

CAMP WAUPACA

MIKE LURIE
RIFLERY INSTRUCTOR

Ron Lavine
Program Director
Camp Waupaca

MESSAGE TO STAFF MEMBERS

Dear Camp Staff,

On the following pages I have prepared a number of notes and suggestions to help during the orientation week.

As you sift through the seemingly endless lists of rules, regulations, restrictions and requirements, please keep your proper perspective. While all of this information is necessary in running a well organized camp, your primary responsibility as a counselor remains unchanged: Be a friend to the boys! We are in the "people" business - and there is nothing more important at camp than the relationship that develops between a boy and his counselor.

For many of you, this will be a new experience. In a way, it is a new experience for me. It will be the first time in 18 years that I have not been up at camp to begin the season.

I'm really looking forward to joining you at the beginning of the fourth week of camp. Have a great opening!

Ron Lavine
Program Director

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Exact times may vary slightly depending upon specific conditions at the beginning of the summer. (Sunday schedule not included)

FIRST FOUR WEEKS

SECOND FOUR WEEKS

7:30 Wake-up
 8:00 Flag Raising
 8:10 Breakfast
 8:45 Clean-up
 9:20 Competition (until 10:30)
 10:40 1st Period (until 11:20)
 11:30 2nd Period (until 12:10)
 12:30 Lunch
 1:15 Rest Hour (until 2:20)
 2:30 3rd Period (until 3:10)
 3:20 4th Period (until 4:00)
 4:10 Free Time (until 5:00)
 5:20 Flag Lowering
 5:30 Supper
 6:15 Free Time
 7:30 Evening Program
 8:45 Canteen

7:25 Wake-up
 7:55 Flag Raising
 8:05 Breakfast
 8:40 Clean-up
 9:10 Competition (until 10:05)
 10:15 1st Period (until 10:55)
 11:05 2nd Period (until 11:45)
 11:50 Free Time (until 12:20)
 12:30 Lunch

The rest of the day remains as scheduled during the first four.

During the second four we will have a morning free time (land areas only will be open). This is necessary in order to schedule an extra water skiing and mini-bike period between 2nd Period and Lunch.

SPECIAL PROGRAMS (FIRST FOUR)

SPECIAL PROGRAMS (SECOND FOUR)

Camp Olympics (2 days)
 Red, White, & Blue Track Meet
 Tribes: Tug O' War
 Tribes: Giant Tribe Sunday
 Tribes: Moment of Madness
 Tribes: Message Game
 Tribes: Capture the Flag
 Tribes: Bailing and Boating
 Tribes: Las Vegas Night
 Tribes: Combination Game
 Tribes: Tournament Night
 Tribes: Giant Relay
 Tribes: Pursuit Relay
 Talent Night
 Challenge Wrestling
 Cabin Challenge Night

Portage County Fair
 Early Bird Trip
 Sports Spectacular (2 days)
 Blue - White War (4 days)
 Bullseye
 NCAA Day
 Gold Rush Day
 Guinness Book of Records Day
 Staff Superstars Competition
 Counselor Hunt
 Waterfront Festival
 Talent Night
 Challenge Wrestling
 World Series
 Super Duper Relay
 Camp Banquet

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(FIRST DAY OF CAMP)

- 1:00 BUSSES ARRIVE Staff and campers assemble at the horseshoe for cabin assignments. Stop at cabins to drop off gear. Staff tells campers of table numbers. Hand out WELCOME TO CAMP programs - which the campers leave in the cabin on their bunks.
- 1:15 LUNCH Staff and campers enter the Dining Hall. No grace for this meal.
- 1:45 RETURN TO CABIN Campers unpack (staff should consult UNPACKING INSTRUCTIONS in orientation booklet). Keep the group together. When finished unpacking, take a walk around the grounds.
- 3:45 SPORTS ACTIVITY (1) When called on the speaker, boys report to the fields for competition. See the schedule and competition group listings in this packet.
- 4:45 HORSESHOE MEETING At the end of the competition, everyone comes to the horseshoe. After a brief explanation of the class sign-up, counselors will meet with their cabin groups and fill out forms for water-ski and mini-bike sign up.
- 5:15 FLAG LOWERING Everyone reports to the flag area.
- 5:30 SUPPER Everyone into the Dining Hall.
- 6:15 EVENING FREE TIME Free time on land. Open swimming in shallow water. Open boating. See O.D. Schedule. Boys who have not finished unpacking may do so.
- 7:40 SPORTS ACTIVITY (2) When called on the speaker, boys report to the fields for competition. Check the schedule.
- 8:45 CANTEEN Boys line-up for canteen. Then back to the cabin for showers. Counselors should fill out address cards once boys have finished showering.

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(SECOND DAY OF CAMP)

- 7:30 WAKE-UP Beds should be made before the call to Flag Raising.
- 8:00 FLAG RAISING Everyone assembles at the flag area.
- 8:10 BREAKFAST Same table assignments as opening Sunday.

8:45	CLEAN-UP	Everyone returns to the cabin for clean-up.
9:20	SPORTS ACTIVITY (3)	Check the schedule for sports and fields.
10:30	CLASS SIGN-UP	Everyone comes to the horseshoe. BRING YOUR CLASS SCHEDULE AND A PENCIL. Staff Members report to the Rec Hall for sign-up. Other staff members report to the horseshoe. Campers will be told of the schedule for water skiing and mini-bikes. They will enter this on their class schedules Campers from cabins 1 to 5 will enter Rec Hall for sign-up. All others will have Free Time on land. Boys from cabins 7 to 10 will be called next. Boys from 14 to CIT will then be called.
12:30	LUNCH	Everyone into the Dining Hall.
1:15	REST HOUR	Everyone back to the cabins. Today is letter day!
2:30	3RD PERIOD	Regular MWF classes.
3:20	4TH PERIOD	Regular MWF classes.
4:10	FREE TIME	All areas open on land and waterfront. See OD schedule.
5:20	FLAG LOWERING	Everyone assembles at the flag area.
5:30	SUPPER	Everyone into the Dining Hall.
6:15	FREE TIME	All areas open on land and waterfront. See OD Schedule.
7:40	SPORTS ACTIVITY (4)	Check the schedule for fields and sports.
8:45	CANTEEN	Boys line-up for canteen. Then back to the cabin.

Regular daily schedule begins on Tuesday morning. (The only exception: After clean-up, boys and staff will report to the horseshoe for the announcement of competition teams. 1st and 2nd period will be slightly shortened).

*Ron Lavine
Program Director*

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Each staff member has a variety of responsibilities, each unique in their own special areas. As a general rule, however, all staff members share many common tasks. These tasks can be divided into two general areas: CABIN COUNSELLING & PROGRAM.

CABIN COUNSELLING RESPONSIBILITIES

1. Get campers up and ready for flag raising (7:30 - 8:00)
Supervise bed making before the call to the flag pole
2. Supervise campers at the flag pole area (8:00 - 8:10)
3. Supervise campers at breakfast in the Dining Hall (8:15 - 8:45)
4. Supervise cabin clean-up (8:50 - 9:20)
5. Supervise campers at lunch (12:30 - 1:10)
6. Supervise cabin during rest hour (1:15 - 2:25)
7. Supervise campers at the flag for flag lowering (5:20 - 5:30)
8. Supervise campers at supper (5:30 - 6:10)
9. Supervise campers as they shower and get ready for bed at the close of the day (8:50 - 10:00)

An excellent cabin counselor will know each of his campers as individuals; he will treat them with the same respect he hopes to receive in return.

An excellent cabin counselor will impress upon his campers the importance of keeping the cabin clean. He will model the type of behavior he wishes them to demonstrate. (Everything off the floor at night - Beds made before Flag Raising - Nothing should be left on the floor during the day - Shelves neat and organized).

An excellent cabin counselor will be aware of proper health and safety standards. He will supervise bed making on laundry day to insure that two sheets are placed on every bed. He will see that each camper showers daily, washes his hair regularly, and brushes his teeth at least twice a day. The counselor should ask campers to change clothes or clean up during the day should their clothes or bodies be unreasonably dirty.

An excellent cabin counselor will help the boys in his cabin become a group that can work and live together in harmony. The skill of sharing and learning to live with others is not an easy skill for many children to master. The counselor should treat each camper fairly and with patience - thereby modelling the type of behavior that will lead campers to behave appropriately toward each other.

CABIN COUNSELORS WILL ASSIST AS NEEDED (Manny and Mike)

PROGRAM RESPONSIBILITIES

The camp day has 8 periods of program responsibility. According to the specific job assignment given to a counselor, he will work roughly 6 out of 8 of these periods (5 out of 8 when he has the evening off).

1. Officiate or coach during Competition in the morning (1 period)
2. Instruct classes (4 periods)
3. Supervise during free time (2 periods)
4. Assist in running the evening program (1 period)

Most staff members will work during the Competition period, teach three classes, supervise during one free time, and work the evening program if they are on duty. Some staff members will have a slight variation on this routine, but all staff members will total 6 out of 8 such periods on a given day.

COUNSELORS WILL ASSIST WITH THE PROGRAM AS NEEDED (Ron and Ray)

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The following tips will aid counselors in establishing a routine and an attitude toward teaching classes that will provide maximum benefit to both staff and campers.

1. Classes are both instructional and recreational. Seek a proper balance between instruction and application of skills. Do not lecture. You will only keep the campers interest alive if you have them participating - rather than listening and watching.
2. Have classes planned out in advance. Have a very specific idea of the activities and the sequence of events that will transpire during class. Do something a little different each period. The quickest way to lose camper interest is to allow your class to become overly predictable and repititious.
3. Counselor behavior must model behaviors desired from the campers. Be punctual, energetic, and interested in the activity. If you do not demonstrate these attributes, the campers certainly won't.
4. Follow through on attendance procedures. Call campers to class (send word to the office) when they are unaccounted for. Don't dismiss early.
5. Don't cheat the kids. Provide a full and varied program. You are the expert, but feel free to ask for class activity suggestions from Ron, Ray, Manny, or Mike.

Use the following list of dos and don'ts as a reference when unpacking the kids on Sunday afternoon. Familiarize yourself with the items below so that you can effectively help all of the campers. Things will be moving very quickly.

1. SHOE RACKS: Only shoes and flashlights should be in the shoe racks. Do not allow campers to clutter shoe racks with envelopes, cards, comics, radios, etc.
2. SLEEPING BAGS: All sleeping bags should be placed neatly on top of the back wall of shelves.
3. CLOTHES RACK: Each camper should be issued a few hangers and he should hang up all raincoats, jackets, bathrobes, and zippered sweatshirts. Be alert that campers not place such items on their shelves (they are much too bulky).
4. WINDOW SILLS: Nothing should be placed on window ledges or narrow ledges around the sides of the cabin. One thing will lead to another and this area will become very cluttered. It is also very difficult for you to close the windows late at night in the dark if the window ledges are full of kleenex, flashlights, clocks, mitts and postcards.
5. FLOOR: Absolutely nothing should be at home on the floor. Everything has a place to be - and the floor is not one of the places. There should be nothing left on the floor under the main shelves, under the clothes rack, or under the beds.
6. TOP SIDE SHELVES: Some cabins have top side shelves running along the walls near the ceiling. These shelves should be used for personal items and comics, and everything else that the campers will try to stuff into their shoe racks. NO CLOTHES!
7. LAUNDRY BAGS: Each camper has a laundry bag. They may tell you that they don't - but don't you listen! They have one. Help them find it. (Mothers often fold them with the sheets - and kids don't find them right away). Hang the sleeping bags on nails. Be sure that the bag is off the floor.
8. MAIN SHELVES: Each camper should have two or three shelves. Please be sure that the short campers don't get stuck with high shelves. Explain to them that each item should be stacked neatly in an organized fashion. shirts together, shorts together, sheets together, etc. Show campers how to fold and place items on shelves so that the folds are out. No shoes on main shelves. No zipper bags.

Unpacking Instructions (Continued)

9. BEDS: While campers are unpacking, they should leave two sheets, two blankets, a pillow and pillow case (and mattress cover if they have one) out on their bed. In helping campers with their bed - INSIST THAT THEY HAVE TWO SHEETS (for reasons see Health and Safety). The top sheet should be a flat sheet. Bottom sheet may be either flat or fitted. If a boy does not have a flat sheet - arrange a trade with a boy who has extra flat sheets. The bed should be made with one blanket above the top sheet. The second blanket is the dust cover and should be tucked in behind the pillow and on both sides.
10. TRUNKS: When a boy has finished unpacking, he should place his empty duffel bag inside the trunk. The trunks should be either stacked neatly outside the cabin or brought to a designated location (as per instructions given at lunch). No trunks are to be left in the cabins. (CITs in the village only are allowed exception to this rule as per instructions given them by CIT counselor).

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Prior to the arrival of the campers, it will be necessary for the counselors to set up beds and create an arrangement best suited for cabin supervision and comfortable living.

Though most staff members prefer single beds, we are asking that you make your decision as to bed arrangement based on what will be best for all cabin members.

The best type of arrangement is one that has the beds around the perimeter of the cabin - with the center of the room open. In such an arrangement, every camper can see every one of his cabinmates from his own bunk. The open space in the center has proven helpful for supervision, clean-up, and overall appearance.

Arranging the bunks in rows (barracks style) does not permit optimum supervision and creates unnecessary crowding.

We hope that you will consider these points when arranging your cabin.

CABIN CLEAN-UP

A consistent approach to cabin clean-up will have many important effects for you as a cabin counselor. Maintaining a neat cabin environment will encourage campers to keep themselves neater. The structure and discipline involved in the clean-up process will also help campers become more self-disciplined.

1. **PREPARATION AT NIGHT:** Before campers go to bed at night, the cabin should be prepared for the clean-up the following morning. Everything should be off the floor, all dirty laundry should be in laundry bags.
2. **MAKING BEDS:** Beds should be made before Flag Raising. Dust covers should be tucked in on three sides. Campers must get up right after the wake-up call if they are to have beds made before flag. (Counselors: that means you too! Campers will model your behavior).
3. **EVERYONE REPORTS BACK FOR CLEAN-UP:** Right after breakfast, each camper should report back to the cabin. Those boys needing to go to the infirmary should get permission from the counselor.
4. **STRUCTURE THE CLEAN-UP PERIOD:** However you choose to run clean-up, be consistent in your approach. You may elect to have all cabin members all pitch in and do a variety of jobs until you dismiss the group together. You might also have a chart with assigned tasks.

Tasks that need to be done:

- Sweeping (main floor, under beds, under back shelves)
 - Outside pick-up
 - Straightening shelves and shoe racks
 - Bring in dry clothes from outside hooks
 - Bring in items left in bathroom
 - Straighten top side shelves
 - Straighten Clothes Rack (pick up items that have fallen)
 - Empty trash can
 - Make sure everything is off floor and lights are out (fans off)
5. **CAMP GROUNDS - GENERAL PICK UP:** Occasionally we will have a grounds clean-up. Counselors will take cabins to an assigned area in camp to pick up papers.
 6. **MAINTENANCE:** Clean-up should not be just a morning task. Encourage the campers to keep the cabin clean throughout the day. **NOTHING ON THE FLOOR. PUT ITEMS AWAY WHEN FINISHED USING THEM.**
 7. **COUNSELOR RESPONSIBILITY:** If the counselor does not participate in clean-up and by his attitude and behavior he does not model appropriately, the campers will not keep the cabin clean.

* * * * * HEALTH AND SAFETY * * * * *

The camp nurse will speak about the counselor's role in maintaining camp health and safety. She will also give specific times for using the infirmary and tips that staff members should consider. Below are some additional comments.

1. SHOWERS: Campers should shower every evening before bed. Hair should be washed regularly. Periodically, especially with the younger children, counselors should check that campers are washing thoroughly - and using soap.

Campers should wear something on their feet when taking showers!! Shower sandals (beach clogs) can be ordered through the office if needed. **INSIST THAT THEY BE WORN IN THE SHOWER.** This will prevent spread of athlete's foot, prevent splinters and injury from the cabin floor, prevent campers from leaving the shower and picking up dirt on their feet which they will bring into bed with them.

Campers should also shower when leaving the lake. At least rinse themselves - to free them from the drying algae which can cause skin rashes.

2. BEDS: Two sheets and a dust cover in addition to the blanket is a necessity. Campers should sleep between the sheets. If they sleep directly under the blanket, the sand (which is everywhere in camp) will penetrate the blanket and cause skin rashes and irritation. The sand will penetrate the blanket - but not the top sheet. Sheets should be washed each week - but the blanket will not be laundered all summer! Please explain this to the campers. **UNLESS YOU FOLLOW THROUGH AND CHECK REGULARLY THE CAMPERS WILL NOT SLEEP BETWEEN THE SHEETS.**
3. STAFF AND CAMPERS SHOULD WEAR SOMETHING ON THEIR FEET WHEN WALKING AROUND CAMP: Numerous injuries are caused every summer by campers walking in bare feet.
4. KEEP AN EYE OUT FOR SKIN RASHES: Campers who do not keep clean can very easily develop impetigo. Such campers will miss activities and be restricted from using the lake.
5. ASK CAMPERS TO CHANGE CLOTHES OR CLEAN UP IF THEY ARE DIRTY: Clean hands at meal time, clean shirts. Be sure that campers are using their laundry bags properly.
6. MEDICATION: All medication should be in the infirmary.
7. RESPONSIBLE SUPERVISION PREVENTS ACCIDENTS, ILLNESS & INJURY: These campers are under your care for the summer. As a responsible adult, please take your duties as a cabin counselor seriously. Leaving the campers unsupervised can create a situation where accidents can lead to injuries. Be concerned, and express your concern to the campers.

8. BRUSHING TEETH: Campers should be strongly encouraged to brush their teeth regularly - at least twice a day. Often, asking will not do the trick. Follow up and check regularly. Also - campers should eat their canteen in the evening before brushing their teeth. (I suggest that you have them shower, then eat canteen, and then brush).
9. EATING PROPERLY: In the dining hall, your responsibility for the campers at your table extends to their eating habits. Of course, everyone has their own particular likes and dislikes, but for a great extent, our camp food is designed to be suited to the eating habits of the kids. If a boy at your table is not eating, he may very well have a stash of candy back at the cabin. Please notify the head table and the boy's counselor if the problem becomes excessive. Peanut butter and jelly twice a day does not make for a balanced diet.
10. PROPER REST: During the day we have a rest hour right after lunch. At this time, the kids are a bit hyped up and will not take advantage of the opportunity to rest unless they are encouraged (sometimes forceably) to do so. If they are not tired and do not rest at rest hour, they will be tired later on during activities that they enjoy.

Often counselors organize games or allow campers to read by flashlight after lights out. Depending upon the age group, be aware of campers who are abusing the privilege of staying up a little bit later. Campers who are cranky and hot tempered may simply be over tired. They will not realize this. You have to do the realizing for them.

DINING HALL

1. **TABLE ASSIGNMENTS:** At the beginning of camp, assignments will be based in part on cabin groups. The table assignments will change every 8 to 10 days.
2. **GRACE:** At all meals (except those prepared on the grill) we will stand for grace - behind chairs - no food or drink should be touched.
3. **KEEP CAMPERS SEATED:** As much as possible, keep your kids at their seats. The constant wandering about will create congestion and excess noise.
4. **ANNOUNCEMENTS:** Announcements will be made after the meal from the front of the Dining Hall. Have yourself seated facing the front so that you may assist in quieting down the campers when we are ready for announcements. If you are making announcements - make them short. The campers grow restless listening and we lose their attention quickly.
5. **MISSING CAMPERS:** Be aware of which campers will be late to lunch due to horseback riding. If a camper is unaccounted for, check with his cabin counselor. If still not found, report it to the head table (they may have some information). Campers must attend meals.
6. **ATTENDANCE:** Attendance at meals is required of all staff and campers. No sleeping in and missing breakfast (except on staff days off). Campers and staff members should also not leave the Dining Hall early. Wait until the end of announcements.
7. **PROPER ATTIRE:** Staff and campers must wear something on their feet (please wear shoes instead of beach sandals)- and shirts must be worn.
8. **COUNTERS:** There are two counters at the front of the Dining Hall. One for picking up and returning food. One for returning empty platters and dishes. Please do not return items to the wrong counter.
9. **STAY OUT OF THE KITCHEN:** Staff and campers are not to go into the kitchen at meal time. If you need something, please ask at the counter. The kitchen staff is very busy and should not be bothered with people wandering through the kitchen as they work.
10. **KITCHEN STAFF:** Please be courteous to the kitchen staff and encourage the campers to behave similarly. Their task is very difficult.
11. **STACKING:** At the end of the meal, one or two boys should be responsible for clearing the table. The counselor should assist. See that this responsibility rotates fairly to all campers at the table (horsengoggle, questions, rotation). Look at the main counter to see what utensil should be saved for dessert. All other items should be cleared and returned to proper counters. Only two people at a time should be away from the table. Sponge the table thoroughly and pick up items from the floor. YOU HAVE TO EAT THERE AT THE NEXT MEAL!
12. **SPIRIT:** The Dining Hall is a great place to build camp spirit. If you have an announcement that would help, feel free to make it. Staff should encourage campers to participate in singing after meals.

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As a counselor, your primary function involves dealing with and responding to the needs of children. It sounds a great deal easier than it actually is.

1. KEEP THE PROPER PERSPECTIVE: Remember: Children are not miniature adults. They do not reason with the same logic nor respond with the same responsibility as you do. If you wish a boy to change a disruptive behavior, appeal to him on a level that will be meaningful to him. Explain so that he understands and appreciates the problem.
2. DON'T MAKE IDLE THREATS: If you are having a problem with a camper, please remain calm. If you issue an ultimatum - and the boy does not respond - you will have to follow through with whatever conditions you have laid down. If you fail to follow through, you will lose credibility in his eyes. But don't back yourself into a corner. Sometimes in the heat of the moment, you may issue an ultimatum that is excessive in its consequences.

To avoid this problem: If you have to make an ultimatum, don't be specific about the consequences - that way you will not back yourself into the corner. ("Jimmy, if you don't quit horsing around and start helping with clean-up, I'm going to have to do something about it that you may not be happy about!")

3. BE FAIR: Children are especially sensitive to what they perceive as unfair treatment. If you favor one over another or deal more harshly with a certain camper than with others, the boys will not respond positively. Go out of your way to be fair.
4. PROVIDE SOME STRUCTURE AND DISCIPLINE: Don't fall into the trap that snares many first time counselors who believe that the boys will not like them if they are providing structure and discipline. Children react to the limits that you set for them in a positive manner if you communicate that the rules in the cabin are set up because you care about them. They need to feel that you are concerned about their health, safety, and general well being. Telling them will not convince them. Show your concern. What the campers see in you will be a means for more effective communicating than what they hear from you.
5. DON'T ARGUE: Lowering yourself to a level of immaturity and "arguing" with a camper will not resolve a problem - and will probably result in bad feelings between you and a camper. If you are not getting through - don't fly off the handle. Try

approaching the camper differently. If a different approach fails, come to the office for some suggestions.

6. BE CAREFUL ABOUT THE IMAGE YOU CREATE FOR YOURSELF: If you wish to deal effectively with the campers, you will have to have a good relationship with them. Being friendly helps - but it is not enough. You must have their respect as an adult if you want their cooperation. If you do not appear to be responsible, they will not act responsibly when you ask them to. If you use foul language, they will not curtail their own use of foul language when you ask them to. If you do not abide by camp and cabin rules, how can you expect the campers to? (What you do in town is your business. Sharing inappropriate details about your nights in town will have an adverse effect on your ability to be respected as a responsible adult).
7. MODEL THE BEHAVIOR YOU EXPECT: Before campers will do what you say - they will do what you do. If you wish them to behave appropriately - you must model the behavior.

Ron Lavine
Program Director
Camp Waupaca

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The competition period runs for about an hour each morning after cabin clean-up. Staff responsibilities include coaching and officiating games. A complete run down of rules and coaching suggestions for competition sports is located in the back of this booklet (see COACHES AND OFFICIALS COMEPTITION GUIDEBOOK).

FIRST FEW DAYS OF CAMP

1. COMPETITION GROUPS: The list of competition groups is included in this booklet. The groups will also be posted outside the office. Campers must be told during the first afternoon what group they are in.
2. BEFORE TEAMS ARE CHOSEN: Campers will compete in these groups Sunday afternoon, Sunday evening, and Monday morning and Monday evening. Staff members will be assigned to the games to learn officiating skills, learn how to keep scorebooks, and develop a working knowledge of the rules of each sport. Some staff members will be assigned the specific task of observing campers so that teams may be selected Monday evening. Teams and coaches will be announced Tuesday morning. Teams will select a name and have a short practice. The regular competition schedule will begin Wednesday.
3. ONCE TEAMS ARE SELECTED: Coaches should be aware that teams cannot always be selected to balance evenly. Should a trade have to be arranged, coaches should help players accept this condition. Coaches are responsible for their own team - but also share a responsibility for the program as a whole.

GENERAL PROCEDURES FOR COMPETITION

1. EQUIPMENT: The official should bring out the equipment. Only boys designated by the official should enter the field shack. Equipment should be neatly arranged when returned.
2. SOFTBALLS: Softballs for competition games should be picked up and returned as per instruction of program director. These softballs are very expensive and should not be mixed with field shack balls (until they are removed from the competition ball box). One ball per softball game. No more than three bats.
3. SCORE SHEETS: Pick up score sheets in the morning. Return them to the location designated by the Program Director immediately after the game. Be neat. Be accurate. Include a Player of the Game nomination. Indicate if anyone was not present!
4. SCHEDULE: The schedule for all regular games and the standings will be posted on the bulletin board. Officiating assignments will be entered before competition on Monday mornings. Please check the schedules carefully.

5. **STARTING A GAME:** To determine which team bats first or kicks off, hold one or two fingers behind your back and have a coach or captain from one of the teams chose a number, one or two. In softball, it is the advantage to bat first. In soccer and rugby, teams should select direction (the loser chooses to kick or receive).

PLEASE NOTE: The above procedure is only to be used at the beginning of the season or when two competing teams are tied in the standings. Otherwise: **THE TEAM WITH THE POORER WON-LOSS RECORD GETS THE CHOICE OF BATTING FIRST OR FIELD DIRECTION.**

6. **TIME OF GAME:** All softball games are played until the call to end the competition period. The score does not revert back to the last completed inning. It is an advantage to bat first. Keep kids hustling - especially when the time is nearing the end of the period.

Basketball games are timed separately (see rules). All other sports end on the call. In rugby and soccer there is no half time and teams do not switch directions (unless it is extremely windy - officials decision).

7. **SUBSTITUTION RULES:** For basketball (see rules). In softball, the teams should have an even number of players in the field. All players should bat in the order, but the team with more players should rotate one player out each inning. In rugby and soccer, play nine against nine or eight against eight (ten is too many). Each player should play at least two thirds of the game. For hockey and volleyball substitution rules - see rules.

8. **OFFICIATING:** Make all calls loudly and clearly. Do not feel that you cannot change your mind. If you make a bad call, explain and change it. **YOU ARE NOT A MARINE DRILL SERGEANT!** Be flexible and remain calm. Explain decisions - do not demand respect! Earn it! The best official is one who makes his calls appear fair and impartial and at the same time maintains control of the game by creating an atmosphere of calm.

9. **COACHES:** Please help the officials. Support the calls, do not question them in front of the kids. **NO COMPLAINING.** If you have to discuss something with an official - do it out of ear shot of the campers. **SPORTSMANSHIP IS AN ABSOLUTE REQUIREMENT!**

Keep the kids spirit high by cheering them on. Do not sit and watch passively. Compliment whenever possible. The kids will have a great deal more respect for you if you criticize mistakes privately - rather than in front of all members of the team. Players will only play hard for you if they feel you are treating them fairly.

BE ON TIME TO GAMES. If you are on your day off, be sure you have left instructions with a team captain. If the coach of the other team is not present, help those boys get organized.

SOFTBALL

Scorebooks:

The official is responsible for keeping a scorebook on his softball game. As soon as the two coaches or two captains have reported to the field, a flip of the coin will determine the team at bat first. Before the game begins, record the batting order for each team. The only symbols necessary in scorekeeping are as follows: H - Hit, O - Out, HR - Home Run, E - On base via Error, W - Walk. If a boy is on base with a hit and is later erased on a double-play or a tag at another base, merely keep track of the out in your head or in the margin. I am concerned only with the recording of hits for the computation of batting averages. Keep track of runs any way you wish. The completed scorebook should include the name of the two teams and the final score. Include your nomination for Player of the Day, and a brief paragraph of his accomplishments.

If a ball is hit hard, even if it is hit directly at a fielder, give the boy a base hit if he reaches base. Use your judgement to determine errors versus hits. Some plays are much more difficult for younger boys than for older boys.

Give a boy credit for a Home Run only if it is a clean Home Run. If he circles the bases on a double and a two base throwing error, merely give him credit for a hit--not a Home Run.

Time:

All games are timed. The team that wins the flip should elect to bat first. At the call ending the competition period, the game is over. If a pitch or a play is in progress, it should be completed. The score does not revert back to the last completed inning. The score at the end of the allotted time is final as it stands, even if it develops that a team has won in the top half of an inning that has not been completed. If the score is tied, the game ends that way. No extra innings.

Because of the nature of the games, it is essential that the official keep the boys moving. It is your responsibility to keep teams from stalling. At the end of each half inning, keep them hustling in and hustling out.

Pitching:

The official should make a pitcher's mark at the beginning of the game. The distance from the plate will vary according to the league playing.

Pitches are to be lobbed with a minimum of $1\frac{1}{2}$ feet of arc. After one warning to the pitcher, all fast pitches should be called a ball.

The pitcher must release the ball open-handed. This makes it difficult to spin, but it is still possible.

Calling Balls
& Strikes:

The strike zone extends from the shoulders to the knees of the batter. The batter may crouch if he so desires, but his strike zone remains the same as if he stood straight up.

The strike zone extends to the front of the plate. A pitch should be called according to where it passes at that point. It is possible for a slow pitch to bounce on the back of the plate but still cross the front of the plate at the knees for a strike.

Make all calls LOUD & CLEAR & FIRM. If you hesitate, you are inviting the batter or the pitcher to argue with your decision. (Don't be afraid to change a bad call should you feel you made one by accident, but make all calls quickly and with obvious self-assurance).

General Rules: There is no bunting.

There are no lead-offs. There is no running with the pitch. The base-runner must remain on the base until the ball is hit. (This is a rule change--make sure the kids are aware of it).

There is no base stealing.

On an overthrow that goes out of play, the base-runner is allowed to take the base he is running toward plus the next base. Overthrows that leave the ball in fair territory allow the runner to advance as far as he can on his own risk.

~~All boys on each team should play even if one team has as many as three more players than the other. If more than three players ask the coaches to work out a substitution system for playing the field.~~

All boys on the team at bat should be well out of the way. They should be either behind the screen or behind an imaginary line that runs from the screen parallel with the base lines. Give two warnings. After suitable warnings, each pitch on the batter should be called a strike if players are not well away from the field.

Ground Rules: If a batted ball rolls under a cabin or a vehicle, the batter is awarded as many bases as the umpire deems fair under the conditions.

If a ball is unintentionally touched by a player in another game, the ball is still in play. If the umpire deems that the obstruction interfered with the natural progression of the play, he should call the ball dead and award the batter a certain number of bases according to the conditions.

Coaches:

When your team is at bat, keep the boys together on the sideline and well away from the field of play.

Make sure the umpire announces at least two batters in advance so your batters will be ready.

To avoid complaints it is a good idea to change the boys (some boys) from position to position every few innings. If two players wish to play the same position --they can split the game at that position. Every little concession that you can make to avoid minor morale problems is a big step toward avoiding major problems.

Batting: 1) The boys should swing level 2) The ball should be hit when it is out in front of the plate, not when it is crossing the plate 3) Batters should step into the ball as they swing, not away from the ball or toward the field they wish to hit to 4) The boys should be encouraged to make good contact, it is often harmful to "swing for the fences" 5) Encourage the boys to be "hitters" when the pitch is good, not to "lookers" waiting for a base on balls.

Running: 1) The boys should be taught to run toward first base without looking at the ball they have just hit--especially if it is a ground ball 2) When running the bases, the boys should keep their eye on the base coaches.

Fielding: 1) On ground balls, infielders should keep their glove low to the ground--it can always be raised but lowering is not as easy at the last minute 2) Boys should field balls in front of them, not off to the side 3) Boys should use two hands in almost every case.

Throwing: 1) Boys should be encouraged to step toward the target of their throw 2) Throws are made with the body, not just the arm (the back and legs should absorb a great deal of the strain on long or hard throws) 3) From the outfield, line throws are much better than very high "balloon" throws.

RUGBY

The official should pick up the flags at the field shed and distribute them to the boys as soon as he gets to the field. Make sure the boys tuck their shirts and sweatshirts into their pants before putting on the flag belts.

There is no half-time in rugby. Each team is allowed 2 time-outs (each last a minute and a half). There is to be no time-outs called in the final ten minutes.

Scorebooks:

The official is responsible for keeping a scorebook that is to include the name of the teams, the final score, the individual scoring totals and a nomination for Player of the game with a brief description of the boy's accomplishments.

Scoring:

TRYS: A try (worth 3 points) is scored by running the ball over the end line and touching it down in the end zone. The ball must be run over the line, it cannot be picked up in the end zone or passed over the line. The ball must be touched to the ground before the score is official.

NL: kick
off ground
10 yds
directly
in front

CONVERSIONS: A conversion (worth 2 points) is attempted immediately following a try by the boy who scores the try. In the ~~National and~~ Federal Leagues: the ball is moved 10 yards out from the goal line on a line with the spot where it was touched down. The ball must be kicked over the cross bar. In the American League: the ball is brought out 10 yards directly in front of the cross bar and it must be drop-kicked over.

DROP-KICKS: During the course of play, a boy may score on a drop-kick (worth 3 points) if he successfully drop-kicks the ball over the cross bar. The ball must be drop-kicked (or kicked from the ground) it may not be punted. No conversion attempt follows a drop-kick.

Running:

NO FLAG GUARDING: The boys are not allowed to guard their flags with the use of their hands. They are allowed to twist and turn to avoid loss of their flag, but swatting with their hands or arms is strictly illegal.

Flags must be clearly in view and directly in back of the runner. If it falls during a run, he loses possession at that point.

NO STIFF ARMING: There is no stiff arming, pushing or shoving allowed by the ball carrier. There is no down-field blocking allowed.

~~**BODY CONTACT:** There is no such infraction as offensive charging. The runner may run right over people as long as he does not use his arms to block or push. It is legal to plow into a defenseman head-down.~~

Passing:

BACKWARDS PASSING: During the course of play, all passes must be backwards (or directly sideways). If a pass is blocked or incomplete, it is a free ball.

FORWARD PASSING: During the course of play it is not legal to throw a forward pass complete to a teammate. Officials take note: it is not illegal to throw a forward pass until a teammate touches the ball.

EXCHANGE PASS: When a flag is pulled, the ball should be returned directly to ~~the official who gives it to~~ the boy who pulled the flag. His team takes possession with an exchange pass--it must be backwards and it cannot be intercepted--it is a free pass.

BATTING THE BALL: If in blocking a thrown or kicked ball, the ball is batted forward, it constitutes a forward pass. It cannot be picked up by a teammate.

PENALTY THROWS: Following a standard infraction, a boy is awarded a penalty pass. This is an any-direction pass--and it may be intercepted.

Kicking:

FORWARD KICKS: If the ball is resting or rolling on the ground, it may be kicked forward to a teammate if after it is kicked it remains on the ground (going no higher than three feet into the air).

FORWARD PUNTS: A boy may punt the ball forward, but a teammate may only touch the ball if he manages to catch it on a fly. Once it bounces, only the other team can touch the ball. This same rule applies for all kicks from the ground that go higher than three feet into the air.

Defense:

PULLING FLAGS: To stop a ball carrier, his flag must be pulled with a minimum of body contact. Any body contact must be made in the act of grabbing the flag --and the flag must be grabbed if contact occurs. All contact must be made within the legal limits outlined below.

NO HOLDING: When going for a flag, it is illegal to hold the ball carrier. Any use of hands must be in grabbing at the flag. Any contact made by one hand must be accompanied by simultaneous contact with the flag by the other hand. (No tripping, tackling, pushing, or grabbing clothes).

Dead Ball:

If the ball rolls to a stop on the field: 1) If it is a free ball--do not whistle it dead--wait for someone to touch it 2) If only one team is allowed to touch it (because of a forward pass or kick) that team is responsible for picking up the ball. After it has been dead for five seconds (and no effort is made by the team responsible), the other team is awarded the ball.

Out of Bounds: **END ZONE:** If the ball rolls into the end zone, it is still alive. The defensive team is responsible for getting the ball out. If the offensive team touches the ball--they must then drop-kick from their own 40. If the defense fails to make an effort to get the ball, or if they are caught with it in the end zone, they must drop-kick from their own goal-line.

THROW IN: If the ball is thrown or kicked out of bounds, it is put back into play by the other team with a throw from the point it left the field of play. It may be thrown any way--it is not necessary to throw it soccer style. It may be thrown any direction.

EFFORT: If a ball is rolling out of bounds, and a player eligible to touch it makes no effort to keep the ball in play, his team will lose possession.

~~**SCRUMS:** If the ball is run out of bounds, a scrum results. Each team selects five scrum forwards. The ball is placed between them, and using their heels, they must kick the ball back to their teammates--the scrum forwards may not touch the ball with their hands. Once the ball is picked up by a teammate, the play is alive.~~

REFEREE MISTAKE: If the official should determine he has made an error in stopping the play or has blown the whistle accidentally, he should award the ball to the team rightfully in possession with a free backward pass from the sideline. This pass is the only pass from out of bounds that must be thrown backwards and cannot be intercepted.

Kick-offs:

Following a score, the team that scored will kick off from their own 40 yard mark. All players on the kicking team must be on the line of the ball. All boys on the receiving team must be behind their own 40 yard mark. For the kicking team to legally touch the ball after the kick, it must first cross the other 40 yard mark or be touched by an opponent. The kicking team is responsible for kicking it over the 40 yard mark (or the other team will get possession at mid-field). The receiving team is responsible for putting the ball into play once it passes their 40. Should it hit in their end of the field and then go out of bounds, the kicking team will be given possession at mid-field.

The boys are given 30 seconds following a conversion attempt to line-up for the kick-off. Any delay will result in loss of possession.

If the kick-off travels out of play, the kick is repeated. If it is again out of play, the receiving team assumes possession at mid-field.

End Zone Play: OFFENSE CAUGHT: If the offensive ball carrier has his flag pulled in the end zone before he has touched the ball to the ground for a try: his team must drop-kick from their own 40 yard mark.

DEFENSE CAUGHT: If a player on the defense has the ball in his own end zone and is caught (his flag is pulled): his team must drop-kick from the goal line.

Major Penalty: PENALTY DROP-KICK: This is a very infrequent penalty. If a player is about to score a try and a defensive player commits an intentional foul that is the only thing keeping the player from scoring--his team is awarded a penalty drop-kick. Anyone on the team may take the kick from 10 yards right in front of the cross bar. It is worth three points for the team. The three points are awarded to the player who was fouled (though he does not have to take the drop-kick). It counts as a try for that player, and if it is successful, the player who was fouled gets to attempt a conversion. The player who was fouled is the only player who gets individual credit for either the kick or the conversion. That player does not have to take the drop-kick, but he must attempt the conversion if the drop-kick is successful.

Minor Penalty: All of the following standard infractions result in loss of possession by an any-direction throw:

- 1) Holding
- 2) Influencing play without a flag
- 3) Flag guarding
- 4) Stiff arming
- 5) Downfield interference or blocking
- 6) Unnecessary roughness
- 7) Delay of game (on exchange pass)
- 8) Tripping
- 9) Forward throw or kicking violations
- 10) Pulling the flag of a non-ball carrier
- 11) Illegal interception
- 12) Unsportsmanlike conduct

Coaches: Encourage passing. Teamwork will advance the ball better than individual efforts.

Make sure the boys have their shirts tucked in and that their flags remain directly in back of them.

Remind the boys to be prompt in returning the ball to the official when their flag is taken. A delay of only a matter of seconds will result in a penalty.

Have your scrum forwards selected before the game begins.

Keep players in position on defense--and always have fresh players in key positions.

Substitutions: All boys should play at least 2/3 of the game in rugby, soccer and flickerball. Move the boys around during the game. If your defensemen want to go on offense part of the time, they should be given the opportunity.

Make substitutions only when play is stopped.

Keep an eye on your boys. During rugby games, many of the more competitive boys have a tendency to run themselves into the ground. These boys will not want to go out for a rest even though they are physically exhausted. Even if they are your most important players, these boys should be rested--even if it is only for a few minutes. It will improve their performance in the long run--and save them from serious injury or illness as a result of overexertion.

Have the boys practice conversions in their free time.

Encourage the boys to run the ball forward until the last possible minute before making forward kicks--this will help get your offense downfield when the ball gets there.

SOCCKER

The official should check the field before the game to clear it of any sharp objects, sticks or other foreign materials. Check the cones to see if they are all in place.

Scorebooks: The official is responsible for keep^{ing} a scorebook that records the teams, the final score, and the boys who scored. (It is not necessary to list every member of both teams--only the boys who score). Give a nomination for Player of the Game and a brief description of his accomplishments. Always sign your name--if there are questions, I have to know who to refer them to.

Hands: The ball may not be blocked or propelled forward by a player with his hands or arms. Intentional use of hands or arms is illegal. Unintentional hands is not to be called unless it is a flagrant violation.

Goalie: Only the goalie is allowed in the "crease" (the crease extends apx. 10 feet in front of the goal).

One exception: If there is a free ball in the crease, an offensive player may enter the area--but if the goalie has possession of the ball in the crease, he must be left unmolested. No defensive player other than the goalie should ever enter the crease at any time.

The goalie may use his hands freely within a radius of 10 yards from the center of the goal mouth. He may influence play outside the 10 yard radius, but may not use his hands in so doing.

Violations: All violations occurring more than 10 yards from the goal (in the middle of the field) result in a DIRECT KICK from the point of the infraction.

DIRECT KICK: All defensive players must be at least 10 yards away. The ball may go directly into the goal without touching a teammate--but the defensive players and the goalie may defend once the ball is kicked.

All violations within 10 yards of the goal of a non-serious nature (not directly impeding a scoring threat) result in an INDIRECT KICK.

INDIRECT KICK: All defensive players must be at least 10 yards away. The ball may not go directly into the goal--it must touch a teammate first. Once the ball is kicked, the defensive players and the goalie may defend.

All violations within 10 yards of the goal of a serious nature (directly impeding a serious scoring threat) result in a PENALTY KICK.

PENALTY KICK: The ball is placed 10 yards in front of the goal and only the goalie may defend--all other players should be well out of the way. Once the kick is made, the ball is dead. If a goal occurs, a kick-off results just as it would on a normal goal. If the goal does not score, the defending team takes possession with a goalie kick.

Common infractions: Hands, Roughness, Tackling, Tripping, Pushing, Blocking.

Kick-off: The game begins with a kick-off. After each goal, the team scored against kicks off.

Out of Bounds: When the ball crosses the side-line, it is put back into play with a throw-in. The boy throwing must use both hands over his head and must have both feet on the ground.

When the ball crosses the end-line:

- 1) If the defense touched it last, the offense gets a corner kick
- 2) If the offense touched it last, the defense gets a fullback kick

CORNER KICK: The ball is placed in the corner, and an offensive man kicks it back into play.

FULLBACK KICK: The ball is placed 5 yards out into the field from the end line--right next to the goal. A fullback (defenseman) puts the ball into play.

Coaches: Keep the boys hustling. Keep all of the field covered, and discourage the boys from crowding around the ball. Give them positions to cover on offense as well as on defense.

Encourage dribbling and short passing rather than wild kicks down field.

Make sure the boys understand that the defensemen need help when the pressure is on--they should not be left alone to stop the other team.

Make sure the boys understand when they are allowed to enter the crease--and when they must remain out of the crease. This will prevent costly penalties during the game.

Let different boys take the kick-offs and corner kicks and fullback kicks each time they arise.

BASKETBALL

The official should check the court to see that it is in playable condition. It may need sweeping in areas in which sand often accumulates.

- Scorebooks:** One official will be assigned to referee the game and one will be assigned to keep the scorebook. Before the game begins, list all players on both teams. The completed book will contain the final score, final individual totals, and the nomination for player of the game and a brief description of his accomplishments. The scorekeeper is responsible for keeping time, score, and supervising substitutions.
- Time:** The scorekeeper will pick up a stop watch from the Program Director. The first half should begin as soon as the referee has had the teams decide direction and shirts or skins. Each quarter will be ten minutes running time. The last two minutes of the 4th quarter will be on stopped time. There will be one minute between quarters, and five minutes between halves. The game will last until the time has officially run out. It will not end at the call. This is the only competition sport not ended by the official call over the P.A.
- Substitution:** Each boy must play at least one quarter of the game. No player may play more than three quarters. There will be no substitutions during quarters (unless an injury occurs).
- Press:** There is no press between the free throw line and the end line in the back court. There is no official back court line and thus no over and back violation.
- Fouls:** All shooting fouls will result in two free throws. Non-shooting fouls will result in loss of possession. On the 5th foul of the half, a bonus (one and one) will be in effect.
- Technical fouls result in a one shot penalty. Bench technicals result in a two shot penalty.
- Be consistent in officiating. Whatever contact is called on one side should be called on the other. Also be consistent in calling ball handling violations.
- A player fouls out of the game on his 5th foul. Teams are allowed one minute to substitute for a player eliminated from the game on fouls.
- The three second violation should be called in the National and Federal Leagues.
- There is to be no stalling in the back court. A team must make attempt to keep the ball moving forward toward the basket.

Coaches:

Give everyone a chance' to play at least 1/3 of the game. If your team is not in a close game, it would be a good idea to let your better players sit a little extra to give the other boys extra playing time. Don't let the better players plead "statistics"--their points and individual averages should remain secondary to the team play at all times.

Encourage passing to some of the weaker players. Often, poor shooters will shoot wild shots every time they get the ball--mainly because they get their hands on the ball so infrequently. If they are used to pass to, they will very often be satisfied in passing back to another player--feeling satisfied that they are a part of the team.

The easiest easiest defense for the boys to handle is the man-to-man. A well practiced zone, however, is more effective--but only if the boys are willing to hustle.

Encourage boys to concentrate on facets other than shooting and scoring: rebounding, setting picks, making use of play fakes, spotting the open man, crisp passing, and good defense.

Discourage excessive dribbling and low percentage shots.

Encourage the boys to keep their heads up and to know their position. Give constant encouragement to boys who get nervous when they have to handle the ball. These boys frequently throw the ball away or have it taken from them because they don't know what to do and they "get the shakes".

Make sure the boys know where on the court they are allowed to press.

FLICKERBALL

In many respects this game is similar to rugby. Familiarity with rugby rules and the differences between rugby and flickerball will give you the best possible preparation for either coaching or officiating.

The game starts with a jump ball in the center of the field. After each score, the other team gets possession of the ball in their circle at their own end of the field.

Scorebooks: Flickerball officials are responsible for keeping a scorebook that includes the final score (no individual scoring is necessary) and a nomination for Player of the Day with a brief description of the boy's accomplishments.

Scoring: All points are scored by throwing the ball at the goal from anywhere on the field of play outside of the shooting circle that surrounds the goal. If the ball is thrown through the goal (it may deflect on the side of the opening) it is worth 3 points. If the throw merely hits the board but fails to go through, it is worth 1 point.

Running: The ball may be advanced by running it in any direction. If the ball carrier has his flag pulled, he loses possession at that point. He must give the ball to the ~~official who will in turn give it to the~~ boy who grabbed the flag. He will put the ball into play with an exchange pass: a free backward pass to a teammate. It must be backward and it cannot be intercepted.

All of the rugby running regulations apply, ~~except one:~~ there is no offensive charging. The ball carrier is not allowed to run into defenders. Any unnecessary body contact by either the runner or the pursuer is illegal.

There is no stiff-arming, no holding, no pushing, no blocking, no flag guarding.

Passing: The ball may be advanced by passing. With the exception of exchange passes that must be backward, all other passes may be thrown in any direction (this is different from rugby).

All passes, either forward or backward, must be completed for the team to retain possession. If an incomplete pass is thrown, the ball changes hands at the point at which the ball hits the ground. The other team puts it into play with an exchange pass.

If the pass is blocked by a defender, it is a free ball when it hits the ground.

It is illegal to kick the ball. It may be advanced only by running and passing.

If the official determines that the ball carrier intentionally grounds the ball (throws it down field without a receiver to avoid losing possession in a dangerous area)--his team will lose possession at the point he threw the ball. The other team will put the ball into play with a free any-direction pass.

Out of Bounds: If the ball is run or thrown out of bounds on the sideline, it is put back into play by the other team with a throw in. The throw may go in any direction and it may be intercepted. It must be complete, or it will result in a loss of possession where it hits the ground. If it is blocked, it is a free ball when it hits the ground.

On an attempted shot, if the ball is thrown over the end line, the other team will take possession from the circle.

If the defense blocks a shot or throws the ball out of bounds beyond the end line, the offense will put the ball into play with a throw in from the sideline.

Violations: If a penalty is committed on a shot, the player who is fouled will be awarded a free shot from the point of the infraction.

All standard infractions (see rugby infractions) will result in a 10 yard penalty and a free any direction pass--it cannot be blocked or intercepted.

Coaches: Make sure the boys have their shirts tucked into their pants before they put their flag belts on.

Encourage passing and teamwork. This, more than any other sport, is a teamwork game. Short passes back and forth between two or three players is the most effective way of moving the ball down field.

Encourage the boys to take good shots--not wild throws from mid-field.

Keep your team moving, but don't have them all converge on the ball. Encourage them to spread out and cover all parts of the field.

Have your boys aware of the wind--the flickerball is the lightest of all balls they will use--and is the ball most affected by the wind.

HAVE SUBS SIT BEHIND THE GOALS TO RETRIEVE THE BALLS.

VOLLEY BALL

The following rules apply to Volleyball and Newcombe. The only changes for Newcombe involve allowing the ball to be caught and thrown.

- Scorebooks:** The official is responsible for keeping a scorebook that includes the name of the two teams, the winner, and the nomination for player of the day with a brief description of the boy's accomplishments.
- Scoring:** A coin is flipped to determine side. The teams are to play 2 out of 3 games. The first two games are played to 15 points. If the first two games are divided, the third game winner will be the overall winner. The third game is played until the end of competition.
- If the first two games are won by the same team, the third game is still played. The team that has lost two still has a chance to earn a tie overall. They can do so if they win the third game by more total points than they lost the first two put together. The third game is played until the call ending competition.
- The teams switch sides after each game.
- Serving:** Volley for serve to begin the first game. The ball must cross the net on the volley at least three times. After the first game, the losing team serves to begin the following games.
- The server must have at least one foot behind the end line when he serves.
- The serve must clear the net without help. It must completely clear the net. If it touches the top of the net and goes over--it is no good.
- General Rules:** You may score only when serving.
- The ball may be hit only three times on each side of the net. It may not be hit twice in succession by the same player.
- The ball may be hit with fingers, palms, fists--but it cannot be caught. Even a momentary catch is illegal.
- The boundary line is good. This is different from basketball and football in which the line is out of bounds. Make sure the boundaries are established before the game begins.
- Players:** If the teams differ in number of players by only one, everyone would play. If the difference is by two or more, the rotation for the team with extra players should allow for one player to be out of play at all times.

Infractions:

The following infractions will result in the loss of serve if serving; the loss of point if receiving:

- 1) catching the ball
- 2) stepping or reaching under the net
- 3) two consecutive hits by one player
- 4) four hits on one side of the net

It is legal to play the ball off the net before it touches the ground.

Coaches:

Set up a rotation at the beginning of the first game and remain consistent throughout all three games.

Encourage teamwork.

- 1) In Newcombe, have the boys pass the ball to the front row.
- 2) In Volleyball, have the back rows set up the boys in front with high soft passes.

Have all the boys cover as much ground as possible. It is always better to have two boys go for the same ball than to have no one at all.

Be extra careful to prevent kids from picking on each other. The boys have a tendency to give a teammate a hard time on a bad play. This is more frequent in Volleyball and Newcombe than in any other sport. A brief talk before the game would help. It may be too late once the game has begun.

FLOOR HOCKEY

Pick up equipment at the field shed: sticks, puck, cones (4), goal attachments (2).

- Scorebooks:** The official is responsible for keeping a scorebook that includes the names of the two teams and the final score. No individual scoring should be recorded. Give a nomination for Player of the Day and a brief description of the boy's accomplishments.
- Players:** Before the game begins, have the coaches divide their teams into a series of lines. Use your judgement to determine the best combination. If a team has 9 players, they should divide into a goalie and two four-man lines. 12 on a team should divide into a goalie and three four man lines (with one duplication). These can be varied to accomodate the situation. **BOTH TEAMS MUST HAVE THE SAME NUMBER OF PLAYERS ON EACH LINE.** You should signal a line change every few minutes once the game begins.
- Goals:** The puck must pass between the cones and underneath the goal attachment extending between them.
- Goalie:** The goalie may use his hands only in the immediate area of the goal (within 10 feet).
The goalie may throw the puck no further than $\frac{1}{3}$ the length of the court. He may, however, hit the puck with his stick as far as he can.
- Sticks:** When hitting the puck, the player must keep both hands on his stick. The stick may not be raised above the waist at any time. Such a violation results in high-sticking--and the boy should be warned.
- Boundries:** The grass is in play as is the screen. On the other side, the net is in play, but anything passing over or under the net is out of bounds. It is put back into play by the official by throwing it onto the court and declaring it a free puck.
If the puck goes out of bounds over the end line:
1) If the offense sends it over the line, it is a goalie puck.
2) If the defense sends it over the line, the offense get possession in the corner.
- Face-off:** The game begins with a face-off in the center. There is a face-off after each goal.
- Hands:** The goalie can use his hands. Other players may stop a rolling puck with their hands, but may not bat the puck forward or toward a teammate with their hands.
- Warnings:** No penalties in hockey. Repeated warnings.

TIME OFF RESTRICTIONS FOR STAFF - 1981 (FIRST FOUR WEEKS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
WEEK #1	←		NO DAYS OFF				→
WEEK #2	NO NIGHT OFF	NO NIGHT OFF					NO NIGHT OFF
WEEK #3							NO DAY OFF NO NIGHT OFF
WEEK #4					NIGHT OFF BEGINS AFTER THE EVENING PROGRAM 8:45		NO DAY OFF NO NIGHT OFF
				NO DAY OFF NIGHT OFF AFTER EVENING PROGRAM	NO DAY OFF	NO DAY OFF	NO DAY OFF NO NIGHT OFF

TIME OFF RESTRICTIONS - 1981 (SECOND FOUR WEEKS)

	MON	TUE	WED	THUR	FRI	SAT	SUN
WEEK #5	NO DAY OFF					NO DAY OFF NIGHTS OFF AFTER EVENING PROGRAM	NO DAY OFF NO NIGHT OFF
WEEK #6			NIGHT OFF FOR COMPETITION STAFF AFTER EVENING PROGRAM		NO DAY OFF NIGHTS OFF AFTER EVENING PROGRAM		NO DAY OFF NO NIGHT OFF
WEEK #7		NIGHTS OFF FOR COMPETITION STAFF AFTER EVENING PROGRAM					NO DAY OFF NO NIGHT OFF
WEEK #8				DAYS OFF	←-----→	X X X X X X X X	X X X X X X X X
			NO NIGHT OFF STAFF BANQUET	NO NIGHT OFF	CAMP CLOSED 4:30		

TRIP SCHEDULE (FIRST FOUR WEEKS)

MON	TUE	WED	THUR	FRI	SAT	SUN
		Cabin 10 departs at 10:30	Cabin 10 returns in the afternoon	Cabin 7 departs at 10:30	Cabin 7 returns in the afternoon	
Cabin 8 departs at 10:30	Cabin 8 returns in the afternoon	Cabin 2 departs at 10:30	Cabin 2 returns in the afternoon	Cabin 14 departs at 10:30	Cabin 14 returns in the afternoon	
Cabin 15 departs at 10:30	Cabin 15 returns in the afternoon	Cabin 9 departs at 10:30	Cabin 9 returns in the afternoon	Cabin 5 departs at 10:30	Cabin 5 returns in the afternoon Cabin 1 departs	Cabin 1 returns right after lunch
Cabin 4 departs at 10:30	Cabin 4 returns in the afternoon					

COMPETITION SCHEDULE

SUNDAY AFTERNOON

GROUP (1)	SOFTBALL	NEAR DIAMOND
GROUP (2)	SOFTBALL	FAR DIAMOND
GROUP (3)	SOFTBALL	GOLF SHACK
GROUP (4)	SOFTBALL	GOLF FIELD
GROUP (5)	SOFTBALL	WHITE FIELD
GROUP (6)	SOCCER	RED FIELD

SUNDAY EVENING

GROUP (1)	RUGBY	RED FIELD
GROUP (2)	RUGBY	WHITE FIELD
GROUP (3)	SOFTBALL	NEAR DIAMOND
GROUP (4)	SOFTBALL	FAR DIAMOND
GROUP (5)	SOFTBALL	GOLF FIELD
GROUP (6)	SOFTBALL	GOLF SHACK

MONDAY MORNING

GROUP (1)	SOFTBALL	NEAR DIAMOND
GROUP (2)	SOFTBALL	FAR DIAMOND
GROUP (3)	RUGBY	RED FIELD
GROUP (4)	RUGBY	WHITE FIELD
GROUP (6)	SOFTBALL	GOLF SHACK

MONDAY EVENING

GROUP (1)	SOFTBALL	NEAR DIAMOND
GROUP (2)	SOFTBALL	FAR DIAMOND
GROUP (3)	SOFTBALL	GOLF SHACK
GROUP (4)	SOFTBALL	GOLF FIELD
GROUP (6)	RUGBY	RED FIELD

Competition teams will be picked late Monday evening and will be announced at the horseshoe on Tuesday morning. Teams will select a name and have a short practice game on Tuesday. The regular competition schedule begins with Wednesday's games which are posted on the Competition Bulletin Board.

S T A F F A S S I G N M E N T S - M O N D A Y (A . M .)

During the Class sign-up (right after the competition period):
All campers should report to the horseshoe with the schedule sheet and a pencil. All staff should report to the Rec Hall area if they are helping with the sign-up. Cabin CITs report to the horseshoe.

Staff Assigned to Rec Hall for Sign-Up

Tim Hietpas (Baseball, Basketball, Hockey, Track)
Paul Warshauer (Dramatics)
Christopher Nelson (Archery)
Jim Beck & Jeff Rissman (Tennis)
Rick Curley (Riding & Wrestling)
Art Hellert (Golf)
Rick Poole (Photography & Nature)
Wayne Verdon (Crafts)
Phil Goldberg (Riflery)
Steve Stolz & Mike Hollobow (Water Ski & Mini Bike Changes)

Trouble Shooters in Rec Hall to Assist Campers

Ray Krysh (Director of Class sign-up)
All swimming and skiing staff not otherwise assigned
Cabin CITs as needed (check with Ray)

Sign-Out for Campers as They Exit Rec Hall

Mike Euer & Mike Lurie

Land O.D. during Sign-Up

Scott Batten (Archery, Golf, Tennis)

Ron Lavine
Program Director