

## SCR STAFF CODE OF CONDUCT

**NOTE:** *Regardless of your age, Camp Management advises that you read and review this Code of Conduct **along with** a parent or guardian, older family relative, a supervisor from another place of employment, and/or a mentor, pastor, youth minister, etc. If you have any questions, comments, concerns, etc., please do not hesitate to ask **before** you sign this document. The management team desires to train, equip, encourage, and exhort the next generation of Christian leaders, and therefore also desires that you continue seeking to serve at Sabine Creek Ranch with the knowledge that your behavior, conduct, and choices such as (including, but not limited to) clothing, the music you choose to listen to, and the movies/TV you choose to watch, will likely be different than when you are not serving as a staffer here at Sabine Creek Ranch.*

Our main job as Sabine Creek Ranch staff is to provide the best possible environment for God to work in our guests' lives by living out our Christian faith in every facet of our lives - and having fun doing so!

1. Absolutely no drugs, alcohol, vaping or tobacco anywhere during the entire duration of your service at Sabine Creek Ranch, regardless of your legal age. In addition, we ask that you refrain from even the appearance of partaking in any of these things for the duration of the time that you serve as a Sabine Creek Ranch staff member. For example, please refrain from photographs depicting you pretending to partake of any such item. Lastly, in this matter, you are expected to:
  - a. ...refrain from any situation in which you may be asked to partake of any such item, and
  - b. ...seek to remove yourself from any such situation in which anyone else (whether they are a staffer or not), are partaking of any such item.
  - c. If you need a ride in order to remove yourself from any such situation, you are expected to contact Camp Management and arrange for transportation accordingly. We commit to helping you abide by this Code of Conduct.
2. Regarding prescription medications: they should only be taken by the person to which they are prescribed, and all medicine should be taken only in the manner and quantity designated by the doctor and/or prescription label.
3. Absolutely no firearms anywhere on-site for summer staffers (even if you have an official license to own and/or carry such).
4. No pets - of any type - allowed (unless permission is sought and granted before the pet is acquired. See Camp Manager for permission).
5. Adjacent to the Dining Hall is the home of the Camp Manager and his family. Please respect their porch and property. Gently remind guests to do the same.
6. The front gate can be locked, but generally remains open. If you find yourself unable to enter, please contact a staff member for help.
7. Only registered guests are allowed on-site. No "visitors" are allowed on-site at any time without express authorization from Camp Management; this must be sought in advance of the visitor's visit. As a Sabine Creek Ranch staff member, you are authorized to approach people and/or vehicles to seek more information on who they are and whether or not you are able to help them. This is a great opportunity to engage in a friendly manner and can be a wonderful way to witness to those who venture onto our property. In order to provide the best

possible customer service and to ensure the safety of our registered guests, all unregistered individuals/vehicles must be directed to the Camp Office for registration and/or further information.

8. Management staff is available from 7 am to 9 pm. If you cannot find us during these hours, please call 888-382-9877 ext. 4 for assistance. In the case of an emergency only, you may reach us at this number at other hours as well. Important cell phone numbers are posted in Bluebonnet and can be found at the front of your Field Guide.
9. During the evening hours after 9pm, please be respectful of our neighbors by keeping noise to a minimum.
10. Cell phones are welcome on campus, but should remain in staff lodging or vehicles at ALL times. This includes meal times in the Dining Hall, as we want to promote an undistracted and enjoyable time of building relationships with fellow staffers. You will be free to use your phone during the day or in the evening if you have a scheduled break or during your off hours at night. In addition, there may be some things you need to “give up” while on camp staff. Pray about what God might be calling you step away from to focus on Him and your job this summer (ex. Twitter, Snapchat, etc.).
11. If you require an emergency day(s) off, please notify the Camp Director immediately. Forgetting to tell us before the summer starts that you have a doctor’s appointment is not an emergency. Your request may not be able to be filled due to the camp’s needs.
12. The “mule” and golf cart are used with permission only. If you are given permission to use a vehicle, please return it promptly, drive slowly, and never give rides to campers unless it is a medical emergency. The maximum per vehicle is determined by the number of seats. No standing!
13. Be aware that we are expected to be “above reproach” at all times. This includes any movies or music you play together. All media should be camp appropriate. No explicit content; no PG-13 or R rated movies, TV, or other kinds of content streamed through your cell phone or computer please. Only Christian music should be played in the dining hall, or through other speakers (whether inside or outside). Absolutely no ear-buds, headphones, bluetooth, etc., while on-duty.

### **LIVING AND WORKING AS A TEAM**

“Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – Just as you were called to one hope when you were called – one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all.” - Ephesians 4:2-6

Learning to live and work in a new environment can be a challenge. Sabine Creek Ranch values and seeks to develop a work culture marked by excellence, mutual accountability, teamwork, fulfillment, and enjoyment for staff members. Employees are therefore encouraged and expected to promote good communication, cooperation, and a spirit of service. Employees are also expected to treat everyone with respect, and to demonstrate integrity, responsibility, and good judgment. Let’s talk about three areas of living and working as a team: Cabin Life, Work Life, and Personal Life.

### **Cabin Life & Relationships Off-Site**

**Curfew:** Staff in cabins at 11:00pm and lights out at 11:30pm. Please consider others' needs for sleep! This applies to all evenings when there are not otherwise a staff outing or family time scheduled. This also applies to the evening before you resume work after having had a day-off.

**Cabin cleaning:** Staff cabins will be cleaned every week by the staff living in the cabin for a nicer, healthier living environment for all. Cleaning assignments can be made so that everyone gets to share in the joy or leadership will make their own assignments and plan.

**Boundaries:** Guys only in the Guys' Cabin! Girls only in the Girls' Cabin! No couples alone together in the staff room (Bluebonnet), or any other space on site - indoors, outdoors, or in vehicles.

**Off-site Conduct:** While serving as a Summer Staffer (full-time or part-time, and regardless of age), your conduct shall remain the same as if on-site.

- For example, if you are off-duty and if you are invited to someone's house, apartment, etc., the expectations remain the same; there are to be no sleepovers, couples alone in a room or vehicle, or similar situations which are likewise out of bounds for staffers while on camp property.
- *Additionally*, if off-duty, please consider your choices carefully. Your decision to visit a certain kind of restaurant, bar, tattoo parlor, or other similarly questionable facility may impact your ability to continue serving here. Please delay all such choices until after your service at Sabine Creek Ranch is complete. "Similarly questionable" will be determined by Camp Management.

### **Work Life**

- Work Life at Sabine Creek Ranch: Go unseen and count it an honor!
- Perform at 110%.
- Early is on time.
- No sarcasm – especially on the serving line.
- Sing songs on the serving line! Have fun!
- You have a limited amount of words to campers – use them wisely!
- Know the difference between college-appropriate versus camper-appropriate. Be careful with your words!
- Know how to have conversations with kids.
- If guests are on-site, and if you are on-break or off-duty, please do not visit with staffers who are on-duty. Please make the most of your time if on-break by remaining in the staff break room or your cabin. If off-duty, please limit your presence to the staff break room, your cabin or lodging, or the Dining Hall (at staff meal time, only). If you are on-break or off-duty, you are always welcome to eat meals at staff meal times.
- During bible studies, staff outings off-site, staff gatherings on-site (but when no guests are present), etc., the entire code of conduct is still in force. Please dress accordingly, and please conduct yourself accordingly. Please consider the wide range of ages represented on a typical staff and consider ways to set a Christlike example in your conduct and dress

### **Dress Code and Personal Hygiene**

- No flip flops except for the Lifeguards who are on-duty. Lifeguards must wear t-shirts and shorts when not on-duty.
- No Softe shorts, or similar kinds of shorts. Shorts need to be fingertip length or longer, not tight or gaping. You are responsible for acquiring your own shorts. If you are having difficulties please contact Camp Management and we will help you. Nike shorts (or similar brands) are fine, but they must be loose and must extend past your fingertips (when your arms/hands extend straight down your side).
  - NOTE: If you wear shorts that are not in alignment with the dress code, you will be sent back to your cabin in order to change. The time taken to do so may be deducted from your paycheck.
- Wear your assigned shirts daily -- this is also a safety precaution, as this is the way that we differentiate our hired staff from all other guests.
- No tank tops - only work shirts when working.
- No yoga pants/leggings at any time, or similar tight-fitting shorts, capri pants, etc.
- Employees should wear appropriate footwear per OSHA safety standards.
- No items of clothing that are revealing (e.g., midriff tops, low cut tops, or low cut pants or dresses, including muscle shirts, spandex, tube tops, spaghetti straps, etc.).
- No shirts, sweatshirts, or other clothing with inappropriate or potentially offensive pictures, words, or slogans.
- No frayed, torn, heavily soiled, or smelly clothing.
- No excessive nose, ear, mouth, other piercings, or offensive body art or tattoos. "Excessive" will be determined by Camp Management.
- Be sure to shower and use deodorant.

Any staff member not adhering to our dress code and personal hygiene standards may be sent to their cabin in order to correct their dress and/or hygiene. Time taken away from staff duty in order to correct dress and/or hygiene standards, may be deducted from paycheck.

- NOTE: Repeated decisions to present oneself in dress and/or with personal hygiene not fitting within these standards may result in dismissal from summer staff.
- NOTE: For questions regarding whether or not certain clothing is acceptable or appropriate, inquire with any Camp Director (ie Camp Administrator, Manager, Programs Director, and/or Day Camp Director)

### **Personal Life**

**Growing Spiritually:** Participate in devotionals daily, and take advantage of the time set aside or free time to speak with your fellow staffers or supervisors about what you're learning and how you're growing.

**Dealing with Personal Conflicts:** You will have conflicts with other people on the staff throughout the summer. There is a biblical way to deal with conflict (see Matthew 7:1-5, 18:15-20). Remember that conflict should be approached with grace and with the goal of unity. If you need help with confrontation, ask your supervisors for help.

**Dating:** We know that we have the best and coolest camp staff in the state. And we would love for some of you guys to eventually marry each other and have kids who will come work for us as summer staffers, but this summer is not the time for that. No new dating relationships or the appearance thereof are allowed between summer staffers. Additionally, while off-site and as a part of official staff outings, please continue to refrain from the behaviors associated with those who are dating.

**End of Summer Reviews:** In order to encourage and promote personal growth throughout the summer, all Seasonal employees will have an opportunity to debrief with Full Time staff and to receive feedback and evaluation of performance at the end of the summer. Any additional meetings desired by employees should be requested.

**Staff Discipline:** In the event that Camp Management chooses to ask questions about a situation, Staffers agree to meet and answer questions, as needed. Camp Management may choose to enact discipline, and staffers agree to abide by any such disciplinary actions. If egregious, staffers acknowledge they may receive warnings (written and/or verbal) and may even be dismissed from further service at Sabine Creek Ranch.

### **SOCIAL MEDIA POLICY**

Sabine Creek Ranch has set rules on social media and ways that it can be used throughout your time as a Sabine Creek Ranch employee. These rules have been thought through and put in place primarily for your own good and safety. Remember that you are entering a season of your life in which your reputation to employers and authorities may greatly affect your future. With this in mind, this social media policy is intended to encompass all social media platforms.

- There should be no evidence of alcohol, drugs, vaping or tobacco usage, regardless of age. This includes “liking” or otherwise indicating approval of such content posted by others during the course of your service at Sabine Creek Ranch.
- There should be no crude language or crass, offensive humor, or the indication of your approval of any such content.
- Remember that you represent Sabine Creek Ranch and—most importantly—Christ. All things posted on social media should reflect these values.
- You should not put your camp name on your profile.
- You should never initiate friending or following a camper.

You may choose to reevaluate your social media and switch some of your privacy settings if you would prefer that campers or camp counselors not be able to follow you or see your profile unless you accept a request from them. In addition, it may be best if you only introduce yourself to campers by your camp name, and keep your real name private. This coupled with keeping your camp name off your profile will make it more difficult for people to find you on social media.

While much of social media is public, there are parts of social media that are private: Snapchat, Instagram direct messaging, Twitter direct messaging, and more. You should not be in private contact with any campers. If a camper reaches out to you in private, respond in public avenues or bring someone else into the conversation—a fellow summer staffer or a Sabine Creek Ranch Management staff member. Remember that—particularly for the private social

media avenues that disappear (e.g. Instagram stories, Snapchat, etc.)—you will want to be careful of any inappropriate content. If you are accused of inappropriate contact with a camper and you are unable to prove your innocence, there is little that we can do to help.

All-in-all, be above reproach and be careful in the way that you utilize social media and interact with campers on social media. All rules and restrictions are primarily for your own protection as well as to encourage growth and a lifestyle that honors Jesus Christ.

**Personal Commitment:**  
**Please read and sign below**

- I agree to abide by what has been described in this section entitled “SCR Staff Code of Conduct” for the entire duration of my service at Sabine Creek Ranch - whether as a Summer Staffer or a part-time staffer in the retreat season.
- I understand that any violation of these guidelines is cause for re-evaluation of my position, and I agree to accept the consequences placed on me by those in authority over me.
- I further understand that repeated infractions may result in my dismissal from further service at Sabine Creek Ranch.
  - In such a case, I agree to vacate the premises in accordance with the decision handed down by Management.
- If needed or desired, I agree to seek Christian mediation (ie: local pastor, Christian counselor, etc.) in order to resolve all matters at hand.
  - I understand Camp Management may also seek such mediation and/or representation.

I will do my best to uphold a Christ-honoring living and working environment for both myself and those that I am serving alongside.

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Print Name

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Sign Name Date

For Office Use Only:

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Management Reviewed Date