



# SPORTS CAMPS—POLICIES AND PROCEDURES

## General Guidelines

### Isolation

- Never be alone with a child or teen—NO EXCEPTIONS

### Appropriate Touch

- Only touch bony areas of the body above the waist (head, shoulders, elbows. Do not carry students or allow them to sit on laps.
- Examples of appropriate touch include:
  - Pat on the back
  - High Fives---how high can you jump?
  - Shaking hands—how hard can you squeeze?
- All forms of “play fighting” are inappropriate at Graffiti 2.

### Dealing with Conflict

- It is essential for leaders and workers to be a united front when working with children and teens. If there is concern regarding another worker or supervisor, this should be addressed privately away from children and teens. All individuals should seek to understand as much as they want to be understood.
- If there is a disagreement or problem between two workers which is not easily resolved, *Graffiti 2's Peacemaking Strategy* will be used to resolve the issue.

### Cell-Phone Use

- Please refrain from using cell phones for personal use when working with children and teens.

### Expectations when Working with Students

Volunteers and staff will:

- Set a positive example in words and actions
- Be actively involved, assisting students with all activities
- Teach behavior
- Teach peacemaking strategies
- Help maintain the cleanliness of the site



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## **Snack**

Graffiti 2 offers every student a breakfast item upon registration. Additionally a snack is provided every day for each student in the program. Staff and volunteers should help with preparation and distribution of snack. Graffiti 2 expects all students to demonstrate respectful, polite manners. This involves saying “Please,” and “Thank-You.” Snack should not be held back from a student as a consequence.

## **Water Breaks**

Frequent water breaks should be given. Students should be allowed access to water upon request. Although some students may use a request for water to escape from an activity, when in doubt, do not deny a genuine request for water. Water should go in the students’ bodies, not on their bodies.

## **First Aid**

A first aid kit will be present at all activities. If a student gets hurt, immediately attend to the student. However, only staff certified in first-aid may administer first-aid. Interns should notify staff of any injuries and direct the student to the staff member to receive first aid.

## **Incident Reports**

All accidents, injury, illness, and physical confrontations should be reported to the program director immediately. All incidents must be recorded with an incident report. The program director will be responsible for the report but may require interns to assist as witnesses to the incident.

## **Saying Goodbye**

- Never promise to write—eventually you will forget, they won’t!
- Promise to pray only if you intend to actually do it
- Under promise, over deliver



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## Bible Study

Graffiti 2 is a Christian organization that teaches and upholds Christian values. Bible study is a time for students to hear of God's love and plan for their life.

Each day, there will be a large group and small group Bible study. Graffiti 2 is going to be responsible for leading all Bible studies this summer. Mission teams though should be prepared to do the following.

- Read the Bible study prep materials and relate to the story throughout the day.
- Memorize the summer verse and the weekly verse and help the students connect with it throughout the day.
- Memorize and discuss with students "The One Thing." The One Thing is a statement that every kid can remember about what they learned during the week.
- Be prepared to share the gospel in a way that is meaningful for you (not just reciting a formula). Be careful of church jargon.
- Be prepared to share your testimony. We encourage mission team members to share their testimonies in a way that is natural with people they encounter. We will also invite one mission team member to share their testimony during small group Bible study.
- Team Members will need to provide a small prize to every student that memorized the memory verse for the week.
- Take time to pray with your students. Ask the question, "How can I pray for you?"
- During Bible studies, sit with the kids.

## Prayer

Prayer is talking and listening to God. Prayer will be incorporated into Bible study and snack time. Graffiti 2 expects students to show respect by closing eyes, bowing head, and removing any headwear. Prayer should not begin until everyone is "Respectful to God."



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## Registration Process

All students must be registered to attend the sports camp. Forms must be signed by the student's parent/guardian—no exceptions. Registration forms may be distributed prior to sports camp. Registration Forms should be available on clipboards for parent/guardians to complete during the sports camp.

### Materials Needed:

- 5 chairs
- 2 small tables or one large table
- Two Binders (Binder 1 collects all registration forms; Binder 2 collects the registration forms of students in attendance each day; each binder should have dividers for each grade)
- Cups
- Pens
- Registration Forms
- Clipboards
- Armbands (blue and green)
- Breakfast items (peanut butter sandwiches and bananas)
- First Aid Kit

### Preparing for registration each day:

- Cups should be counted based on the maximum attendance for the camp (i.e. 100 cups)
- Forms from Binder 2 should be filed back in Binder 1 at the end of each day after dismissal is complete

### Registration procedure:

Station 1: If student's first day, the completed Registration Form should be collected and checked. If student has previously registered, form should be located in Binder 1 by asking for grade last completed and name. Student should be offered breakfast. Registration form should be passed to Station 2.

Station 2: Student is given a nametag and a cup with their name written on it. Registration form should be passed to Station 3.

Station 3: Student is given an armband. Green armbands are for students who can walk home alone; blue armbands are for students who will be picked up. The name of the individual picking up the student should be written on the blue armband. Registration Form should be passed to Station 4.

Station 4: Daily attendance should be marked on the registration form. Name should be written on paper and placed in drawing for a prize. Registration Form should be filed in Binder 2.

Station 5: Give-away items that require sizing should be distributed (i.e. tshirts, flag football belts, baseball gloves)

### Additional Duties of Registration Table

- Administer First Aid
- Distribute snack
- Teaching Behavior (see Teaching Behavior Strategies)
- Assist with dismissal (see Dismissal Process)



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## **Dismissal Process**

All students should be dismissed by their coach. Green armbands should be dismissed first. The following steps should be taken at dismissal.

Green Armbands (Can walk home alone):

1. Give gift (if applicable)
2. Cut off armband

Blue Armbands

1. Parent/guardian must be immediately present (not across the field, other side of the park, etc.)
2. Ask the parent/guardian for his or her name
3. Check to verify name matches the name written on the blue armband. If name doesn't match, student should be taken to Registration Table. Registration Table must confirm the person picking up is allowed either by checking Registration Form or contact parent/guardian. No student should be released any individual for which hasn't given permission.
4. Give student gift
5. Cut off armband

Any students who do not have a parent/guardian arrive in a timely manner should be taken to the Registration Table. The Registration Table will contact parent/guardian.



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## Teaching Behavior

Graffiti 2 believes behavior is learned. Graffiti 2 uses the following strategy to teach behavior.

First, teach values. Rules apply at a certain place at a certain time. Values are deeper and are carried with a person wherever he or she may go.

Graffiti 2 teaches the value of *Respect*:

- 1. Respect Authority: Follow instructions the first time they are given.**
- 2. Respect others: Treat others the way you want to be treated.**
- 3. Respect Yourself: Do the best you can.**
- 4. Respect God: Participate in prayer and Bible study.**

In order to teach these values, all leaders must communicate and use these words consistently. These words should be communicated at the start of sports camp each day, and be communicated throughout the day before any new activity.

Additionally, the expectations which flow from these values must be communicated. Do not expect a student to know what to do unless it is communicated. Thorough expectations should be communicated for all activities (i.e. bathroom, snack, sports drills, Bible study, etc.)

Example 1: Prior to Bible study communicate the value of Respecting God by participating in prayer and Bible study. In addition, communicate, "The expectations of Bible study are to be seated, quietly, giving your full attention to the person speaking."

Example 2: Prior to beginning an activity, communicate the value of Respecting Authority, Respecting Others and Respecting Yourself. In addition, communicate, "The expectation of this activity is that we wait our turn in line, use encouraging language, and if a make is made try again."

## Reminding and Re-teaching Expectations

If a participant is not meeting expectations the following procedure should be used to remind and reteach expectations.

Step 1: Verbal Reminder—Remind the participant of the expectations and values utilizing the following questions.

1. What are you doing?
2. What should you be doing?
3. Do you understand the expectation or do we need to work on it together?
4. Can you meet the expectation from now on?

Step 2: *Sideline*—On the *Sideline*, the student should take a break from all activity. Student should be given time to decompress. A leader should come and ask the four questions above. Once the student's behavior has been discussed he/she should return to normal activity.

Step 3: *Sideline*— On the *Sideline*, the student should take a break from all activity. Student should be given time to decompress. A different leader should come and ask the four questions above. Once the student's behavior has been discussed he/she should return to normal activity.

Step 4: Registration Table/Director—The student should be sent to the Registration Table/Director to determine how best to teach behavior. At this point, the director should use the four questions listed above. However, he or she determines what happens next (i.e. give the student another chance and allow he or she to return to normal activity, allow the student to return but closely supervise the student, keep the student separate from normal activity, call parent, etc.). If the student is not meeting expectations any time from this point forward, he or she should be sent to the Registration Table/Director

If there is extreme behavior or misconduct, the participant will be sent immediately to the Director to seek a solution to the problem.



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## Some Important Reminders About Teaching Behavior

### Do's

- Use our language (values, expectations, reteaching)
- Give the student time—nothing has to be rushed.
- Create a loving, caring atmosphere
- Give frequent, consistent, and specific encouragement
- Establish and communicate realistic expectations
- Be fair and consistent
- Focus on positive actions
- Be aware of participants and any special needs
- Be patient and show grace
- Always remain calm and keep voice controlled
- Deal with problems individually—away from other peers
- Explain why behavior is unacceptable
- Explain consequences of unacceptable behavior
- Redirect the participant to positive action
- Give the participant a chance to cool off
- Reward attempts at positive behavior

### Don'ts

- Raise your voice
- Ignore inappropriate behavior
- Say “You’re in trouble.”
- Threaten
- Use any physical discipline

### Remember our Upside Down Principles

- Stay above reproach.
- Define and follow mission, vision, and values
- Teach values and expectations, not rules.
- Establish, teach, remind, and reteach expectations.
- Structure is love. Plan and prepare.
- Struggle gives opportunity.
- Family is important.
- Be genuine and sincere.
- Don't be drawn into drama.
- Success is measured in months and years.
- Be a leader not a buddy.
- Under promise and over deliver.
- Spiritual formation is often slow and quiet.



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## Leading a Child to Christ

*My job was to plant the seed in your hearts, and Apollos watered it, but it was God, not we, who made it grow. 1 Corinthians 3:6*

Do not judge the success of your ministry by spiritual decisions made during any short time-frame. Discipleship is long-term and relational.

If given the opportunity to lead a child to Christ, please remember these guidelines. Inappropriately leading a child to Christ can cause doubt and devastation down the road.

- If possible, allow a Graffiti 2 staff member to be present. At minimum, connect the individual with our staff after any conversation.
- Make sure the child has a thorough understanding of the decision they are making.
  - Do not simply ask yes and no questions, make the child explain in their own words
- Allow the child to think about their decision—talk about it again the next day
- Never promise that things will be better after they receive Christ
  - They are still returning to the same abusive, deprived world

John 6:44 and John 16:8 communicate that it is not our role to entice souls to Christ or convict them of their sin. That is God's role. All volunteers are strongly encouraged to think about the method in which they present the Gospel. Fear-based evangelism may produce a response but rarely produces a disciple. Our goal is to make disciples.



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## **Peacemaking Strategy**

Graffiti 2 believes struggle provides opportunity. This means conflict between students in programs is an opportunity to teach students how to be peacemakers. The strategies practiced at Graffiti 2 set an example for students so they may be peacemakers in their homes, schools, street, and neighborhood.

Individuals who assist in negotiating peace should remember the PAUSE Principle of Negotiating:

- Prepare
- Affirm relationships
- Understand Interests
- Search for creative solutions
- Evaluate options objectively and reasonably

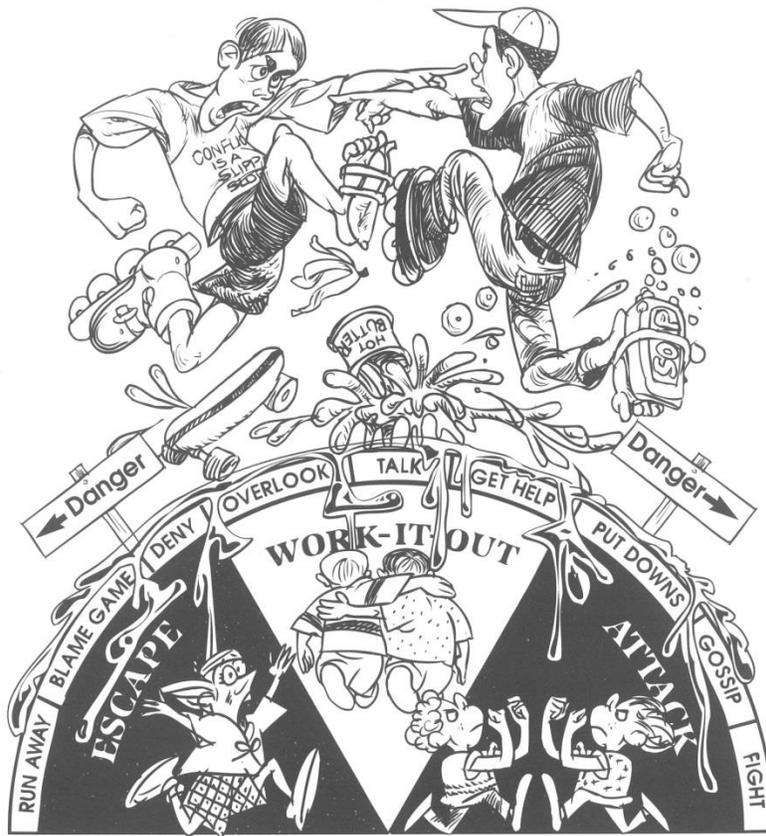
Additionally, individuals leading in peacemaking should remember the 7 A's of Confession:

- Address everyone involved
- Avoid if, but, and maybe
- Admit specifically
- Acknowledge hurt
- Accept the consequences
- Alter behavior
- Ask for forgiveness

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Graffiti 2 teaches students the following about making peace:

## The Slippery Slope of Conflict



The respectful response to conflict is to “Work-it-Out.” If a student is “Getting Help,” the following values and expectations should be communicated:

**Respect Authority**—The person in authority is in control and determines who speaks.

**Respect Others**—Students should demonstrate respectful speech, body language, and attitude. Students will not focus on how they were treated but instead focus on how they would like to be treated.

**Respect Yourself**—Instead of blaming the student will take responsibility for his or her mistakes. The student will use “I, me, my” statements, not “he, she, them” statements.

**Respect God**—God is respected by obeying His commands. After conflict the Bible teaches us to have:

- No Thought—I will not meditate on the conflict
- No Grudge—I will not hold a grudge
- No Talk—I will not talk about the conflict with others
- No Walls—I will be friendly and forgiving