, sex, etc.)
- Swimsuits:
 - Women: One-piece swimsuits are encouraged. If only a two-piece is available, please bring a dark colored shirt to wear over it.
 - Men: Swim trunks (no Speedos, please)
- Shoes: No one is to go barefoot on the campgrounds at any time. Shoes are to be worn at all times except for bathing. Close-toed shoes with at least a strap around the heel are desired. Water shoes are encouraged for activities.
- The Camp Manager or adult in authority reserves the right to ask clothing be changed to something more appropriate

Arrival to and Departure from the Campgrounds

- No one is permitted to leave the campgrounds without the permission of the camp manager and faculty or staff supervision
- Everyone must sign in/out when arriving, returning, or leaving the camp and check in with the camp manager

Camper/S.W.A.T. Departure Policy

To protect the campers and S.W.A.T., this policy will be enforced by the camp manager. All parents are to be informed of this policy at registration time.

- Parents are to ensure their children are picked up at the announced closing time. Each camper and S.W.A.T. will only be released to the person listed on the registration form.
- If the designated pickup person is changed, parents must notify the camp
- If campers are not retrieved by the designated pickup person they are not to be released unless the camp dean or manager has contacted the parent or guardian of the camper for release instructions
- At camp dismissal time, a designated staff/faculty member will check off each camper as his/her ride arrives



Camper/S.W.A.T. Transportation Policy

- Camper and S.W.A.T. transportation to designated facilities shall be conducted in vehicles certified by the camp manager
- Drivers must be of 21 years or older and possess a valid driver's license appropriate for the vehicle being driven. The vehicle must have current inspection tags and have insurance
- While the vehicles are in use, campers are to use seatbelts
- The driver must take a head count before leaving and returning to camp
- Any vehicle used for the transportation of campers or S.W.A.T. shall be appropriately licensed, inspected, and insured as required by state laws
- Cars belonging to campers or S.W.A.T. must remain locked and unoccupied until the camp session ends. Keys must be turned in to the camp office

Visitors at Camp

All visitors are required to check in with the camp manager. If you encounter an individual you do not recognize, please ask them if they have checked in with the camp manager and signed in.

Safety and Emergencies

- In the case of a fire, the fire bell will ring in sets of three. Everyone must gather on the field across from the main building. The camp dean will confirm all faculty, staff, campers, and S.W.A.T. are present.
- In the case of severe storms, go indoors for the duration of the storm

Missing Camper/S.W.A.T. Protocol

Although a missing camper is usually found in the cabin or bathroom, please treat any missing camper incident with the utmost care and concern.

- Alert faculty, staff, and dean
- Faculty and staff of the corresponding gender will search cabins and restrooms.
- If the camper/S.W.A.T. is still not found, the dean and camp manager will decide the next course of action.