

Camp Onaway

Cabin Leader Manual

...an Adventure in Leadership!

The Boys' & Girls' Brigade Camp Onaway

Being a Cabin Leader... an adventure in leadership!

You have been given the responsibility of being a Cabin Leader at Camp Onaway this summer. The following information should help you to have a successful "adventure in leadership." This Cabin Leader assignment may be your first experience at leading other young people... but relax...it can and will be an enjoyable experience, if you remember that you and your cabin members are a team working together both at work and at play.

Here are some ideas for you to think about as you prepare to be a Cabin Leader... trying to do your very best all of the time.

1. You are a leader, not a "boss." Lead by setting a good example for your campers to follow. Do your fair share of the work along with your campers, but don't feel you have to do it all. Help them understand the importance of working and playing together as a team. Remember they have feelings too, just like you, so be considerate when assigning work to be done. Use the magic words 'please and thank you.' That's part of the language of friendship and leadership.
2. Try to keep your cabin in reasonable good order at all times, it makes it a lot easier to clean up for cabin inspection if ALL cabin members help by keeping their own area picked up during the day.
3. There is no reason to bully or threaten anyone physically or verbally. Be kind in your relationship with all campers, including your cabin members.
4. Zero tolerance for hazing. Hazing is defined as an act or acts that make fun of, scare, tease or belittle another person. Hazing will simply not be tolerated, anyone involved in hazing of any kind may be sent home from camp.
5. If you have a sick or unhappy camper (including homesickness), tell your Tribal Advisor or Camp Director immediately so they can help you correct the problem. These things happen, do not take them personally. Any problem that

you would like help with, particularly problems of discipline in your cabin, should be brought to the attention of your Tribal Advisor or Camp Director.

6. Cleanliness is very important, it is a matter of good health. Remind each of your campers to wash with soap and water regularly, especially after using the bathroom. A swim in the lake is refreshing but it does not take the place of a good warm daily shower. Clean clothes are as important as a clean body. Dirty clothes may be washed by hand if necessary, especially near the end of the week when the supply of clean clothes might run low.
7. A good Cabin Leader uses common sense and encourages cabin members to do the same.
8. Each night just before Taps, it will be the Cabin Leader's responsibility to have all cabin members quiet and to then read the thought for the night. After that, Taps will sound and all must be quiet until Reveille in the morning.
9. Take good care of your cabin!
 - A. Open and close the door and windows gently.
 - B. Take care of your beds and mattresses. They are for sleeping on, not bouncing on.
 - C. Do not in any way deface your cabin by writing or carving anything, this WILL get you sent home from camp. Please inform your campers about the importance of all of us taking care of our camp so that it will be available to serve those who come after us, just as it meets our needs today.

Good luck with your adventure, and remember that all of your leaders at camp are there to help you enjoy this experience and to assist you in whatever way they can. Please don't hesitate to ask for help or guidance, and always remember "my own self, at my very best, all the time."

Cabin Inspection

1. Camper uniform will be shirt, shoes, pants or shorts. The general appearance of the camper must be good; hair combed, teeth brushed, hands and face clean, clothing clean and dry.
2. Beds must be in line from front to rear and side to side of the cabin. Beds shall be neatly made with sleeping bags, blankets, sheets, pillow and mattresses free of sand. Sleeping bags shall be flat on the beds.
3. Shoes must be placed at the foot of each bed, toes facing out from under the beds, laces tied.
4. Cobwebs must be removed from inside and outside of the cabin daily.
5. Floors must be swept clean.
6. Boxes, suitcases, duffle bags, etc., must be neatly placed under the beds. The contents must be neat and ready for inspection. Wet clothing and towels must be hung neatly on the cabin's clothesline, secured with at least one clothes pin. Dirty, dry clothes must be placed in some sort of laundry bag and kept neatly inside suitcases or duffel bags.
7. All clothes on hangers must be buttoned, zipped or tied. Any clothing not on hangers must be kept in suitcases or duffel bags unless wet or dirty as stated above.
8. All cabin windows must be fully open in favorable weather, $\frac{3}{4}$ open in rainy weather.
9. The grounds immediately surrounding the cabin must be policed for paper and other unnatural items which should not be on the ground.
10. All surfaces inside the cabin, including shelves and the lamp shade, must be free of dirt and dusted daily and the window in the door should be clean.
11. Items placed on cabin shelves must appear orderly.

Daily Cabin Scores

These are the points that your cabin is working to earn each day.

<u>Item</u>	<u>Maximum Score</u>
Quiet after Taps	25 points
Table and dishes	50 points - (25 points per indoor meal)
Performance of detail	25 points
Cabin Inspection	25 points - personal hygiene <u>25 points- building and grounds</u>
Total possible most days	150 points

Mess Hall

Common Sense and Table Manners

1. Campers will be seated at table number corresponding to cabin number.
2. Dry clothing, shoes and name tags must be worn while in the mess hall - no swim suits!
3. Upon entering the mess hall, be quiet and stand behind your chair with folded arms until after grace when the command "seats" is given.
4. Observe common courtesy in your table manners.
5. Remember the magic words please and thank you.
6. Do not begin cleaning your table after the meal until everyone has completed eating and you have been told to do so by the Camp Director.
7. Do not leave the mess hall after a meal until your share of the work is done and you have been dismissed by your Cabin Leader, Chief or Assistant.

Tournament Information

There will be singles and doubles tournaments in several sports & games.

A camper who plays in singles cannot play in doubles of the same sport.

Every camper must participate in at least one tournament.

No one can enter a second tournament until everyone in the tribe has entered at least one tournament. No one can enter a third tournament until everyone in the tribe has entered at least two tournaments.

1st, 2nd and 3rd rounds should be low point, single games.

4th and 5th rounds should be high point, 2 out of 3 games.

The rules for several tournaments can be found on the east wall inside the Rec Hall. These are the official camp rules for use at Onaway.

Tournaments must be played during your free time. If you have a tournament to play, find your opponent and play the game before you start free time activities.

Awards will be presented to the champs.

Regulations Governing the Mess Hall

1. Campers will sit by cabins in the Mess Hall for all indoor meals. The tables will be numbered corresponding to cabin numbers.
2. When you have finished eating, each cabin will be responsible to:
 - A. Take all requested items back to the serving counter.
 - B. Put all trash in the trash cans in the mess hall.
 - C. Thoroughly scrape all dishes and silverware as clean as possible, then wipe them clean with your napkins - **NO NEW NAPKINS SHOULD BE USED!** The leader at your table should check the dishes and silverware **BEFORE** they are taken to the counter near the dishwasher.

- D. Dirty tables and chairs should be cleaned with warm, soapy water and the floor under your table should be swept.
- E. Sugar, salt and pepper containers will be wiped clean after each meal.
- F. Napkin holders should be filled and wiped clean and re-set in the center of the table.

A perfect table will net your cabin and tribe 25 points!

3. Each tribe, according to the schedule, must have 3 people from each cabin remain in the mess hall under supervision of the Chief or Assistant Chief to do the following:

- Dry all dishes.
- Return all extra dishes to the appropriate shelves.
- Set the tables with plates, cups, silverware, a spatula and serving spoons.
- Wipe off the milk machine. Be sure the tray and towel are clean and fresh.
- Empty the pails of water used for table clean-up, ring out and stack rags used for table clean-up and wipe off the counter tops where the pails are kept.
- Straighten and wipe off shelves containing napkins, dishes, etc. Check supplies for the next meal, see Chore Staff for needed supplies.
- Sweep entire floor (except under tables.)
- Mop up any wet areas, especially near the dishwasher, with a "wet mop" which can be found in the closet nearest the dishwasher.
- Clean out the slop sink and clean and straighten the counter and shelves around it. This sink is to the right of the main kitchen serving window.
- Return wet towels to the kitchen.
- Make sure brooms and dustpans get placed back in their proper areas inside each of the 4 closet doors in the mess hall.
- Additional jobs the mess hall leader may ask you to do to prepare for the next mess hall meal.

In order to do the dishes in the minimum amount of time with maximum efficiency, everyone in the mess hall must work hard to get the job done together. **TEAMWORK WORKS!**

A perfect mess hall detail will net your tribe 50 points!