

## Group Leaders:

Please note we have made revisions to the following forms and Policies and Procedures. The revisions are **highlighted in yellow**. Immunization Records must accompany each student registration form. The Texas Department of Health Laws now state immunization records be on/with the forms for students 18 years and under. If your students are not immunized a note/letter/form signed by the parent/guardian stating the student is not immunized for religious/personal reasons will need to accompany their forms.

1) **All** persons attending camp must have a completed and signed Registration and Medical, Surgical, and Other Required Waivers forms.

- If the form is for a student a parent/legal guardian **must** sign it.
- If the form is for an adult the adult **must** sign the Registration form, Medical, Surgical, and Other Required Waivers form.

2) A copy of the **Criminal Background Check and Child Abuse Registry Check** and the **Child Protection Training Certificate of Completion** must be turned in for each sponsor at registration. If these documents are not provided they will be run by BCBA at the church/sponsors expense. If you have concerns about a sponsor's documentation please contact BCBA prior to the start of camp to alleviate any questions at registration.

The Registration form with Waiver page, Medicine Dispensing form, and all medicine prescribed and over the counter, Immunization Records and Policies and Procedure pages with signatures must **all** be turned into the camp at Registration.

The Policies and Procedure pages are mandatory pages. The adults, students, and parents must be informed of our Policies and Procedures and know they are required to abide/adhere to these Policies and Procedures while on the camp grounds and property.

You as the Group Leader may sign the Policy and Procedure pages guaranteeing to us your group/organization is aware of the Policy and Procedures and are willing to abide/adhere to these policies.

## RULES AND LAWS:

- ◆ Make sure you have a same gender, 1/10 sponsor/camper ratio
- ◆ Sponsors are to be at least 18 years of age Youth camp sponsors are required to be 21 years of age or older Please note the main sponsor for the group must be 21 years of age or older unless they are the churches Youth/Children's Pastor/Director.
- ◆ Maximum number of campers per camp 600
- ◆ All adults attending BCBA for 3 or more nights while minors are present must have a copy of the **Criminal Background Check and Child Abuse Registry Check** and the **Child Protection Training Certificate of Completion** turned into BCBA.



**BCBA REGISTRATION FOR CAMP:** \_\_\_\_\_  
(Name of Camp attending)

**DATES OF CAMP:** \_\_\_\_\_

Do not leave anything blank! If your answer is "none," type/write in "N/A." This form must be completed for everyone.

**Camper Information**

Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Age \_\_\_\_\_

Birth Date \_\_\_ / \_\_\_ / \_\_\_ Grade Completed: \_\_\_ Home # (\_\_\_\_) \_\_\_ - \_\_\_\_\_ Mobile # (\_\_\_\_) \_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

**T-shirt size** \_\_\_\_\_ (please indicate if youth or adult size)

Name of Church/Group/Organization camper will be with: \_\_\_\_\_

Camper's Sponsor/Councilor Name (a person with the camper): \_\_\_\_\_

Cell phone number of Camper's Sponsor/Councilor: (\_\_\_\_) \_\_\_ - \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to Camper: \_\_\_\_\_

Primary Telephone # (\_\_\_\_) \_\_\_ - \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_ - \_\_\_\_\_ Mobile # (\_\_\_\_) \_\_\_ - \_\_\_\_\_

Physical Limitations (Asthma, Diabetes, Allergies, etc) and/or special instructions (Allergic to certain medications, food allergies, rare blood type, wear contacts, etc.) \_\_\_\_\_

Insurance Co. \_\_\_\_\_ (Please complete or Attach copy of card)

Group/Policy # \_\_\_\_\_ Ins. Co. Phone (\_\_\_\_) \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**Attach copy of immunization records Texas State Youth Camp Laws now require these records be attached for campers 18 years of age and younger.**

Please complete and attach the **Medicine Dispensing Form**. If no medicine, prescribed or over the counter, are taken please indicate this on the form.

**Parent/Guardian Information**

Name of Parent or Guardian \_\_\_\_\_ Relation to Camper \_\_\_\_\_

Primary Telephone # (\_\_\_\_) \_\_\_ - \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_ - \_\_\_\_\_ Mobile # (\_\_\_\_) \_\_\_ - \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_ Relation to Camper \_\_\_\_\_

Primary Telephone # (\_\_\_\_) \_\_\_ - \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_ - \_\_\_\_\_ Mobile # (\_\_\_\_) \_\_\_ - \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**PARENT/LEGAL GUARDIAN or ADULT SPONSOR SIGNATURE:**

X \_\_\_\_\_

**STUDENT FORM MEDICAL, SURGICAL AND OTHER REQUIRED WAIVERS**

I, \_\_\_\_\_, parent and/or legal guardian of \_\_\_\_\_, minor, hereby acknowledge that said minor is presently under my care, custody, and control. I give my child, the aforementioned minor, my express permission to attend Big Country Baptist Assembly (hereafter referred to as BCBA) between the dates listed above. I further expressly grant my permission for my child, the aforementioned minor, to participate in all activities of said camp with the following listed exceptions: \_\_\_\_\_

I have listed above said minor's physical conditions or medical problems that may need attention, and all medications regularly used by said minor. In the event there arises an emergency necessitating medical or surgical attention, I hereby consent and give my permission to BCBA, its representatives, my dependent child's Camp Sponsors, or any attending physician of the above stated dates to make such decisions and/or to perform such medical treatments upon my said minor dependent which may, in their sole discretion, be considered necessary.

Furthermore, I do release, acquit, discharge, and covenant to hold harmless the BCBA, it's representatives, or my dependent child's Camp Sponsors, or any attending physician of the above dates, from any and all actions, damages, or liabilities arising out of any injury or any sickness (or the treatment of any injury or any sickness) that occurs during my dependent minor's stay at BCBA. I also understand and agree that the local Shackelford County Court would be the point of venue should a legal dispute arise as a result of my child's stay at BCBA during the above dates.

I consent and give permission to the BCBA staff to inspect the bunkhouses for the safety and protection of all BCBA campers present. I give my full consent and permission to BCBA staff to use my child's photo for BCBA promotional purposes. I also consent and give permission for my child, at his/her own discretion, to participate in counseling sessions while attending BCBA.

I have read the BCBA Policies and Procedures and explained them to my minor child. We both understand that my child will be dismissed from camp and sent home without refund and at my expense if he/she does not adhere to these policies. Besides the sponsor listed above, I hereby authorize the following person(s) to pick up my child from the BCBA grounds:

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

**PARENT/LEGAL GUARDIAN or ADULT SPONSOR SIGNATURE:**

X \_\_\_\_\_

BCBA, P. O. Box 248, Lueders, Texas 79533 mailing address

BCBA, 201 FM 142, Lueders, TX 79533 physical address

**ADULT FORM MEDICAL, SURGICAL AND OTHER REQUIRED WAIVERS**

I, \_\_\_\_\_, hereby acknowledge and give my express permission to Big Country Baptist Assembly (hereafter referred to as BCBA) to attend to any medical needs that arise while I am on the BCBA camp grounds.

Furthermore, I do release, acquit, discharge, and covenant to hold harmless the BCBA; it's representatives, or any attending physician from any and all actions, damages, or liabilities arising out of any injury or any sickness (or the treatment of any injury or any sickness) that occurs during my stay at BCBA. I also understand and agree that the local Shackelford County Court would be the point of venue should a legal dispute arise as a result of my stay at BCBA.

I give my full consent and permission to BCBA staff to use my photo for BCBA promotional purposes.

I have read the BCBA Policies and Procedures. I understand I must adhere to these policies and procedures.

**SIGNATURE:**

X \_\_\_\_\_





# **2018 POLICIES & PROCEDURES for BCBA EVENTS**

(The following is considered to be part of the Big Country Baptist Assembly Reservation Agreement and MUST BE SIGNED by the Group Leader)

All Big Country Baptist Assembly campers must become familiar with the contents of this document. Many questions will be answered here. BCBA operates under an annual permit issued by the Texas Department of Health. We are required by state law to operate according to the requirements of the Texas Youth Camp Safety and Health Act, which these Policies and Procedure reflect. If BCBA fails to do so our State License could be revoked.

## **I. THE BCBA PURPOSE:**

- The purpose of Big Country Baptist Assembly is to establish, maintain, and operate a Christian campground wherein shall be provided a program of Biblical evangelism, discipleship, and missionary education. Also included are all other phases of Christian fellowship and wholesome recreation, and to engage in such other Christian and charitable objectives that may be authorized by the Executive Board and/or Assembly Board.

## **II. REGISTRATION PROCEDURES:**

- All campers and sponsors must have a **2018 BCBA Registration Form** completed and turned into the office or online forms completed. Campers will not be allowed to remain on the grounds without these completed forms, signed by a parent or legal guardian as required by law.
- All Adult sponsors/campers age 18 and over (except for 18+ year old youth campers) must provide a copy of the **Criminal Background Check and Child Abuse Registry Check** and the **Child Protection Training Certificate of Completion**. The documents must be turned in for each sponsor at registration. If these documents are not provided they will be run by BCBA at the church/sponsors expense. If you have concerns about a sponsor's documentation please contact BCBA prior to the start of camp to alleviate any questions at registration
- A **Criminal Background Check and Child Abuse Registry Check** shall be required for all children's worker positions. No one will be allowed to work with children who have been convicted of a crime involving misconduct with children or a crime resulting in a sex related criminal conviction. Youth camps shall not employ paid or unpaid staff members or volunteers at a youth camp, or permit any person to have unsupervised contact with campers other than their own children if the person has the following types of criminal convictions or deferred adjudications: a misdemeanor or felony under Texas Penal Code, Title 5 (Offenses Against the Person), Title 6 (Offenses Against the Family), Chapter 29 (Robbery) of Title 7, Chapter 43 (Public Indecency) or §42.072 (Stalking) of Title 9, §15.031 (Criminal Solicitation of a Minor) of Title 4, §38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or any like offense under the law of another state or under federal law. [Texas Department of Health rules and regulations 265.12 page 5 of 34]
- The **2018 BCBA Sponsor Approval Form** documents that all the adults present at BCBA while minors are present have successfully completed a State of Texas approved **Child Protection Training Course** and have had a recent **Criminal Background Check and Child Abuse Registry Check** done.
- A copy of the **Criminal Background Check and Child Abuse Registry Check** and the **Child Protection Training Certificate of Completion** must be turned in for each sponsor at registration. If these documents are not provided they will be run by BCBA at the church/sponsors expense. If you have concerns about a sponsor's documentation please contact BCBA prior to the start of camp to alleviate any questions at registration. The forms may be submitted online when completing the online registration. If you have submitted the forms online you will not need to bring copies

## **III. GENERAL CAMP POLICIES FOR ALL BCBA CAMPERS**

- **ADULT SUPERVISION IS REQUIRED AT ALL TIMES.** A ratio of 1 same sex BCBA approved sponsor to 10 BCBA campers is required at all times. **Please note the main sponsor for the group must be 21 years of age or older unless they are the churches Youth/Children's Pastor/Director.** Please also note that it is also a policy of BCBA that a **minimum of two Adult Sponsors** are required in any room when one or more minor(s) is (are) present.
- **DORMS/BUILDINGS:** All facilities should be left clean and in order to avoid a cleaning surcharge. Pick up all trash that cannot be vacuumed up. Make sure all personal items are taken with you. Such items are not the responsibility of BCBA. Do not try to enter any locked building. Males and females are not allowed in each other's sleeping quarters. Staff quarters are off limits to campers. **Rearranging bunks is prohibited.** Please don't iron clothes on carpet or mattresses. A **fee** may be imposed for any damage, including any new graffiti found upon your departure. **Only sealed food and drink items may be kept in the dorms or motels. Opened items are prohibited.**
- **CAMP PROGRAM:** All campers and sponsors are to attend worship services and other scheduled activities. Campers admitted to the First Aid's "Isolation Room" by the Camp Nurse are excluded from this camp policy.
- **CAMPFIRES:** Campfire sites are available for a fee. If you would like to schedule a campfire for your group, please request this before your arrival. Please understand that due to occasional fire restrictions and "burn bans" set by the local law enforcement, campfires may not be possible. BCBA staff will either start the fire for you or designate an individual for this job.
- **CONCESSION STAND/ICE:** The concession stand will operate during summer camps or large retreats upon request. The BCBA Executive Staff and the Camp Director will agree upon times of operation. Encourage campers not to fill up on candy and soft drinks. Do not request ICE at the dining hall or concession stand. **We do not fill ice chest during summer camp. If sufficient ice is available SPONSORS ONLY may obtain the ice from the ice-chest in the breezeway of the motel.** Cups of ice may be purchased during concession operating hours.
- **CONCESSIONS:** No group may sell food or refreshments.
- **CURFEW:** The Encampment curfew is midnight. Curfew for individual camps may be earlier but not later. The Camp Director will be responsible to enforce the curfew (Exceptions must be made with the Camp Director and Executive Staff in advance).



- **DAMAGES:** Users are responsible for any and all damages to the Encampment property. An excessive cleaning charge may be added for building/grounds if left in poor condition.
- **DEPARTURE:** Before a group departs from camp, a BCBA camp staff member and the leader from the renting group will complete a walk-thru. This walk-thru is necessary in order to insure that extra fees will not be assessed.
- **DINING HALL:** Due to **Texas Department of Health** regulations, only BCBA employees are allowed in the kitchen area of the dining hall. Shirt and shoes are to be worn in the dining hall. Campers should place trays, utensils, and cups on the bus carts. These items are NOT to be removed from the dining hall. Campers should clean their trash from tables. We ask that you please not linger at the tables in the dining hall. No food fights **are permitted**.
- **DRESS CODE MINIMUMS:** Christian ideals only. No cutoffs, halter, mesh (see through) tops, braless tops or half-tops allowed. Shorts are to be in keeping with the Christian lifestyle (modest). Any dress that is unbecoming (immodest) to the Christian lifestyle (vulgar logos, extremely tight clothes, etc.) is unacceptable. The **group leader** is responsible for enforcing dress regulations. Swimsuits may not be worn into the Dining Hall or Worship Center. NOTE: If a camper or sponsor's swimsuit is too revealing, they will be asked to wear a T-shirt over it. T-shirts used, as a cover up must be a dark color. Guys are not to wear white swim shorts. A towel "cover" is required for all who walk about the camp in a swimsuit. **Shoes are required at all times when outside. Each church is responsible for enforcing the following of this rule.**
- **DRIVING/PARKING/SPEED LIMIT:** Please do not drive vehicles beyond the confines of parking lot. **Do not park or drive on the grass** as it causes damage to the terrain and natural vegetation. Vehicles must remain parked once campers and equipment are unloaded. Speed limit is 10 mph. Pedestrians have the right of way.
- **EARLY DEPARTURE REFUND POLICY:** If a camper must leave before the 1st day is over, ½ of their BCBA Camper fee may be returned and ¼ of their camper fee if they leave the following day. Nothing will be returned to the camper if they must leave early on any other day of camp.
- **ELECTRONIC DEVICES:** Please do not bring CD players, cell phones, iPods, computers, or electronic devices of any type, unless they are to be used as part of your worship. **Each church is responsible for enforcing the following of this rule. BCBA is not responsible for electronic items of any type; which may be brought to camp. If items are damaged/stolen etc. it is the sole responsibility of the owner of such item.**
- **ENERGY CONSERVATION:** Turn off lights in any facility not in use. Keep doors and windows closed. Turn off A/C and lights upon departure.
- **FIRE/FIRE EXTINGUISHERS:** In case of fire, VACATE BUILDING IMMEDIATELY! Do not maliciously tamper with fire extinguishers. Discharged fire extinguishers are to be reported immediately to BCBA Staff to insure alternate fire protection may be provided and refilling fees be assigned to the parties involved.
- **FOOD/SNACKS:** Only sealed food or drinks will be allowed in the dorms/motels. Our daily staff clean-up crews will collect all open/unsealed food and drinks found in the dorms on a daily basis. All snack items must be prepackaged. Please do not bring food or drinks into the Chapel or the Multi-Purpose Facility. Any open item, food or drink, will attract rodents and insects especially in the sleeping areas. A fee may be assessed for disregarding this rule. Use the trashcans for all your garbage.
- **FORGOTTEN ITEMS:** Bibles, articles of clothing, bedding items, etc. left behind will be kept for a period of 30 days. It is suggested that you label your belongings. Items returned to you by mail will **be at owner's expense**.
- **GIFT SHOP:** Times of operation will be posted. Purchases are non-refundable. All sales include tax.
- **GOLF CARTS/ATVS:** Any person/group bringing golf carts/ATVs either personally owned, rented, borrowed will abide by the following rules. No driving on sidewalks, no excessive driving on grass, no excessive speeds (posted speed limit is 10 mph). All passengers must be seated on the available seating areas. No parking on grass. Pedestrians have the right of way. Any accidents/costs will be solely at owners expense. A form must be completed with the BCBA office before the operation of any golf cart/ATVs will be allowed.
- **IDENTIFICATION:** All Sponsors and camp staff must wear some form of identification as prescribed by the Executive Staff.
- **IN CASE OF EMERGENCY:** Emergency messages will be delivered to the Camp Director. Personal messages will be delivered at mealtimes or given to the Camp Director as accumulated.
- **INSURANCE:** BCBA carries **camper insurance**. There are limits in this coverage, and this policy should be considered a supplementary policy to campers' family accident coverage and church insurance policy.
- **"JUNIOR SPONSORS":** For the children's camps (ages 6-12), it is OK to bring "Junior (Ages 16 & 17) Sponsors", but since they are minors, the State of Texas will not allow you to count them as part of your required 1-10 (camper to sponsor) ratio. Also, all "Junior Sponsors" that are not at least 16 years of age must be accompanied by at least one parent or legal guardian for the duration of the event.
- **LEAVING/VISITORS:** This Encampment operates as a closed campus during summer camps. Anyone leaving the campgrounds must have permission from the Camp Director. All campers leaving BCBA must sign out with the nurse at the First Aid Station. The campers must bring their sponsor with them when signing out. All campers must sign in with the nurse at the First Aid Station upon their return to BCBA. Minors will not be allowed to leave the camp with anyone except the group leader or guardians that brought them unless specified on their BCBA Camper Registration Form. **All Visitors must register at the office as soon as they arrive**, pay all the requested fees, and their presence must be approved by the Camp Director. Visitors not directly involved in the program of the camp are discouraged from coming to the camp.

- **LINENS/TOWELS/KEYS:** In the Dorms and the Motel Bunk Rooms, each camper will furnish their own twin size bedding, pillow, towels, and soap. In the Adult Conference Center (ACC) Motel Rooms with queen size beds, these items are provided. If you are staying in a private motel room, keys will be issued upon arrival. At the end of your retreat, **the group leader is responsible to collect all keys and return them to the office.**
- **MEAL SERVICE:** Meals are served buffet style, so prompt arrival to the Dining Hall is suggested. Seconds are available after everyone has been through the line until all the food is gone or the scheduled mealtime is over. Please insure that each person in your group arrives on schedule. **If you have dietary needs; please notify BCBA a minimum of two (2) weeks before arrival.**
- **MEDICATIONS/FIRST AID:** ALL medications (including sponsors medications) must be deposited with the Camp Nurse and will be dispensed per prescription from the First Aid Station. The Executive Staff only may grant exceptions. A sponsor must accompany campers going to the First Aid Station for any reason. The Camp Nurse must follow Standing Orders issued by the Physician on call. Do not ask them to deviate from these without a Family Physician's written order.
- **OFF LIMITS AREAS:** The following areas are "off limits" to campers and sponsors: Maintenance Barn/Shop/Shed and all maintenance vehicles, BCBA Staff Residences, Storage facilities, all BCBA equipment, and the river, Slide Pond, Rec Pond, and Pool (unless BCBA Lifeguards are scheduled to be at these locations). ALL SCHEDULED RECREATIONAL areas are considered off-limits to all campers when not in scheduled use.
- **PAYMENT:** Payment of fees in full is expected BEFORE that particular camp may enter their facilities and begin their program.
- **POSTING SIGNS, POSTERS, ETC:** Signs, posters, etc. may only be affixed to any painted surfaces using an approved 14-day tape (Painters Tape). This includes doors and walls (inside and outside). Use of nails and thumbtacks are prohibited. **Please remove all posted material before your group departs the camp.**
- **PUBLIC DISPLAYS OF AFFECTION:** The highest Christian standards of moral conduct are required while at camp. Physical contact with the intent to sexually stimulate is prohibited unless legally married in private, locked quarters. This includes, but is not limited to, holding hands, frontal hugs, kissing, massaging, etc. These are considered very serious distractions and will likely hinder the focus of many campers.
- **QUIET HOURS:** Control noise after sunset and around meeting room facilities in order to respect the privacy and quiet of other groups having Bible study or worship. NO outdoor amplification after 10:00 PM.
- **RECREATION ITEMS:** Items such as motor scooters, motorcycles, rollerblades, or skateboards are prohibited.
- **REMOTE AREAS:** Do not allow campers to explore remote parts of the Encampment, especially after dark. Do not cross fence lines, the river, or the highway for any reason.
- **RESTRICTIONS:** No gambling, alcoholic beverages, tobacco of any form, narcotics, or illegal drugs of any kind are permitted on the campgrounds. The Encampment, including outdoors, is designated as a NON-SMOKING AREA. Fireworks or firearms are not allowed. Dancing that could be considered secular is a distraction and is therefore prohibited. Any activity, which could be construed as questionable, must receive prior approval from the Executive Staff.
- **SPONSOR/CAMPER RATIO:** The minimum sponsor ratio for children or youth group is ONE sponsor per TEN students of the same gender. This ratio is to be maintained during any and all activities on BCBA campground. Sponsors must be at least 18 years of age (21 years of age for Youth Camps). "Junior" (under-aged) sponsors are not recognized by the Health Department or BCBA as a part of the required 1/10 ratio. **Please note the main sponsor for the group must be 21 years of age or older unless they are the churches Youth/Children's Pastor/Director.**
- **SUPERVISION:** Camp Directors, Leaders, and Sponsors are responsible for the enforcement of all rules and policies, and the supervision of their groups at all times.
- **SWIMMING:** Certified lifeguards will be provided by BCBA at the pool, the "REC" pond, and at the canoes at the agreed to times. All groups using the pool or waterfronts, must be accompanied by one sponsor, for every ten children or youth. Swimming and wading in the Clearfork of the Brazos River or in the Rec Pond is prohibited except in the case of an organized recreational activity (must receive prior approval). Lifejackets MUST be worn while canoeing or participating in a recreational activity on the Rec Pond or Slide Pond.
- **VIOLATION OF RULES:** Violation of Encampment Policies and Guidelines may result in expulsion from the camp with no refund of any fees paid. Full payment will still be expected.
- **WATER BALLOONS, ETC:** Water balloons, water pistols, shaving cream fights, pillow fights, or "toilet papering" are prohibited! DO NOT bring these items to camp. Also there will be no silly string in/around buildings. Silly string may be used **outside only**. Camps who wish to have an organized activity MUST get prior approval from the Executive Staff before the start of the camp.

## IV. BCBA CHALLENGE COURSE POLICIES

- **DEFINITION:** The Challenge Course provides groups with the opportunity for the development of leadership and cooperation skills through experiential activities. The Challenge Course is designed as a "fun" and safe experience to explore issues of group interaction and personal acceptance of risk.
- **SCHEDULING:** (Offseason) The Challenge Course is to be reserved through the Big Country Baptist Assembly Staff and is available upon request for the non-summer months. (Summer Camps) The Challenge Course is available for all summer campers that are of at least 12 years of age.

- **OPERATION:** The Big Country Baptist Assembly Staff shall develop operational procedures and standards in accordance with this policy. The Big Country Baptist Assembly Staff will be responsible for developing, reviewing, and updating a Challenge Course Operations Manual, which addresses Challenge Course standards and goals, administrative requirements, safety practices, facilitator standards, element procedures, emergency procedures, and inspections.
- **FACILITATION:** Facilitation of the Challenge Course is limited only to individuals who have completed training approved by the proper certification facilities and that meet the requirements of the Big Country Baptist Assembly Staff. The Big Country Baptist Staff shall be responsible for reviewing and evaluating Challenge Course facilitation and renewing access privileges for facilitators.
- **MAINTENANCE/INSPECTION:** Prior to any use of the challenge course, the facilitator will inspect the element, equipment, and surrounding environment for any potential hazard. The Big Country Baptist Assembly Staff shall be responsible for routine maintenance of the Challenge Course and, in conjunction with the certification manual, prepare repair and replacements. That inspection will check for wear and tear, vandalism, environmental hazards, etc. Easily corrected problems will be corrected; other problems and/or concerns will be reported to the supervisor in charge of the course. Any potentially hazardous element will not be utilized until all related problems and/or concerns have been corrected. A representative from the approved certification facility will conduct an annual safety review.

## V. BCBA PAINTBALL COURSE POLICIES

- **DEFINITION:** The Paintball Course provides groups with exciting recreational opportunities to work together as teams in order to complete objectives. The Paintball Course was designed as a fun and safe experience when the guidelines are followed:
- **SCHEDULING:** (Offseason) The Paintball Course is to be reserved through the Big Country Baptist Assembly Staff and is available upon request for the non-summer months. (Summer Camps) The Paintball Course is available for all summer campers that are of at least 12 years of age.
- **OPERATION:** The Big Country Baptist Assembly Staff shall develop operational procedures and standards in accordance with this policy. The Big Country Baptist Assembly Staff will be responsible for developing, reviewing, and updating a Paintball Course Operations Manual, which addresses Paintball Course standards and goals, administrative requirements, safety practices, facilitator standards, element procedures, emergency procedures, and inspections.
- **FACILITATION:** Facilitation of the Paintball Course is limited only to the Big Country Baptist Assembly Staff. The Big Country Baptist Assembly Staff shall be responsible for reviewing and evaluating Paintball Course facilitation and renewing access privileges for facilitators.
- **MAINTENANCE/INSPECTION:** Prior to any use of the paintball course, the BCBA Facilitator will inspect the field, equipment, and surrounding environment for any potential hazard.

## VI. TEXAS CHILD PROTECTION DEFINITION AND LAWS

**DEFINITION** (of child abuse or neglect as defined by the Texas Family Code): **CHILD ABUSE** is defined to include acts or omissions, which cause or permit:

- Mental or emotional injury to a child.
- Physical injury or threat of physical injury to a child.
- Failure to make reasonable efforts to prevent action by another person that results in physical injury to a child.
- Sexual contact with a child.
- Failure to make reasonable efforts to prevent sexual contact with or in the presence of a child.

**NEGLECT** includes:

- Leaving a child in a situation where the child would be exposed to a substantial risk of harm.
- Requiring the child to use judgment or take actions beyond the child's level of maturity, physical condition or mental abilities.
- Failure to obtain medical care for a child.
- Failure to provide a child with food, clothing or shelter necessary to sustain the life or health of the child.

**SEXUAL MISCONDUCT:**

- Sexual misconduct claims include all crimes involving sexual conduct under the age of 18. This includes indecent exposure, indecency with a child and sexual assault including rape. This also includes conduct that may not violate a penal statute but is still sexually oriented such as sexual harassment and sexual suggestion. If agents of the church commit this conduct, either employed or volunteer, claims are often made against the individual and the church.

## VII. DUTY TO REPORT: THE TEXAS REPORTING STATUTE

- Any person who learns of or has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect (refer to Sec. VI) by any person must report this to a local or state law enforcement agency or the Texas Department of Protective and Regulatory Services.
- An oral report must be made immediately upon learning of the abuse or neglect or the likelihood of abuse or neglect. A written report (4) must be made within five days to the same agency or department.
- The report shall be non-accusatory, meaning the identity of the victim of the abuse or neglect must be identified but the person making the report is not required to speculate as to the person who committed the abuse or neglect.

- **LIABILITY FOR FAILURE TO REPORT:** A person failing to report child abuse or neglect commits a Class B Misdemeanor punishable by fines up to \$1000 and/or confinement for up to 180 days. Additionally, a person who is the victim of child abuse and his or her family may bring a civil claim against the church and/or its agent (the person who failed to report the crime) as required by law.
- **IMMUNITY:** A person making a report or assisting in the investigation of a report of child abuse or neglect is immune from liability, either civil or criminal, that might be incurred. This means that a person who reports child abuse and is later sued by any of the parties including the parents of the child or the accused perpetrator of the crime, can defend themselves on the basis that their actions were absolutely protected by this immunity statute and the reporter should not be liable for damages relating to the reporting.
- **CLERGY PRIVILEGE:** The Texas Rules of Civil and Criminal Evidence provides that communications between clergy and an individual consulting with him or her for the purpose of seeking spiritual advise in the clergy's professional capacity is considered privileged. There is however, an express exception which provides that the privilege disappears in the event the clergy member learns of child abuse or neglect, and the clergy is required to report the information to authorities under the child abuse-reporting statute.

I have read the 2018 BCBA Policies and Procedures. My signature below confirms that: (1) I fully understand this document in its entirety, (2) I agree to abide by all of the rules listed herein, (3) I have gone over this document with all of the campers in my group, (4) I will do all that I can to help the BCBA staff enforce the 2018 BCBA Policies and Procedures, (5) If I or anyone in my group are requested to leave the campgrounds by the BCBA Executive Staff or its representative for a violation of any part of this document or for any reason, I will peacefully and fully cooperate.

Group Leader X \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Church/Group: \_\_\_\_\_