

# Panfork Policies and Procedures

## 1. Organization

The Encampment will operate at full capacity all year with few exceptions. This means that there may be more than one group on the grounds at any one time. The Panfork Administrator will be responsible for coordinating the request with the various Program Directors for congenial grouping. Terminology regarding the responsibilities of various people and how they relate to the Encampment are as follows:

### A. The Encampment Administrator

This person is responsible for Panfork Baptist Encampment and its operation.

### B. The Program Director (Responsible Party)

This person arranges the reservation with the Encampment Administrator and directs the program activities of a specific camp. Each Program Director (Responsible Party) must furnish the Encampment Administrator a tentative copy of their program schedule no later than 14 days prior to their camp. The Program Director of each camp is responsible to receive and disperse information pertaining to the Encampment. Each group using the Encampment facilities will check in at the designated registration station upon arrival. This person is to be responsible for all counselors and campers who attend under their leadership. This is to be the contact person for the church groups attending the camp.

### C. Sponsor/Counselor

This person is to be an adult 18 years old or above who is enlisted to supervise a group of 10 or less campers.

## 2. Facilities

- A. Tabernacle with seating for approximately 300 persons
- B. Dining Hall with seating for approximately 240 persons
- C. Chapel with seating for approximately 200
- D. Gift Shop
- E. Concession Stand
- F. Cabins
- G. First Aid Station
- H. RV Hookups
- I. Recreation hall
- J. Swimming pool
- K. Paddle boats
- L. Sports Field
- M. Volleyball courts
- N. Covered and lighted pavilion (has a few basketball goals)
- O. Fishing
- P. Horseshoe pits
- Q. Lake Slide and Blob
- R. Low and High Rope Challenge Course
- S. Paintball Course

## 3. Reservations

A. Top O' Texas Baptist Associational Churches will have priority on all facilities while its camps are in session. TOTBA groups may reserve the camp as far in advance as they would like, however, within 1 year of a particular date, other groups will have equal reservation opportunities.

B. Groups should contact the Encampment Administrator concerning available dates.

C. No facilities may be used at Panfork Baptist Encampment without prior reservations.

D. To schedule a retreat or camp, request must be made to the Encampment Administrator by an authorized representative.

E. A deposit may be required for the use of Encampment facilities

F. The balance for your group is to be paid upon arrival at the Encampment

G. Dining facilities are available by arrangement with the Encampment Administrator.

H. Accurate group numbers must be given to Panfork Administrator no less than 1 week before the first meal being served when the group is using the Dining Hall. Your group will be charged 90% of given number of guests.

I. Panfork Baptist Encampment's facilities are available year round except for the following dates: Thanksgiving and Christmas week.

J. All persons are expected to register and pay a registration fee. The non-refundable fee covers administrative costs and insurance. The registration fee provides *limited* accident insurance for guest during their stay at Panfork Baptist

Encampment. Pre-existing conditions are not covered. Insurance is not in force unless the guest is registered by name. Liability during travel is the responsibility of the traveling party.

K. Fees cover lodging and/or meals. No money for meals missed during the stay at Panfork Baptist Encampment will be refunded. Individuals and/or groups arriving late or departing early will be charged full rates. All fees are due upon arrival at the Encampment.

I. Refund Policy: If a camper must leave a 5 day/ 4 night Panfork event for any reason, he/she may be eligible for a some refund. If they were here 1 day only, they may receive a 2/3 (two thirds) refund. If they were here 2 days, they may receive a 1/3 (one third) refund. After 3 days of a 5 day event, there are no refunds available. If a camper must leave a 4 day/ 3 night Panfork event for any reason, he/she may be eligible for a some refund. If they were here 1 day only, they may receive a 1/2 (one half) refund. If they were here 2 days of a 3 day event there are no refunds available. Due to fixed costs already expended by Panfork, no other refunds are available for any reason.

#### **4. Supervision**

A. Each Top O' Texas Baptist Association summer camp will have a Camp Director and a Assistant Camp Director.

B. The Church or Group Leader will be responsible for informing their group participants of policies and regulations and assuring their cooperation.

C. The Church or Group Leader and sponsors must maintain supervision of their group at all times, especially during worship services, free time, in the Dining Hall and in cabins

D. All Program Directors, group sponsors and/or campers will be responsible for any damaged camp property, facilities, or equipment during the time of your stay.

E. Children not participating in the programmed and booked camp are at all times the responsibility of their parents and should not be left unattended. Panfork Baptist Encampment assumes no responsibility for childcare or entertainment.

#### **5. Camper Conduct**

A. There must be an adult sponsor (at least 18 years old or above) for every eight 10 campers or less.

B. All campers and sponsors shall attend worship services and other scheduled activities.

C. No one may leave the campgrounds without the approval of the Program Director. An adult sponsor must accompany all campers.

D. It is expected that those attending Panfork Baptist Encampment will respect the guidelines and atmosphere of the Encampment regarding dress. Individual group leaders should set an example and give guidance to those in their group. However, any questions concerning appropriate dress will be decided discreetly and lovingly by consultation of the Encampment Administrator and/or Program Director who best understand the purpose and atmosphere of Panfork Baptist Encampment.

a. **Shorts** - Shorts are permissible at all activities including primary worship services. The length fit and appearance of shorts are to be modest. The Encampment Administrator and/or the Camp Director has the responsibility and right to ask anyone to change their clothes at any time if clothing is determined to be inappropriate.

b. **Shirts and other attire:**

i. Shirts and tops are to be full length.

ii. Fish net shirts are not to be worn unless worn over another shirt.

iii. Shirts and shoes are to be worn at all times.

iv. Tank tops are not to be worn.

v. Any attire advertising alcohol, tobacco, or with suggestive or crude statements are not to be worn.

vi. Coverings are to be worn to and from the swimming pool

vii. Hats and caps are not to be worn during meals and worship services.

viii. The length, fit, and appearance of dresses are to be modest. No mini-skirts are allowed.

#### **E. Forbidden**

a. Firearms, weapons, and fireworks are prohibited except under authorized supervision and approved by Encampment Administrator.

b. No one will enter other cabins without permission of the sponsor occupant.

c. Skateboards or inline skates (roller blades) are not allowed on the Encampment grounds

d. Shaving cream or water balloon fights are not allowed on the Encampment grounds.

e. Personal electronic entertainment devices (example – TVs, video games, radios, headsets, CD or cassette players, cell phones, cameras, etc.)

f. Alcohol or tobacco products

#### **F. Use of Vehicles**

a. All vehicles are to remain parked during camp unless the Program Director grants permission.

- b. Riding on the exterior of vehicles is prohibited at all times.
- c. Maximum speed limit for all vehicles on the Encampment grounds is 10 miles per hour.
- d. Each camp will set its own curfew and the Program Director is responsible to enforce the curfew.

G. Panfork Baptist Encampment Policy on Sexual Harassment and Misconduct:

a. **Statement of Policy**

- i. It is the policy of Panfork Baptist Encampment (and Texas Law) that all adults (who attend a 4 day or longer camp with minors present) pass a State of Texas approved Child Protection Training Course and have a Criminal Background Check performed before their arrival.
- ii. It is also the policy of Panfork Baptist Encampment that sexual harassment and misconduct will not be tolerated. Any complaint of sexual harassment and misconduct will be dealt with quickly and confidentially. Our Policy applies to clergy, lay employees, and volunteers. The intent of this Policy statement is to make certain that responses to any allegation of sexual harassment and misconduct be just and compassionate for all involved, and that all parties be heard.

b. **Definition of Sexual Harassment and Misconduct**

Sexual harassment and misconduct refers to behavior which is not welcome to the recipient and that is personally offensive. There are many forms of offensive behavior including, but not limited to: Unwelcome sexual advances, leering, whistling, or sexual gestures, deliberate assaults or molestation, questions or comments about sexual behavior, gender based harassment, undesired physical contact, inappropriate comments about clothing or physical appearance, persistent sexually-oriented humor or language, continued or repeated jokes, language, epithets or remarks of a sexual nature, causing another person to engage in a sexual act by threatening that other person, placing that other person in fear or asserting undue influence over that other person, providing or displaying pornographic material, any attempt to engage in or perform any of the above, any additional activity that is covered by Federal or State laws.

c. **Reporting**

Any person who believes that they have experienced or witnessed sexual harassment or misconduct, or have had a sexual harassment or misconduct issue reported to them should report it immediately to the Panfork Administrator (Required by Law) or the Program Director (Responsible Party) who must then immediately report it to the Panfork Administrator. When a minor is involved, the church pastor/leader shall be notified. If required by law, ordinance, or similar regulations, the Panfork Baptist Camp Administrator shall immediately report this incident to the proper authorities.

d. **Investigation**

Each incident that is reported to the proper authorities will be promptly investigated with confidentiality, care, and concern for all involved by the Panfork Board of Directors or a designated committee. Investigation will include interviews with all concerned. Investigation will include review of all relevant documentation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Should an individual's words or conduct be determined to constitute misconduct or harassment, recommendations for action will be developed and appropriate action will be taken. The action taken will depend on the severity of the situation.

e. **Response**

The Panfork Board of Directors or designated committee will review all information obtained during the investigation, and when deemed necessary, will seek legal counsel to assist in the investigation and resolution. The Panfork Board of Directors, or committee, upon reaching a course of action, will meet separately with the person filing the complaint and then with the accused to communicate the results and resolution. The Pan Fork Board of Directors may recommend a course of action that may include counseling, education, or disciplinary action. If a complaint is not substantiated, all parties will be informed. Panfork Baptist Encampment will not engage in or tolerate retaliation against any clergy person, lay employee, or volunteer for making a good faith claim of misconduct or harassment or providing information relating to such complaints during an investigation.

f. **Communication of Policy**

The Panfork Camp Administrator will give copies of these policies and procedures to (and review them with) all employees and group leaders who will be at Panfork when minors are present. The Program Director and/or the Group Leader of each Panfork event will give copies of these policies and procedures to (and review them with) all campers (including adults) who are at Panfork when minors are present. In addition, Panfork shall publicize this Policy on their web site and through other appropriate forms of communication for parents and others to review at their discretion. Copies of this form must be signed by every person (except for children under 6 years of age) at camp and be available to the camp administrator at all times during their stay.

**Responsible Group Leader/Camp Director Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_