

# WLD RANCH STAFF POLICIES

You have chosen to join WLD Ranch's summer staff in order to minister to campers in a Christian camp setting and to accomplish our mission: **guiding campers to Jesus as the truth in life**. You are now part of an intentional community experience in which your attitudes and actions will affect those around you.

Camp involves shared living space, playing space, and working space, so everything that happens at camp affects those around you. A staff with an attitude willing to cooperate with one another and to set aside personal preferences for the best interests of the ministry will carry out the mission of WLD Ranch more effectively.

This attitude is expressed in the following staff policies that affect how we live and work together in the camp environment. We expect all staff to know and follow these policies at all times so that the summer camp experience is beneficial to staff and campers.

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*"When we live in community, we give up some individual rights for the sake of other people." Jeff Yockey (InSite, March/April 2010, p. 17)*

*Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Philippians 2:3-4*

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## 1) WLD Ranch staff are expected to develop personal character that is honoring to Christ.

### Explanation:

WLD Ranch staff are willing to serve in a Christian camp setting and encourage Christian faith and values among the staff and campers. Personal character honoring Christ, which develops from your personal relationship with Jesus and is tested through interactions with others, enables you to encourage Christian faith and values among others. As a staff, we seek to pattern our lives according to the moral standards taught in Scripture so that our service to others is consistent with our Christian values.

### Application of policy (what we expect in specific contexts):

- a) **SPIRITUAL GROWTH** – We expect you to develop your own daily time and place for devotions and prayer (Psalm 5:3), participate attentively in the evening meetings, and attend church on Sundays. The spiritual nourishment and encouragement that comes from involvement in personal, group, and church activities is vital to your summer ministry (Heb. 10:22-25).
  - b) **CHARACTER** – Allow the Holy Spirit to produce His fruit in your life as you get to know Jesus better (Gal. 5:22-25). Allow your relationship with God to mold your life and transform how you interact with each other. When mistakes are made and we hurt one another, we aim at restoring relationships and renewing our commitment to serve side by side in this ministry (Matt. 5:23-24; Rom. 12:18; Eph. 4:31-32).
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## 2) WLD Ranch staff are expected to serve professionally.

### Explanation:

Professionalism is having the skill, competence, and character expected of a staff member of WLD Ranch. How you present yourself says something about you *and* about who you represent. Your actions, appearance, time commitments, respect for others, and the way you carry out your responsibilities will affect how well you represent the ministry of WLD Ranch and ultimately how well you represent Jesus Christ.

### Application of policy (what we expect in specific contexts):

- a) **PERSONAL APPEARANCE** – We expect your personal appearance to be appropriate for the summer camp context – clean, modest, and suitable to the camp setting. While a variety of clothing styles fits within this policy, please consider modesty and suitability for the particular camp activity or task you are involved in.
  - \***Unacceptable attire** includes pajamas worn outside the bunkhouse, shorts that are too short, clothing that is too tight (including but not limited to leggings, tight yoga pants, and skinny jeans that are too “skinny”), pants/shorts worn too low (exposing your underwear), and shirts that expose any portion of the torso (midriffs, low cut tops, cut out sides, etc.).
  - \*Girls: Clothing must cover your body modestly. Bras and cleavage should not be visible. Spaghetti strap or strapless tops are not appropriate.
  - \*Guys: Shirts must be worn at all times except at the pool.
  - \*Bathing suits should be modest. Guys, no plumber’s crack (keep your shorts up) or speedos! Girls, modest one piece suits are appropriate. A two piece suit/tankini that covers your entire torso at all times may be an acceptable option upon approval by Anna or Christy. Bikinis and midriffs are not appropriate.
- b) **HAIR, PIERCINGS, AND TATTOOS** – Certain standards of personal appearance are followed for the sake of a consistent professionalism that confirms the trust parents place in us. Hair may not be sculptured or dyed unnatural colors. Tattoos need to be approved by the Director for appropriateness at camp.
  - \*Guys: Hair may not be shoulder length unless previously approved by the Director. You may not wear an earring in your ear or piercing in any other part of your body.
  - \*Girls: Hair may not be shaved unless previously approved by the Director. You may wear up to two earrings in each ear, but may not wear a piercing in any other part of your body.
- c) **RANCH WEAR** - On Sunday afternoon (4:00pm-7:30pm) and Friday evening (5:00pm-9:00pm), you are required to dress in western or WLD Ranch wear. Western wear includes jeans or western denim skirt (girls; Sunday only) and western style shirt. Cowboy boots, cowboy hats, and bandanas are recommended but not required. WLD Ranch wear includes a WLD Ranch t-shirt with jeans. Pool duty dress for registration is a WLD Ranch t-shirt with shorts.
- d) **CLEANLINESS** – To be considerate of others, keep your personal belongings and accommodations neat and clean at all times without cluttering walkways and common areas, and take care of your personal hygiene (body odor, foot odor, etc.).

- e) **RESPECT OF TIME COMMITMENTS** – Show personal integrity by respecting time - arrive on time, follow daily schedules/be present when requested, respect curfew, and leave camp grounds only when assignments are completed and you have permission from the Director.
- \*Attendance at the ***Sunday afternoon staff meeting*** is required for ***all*** staff members. Report to the Rawhide Station in western/WLD wear ***before*** 4:00pm. Late staff members will be warned. Repeat lateness may result in dismissal. If circumstances arise that will cause you to be late, please call us in advance to discuss the situation.
  - \*Attendance at the ***Friday evening staff meeting*** is required for all paid staff members. Volunteer staff may go home after their Friday evening rodeo duties are completed (approximately 8pm).
  - \*All staff should respect curfew by being in your proper quarters when sent back at night. Any staff members out of their housing facility after curfew will lose \$50 from their salary for each offense. This may also result in dismissal.
- f) **SUBSTANCE ABUSE** – Staff is not permitted to possess or use illegal substances. Alcoholic beverages are not permitted on camp grounds and should not be stored in personal vehicles for off camp use. Staff who report back to camp under the influence of alcohol or illegal drugs will be dismissed.
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### 3) WLD Ranch staff are expected to treat personal and camp property with respect.

#### Explanation:

WLD Ranch is an organized community in which care, concern, and respect for the property of others is an absolute and basic expectation.

#### Application of policy (what we expect in specific contexts):

- a) **PERSONAL PROPERTY** - Abuse of someone else's property, stealing, or any form of disrespect for individuals' belongings will not be permitted or tolerated.
  - b) **WLD RANCH PROPERTY** – Abuse of camp property, stealing, or any form of disrespect for the ministry of the Ranch will not be permitted or tolerated. Writing (graffiti) on or defacing any WLD Ranch property (bunk beds, walls, buildings, etc.) is not allowed.
  - c) **VEHICLES** - All personal vehicles are to be locked and parked in the parking lot. No one is allowed to use someone else's car. Only personnel authorized by the Director or Director of Resources may operate Ranch vehicles (including tractors and gators).
  - d) **FOOD** - Only authorized personnel are permitted in the kitchen or Chuckwagon. We do not offer staff discounts or staff credit for snacks are sold at the Chuckwagon. We recommend depositing spending money in the staff bank for safety and convenience. No snacks may be taken from the kitchen without permission of the Director. No food is to be eaten or stored in the bunkhouses, including the staff housing. **Full time summer staff** may bring healthy snacks to supplement their meals as discussed in the Staff FAQ. Volunteer staff may not bring their own snacks unless a dietary restriction is involved and approved by the Nurse.
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### 4) WLD Ranch staff are expected to abide by limitations of their use of technological and electronic devices.

**Explanation:**

While serving at WLD Ranch, your focus is on guiding campers to Jesus as the truth in life. Too often, technological and electronic devices distract from this mission. Limitations of the use of these devices help you focus on why you are here and be present in the interactions you have.

**Application of policy (what we expect in specific contexts):**

- a) **MUSIC** - No clock radios, CD players, iPods, MP3 players, phones, etc. are allowed in the cabins. Only music approved by the Director can be played on camp property.
- b) **ELECTRONIC GAMES** - Electronic games are not permitted.
- c) **PHONES** - ***Only authorized personnel are to answer the WLD Ranch phones.*** No one may use the phone without permission from Joseph, Christy, Malcolm, or Anna. All calls are limited to 5 minutes. All long distance calls must be made collect/with a phone card. **If you bring a cell phone to camp, it must be stored in your own vehicle or in the camp office. You will be permitted to use your phone at appropriate free times. Cell phones are not permitted in the bunkhouses.** Certain staff members may be asked to use their phones as part of WLD's program (ex: riflery class) and will be contacted by Joseph or Christy in that regard, turning phones back in after use is completed.
- d) **COMPUTER USE** – The WLD Ranch computers and internet access are for use by full time/year round employees only. If you need to use a computer or access the internet for your job this summer, you must **gain permission from the computer administrator before each and every time the computer is to be used.**

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**5) WLD Ranch staff are expected to maintain a safe environment in which to carry out WLD Ranch's mission.**

**Explanation:**

WLD Ranch is entrusted with the lives of campers and staff each summer. Maintaining a safe environment allows us to fulfill WLD Ranch's mission most effectively.

**Application of policy (what we expect in specific contexts):**

- a) **SWIMMING POOL** - Pool regulations apply at all times to all persons, including staff. Do not distract those on pool duty from their crucial responsibility of watching the pool.
- b) **ILLNESS/INJURY** - Do not take risks in any case. If any staff or camper is injured, no matter how slight it seems, report it to the Nurse for care and records. ***If you are not feeling well for any reason, please report this to the Nurse as well.***
- c) **PROGRAM ACTIVITIES** – Swikes, campfires, challenge course activities, etc. are permitted at appropriate times as part of the program. Staff must have the proper permission and supervision for each of these activities. Swikes are scheduled and organized through the Director. No open flames (including campfires, candles, lanterns, lighters, and matches) are permitted except in program activities under proper supervision in designated sites. For challenge course use besides scheduled activities, you must have the appropriate training and permission from the Director or coordinators.
- d) **EMERGENCIES** - In an emergency, respond calmly and think of safety first. Remove any uninvolved campers and staff from the area where the emergency is taking place. When the camp bell is rung continuously, all staff and campers should report to the blacktop immediately

with camper checklists. Follow other directions given during Compass Point and as outlined in the Risk Management folder.

- e) **MEDICINE** – All oral medicines (prescriptions, vitamins, and over the counter medicines) must be turned in to the Nurse by Sunday supper of the week you are working. Staff are responsible for taking their own medicines when the nurse's office is open (meal and after the evening meeting). If medicines are needed at other times, you must make arrangements with the Nurse. When taking your medicine, please wait until after the campers have been served to save on confusion. Be sure to pick up your medicine on Fridays before you leave if you are not returning to work the following week.
- f) **VISITORS** – All visitors must check in at the office, including parents of campers or staff. Campers are not permitted to have visitors during the week unless approved by the Director. If someone on the leadership team did not inform you to expect a visitor, ask the visitor to report to the office. Staff members need all personal visitors approved by the Director. Visitors may come only at appropriate times that do not interfere with your duties. Appropriate interaction with visitors is expected while the visitors are here (no "alone time" with friends of the opposite gender, etc.) Visitors who attend skit night need to leave within 10 minutes of skit night being over.

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## 6) WLD Ranch staff are expected to treat campers and staff with respect.

### Explanation:

While interacting with campers and staff, show respect to each other in conflict resolution and in regards to discipline. Respect includes maintaining appropriate relationships with campers and staff. Disrespect of campers or staff is not tolerated.

### Application of policy (what we expect in specific contexts):

- a) **CAMPER DISCIPLINE** - Each counselor is responsible for control and correction of the campers under his care. Camper discipline must coincide with the methods explained during Compass Point. Physical discipline (hitting, arm twisting, etc.) and the use of profanity toward campers will not be tolerated in any way. Other forms of discipline which may affect the health or welfare of any camper are unacceptable.
- b) **STAFF DISCIPLINE** - Discipline of staff members should be done by the heads of each department (see chain of command) unless it is a matter of immediate health, safety, or morality. Immediately after the incident the staff member should report it to the department head. Use tact - never put anyone down in front of others.
- c) **BEHAVIOR TOWARD CAMPERS AND STAFF** – Your behavior toward campers should be appropriate at all times. Inappropriate behavior (including inappropriate touch, kissing, or "dating") will result in dismissal. Only appropriate touch will be permitted between campers, between campers and staff, and between staff members as discussed during Compass Point.
- d) **PROTECTION OF CAMPERS** – Campers should be supervised by **at least two** staff members at all times. Be aware of altercations between campers (aggression, name calling, bullying, etc.) and prevent these altercations as much as possible. **Address** all altercations instead of ignoring them. Staff members must not use derogatory names or profanity when addressing others (campers or other staff). If you suspect that any camper is suffering from abuse, you must report it immediately to the Director or Nurse, who will take appropriate action.