



# **Sponsor's Handbook**

Updated February 2024

**Alto Frio Baptist Camp Office**  
830-232-5271

**Maintenance/Housekeeping Requests & After Hours Contact**  
TEXT ONLY: 830-627-3641

# **SPONSOR'S ROLE**

As a camp sponsor, you have two primary responsibilities, the physical well being of the campers and the spiritual well being of the campers. It is not possible to cover all situations but, you should realize that most circumstances call for "common sense" actions. Simply intervening as an adult authority in situations that may result in injury, damages, or personal harm will help all to have the most positive camp experience.

## Focus for Spiritual Well Being:

- Set the example
- Stay involved with the campers
- Be patient and listen
- Pray for your campers

## Focus for Physical Well Being:

- Be familiar with the emergency procedures
- Adhere to and enforce all the camp rules
- Be vigilant of the Child Protection warnings

Each camper and you are here by God's design. Each camper may have a life changing experience during this week of camp. You have the opportunity to be an active part of that experience. Prayerfully seek those opportunities to be a witness and to be used by God in impacting those lives.

Also, know that you are part of a team. You may not feel prepared to handle certain situations but you are supported by the camp program staff and the Alto Frio staff. Whether it be a spiritual question or disciplinary issue, we are here as a resource for you. Don't be afraid to ask for help.

# CHILD PROTECTION

Child abuse in any form will not be tolerated. If a sponsor discovers evidence of child abuse or sexual molestation, it should be immediately reported to the Alto Frio Executive Director.

Child Abuse or Sexual Abuse, real or alleged, must be reported to proper authorities for investigation as required by Texas state law.

Church Leadership and Parental notification will be the responsibility of the Executive Director as the licensed camp operator.

This would include any of the following:

**Physical Abuse**—includes bodily harm or injury caused by blows or harmful substances, as well as exposure to unreasonable risk of harm or injury.

**Emotional and Psychological Maltreatment**—attacks a child's self-image, often through labels and ridicule.

**Neglect**—is the failure to provide for a child's physical, medical, emotional, and safety needs.

**Sexual Abuse**—can occur through showing and communicating as well as through touching. Not only forced activity, but also permission and persuasion, can be abusive.

• Non-touching sexual abuse offenses include:

1. Indecent exposure / exhibitionism
2. Exposing children to pornographic material
3. Deliberately exposing a child to the act of sexual intercourse
4. Masturbation in front of a child

• Touching sexual offenses include:

1. Fondling
2. Making a child touch an adult's sexual organ(s)
3. Any penetration of a child's vagina or anus by an object that doesn't have a medical purpose

**Other types of abuse**—include abandonment and threats of harm.

## REMEMBER, EVEN APPEARANCES ARE IMPORTANT

Avoid any compromising situations. Children can mistake well-meaning attention as sexual misconduct.

# CAMP RULES

1. **Personal Responsibility-** Respect others and the camp. Any actions that may cause injury, damage, or harm to yourself, another person or the facility should be avoided.
2. **Safety-** Camp Sponsors are given guidelines and emergency procedures. Follow all facility and safety instructions given by Sponsors for your own personal wellbeing.
3. **Medical Protocol-** All personal medical prescriptions and over the counter medications must be given to the Alto Frio Nurse at registration. The Alto Frio Nurse has oversight of all first aid and medical situations. Each camper must provide a completed and signed Medical Release Form at check-in.
4. **Property-** Each camp is assigned specific buildinging and areas. Please go into those areas only. The River is not part of the Alto Frio property. Campers should not go into the river unless part of a scheduled event.
5. **Curfew-** Curfew for camp activities is 12:00 midnight. All campers should be in assigned dorms by that time.
6. **Vehicle Usage-** Vehicles should be parked in designated areas during camp stay. Campers should not be riding in or on any vehicles including golf carts.
7. **Dress Code-** Dress while at camp should meet the highest Christian standards. Campers with clothing that is too revealing, with inappropriate messages, or draws unnecessary attending will be asked to change into appropriate clothing. Example: Two-piece bathing suits should be covered with a dark colored t-shirt. For personal safety, shoes should be worn outdoors at all times.  
Shoes must be worn while outside of lodging areas.
8. **Restrictions-** The following items/activities are prohibited:
  - a. Alcohol & any illegal drugs
  - b. Smoking
  - c. Weapons of any kind
  - d. Pets
  - e. ATV, Skateboards, Rollerblades or skates
  - f. Public displays of affection
  - g. Profanity

*Alto Frio operates under an annual permit issued by the Texas Department of Health. We are required to operate according to the Texas Youth Camp Safety and Health Act. Our policies, rules and procedures reflect those requirements.*

# EMERGENCY PROCEDURES

## SEVERE WEATHER/LIGHTNING/TORNADO/FLOOD:

1. Alto Frio staff will monitor impending weather threats and communicate appropriate instructions to camp/retreat program leadership.
2. In the event of severe weather or lightning, campers and guests should move indoors and remain there until instructed otherwise.
3. When instructed by Camp Administration, Sponsors & Group Leaders will be responsible for the orderly evacuation of the dorms/lodging facilities and insure that all campers/guests are directed to the Dining Hall as the designated shelter.

## FIRE:

1. Evacuate the building. Move campers & guests to the Dining Hall and make sure all are accounted for.
2. Campers & guests are not authorized to use fire extinguishers under any circumstances.
3. Notify AFBE staff immediately.

## INTRUDERS/ACTIVE SHOOTER:

1. An intruder is anyone that is not registered at the camp office. This may include parents of campers or even church staff.
2. The camp office should be notified if you suspect there is someone on campus who has not registered or anyone acting suspiciously.
3. If campers become aware of an intruder armed with a weapon, they should move away from that area. Make every effort to continue to move away from the area or hide and barricade if movement is not possible. Campers & guests need to communicate the presence of an armed intruder to Alto Frio Staff as quickly as possible.

## MAJOR ACCIDENT:

Any incident that requires an ambulance, such as near drowning, back or neck injury, severe bleeding or broken bones.

1. Do not move the victim unless in further danger.
2. Stay with injured person.
3. Have AFBE staff contacted immediately.

## MINOR ACCIDENT:

Any incident such as cuts, bruises, stings, bites or abrasions.

1. Stay with injured person.
2. Contact AFBE staff for First Aid.
3. Accompany victim to First Aid Station.

## **ALL INJURIES AND/OR ILLNESSES SHOULD BE REPORTED TO THE CAMP HEALTH OFFICER.**

Camper must be accompanied by a sponsor to the First Aid Station.