



AMERICAN FEDERATION OF
RAMALLAH
— PALESTINE —

Camp Ramallah Staff Manual

Welcome to Camp Ramallah!

Here's What to Expect:

Camp Ramallah was born out of the desire to bring our homeland to America and continue to pass down our valued traditions and customs from generation to generation.

Get ready to become immersed in the Palestinian culture, get to know your extended family, and have fun in the camp environment. We'll be having a number of activities to do throughout the day, and will be following a general routine. If you have any questions, please do not hesitate to ask your counselor or any of our camp committee members.

Thank you for attending Camp Ramallah, we're excited to have you! "With unity and loyalty to each other, and support of each other, we can accomplish the impossible- Izweh."

Things to keep in mind as a Counselor

The Golden Rule

Expect the campers to do anything and everything that we do. This includes the way we act, our attitude, and our time management skills.

If a counselor sets the example and wakes up on time, has a positive attitude, and treats everyone with respect, then campers will follow suit.

Cabin Attitude

Camp is an opportunity to escape the everyday distractions of life at home. Counselors are to maintain a positive and respectful atmosphere in their cabins. This atmosphere should be free of foul language, put-downs, and all distracting electronic devices. Don't cheat a camper out of the experiences they are here to have, instead encourage them to take part in the camp and let go of outside distractions.

We are here to serve the campers. It is our job to try and make it the best week possible for them and that means keeping engaged with the camp activities. The more effort that you put into your campers, the more you and your campers will get out of the week.

Cabin Cleanup

Make sure to sanitize the cabin before campers arrive for the week, and be mindful to keep the cabin tidy throughout the week.

A clean cabin means:

- Sweeping the floors,
- Showers, sinks, and toilets cleaned,
- Bunks cleaned,
- Clean mirrors,
- Trash thrown out,
- Luggage put away and zipped shut.

Cabin Safety

Throughout the camp session, counselors should have a continuous awareness to keep the cabin a safe setting. This includes discouraging rough-housing between campers and being mindful of potential falls from the top bunks.

Campers are to sleep in bunks separated by top and bottom, so as to not have two campers next to each other on the same level of bunk. Make sure that exits are not blocked by luggage or other obstacles.

Check-in Day

The first day of each session, counselors and staff should be very welcoming and friendly to all campers and parents that arrive. Be sure to set a good first impression for the arriving campers and parents. First impressions of camp staff can lead to- or prevent- homesickness.

Keep in mind to greet everyone friendly and be energetic.

Stay positive. The first day will be tiring from long hours of travel, and nerves and uneasiness will be at its height. Work to make everyone feel welcomed through a positive attitude. Stay strong, focused, and support each other.

Get to know your campers. Try to find things that you share in common. This will allow the camper to feel a connection to you, and help them adjust to the new surroundings.

Assist campers with their luggage. When you get back to the cabin, help campers set up their bunks and give them a place that they can call home for the week. Have them unpack a few things, but not everything. An unpacked suitcase gives campers the idea that they can still leave if they are having a bad time.

No campers should be left in the cabins unattended.

If parents would like, show them where their children will be staying for the week.

You may use this sheet to make notes on for important rules to discuss on the first night with your cabin.

1. Camp Rules (see next page)

2. Cabin Rules (see previous and set you own)

3. Morning Cleanup

4. Daily Schedule

5. Icebreakers Ideas (Ask their reasons for being at camp- what do they want to get out of the sessions? What are their hobbies, likes, dislikes?)

Camp Ramallah Rules & Regulations

1. All staff, counselors, and campers will respect each other at all times:
-Therefore, fighting, put-downs, foul-language, or other inappropriate behavior that may be harmful to others is not allowed and will not be tolerated at camp.
2. Campers are to stay with their assigned counselors at all times and remain at their scheduled events. Campers are not permitted to leave the campsite except at designated off-site activities.
3. No food of any kind is permitted in the cabins. All food brought or received while at camp will be distributed at meal times.
4. There are to be no girls in boys' cabins nor boys in girls' cabins.
5. All property must be respected:
-Other campers' property is not to be touched without permission
-Graffiti and other destruction will not be permitted.
6. Campers will not tamper with heating, water, or electrical controls or remove pillows, blankets, mattresses, cleaning supplies, etc. from the cabins.
7. No "horse-play" in the cabins (e.g. jumping on or from bed to bed).
8. The swimming pool will be opened at specified times only. No one is allowed in the pool area except during those specified hours.
9. No chewing gum is allowed on campgrounds, to protect wildlife.
10. Be mindful of any photography taken at camp. Photos should not be posted online without depicted persons' permission.

Any violation of these rules will be evaluated by the camp committee and appropriate action will be taken, including the option for immediate dismissal from the camp.

The following are forbidden from camp grounds, possession of which can result in immediate dismissal: alcohol; drugs; tobacco or nicotine products (e.g. cigarettes, dip, vapes, hookah, etc.); firearms, knives, or weapons of any kind; any illicit substances of any kind. The camp staff reserves the right to evaluate any other possessions not included on this list that may be considered inappropriate.

Lights Out

Wind down the energy in the cabin as it nears time for lights out. Sleep is very important for the campers because the week is long and tiring and they need their energy.

After the lights are out, all campers should be in their beds, and the counselor should be in the cabin with them until most are asleep. Sometimes, you might continue a cabin discussion as they fall asleep. Remain within earshot and eyesight of the cabin if you have to step outside while campers are asleep. If you have to leave your cabin, make sure that another counselor is aware so they can watch over your cabin in need of an emergency.

Mornings

The best way to get cooperation is to model good behavior. Start the day positive and with enthusiasm. Counselors should be awake once the first camper is awake. Be sure to set a wake up time that will allow for enough time to wake up, get dressed, shower, clean the cabin, and be at breakfast on time.

Remember, we do not run on Arab time at camp- to be early is to be on time, and to be on time is to be late. To be late is unacceptable.

Check Out Day

Make sure that campers have all of their belongings packed the night before departure and only have out the things they will need the next morning. This will expedite the departure process in the morning. Make sure everyone's belongings that they brought to camp gets sent back with them. We may not be able to send any left belongings to the campers after we leave the camp grounds.

Unknown Person on Camp Property

In the event that an unknown person(s) arrives at camp, staff should approach them and introduce yourself and immediately escort them away from campers and towards the main lodge or to camp committee members. Notify on the radio that an unknown person is on the camp grounds.

If the person is seemingly dangerous, take careful measure to ensure that campers are safe and listen to instructions from camp committee or head counselor. Do not draw camper attention to any potentially dangerous situations, and discretely alert camp staff via radio.

Staff Dress

Keep modesty in mind when dressing at camp. We want to set a good example for our campers and also need to dress for the activities of the day.

Make sure to wear closed toe shoes around the camp grounds and have athletic shoes for sports.

Have proper rain gear with you. Also keep a flashlight with you in your backpack to navigate in the dark.

Supervision of Campers

Campers are to never be left unsupervised at any time. Also be sure not to be alone 1-on-1 with a camper without anyone else within eyesight and earshot.

If a camper is missing from a session you are attending, be sure to alert staff via radio.

Counselors may only leave the camp site with the permission of the Camp Director.

Disciplining Campers

No camp staff shall engage in any physical punishment or any punishment that poses undue emotional stress on campers. Any “out of the ordinary” discipline problems should be handled with the assistance of your head counselor.

Staff Meetings

Staff meetings will be conducted in the afternoon and are mandatory. This is where the camp staff will go over any announcements for the day, evaluate how the camp has been operating so far, and make suggestions for the following days. This is also where you will receive your assignments for afternoon sports and evening program.

Camp Organization

Each day at camp is split up into three programs (morning, afternoon, and evening). Each program is run by camp committee members. For questions about a certain program, ask the corresponding camp committee member in charge of that program. Follow instructions of the program directors. For example, if a program director tells you something and you do not like their answer, you are not permitted to then ask the other committee members until someone says yes when the first answers were no.

The Camp Director has final say over all decisions regarding the overall camp experience.

As a general rule of thumb- if you have a question regarding counseling, ask your head counselor, regarding morning program, ask the morning program director, and so on.

Emergency Procedures

General Emergency Plan

In the event of an emergency, a staff member will inform the Camp Director directly or via radio. The Camp Director will be in charge of contacting emergency personnel. Parents will be notified by the camp committee.

Medical Emergency

Give the person needing medical attention space. Immediately call for the camp doctor via radio and send someone to go get them.

If the injured person has fallen, do not move them.

If they appear to be having a **seizure**, first check the time, then call for help, and third try to place a jacket or soft material under their head. Do not restrict their head while they are seizing. After the seizure is over, check the time and take note of how long it lasted for. After, carefully turn the injured person onto their side. It is likely that one will vomit after having a seizure.

Do not give out any medications to a camper. If they require medicines such as ibuprofen, take them to the infirmary. Do not administer any first aid other than a bandage, unless told ahead of time.

Administering an EpiPen

Take hold of the tube with the blue end towards the sky.

Grasp with the orange tip pointed down and remove the blue safety cap by pulling straight up- do not bend or twist.

Place the orange tip against the middle of the outer thigh.

Swing and push the auto-injector firmly into the thigh until it “clicks”.

Hold firmly in place for three seconds.

Afterwards, have them receive medical attention.

Emergency Procedures

Tornado

Proceed to the cabins and take shelter. Take mattresses, pillow, etc into the middle of the rooms or the bathroom area and cover with them. Stay clear of windows.

If on open land with no nearby shelter or time to escape, lie flat in the nearest depression of road or field.

Further instructions will be given by the camp committee.

Thunderstorms/High Winds

At first sign of electrical activity in the immediate area, campers should be moved indoors and off the fields. If swimming, immediately exit the water at the first sound of thunder.

Counselors immediately should find and organize their campers into cabin groups and account for everyone.

Do not shower during a thunderstorm because water and metal can conduct the electricity.

After the storm has passed, the announcement will be made and programs may resume.

Encountering a bear

There are black bears in the Smoky Mountains.

If encountering a bear, stand and face the bear directly. Never run away from or approach him. Make yourself look as big as possible by spreading your arms. Make as much noise as possible.

If the bear attacks, do NOT play dead. Your best bet is to fight back using any object available. Concentrate your kicks and blows on the bear's face and muzzle.

Stay away from bear cubs, as this will provoke the mother bear.

Typically bears will stay away from big groups, so do not stray from the path or the rest of the group while on hikes.

Radio Code Words:

“Eagle” if someone is on camp that shouldn't be; “red rover” if someone is bleeding; “banana split” to go to a different channel, or simply ask.

