

This document serves as the official Camp Manual for the Szarvas Camp, Summer 2024. Please refer to this guide for essential information and resources throughout the camp season.

The next edition will be released in 2025, providing updated content and guidelines for the upcoming year.

CAMP



MANUAL

SZARVAS CAMP

2024

EN

TABLE OF CONTENTS

INTRODUCTION	3
WELCOME	3
CAMP HISTORY	3
CAMP PHILOSOPHY	4
STAFF THEMES AND EXPECTATIONS	5
ADDITIONAL STAFF THEMES	6
YOUR CAMPERS	8
WHAT TO EXPECT	8
SETTING A TONE	12
HOMESICKNESS	14
GROUP DYNAMICS & BULLYING	15
CHALLENGES & DISCIPLINE	18
CREATING A RESPECTFUL AND COHESIVE GROUP	19
SAFETY & MEDICAL ISSUES	20
CAMP SAFETY	25
MEDICAL DOCUMENTS	27
YOUR SAFETY AT CAMP	27
SUN SENSE	28
MOSQUITO REPELLANT	29
ALLERGIC REACTIONS	29
OTHER HEALTH & HYGIENE ISSUES	29
THINGS TO DO WITH YOUR CAMPERS	31
DAY-TO-DAY PROGRAMMING	31
IN THE MORNING	31
REGULAR GROUP ACTIVITIES	32
SPECIAL GROUP ACTIVITIES	32
CANOEING	32
BEDTIME & CURFEW	33
POLICIES AND PROCEDURES	34
GENERAL CAMP RULES	34
THE DAILY ROUTINE	35
REST HOUR	36
SPORT GUIDELINES	36
ATTENDANCE	36
DINING HALL PROCEDURES	37
TIME OUT & NIGHT SHIFT	38
LEAVING CAMP (NOT FOR SMOKING OR REST)	39
VISITING THE CAMP (2024)	39
JEWISHNESS OF THE CAMP	40
GOOD TO KNOW	40
ROLE MODELLING & APPEARANCE	41
PICTURES, SOCIAL MEDIA	41
USING THE LOUDSPEAKER (public announcement – PA – system)	42
APPENDICES	43
ROLES AND RESPONSIBILITIES	43
SEXUAL CONDUCT POLICY	53
EMERGENCY PROCEDURES	61
SWIMMING POOL RULES	64
SAMPLE CAMPER CODE OF CONDUCT	66
CONTACT INFORMATION	66
FINAL REMINDERS AND WORDS OF WISDOM	73

INTRODUCTION

WELCOME

The camp manual has been prepared to provide the staff working in the camp with guidance and points of reference. It is essential that everybody be aware of their role, understand their tasks, be familiar with the limits of their scope of actions, know the specific system of relations among those who work at the camp with regard to each other and know when they are advised, or, in particular cases, required whom to turn. We would like each staff to understand and identify with the purposes of the Szarvas Camp and to consider the realization of these objectives of prime importance in their work.

We believe that a twelve-day camping period can become a long-term, deeply decisive experience and that this depends primarily on the devoted and exemplary work of the leaders working at the camp. Much of what is formulated in this code contains such fundamental information which is natural and self-explanatory for many. However, we document our policies and principles in order to form a cohesive community and approach to our mission, ensuring all individuals present pursue our goals in a unified way.

CAMP HISTORY

The camp was founded in 1990 jointly by the American Jewish Joint Distribution Committee (also known as Joint or JDC) and the Lauder Foundation.

In those days, the Eastern European countries underwent major changes one after the other, the iron curtain came down and the communist system started to collapse.

All this triggered significant changes in the lives of the Jewish communities of these countries as well. The communities awoke from their forty-year-long sleep, parents and children alike began to seek and learn about their Jewish roots, and the will to freely identify with their Jewishness became stronger and stronger.

Supporting and strengthening this process was the purpose of establishing the international youth camp, where the campers could learn about their Jewishness under favorable circumstances, experience a real Sabbath for the first time, sing Jewish songs and dance Israeli dances with the help of Israeli youths.

The camp was called into existence with the objective of giving an unforgettable Jewish experience and bringing those who encounter it for the first time closer to

the Jewish culture and their Jewish roots in twelve days. Some other goals are to give a community to those who come from places that have no, or very small, Jewish communities, to strengthen the sense of Jewish belonging and to facilitate learning and improvement for those more advanced already. Last but not least, it is also the aim of the camp is to become a Jewish community experience for everybody and that in this community, the emphasis be not on who comes from where, but on the fact that all are members of a people sharing common traditions and a common culture.

For the realization of these objectives, the camp defines itself as tradition-keeper. Life at the camp is built on the foundations of Jewish tradition; therefore, anybody can participate in it, independently of which Jewish trend they belong to.

CAMP PHILOSOPHY

The camp gives the campers an opportunity to participate in a delightful summer camping experience, to have a good time, make friends and to feel that they belong to a group.

The madrichimot are the partners of the parents in helping to strengthen the campers' self-consciousness and self-esteem, to lay the foundations of their positive Jewish identity-awareness and in making them feel that they are parts of a strong community. By creating a welcoming, open and attractive atmosphere, all this is simple and brings us closer to the goals we would like to achieve.

The objective of the camp is to give the campers a memorable Jewish experience. This can be achieved through the diversity of the activities and through the possibilities provided by sporting and creative activities, by learning songs and dances as well as through the playful and exciting methods of informal education.

The camper who learns and creates something improves and their self-esteem becomes stronger as well.

The campers, as opposed to what happens in the customary school framework, participate in the planning of the activities, make decisions and are involved in the collective solution of the problems. Some of the problems are personal and those are discussed in privacy by the madrich and the person involved; but there are collective problems as well, which can be solved with the participation of the group. These talks are indispensable parts of the dynamic development of the group. The madrich must be extremely responsive to the needs of the group and to the processes taking place in the group. Expressing feelings and bringing them to the surface is also essential.

STAFF THEMES AND EXPECTATIONS

When joining the Szarvas Team, we expect you to

CREATE A WELCOMING, FRIENDLY AND SAFE ATMOSPHERE

- Help your campers to have the best and safest summer experience ever.
- Place the campers and their parents as your first priority.
- Use friendly, courteous phrases when you speak.
- Maintain a clean and neat appearance, in your work environment as well as in your private space (room).
- Never complain or mention problems in the presence of children or parents, and try to solve all your issues in the shortest time possible, within the frames of the camp.
- Daily strengthen values such as teamwork, kindness, respect, honesty, responsibility, and attention to details in all that you do.

LEAD BY EXAMPLE

- Your language and behavior impact each child in your presence whether it is during activities or free time.
- Children learn mostly from the behavior of staff, not from what you tell them.
- Your goal is that each camper leaves camp as a better person because of your role modeling efforts and positive examples.

PAY ATTENTION TO DETAILS

- Parents entrust us with the safety and well-being of their children.
- Pay attention at all time —make sure that everyone is safe, healthy and enjoying the camp.
- Your general success comes from your attention to details.
- Run your activities on the highest possible level, with full attention, and enthusiastically excite your campers about the activities on the schedule.
- One good or bad experience creates a camper's impression of our overall performance.
- Cell phones are a distraction from campers, and your work. Therefore, phones should not be used during camp activities, including meals, except in case of emergency.

YOU ARE PART OF A LARGER TEAM

- Maintain a friendly and informal atmosphere.

- Take your job seriously.
- Your individual success is vital to the overall camp's success and every single effort made, no matter how small or large, contributes to a positive camp experience for everyone.
- Join the team effort and help create a cell phone free culture at camp.
- Join the team effort in keeping the camps policies, rules, and procedures.
- Communicate freely and openly with each other and always with a sense of respect and dignity.
- Try and express your issues with the person in question honestly, in order for both to compromise and find solution(s).
- Take responsibility for your time management and be punctual.
- Help another staff member if needed without compromising your own responsibilities.

FOLLOWING THE CAMP'S FRAMES

- Following the rules of the camp and understand that breaking them may result in being excluded/fired from the camp.
- Attend all the activities that you are responsible for and/or where your campers are involved.
- Attend all the meals, Mifkads (morning gatherings), scheduled programs, and other events as required by camp leaderships.

ADDITIONAL STAFF THEMES

Some additional themes for all of our staff to keep in mind throughout the summer are:

FLEXIBILITY - We all come from different backgrounds and have certain ideas, so be willing to try new ways, new approaches with your fellow staff and campers. Sometimes you may be asked to take on a slightly different job than what you've been doing in the best interests of camp. Your flexibility will make camp a more productive environment for everyone.

RESPECT – For fellow staff; for our campers; for the environment and beauty surrounding us; for the facilities, buildings and equipment; for our diversity.

CAMP IS FOR KIDS – Sometimes it is easy to lose sight of why we are here. It's important that we all have fun, but let's remember to put the kids first.

BE POSITIVE – If you're enthusiastic, camper will be too. Appreciate what we have and keep things **in perspective!**

KEEP CHALLENGING YOURSELF – We will all have successes and failures over the course of a summer. Remember, even when you've done to CHALLENGE YOURSELF. How can we continue to keep making our campers' experiences even better?

CHALLENGE SAFETY – If you think something is not safe do not assume we checked it. Come and talk to the Camp Director. Safety is always worth challenging, do not just follow the crowd and assume it's OK.

SECTION 2:

YOUR CAMPERS

WHAT TO EXPECT

Whether you're working as a madrich, or as an instructor or both, it's very helpful to keep in mind characteristics common to the age groups that you will be working with. It is important to keep these traits in mind when planning programs and activities for any age group. These, of course, are only partial lists and are not intended to be complete descriptions of each age group.

6 - 9 years old (Negev)	
What to Expect	Helpful Reminders
<ul style="list-style-type: none">• Very dependent on madrich for direction and support• Very energetic, short attention spans• Enjoy short periods of independence• Like games of pretend• Have a poor understanding of unsafe vs. fun• Enjoy short trips to new places• Fearful of the environment until they get used to it• Like competition if they feel they have some chance of success• Tend to be more self-centered than older campers• Poor in co-ordination and skill development• Form few permanent friendships - many "trial friendships"• Take great pride in each skill step forward• Bed wetting is common	<ul style="list-style-type: none">• Need personal care routines (brushing teeth, showering)• Need frequent reminders to wear sun hats, drink water etc.• Will more easily accept chores if they are made fun• Need positive feedback, lots of praise• Discipline must fit the age group- (no push-ups, for example)• Will often lose clothing, and need to be supervised• Moody and unhappy campers are often a result of fatigue or hunger.• No ghost stories!• Use brother or sister or older friends• Dances can be social pressure (they may pretend to like them but do not)

10 - 12 years old (Galil)

What to Expect	Helpful Reminders
<ul style="list-style-type: none"> • In the "group minded" period • Enjoy much activity • Want to develop skills to gain a small degree of independence • Becoming interested in specifics in their environment • Like to prove and improve their physical skills • Enjoy searching out interesting adults and talking to them • Motivated by the group • Want an obvious reason for doing an activity • Are easily made jealous • Want to be thought of as more mature than they are • Want the privileges of the older campers but not the responsibilities • Prefer group to individual activities • Argue and fight frequently • More often come to camp to have fun and make friends than to develop skills, though they often do so through constant observation of role models 	<ul style="list-style-type: none"> • Still need some specific madrich leadership, but less than the younger ones need • Need personal care routines (brushing teeth, showering) • Need frequent reminders to wear sun hats, drink water etc. • Need positive feedback, lots of praise • Moody and unhappy campers are often a result of tired or hungry campers. • No ghost stories! • Use brother or sister or older friends • Dances can be social pressure (they may pretend they like them but do not)

13 - 15 years old (Golan)

What to Expect	Helpful Reminders
<ul style="list-style-type: none"> • Want madrichimot to assume the role of the older brother or sister • Want new challenges to prove acquired skills • Like to explore the familiar and unfamiliar • Enjoy meeting new people • Can be "cliquish" because they are more selective • Slightly less dependent on adults • Can have a great interest in reading • Issues of puberty, scared to be made fun of • Issues of girls and menstruation for first time 	<ul style="list-style-type: none"> • Need time to be alone and to appreciate quiet times with their group mates • Need to be permitted more independence by adults for their achievements • Discussion and reason can work • Peer group pressure is everything, get the leader on your side • Fewer reminders are needed about things such as showers, etc. but they are still necessary!

16 - 18 years old (Hermon)	
What to Expect	Helpful Reminders
<ul style="list-style-type: none"> • Becoming aware of the need for co-operation, particularly on trips • Sensitive to criticism, may not always show it • In need a greater number of privileges and responsibilities • Appreciate privacy, and value a few close friends • Feel it is important to share ideas with and without madrichimot • Form and strive for personal goals • Have an increasing desire to become independent, and to compete with themselves rather than others • Can be cocky and too sure of themselves at times • Puberty issues affect self esteem • Issues of puberty, scared to be made fun • Issues of girls and menstruation for first time 	<ul style="list-style-type: none"> • Are more influenced by leadership through example • Respond better to criticism if it is offered privately then if it is given in the presence of group mates • Be mindful of eating habits, particularly as they relate to body image etc. • May often try to skip programs and must be told they still have to go – No hanging out in the group! • Tend to push the limits of camp rules, and so you must be mindful of smoking, sneaking out etc. • You are not their peer, they look to you for example • Having them help work with younger campers can help them feel useful and connected

Please welcome – Generation Alpha:

Generation Alpha (also known as Gen Alpha) is the demographic cohort born after Generation Z, typically after 2010.

As the children of millennials, Gen Alpha is the first generation to be born into a world that is fully digitized, with technology being an integral part of their daily lives from birth. They are expected to be the most technologically adept generation yet, with a deep understanding and fluency in digital media and technology. They are the most materially endowed and technologically literate generation to ever grace the planet!

CHARACTERISTICS OF GENERATION ALPHA

While sharing certain traits with previous generations, especially with generation Z, the Alpha generation is very different. Below are some of its characteristics:

- **Hyperconnected.** Alpha children are permanently connected. Such is their attention to new technologies that it becomes a way of life.
- **Independents.** They are independent when it comes to making their own decisions and managing their digital identities, and they expect their individual needs and preferences to be taken into account.
- **Visuals.** Video will be their preferred format. In addition, video games will boost their visual skills, improving eye-hand coordination and the ability to easily switch tasks.
- **Technological.** Being hyper-connected, they become experts in the use of new technologies, which facilitates their digital learning and opens up a wide range of possibilities.
- **Diverse.** In this case, diversity not only refers to demographics, such as ethnicity and gender, but also to tastes, lifestyles and points of view.

PROBLEMS OF GENERATION ALPHA

Alpha generation children are born at a time when technological devices are getting smarter, everything is connected, and the physical and the digital are coming together. As they grow up, new technologies will become part of their lives, their experiences, their attitudes and their expectations of the world. Some neuroscientists and psychologists point out that this will have many positive consequences, but also some negative ones that do not necessarily affect everyone equally:

- **Reduced attention span and concentration.** As they are used to using several screens at once and quickly scanning information, their attention span and concentration is impaired.
- **Less time for socialising.** Spending much of the day online, both inside and outside the home, reduces the time for learning, playing and socialising in more traditional ways. In fact, much of socialisation is transferred to social networks.
- **Less development of creativity and imagination.** Without questioning the skills that the Alpha generation will acquire thanks to new technologies, it should be stressed that as the use of physical toys is reduced, the

development of imagination and creativity will suffer.

- **Reduced ability to achieve happiness.** As psychologist Jean M. Twenge notes in her book *iGen*, there is a “link between the rise of smartphones and social media and the increase in depression, anxiety and loneliness in today's youth”.

SETTING A TONE

The tone and routines that you set with your campers in the first few days will either carry you through the summer or will become an obstacle that you will fight overcome. The biggest things to immediately establish with your campers are:

Roles, Rules & Expectations

As with any relationship, **communicating** expectations and rules for the group are a critical part of your job. Things to establish right away are:

- **Your role.** You're there to provide fun, and be a source of support, but your job also requires you to enforce camp and group rules.
- **Camp rules.** Make sure the campers understand all of the basic camp rules and the repercussions that are involved in breaking them.
- **Group rules.** What is acceptable and what is not. Have campers play a role in establishing what is acceptable, as there is more flexibility in terms of what will be required to live together. Examples of issues to include are:
 - Hygiene
 - Language
 - Interaction with others
 - Clean-up
 - Activity independent of madrichimot
- **Consequences.** What campers should expect if rules and routines are broken? Be clear and prepared to follow through. Campers may also play a role in establishing what a realistic consequence to inappropriate actions is.

Routines

Keeping to specific routines helps keep expectations clear. If you can establish a routine for necessary daily activities, you will have more energy to deal with what counts. It may take more time to follow through and enforce these routines over the first few days (as campers test your authority) but in the long run they will make

the summer that much more fun for everyone. Some thoughts that may help you with routines are:

- Break the monotony and make chores fun. Incorporate the unusual or unexpected, and issue challenges (i.e. can campers make their beds using only one hand?)
- Think about ways that you can take your campers by surprise and occasionally change things up.
- Always sit with your kids at camp wide routine times (snack, Friday Lunch and other camp wide events) to ensure those routines are followed.
- Properly maintaining routines can help you with group bonding and building better friendships.

Building Relationships

By far the most important part of setting a tone in your group is building positive relationships with your campers. The most basic and important aspect of building a relationship with your campers is spending lots of time with them, even when you're not specifically required to. Campers will very quickly come to understand if you are at camp to put them first or yourself first. If they know they come first, their respect for you will rise dramatically. Other thoughts to consider on building relationships with your campers are:

- **Be present and watchful.** The more time you spend with your campers, the more in tune with issues you will be. **SPEND ONE ON ONE TIME – with your CAMPERS EVERY DAY AND WE GUARANTEE YOU THEY WILL** let you know if they are upset – and feel secure enough to tell you anything.
- **Spend time with campers individually.** You will find that campers are often very different when in one-on-one settings and will open up far more.
- **Understand specific and individual needs.** Befriending campers will often require you to work with specific personality traits (make sure to get camper notes from your Unit Head before campers arrive).
- **Understand the group dynamics.** Who are the leaders and followers? Are there cliques or campers being left out? What can you do to ensure all campers are included and which campers can help you?
- **Give praise.** Say “thanks!” It's often overlooked, but very important to build the esteem of your campers.
- **Be respectful and a role model.** Stay away from put downs and phrases such as “shut up” or “grow up.”
- **Be ready to listen.** You may feel that you have all the answers and that

you're full of advice but contain yourself. It is important to allow the camper to express THEIR thoughts and feelings.

- **Be honest and sincere.** Admit that you don't know the answer if you don't. Be able to suggest someone (Unit Head, Nurse, Director) that may be able to help the camper better than you.
- **Remember not everyone thinks and reacts in the same way.** Based on their background, your camper may handle situations in a completely different way than you would.
- **Encourage independence.** Giving campers a solution too readily may cause them to become emotionally dependent upon you. You want to encourage the camper to draw their own solutions so that in the future they won't feel the need to bring you every little thing.
- **Follow-up on any personal conversation you had.** Forgetting about a chat or a situation may lead a camper to believe that you don't really care and will avoid bringing any problems to you in the future.
- **Work with your co-madrich.** You're a team at all times and need to be on the same page with all situations and issues. Do not criticize or yell in front of kids.

HOMESICKNESS

Homesickness is a very common issue with campers. It can happen at any age and regardless of whether campers have been at camp before or not. While some cases are very obvious (the crying child demanding to go home), others particularly in older campers can be subtler. Look for some of the following symptoms:

- Not interacting with others
- Not eating, feeling ill, bed wetting
- Depression
- Complaining of physical illness
- Lack of energy/too much sleep
- Acting out/tantrums

Our first priority when homesickness emerges is getting the camper's mind on to something else. During the day, it's a little easier to divert them into fun activities. At night, or during quiet times like rest hour when homesickness is far more common, it's a little more difficult. Being comforting and reassuring is very helpful, as well as possible distraction through stories, songs etc. Try to **avoid talking about**

home at all unless it relates back to accomplishments at camp. Some other ideas to think about are:

- **Keep them busy.** As best you can, keep your campers involved in constant activity so they don't have time to think of home. Be pre-emptive. Show them around camp and explain all camp routines. This may avoid the problem in the first place.
- **Don't make promises you can't keep.** Short-term goals are helpful but be vague enough to make sure you can follow through. If you say that the camper will get to go home if they "try hard for a few days," you'll be spoiling your relationship.
- **Friendship is key.** Campers that are making friends are less likely to have problems. Make sure campers are bonding in the group and at activities.
- **Ask for help.** There are many great resources around you that can help you in these situations. Unit Heads Specialists and Directors are all great people to talk and sometimes can offer special goals and incentives to help you out.
- **Eventually, it's time for tough love.** At some point, the sympathy will have to stop. This "tough love" may come from the Director or Unit Head but tends to be much more effective than piles of sympathy. The goal is to get the camper to "give up" waiting to go home and accept that they are at camp for the long haul.

GROUP DYNAMICS & BULLYING

Szarvas Camp maintains an anti-bullying philosophy and practice. Bullying can negatively impact the camper or staff experience by creating an unsafe environment. Don't let a child hitting another child or let placing a child or staff at risk. **With a small attention it's easy to prevent it. If you need help in dealing with such a situation, go to your unit head, or Camp Director team.** We are always happy to work with you to resolve a bullying issue as the last thing we want to occur is to have to ask a camper to leave camp for bullying.

WHAT IS BULLYING? (Information provided by the Anti-Bullying Alliance)

The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online. Bullying behavior can be:

- Physical – pushing, poking, kicking, hitting, biting, pinching etc.
- Verbal – name calling, sarcasm, spreading rumours, threats, teasing, belittling.
- Emotional – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion.
- Sexual – unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films etc.
- Online /cyber – posting on social media, sharing photos, sending nasty text messages, social exclusion
- Indirect - Can include the exploitation of individuals.

SIGNS OF BULLYING

By staying alert, we may be able to identify when a camper has been, or is being abused, minimize the damage to them and other victims, and get them the help they need. Serious or sudden changes in a camper's mood or behavior can indicate that something is going on. So when a camper starts acting younger than their age, having temper tantrums, bedwetting, crying a lot, distancing from the group, startling easily, dozing off at random times, disconnecting from camp activities, or talking or behaving in a sexual way, something might be going on. In addition to being attentive to the kid's behavior, you can help by being aware of and reporting adults who are crossing boundaries, such as showering too much attention to a specific camper or not respecting a campers privacy or the camp's

guidelines. So be alert, and report to your Unit Head or the Wellbeing Associate if you notice something.

Watch for campers who:

- Have too much physical contact with others
- Ignore social cues and boundaries
- Create secret games/clubs
- Focus attention on campers who have less power than they do, either physically, socially, or intellectually

WHY DO KIDS BULLY?

Usually, bullies have low self-esteem, yet they may appear popular and cool. They may feel better about themselves if they bully others. They crave power and attention and may have trouble empathizing if they have not been taught to accept differences. Bullying usually occurs in secret and this is supported by the threat of retaliation if anyone finds out.

Peers learn to align with the dominant individual for protection and status so often even the best camper can be supportive of the bully. Don't be fooled! Children know that bullying is unacceptable and have been told they will leave camp if it occurs. **Intervention is necessary right away as lack of action implies the action is acceptable. A fear of consequences and following through with discipline is essential.**

SOLUTIONS:

- Set the rules on the first day - a code of conduct - be clear and tough on this issue.
- Get Help from your Unit Head and/or a Director.
- Let the bully understand the distress being caused to the victim. The bully will often say they were just trying to have fun. Make it clear that this type of fun is not acceptable
- Explore the issues of power with the bully and use that child for positive initiatives. Who do they look up to? How do their hero figures use power in a positive nature? Make a contract with the child to deal with peers in a positive nature. Children who bully thrive on attention, power and likely have their own personal issues.

- Explore the peer group and explain that you know other kids are scared at becoming the next victim. Let them know that you know about being warned to not tell on the bully in fear of retaliation. Let your kids know that **tattling** is getting someone into trouble but **telling** is solving a problem.
- Explain to your group that a real leader is one who stands up for the person being picked on and that to support the bully or even do nothing means they are as bad as the bully.
- Remember you have to work with the bully, the victim and the entire group, separately and together. For activities, set the groups instead of allowing the group to do so.
- The victim ironically can often be the initial bully and can be at times guilty for bothering or bugging the other campers and as a result becomes a victim. Figure out who really is the bully.
- Reassure the victim and let them know you believe them and that you will follow up. Give them the courage to be different and give counselling on how to change behavior that may be perceived as "annoying."
- Try to build up the strengths of victims as their lack of self-esteem can make them an even bigger target in the future. Let the camper who is affected know that we will support them. Tell them to "*consider the source!*"
- Tell the kids who are neutral to reject the bully and join with friend to reject the bully. Mutual support is important and much of the time if other kids step in the bullying will stop.
- Buddy up the victimized child with another child in the group, or unit or with an older camper. Staff have central role in being social architects in children's lives. Remember that bullying or picking on another camper or staff member is not tolerated. It comes down to a simple word: **RESPECT**.

DOES BULLYING VARY BY GENDER?

In short, yes and no. Statistics indicate that males are slightly more likely to bully and be bullied than females. Females are more likely to use a "relational", or verbal/emotional approach and males are more likely to use a physical approach, but there is no uniformity in how bullying occurs. Both forms of bullying are used by all genders, can be equally damaging and should be treated accordingly.

WHAT ABOUT THE CAMPER THAT IS JUST UNATTACHED?

Another camper type to be aware of are the unattached. They may not be bullied, but even just being ignored can lead to a difficult experience for these campers. Be on the lookout and think of ways to include them in group activity.

CHALLENGES & DISCIPLINE

Szarvas Camp is a supportive environment for our campers, staff, and stakeholders. At times, campers may require an additional level of attention.

Campers are to be managed in a way that enhances and supports their individual growth. We believe in restorative techniques rather than punishment or consequences, where the goal is the development of the child and reduction of risk for a similar event happening in the future. **At no time and under no circumstances should there be any use of corporal punishment (physical force against a camper).** Striking or demeaning a camper or acting in a manner detrimental to the camper's emotional, physical, or psychological health is strictly prohibited and may be grounds for immediate exclusion.

Please consult with your Unit Head, the Wellbeing Associate, or a member of the core team before issuing any punishments to an individual or group.

CREATING A RESPECTFUL AND COHESIVE GROUP

Don't expect that your group will just naturally come together. There will be obstacles in your way and it will be important for you to step up as a leader if the group is going to be cohesive.

- **Make your expectations clear.** Never assume campers know what is expected. Start off with a pep talk on the first day about being "*the best group in camp*" and try to keep the rules to just the key rules. Make sure that the campers understand exactly why those rules are in place. You may need to use different approaches to get the message across. Some campers learn better from seeing than hearing.
- **Earn respect.** Reputation and conduct earn respect. You are who your campers *think* you are. Remember to be consistent and fair from day to day and from person to person. Be a strong role model and practice what you preach.
- **Assume your role as a leader.** Your campers will have a natural tendency to respect you. Live up to that position and your campers will tend to follow but remember that respect must be maintained by your conduct, by being present during critical times and free time.
- **Respect your campers.** Your respect is shown in the words you use, your tone of voice and how you give directions. Watch the sarcasm! It is also bullying. Don't order them around like a drill Sergeant. Remember your "pleases" and "thank-you's" and treat your campers like you would want to be treated yourself.

Additionally, here are some tips to help you create a cohesive environment for all campers:

- Let your group know put downs of any type are not acceptable.
- No "D's" (disrespecting, diminishing or demeaning) – even if you are just kidding.
- Stop any attacks as soon as you see or hear them. Be calm, make eye contact, bend down and tell the camper this behavior is not acceptable.
- Let the camper know that being part of the group means caring about everyone in it.
- Say "hi" to your campers on a regular basis and use their name whenever appropriate. It will make them feel recognized and appreciated.
- **TREAT YOUR CAMPERS NOT JUST AS A GROUP BUT MEET YOUR CAMPERS ONE ON ONE AND ASK THEM SPECIFIC QUESTIONS ABOUT THEIR GROUP MATES, ACTIVITIES AND HOW THEY ARE DOING!**

SECTION 3:

SAFETY & MEDICAL ISSUES

CAMP SAFETY

During Pre-Camp you will be trained on emergency procedures as well as common sense safety issues. The purpose of this section is to **remind** you that if there is any part of your job that is important, it is ensuring your campers and all campers are safe. As staff, you are personally responsible if a child gets hurt, and you should treat each situation as if every camper is your own child.

Some tips to ensure the safety of your campers:

- Always know where your campers are, even during free time. Keep a special eye on your campers that may have problems adjusting or have emotional and social problems.
- Kids sneaking out late at night are your responsibility. This may lead to safety and other issues.
- **Always challenge safety.** If you think something may be unsafe in an area that is not your responsibility, say something anyway. Should a child be in medical center, be proactive. With regard to site safety if you see anything dangerous in the camp territory (e.g. hole in ground, broken tree, pole sticking out) tell the person responsible for daily risk assessments.
- Most accidents and incidents at camp happen on a free time when campers are not being supervised to the same degree as in camp (e.g. when in their rooms without staff present, on Shabbat, or in the forest). If you need additional support in supervising your campers for a specific time or event, please speak with your Unit Head. Make sure that you can account for campers at all times.
- If you go out of the camp (walk, trip, ash layla...) make sure
 - you have communication plan and emergency assistance is available via cell phone, and you know any numbers in the camp and/or security team,
 - you review what to do if camper separated from group,
 - you have a normal camper to staff ratio (1:12),
 - everyone knows where you are going and what is the expected behavior there or on the way there,
 - you take water with you

- Make sure campers never stand up in a bus, do not stick their hands out of windows, and so on.
- Ensure campers are not creating a fire hazard around a fire, or by playing with matches, lighters or other substances that are not allowed at camp. **Please collect all the candles from the kids after all type of memorials or Havdalah.**
- Make sure campers are not out in thunder and lightning.
- Make sure campers do not use knives, axes, or other sharp tools unless given one-on-one supervision (if age appropriate) for a specific need such as cutting wood for a campfire or preparing special food.
- Programs and activities that involve making food outside of the kitchen require special permission.
- You must be sober at camp at all times. Do not come in from outside the camp in a state that could affect your ability to respond in an emergency.
- There are numerous other items we will review in pre-camp. We have dedicated one page to SAFETY in this manual so that YOU AS STAFF UNDERSTAND THAT THIS IS YOUR MOST IMPORTANT JOB!

USE THE MADRICH JUDGMENT CHECKLIST:

- **What are the physical risks in this activity or decision?**
- **Are there any other risks I might not be able to see?**
- **If something went wrong how would I feel?**
- **Is this activity for me or really for the campers?**
- **How much am I getting caught up in this-is my judgment clouded?**
- **Would I do this activity if the campers' parents were watching?**
- **What would I decide if the Camp Directors were watching?**
- **How will I look back on this decision tomorrow?**

MEDICAL DOCUMENTS

For all camp participants and staff to arrive and leave healthy, highly recommend everyone to visit a doctor at least one week before arrival at camp. Everyone (including campers and staff) has to submit a signed medical form on the first day of camp, which includes all relevant and up to date medical information.

Everyone should bring their social insurance card (or a copy of it) and/or health insurance documents. All EU residents should have their European Health Insurance card with them as this is accepted in Hungary.

YOUR SAFETY AT CAMP

Challenging safety is not just about the campers. It is just as important for you! At Szarvas, we wish to ensure that you as a staff member have appropriate supervision to keep you safe at all times and that you are aware that you should only do a job you are properly trained for. That means before or during pre-camp, we want to make sure you have received any additional training you may need for your job.

We will make sure, where appropriate, our equipment is inspected and maintained in good condition whether it be. If you have an activity that requires safety equipment (e.g. lifejackets when SUP or canoeing), you are required to wear it. These precautions are not just for the kids, they are for staff too! Your participation in emergency procedures is also as much for your protection as they are for the campers. In addition, it is essential to remember that you are a role model for the participants.

Always make sure safety rules are in place at your activity. Always report any incident, or potential incident, accident or injury immediately. Alert us to anything that could potentially endanger your safety. "Always challenge safety," means constantly being on the lookout for potential hazards and unsafe practices and communicating ideas to the directors about safety for both yourself and the kids. If you have any idea or suggestions on how to make your job safer please let us know.

Your health matters. We do not want you, for example, getting sunburned or ill when it can be prevented. Use common sense and follow all the rules in this manual, remembering that anything we discuss for the safety and contentment of our campers applies to you.

SUN SENSE

Playing hard in the sun all day will take its toll on anyone. At camp there are several issues to be aware of, including:

- **Sunburn:** evident through a reddening of the skin along with extreme sensitivity.
- **Dehydration:** usually felt through a general feeling of fatigue, headache or dizziness.
- **Heat Exhaustion or Sun Stroke:** Two different conditions that are severe progressions of the above conditions. Symptoms to watch for are flushed appearance, high body temperature, dry skin (as opposed to sweaty) and extreme dizziness and nausea. If you encounter a camper showing such symptoms, they should be taken to the medical center immediately.

The most effective way to deal with any of these conditions is prevention. There is no excuse for one of your campers to be showing any of the signs listed above if they remember (and you remind them) about the following precautions.

- **Always wear sunscreen:** All staff and campers should be wearing sunscreen and re-applying it regularly, especially if they are in the water or involved in an outdoor activity. Sunscreen is available at the medical center.
- **Always drink lots of liquids:** Make sure you and your campers are drinking lots of fluids at meals and during activities. It can be water, juice or milk (tea and coffee don't help in avoiding dehydration). If you are running an activity outdoors, make sure you take a break to allow your campers (and yourselves) to go and make use of a water fountain. The water of Szarvas Camp is drinkable.
- **When possible, wear a hat:** Hats protect skin from UV rays, provide protection for face, neck, and ears, and can help regulate heat.
- **Shirts and Sunglasses help too:** Shirts are a far more effective way to avoid sunburn than sunscreen, so make sure you and your campers are wearing them as much as possible.

- **Sun Sense Starts with You!:** Remember that campers look to you for an example, so if you're telling them to do any of these things without doing so yourself, you will not be effective. We look for you to be responsible and conscientious and set a good example.

MOSQUITO REPELLANT

Mosquito bites can cause illness and infection. Protect yourself and your campers. **SUNSCREEN/INSECT REPELLANT** is now a combination that should work together. Always make sure your campers are wearing insect repellent especially after dinner, and for evening programs. The morning routine is hats and sunscreen, the late afternoon routine, insect repellent and long pants/shirts. Have them cover up with clothing at dusk when mosquitoes tend to come out. That means socks and shoes instead of sandals.

ALLERGIC REACTIONS

Anaphylactic reactions occur when the body's sensitized immune system overreacts to the presence of a particular allergen. Generally, the most common allergies that may cause such reactions are bee stings; however individual people may have allergies to any number of different elements such as milk, eggs, fish, nuts, sesame, wheat, soy, or even antibiotics.

Make certain you know your campers' medical issues. If one of your campers has an allergy history, it will be indicated on their medical forms (available from Unit Heads, Coordinator and nurses.) Medicines are available in the medical center (**700**). If you encounter a camper showing symptoms similar to those described above, visit the Doctor immediately.

OTHER HEALTH & HYGIENE ISSUES

Some other areas of concern that you should keep on top of and think about at all times for both yourself and your campers include:

Getting Enough Sleep: Your campers will be cranky and you will not be able to keep the kind of focus you need running an activity unless you and your kids get to bed on time and get plenty of rest.

Personal Hygiene: While campers love to run about dirty, it is up to you to make sure that they are taking care of themselves. This includes brushing teeth, taking showers, combing hair, airing out beds and room, clothes off floor, etc. Ignoring any of these things for long periods of time can lead to serious health concerns (and very angry parents!). **Outside use of mattresses and blankets from the rooms is prohibited at all times!** You don't want any kids to sleep with dirt and bugs!

Washing Hands: The fastest way to spread illness around camp is by campers forgetting to wash their hands after they use the bathroom and touching objects (or food) that other people also use. Make sure that you and your campers are washing hands, with soap, after using the washroom and as importantly before every meal. Make sure they do it!

Also, as an extra precaution there are hand sanitizers located at two entrances of the dining hall.

Wearing shoes: There are always sharp rocks and sticks lying around camp, so staff and campers should be wearing proper footwear at all times. Even those bare footers hoping to develop a callous, remember that a deep cut will have a far more negative impact on skiing than soft feet ever will. For active sports proper closed toe shoes should be worn as well. Entering the dining hall barefoot is also not allowed.

Eating Properly: Food is an integral part of the Camp experience, keeping us healthy and energized for our camp day. Our carefully prepared menus by nutritionists in consultation with our professional chefs. Meals are "kid-friendly", varied, and kosher. Camp provides three meals per day and regular snacks. Please support your chanichimot in consuming a well-balanced diet. If a camper is missing meals or not eating on a regular basis, their health may be at risk. Remember to watch what your campers are eating. If, despite your best efforts, you have a chanich/a that is not eating enough, please contact your Unit Head, the medical team or the Well-being Associate. Also keep in mind that again, campers will look to you for an example. You should be eating balanced meals with your campers at meal times as well (even if you might not favour a certain meal). If you have questions about what should be included in a balanced diet, speak to a Nurse. Don't stand up during the meals if it's not necessary. It helps a lot with the order in the dining hall.

SECTION 4:

THINGS TO DO WITH YOUR CAMPERS

DAY-TO-DAY PROGRAMMING

In many ways, it is Szarvas's day-to-day activity programming that sets us apart. As important as it is for a camper to have fun and make long-lasting friendships, a quality instructional program also will provide a fulfilling experience for them to take with them once the summer is over. Our goal is to expose younger campers to as many activities as possible and as they mature, allow them to focus their skill development in more specific areas of interest. This balance of exposure to many activities and option to specialize in one or two areas allows our campers to not only gain specific skills, but also the underlying confidence that helps a camper's sense of independence and self-esteem to grow.

Keep in mind that although we have incredible facilities, and talented teachers, campers will still need guidance from both madrichimot and activity staff to ensure that their unique program stays properly suited to their interests and needs. It is therefore your responsibility to get to know your campers whether they are a team player, an individualist, creative, social, athletic or some or all of the above that they have a schedule that works for them.

ACTIVITIES

A typical day at Szarvas has six activity periods – 3 in the morning and 3 in the afternoon. Some activities such as canoeing, bike trips have a special schedule, and must be kept the way the Coordinator set it up. Swimming Pool can be visited only at the schedule line where your unit or group is set to go.

IN THE MORNING

MIFI

Mifi is the waking up of each group individually close to group's accommodation place. It is led by madrichimot of each group and can include morning exercise, game, story, dance or anything creative that comes to the mind of madrichimot. After mifi groups are brought to the main square followed by Mifkad.

MIFKAD

Mifkad is a traditional camp „ceremony” held on the main square of the camp every morning before the breakfast. This is the time when all the camp is present and firstly the topic of that day is introduced by madrichimot which follows symbolical Morning Prayer including Mode Ani and Shma prayers sang by all the camp together.

REGULAR GROUP ACTIVITIES

Groups have two hours a day of activities when their group is together alone: Peula and Madrich Time. Peula is a theme based 45-50-minute-long activity which is often a group discussion, debate... Madrich Time is more free and creative activity where the leaders of the group are building a strong team, playing different games or using their time for simply being together.

SPECIAL GROUP ACTIVITIES

Arts and crafts, sports, Israeli dances, singing, challenge park, wall climbing, biking, etc. These are the activities led by specialists. Depending on the age-group needs the Coordinator puts a specific number of these types of activities. Every group visits the swimming pool once a day. Canoeing and biking is provided for the older kids, and boat trip for the small campers. Depending on the theme the campers are visiting different temporary built places as Museums and exhibitions, Abraham's Tent, Talmudic village or a Kibbutz.

ISRAELI CORNER

On the 60th anniversary of the State of Israel we had created a permanent exhibition- museum - called Israeli corner. The museum is led by Israeli staff and its aim is to show and teach chanihim and madrichimot about society, history, politics, food and culture present in Israel. Also, the museum will provide updated news from Israel each day. Each group will be able to visit a museum at least once during the session.

CANOEING / SUP

Canoeing and SUP are special programs placed outside the camp territory. Because of this, campers and Madrichimot have to leave the camp together. On the spot a team of professionals will explain everything about using the

equipment and rules. **Please make sure everyone listens, understands and keeps the rules of canoeing and SUP.** In any case please listen and follow the instructions of the professionals.

Jumping and swimming in the Körös river is strictly forbidden! If one purposefully tips the canoe or SUP while on the river can result in paying for any caused damages and/or immediate exclusion from this daily program.

BEDTIME & CURFEW

Bedtime can either be the most challenging, or the most rewarding part of the camp day. Campers will be tired, which may make them grumpy. However, it's more likely that defenses will be down, and so it's also a great time to connect with campers and get important information from them on how they're doing with their camp experience. Some things to think about at bedtime are:

- **Set a routine.** Make sure that campers know the expectations of washing hands, brushing teeth, changing into pajamas before bed etc.
- **Use a quiet voice.** It will be easier to calm your kids down and get them ready for sleep if you're not using a loud or agitated voice to get them through their nightly routines.
- **Take a moment with every camper.** Talk about the day, what went well and what did not. This can be one-on-one, or as a group activity for the whole room.
- **Make use of "special guests."** Are you not a great story teller or song leader? There are many Madrichimot or Unit Heads who are and who would love an invitation to come and spend time with your group before bed. Make use of these resources!

NOTE: DON'T SPEND TOO MUCH TIME IN A ROOM. LET THE CHANICHIM SLEEP. AND ALSO MAKE SURE YOU ARE GOING TO BED "ON TIME". IT IS A 12 DAYS LONG CAMP AND WE – THE CAMP – NEED YOU EVERY DAY A 100%. PLEASE REST!

POLICIES AND PROCEDURES

GENERAL CAMP RULES

We are firmly committed to maintaining Szarvas as a safe, secure and wholesome environment for children. To ensure that this is so, we send all parents and campers an explicit code of conduct that all are expected to adhere to while at camp. As a staff member, you will be expected to abide by and enforce this code of conduct and therefore it is important that you are not only aware of camp policy on the rules, but also of the consequences for breaking these rules.

Any camper who violates these policies, as listed below, or violates any other serious rule or policy or any camper who jeopardizes the safety or well being of others or themselves, can be dismissed from camp. Such dismissal is at the sole discretion of the Camp Director or directors. Inappropriate behavior, damaging property, raiding groups or sneaking out of groups to spend time with another camper are just some typical examples.

The camp services are only available for campers.

Following the Hungarian regulations on the protection of nonsmokers and the usage and distribution of the tobacco products, certain parts of the 1999th XLII. law say that the prior key target of the law is to reduce and minimize the access of the underage toward the smoking society and the smoking products. Because of this the entire camp is a non-smoking facility. **The camp is a non-smoking environment, smoking is forbidden in the whole camp.** This includes the trips and other programs organized during the time of the camp. **Nargila and electric cigarets are also banned by this law.**

Some institutions are allowed to designate a smoking (tolerance) zone further than 5 meters from the entrance of it. Smokers can't leave this zone further than 1 meter.

In case of breaking this law the fine for the Camp can be between 1 and 5 million HUF (approximately 4.200 – 21.000\$). Beside this each and every caught individual can be punished for additional 20.000 – 100.000 HUF (approximately 90 – 450\$).

The camp has house rules. If the house rules are broken by alcohol or drug possession/consumption, leaving the camp without permission, noticeably interfering with others, this can lead to immediate exclusion from the camp.

Providing any camper with drugs or alcohol is a criminal offense, and is prohibited at camp and at all Szarvas Camp related events. Similarly, it is prohibited for staff members to interact with or be around campers while under the influence or in possession of drugs or alcohol.

Deliberate damage has to be paid either by the person who caused the damage or their legal guarding.

Pets and service animals entering camp must be approved by the Camp Director. Only core team members, permanent staff, and others with permission of the Director may have pets at camp. While at camp, pets must be kept in designated living spaces or on-leash. Pets must also meet vaccine requirements and other criteria as deemed necessary by the Director.

Because the camp is strictly kosher, food cannot be brought into the dining hall, and only kosher food may be served to campers.

THE DAILY ROUTINE (Sample Sunday-Thursday Schedule)

8:00 - Wake-up!

8:45 – Group or Unit MiFi (mini mifkad)

9:00 – Mifkad for Everybody (at the Welcome sign)

9:15 – Breakfast (**check the schedule if your group is on duty in the dining hall**)

10:00 – 10:40 - First morning activity

11:00 – 11:40 - Second morning activity

12:00 – 12:40 - Third morning activity

13:00 – Lunch (**check the schedule if your group is on duty in the dining hall**)

From 15:00 you can take your groups' afternoon snack from the kitchen)

14:00 – Sport competitions (when announced)

15:30 – 16:10 - First afternoon activity

16:30 – 17:10 - Second afternoon activity

17:30 – 18:10 - Third afternoon activity

18:15 – Sport competitions (when announced)

19:00 – Dinner (**check the schedule if your group is on duty in the dining hall**)

20:15/30 – Evening Program

REST HOUR

After lunch there is a short time for rest. It's a great time to catch up on the day, bond with the group, look for particular issues affecting campers and so on. Sometimes a madrich may wish to bring all of their campers outside the unit to do something fun, quiet, and relaxing. This is acceptable as long as your Unit Head has agreed and coverage of all campers by a staff member is available. Your group may never be left unattended.

This is also a time for different camp-wide championships like football, basketball or volleyball.

SPORT GUIDELINES

Goals of sport competitions:

- Have fun
- Entertainment for/of chanichim
- Moral education
- Team-building

Sport competitions are part of the daily program (between lunch and the afternoon activities). Competitions are controlled / led by sport staff or a person whose skills are sufficient. Games have to happen in appropriate conditions (paying attention to values of the camp). Madrichimot are not part of the campers' teams. Each case like this will be considered by the sport staff or the central staff. Violence, racism, disrespectful behavior are not permitted.

Staff should set an example for the campers and have to behave accordingly.

Any game can be cancelled because of changes in the camp program, weather or facility conditions by Coordinator of the camp.

ATTENDANCE

UNIT HEADS:

Unit Heads should check and visit their units regularly to be aware of missing campers or any special need which are coming up during activities. The Unit Heads are role models for the kids and for the Madrichimot as well.

MADRICHIMOT:

Madrachimot are expected to attend and participate in each activity with their group. Staff presence helps build the good atmosphere of the camp and the good dynamic of the group. If madrichimot do not feel well enough to attend or participate in an activity or need a break, they should speak with their Unit Head prior to leaving the group who will ensure there is appropriate coverage for the campers. After speaking approval from the Unit Head, the madrich/a may pursue their own needs in accordance with camp policy, including visiting the medical center as needed.

DINING HALL PROCEDURES

The following is a list of guidelines that should be followed at all times in the dining hall:

Campers and staff should not enter the dining hall until the time of meals. Once everyone is seated inside the dining hall, we start the meal. Please be on time. Food will be served when the appropriate sections are seated and groups are in the dining hall. The food is freshly prepared so please start to eat when **all your chanichimot are there.**

Please limit the number of people leaving the table during meal times, including staff. One staff member should be at the table at all times as it is the role of the madrich to ensure that this guideline is followed. Exceptions may occur for those with dietary needs, using the restroom, refilling dishes, and other good reasons. Please use your discretion.

Mealtimes are not “free time” for staff. It is critical you are doing your job at all times. Proper table manners should be encouraged (e.g. passing, not grabbing). Mealtimes are also great times to pick up on group issues, who is getting along, who is picked on/ignored etc. Please change your seat regularly so you can sit with different groups of campers. You should also ensure that campers are eating properly (see Eating Properly section for more information).

During the meals we have announcements. They are translated into all the languages of the camp. Sometimes it takes a bit longer time. Please be patient and keep quiet until the last translation in order to show respect towards each other.

In the dining hall you and your kids should be dressed for meals. Swimming suites, being bare foot or other inappropriate dress style is **not allowed** during the meals. Boys should wear a kippah during the meals. (At the reception there is an opportunity to rent a kippah.)

Nobody should leave the dining hall until **Birkat Hamazon** is completed and all the chairs are back in their places.

Because of the **Kashrut** please do not take any kitchen equipment such as pots, plates, etc. out from the dining hall. If you want to take food with you, there are plastic items in the kitchen. Ask for help from the kitchen staff. For the same reason, please don't bring to the kitchen any kind of products from outside.

TIME OUT & NIGHT SHIFT

You are responsible for your campers throughout the camp session. To ensure madrichimot get breaks and rest as well, we have a group of madrichimot (scheduled by the Unit Heads) that are responsible for their unit, and Unit Heads/Specialists (scheduled by the core team) on duty (shmira) at night. If your kids are sleeping, you are not scheduled to be on duty that night, and you have finished your daily tasks, you may leave your unit's area.

If you are leaving the camp please make sure your group is safe, resting and your Madrich fellow and Unit Head knows about your location. For any case, please be available on the phone.

Staff must return to Camp by curfew at 1:00 AM. Unit Heads who are on night duty will help coordinating the staff curfew and direct everybody to their room. Please be aware when re-entering the camp that others are sleeping, so keep the noise at a very minimum level. Any gatherings of more than 2 people are forbidden after the curfew.

Staff are expected to be sober and available to work at all times while on camp property. While you may have alcoholic beverages during your time-off, you must return to camp sober. Do not come in from outside the camp in a state that could affect your ability to respond in an emergency or work with a camper. Alcohol and other drugs are not permitted on camp property, and it is prohibited for staff members to interact with or be around campers while under the influence or in possession of alcohol.

Madrachimot:

If you are on the night shift (night duty) do not leave the camp!

LEAVING CAMP (NOT FOR SMOKING OR REST)

Staff accompany their group on trips and activities out of camp. Additionally, staff are permitted to leave camp during time off in accordance with camp policy. If you are leaving camp, please let your supervisor know.

VISITING THE CAMP (2024)

The primary objective of this policy is to ensure the safety, security, and smooth operation of Szarvas Camp during the summer sessions while accommodating visitors in a controlled and organized manner.

1. General Provisions:

- **Eligibility:** Only pre-approved visitors are allowed on camp premises. This includes family members of campers and staff, alumni, donors, special guests invited by the camp administration, and JDC colleagues.
- **Visiting Hours:** Visiting hours are limited to weekends between 10:00 AM and 8:00 PM. Exceptions may be granted for specific visitors as outlined in this policy.
- **Registration:** All visitors must pre-register at least two weeks in advance using the official Szarvas Camp Visitors Registration Form: <http://szarvas.camp/visit>. Walk-in visits are strictly prohibited.
- **Identification:** Upon arrival, visitors must present a valid ID and the confirmation of their visit. They will be issued a visitor's bracelet which must be worn at all times while on camp premises.

2. Special Provisions for Staff Visitors:

- **Staff Visitor Eligibility:** Staff members are allowed to have occasional visitors, including family members, partners, and friends, during the day.
- **Day Visitors:** Staff members may host visitors during the day from 10:00 AM to 9:00 PM. Visitors must leave the camp premises by 9:00 PM.
- **Overnight Visitors:** Only staff members who are spending more subsequent sessions at the camp may have overnight visitors, provided there is available capacity and prior approval from the camp management.

- **Duty Prioritization:** Staff members must prioritize their camp duties over hosting visitors. They must ensure that their visitors do not interfere with camp operations or camper activities.

3. Arrival and Check-in:

- **Arrival Procedure:** Visitors must check in at the main gate where their identification and visit confirmation will be verified by the security team. Security staff will then guide them to the main office reception for further processing.
- **Escorted Visits:** Visitors will be escorted by a camp staff member at all times during their stay. Unescorted movement around the camp is not allowed.
- **Introduction:** Visitors will receive a brief orientation about the camp's rules, emergency procedures, and visitor conduct guidelines upon arrival.

4. Conduct and Guidelines:

- **Behavior:** Visitors are expected to adhere to the camp's code of conduct, respecting the privacy and safety of campers and staff. Any inappropriate behavior will result in immediate removal from the premises and potential prohibition from future visits.
- **Interaction with Campers:** Visitors should limit their interaction with campers to ensure the campers' activities are not disrupted. Photography of campers is not allowed without prior consent from the camp administration.
- **Restricted Areas:** Certain areas, such as dormitories, medical facilities, and kitchen areas, are off-limits to visitors unless they have specific permission from the Camp Managing Director.
- **Dress Code:** Visitors should dress modestly and appropriately for the camp environment. Swimwear should be worn only in designated swimming areas.

5. Departure and Check-out:

- **Check-out Procedure:** Visitors must check out at the main office before leaving the camp premises. They must return their visitor's bracelet and sign out to complete the visit process.
- **Feedback:** Visitors are encouraged to provide feedback about their visit through the Visitors Feedback Form available at the main office reception or online: http://szarvas.camp/visit_feedback.

6. Emergency Procedures:

- **Emergency Contacts:** Visitors will be provided with emergency contact numbers and should immediately report any emergencies to camp staff.
- **Evacuation:** In case of an emergency requiring evacuation, visitors must

follow the instructions of the camp staff and proceed to the designated assembly points.

7. Special Categories of Visitors:

- **JDC Colleagues and Core Team Members:** JDC colleagues, including those from Hungary, EAA, and NY HQ, as well as members of the core team are permitted to invite and to visit with their family members or partners. These visits may include overnight stays if approved by the camp managing director.
- **Special Invited Guests/Volunteers:** Special invited guests or volunteers are subject to the same registration and check-in procedures but may have extended visiting privileges as determined by the camp managing director.
- **Szarvas Camp Alumni:** Alumni visits are encouraged and should be coordinated in advance. Alumni must adhere to the general visiting rules unless special provisions are granted by the camp management.

8. Compliance:

- **Non-Compliance:** Failure to comply with this policy may result in immediate removal from the camp and potential banning from future visits.
- **Review:** This policy is subject to periodic review and updates by the camp administration. Visitors are encouraged to check for the latest version before planning their visit.

Contact Information:

For questions or additional information, please contact the Szarvas Camp main office reception at:

- **Email:** info@szarvas.camp
- **Phone:** +36 20 328 2318

This policy is designed to ensure a positive and safe experience for both visitors and the camp community. Thank you for your cooperation.

JEWISHNESS OF THE CAMP

The camp's Judaism is open and accepting of all forms of Judaism. We accept every Jewish stream because it is important for everyone to feel at home, whatever surrounding they come from, from the most secular aspect to the most religious. To help this we only eat kosher and publicly keep Shabbat. For lots of children this is their first Shabbat experience.

GOOD TO KNOW

THE WAREHOUSE

The warehouse is located in Beit David, inside the Madrich Room. The camp staff can rent different things from the storage by showing madrich identification. All the things that are taken are registered and have to be returned after usage. Chanichim can rent equipment only together with their madrichimot. In this case all the rented issues will be registered on the name of the staff and have to be returned after usage of them.

THE MADRICH ROOM & COMPUTER USAGE

The Madrich Room is located in Beit David; this room is only for the staff. Here you can find books and computers with internet access. This room is open all day long. The computers are ready for office works, graphics, and small multimedia projects. Staff can use these computers for their own use but please note that the work connected to the programming or to the life of the camp has a priority over the private stuff.

For reasons of environmentalism please try to limit your printing to what is necessary. Please print on both sides of the paper. If there are copies that you don't use and that are only printed on one side, please collect them in a box in the Madrich Room in order to let others print on the other side. Please keep the room clean.

PROGRAM ROOM ALLOCATION

With the help of the Coordinator you can reserve rooms for your group(s) for the following day. When you do so, please keep in your mind the needs of other groups. Don't reserve places you will not use or which are not needed for your specific group (too large etc.). In any case the Coordinator and the Program Director has a right to change your allocation. They will inform you within a reasonable time period.

ENVIRONMENT

In the camp we try to live an environmentally-conscious life and teach the campers to do the same. The used materials are stored in an environmentally safe way, and are recycled wherever possible. We have installed selective waste containers in the camp.

SAFES

There are safes provided which can be locked in the camp and can be used with the help of a madrich. We ask everyone to use these safes and to lock all valuables because we can't take responsibility for these!

ROLE MODELLING & APPEARANCE

Szarvas Camp is fortunate to represent and celebrate diversity in culture, religion and personality. Our camp is truly an environment where people of all cultures can come together to respect, enjoy and become friends with each other. Just as we appreciate diversity and individuality in our staff, we also have a responsibility to the parents of the children we care for. We must recognize that for some, piercing or tattoos are an unusual or inappropriate means of expression. As Camp Directors and Camp Staff we do have a responsibility to recognize that parents may feel threatened or upset by appearances that they are not used to and accordingly we have the following expectations for staff:

- Tattoos of a nature that is not in line with our mission, values or policies must be covered at all times. (If they are in violation of our rules or policies)
- Staff must be aware that their actions, appearance and remarks on such appearance have an impact on campers in their care. Therefore discretion must be used at all times when dealing with issues.
- Care must be taken in order that campers are not encouraged while at camp to alter their physical appearance in significant ways.

PICTURES, SOCIAL MEDIA

Pictures of staff, as well as pictures of campers with GDPR permits may be used in camp promotional material. Staff never take pictures of campers using a non-camp device. Photos taken at camp are for personal use only. Staff members are not permitted to email, text, or post on their personal social media accounts any photos or videos of campers. No photography may be conducted inside bunks, changing areas, bathrooms, or whenever a camper is in a state of undress or has an expectation of privacy. Staff should make their social media profiles "private" and should not share their accounts with campers.

USING THE LOUDSPEAKER (public announcement – PA – system)

The camp's loudspeaker control is placed at the Reception. Although the loudspeaker is a very comfortable way of announcing the time and place of a group or unit activity, we kindly ask you not to use it all day long for every small detail you want to share with your group. The walking distance between your room or any activity rooms and the loudspeaker is the same if you are going straight to the rooms of your group and collect (or inform) them personally. Only staff is allowed to use the loudspeaker system, and only during breaks. Please do not disturb programs with announcements.

During the usage of the loudspeaker please:

- **focus on the main point** of the information you want to announce
- **be short as possible**
- **don't shout** or scream at the microphone

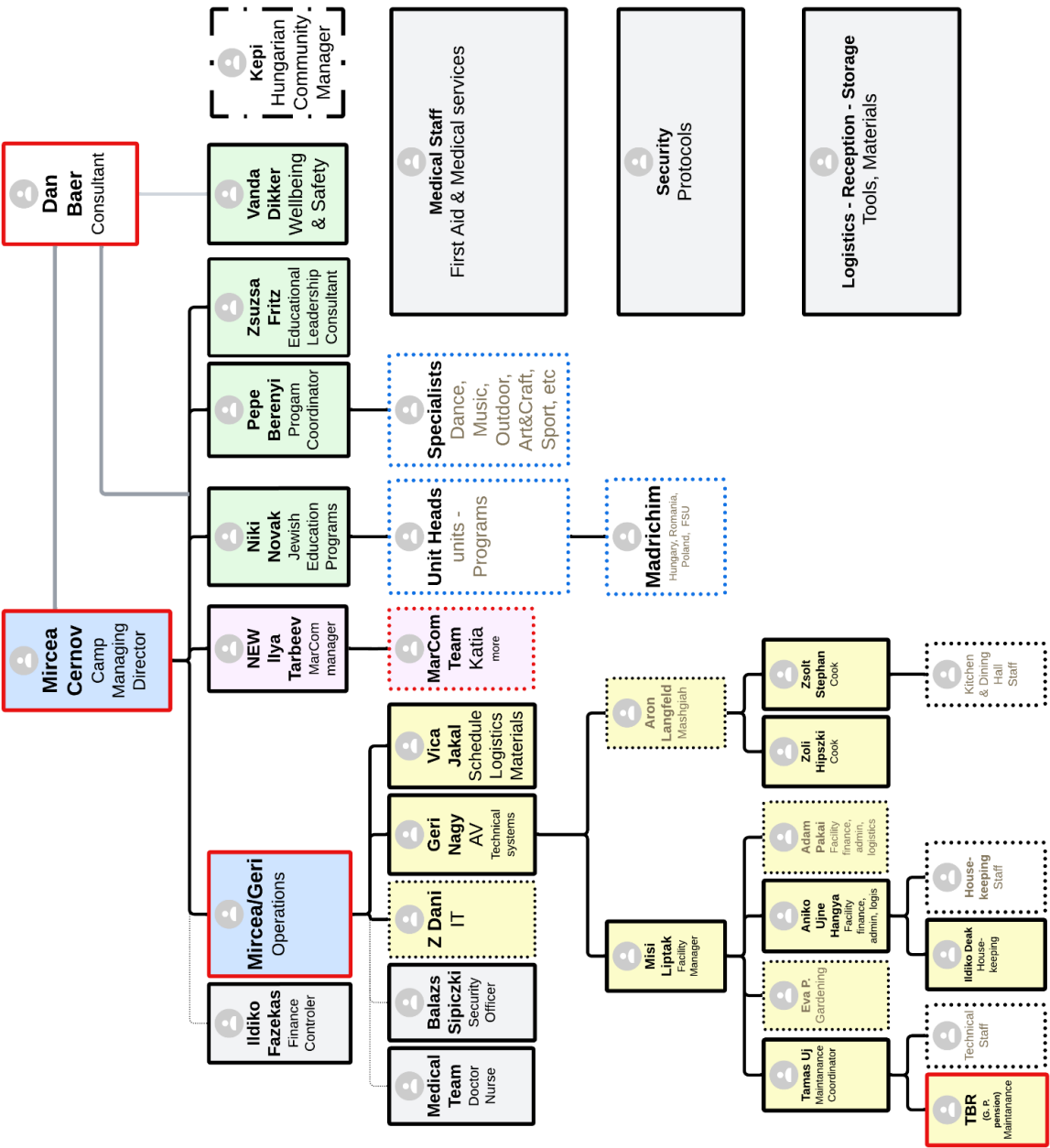
You are not allowed to use the loudspeaker

- **on Shabbat**
- **if it's turned off by the central staff (in this case there is a notice next to the microphone)**
- **if it's a memorial or loudspeaker-free day**
- **before the wake-up time and after the Negev curfew**
- **during the thunder storm**
- **while programs are running**

APPENDICES

ROLES AND RESPONSIBILITIES

With over 100 staff in camp, it can sometimes be tough figuring out who to go to about what. We have created a chart of the positions in camp, explaining who does what, including the names of the specific senior people you should know and a short summary of what they are responsible for in the camp.



The Interim Managing Camp Director (Mircea Cernov)

Mircea is responsible for overseeing all aspects of camp operations during the interim period, ensuring a safe, enriching, and smoothly run camp experience. This role includes supporting and managing the core team and other staff members, addressing camper and parent concerns, and overseeing resource allocation. Additionally, the Interim Managing Camp Director implements camp policies, ensures regulatory compliance, and works closely with senior leadership to maintain and enhance the camp's mission and goals.

Education Program Coordinator (Niki Novák)

Niki is responsible for overseeing the development and implementation of the camp's educational program, including pre-camp training, curriculum supervision, and activity events. She also provides support and feedback to Unit Heads, manage the unit head team, and ensure the integration of Jewish educational content throughout the camp.

Educational Consultant (Zsuzsa Fritz)

Zsuzsa supports the team with Jewish educational content and methodological help and can be consulted with issues in the units and small groups, where the focus is more on leadership, hadrachah and pedagogic questions. She gives support to the core team and the team of unitheads on leadership questions.

Project and Program Coordinator (Vica Jakal)

Vica manages the logistical needs of the camp, office operations, and transportation of staff, campers, and groups while handling camp supplies. Additionally, she prepares daily programs, coordinate activities and special programs, and ensure smooth daily operations of the camp.

Communication Officer (Ilya Tarbeev)

Ilya oversees the arrival process for staff, ensuring all paperwork and bracelets are in order and verifying names upon arrival. He supervises the Multimedia Team, guiding them through meetings and content production, including photos, videos, interviews, and voice recordings. In Marketing & Communication, he manages social media content, maintain ongoing communication with communities. Additionally, the communication officer handles paperwork tasks, such as volunteer contracts and other.

Safety and Well-being Associate (Vanda Dikker)

Vanda is responsible for the mental/psychological safety and well-being of the hanichimot and the staff as well. Helps the unit heads and the madrichimot with difficult situations such as bullying, harassment, anxiety, stress-management, conflict-solving, problematic team dynamics etc. The safety and well-being associate can provide you with information about the different age-groups or the kids with special needs as well, and can help you to customize a program for them. If you notice any signs of bullying, harassment or abuse, please contact the wellbeing and safety associate.

The Technical and System Coordinator (Geri Nagy)

Geri is responsible for managing and maintaining the camp's infrastructure, including various systems and networks. He ensures the smooth operation of all technical aspects of camp activities, provide technical support to staff, and oversee the implementation of new technology solutions. Additionally, he coordinates with other departments to integrate and optimize technical resources and contribute to the planning and execution of tech-related projects and improvements.

The Regional Security Officer (Balázs Sipiczki)

Balázs is responsible for overseeing and implementing security measures of the camp to ensure the safety of personnel, assets, and facilities. He conducts risk assessments, develop and enforce security protocols, and coordinate emergency response plans. Additionally, he provides security training for the security team, liaise with local law enforcement, and monitor and address any security threats or incidents.

Facility Manager (Mihály Lipták)

Reports to: Operations
Manager

Responsibilities Include:

- Maintenance
- Purchasing
- Supplies and Inventories
- Supervision of Capital projects
- Off Season Groups
- Assist in Transportation requirements

- Assist Program Director with Camp Wide Programs & Staff
- Support Director and the Project Coordinator on camp issues

Specialists / Teachers

Report to: Directors, Educational Consultant and Coordinators

Supported by: Coordinator, Program and Educational Director

Responsibilities at camp Include:

- Prepare and run special activities based on the needs, expectations of different units
- Assist Program Director with supervision and support of Unit Heads, with a particular emphasis on special program development and implementation
- Create useful and enjoyable environment also out of the Schedule
- Participation and help on the camp wide programs
- Participation on all the camp wide meetings such as meals or mifkad
- Assist Coordinator in day-to-day program instruction as needed
- Develop and execute special activity-based events and programs
- Support to all the Madrichimot and Unit Heads of the camp
- Coordinating the team which works under her/his supervision
- Participation at the Unit Head meetings and all the meals

Unit Heads

Helped by: Directors, Educational Consultant and Coordinators

Evaluate: Madrichimot

Responsibilities Include:

- **BEING PART OF THE EDUCATIONAL TEAM**

- Making a frame of the camp (evenings and special programs)
- Finding and providing resources and materials.
- Sharing information.
- Ensure the quality of the camp's wide programs.
- Deciding together with madrichimot on goals of the unit.
- Supporting madrichimot.
- Participation on the Unit Head meetings

- **UNIT MANAGEMENT**

- Organizing chanichim and madrichimot in such a way that everybody feels safe, has fun, learns and ends up with positive experience.
- General camper supervision and well-being and happiness of campers
- Basic camper discipline and problem solving
- Conduct regular "Unit Meetings" for staff feedback and also giving a regular individual feedback
- Parental contact

- **SAFETY AND WELL-BEING**

- Keeping eyes open all the time to physical and emotional needs (eating problems, socializing), be around to be able to know what the issues of your chanichim and madrichimot are.
- Our own condition - our health and our limits.
- Equipment - make sure all the equipment is safe to use.
- Be responsible outside the camp.
- Looking after everybody.
- Be in control when needed.

- **MANAGEMENT OF THE CAMP**

- Help central staff manage the camp.
- Seeing the big picture.
- Keeping rules.
- Responsible for accommodation of their group (distribution of rooms).

- Provide the unit with the big picture of the camp.
- **INTERMEDIARY**
- The Unit Head is representative of both the camp and his/her unit.
- Task is to transmit information between the leadership of the camp and the unit.
- **EDUCATIONAL CONTENT (OF THE UNIT)**
- Providing knowledge, resources, and tools.
- Preparing madrichimot for the camp.
- Have clear educational objectives for the unit as a whole and each age group.
- Discuss with madrichimot their educational goals.
- Be able to pass the knowledge on and match the level to the needs of the group and madrichimot.
- Use resources that we have in the camp - other people, books etc...

MADRICHIMOT

Supported by: Unit Heads, Specialists/Teachers, Coordinator, Program Director and Educational Consultant

Responsibilities Include:

- Participation in the **preparation of the camp**, which consists of the madrich training sessions and the camp preparation week. Elaboration of the program for their age-group and their group, based on the program booklet, under the guidance of the Unit Head.
- **Conducting the activities** of the group assigned to them, in accordance with the purposes of the camp and taking into consideration the age- specific characteristics of the campers present in the group.
- **Waking the campers and making them respect the time** of the evening curfew in the course of the 12-day session, as well as being on night duty from 11 p.m. to 1 a.m. on certain occasions during each session.
- The madrich is **to check the rooms** that belong to their group and the cleanliness therein every day.
- **Making the rules of the camp known to and respected by the campers.**
- **Participation in the meals and activities**, paying attention to order and discipline. Watching over the civilized circumstances during the meals, making sure that boys wear kippah and that everybody is dressed properly (nobody is barefoot or wearing bathing suits, etc.).
- **Protection of the campers`** security at the swimming pool and on excursions,

prevention, avoidance and liquidation of dangerous situations. In case of illness and injuries, informing the unit head and accompanying the child to the doctor. Making all campers keep the rules of the camp at all times, including those who are not in their own groups or units, thus further ensuring the security of the others.

- The madrich shall know about all such members of their group, **who take medicines**. This can take place only under the supervision of the camp doctor and with the legal guardian being informed. The madrich is to make sure the medical forms are provided to the Unit Heads on the first day of the camp. It is responsibility of the madrichimot that the child **taking the medicine** be in the consulting room at the time required.
- **Participation in the madrich meetings** of the age-group and the camp.
- Supervision of the **proper use of the objects** belonging to the camp, protecting and keeping in order the property and the belongings of the camp, the premises` preservation in a good state, the return of the objects borrowed from the warehouse.
- The madrich is financially responsible for the objects used in his/her group activities.
- The time frame of the madrichimot responsibility for the campers is from the beginning of the camp (bus trip) until the arrival home from the camp.
- Should the necessity arise, the unit heads can ask the madrichimot to perform special tasks, which can include the preparation of camp level activities or other urgent help.
- The madrich shall always **be punctual**. The madrich is to procure the ingredients and accessories necessary for the peulot before the beginning of the peulah. **Gathering the members of the group** is also to be started before the activity, so that the peulah can begin on time.
- The madrich is expected **to have fundamental or, in fact, wider knowledge** of the Jewish traditions and the current theme of the camp. To this end, help is available from other knowledgeable madrichimot, also to be found in the sessions.
- Should the madrich feel insecure or not well-informed enough, they should immediately turn to their Unit Heads, who is there to help in these situations.
- The madrich shall not bring non-kosher food or drinks to the camp either for the campers or for themselves and shall not buy cigarettes, drugs, or alcohol for their chanichim.
- The madrich shall be exemplary. Their behavior shall at all times set an example to the campers, whether in the peulah, the age-group activities, in the town, on excursions, or anywhere else.
- **The rules of the camp apply to the madrichimot as well in all cases.**

- The madrich shall set an example in their behavior, their commitment to Jewish values as well as in the way they talk. Swearing is also violence, even if it is a verbal form of violence.
- The madrich shall be a role model for the campers as set forth by policies in this manual and as covered by trainings during pre-camp and throughout the year. Romantic relationships between madrichimot should be kept private from the campers.
- The madrich shall not have love or sexual relationships with the campers during the camp.
- The madrich is to develop a balanced relationship with the campers: neither too close (which could get to the point of embarrassing or disturbing the camper), nor too cold.
- The madrich's responsibility for the campers is not limited to the duration of the activities. They are to deal with, show interest towards and look after the children between activities as well.
- The madrich is to be consistent in their behavior with the campers. Whether it is about punishment or rewards, they shall treat everybody in a fair and consistent way, without making exceptions.
- All the tasks of the madrich are equally important. Whether it comes to peulot or madrichtime, age-group or camp activities, Sunday or night duty shifts or excursions, the same level of attention and dedication is expected in all cases.
- All madrichimot are equal, independently of their country of origin and whether they are Negev, Galil, Golan or Hermon madrichimot or computer assistants.
- The madrich is to take only the necessary accessories to each activity. They shall not have cigarettes, or disruptive equipment on them, they are to set an example and make it evident that they fully concentrate on their group and the chanichim in their group.
- The madrich shall be discreet: the organizational processes, the inside information regarding the preparation of the program and the private lives of other madrichimot and the leaders of the camp shall not be discussed with the campers.
- The madrichimot shall not discuss their personal or professional problems in the presence of the campers, and this goes for their pay particularly. It is a private and confidential concern of each madrich, how much they are paid for their work.
- The madrichimot shall not contradict each other in the presence of the campers or undermine the prestige of their fellow-madrichimot. This naturally applies to all the madrichimot at the camp, independently of their age, gender and nationality.

The madrich shall consider it a fundamental duty to enrich their knowledge about Jewishness and the theme of the camp outside the madrich training and the preparatory week as well. The aim of the camp is the strengthening of the ties towards Jewishness and the Jewish community. The activities and the different topics of the camp are all supposed to facilitate this; therefore, it is crucial for the group leaders to be exemplary as Jewish people as well and to have exemplary knowledge and experience in Jewish topics. Achieving this requires a lot of effort, but the organizers of the camp are always more than happy to provide assistance in it, to give source material or recommend books.

- The madrich is to facilitate the development of relations among the campers coming from different countries. The madrichimot themselves should initiate joint activities and set an example in taking advantage of the opportunities provided by the international Jewish camp to become acquainted with the lives of other Jewish communities. They are to set an example in developing relations as well and should show the campers how a host is supposed to behave.
- For the duration of the camp, the madrich shall place the objectives of the camp on a level with their own personal interests.

OTHER IMPORTANT SUPPORT STAFF INCLUDE:

Doctors, Nurses, Lifeguards, Kitchen Staff, Maintenance Staff, Cleaning Staff, Canoe Staff and Office Staff etc. **We couldn't run a camp without them!** They are all there to help your work. They are all professionals and believe us – know their work very well. Don't be doctors or know things better. Trust the things they are doing and decision they are making. Please be nice and calm in all situations when working with them.

SEXUAL CONDUCT POLICY

BACKGROUND FOR THE SZARVAS CAMP CAMPER SEXUAL CONDUCT AND HARASSMENT POLICY:

We are concerned how campers grow. Our ultimate concern at Szarvas Camp is what campers take home with them: how they grow. We are especially concerned with growth in human relations and interactions, relationships with others. We are very concerned with the safety and well being of all people at camp.

It is also essential that leaders understand the overwhelming public concern regarding abuse and sexual conduct issues.

Discretion is expected in discussing these issues and concerns. The statement will be used as a backdrop for specific discussions with individuals whose behavior runs counter to what is expected at Szarvas Camp.

Admittedly this policy may be viewed as, conservative. It must be, for the following reasons: Members of the camp community, including campers and staff, must not be made to feel uncomfortable with their own impressions and reactions to the sexual behavior of others.

The impression that campers (who come from a wide variety of backgrounds) take home with them and pass along to their parents, or that parents gain when visiting camp, helps determine whether the campers will return or recommend the camp to other families. These same parental impressions or perceptions affect the reputation of Szarvas Camp. Most importantly we have an obligation to ensure children are treated with respect according to the norms of society.

JDC'S POLICY OF PROHIBITING HARASSMENT:

As the world's leading Jewish humanitarian organization, JDC is committed to treating people with compassion and respect. This commitment extends to employees, Board Members, donors, volunteers, and of course to our clients. Our organization has no tolerance for abuse or harassment in any form.

JDC is committed to maintaining a professional environment in which everyone is treated with courtesy and dignity. As part of that effort, JDC strictly prohibits

harassment by or against employees or any other covered persons (including applicants for employment, JDC Ambassadors, Entwine Fellows, paid or unpaid interns, volunteers, visitors, vendors, donors, program participants and contractors) (collectively, "Covered Person(s)") because of:

- Age
- Ancestry
- Citizenship or national origin
- Skin color
- Race
- Religion or creed
- Sexual orientation
- Gender (including gender identity, gender expression or status of being transgender)
- Genetic information
- Marital status
- Medical condition
- Mental or physical disability
- Sex
- Any other characteristic protected under applicable federal, state or local law.

In addition, this Policy applies in all respects to harassment by Board Members against employees or any other Covered Persons, as well as to harassment by employees or any other Covered Persons against Board Members. The alleged harassment by one Board Member against another Board Member is being addressed in a separate Code of Conduct pertaining to all Board Members and Board officers of JDC.

JDC also prohibits harassment against employees and any other Covered Person because such person is perceived to have a protected characteristic or associates with a person who has, or is believed to have, a protected characteristic, as listed above or defined under applicable law.

Harassment is prohibited both at the workplace and in any location that can be regarded as an extension of the workplace, such as an off-site business or social function or any other JDC- related setting, including but not limited to Board Meetings, missions and JDC events.

This Policy is broader than the law. JDC prohibits any and all conduct that may reasonably be interpreted as harassment under this Policy, whether or not it rises

to the level of a legal violation. Please also refer to the relevant Annex to this policy in local JDC handbooks, which also provides additional information for JDC offices in certain locations outside of the United States.

Sexual Harassment:

Sexual harassment is an example of inappropriate conduct that deserves special attention. All JDC employees and other Covered Persons, and all Board Members are prohibited from harassing employees and other Covered Persons based on that individual's sex, sexual orientation, gender identity, gender expression or the status of being transgender.

Sexual harassment covers any sexually-related unwelcome conduct or other unwelcome verbal or physical conduct based on a person's gender. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. Sexual harassment can occur in the context of a relationship that was consensual but has changed so that the conduct is no longer welcome.

Sexual harassment is a form of employee misconduct and prohibited by United States federal, state and, where applicable, local law. It is also generally prohibited under the respective laws of the jurisdictions in which JDC operates throughout the world. Sanctions will be enforced against individuals who engage in sexual harassment and managers and supervisory personnel who knowingly allow such behavior to continue. Individuals who believe that they have experienced sexual harassment may also seek assistance in other available forums in their jurisdictions. Individuals found to have engaged in sexual harassments may be subject to individual liability.

Prohibited Harassing Behavior:

Sexual harassment, as well as all other types of harassment, may have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Harassment may include, but not be limited to the following prohibited behavior by or against employees or other Covered Persons (and also applies to the following prohibited behavior by Board Members against employees or other Covered Persons):

Harassment that is manifested:

1. Verbally: for example, jokes, epithets, slurs, and negative stereotypes; unwelcome comments about the above characteristics, including an individual's race, religion, national origin, body, skin color, physical characteristics, dress, sex, sexual orientation, gender identity, gender expression or appearance; questions or comments about a person's sexual practices or gossiping about sexual relations; derogatory statements; unwelcome remarks or noises of a sexual nature; unwelcome sexual advances; or requests for sexual favors, whether or not used as a basis for employment, fundraising or other business decisions.
2. Physically: for example, physical interference with normal work, unwelcome touching or physical contact, unwelcome gestures, rape, sexual battery, molestation or attempts to commit these acts, intentionally brushing against another person's body, impeding or blocking movements, or threatening, intimidating or hostile acts that relate to a protected characteristic.
3. Visually: for example, offensive or obscene photographs, calendars, posters, cards, cartoons, emails, text messages, drawings, gestures (sexual or otherwise), display of sexually suggestive or lewd objects, unwelcome notes or letters, or any other written or graphic material that denigrates or shows hostility or aversion to persons of a protected characteristic, that is placed on walls, bulletin boards or elsewhere on the employer's premises, sent by email, text message, social media or other electronic media or otherwise circulated in the workplace.
4. Harassment that is motivated to retaliate or to induce or solicit conduct on the part of a Covered Person in order to achieve a desired outcome: for example, soliciting sexual favors in exchange for a charitable gift or the promise of career advancement.

This list is illustrative only, and not exhaustive. No form of harassment in any manifestation will be tolerated.

Bullying is Prohibited:

Bullying is activity of repeated, aggressive behavior intended to hurt another individual, physically, mentally or emotionally over a period of time. All forms of bullying are prohibited at JDC. Reporting of bullying should be made in accordance to this Policy.

Reporting Responsibilities:

All members of JDC's community, including supervisors, managers and Board Members, have an obligation to report sexual or other harassment of any Covered Person, or retaliation against any Covered Person of which they become aware. Individuals who observe such conduct or who receive any complaints of such conduct must report the conduct or complaint to one of the individuals identified below so that an investigation can be made and corrective action taken, if appropriate. Reports of harassment may be made verbally or in writing.

Reporting Harassment:

JDC strongly urges the prompt reporting of all incidents of harassment, even if you are not sure that the conduct violates this Policy. JDC cannot resolve a harassment problem unless informed about it.

Of course, the availability of this complaint and reporting procedure does not preclude individuals who believe they are being subjected to conduct in violation of this Policy from promptly advising the offender that their behavior is unwelcome and requesting that it be immediately discontinued. Nonetheless, JDC strongly encourages all individuals who feel they have been subjected to violations of this Policy to report their experience.

If you feel that you are being harassed or you observe, learn about or suspect harassment in connection with JDC activities by or against anyone, including but not limited to Covered Persons and any other person in connection with your involvement with JDC, you should promptly notify one of the following individuals:

- Managing Camp Director (Mircea Cernov – MirceaCe@jdc.org)
- Wellbeing Associate (Vanda Dikker –)
- Your community's coordinator / JDC Country Director (if applicable)

JDC HR In addition to the above contacts, please note that in certain locations in which JDC operates, JDC may have a separate, specially designated process for investigating reports of harassment in accordance with local law as well as additional information and available resources about applicable laws and regulations. Please see the relevant Annex in JDC's local employee handbooks for specific details on reporting and investigating harassment in certain offices and locations in which JDC operates.

Investigation/Responsive Action:

JDC will thoroughly, promptly and objectively investigate all reports of harassment of a Covered Person in a manner that ensures due process for all

parties, whenever management receives a complaint about harassment, or otherwise knows of possible harassment occurring. Reports of harassment may be made verbally or in writing. To the extent possible, all investigations, complaints, and reports of harassment will be treated confidentially as required by law and consistent with the need to conduct a thorough investigation.

All employees, including managers and supervisors, Board Members, and other JDC representatives are required to cooperate with any internal investigation of harassment. Employees who participate in any investigation will not be retaliated against, consistent with this Policy.

An investigation into harassment will include review of the allegations, review of relevant documents, and interview of relevant parties and witnesses, as appropriate. While the investigation is ongoing, JDC may take interim actions, as appropriate. Upon conclusion of the investigation, JDC will inform the individual who complained and other relevant parties of the final determination.

JDC will initiate corrective action depending on the outcome of the investigation that may include discipline, up to and including termination of employment, subject to applicable law. In the case of harassment of an employee or other Covered Person by someone outside of JDC, appropriate action will be taken.

Retaliation is Prohibited:

JDC prohibits any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim internally or externally, or cooperating or testifying in related investigations or proceedings. Retaliation is also unlawful under United States federal, state and, where applicable, local law. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. Incidents of retaliation should be promptly reported to one of the individuals identified above, so they can be investigated and addressed. If it is determined that any person, regardless of position or title, has subjected an individual to retaliation in violation of this policy, such person will be subject to discipline in accordance with applicable law, up to and including termination of employment.

Resources:

Any questions about this Policy or sexual or other forms of harassment may be brought to the attention of above people.

(Adopted by the JDC Board of Directors on July 28, 2021)

TYPES OF RELATIONSHIPS FOR WHICH STAFF ARE RESPONSIBLE:**1) Camper-Camper Relationships**

We ask our campers to avoid expressing sexually motivated behavior, for the purpose of this policy, shall include: intercourse, sexual contact, exploitation for sexual purposes, talking about sexual activities, viewing another's or exposing one's own genitals, sexual innuendoes and comments about one's body, showing photographs or drawings of sexual activities. Any abusive / harassing behavior may result an immediate exclusion.

2) Staff-Camper Relations and Staff Relations

Sexually motivated behavior, for the purpose of this policy, shall include: intercourse, sexual contact, exploitation for sexual purposes, talking about sexual activities, viewing another's or exposing one's own genitals, sexual innuendoes and comments about one's body, showing photographs or drawings of sexual activities are strictly forbidden.

If sexually motivated behavior takes place between a camper and staff member (and/or an underaged (under 18) staff and adult (18+) staff) the (adult) staff member will immediately be dismissed from their job.

3) Staff-Staff Relationships in terms of how it affects campers and staff

The issue of staff-staff relationships centers on discretion as it relates to two groups: campers and staff. Behavior around campers should be that at no time should the campers be faced with the sexuality or romantic aspect of staff members' relationships. If two staff member are a couple, it is their responsibility to avoid physical contact and public displays of affection in front of campers. Platonic hugging is of course acceptable between staff.

Behavior around other staff members should be such that no one is made to feel uncomfortable. Any and all behavior in a camp setting must allow for perceptions and concern of others.

Participation in sexual acts in a camper room or in front of campers is cause for immediate dismissal. Any other sexually motivated behavior or dialogue between staff in front of campers will place the staff member's job in jeopardy. This includes talking to campers about sex without supervision, showing photographs or sexual photography or about the staff member's own sexual history or sex life. Please remember you are a role model and representing the camp outside of the camp such as at camp reunions and get togethers. Romantic lives of madrichimot can under no circumstance be shared with campers.

Because of the reasons outlined it needs to be understood that biological males and females (assigned at birth) will not sleep together in the same room. This is true for staff and for campers. The exception is obviously made for married couples, or the couples who consider that they live in a domestic/family relationship. Any cases that fall into the second category (long term couples) should consult with the Camp Director.

Guidelines for Appropriate Touch

Do's	Dont's
High fives or handshakes,	causing pain,
slinging your arm around a kids shoulder,	holding a camper on your lap,
short hugs with contact around the shoulder,	long drawn out hugs,
playing sports,	tickling,
helping a kid out of a canoe,	back rubs,
performing an emergency procedure,	kissing,
pats on the head, upper back or shoulder	touching a camper sexually or in private areas,
	forcing a camper to touch you in any way,
	or any other sexual contact is strictly forbidden.

Even permitted contact is only healthy when a child **consents.**

What feels good to one kid might feel bad to another.

To avoid ambiguous situations, please don't be alone with a hanich in any private space. If you need to talk to a hanich in private, choose a place, where others can see you. If it's not possible, ask an other madrich to come with you.

EMERGENCY PROCEDURES

An emergency situation can be handled very efficiently provided that everyone involved are organized and respond in a calm manner. The key is **common sense and remaining calm at all times**. Your method of responding to an emergency will directly affect the way the campers react to the situation. By using your common sense and remaining cool, calm and collected, you will be able to ease the situation.

The **ALARM** will be set only at the order of:

- Head of the Security
- Associate Director
- Camp Director

In **only** the following situations:

A) SECURITY REASON

B) FIRE

The first person that identified the emergency will report to the HEAD OF THE SECURITY. This person will then call/contact the camp office and relay the following information:

- The type of emergency (fire, missing camper, swimmer, etc.)
- Exact location of the emergency
- Names and numbers of the persons involved (injured or missing)
- Gender and age of the persons involved (injured or missing)
- Group and unit
- Assistance required (fire department, ambulance, police, Camp Doctor or nurse, etc.)

SIGNALS: LOUDSPEAKER – Please follow the instructions
PERSONAL CONTACT: FOLLOW THE INSTRUCTIONS

PROTOCOL

- 1) All activities must stop **immediately**. Each madrich stays with the group and waits for the further instructions. In the case of fire leave the dangerous zone and stay away with all the kids from that area.
- 2) Unit Heads help the campers to designated areas and report to the HEAD OF THE SECURITY.
- 3) All campers must assemble quietly at the designated meeting area. Unit Heads are responsible for checking all campers are accounted for.
- 4) Once Activity areas are clear, all the free staff must check in with the HEAD OF THE SECURITY indicating that their areas are clear.
- 5) Only the HEAD OF THE SECURITY, Associate Director or Camp Director will call **112** (Emergency Line in Hungary). They will move any vehicles for access by fire department and will assign pointers to direct Fire and ambulance.
- 6) Upon arrival of the Fire Department they will assume command of the situation and the HEAD OF THE SECURITY will take direction from the fire department's incident commander.

NIGHT TIME VARIATION:

NO LOUDSPEAKERS: A minor occurrence in the evening, after daylight, may **not** result in a fire alarm if the area of concern is in main camp areas and the children are safe and accounted for in their groups. **If no alarm signal set**, in the event of an emergency, each unit head shall be instructed to enter their section areas and insure all of the children are accounted for in each group. All madrichimot shall enter their groups and remain in their groups until further notice. Unit heads shall then report to the office to confirm all campers are in their groups.

WITH LOUDSPEAKER: If an alarm occurs during the evening the same procedures as the daytime Emergency Procedures shall apply **except that all staff** shall instruct campers – who has – to bring with them a flashlight and all Madrichimot

shall immediately go to their groups to move their campers to the designated area (KUPOLA). All staff – who has – shall bring a flashlight. All madrichimot shall move to their respective groups and group areas to make sure all campers are moving to main field in pairs (younger campers should move holding hands). Unit Heads shall assist getting campers to main field and report as usual.

SPECIFIC ROLES

UNIT HEADS

- 1) Help get campers to the designated meeting area and report to the HEAD OF THE SECURITY. Often madrichimot will be clearing groups so the unit head must be responsible to count children in group and assign madrichimot that come first to keep kids quiet.
- 2) Check and make sure all campers are present in each group.
- 3) Provide any other assistance as required by the HEAD OF THE SECURITY or any involved staff.

NIGHT-TIME: *Assist campers to main area and if the loudspeaker not used enter section and confirm all campers in bunks and report to office.*

MADRICHIMOT

All Madrichimot have to go to their group and stay with them all the time and following the instructions.

NIGHT TIME: *Same procedure.*

MEDICAL STAFF

Be standby for the instructions of the HEAD OF THE SECURITY. In the case of personal injury the medical center should be informed immediately.

OFFICE STAFF

Be standby for the instructions of the HEAD OF THE SECURITY, Associate Director or Camp Director.

NIGHT-TIME: *Same procedure.*

MAINTENANCE STAFF:

Report and support to the involved staff.

FIRE: Be available to attend to fire with specific equipments. Be able to turn off any of the electric equipments of the camp.

FOLLOWING THE EMERGENCY

- 1) Campers will be given only the information essential to their understanding of the event.
- 2) The Camp Director or his designate will give staff the facts. Any information in relation to a fire shall only be disclosed by the fire chief and his designate.
- 3) Only the Camp Director or his designate will speak to parents, press, or others not directly involved with the emergency.
- 4) Staff must refrain from expressing their personal interpretations of the event.
- 5) The Camp Directors will conduct evaluation of the event. Prior to this evaluation review your part in the event (alone) and be prepared to comment accordingly. Staff members specifically involved in the emergency will be asked to write a detailed report of the events in their own participation in the emergency. (Prior to writing their report they should not discuss the situation with any other staff members.) Staff members must refer any requests for information regarding Szarvas's Emergency Procedures to the Camp Directors.

WEATHER EMERGENCY:

In the event of a major wind storm, potential tornado, etc the loudspeaker will be used to inform everybody which means that each staff is responsible to make sure the kids are brought to the rooms. In the storm, thunder... the usage of the loudspeaker is not allowed!

SWIMMING POOL RULES

No campers or staff are permitted to use the swimming pool (be in the water) at any time unless properly supervised. Definitions on appropriate use of the swimming pool and appropriate supervision are detailed in this section. All staff must abide by the same rules as campers and must follow instructions and guidance of the lifeguard at all times! Staff members therefore are not allowed to use the swimming pool without seeking permission of the Camp Director. Lifeguard has to be aware of the request too so we can make sure proper supervision is provided. Staff members use the swimming pool at their own risk.

SWIMMING POOL LIFE GUARD:

Supervision and implementation of all swimming pool rules will be the responsibility of the lifeguard.

GROUP SWIMS:

Every group has at least one-hour swimming a day. (It also depends on the weather)

- Please arrive on time, be punctual with all your group / unit.
- Don't visit the swimming pool in the time which was not set up for your group by the Coordinator.
- **Maximum 60 people** can be in the water at the same time.
- **Please make sure everyone takes a shower before and after using the swimming pool, and use the foot washer in the entrance of the pool.**
- **Jumping or chasing** is not allowed at the swimming pool.
- For everyone's safety **please behave** in the water and outside it.
- Swimming is also an activity where you are to spend time with the chanichim.
- **Please help the work of the lifeguard and always follow their instructions and guidance!**

SUNDAY/NIGHT SWIMMING:

Sunday (visiting day) or night swimming is not permitted unless specifically approved by a Camp Director.

GENERAL ADVICE:

- A first aid kit shall be available at any swim area.
- Staff who are supervising campers shall be on watch at all times, rotating and keeping alert and aware of any non-swimmers.

SAMPLE CAMPER CODE OF CONDUCT

Welcome to Szarvas Camp! We are excited to have you join our community. In order to ensure that everyone has a positive and enriching experience, we have created the following Code of Conduct. This code summarizes the standards of conduct and responsibility for all participants, including campers, staff and volunteers. The behavioral guidelines for staff are explained in more detail in the Camp manual.

Respect and Inclusion

- **Respect for Others:** Treat all campers, staff and visitors with respect and kindness. We do not tolerate harassment, discrimination, or abuse in any form.
- **Inclusion:** Celebrate the diversity of the camp community. Be inclusive and supportive, ensuring everyone feels at home, regardless of background or religious/gender identity.
- **Language and Behavior:** Offensive, obscene, sexual or abusive language/images and aggressive actions are not permitted.

Safety and Prosperity

- **Physical Safety:** Follow all safety rules and guidelines given by camp staff. Use the tools and facilities responsibly. In the event of an emergency, follow the instructions of the security personnel.
- **Leaving Camp:** Campers must remain on campgrounds, unless they are participating in a supervised program or leaving camp for any other reason deemed necessary by camp management. In addition, on the 2nd Sunday of the tour, on the birthday, accompanied by the legal representative or a named adult with his written consent, they have the opportunity to temporarily leave the camp.
- **Emotional safety:** Be considerate of the emotional well-being of others. Support your peers and ask for help from your madrich, your age group leader or the camp psychologist if you or someone else is having difficulties.
- **Health Guidelines:** It is important to take care of yourself and others for the well-being of the camp community. Eat regularly and with variety, drink enough, pay attention to your personal hygiene. If you feel unwell or see someone else unwell, report it to the camp staff (doctor, nurse, psychologist, who stay at the camp during the entire shift).
- **Health and Medicines:** All medicines must be stored in the Health Center and distributed under the direction of the medical staff. (The medical staff will keep a record of it and make sure each camper receives it in the correct dosage.) Emergency medications such as inhalers and EpiPens may be kept by campers/staff if the medical staff is aware of them.

- **Freedom from harassment:** Harassment is strictly prohibited. This includes verbal, psychological or physical abuse. Harassment in any form can negatively impact the camper's experience and will be dealt with immediately.

Responsibility and Accountability

- **Personal responsibility:** Take responsibility for your actions and behavior. Follow the camp rules and accept the consequences (see consequences below) if you break them.
- **Safeguarding belongings:** Respect camp property and other people's personal belongings. Do not damage or misuse camp facilities or equipment. Damage to them may result in financial liability. Before you use other devices and objects, ask them for permission. Theft is prohibited. Campers may not enter the living space of another camper or staff member without consent and without a reason related to the camp program.
- **Prohibited Items:** The possession, distribution or use of fireworks, pornographic material, weapons, alcohol, drugs and tobacco products (including vape devices) is strictly prohibited and will result in immediate disqualification.

Participation and Engagement

- **Active participation:** Take an active part in the camp activities and program. Be punctual and cooperative.
- **Teamwork:** Be cooperative and respectful with campers and the entire camp staff. Help create a positive atmosphere.

Meal

- **Kosher dining room:** The camp maintains a glatt-kosher (religious eating rules) kitchen, so we ask that you do not bring any food or your own equipment into the common dining room, and do not take any cutlery, plates, or glasses out of it. The kitchen staff cannot give out ingredients (neither for the camp program nor for cooking), so don't ask them to.
- **Avoiding waste:** Avoid wasting food, treat the food on your plate with respect.

Digital Behavior

- **Appropriate use:** Use digital devices responsibly. Our important goal at the camp is for everyone to be able to enjoy shared moments without forgetting, so we ask that you do not use your digital devices during social programs and meals. (The camp organizers do not provide internet access.)
- **Respect for privacy:** Respect the privacy of others. Don't share photos or information about others without their consent.

- **Digital harassment:** We do not tolerate harassment, discrimination or abuse online.

Conflict management

- **Communication:** Communicate openly and respectfully to resolve conflicts. Ask for help from an intermediary (madrach, age group leader, psychologist-welfare worker), if necessary.
- **Problem solving:** Approach problems with a positive and solution-oriented approach. Remember, when it comes to problem solving, you are not against each other, but together against the problem.

Appearance

- **Personal Appearance:** Campers may not make major changes to their physical appearance during camp, such as body piercings, tattoos, or hair dye.
- **Dress Code:** Campers and staff must dress appropriately for the programs at all times, representing camp values and ensuring safety. Offensive or vulgar clothing is not permitted. In the dining room, it is forbidden to wear swimwear or sportswear, as well as the use of shoes, and boys must wear a kipa.

Relationships in the camp

- **Intimacy in the camp:** We ask that you refrain from sexual behavior in the camp. Be reserved and considerate of your surroundings when expressing romantic feelings. Intimate (romantic / sexual) relationships between campers and staff are strictly prohibited.

Environmental awareness

- **Environmental care:** Help keep the camp clean and respect nature. Don't litter and recycle if possible.
- **Economy:** Conserve resources like water and electricity.

Consequences

Violations of the Code of Conduct will result in consequences commensurate with the seriousness of the act, including verbal warnings, withdrawal of privileges or, in severe cases, expulsion from camp.

Acceptance of Code of Conduct

By participating in Szarvas Camp, you accept this Code of Conduct. Your cooperation will help create a safe, respectful and enjoyable environment for everyone.

We are excited to share the magic of Szarvas with you!

CONTACT INFORMATION

In case you need to know any contact information pertaining to camp, we've listed it here. It may be helpful for you to pull off this page and take it with you on a day off.

Camp Mailing Address: (Your name)
CAMP LAUDER / JDC
ERZSÉBETLIGET
SZARVAS
HUNGARY
5540

SZARVAS CAMP HQ Contact: info@szarvas.camp

FINAL REMINDERS AND WORDS OF WISDOM

Remember you are already way ahead of the game because you want to be at camp. That means you love people and that love of people makes you special because you put relationships and challenges above anything else.

We all have the same goals – the best summer for the campers and for fellow staff – so feel good about being here – you will be supported at all times.

If you remember anything remember this:

- Review your camper notes for Medical, Social and Physical concerns, Activity requests and goals and personality notes.
- Talk to your campers on an individual basis every day. Find out how they're feeling. Just ask them!
- Report all issues even of minor concern to your supervisor.

At the end of the summer you will be amazed on the growth of the campers and of yourself and your fellow staff.

Good luck!

The Szarvas Camp Manual was created based on the Camp Manual of Manitou Camp, Canada with help and supervision of Buncher Leadership Program, Szarvas International Unit Head Team, Steve Israel and AJJDC. Szarvas 2024