



# **Group Leader Planning Guide**



## **GUIDELINES FOR THE GROUP LEADER**

### **2 Months Prior to camp out**

1. Mail out information on camp-out including, but not limited to:
  - a. Dates and location
  - b. Registration Deadline and that you MUST register by the deadline or you can not attend the camp-out
  - c. Camping fee
  - d. Registration form
  - e. Date when more information will be mailed out
  - f. State you will send out a confirmation postcard or email (which ever you prefer) stating you have received the registration
2. As Dad's register, send out a confirmation post card so they know you have them
3. Communicate with chiefs that it is helpful if they keep record also of who is planning to attend.
4. Stress the importance with front desk on proper procedures for handling registrations.

### **One Month Prior to**

1. **Resend the Letter those who have not registered (might put 2<sup>nd</sup> chance on it)**
2. Communicate with chiefs as to who you have registered thus far. Let them know they are responsible for knowing how many are registered and who.

### **2 weeks prior**

1. Resend the letter to those who have not registered. (Might put 3rd chance on it)
2. Send out camp rules to everyone, stressing the importance to respect them. Put in large print—camp does not open until 5 pm and that they will not be allowed to the cabin area.
3. Communicate with chiefs as to who you have registered thus far. Let them know they are responsible for knowing how many are registered and who.

### **Monday 1 week Prior to arrival**

1. A Camp Classen Director will call you for your numbers
2. Communicate and questions.
3. Please make your cabin assignments before arriving at Camp. It is helpful if you prepare a packet for each Dad and hand them out as they arrive. Include general rules, cabin assignments, meal rotations, clean up duties, activity times, etc.

### **Check-In**

1. The group leader should arrive a minimum of one hour before his/her group. Set up your registration materials in Griffith Lodge. Coordinate your schedules with the Weekend Camp Host.
2. Please stay at Griffith Lodge until all of your campers has arrived.
4. Distribute your program materials, schedules, etc.
5. Pick up an evaluation form from the Weekend Camp Host.

### **Check-Out & Cabin Clean-Up Policy**

In order to insure cabin cleanliness, Camp Classen has the following procedures for weekend check-out:

1. Upon arrival, you will receive a list of items that will be checked at each cabin before check- out Sunday morning.
2. Campers will receive a weekend evaluation form at breakfast on Sunday morning.
3. All weekend participants must be checked out of their cabin by noon Sunday. Campers, however, may remain on Camp property to fish, ride, etc. until 1 p.m. at which time the front gate will be locked.
4. Check-out will be done as follows:  
When a cabin group is ready to leave their cabin, the groups Program Director and Camp's Weekend Host will walk through the cabin, check for cleanliness, etc. The cabin group is then free to leave the cabin.
5. If a cabin group should leave without checking out with both the Program Director and Weekend Host, the Program Director will be responsible for the cabins' cleanliness.
6. The camp gate will be closed and locked at 1 p.m. Sunday.

Any Questions? Call (580)369-2272 or (405)297-7740.



## CAMP USE GUIDELINES

**YMCA Mission Statement—To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.**

**Accident Insurance** Is NOT INCLUDED IN THE CAMP FEE. All groups using camp are require to have adequate accident insurance for the period of time in camp. In case of accident, please complete an accident report with your Camp Host.

### **Parking**

- Everyone is required to park in the designated parking lots.
- There is absolutely **no parking along the road to the cabins and dining hall.**
- Tow trucks will be called to move vehicles at your cost.

### **Alcohol**

The YMCA takes a no tolerance stance against the consumption or possession of alcohol while on YMCA premises. You will be asked to leave if you are caught with alcohol.

### **Campfires**

- No cutting/chopping down trees – dead or alive!! (*Minimum of \$50 fine*)
- Fires in fire pits/rings ONLY! (*Minimum \$50 fine for creating a new burn scar*)
- NO TRASH, AERESOL CANS, EXPLOSIVES, COMBUSTIBLES IN CAMPFIRES! (*Minimum \$100 fine for putting contraband in fires*)
- **Council fires shall be no larger than 8 ft. high and 8 ft. in diameter.**
- Contact information for local firewood vendors can be provided via Camp Classen staff.

### **Tents**

Tent camping is not allowed under any circumstances at YMCA Camp Classen due to numerous gas, water and electrical lines running under ground to preserve our facility.

### **Beds/Tables**

- No moving beds out of cabins. (Minimum \$50 fine per bed moved.)
- Tables and chairs not to be removed from the dining hall. (Minimum \$50 fine per table/chair moved.)

#### Horseback

- It is imperative that you **are at your designated departure point 5-10 minutes early.**
- **ALL riders must wear:**
  1. **Helmets (provided)**
  2. **Long pants that go to your ankles** (sweatpants provided)
  3. **Closed toed shoes** (no sandals)

#### Waterfront

- No **swimming/boating** without certified lifeguards on duty. (1:10 for swimming/boating and 1:25 for boating.)
- No **fishing** in or around swimming areas. Do not fish from swimming dock.
- **EVERYONE must wear a properly secured lifejacket** at all times while boating.
- Adult must be present in all boats/canoes.
- Limit 3 people per canoe.
- Limit 5 people per rowboat.

#### Graffiti

**\$50 fine per occurrence + \$20/hr for labor.**

#### Fireworks/ Firearms

Fireworks or firearms of any type are not allowed at camp.

#### The Bell

- The bell is to be used for 2 purposes:
  - 1) To call people to meals
  - 2) To alert people to emergencies.
- If you hear the bell ring for 1 solid minute or more, come to the dining hall immediately for further details.
- Please do not allow children to ring the bell.

#### Miscellaneous

- No digging holes
- No silly string
- No sidewalk chalk
- **Water balloons not allowed in cabin area (all pieces must be picked up if used elsewhere)**
- **Cabin decorations should not damage facilities.**
- Pets are not allowed **at camp.**

Main Camp Usage Chart

Dates \_\_\_\_\_

**CURRENT MAIN CAMP CAPACITY 342**

<b>Cabin</b>	<b>Capacity</b>	<b>Group</b>
Activity Center B1	10	
Activity Center B3	10	
Activity Center B5	12	
Activity Center Center Room	NO BEDS	
Activity Center G2	10	
Activity Center G4	10	
Activity Center G6	12	
Anthony	10	
Avey	10	
Baird	10	
Board Room	12	
Bragg	10	
Browne	10	
Buttram	10	
Clements	10	
Davis L Longhouse	14	
Davis R Longhouse	14	
Earp	10	
Everest	10	
Fain	10	
Faris	10	
Heidbrink	10	
Laughlin	10	
Peck	10	
Poor Boy	10	
Pritchard	10	
Ricks L Longhouse	12	
Ricks R Longhouse	12	
Rose	10	
S-G H L Longhouse	12	
S-G H R Longhouse	12	
Smith	10	
Sohlberg	10	



# **CONFERENCE CAMPING EMERGENCY & SAFETY PROCEDURES**

The Crisis Team will be comprised of the following:

Conference Camping Director – Lyn Cooper  
Office – 580-369-2272x7058  
Cell-405-570-7057

OR Ryan Culby –ODS Director  
Office – 580-369-2272x7064  
Cell- 580-369-0282

Summer Camp Directors – Melissa Mears  
Office --580-369-2272x7069  
Home – 580-369-3696  
Cell – 580-369-1442

Marieke Culby  
Office 580-369-2272 ext 1055  
Cell 580-369-0285

Executive Director- Rick Burris  
Home-580-369-3580  
Cell – 405-659-3652

Property Manager – Rick Warren  
Maintenance Office – 580-369-2218  
Cell – 405-409-7951

Group Leader

## **EMERGENCY NUMBERS TO BE POSTED BY PHONES:**

### **WE HAVE 911**

Camp Classen YMCA (Main Camp Office)	580-369-2272
OR	405-297-7740
Rick Burris (Executive Director)	580-369-3580 Home
Rick Warren (Property Manager)	580-369-2125 Home
Main Camp Kitchen	580-369-2011
89er Kitchen	580-369-5276
Davis Police	580-369-2323
Davis Fire Department	580-369-2121
Sulphur Ambulance	580-622-3300
Sulphur Sheriff	580-369-5144
Oklahoma Poison Control Center	800-522-4611
Main Camp Infirmary	580-369-2487

**Written procedures can never replace mature decision-making. Staff is encouraged to exercise good judgment at all times. An emergency or accident can be lessened by such action.**

In the event of a major crisis at Camp Classen, the following procedures will be followed:

1. Notify a crisis team member immediately by either stopping at the office, ringing the bell continuously, or contacting them on a radio. Notify them in the following order:
  - Camping and Conference Director/ Program Director
  - Group Leader
  - Property Manager

**If medical attention is needed, contact EMS first,  
then follow normal lines of communication.**

2. If the bell is rung continuously or car horn is sounded continuously, all campers and staff will report to the Dining Hall, enter and sit quietly with their cabin group.
3. Everyone will meet at the Dining Hall and get a head count and TAKE ROLL of campers and staff. NO ONE except Crisis Team members should be sent to the site of the accident.
4. Crisis Team member in charge will coordinate the following:
  - A. Notification of the proper authorities.
  - B. Notification of parents/guardians of campers and staff if applicable
  - C. Sending someone to I-35 Bridge to meet authorities.
  - D. Administering immediate first aid if needed.
  - E. Coordinate search and/or rescue if needed.
5. Witnesses should be kept separate from all campers and staff (except Crisis Team Members), and should record on paper everything they witnessed.
6. The ONLY spokesperson for camp (in the event of media, onlookers, etc) is the Executive Director.

### FIRE

1. Clear all campers and staff from the area and take them to the Dining Hall. Take roll.
2. Notify local fire department. 911
3. Notify Property Manager—Rick Warren
3. Crisis team meets at the bell.
4. Counselors assemble all campers in the dining hall sitting in cabin groups at their assigned tables. At Main Camp, if the fire is in the dining hall, assemble in activity center sitting in cabin groups. At 89er Village, meet at the dining hall or if the dining hall is on fire meet at the parking lot. At Collings Ranch, meet at dining hall or if the dining hall is on fire, at the arena.
5. Take attendance of all campers and staff, calm the children and lead songs.

6. Office Manager will cover phone calls and notify Executive Director—Rick Burris.
7. Nurse will remain in infirmary unless medical attention is needed elsewhere, or the fire is in proximity of the infirmary.
8. All campers will remain in assembled area until directed otherwise.

### TORNADO

1. Directors will stay informed of possible severe local weather conditions through the National Weather Service and radio broadcasts.
  - a. Counselors will be kept informed if there is a tornado watch or severe weather in area.
  - b. If told to return to cabins at Main Camp and 89er Village, open windows, instruct campers to move under the beds with mattress and pillows pulled from the beds.
4. If it is decided by the camp administration, the weather reports that a tornado is imminent, or you hear the Davis tornado siren go off, all staff and campers will follow directions from #3 and pull the mattresses and pillows over them.
5. If caught on the trail or away from camp, you are to seek immediate cover.
6. The Director will give the order to resume the normal schedule.

### FLOODING

1. Though severe flooding is not likely, the creeks may rise suddenly making areas impassable. In this event, campers and staff are to stay away from swollen creeks.
2. If evacuation from area is necessary, the Director will determine evacuation methods.
3. The first people served will be those in the most danger.
4. **Do not cross the 89er bridge if water is running over it.**

### NEAR-DROWNINGS / DROWNINGS

1. The Waterfront staff member or certified lifeguard in charge is to clear the waterfront of all campers.
2. A staff member will be sent to alert EMS first and then the Director.
3. Staff at the scene, under the direction of the Waterfront Staff, will administer first aid as necessary.
- c. The Camping and Conference Director will notify the Executive Director.

### LOST / MISSING / RUNAWAY PERSONS

1. “An ounce of prevention is worth a pound of cure” is the best way to prevent this! Parents shall know **at all times** the whereabouts of their children.
2. Any camper missing at recognized gathering times such as meals, evening activities, etc should be sought for in the following manner as appropriately and as quickly as possible:
  - a. Notify the Crisis Team of the situation.
  - b. At the parent’s discretion, he or she and the cabin group should check the likely places where the camper is rumored to have gone, frequents, etc.
  - c. Routine stops should be made at, restrooms, dining hall, shower house, cabin, etc.
  - d. Question the waterfront staff if camper has/had been seen.
3. If camper is still not found, then all “free” staff will be called to the camp office or some other location to begin a thorough on-camp search. Simultaneously, camp vehicles will be used for an off-camp search.
4. Camp vehicles include boats, and a shore search will also be made.

5. While camp vehicles are looking, the decision will be made by the Camping and Conference Director to notify the Sheriff's office.

This is the procedure for a "lost camper." It is best that the "whole" camp and especially the campers not be made aware of any potential missing person, unless it is believed that they would be of assistance in finding the person.

**ALWAYS GET HEAD COUNTS AND TAKE ROLL BEFORE DURING,  
AND AFTER EVERY ACTIVITY, EVENT, MEAL, ETC.**

### **VISITORS**

1. All visitors are required to check in at the camp office located at Griffith Lodge. It is the responsibility of all staff members to direct visitors to the office. Anytime a staff member comes in contact with someone he or she does not recognize, the staff members should introduce him or herself and ask if he or she can be of any assistance. At that time if the person is a visitor, he or she should be directed to the office.
2. When a visitor checks in at the office, it is the responsibility of any Director to assist them.
3. The Director will inform the visitor of an appropriate time to tour the facility. We do not give tours of the facility to visitors during camp sessions unless prior arrangements are made.
4. At no time should a visitor be allowed to travel anywhere on the camp unsupervised.

### **INTRUDERS**

1. In the event that there is an intruder on property, the first action to be taken is to move campers to a safe location.
2. Notify Crisis Team of intruder.
3. Crisis Team will then locate and attempt to isolate the intruder. A prior designated person will contact the Murray County Sheriffs Department to report the intruder.
4. Using sound judgment and insuring the safety of the members of the Crisis Team, the intruder will be isolated and turned over to the proper authorities when they arrive.

### **TERRORIST ATTACK**

#### **Terrorist Attack (Not directly affecting Camp Classen)**

1. The Outdoor School Director, School Principal and School Camp Director will decide the best course of action, depending on the nature of the attack.

#### **Airborne Contamination**

1. Camp Classen has no facility that can adequately accommodate participants in a completely airtight self-contained area. (If we were to duct tape and visquine a building properly, there would not be enough oxygen to sustain the large numbers of people that attend each camp session).

#### **Water Contamination**

1. In the event of public water contamination, Camp Classen will shut off the valve to the City Water System.

2. All people on Camp Classen property will use water from the 100,000-gallon reserve tank.
3. Camp Classen's water tank will supply water to a full camp for 3 to 4 days with responsible water conservation.

#### CAMP EVACUATION

1. In the event that the entire camp must be evacuated, the first action to be taken is to move campers to a central location (The Main Camp Activity Center).
2. Parents will take their own children with them.



7. The first group to use the boats and canoes will take them down from their racks. The last group will replace them.
8. No boats are allowed in the swimming area.
9. Boats should never leave the sight of the instructor and /or waterfront director.
10. Have a guard boat ready in case of emergency (oars in place, ring buoy, PFD, and boat in water ready to launch).
11. Keep boat house and oar house clean and neat.
12. No campers will be allowed in the boat house.
13. Counselors will pass out proper PFD's, paddles and oars.
14. Counselors will make sure PFD's are properly on each camper.
15. Assist campers into and out of boats and help launch their boats.

## **Fishing**

1. No fishing is allowed from the swimming or boating docks.
2. No fishing is allowed from sailboats or canoes.
3. Fishing is allowed from row boats and the fishing dock.

## **General Rules**

1. There will be no mud, rock or seaweed throwing.
2. There will be no sitting on the fence surrounding the swimming area.
3. There will be no horseplay on the tower or running at the waterfront.
  4. There will be not running at the waterfront.
5. There will be no back talking at the waterfront.

## **Free Swim**

1. Each camper must have a buddy or truddy at all times and remain in sight of his or her buddy or truddy.
2. Campers enter swimming area only after the waterfront director signals.
3. Campers inform buddy board attendant of their buddy.
4. Buddies must swim in the same area and stay within 10 feet of one another at all times.
5. Swimmers may swim in a lower level than they have tested for but not in a higher level.
6. Buddy checks will take place every 10 minutes signaled by 1 long whistle blasts.
7. When on duty, lifeguards must have all attention on area they are watching. This is not a time to socialize with others or sunbathe.
8. As in all of camp life, staff sets the example for safe swimming.
9. There will be no swimming past the ropes in the swim area.
10. There will be no more than 9 campers on the diving tower or in the "white section" water at a time (Three campers per level.)
11. No diving in shallow water.

## **Swimming Regulations for Staff Members:**

1. No swimming alone at any time.
2. Swim in the designated area only.
3. Swim at times designated by the waterfront director.
4. No staff may swim without a lifeguard on duty.
5. Swim in regular free swim periods when not on duty.
6. Do not swim when on duty.

7. Observe the same rules of safety as set for the campers.
8. DO NOT swim before sunrise or after dusk.
9. All staff must take a swim test.

### **Lifeguards at YMCA Camp Classen**

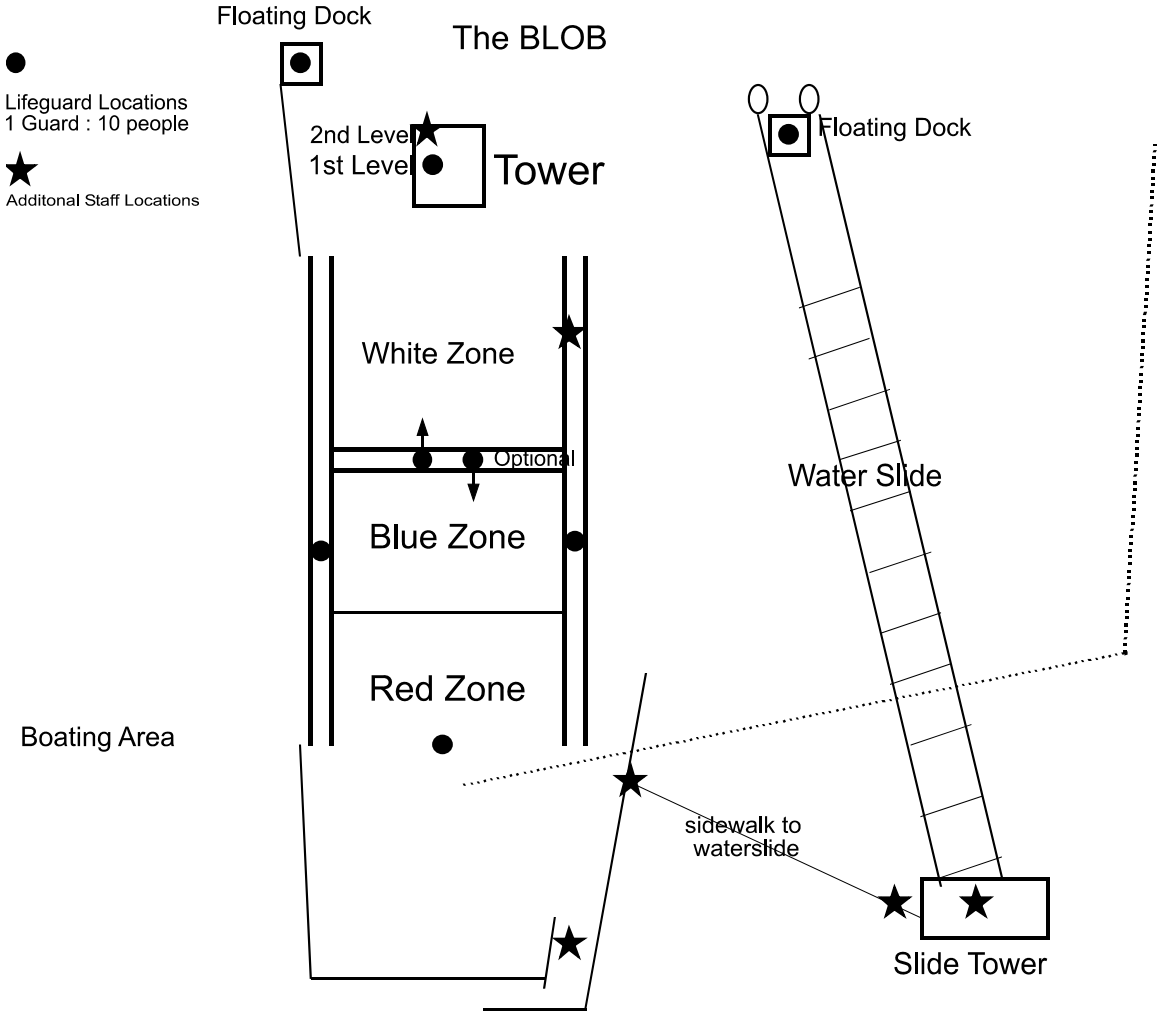
All lifeguards at YMCA Camp Classen must be certified in either American Red Cross or YMCA Lifeguarding. It is preferred that all guard are certified in YCMA guarding. If a guard is ARC certified, he or she must become knowledgeable in open water guarding as present by the YMCA Lifeguarding course.

General:

- All lifeguards must be thoroughly trained on Camp Classen Waterfront policies and procedures.
- All lifeguards must take a test and swim 500 prior to being allowed to guard for Camp Classen YMCA.
- All lifeguards must present valid, current certification cards in lifeguarding, CPR for the professional rescuer, AED, O2 administration and First Aid and certification from a nationally recognized provider of training on blood born pathogens.

Lifeguards must wear prescribed lifeguard uniform when on duty. This may consist of a specific t-shirt and a lifeguard swimsuit.

MAIN CAMP WATERFRONT





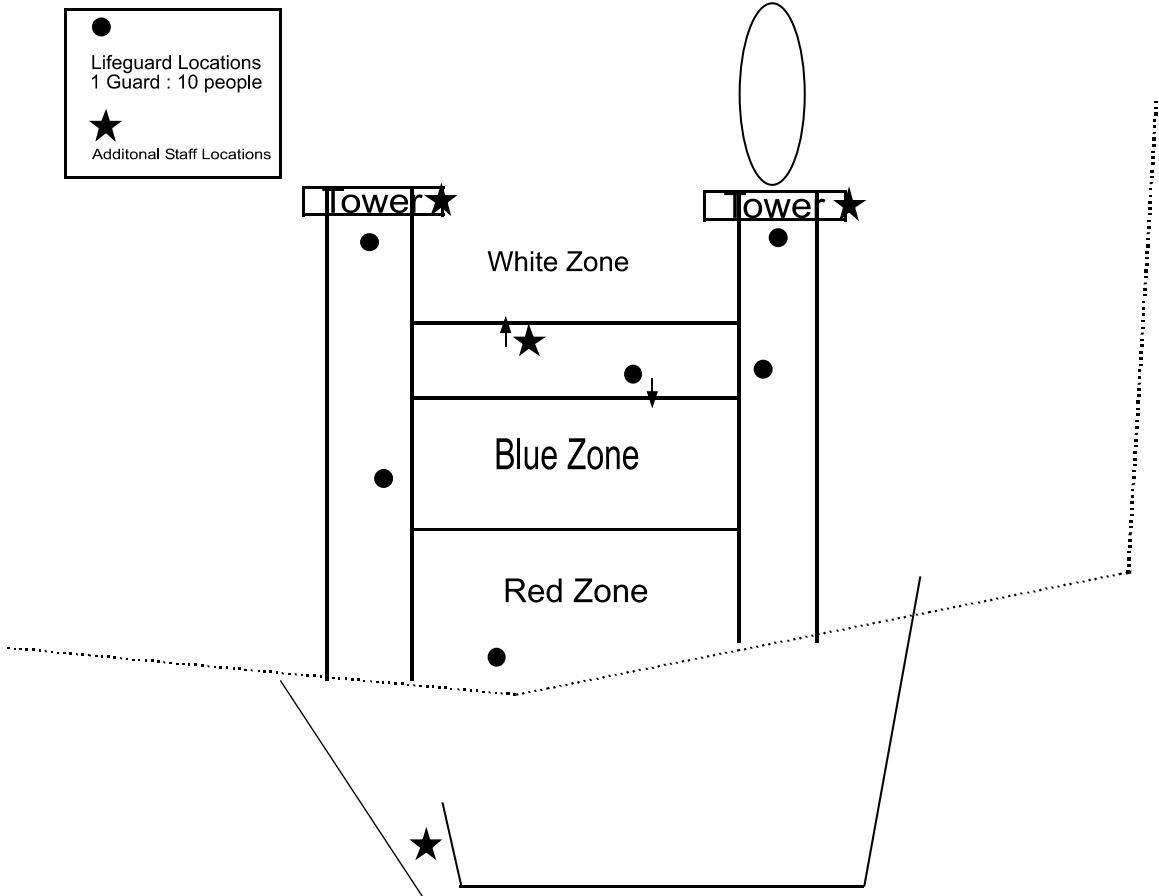
89ER WATERFRONT  
Floating Dock



The BLOB

●  
Lifeguard Locations  
1 Guard : 10 people

★  
Additional Staff Locations



## Canoeing Guide

### RULES:

- **EVERYONE MUST WEAR A LIFE JACKET.**
  - **BOATS ARE TIPPY! DO NOT STAND UP IN A BOAT.**
  - **NO HORSEPLAY OR WATER FIGHTS.**
  - **ALL EQUIPMENT MUST BE CHECKED OUT WITH LIFEGUARD ON DUTY**
  - **RETURN ALL EQUIPMENT NEATLY TO THE OAR HOUSE, AND BOATS TO BOAT RACKS.**
  - **THERE MUST BE AT LEAST ONE ADULT IN EACH CANOE**
  - **BEWARE OF WEATHER. NO BOAT USE DURING BAD WEATHER OR LIGHTNING. Wind is more of a problem at Lake Guy James.**
1. The right size **paddle** should be about the length from your **toe to your neck**.
  2. **Allowing sand or mud in the blade can damage paddles.**
  3. Sand gets in the wood grain, and water makes them crack. Try putting the **HANDLE** side in the sand if you need to. **Plastic paddles will break! Don't wedge them in things!**
  4. **How to hold a paddle:** With one hand, wrap your fingers over the top handle, your thumb around to the side. The other hand should hold the shaft of the paddle in a comfortable manner near the blade.
  5. **Sand is hard on canoes.** Sand will grate on the bottom of the canoe! **Carry** the canoe to water, then wade into the water, or move it to the dock, and get in from there.
  6. The person paddling in the **front** is called the **bow paddler**. His/her job is to provide power. The person should paddle on only one side, look out for hazards, and need not steer.
  7. The person paddling in the **back** is called the **stern paddler**. Her/his job is to provide power and steer.
  8. Try to go with **one person paddling** on each side of the canoe. **Steering** is done all on one side, this keeps the canoe more stable, and when you're good at it, you can go faster than switching sides!
  9. If the stern paddler is **paddling on the right:**
    - A wide "C" shaped stroke will turn the canoe sharply **left**.
    - A strong "J", or paddle with a ruddering motion and a flip of the wrist will turn the canoe to the **right**.
  10. An adult always needs to be in the canoe. If there are two students and one adult, the adult sits on the bottom of the canoe in the middle. Never sit on the thwarts (the bars in the middle of the canoe). Not only can these break, but it makes a canoe unstable.
  11. When canoeing, please avoid the far ends of the lakes. Wetlands are very fragile ecosystems and nesting grounds for assorted wildlife including ducks and Great Blue Herons.
  12. Take turns so everybody has a chance to canoe!

## Row Boating Guide

### **RULES:**

- **EVERYONE MUST WEAR A PERSONAL FLOATATION DEVICE.**
  - **DO NOT STAND UP IN A BOAT.**
  - **NO HORSEPLAY OR WATER FIGHTS.**
  - **ALL EQUIPMENT MUST BE CHECKED OUT WITH LIFEGUARD ON DUTY**
  - **RETURN ALL EQUIPMENT NEATLY TO THE OAR HOUSE.**
  - **BEWARE OF WEATHER. NO BOAT USE DURING HEAVY WINDS OR LIGHTNING. Wind is more of a problem at Lake Guy James.**
1. The **rower should face the back (stern) of the rowboat.** To stay on course, fix sight on a point on shore (a tree, etc).
  2. **To row, pull back** towards you on the oars when the handles are high (and the oars are in the water), then **push away** from yourself when the oar handles are low, and the oars are out of the water. Both oars should move together: out of the water together, and in the water together. Long steady strokes make the boat go faster, and tire out the rower less.
  3. To **turn, pull one oar harder than the other.** You may use one oar as a fulcrum by leaving it standing in the water. You may even try moving one the normal (forward) way, and the other going backwards. This will turn you very quickly, “on a dime.”
  4. Allow yourself twice the amount of time to return to the dock that you spent going out. This is called the “2/3’s Rule.” You spend 1/3 of your time going out and 2/3’s of your time coming back.
  5. Remember, there is a maximum of 5 people in a row boat. It can be only students or a mixture of students and adults.
  6. When boating, please avoid the far ends of the lakes. Wetlands are very fragile ecosystems and nesting grounds for assorted wildlife including ducks and Great Blue Herons.
  7. Take turns so everybody has a chance to row (Remember to come back to the dock to switch positions in a boat)!

## Archery Range Rules

1. The archery range may be used only when trained staff is present. Staff reserves the right to restrict range use for any individual who may not be able to follow rules or shoot safely.
2. All equipment needs to be stored inside the archery cabinet when not in use. The cabinet should be closed when equipment is not in use.
3. No person may knock, shoot, or retrieve arrows until instructed to do so by a staff member.
4. No horseplay is allowed. Bows and arrows must be pointed in safe directions at all times. (Bows and arrows may be pointed down or at the target only!)
5. Please report any damaged or broken equipment to supervising staff. The staff member responsible for archery should then report equipment damage to camp directors.
6. Five people will be allowed to shoot at a time. One person may shoot from each of the designated windows. Each shooter will be given five arrows.

## The Archery Guide

### **General Procedures:**

1. Explain safety rules, as posted on archery cabinet door.
2. Demonstrate use of bow: shooting, courtesy practices, and retrieving arrows.
3. Leader should be actively involved in maintaining order and giving commands for shooting and retrieving arrows.

### **Use of bow/how to shoot:**

- The shooting areas have a bow hanger on the post, and a PVC pipe to hold arrows. Face the target at your shooting area, putting your left foot in front of the right standing slightly sideways. Three arrows per person is a good number.
- Hold the bow in front of you with your hand, at the handle, and turn the bow sideways (parallel with the ground, flat). The bow should be beneath your wrist, not on top. This will make a “table” for loading the arrow; it will also help hold the bow correctly for shooting.
- Take one arrow by the notched end, and look at the feathers (“fletching”). Two are of one color, and one is a different color. Lay the arrow on the bow “table” with the different color facing upwards, toward the sky. The purpose of this different colored feather being up is that it will let the arrow travel past the bow without getting caught on the bow/ string. Place the notch of the arrow on the bow/ string making sure that the arrow is at a right angle to the string. Always point

the bow and arrow down and forward (towards the targets) until you are ready to shoot. The arrows should rest on the “arrow shelf” near the handle.

- Your left hand should be holding the bow, and your right hand will be for holding the arrow on to the bow/ string. The first finger of the left hand should not touch the arrow; it may be used to steady the arrow, but be careful not to hold too tightly... it should only be a “guide finger.”
- Hold your first three fingers up with your right hand, and your thumb to hold onto the pinkie. (This is the Girl or Boy Scout sign.) You should not need your right thumb to hold the arrow at all. Curve your three fingers, and come up from below the bow/string, placing the string along the folds of your fingers. The arrow should be between your first and second fingers.
- Now turn the bow vertical. Lock the arm holding the bow straight. Do not bend at the elbow. Pull the bowstring back until it is tight, all the way to your ear. You should be able to look down the side of the arrow to your target. Aim carefully, and shoot by letting go with your three fingers when you are ready and it is safe.

#### **Courtesy Practices:**

- Never point the bow or arrow any direction but down or toward the targets.
- Hang the bow up when you are finished with all of your arrows.
- Do not “twang” the string with an arrow on it; this will hurt the bow.

#### **Retrieving Arrows:**

- Wait until archers shoot all arrows. Wait until the command is given to retrieve arrows.
- Walk around to one side to go to the target area. This will help keep the habit of waiting until the proper time to go.
- Do not grab the feathers (fletching), which will ruin them. Hold the arrow close to the hay, and twist it, pulling slowly and steadily. Arrows can break in half when retrieving them improperly.
- Carry the arrows in a manner that will not mash the fletching together, with the points downward.
- Do not begin shooting again until everyone is back again safely.

# YMCA of Greater Oklahoma City

## Release and Waiver of Liability and Indemnity Agreement

In consideration for being permitted to participate in the programs of Camp Classen YMCA, including but not limited to observation or use of facilities or equipment, the undersigned, for himself or herself and dependent minors, personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she understands that despite the highest level of safety practices employed at Camp Classen YMCA, accidents can possibly occur. Therefore:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands on account of injury or death to the person participating in the camp program, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage, or cost they may incur due to an injury or accident.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE due to negligence of releasees or otherwise while in, about, or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the forgoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Oklahoma and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Participant's Name (Please Print)      Participant's Signature      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent's / Guardian's Name (Please Print)      Parent's / Guardian's Signature      Date  
(if participant is a minor)      (if participant is a minor)

