

Gulf Plains Church Association Policy

Policy Section	01.00 Organization
Creation Date	05/08/2018
Revision Date	
Previous Revision Date	
Revision Explanation	

01.00 Preface

These administrative policies have been established to help create and maintain a safe and spiritual camping environment for youth coming to Texas Youth Camp (TYC). We need to remember the biblical admonishment, "to do what is right, not only in the eyes of the Lord but also in the eyes of men." (2 Corinthians 8:21)

Some Scriptures that apply to administrative procedures are:

1. Comply with Laws and Regulations
Romans 13:1 "Everyone must submit himself to the governing authorities for there is no authority except what God has established."

2. Be Perceived by Others as Doing Right
Romans 12:17 "Be careful to do what is right in the eyes of everybody."
I Peter 2:12 "Live such good lives among the pagans that, though they accuse you of doing wrong, they may see your good deeds and glorify God on the day he visits us."

3. Do Not Show Favoritism
James 2:1 "My brothers, as believers in our glorious Lord Jesus Christ don't show favoritism."

These guidelines are subject to correction and revision as needed; however, they were drafted to comply with the comprehensive camp regulations of Texas law. Texas law should be consulted before making revisions to ensure revised policies stay in compliance with state regulations. No provision of these policies or the application of them may contradict the scriptural, spiritual or ecclesiastical tenets of TYC.

Gulf Plains Church Association Policy

Policy Section	01.00 Organization
Creation Date	01.02 Conflict of Interest
Revision Date	01/06/2020
Previous Revision Date	
Revision Explanation	

01.02.01 Purpose of Statement

The GPCA shall conduct all of its affairs decently and above reproach, both in the sight of God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.

The members of the Board, officers and management employees of GPCA have a fiduciary duty which carries with it a broad and unbending duty of loyalty. The Board, officers, and management employees have the responsibility to administer the GPCA's affairs honestly and prudently, and to exercise their best care, skill and judgment for the sole benefit of the GPCA. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the GPCA or knowledge gained therefrom for their personal benefit. The interests of the GPCA must have the first priority, and all purchases of goods and services must be affected on a basis that secures for the GPCA full competitive advantages as to product, service and price.

01.02.02 Persons Concerned

This statement is directed not only to directors and officers, but to all employees who can influence the GPCA's actions, or those of its Board, or make commitments on their behalf. For example, this would include all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning the GPCA.

01.02.03 Persons or Entities With Whom Conflicts May Arise

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons or entities supplying goods and services to the GPCA.
2. Persons or entities from whom the organization leases property and equipment.
3. Persons or entities with whom the GPCA is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Persons or entities paying honorariums or royalties for products or services delivered by the GPCA or its agents or employees.
5. Other ministries or nonprofit organizations.
6. Donors and others supporting the organization.
7. Agencies, organizations and associations that affect the operations of the GPCA.

01.02.04 Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, between any person or entity mentioned in Section 01.02.03 and a director, officer or management employee, which might affect, or might reasonably be thought by others to affect, the judgment or conduct of a director, officer or management employee of the GPCA. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the GPCA.
2. Investing in a business in which the GPCA holds an interest that reasonably could affect the value of the individual's investment.

3. Investing in a non-publicly traded business in which a director or senior manager of the GPCA either owns more than 5% of the voting stock, or in any way exercises effective control of the business.
4. Holding office, serving on the Board, participating in management or being otherwise employed (or formerly employed) in any third party dealing with the GPCA.
5. Receiving remuneration for services with respect to individual transactions involving the GPCA.
6. Using the GPCA's personnel, equipment, supplies or good will for other than organization-approved activities, programs and purposes.
7. Receiving personal gifts or loans from third parties dealing with the GPCA. (Receipt of any gift is disapproved except gifts of nominal value which could not be refused without discourtesy. No personal gift of money should ever be accepted.)
8. Obtaining an interest in real estate, securities or other property that the GPCA might consider buying or leasing.
9. Expending staff time during normal business hours for personal affairs or for other organizations, civic or otherwise, to the detriment of work performance for the GPCA.

01.02.05 Indirect Interests

As noted above, conflicting interests may be indirect. A director, officer or management employee will be considered to have an indirect interest in another entity or transaction if any of the following have an interest:

1. A family member of a director, officer or management employee. (Family member is defined for these purposes as all persons related by blood or marriage.)
2. An estate or trust of which the director, officer or management employee or member of his family is a beneficiary, personal representative, or trustee.
3. A company of which a member of the family of the director, officer or management employee is an officer, director or employee, or in which he has ownership or other proprietary interests.
4. A partner or employee of a law firm, accounting firm, or other professional entity of which the individual or family member is a partner or employee.

01.02.06 Loans to a Director

Under no circumstances should a loan be made by the GPCA to a Director. Should a loan be made to a Director, the Directors who assented to the loan, and any officer who participated in making the loan shall be jointly and severally liable to the GPCA for the full amount of the loan until the loan is repaid.

01.02.07 Interpretation of this Policy

The areas of conflicting interest listed in Section 01.02.03, and the relations in those areas which may give rise to conflict, as listed in Section 01.02.04, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy. The fact that one of the interests described in Section 01.02.03 exists does not necessarily mean that conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of the organization. However, it is the policy of the Board that the existence of any of the interests described in Section 01.02.03 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of directors, officers and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures. Disclosure should be made to the President (or if he is the one with the conflict, then to the Chairman of the Board), who shall bring these matters to the attention of the Board. The Board shall then determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair and reasonable as to the organization. The decisions of the Board on these matters will rest in their sole discretion, and their first concern must be the welfare of the organization and the advancement of its purposes.

Gulf Plains Church Association Policy

Policy Section	02.00 Camp Personnel
Creation Date	05/08/2018
Revision Date	
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2.1 Executive Director

The Executive Director is responsible for the oversight and management of all sessions of the Texas Youth Camps (TYC). He answers to the lead evangelist of The Greater Houston Church, selects the on-site directors for each session of camp and provides oversight to the directors and camp administrators.

2.2 On-Site Director

Each youth camp (e.g. Teen camp, Middle School Camp or Elementary Camp) shall be under the on-site direction of a Director.

A. Qualifications

The on-site Director must have the following qualifications:

1. Be 18 years old or older.
2. Have at least two years of experience working with children.
3. Be knowledgeable in camp administrative practices.
4. Have at least one year of leadership experience with an organized youth camp, school or other youth-serving organization, such as the Boy Scouts of America or Young Men's Christian Association (YMCA) or a church's youth ministry.
5. Have successfully completed the camp screening process.

B. Responsibilities

The on-site Director is responsible for the day to day activities of the relevant camp session, the training and supervision of counselors and medical staff, the creation and implementation of the camp schedule and activities, discipline of campers and counselors, and the coordination of resources between the TYC and the hosting camp facility during the relevant camp session.

2.3 Assistant Directors

The Executive Director may select one or more Assistant Directors to assist the on-site Director at each camp session. The Assistant Director works under the supervision of the on-site Director and shall assist in teaching, training, supervision, discipline, and any other responsibility delegated by the Director.

2.4 Camp Administrator

The Camp Administrator manages the registration process for campers and staff, the selection and training of medical staff, the intake and release process at camp sessions and any other administrative tasks assigned by the Executive Director.

2.5 Camp Financial Administrator

The Camp Financial Administrator is responsible for the risk management and financial management of the camp including the setting of a budget, managing cash flow, financial reporting, and negotiation and execution of contracts. The Camp Financial Administrator answers to the Executive Director.

2.6 Counselors

Counselors are at least 18 years old and are responsible for the immediate supervision of

campers.

2.7 Interns

Interns are support staff to the Directors and Assistant Directors. Interns may or may not be an adult; however, any intern who is also a minor shall not have supervisory responsibilities over campers. Interns are primarily responsible for organization and execution of recreational activities at camp, as well as other tasks assigned by the on-site Director.

2.8 Medical Staff

All medical staff positions are included under policy 06.00 Medical and Emergency Care.

Gulf Plains Church Association Policy

Policy Section	03.00 Selection of Facilities
Creation Date	05/08/2018
Revision Date	
Previous Revision Date	
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Texas Youth Camp (TYC) does not own or operate its own camp facilities but instead typically contracts with a residential campground to host the TYC camp sessions. As the TYC identifies facilities for its camp sessions, it should seek residential camps that are maintained to be safe facilities.

3.1 Condition of Camp Facilities and Amenities

1. The hosting camp must comply with the Texas Administrative Code for Texas Youth Camps Safety and Health. The Texas Code has extensive requirements for camp facilities which can be found online for reference when selecting a hosting facility. Although it is not possible for the TYC to inspect every aspect of the hosting facility (i.e water chemical properties, water pressure, etc.), some investigation should be done to see if the camp complies with regulations. TYC procedures should be developed to assist in evaluation of the camp facility's compliance.
2. In interviewing potential hosting facilities, the TYC should utilize a form questionnaire for the campground to evaluate its safety practices and determine if it provides the resources needed by TYC.

3.2 Licensure

Any hosting campground must be a licensed camp pursuant to state law.

3.3 Contracts

Any contracts for camp facilities should be reviewed by the Executive Director, Camp Financial Administrator, and legal counsel.

Gulf Plains Church Association Policy

Policy Section	04.00 Selection and Training of Personnel
Creation Date	05/08/2018
Revision Date	
Previous Revision Date	
Revision Explanation	

The Texas Youth Camp (TYC) desires to provide a safe and spiritual environment for all children who attend camp. Preventive steps will be taken to promote the safety of campers and those who volunteer to work with them. Each worker at TYC shall be screened pursuant to these policies and shall be trained on camp procedures in order to reduce the possibility of child sexual abuse or physical injury to a child from occurring while attending camp activities.

Gulf Plains Church Association Policy

Policy Section	04.00 Selection and Training of Personnel
Creation Date	04.01 Selection of Camp Personnel
Revision Date	05/08/2018
Previous Revision Date	
Revision Explanation	

The Texas Youth Camps (TYC) shall take steps to locate and select reasonably safe individuals to serve at camp in both paid and unpaid positions.

4.1.1 Eligibility to Serve at TYC

1. Any person wishing to work at the TYC, whether as counselor, medical staff, director, or otherwise, must be a member in good standing with a Church associated with the TYC or with the International Churches of Christ and must have been a member of that Church for at least six consecutive months prior to service at camp. Any exception to this six-month requirement must be approved by the Board of Directors or fall under the provisions of 04.03 "Specialized Counselors."
2. Each employee or volunteer of the TYC must successfully complete the screening process required by this policy.
3. No person may serve at TYC who has ever abused a child or who has been convicted of a disqualifying crime as described in 04.01.03(6).

4.1.2 Screening Process

1. Each applicant to serve at the TYC must complete a written application (this can be done online if an automated application process is available).
2. The applicant must provide at least one character reference which can attest to the character and integrity of the applicant. Documentation of this character reference must be maintained in the applicant's screening file. Documentation can be a letter of recommendation or, or if the character reference was given verbally to a TYC representative, the documentation shall indicate the name of the reference, the statements made regarding the applicants' character and integrity, to whom the statements were made, and when the statements were made.
3. If the character reference is not a ministry leader of the applicant's congregation, the screening file shall also contain documentation of the applicant's ministry leader's approval of the applicant serving at the TYC.
4. A criminal conviction and sex offender registration check must be conducted on any adult camp worker, whether paid or unpaid, and the results from these checks, whether positive or otherwise must be maintained.

4.1.3 Criminal Convictions and Sex Offender Registry Checks

1. If documentation of criminal convictions and sex offender registration checks are kept away from the physical camp location, a letter from the Camp Financial Administrator or Camp Administrator stating the names of individuals at the camp site for whom background checks have been conducted, shall be available at the camp site during camp sessions.
2. Criminal conviction and sex offender registration checks shall be conducted annually for adult camp workers before that staff person may have unsupervised contact with campers.
3. All records of criminal convictions and written evaluations for a camp or camping organization shall be made available to the Department of State Health Services within two business days upon request.

4. Criminal conviction and sex offender background checks for international camp workers shall be obtained through the J-1 visa process, and documentation of these checks shall be maintained as other staff background checks are maintained.
5. A criminal conviction and sex offender background check shall be conducted by using the applicant's/worker's permanent address. If the applicant or worker has a temporary or educational address, the temporary or educational address shall be used in the search as well as the permanent address.
6. No applicant may serve at TYC, as paid or unpaid staff, if the applicant has the following types of criminal convictions or deferred adjudications:
 - a. Misdemeanor or felony under TX Penal Code Title 5 (Offense Against the Person),
 - b. Misdemeanor or felony under TX Penal Code Title 6 (Offense Against the Family),
 - c. Misdemeanor or felony under TX Penal Code Chapter 29 (Robbery) of Title 7,
 - d. Misdemeanor or felony under TX Penal Code Chapter 43 (Public Indecency) or section 42.072 (Stalking) of Title 9,
 - e. Misdemeanor or felony under TX Penal Code section 15.031 (Criminal Solicitation of a Minor) of Title 4,
 - f. Misdemeanor or felony under TX Penal Code section 38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or
 - g. Or any like offense under the law of another state or the federal law.
7. If an applicant has one of the following types of criminal conviction or deferred adjudication, he or she can only serve at TYC if at least two senior management members have submitted a written evaluation of the applicant and determined that the applicant is suitable for work at camp despite the conviction or adjudication:
 - a. Misdemeanor or felony committed within the past ten years under section 46.13 of Title 10 (Making a Firearm Accessible to a Child),
 - b. Misdemeanor or felony committed within the past ten years under Chapter 49 of Title 10 (Intoxication and Alcoholic Beverage Offenses),
 - c. Any offense like 7(a) or 7(b) of this section but under the law of another state or under federal law, or
 - d. Any felony under the Texas Penal Code (other than those disqualifying offenses listed in section 6(a)-(g) of this policy) or any like offense under the law of another state or under federal law.

Gulf Plains Church Association Policy

Policy Section	04.00 Selection and Training of Personnel
Creation Date	04.02 Training of Camp Personnel
Revision Date	05/08/2018
Previous Revision Date	
Revision Explanation	

4.2.1 Sexual Abuse and Child Molestation Awareness

1. Every camp worker, whether paid or unpaid, that has contact with campers shall undergo a training and examination program on sexual abuse and child molestation. This training may be provided by the hosting camp facility or by the Texas Youth Camps (TYC).
2. Training provided by the hosting camp facility is sufficient if it has been approved by the Texas Department of State Health Services or if it meets the standards delineated in the Texas Youth Camp Safety and Health Act. These standards include:
 - a. Definitions and effects of sexual abuse and child molestation;
 - b. Typical patterns of behavior and methods of operation of child molesters and sex offenders that put children at risk;
 - c. Warning signs and symptoms associated with sexual abuse or child molestation, recognition of the signs and symptoms, and the recommended methods of reporting suspected abuse;
 - d. Recommended rules and procedures for youth camps to implement to address, reduce, prevent, and report suspected sexual abuse or child molestation;
 - e. The need to minimize unsupervised encounters between adults and minors; and
 - f. The potential for consensual and nonconsensual sexual activity between campers, steps to prevent sexual activity between campers, and how to respond if sexual activity between campers occurs.
3. Each camp worker must complete the training and an examination program prior to having contact with campers.
4. Documentation of the camper's training and examination must be maintained in camp records. This documentation is valid until the second anniversary of the examination date.
5. Guest speakers are not required to undergo this training so long as the guest speakers do not have direct and unsupervised contact with campers other than their own children.

4.2.2 Emergency Procedures

1. All staff, paid or unpaid, shall be made aware of the camp's plan of procedures in case of a disaster, serious accident, epidemic or fatality. This should include procedures for emergency shelter and for evacuation of buildings. The hosting camp facility should have a written plan of procedures to be followed.
2. Documentation of this training shall be maintained.
3. Counselors shall be responsible for instructing campers as to their actions in the

event of a fire, disaster or the need to evacuate.

4.2.3 Medical Staff Training

All medical staff shall be trained on the proper procedures for storing and dispensing medications, record keeping, reporting and protocols for isolation.

4.2.4 Safety and Supervision

Counselors shall be trained on policies related to the safety and supervision of campers so that they may promote a safe environment for the campers and personnel.

Documentation of this training shall be maintained.

Gulf Plains Church Association Policy

Policy Section	04.00 Selection and Training of Personnel
Creation Date	04.03 Specialized Counselors
Revision Date	05/08/2018
Previous Revision Date	
Revision Explanation	

The Texas Youth Camps (TYC) desires to provide a safe and spiritual environment for all campers. It provides an experience for campers who can separate from their home & family environment for multiple days and enjoy a spiritual camping experience with peers. While there is ample supervision and guidance for campers at camp, campers must be capable of a level of independence needed for camp life. This includes the ability to provide self-grooming and hygiene care, and to be able to respond to and follow the authority and instruction of camp staff. **TYC does not provide specialized supervision or assistance for campers who are unable to function at this level of independence.**

Some campers may have special needs and require special assistance from trained personnel that is outside the scope of the TYC resources and ability, but parents may express a desire to provide the additional assistance or supervision that their children need to participate in camp. In an effort to extend the ministry of TYC to as many children as possible, the following policies have been adopted.

04.03.01 Specialized Supervision

If a camper has special needs that require him or her to have specialized care and supervision in order to attend camp, a parent or guardian may request that a specialized counselor attend camp with the camper under the following conditions.

- A. The parent or guardian is solely responsible for identifying and selecting the specialized counselor and for training the specialized counselor as to the camper's care and supervision needs; and
- B. The specialized counselor shall be either the parent or guardian or, if not a relative or guardian of the camper, the specialized counselor must be licensed, certified and/or employed as a health or educational professional qualified to work with children with special needs; and
- C. The specialized counselor must successfully complete the application process described in Policy 04.01 with the only possible disqualifying factor being that the specialized counselor has not been a member of an International Church of Christ congregation for six months; and
- D. Because sleeping arrangements and camp activities are organized by gender, the specialized counselor must be of the same gender as the camper; and
- E. The specialized counselor must undergo the same training as all other TYC camp counselors and must agree in writing to comply with those policies and procedures; and
- F. The costs for a camper to have a specialized counselor that exceed the cost of the typical camper shall be the responsibility of the parent or guardian requesting the accommodation. If, during any given camp session, the

camp funds allow for an offset of these costs, the Executive Director may, in his discretion, offset the family's cost, but it must be communicated to the family that the one-time offset does not guarantee such offsets for future camp sessions; and

- G. The "rule of three" defined in Policy 05.03 shall apply to the camper with a specialized counselor. This means that the camper shall always be in a group of three people and shall not be alone with the specialized counselor unless the specialized counselor is the camper's own parent, relative (authorized by the parent in writing to be alone with a camper) or guardian.

04.03.02 Special Security Measures

If the specialized counselor has not been a member of an International Church of Christ congregation for six months, the following security measures shall be followed in addition to those already in place for the camp:

1. The specialized counselor shall at all times while at camp wear an identification tag or lanyard labeled "Visiting Professional."
2. The specialized counselor shall agree in writing that he or she will not communicate that he or she is a member or representative of TYC or is a regular counselor at the camp.
3. The specialized counselor shall not be alone with any child, including the child he or she is assisting, at any time unless the specialized counselor is the parent or guardian of the child.
4. The specialized counselor shall not be counted as a counselor when calculating the counselor to camper ratio.
5. The specialized counselor is not responsible for supervising any other campers and shall only work with the child of the parents who have hired the specialized counselor for this work.

04.03.03 Parental Acknowledgments

The parents or guardians of a child that request a specialized counselor for their child shall acknowledge in writing that they understand and agree to the following conditions:

- A. The parents or legal guardians are solely responsible for the selection, training and supervision of the specialized counselor. TYC is allowing the services of the specialized counselor as a courtesy to the camper and his or her family; and although it is allowing this courtesy, TYC is expressly NOT assuming any responsibility for the selection, supervision or training of the specialized counselor.
- B. TYC and its staff have no training or knowledge in the area of the specialized counselor's field and are unable to determine if the specialized counselor is effective or ineffective in fulfilling his or her duties with the child. The parents or guardians are solely responsible for evaluating the work of the specialized counselor.
- C. Because TYC is responsible for the safety and spiritual training of the campers while they are at camp, TYC reserves the right to remove the specialized counselor at any time for any reason. Although TYC will try to communicate with the parents or guardians of the camper before removing a specialized counselor, TYC may remove a specialized counselor immediately without consulting the parents if TYC determines immediate removal is necessary.

- D. If the parents or guardians of the camper choose to cease a working relationship with the specialized counselor, they shall communicate this change to TYC as soon as possible. While the camp will act on a verbal request, parents need to submit written acknowledgment of the change.

Gulf Plains Church Association Policy

Policy Section	05.00 Supervision of Campers
Creation Date	05/08/2018
Revision Date	03/25/2023
Previous Revision Date	02/26/2022
Revision Explanation	3/25/23 Added 5.7 to govern use of facilities by transgender participants. 2/26/22 Modified 5.3 to change from previous Rule of 3.

5.1 Definition of Supervision

A camper is supervised if an adult knows he or she is responsible for the supervision of the camper and the adult is within sight, (except for infrequent momentary periods such as restroom breaks) and within reasonable hearing distance of a camper's outcry.

5.2 Ratio of Camper to Counselor

Each session of camp shall have at least one adult counselor who is responsible for the supervision of no more than seven children at camp. No director, assistant director, medical staff or intern shall be included in the camper to counselor ratio. Employees of the hosting camp do not count in the camper to counselor ratio. More counselors should be added when circumstances warrant more supervision.

5.3 Counselor Accompaniment

No counselor shall be alone with a camper at any time. There should always be a third person within view. The rule does not apply to campers who are under the supervision of a medical staffer or to campers accompanied by their own parent or legal guardian.

5.4 Supervision in Cabins

No camper shall be alone or accompanied by less than two other people while in a cabin. The three people may include one counselor and two campers, two counselors and one camper, or, in the case of middle school or high school campers, it may include three campers. The rule does not apply to campers who are under the supervision of a medical staffer or to campers accompanied by their own parent or legal guardian.

Every cabin with campers must have at least two counselors sleeping overnight in the cabin. This includes a building with an isolated camper.

Employees of the hosting camp do not count for the purposes of policy 5.4.

5.5 Hazardous Activities

Hazardous activities are camp activities such as waterfront activities, archery, horseback riding, challenge courses, or riflery that requires special technical skills, equipment, or safety regulations. No camper or counselor shall participate in a hazardous activity unless doing so under the direct supervision of a trained and qualified adult capable of implementing the safety standards implemented by the hosting camp.

5.6 Camp Guests

Adult guests at camp who have not been screened and approved as camp counselors must remain with an approved counselor while on the camp premises. If a camp guest remains overnight, the guest cannot stay in a cabin with campers.

5.7 Facility Use by Gender

All camp participants will use overnight cabins, bathroom facilities, and the swimming pool according to their gender assigned at birth.

Gulf Plains Church Association Policy

Policy Section	06.00 Medical and Emergency Care
Creation Date	05/08/2018
Revision Date	
Previous Revision Date	
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6.1 On-Call Physician

There must be a physician licensed to practice medicine in Texas who is available to be on call at all times to advise camp health personnel on all first aid and nursing services provided by the camp. The camp's medical center must have a record of who the on-call physician is and how to reach him or her. Documentation of the on-call physician must be maintained with camp files.

6.2 Camp Health Officer

A Camp Health Officer must be in the camp and on call at all times. The Camp Health Officer must be a physician, registered nurse, licensed vocational nurse, or a person with an American Red Cross Emergency Response certificate, or its equivalent. If the camp has documented evidence, such as a letter from the local emergency medical services (EMS), that the camp is located within a 20-minute community EMS response time, a person certified in American Red Cross Community First Aid and Safety, or its equivalent, can be considered the Camp Health Officer. If the Camp Health Officer is not a physician licensed in Texas, an on-call physician must also be available pursuant to 06.01.

6.3 Medical Staffer

Medical Staffers include the Camp Health Officer and individuals responsible for assisting the Camp Health Officer with first aid, dispensing of medications, and other tasks as assigned by the Camp Health Officer. Medical Staffers are counselors in that they may at times be responsible for the supervision of campers, but they are not assigned to cabins or to the supervision of campers for more than a limited amount of time during a camp session.

6.4 Emergency Transportation

Transportation shall be available at all times to transport any sick or injured camper in an emergency.

6.5 Emergency Telephone

The camp shall have a telephone readily available, preferably in the first aid area, for emergency use.

6.6 Designation of a First Aid Area and Supplies

A first aid area, used exclusively to handle health and emergency cases, shall be designated and suitably equipped. Supplies should be in single use packaging. A first aid kit containing at the minimum the items listed in this subsection shall be available in the first aid area. If campers are taken on a day trip, a first aid kit with these items must be taken on the trip.

- (1) Sterile adhesive bandages in assorted sizes.
- (2) Sterile gauze pads in assorted sizes.
- (3) Hypoallergenic adhesive tape.
- (4) Triangular bandages.
- (5) Sterile roller bandages in assorted sizes.
- (6) Scissors.
- (7) Tweezers.
- (8) Moistened towelettes.

- (9) Antiseptic.
- (10) Thermometer.
- (11) Splints.
- (12) Petroleum jelly or other lubricant.
- (13) Cleansing agent/soap.
- (14) Exam quality gloves.
- (15) Eye wash solution.

6.7 Bound Medical Log

A bound medical log, or other unalterable record keeping system, listing date, name of the patient, ailment, name of the Camp Health Officer, and the treatment prescribed shall be kept in the first aid area for the duration of the camp.

6.8 Camper Health Records

The first aid area shall keep a health record on each child with the child's name, allergies, immunizations, parent's name, address, and telephone number, and parent or guardian authorization for emergency medical care.

6.9 Storing and Dispensing Prescription Medication to Campers

1. If a child is taking a prescription medication when he or she reports to camp, the medication shall be in the original container with the prescription label and shall be given to the medical staff.
2. Medical staff shall place all medication, sharps, and related paraphernalia or devices in a lockable cabinet or other secure location that is not accessible to campers.
3. Medication shall be administered by the Camp Health Officer, or (if authorized in writing by the Camp Health Officer) by a medical staffer or camp counselor. At no time shall the child be allowed to self-administer the medication without adult supervision.
4. Medications needed for immediate use for life-threatening conditions (e.g., bee-sting medication, inhaler) and limited medications approved for use in first-aid kits may be carried by a camper or staff person. The camp shall have on file a written statement of medical necessity from the prescribing doctor or the written approval of the Camp Health Officer for any camper to carry medication and related paraphernalia or devices.

6.10 Reporting Camper Death or Communicable Diseases

Camper death or confirmed cases of waterborne or foodborne diseases, such as cholera, dysentery, typhoid, salmonellosis, shigellosis, or infectious hepatitis, shall be reported to the Department of State Health Services, as required by Texas law.

6.11 Isolation of a Child with a Communicable Disease

A child ill with a confirmed or suspected case of a communicable disease shall be isolated to provide safety to other children and quiet to the patient. Any child that is isolated shall be supervised as determined by the Camp Health Officer. A child with a staphylococcal skin infection is not required to be isolated, if the infection is kept completely covered by a bandage. Because the camp is not equipped for the care of isolated campers, a camper with a communicable disease or that requires prolonged isolation may be sent home. The decision to send a child home due to illness shall be made by the on-site Director after consultation with the Camp Health Officer and/or the on-call physician.

6.12 Emergency Plans

A written plan of procedures to be implemented in case of a disaster, serious accident, epidemic, or fatality shall be formulated and posted in the camp's administrative on-site office or location and in each permanent and semi-permanent occupied building. The plan shall include procedures for emergency shelter and for evacuation of each occupied building and the facility. Campers shall be instructed as to their actions in the event of fire, disaster, or the need to evacuate. These procedures shall be reviewed by the staff with specific assignments made to

each staff member and counselor. All camp staff and volunteers shall be made aware of this plan during the staff-training program or volunteer briefing. Documentation of this training shall be kept at the camp's administrative on-site office or location.

Gulf Plains Church Association Policy

Policy Section	07.00 Registration of Campers
Creation Date	05/08/2018
Revision Date	
Previous Revision Date	
Revision Explanation	

07.01 Mandatory Information

The registration for campers shall gather the information needed to provide a reasonably safe environment, necessary medical assistance and nutrition to the camper during camp. Data gathered regarding each camper shall include the following information.

1. Identifying information such as name, birthdate, grade, address
2. Emergency Contact name, phone number, and relationship
3. Dietary Restrictions
4. Medical History
 - a. Immunization status
 - b. Allergies
 - c. Medical Conditions
 - d. Fitness to participate in camp activities
 - e. Medicines to be administered at camp
5. Ministry affiliation (to assist in effective camper groupings at camp)
6. Health Insurance information (if any)
7. Any special needs of which Texas Youth Camps (TYC) should be aware

07.02 Mandatory Releases and Acknowledgments

TYC will be responsible for the care and supervision of all campers during camp sessions, therefore it is necessary that parents and guardians of campers have given TYC authority to act in that capacity and have notified TYC if there are any limits to that authority. By sending their children to camp, parents and guardians are giving TYC authority to supervise their children; however, written releases clarify the scope of the authority being given to TYC. Some of the written releases and authorizations to be obtained shall include the following.

1. Medical authorization: This authorization gives TYC permission to provide or obtain medical attention to campers when needed.
2. Activity release: This release should list the general types of activities to occur at camp and the parent/guardian shall either give their child permission to participate in the activities or shall indicate which activities are prohibited for their child.
3. Photo/Video release: This release shall give permission to use images of the camper in photos or videos for camp or church purposes, including promotional materials.
4. Discipline acknowledgement: The parents/guardians shall sign this release acknowledging their awareness of the camp discipline policy and the potential for their children to be sent home without a refund if unable or unwilling to comply with camp policies.
5. Liability Release: The parents/guardians shall sign this form, releasing TYC and

its representatives from liability.

Gulf Plains Church Association Policy

Policy Section	08.00 Risk Management and Safety
Creation Date	05/08/2018
Revision Date	03/25/2023
Previous Revision Date	
Revision Explanation	3/25/23 Modified 8.5 to allow for open-toed shoes.

There are risks inherent in a camping environment. Texas Youth Camp (TYC) shall take steps to mitigate the risks when feasible while still encouraging a fun and adventurous camp atmosphere.

08.01 Compliance with Hosting Camp Policies and Procedures

The hosting camp facility should be licensed by the state of Texas and in compliance with the mandatory safety procedures required by state law. TYC and TYC staff should comply with the instructions, policies and procedures of the hosting camp facility.

08.02 Weapons

No weapons are allowed in the camper cabins.

08.03 Intake and Release Procedures

The camp administrator shall have intake and release procedures established for when campers arrive and leave camp. These procedures are necessary for establishing and documenting the points in time when TYC is responsible for the supervision of the camper.

08.04 Discipline

- 1) The camp director is responsible for the discipline of campers and counselors. While counselors are responsible for maintaining order with campers during the daily routine, if a camper is not responding to the instructions of the counselors or is presenting behavior or safety concerns, the camp director and any person designated by the camp director shall have the authority to issue further discipline up to and including contacting the parents to arrive at camp and take the camper home.
- 2) Corporal punishment is strictly prohibited at camp.

08.05 Clothing

- 1) Clothing should be modest.
- 2) Due to certain camp activities, all campers and counselors shall bring closed toe shoes.

8.6 Medications

All medications shall be stored and dispensed according to Policy 06.00. No medication shall be allowed in a cabin with campers unless specifically authorized by the Camp Health Officer.

08.07 Insurance

Due to the level of risk involved in an overnight camp for minors with multiple high risk activities, such as water activities and zip-lines, TYC should maintain adequate insurance policies to mitigate the risk and protect TYC resources.

Gulf Plains Church Association Policy

Policy Section	09.00 Child Abuse Prevention and Reporting
Creation Date	05/08/2018
Revision Date	
Previous Revision Date	
Revision Explanation	

The welfare of children is the highest priority of Texas Youth Camp (TYC). Child abuse and neglect are unacceptable and all staff, volunteers and representatives of TYC shall take steps to protect the welfare of its campers.

9.1 Child Abuse and Neglect Defined

1. Abuse of a child includes the following acts or omissions by any person:
 - a. mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
 - b. causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
 - c. physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident (an unforeseen event that causes or threatens physical injury despite prudent efforts to avoid the risk of injury) or reasonable discipline (correction of behavior that does not result in or risk substantial harm from physical injury) by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
 - d. failure to make a reasonable effort to prevent an action (effort that an ordinary and prudent person would take to stop an action from occurring) by another person that results in physical injury that results in substantial harm to the child;
 - e. sexual conduct harmful to a child's mental, emotional, or physical welfare;
 - f. failure to make a reasonable effort to prevent sexual conduct harmful to a child;
 - g. compelling or encouraging the child to engage in sexual conduct (This is met whether the child actually engages in sexual conduct or simply faces a substantial risk of doing so);
 - h. causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene or pornographic (this is met whether or not the child voluntarily participates);
 - i. the current use by a person of a controlled substance in a manner or to the extent that the use results in physical, mental, or emotional injury to

- a child; or
 - j. causing, expressly permitting, or encouraging a child to use a controlled substance.
2. Neglect of a child includes:
- a. The leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and a demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of a child;
 - b. the following acts or omissions by any person:
 - i. placing the child in or failing to remove the child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
 - ii. the failure to seek, obtain, or follow through with medical care for the child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
 - iii. the failure to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child (if the failure results in an observable and material impairment to the child's growth, development or functioning or in a substantial risk of such an observable or material impairment), excluding failure caused primarily by financial inability unless relief services had been offered and refused; or
 - iv. placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or
 - c. the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

9.2 Reporting Abuse

1. If a child is in immediate danger, a call should be made to 9-1-1 prior to any other report so as to protect the safety of the child.
2. If a person, including any member of camp staff, a camp counselor, or camp director has cause to believe that a minor has been or may have been abused or neglected and the abuse or neglect occurred **at the youth camp**, then that person shall immediately make a report to the Health and Human Services Commission Office of Inspector General.
3. If a person, including any member of camp staff, a camp counselor, or camp director has cause to believe that a minor has been or may have been abused or neglected and the abuse or neglect **did not occur at the youth camp**, then that person shall immediately make a report to the Department of Family and Protective Services.

4. Any suspected case of child abuse or neglect alleged to have occurred within the TYC sessions or activities or involving a staff member or counselor shall be reported to the Executive Director. If a conflict of interest exists in reporting the allegations to the Executive Director, the report shall be made to the Camp Financial Administrator or a member of the Board of Directors. The person receiving the report shall be referred to as "Investigator" for purposes of this policy.
5. The Investigator shall document who made a report, to which agency the report was made and when the report was made.
6. The alleged victim's families should be notified immediately of the report unless:
 - A. Law enforcement or DFPS asks that the family not be notified to protect the integrity of the investigation, or
 - B. Notifying the parents may create a risk of additional harm to the child.

9.3 Investigation Guidelines

If a report was made to DFPS and/or law enforcement, the Investigator should proceed pursuant to these guidelines unless legal counsel advises otherwise:

1. Secure the safety of the alleged victim if he or she is still within TYC's custody.
2. Do not conduct an internal investigation before local law enforcement or any other state agency conducts their investigations. This avoids interference with official investigations.
3. Secure any evidence in the TYC. If TYC equipment is involved, including TYC phones or computers, do not allow anyone to use or touch the devices as that may spoil evidence or create personal liability for anyone who touches the evidence.
4. Do not interview the victim, alleged abuser or witnesses, but leave interviews for law enforcement professionals.
5. If the allegations indicated a child may have been abused while in TYC custody, or a staff member of the TYC who may have access to the TYC sessions/activities is accused of abuse or neglect at any time, the following steps shall be taken:
 - A. Remove the individual accused from any volunteer or paid position involving contact with minors while the investigation is pending. This protects both the accused and the victim.
 - B. Treat every complaint as serious until proven otherwise.
 - C. Do not prejudge the situation.
 - D. Emphasize confidentiality of the investigation to any person involved.
 - E. Review the personnel file of the accused.
 - F. Document all communications regarding the alleged incident.
 - G. Do not communicate with the press unless the TYC leadership has approved such communication.
 - H. Any communication with the public or groups supporting TYC regarding the incident should be prepared written statements approved by TYC leadership.
 - I. Local legal counsel should be consulted.
 - J. TYC's insurance provider should be notified if the suspected abuse or neglect happened during TYC events or by TYC personnel.

Gulf Plains Church Association Policy

Policy Section	10.00 Technology
Creation Date	03/25/2023
Revision Date	
Previous Revision Date	
Revision Explanation	

The GPCA employs various technology systems to maintain records, communicate, and operate. Proper practices should be employed to safeguard information and technology in use.

10.1 Unique User Accounts

Every user must be assigned a unique user account (user ID) and a password for access to any GPCA systems. Shared or group user IDs are prohibited for user-level access. Passwords should not be shared with anyone.

Some instances may require providing a new temporary password to the user. In such cases, passwords must be provided verbally, and the user must immediately log in and change the account password.