

Silver Birch Ranch **Student, Summer Staff,** **& Volunteer Manual**

WELCOME TO SILVER BIRCH RANCH

We are very happy to welcome you to Silver Birch Ranch. Thank you for joining us! We want you to feel that your association with Silver Birch Ranch will be a mutually beneficial and pleasant one. You have joined an organization that has established an outstanding reputation for effective ministry. Credit for this goes to our God and every one of our staff who have made themselves available to God. We hope you will find fulfillment in your work here.

This manual is designed to acquaint you with SILVER BIRCH RANCH (hereinafter referred to as "SBR") and provide you with information about working conditions and policies affecting your service. You should read, understand, and comply with all provisions of the manual. The terms "employment," "employee," and/or "employees" are used throughout this manual in reference to anyone serving in a paid or volunteer role. This manual is not an employment contract and is not intended to create contractual obligations of any kind. This manual has been prepared to inform you about Silver Birch Ranch's history, philosophy, employment practices, policies, and the conduct expected from you.

We hope this manual will help you feel comfortable with us. We depend on you – your success is our success. Please don't hesitate to ask questions – your Director will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find SBR a good place to work.

MISSION STATEMENT

To Know Christ and To Make Him Known

Our goals are as follows:

1. **To be effective** at our mission: "To Know Christ and To Make Him Known."
2. **To be safe.** At Silver Birch Ranch, we always put safety first. We believe it is our duty to provide you with as safe a work place as we possibly can. For your protection, we have an in-house safety inspection program. We will expect you to know and uphold any state, federal, and SBR Board – approved expectations. We also have a substance abuse policy, because you have a right to know that you can depend on your co-workers to set a proper example to the many youth we serve. Along with physical safety, we want SBR to be a safe place emotionally, sexually, and in every way. We will count on you to help us achieve this atmosphere.
3. **To be fun.** We believe that camp should be a fun place for people of all ages. All employees are to put the needs, interests, and desires of our guests first, and to help improve the variety and quality of activities.
4. **To be affordable.** Camp is a special place that should not be reserved for the wealthy. Our staff will be asked to help be goodwill ambassadors and to help in support raising and expense-conserving activities.

POLICIES

1 EMPLOYMENT

- 1.1 **NATURE OF EMPLOYMENT.** This manual is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this manual, for it will answer many common questions concerning employment with SBR.
- 1.2 **EQUAL EMPLOYMENT OPPORTUNITY.** SBR provides equal opportunity to all applicants for employment and to administer ongoing employment matters in a manner, which does not discriminate on the basis of race, color, ancestry, national origin, sex, age, marital status, or disability that does not prohibit performance of essential job functions.
- 1.3 **AT WILL EMPLOYMENT.** All employment and compensation with SBR is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either SBR or yourself, except as otherwise provided by law.
- 1.4 **WORK SCHEDULES.** The normal work week consists of five (5) days, eight (8) hours long, during most of the year. During the summer, the normal work week consists of six (6) days.
- 1.5 **ATTENDANCE AND PUNCTUALITY.** To maintain a safe and productive work environment, SBR expects employees to be reliable and to be punctual in reporting for scheduled work.
- 1.6 **CONDUCT AND RULES.** You have a responsibility to SBR and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather, to be certain that you understand what conduct is expected and necessary. Generally speaking, we expect each person to act in a mature Christian and responsible way at all times. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone. We also have our students and summer staff sign a Community Pledge. This Pledge is established to insure an environment conducive for growth and should be adhered to by all staff, students, interns, and volunteers while enrolled in any programs at SBR. While you are "in community" you, too, will be expected to adhere to these standards. (In community means any official function of SBR, representing SBR to the general public, having students, summer staff, etc. to your home while they are still participants in our programs, etc.) If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your Department Director for an explanation. It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples (although not all inclusive) of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination without warning:
- Willful violation of any ministry rule or policy
 - Willful violation of security or safety rules or failure to observe safety rules and practices; failure to wear required safety equipment; tampering with SBR equipment or safety equipment, or not enforcing volunteers to comply with use of safety equipment
 - Negligence or any careless action which endangers the life or safety of another person
 - Working under the influence of alcohol or illegal drugs
 - Tobacco usage (smoking, vaping, chewing) while working
 - Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in any quantity except medications prescribed by a physician which do not impair work performance
 - Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone, fighting, or provoking a fight
 - Threatening, intimidating, or coercing fellow employees on or off the premises – at any time, for any purpose
 - Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of SBR property, or the property of fellow employees, guests, suppliers, or visitors in any manner (This includes pranks gone uncontrolled.)
 - Theft of property or unauthorized use of SBR equipment or property for personal reasons
 - Dishonesty; willful falsification or misrepresentation on your application for employment
 - Insubordination or refusing to obey instructions properly issued by your Department Director
 - Immoral conduct or indecency
 - Any act of harassment, sexual, racial, or other; indifference or rudeness towards a guest or employee; any disorderly/antagonistic conduct
 - Obscene or abusive language; telling sexist or racial-type jokes; racial or ethnic slurs

- Malicious gossip and/or spreading rumors; behavior designed to create discord and lack of harmony
- Possession of dangerous or unauthorized materials, such as weapons, firearms or explosives
- Unsatisfactory performance or careless conduct
- A continual disregard for your work schedule (absenteeism, tardiness, sleeping during work); interfering with another employee on the job; willfully loafing or restricting work output or encouraging others to do the same
- Creating or contributing to unsanitary conditions

1.7 **HARASSMENT.** SBR intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses which might interfere with work performance. Harassment of any sort – verbal, physical, or visual – of staff or campers will not be tolerated. All employees are responsible for assuring that the workplace is free from harassment and are required to promptly report any harassment to the VP-Administration or any officer of SBR with whom you feel comfortable. **All reports of harassing behavior will be promptly investigated with due regard for the privacy of everyone involved.** Any employee found to have engaged in harassment will be subject to disciplinary action, up to and including termination of employment. SBR will also take any additional action necessary to appropriately correct the situation. SBR will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error. SBR accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee, is personally liable for such actions and their consequences. SBR will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

1.8 **PERSONAL APPEARANCE.**

Silver Birch Ranch desires to maintain an appropriate atmosphere at camp, so we have established a dress code for our *staff, campers, retreaters, and guests* that is both comfortable and modest. It has proven a very difficult task to define a dress code in absolute terms without creating loopholes and ambiguous guidelines. Our simple hope is to create an atmosphere of modesty and respect where people can be encouraged, yet not distracted. So please join us as we strive towards this goal with the following standards.

1.8.1 Both Males and Females

- All clothing must be in acceptable repair and appearance (no rips or tears in questionable spots).
- Clothing should not cause undue attention.
- No attire with reference to any type of alcoholic beverage, illegal substance, lewd, vulgar, indecent or sexually suggestive subjects may be worn.
- No wording on the back of pants or shorts.
- Shorts must be modest length. No short shorts, split-sided jogging shorts, or spandex shorts will be permitted.
- Clothing must not be so tight that it reveals undergarments.
- There must be no skin showing between the top of pants and the bottom of shirts while standing.
- Undergarments must not be seen.

1.8.2 Females

- Halter tops, camisoles, spaghetti straps, tube tops, strapless and/or backless tops, tops with plunging necklines (no cleavage), and tight-fitting tops are not allowed.
- Tank tops are permitted as long as they cover all parts and completely cover undergarments.
- Leggings (Spandex/Lycra/yoga style) may only be worn under tops of appropriate length.
- Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see through) are prohibited.

1.8.3 Males

- Shirts must be worn at all times except in the lake, shower or cabin.

1.8.4 Swimming & water activities

- Males: Swim trunks only. (No Speedos.)
- Females: Modest (no plunging necklines, low-cut backs, and/or high-cut leg openings) one-piece suits are recommended, however, two-piece tankinis are allowed as long as they are modestly cut and cover the midriff. Swim shorts over the swimsuits are highly encouraged.

Swimsuits that do not adequately cover the body are to be covered by a colored T-shirt.

2 **OPERATIONS**

- 2.1 **SMOKING.** Smoking, including e.cigarettes (and tobacco chewing) is not permitted anywhere on camp grounds by staff. Guests are only permitted to smoke in the visitor parking lot.
- 2.2 **PETS.** Pets are not permitted in any camp building for health and safety reasons. If someone has a pet outside on our grounds, the pet must remain leashed and controlled at all times. Animal waste is to properly picked up and disposed of in a waste receptacle.
- 2.3 **MUSIC AND VIDEO.** All music played in public will be acceptable to all groups and honoring to God. All videos played will have a specific purpose to help meet the individual group's goals. Entertainment by means of television is not acceptable. Under normal circumstances there should be no secular music or videos on camp grounds. (At times, program may choose to use secular music or videos, but these songs/videos will be carefully selected and purposefully used.)
- 2.4 **CELL PHONES AND PERSONAL ELECTRONICS.** Please keep use of personal electronics to a minimum. While on duty, cell phones should be utilized for camp business or emergencies only. To maintain the camp atmosphere, we ask that you be as discrete as possible in the use of your electronics when out in public. If you desire to use your electronic devices, please use them only during your breaks, ideally when in your housing. Please do not abuse this privilege or we will hold your personal electronic devices until the end of your stay at SBR.
- 2.5 **ELECTRONIC MEDIA.** With the widespread use of electronic correspondence, extra care must be used in "internet venues" (e-mail, text messaging, instant messaging and social media like Facebook, YouTube, Instagram, Twitter, and many others) when staying in touch with friends. We view internet venues as your right to self-expression and what you do privately is your business. Once you identify yourself as a staff member in an internet venue, however, or use SBR's name, logo or any official camp photograph or text, everything and anything that you post or say can then be seen as a reflection of camp. The following guidelines will help assure that SBR remains an emotionally, spiritually, and physically safe environment for all staff, campers and guests.
- 2.5.1 **OFFICIAL SBR MESSAGING.** Only the Director of Business Operations, or his designee, may distribute official SBR messaging (event announcements, emergency notifications, dealing with press, etc.). You are not authorized to represent SBR in any internet venue. This includes the use the camp name or official camp logo, or text or photographs that are the property of camp.
- 2.5.2 **PRIVACY.** Things posted online are forever! There's no taking back anything you post, so think before you post. While your intent may be for the message to be private, many social media services have ever-changing privacy policies that may leave your posts open to unintended parties. In addition, it is very likely that your message will be forwarded, copied, or shared with others. As a camp employee I agree to be respectful of the camp, its program, the campers and its employees in all communications in my e-mails, IMs, profile, blog, or other Internet sites. As such, I agree to the following:
- I will not use obscenities, profanity or vulgar language.
 - I will not post anything that could be considered defaming.
 - I will not engage in harassment or intimidation.
 - I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation, or disability.
 - I will not use sexually explicit, suggestive, humiliating, or demeaning comments.
 - I will not include photographs of campers or other staff members.
 - I will not post photographs that compromise anyone's privacy or that is used to demean, humiliate, or otherwise embarrass anyone.
 - I will not discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, harassment, or intimidation.
- 2.6 **STAFF/CAMPER CONTACT.** While at SBR, campers are your top priority and there are many additional resources you can use to help when situations arise, but after you leave it's likely your priorities will change and you don't have the senior staff to support you. Staff should use caution when in contact with minors via internet venues. While it's valuable to stay in touch with former campers, the following rules should be adhered to:
- 2.6.1 Any communication with campers after the summer must be approved in writing (or e-mail) by that camper's parent/guardian, taking full responsibility for it, even if it is the camper who first initiates the contact. SBR takes no responsibility for securing this permission.
- 2.6.2 There should never be private correspondence with individuals via internet venues. Always include the parents or another staff member, or use an open forum to avoid any sign of improprieties.

- 2.6.3 The only type of relationship that is permitted between a camper and a staff member is a professional leadership relationship.
- 2.6.4 Romantic relationships, at any time, in person or on the Internet, are never permitted.
- 2.6.5 If a camper reveals to you any information that makes you concerned about that camper's safety (abusive behavior, thoughts of suicide, etc.), contact the appropriate authority immediately.
- 2.6.6 If you have contact with a camper "off-season," that choice places you firmly in a staff role again, even though camp is not in session. Please adjust your conduct as necessary to uphold the high standards expected of SBR staff.
- 2.7 **CURFEW.** Curfews are applied as follows:
 - 2.7.1 Students (NBI from September through May) - No curfew unless individually applied by the Dean of Students
 - 2.7.2 Summer Staff curfew is 1AM with these exceptions:
 - o Your position requires you to be out later
 - o No curfew the night between two camp sessions (i.e. sessions separated by 24 hours)
 - 2.7.3 Summer Volunteer curfew is determined by the schedule of each camp session and is announced by the staff directors.
- 2.8 **PROPERTY AND EQUIPMENT CARE.** It is your responsibility to understand the machines you need to use to perform your duties. Good care of any equipment that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and SBR. If you find that equipment is not working properly, or in any way appears unsafe, please notify your Department Director immediately, so that repairs or adjustments may be made. Use of camp power equipment is by authorization only, and you must wear all provided safety equipment. (i.e. helmets, gloves, goggles, Kevlar pants, etc.).
- 2.9 **DEPARTMENT DIRECTORS.** Your Department Director is the person on the management team who is closest to you and your work. Your day-to-day contact with your Department Director gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your Department Director can show you how your work fits into the overall picture, teach you how to do things, explain the "how's" and "why's," and encourage you when things look a little tough.
- 2.10 **VIOLATION OF POLICIES.** Rules and policies are necessary for the proper functioning of a community. You are expected to abide by the policies in this manual, as we are committed to honor Christ and to love one another. SBR reserves the right to make interpretive application of policies and evaluate an individual's response to these standards. In cases where conduct is determined to violate the policies of SBR, SBR may, at its sole discretion, elect to counsel, discipline or discharge an individual.

3 HEALTH & SAFETY

- 3.1 **SAFETY RULES.** Safety is everybody's business. Safety is to be given priority in every aspect of planning and performing SBR activities. We want to protect you against injury and illness, as well as minimize the loss of production. You are expected to work safely, to observe all safety rules, keep the premises clean and neat, and immediately report any unsafe condition to the appropriate Director. Following are some general safety rules; however, your Department Director may post other safety procedures. Employees who violate safety standards, cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, including possible dismissal.
 - Avoid overloading electrical outlets with too many appliances or machines.
 - Use flammable items, including cleaning fluids, with caution.
 - Ask for assistance when lifting heavy objects or moving heavy furniture.
 - Do not climb trees, roofs, or other heights without a safety harness
 - Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
 - Wear appropriate safety or personal protective equipment.
 - Watch out for the safety of fellow employees.
 - Use the right tool for the job, and use it correctly.
- 3.2 **INCIDENT/ACCIDENT REPORTING.** Any incident/accident at camp or on a camp-sponsored activity should be reported to your Department Director. No matter how minor the incident/accident may seem, each incident must have a written report filed with the Safety Manager to comply with laws. Do not assume someone else is responsible to file such a report. You, as a staff member at the scene, must take the initiative. The Department Director will complete a "Silver Birch Accident/Incident Report Form" immediately after an incident is reported to them.

- 3.3 **MEDICAL AND FIRST AID.** The first aid supplies in Fix-it Hut are there for camp guests and emergencies. No staff or student is to use these supplies for personal needs. We have an EMT on staff, many staff trained in First Aid and CPR, and retain our own emergency transport vehicle. In the event of emergency, contact another staff member for help.
- 3.4 **BLOODBORNE PATHOGENS AND COMMUNICABLE DISEASE.** Bloodborne pathogens are bacteria and other microorganisms that are carried in person’s bloodstream and cause disease. If a person comes in contact with blood or other body fluids infected with a bloodborne pathogen, he or she may become infected as well. All employees are to follow the following guideline:
- Treating **everyone’s** blood and other body fluids as infectious **at all times**.
 - Do not share toothbrushes, shavers or razors, or other personal items.
 - Avoid contact with all accidental wounds.
- 3.5 **CHILD ABUSE PREVENTION GUIDELINES.** The physical size and strength of counselors and/or adult leaders necessitates that you use discretion and restraint in all physical contact with youth. Games that encourage intense competitive activities with physical contact that potentially could cause injury must be eliminated or supervised very closely by non-participating adult staff members.
- 3.5.1 **GUIDELINES FOR DISCIPLINE**
- Counselors and/or leaders may NOT under any circumstances hit a child.
 - Counselors and/or leaders may NOT use abusive or derogatory language with campers.
 - Counselors and/or leaders need to ask for help when campers become unruly.
- 3.5.2 **GUIDELINES FOR APPROPRIATE TOUCH**
- Appropriate touch includes but is not limited to touch to the hand, shoulder, or upper back.
 - Inappropriate touch includes, but is not limited to touching against a child’s will; against a child’s comfort, verbal or non-verbal; when it over-stimulates the child; or touching any body parts normally covered by a bathing suit, unless in a medical emergency.
- 3.6 **SEXUAL ABUSE PREVENTION.** Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced, whether or not the child has consented. The following serves as prevention guidelines:
- No “hazing” of campers by anyone. (i.e. grundies, pinkbellies, etc.)
 - Campers are never to be subjected to “initiation rites” that are abusive in any manner.
 - The “Rule of Three” is to be strictly adhered to.
 - Younger children are to be encouraged to change their own clothes as much as possible.
 - A counselor and/or adult leader will under no circumstances share a bed or sleeping bag with a camper.
 - Counselors and adult leaders will set limits with children who cling or hang onto them.
 - No tickling or teasing a camper to the point that they are out of control.
 - Overnights need a minimum of 2 adult leaders and there needs to be at least one counselor present of the same gender as the campers.
 - The personal sexual life of the counselor and or adult leader must NEVER be shared with campers.
 - Counselors and/or adult leaders must stay out of cabins other than their own after lights out unless on specific camp business.
 - Have other staff members present when supervising showers, changing into swimming suits, or other circumstances in which the child may be dressing or undressing.
- 3.6.1 **CHILD ABUSE REPORTING.** Should an incident of abuse be suspected, it must immediately be reported to your direct supervisor. If your direct supervisor is unavailable, you must report it to a camp director.
- 3.7 **FIRE PROTECTION.** Fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use. Know the location of all fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- 3.8 **DISASTER DRILLS.** Staff and campers are required to have a disaster drill. You are required to know where people are to go in the event of an emergency. This information is posted on various camp bulletin boards.
- 3.9 **RESTRICTED AREAS.** In the interest of safety and security, certain portions of SBR’s facilities may be restricted to authorized personnel only. Such areas will be clearly marked. You may not enter any cabins or SBR housing, other than

that assigned to you, unless on official camp business. In addition, everyone on camp grounds is to use the restroom, locker room, and changing facility conforming with their biological sex.

3.10 WEAPONS. All weapons are prohibited at SBR. While Wisconsin permits concealed weapon carry, SBR does not allow CCW on camp grounds. There is never to be a gun on camp property unless the gun is being used in one of our supervised activities. Any weapon brought to SBR should be locked in your vehicle, per state statute.

4 WATERFRONT

4.1 SWIMMING

- 4.1.1 No swimming without an SBR guard on duty. On duty means a guard is at a station observing swimmers with rescue tube ready.
- 4.1.2 Jumping off the lifeguard stands is prohibited.
- 4.1.3 Swimming is only permitted at night with the approval of the Camp Executive Director and the Lakefront Director, as well as special lighting equipment set up.

4.2 BOATING

- 4.2.1 Obey all boating regulations, as well as Sawyer Lake specific boating rules. If you are unsure of the rules and regulations, please see the Lakefront Director.
- 4.2.2 All guests and staff must wear a lifejacket in all boats at all times.
- 4.2.3 Personal watercraft (jet skis) are not permitted at camp.

4.3 FISHING. A fishing license is required for anyone 15 and over.

5 VISITORS AND GUESTS

5.1 GUEST RELATIONS. The success of SBR depends upon the quality of your personal walk with God, and the relationships between SBR, our employees, our guests, our suppliers, and the general public. Our guests' impression of SBR and their interest and willingness to use our facility is greatly formed by the people who serve them. In a sense, regardless of your position, you are SBR's ambassador. The more goodwill you promote, the more our guests will respect and appreciate you, SBR, and SBR's ministry and services.

- 5.1.1 Interact with all SBR guests with the **SBR W.A.V.E.** Each guest is to feel: **Welcomed, Accepted, Valued, and Encouraged.**
- 5.1.2 Here are several things you can do to help give guests a good impression of SBR. These are the building blocks for your and SBR's continued success.
 - Act competently and deal with guests in a courteous and respectful manner.
 - Communicate pleasantly and respectfully with other employees at all times.
 - Avoid gossip at all times. (Guests can hear you talk on radios.)
 - Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
 - Take great pride in your work and enjoy doing your very best.
 - Make sure your personal time and relationship with God is what it should be.
 - Pray daily for staff members, students, and camp/retreat groups.

5.2 YOUR GUESTS. A "guest" is a visitor who was invited by a staff member, student, intern, or volunteer, and has completed the Visitor Notification Form (at least 3 days prior to their planned visit), received permission from a Camp Director, and has been approved to visit. Guests are the responsibility of the worker who invited them, so ensure they know the check-in procedure and the camp rules. All preparation, cleaning, and expenses incurred for or by your guests using camp facilities will be solely your responsibility. Expenses per person may include: background check (\$10), meal (\$5.00 per meal), lodging (\$10 per night), activity fee (\$10-40 depending on sessions in progress), and any other consumables used by your guests (gas, ammo, supplies, etc.). Any guests of your children are your personal responsibility.

5.3 GUEST RULES AND GUIDELINES

- 5.3.1 SBR, in general, discourages visitors during camp/retreat sessions.
- 5.3.2 Visitors must obey all SBR policies while on camp grounds.
- 5.3.3 Any person or situation that potentially jeopardizes the safety of SBR's staff or guests is prohibited.
- 5.3.4 Visitors may not enter any cabins or SBR housing at any time, except designated housing provided to the visitor during their stay.

- 5.3.5 Visiting hours are 9:00 AM to 8:00 PM. If special circumstances necessitate a stay to continue after Visiting Hours, prior permission must be obtained from a Camp Director.

6 TRANSPORTATION

6.1 VEHICLE USAGE ON CAMP GROUNDS. Operators of vehicles must adhere to the following rules:

- 6.1.1 No vehicle (including recreational vehicles, carts, and bicycles) should exceed the speed of 10 mph while on camp property.
- 6.1.2 No vehicle should be left unattended while the engine is running or keys available.
- 6.1.3 No vehicle should be left unattended while obstructing the path of other vehicle or foot traffic.
- 6.1.4 Use only SBR vehicles to do camp business including transporting campers.
- 6.1.5 Under no circumstance should an individual be allowed to ride in the back of an open truck.
- 6.1.6 All passengers should be seated in their proper seats and have proper safety belts fastened.
- 6.1.7 All private vehicles are to be parked in the proper parking lot when not in use.
- 6.1.8 Employees should park their vehicles in the designated parking lots. SBR does not assume any liability for any loss or damages you may sustain.

6.2 USE OF SBR VEHICLES. If you are authorized to use a SBR vehicle, you must adhere to the following rules:

- 6.2.1 Personal use of SBR golf carts is prohibited. They are to be used only for official housekeeping or program purposes unless specifically authorized by a Department Director.
- 6.2.2 Be a properly licensed driver with a copy of your license in our office file.
- 6.2.3 All traffic laws of the state are to be strictly obeyed when transporting campers and staff.
- 6.2.4 No texting while driving! Cell phones may only be used in hands-free mode while driving.
- 6.2.5 Read the safety card available in each vehicle before driving that vehicle.
- 6.2.6 Maintain vehicle logs.
- 6.2.7 Keep the vehicle clean.
- 6.2.8 Do not allow unauthorized persons or non-employees to operate a SBR vehicle.
- 6.2.9 Campers and staff should only be transported in vehicles designed to carry passengers.
- 6.2.10 There should be a seatbelt for each passenger.
- 6.2.11 Vehicles should carry only the number of passengers specified by the vehicle manufacturer.
- 6.2.12 No camper is ever allowed to ride in a camp vehicle without the Program Director's permission.
- 6.2.13 Personal use of a camp vehicle requires approval from the VP-Operations. A charge per mile will be assessed.

6.3 DRIVER REQUIREMENTS. Only qualified drivers will operate camp vehicles. A qualified driver is one having a minimum of one-year driving experience, is at least 18 years old, possesses a proper/valid license, and one who has been approved by their Department Director (golf cart exception-Director discretion.) All employees whose work requires operation of a camp vehicle must maintain a valid driver's license and a driving record acceptable to our insurer, and provide SBR a copy of their license.

7 GYM AND EXERCISE ROOM

7.1 GUIDELINES

- NBI students have priority usage of the exercise room, gym, and sports equipment during the school year.
- Exercise Room Use: You must be 18 years of age to use the exercise room. 13 – 17-year olds may use the room only under the direct supervision of an adult. **No children under the age of 13 are permitted.**
- Gym Use: Children under the age of 13 must have adult supervision.
- No unsafe activity.
- Personal music devices only – no audible music is permitted unless part of the organized program.
- No food, gum, or drinks (other than water).
- Personal belongings, bags, etc., are to be placed in a locker.
- Proper exercise attire is required. Clothing must be appropriate and modest. Gym shoes are required.
- Do not alter, abuse, or move any machines, benches or furniture.
- Cleaning supplies are provided to wipe down the exercise machines after use.
- Return all equipment to the appropriate storage locations when done using it.
- If any equipment is broken or damaged, please inform the Office Manager so it can be repaired or replaced.