

Sherwood Forest Camp



Informational
Manual
2009

SHERWOOD FOREST CAMP INFORMATION MANUAL 2009

This draft is a living document and subject to change.

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I. General

Objectives - Founded in the early 1920's, Sherwood Forest Boys and Girls Camp was conceived and is designed to provide a meaningful summer program for the children of Sherwood Forest with the least impact upon the family structure. The goal was and is still to offer the best elements of the traditional "away-from-home" camp program while providing the parents and children mutual enjoyment of a summer together under one roof. Building upon that premise, our camp program is designed to guide each camper in meeting the following objectives:

1. A sense of good sportsmanship.
2. Competent instruction and guidance.
3. Development of athletic skills.
4. A desire for community involvement and responsibility.
5. A spirit of friendship and comradeship with others.
6. An enthusiasm for participation.
7. An appreciation and care for our natural environment.
8. A sense of competitive spirit through wholesome fun and camaraderie.
9. Respect for all.
10. Development of leadership skills.

Organization - The Boys and Girls Camp is a separate but unincorporated summer activity conducted by the Activities Committee of The Sherwood Forest Club, Inc. It is run for the benefit of children and guests of Sherwood Forest members and is operated by a paid staff of employees. Our counselors include a number of adult professionals in director positions, but most counselors are young people from the Sherwood community who are above the Camp program age. In this way, these young community members are given the opportunity to serve their community in a meaningful way while gaining a valuable experience in a challenging and enjoyable counseling position. The Camp program is entirely financed by the fees collected through Camp enrollment, with all proceeds being used for the administration of the program. The Sherwood Forest Boys & Girls Camp has received Youth Camp Certification from the Maryland Dept. of Health & Mental Hygiene.

Eligibility - Any member's or limited member's child or grandchild is eligible for enrollment in the Sherwood Forest Boys and Girls Camp. A guest is eligible for enrollment in Camp during the period said guest is residing full time in the home of a member or limited member. Special exceptions may be made only with the approval of the Activities Committee. Registration, other than initial, may be made at the Camp office during office hours. The Sherwood Forest Club, Inc. requires guest fees be paid prior to the start of the Camp program. Staff members who register their children may elect to have the fees deducted from their salary after taxes are withheld.

Age Groups - Subject to possible adjustments due to abnormal numeric enrollment in one or more groups, the age breakdown of groups shall be the following:

<u>Group</u>	<u>Born Before (2009)</u>
Pre-Playground	9.1.06
Playground, 1 st Year	9.1.05
Playground, 2 nd Year	9.1.04
Novice-in-Training (NIT)	9.30.03
Novice Green	12.31.02
Novice White	12.31.01
Midget Green	12.31.00
Midget White	12.31.99
Junior Green	12.31.98
Junior White	12.31.97
Intermediate Green	12.31.96
Intermediate White	12.31.95
Senior, 1 st Year	12.31.94
Senior, 2 nd Year	12.31.93

Child Age Calculator: <http://www.mathcats.com/explore/age/calculator.html>

When a child is initially enrolled in the program, acceptable proof of birth date shall be provided. From that point on, the child's birthday is on record in the Camp files and no further proof of age is required.

A child whose age falls within one group may at the request of parents be considered for inclusion in the next higher age group if such action appears warranted because of the size or maturity of the child. Such re-assignment shall be made only if, in the judgment of the Camp director, the child is capable of participation in the higher age group.

Fees - The following schedule of fees are in effect for the 2009 season *per child*:

	<u>Full</u>	<u>Half*</u>	<u>Weekly</u>	<u>Daily</u>
Pre-playground	\$520	\$375	\$160	\$45
All other camp groups	\$780	\$535	\$170	\$55

** Applies to either the 1st or 2nd half season. Weekly rate applies to non-consecutive weeks that span both the 1st and 2nd half of the Camp season.*

Registration fees in full and all forms are due to the Club Office no later than June 1, 2009. A \$50 late fee per family is applied for registrations after this date. For those attending only the second half registration fees are due no later than July 20, 2009. A \$50 late fee per family is applied for registrations after this date.

Registration – Each camper is required to have a completed Registration Form and Camper Heath History Form. Registration materials are available in the Club Office **prior to the start of camp** and on the Camp’s website at www.sfcamp.org. The Camp Office has limited hours prior to the start of Camp. It is strongly recommended to register campers a few days prior to their starting camp. Campers needing medications (inhalers, EpiPen, Benadryl, etc.) during camp time need to complete and have on file a Medication Administration Sheet available in advance in the Club Office or in the Camp Office. The Health Supervisor reviews this form for sufficiency. Additionally, the Field Trip Permission Form and Parent Agreement should be completed.

Camp Office- The Camp Office is located on the lower level of the Sherwood Forest Store complex with an entrance on the rear side of the building. The Camp Office serves as a morning meeting place for staff and “communication central” for the camp program. The Camp Director and administrative staff conduct business during camp hours. The health treatment area for injured or ill campers is located here. The Lost & Found is located in the Camp Office. The phone number is:

Camp Office 410-841-6612

Scheduling - The scheduling of all program activities shall be the responsibility of the Camp Director. Specific hours and assembly areas are as follows:

Pre-Playground

Monday thru Friday 9:00-11:00 A.M. (Activities Room)

Playground

Monday thru Friday 9:00 to 11:00 (at Playground)
Mon., Tues., Wed., Fri. 1:00 to 2:00 P.M. (Waterfront/Pool)

Novice-in-Training (NIT) thru Senior

Monday thru Friday 9:20 - Assemble at Ball field
Mon., Tues., Wed., Fri. 9:20 to 11:00 (as scheduled)
Thursday 9:00 to 11:00 (swim races as scheduled)
Mon., Tues., Wed., Fri. 1:00 to 2:30 (as scheduled) 2:30 to 3:00 -
Supervised Break
Mon., Tues., Wed., Fri. 3:00 to 4:30 (as scheduled)

Regular Dismissal Procedure: Midgets thru Seniors are checked out & dismissed on their own at the conclusion of the morning and afternoon camp session. Staff dismisses Pre-playground thru Novice aged campers as indicated on the Dismissal Form completed and signed by the camper's parent. See Emergency Cancellation of Camp for non-regular dismissal policy.

Attendance – Parents are urged to have their children attend **all** scheduled activities. Beside the benefits to be gained by participation, attendance plays a role in eligibility for awards. Group counselors are responsible for the daily attendance records and forward a copy to the Camp Office at the end of each week.

An attendance record of **75%** is needed to be eligible for most awards. This season there are 96 scheduled periods, which means that to maintain eligibility only **24** period absences are allowed throughout the life of the program for NITS thru Seniors. NITS scheduled for half a season and who maintain a 75% attendance (12 period absences) record for their session are eligible to receive an individual trophy at Thursday Trophy Night. Scheduled activity periods cancelled due to inclement weather, or other reasons, have no affect on the absences allowed to maintain eligibility.

Awards - The awards available to participants of the program in all groups include championship and open medals, participation and achievement certificates and badges, and awards resulting from outstanding effort and/or achievement. While some awards are given out during the summer, the majority of awards are given during the Award Ceremony on the last Thursday morning of Camp and at Trophy Night, Thursday, August 14th and Friday, August 15th. NOTE: Awards for the Novice through Senior groups are competitive (ladder play), or by standard (Nature, Arts & Crafts, Reading). Parents are advised, unlike the Playground and NIT

awards program, that Trophy Night awards for Novice are earned awards.

The Team Award Ceremony and Trophy Nights are dedicated to all who participated in the program during the season. At these occasions team and individual accomplishments are publicly recognized and rewarded.

In addition to the regular awards bestowed upon individuals in all groups, the following special honors are awarded:

Louis Woodward Trophy - The recipient is chosen annually from the Seniors by the Seniors as that person who best exemplifies the following guidelines. One who is a good competitor but not necessarily a winner. One who brings credit to the group without thought of self-recognition. One who has an unselfish attitude when interacting with the group. One who is dependable when assigned a task, whether as a leader or a worker. One who is enthusiastic about all group endeavors. One who is humble when recognition comes his or her way.

Boy and Girl of the Year Award – The recipients of this highly regarded award, the Dr. and Mrs. Frank Morris Cup to Honor the Boy & Girl of the Year, are selected by the counselor staff each year and are the boy and girl who best meet the following criteria: the recipient exudes on a continuing basis a positive attitude and is willing to put in the extra effort required to achieve a desired goal; is dependable, trustworthy, and reliable, and exhibits these characteristics both within the camp program as well as in the Sherwood Forest community as a whole; displays good sportsmanship qualities in any given situation; cooperates with counselors and directors as well as other members of the camp program; exhibits leadership skills and is respected in that capacity; displays an active ability, both physically and mentally, to reach a given goal; genuinely gets along well with others and is well liked by his/her peers. In addition, the counselor staff chooses a boy and girl they would be proud to have represent the Sherwood Forest community.

The Richard E. Hook Tennis Spirit Award - The Hook Tennis Spirit Award honors Mr. Richard E. Hook who has dedicated more than 50 years of service to Sherwood Forest tennis as a player, judge, master of ceremonies, coach, tournament director, and care taker of the courts. The recipients of this award are chosen by the Tennis Team Coach. The award is presented to that boy and girl who has demonstrated outstanding effort and enthusiasm for the sport of tennis.

The James E. Fitzgerald Trophy - The Fitzgerald Trophy honors Dr. Jim Fitzgerald who won numerous Camp golf titles and is a six time Sherwood Forest Club Champion between 1946 and 1970. He joins his brother and several of his children as winners of Sherwood's Golf Club Championship 23 times since 1939. When he wasn't competing, he was frequently caddying for his brother and then his children. Dr. Fitzgerald attended the Camp Program from Playground through Seniors, was Boy of the Year in 1940, directed the Camp program in the late 60's and was awarded the Severn River Trophy in 1972. His love for the game and his competitive spirit continues and serves as an

inspiration to all who know him. This award recognizes the Senior Boy and Girl Golf Champion.

The Harmeyer Field Award - The Harmeyer Field Award is presented to the camper in each group, chosen by each group's respective counselor, who best meets the same criteria used to choose the Boy & Girls of the Year. See above.

The Kropp Swimming Awards - The Kropp Swimming Award is presented to the high point winner and runner up in swimming from each camp group.

The Laura Lanks Pellegrini Tennis Trophy - The Pellegrini Trophy was established by the Pellegrini family and the Sherwood Forest Boys & Girls Camp in 1991 in the memory of Laura Lanks Pellegrini. Mrs. Pellegrini was a ladies tennis champion in her youth, a loving mother, and a friend to many. The award recognizes the Senior boy and girl champion in tennis.

The Ducci Bowl - This award is presented to the child in the golf program who exhibits the greatest interest in golf, the best behavior on the course, and the utmost appreciation for the game.

The Dolly Truter Counselor Cup - The Dolly Truter Counselor Cup is presented to the Counselor that leads by example in actions as well as in words, the Counselor that motivates through encouragement and positive attitude. One who seeks to find the best qualities in each camper and nurtures those qualities. An individual who demonstrates a genuine caring for each child as a unique individual. A Counselor who when faced with difficult situations or challenges moves forward with a positive and productive attitude. The Dolly Truter Counselor Cup award recognizes the outstanding work of all Counselors and honors one who best exemplifies these qualities.

Group Parents - Each camp group counselor seeks out at least one parent, much like a class parent at school. Duties of a group parent include: being supportive of the counselor and camp group, consult with the groups counselor to determine snack/break routine, assist with the group's field trip, assist and organize additional volunteers for one of the camp's "special activities", and assist with the group's end of the season celebration.

II. Pre-Playground

The Pre-Playground program provides a group play and work session for our youngest children. Activities are planned and presented that are appropriate for these young campers.

The Pre-Playground holds their program from 9:00-11:00 A.M., Monday thru Friday in the Activities Room of the Clubhouse. Enter by way of the stairs by the 4th tee behind the Clubhouse. Snacks are provided to the campers each day. The staff pays careful attention to food labels in regards to food allergies noted on Camper's Health History Forms. If juice is served, only pasteurized juice is served.

III. Playground

Hours - Activities shall be held Monday through Friday from 9:00 to 11:00 A.M. at the Playground. Afternoons on Monday, Tuesday, Wednesday, and Friday from 1:00 to 2:00 P.M. are devoted to swim lessons using both the pool and Main Pier.

Rainy Day Procedure, and Emergency Procedure - When Camp is cancelled because of rain, Playground is also cancelled. There is no swimming on rainy days. Each session is judged separately, so even though it might be raining in the morning, if it clears up prior to 1:00 P.M., swimming is held and points given.

If a thunderstorm should arise during the morning session of camp when the camp is already in session, the Playgrounders seek shelter in the Playground building and continue their morning program. Campers are not walked up the path during a thunderstorm, or during the 30 minute interval after a thunderstorm. Parents may come to the Playground to pick-up their child either by way of the footpath or by Little John Hill.

If a thunderstorm should arise during the afternoon session of Playground, parents who are present are encouraged to take their camper home. All other campers are kept under shelter and dismissed per their individual dismissal policy at the end of the session.

(See Section V and VI for Sherwood Forest Camp Emergency Procedures)

Attendance – An attendance record of 75% is needed to be eligible for most awards. Note, the afternoon session during the first week of camp, is **optional** for the Playground campers. This means that attendance is taken for these periods, but does not affect their overall attendance requirement for the season. This summer there are 70 scheduled periods, which means to maintain 75% eligibility only 18 period absences are allowed. Campers registered for half season and who have 75% attendance (9 period absences) for their session are eligible for an individual trophy.

Regular Activities - The Playground building and grounds are located southeast of the Clubhouse complex, between Maid Marian and Little John. The facilities are designed for activities normally considered of a "kindergarten" type.

Snacks are provided to the campers each day. The staff pays careful attention to food labels in regards to food allergies as noted on the Camper's Health History Forms. If juice is served, only pasteurized juice is served.

Swimming Activities – The Playground children are given their first exposure to swimming during the afternoon sessions, which alternate between the waterfront and pool. Water shoes are encouraged for the younger children at Main Pier. Children are not allowed in the water before class begins. Children must be checked in before class and checked out before going home. After class, children are required to go home immediately unless a parent is present.

Children are placed in different Playground swim groups according to ability and are moved from group to group at the discretion of the counselors. Playground children are told when they may participate in the Thursday morning swim races. On a day when a child takes part in the races, he does not have to come to Playground. Attendance points are given if the child is present to swim, even if child does not swim. All Playground children who do not participate in the races shall come to Playground as usual. A Swim Carnival is scheduled for all levels of Playground & NIT Swimmers at the end of the camp season.

Healthy Swimming Behaviors - Whether swimming in the river or at the pool, RWI, Recreational Water Illnesses, are a potential risk to all swimmers. The CDC (www.cdc.gov) and the MD Health Dept. recommend that the following general information be shared with parents and campers.

THE THREE PLEAs FOR PARENTS WITH YOUNGER CHILDREN

- 1. Please** take children on bathroom breaks often. Waiting to hear, “I have to go”, may mean that it is too late.
- 2. Please** change diapers in the bathroom and not at the poolside. Germs can spread to surfaces and objects in and around the pool and spread illness.
- 3. Please** wash your children thoroughly (especially the rear area) with soap and water before swimming. (We all have invisible fecal matter on our bottoms that end up in the pool.

THE THREE PLEAs FOR ALL SWIMMERS

- 1. Please** don't swim when you have diarrhea ... this is especially important for kids in diapers. Germs can be spread into the water and make other people sick.
- 2. Please** don't swallow pool or river water. In fact, try your best to avoid even having water get into your mouth.
- 3. Please** wash your hands with soap and water after using the toilet or after changing diapers. You can protect others by being aware that germs on your body end up in the water.

IV. Novice-in-Training (NIT) Through Senior

Hours – Activities are scheduled for mornings and afternoons on Monday, Tuesday, Wednesday, and Friday, and in the morning only on Thursday. (See Scheduling under General Information.) Occasional Saturday morning activities such as swim meets with other Severn River communities may also be scheduled.

Rainy Day Procedure

If it is necessary to cancel activities due to inclement weather, a phone tree system may be implemented by each counselor and there will be a flag signal from the softball field RED FLAG = NO CAMP FOR THAT PERIOD, before either the morning or afternoon activity periods.

Weather conditions are monitored in the Camp Office on the Internet. During emergency cancellation of Camp (such as a thunderstorm) children will be held under cover until conditions warrant their dismissal. All staff and campers will head to the Clubhouse when they hear the Clubhouse bell or receive instructions by a Camp Director. If weather conditions and time permits, camp groups will assemble at the Clubhouse. However, if dangerous weather approaches too quickly campers may seek shelter at the tennis stands, boathouse, or the lower pavilion of Main Pier.

In the event of foul weather DURING A CAMP PERIOD, all campers, when it is safe to do so, will go to the Clubhouse for rainy day activities. Parents can pick up their children (Midget and below) at the scheduled end of the camp period (11 a.m., 2:30 p.m., or 4:30 p.m.) not during a camp period. Juniors and above will be released at the end of the period, weather permitting. Please note that all campers are welcome to remain at the Clubhouse until 4:30 p.m. on rainy afternoons where supervised activities will be provided.

(See Section VI for Sherwood Forest Camp Emergency Procedures)

Activity Scheduling - A weekly activity schedule is prepared by the Camp Director and distributed with the Sherwood Forest Green Sheet on the Friday prior to the week covered. This schedule outlines the activities for each Camp group for each period. The individual counselors inform their groups regarding the point of assembly for each specific activity. Scheduling information can also be accessed by using the Camp's website at: www.sfcamp.org. The "Camp Calendar", a calendar filled with camp and community activities for children, is distributed at the start of the camp season.

Waterfront - Recognizing the potential hazards of waterfront activities, a strict code of behavior must be enforced during these activities. The "Buddy System" is used for young children (each child must be able to account for his/her buddy). The staff member(s) in charge initially "check-in" each child at the beginning and "check-out" each child at the end of each waterfront activity. Children returning to waterfront activity after check-out are not the responsibility of the staff. Parents are urged to see that children return home directly after any and all activities, especially waterfront activities.

Criteria for Changing Location for Waterfront Activities – On occasion, there may be times when swimming is moved from Main Pier to the Pool or, when Canoeing or Sailing is cancelled.

Water quality - The Camp and Club Offices continuously monitor water quality at Sherwood's Main Pier and the pool. Use of either facility is suspended and resumed upon prudent health advisories. Additionally, the waterfront is continuously inspected and corrected for anything that may pose a hazard on the pier, beach, or underwater.

With regard to Main Pier operations, as testing is not done by the monitoring agency on a daily basis, the Waterfront Director and Camp Director are to use their discretion following an unusual heavy rain fall. An abundance of caution standard is to be utilized. should Main Pier operations be suspended, an alternate activity is to be announced.

Heavy Sea Nettle Infestation - On occasion when changing tides have created a heavy sea nettle infestation within the swimming area, the Waterfront Director or the Camp Director is to make the decision as to whether to move swimming to the pool. Announcements are issued through camp communication channels of any locational change.

High Winds - On occasion, sailing is suspended for unusually high winds. Campers are rescheduled into other activities.

Equipment - Each child is expected to provide all "individual" equipment required for the various activities including (but not limited to):

- tennis racquet and balls;
- softball glove;
- ping pong paddle;
- badminton racquet;
- golf bag, clubs, and balls (Midgets & above);
- archery glove and tab; (Juniors & above);

All equipment should be plainly marked for identification. All campers are encouraged to bring filled water bottles to activities.

Ample capital equipment items such as kayaks, canoes, sailboats, ping pong tables, and other high value items are maintained at sufficient levels for camp activities. To preserve the readiness and availability of this equipment on a year-to-year basis the camp does not loan these high value items.

Activities - The program is designed to offer a full spectrum of competitive and non-competitive activities to expose all participants to every possible endeavor that time, finances, and facilities allow. Included are competitive individual and team athletic activities as well as many activities of a creative and/or educational nature.

are **Team Competition** - For the purpose of team competition the members of each group are equally divided from the outset into Romans and Spartans. The Roman/Spartan division is basic to the program, with each participant identifying with this general "team spirit." At the end of the year all individual points earned (see Overall High Point System) are accumulated and the winner of the annual overall team competition announced by the Camp Director at Trophy Night, with the year's numeral designation duly added to the prominently displayed banner. Those sports played on a team basis usually include: softball, soccer, lacrosse, field hockey, water polo, volleyball and basketball., in addition to team points earned at the annual Rick Cumberpatch Memorial Highland Games (held during the second session of the summer season), and the Waterman's Olympiad (held during the first session of the summer season).

Individual Competition - Individual participation, training, improvement and reward are emphasized in certain athletic endeavors in the program. In keeping with age group ability to effectively participate, those offered include: archery, badminton, diving, golf, horseshoes, ping pong, swimming, and tennis. The systems for competition among these are presented below.

Ladder Play - A ladder system of play is used in the Midget thru Senior groups for archery, badminton, horseshoes, ping pong and tennis which involve competition between two individuals. A ladder is a ranking of participants in an athletic endeavor in which challenges form the entry to higher levels in the ladder. The children in each group are separated into 2 divisions in each sport, based on their individual ability in that sport as determined by the counselor, these groups being designated "Championship" and "Open". Match play tournaments are held in each section to determine the initial ladder rankings. Golf uses the medal play score throughout the summer.

Ladder Play Challenges - An individual in one position on the ladder is eligible to challenge another individual in the two next higher positions on the ladder and is subject to be challenged by any individual in the two positions immediately below on the ladder. An individual who fails to make or accept a challenge because he is not present at the time the challenges are arranged is considered as absent. Each individual is required to give one challenge and to accept one challenge in each activity period unless circumstances exist wherein, in the judgment of the counselor, prevents the playing of two matches. An individual may play more than two matches during an activity period, but is not required to accept more than two challenges.

from Each individual is entitled to be excused one time each season without loss of ladder position because of sickness or other compelling family reason requiring his absence from Sherwood Forest. An individual is dropped two places on the ladder for each absence from an activity period thereafter during which matches in the particular sport are played.

Ladder Playoffs - A match play tournament is conducted at the end of each season in each sport in which ladder competition has been conducted to determine the champion

and runner-up in the sport. The top 8 individuals on the ladder participate in this tournament on the following basis:

#1 vs. #8	#2 vs. #7
#3 vs. #6	#4 vs. #5

Any individual who remains unbeaten in any sport throughout the season is awarded the championship without a competing play-off. In case two or more participants remain unbeaten, a play-off is held. In the event the championship is determined without competition in the play-off tournament, the next highest 4 individuals on the ladder participate in a tournament on the following basis to determine the runner-up:

#2 vs. #5	#3 vs. #4
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During “Playoff Week”, those campers not on the Championship or Open Ladders are placed on the Consolation Ladder and awards given to the winner and runner-up.

Skill Development - Novice age campers work on skill development in the following areas: ping-pong, badminton, horseshoes, bowling, and tennis. Skill testing is administered at the end of the camp season and awards given at Trophy Night.

In addition to the ladder play, the camp offers individual achievement awards for the Junior Olympic Archery Development Program (Juniors thru Seniors) and the Junior Medalist Golf Program (Midgets & Up).

Swimming Program - A complete American National Red Cross program is offered for all. As a child moves up through the program, he or she can progress through the various levels of swimming, earning written certification for each phase successfully completed. Swimming sessions are scheduled for both Main Pier and the Pool. Please refer to the weekly camp schedule for specific group & location information.

Diving – Camp diving competition is held each week. Age groups for diving is determined by the swimming staff. Weekly "diving championship points" are awarded within these groups, and individual diving point totals are accumulated individually to determine season diving champions. Diving meets with other communities are scheduled for some Friday evenings at the pool.

Swim Races - Races for each group in various strokes are held Thursday mornings to expose all participants to the training and competition aspects of swimming. Campers are to report to Main Pier by 9:00 am. Campers “check-in” with staff at the beach end of the pier. Races begin promptly at 9:00 am. NITS are scheduled to complete all of their races by 10:30am and are escorted by their counselor to the Arts & Crafts Room for the remainder of the morning session. "Swimming points" are earned on the following individual race basis:

1st place - 5 points	3rd place - 2 points
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2nd place - 3 points

4th place - 1 point

On the basis of an individual being able to participate in a maximum of 3 swim events, the "swim points" for that day are totaled and point earners awarded swim points toward individual season honors on a cumulative point basis. All Campers who improve their personal best time in the weekly swim races (whether they "place" or not) are awarded an additional point.

Boating/Sailing - Instruction in basic boating & sailing skills is offered as a part of the waterfront program. Sailing instruction begins at the Junior level. All children are required to wear life jackets while in the Camp boats. There is no exception to this rule. Campers are allowed to bring their own life jackets.

Creative / Educational - Over the years the camp program has grown to offer a variety of activities to the camper. In addition to athletics, the camp offers a variety of different experiences for the camper.

Arts & Crafts - Arts and Crafts is offered as an integral part of the Camp program and is headquartered in a facility adjacent to the bowling alleys on the lower level of the Clubhouse. Campers are generally scheduled for Arts & Crafts on a weekly basis. An Arts & Crafts Show displaying the camper's summer projects is scheduled for August. All campers regardless of whether they have their 75% attendance record are eligible for the Arts & Crafts Award. An information sheet is distributed to the campers with the award's criteria.

Nature Program - The Nature Lab is located under Stewart Hall in the Clubhouse. The Nature Program provides the camper with interesting activities involving the environment. Many of the field trips are centered on the Nature Program. There are no attendance criteria for the Nature Awards.

Music Program - Campers are exposed to the performing arts in our Music/Dance Program. Most of the NIT thru Senior aged campers participate in the end of the season Talent Show, the culminating event for the Music Program.

Field Trips - Campers are generally scheduled for field trips during the summer. Many of the field trips center around our Nature Program. General permission slips are issued at registration and are kept on file. Specific trip information is announced on the Camp Schedule, the Camp Calendar, and fact sheets sent home to the parents in advance.

Shows - Special shows are generally offered through out the summer to various aged campers. These shows are both culturally/educationally based and entertaining.

Overall High Point System

General - In addition to the team and individual endeavors conducted within each group, an achievement point system is utilized for each group. Based on individual participation and achievement, points are earned and duly recorded throughout the season for each person registered in the program. High point awards are made to individuals on their total count earned based on the following:

Attendance - One point is awarded for attendance for each scheduled activity period, including Thursday morning swim races. To be entitled to an attendance point the individual must be present at roll call at the beginning of the period and remain throughout the entire period. Any individual who leaves the activity without being excused by the counselor or without adequate reason is denied the attendance point for the period. Actual participation in the swim races is not necessary for an individual to earn the attendance point.

Ladder Play

Initial tournaments - Points are awarded as follows:

1st place - 5 points 3rd place - 2 points
2nd place - 3 points 4th place - 1 point

Regular ladder play - Challenge play shall take place as outlined previously. In individual matches (limited to two matches per period for point achievement) points are awarded as follows:

Championship - match winner - 2 points
Championship - match loser - 1 point

Open - match winner - 2 points
Open - match loser - 1 point

Team Play - Winning team member - 3 points
Losing team member - 1 point

Swim races - Beside the attendance point available to all children participating or attending Thursday morning swim races, (they should check-in and check-out with counselor in either case) those individuals earning swim championship points for the day in each group shall be awarded points toward "high" point on the following basis:

Highest Total 5 points
2nd highest total 3 points
3rd highest total 2 points
4th highest total 1 point

Swim Records - Any individual displaying the ability to equal or break any existing (at the time) Sherwood Forest record shall be awarded bonus "high point" points on the

following basis:

Breaking an existing record - 5 points

Equaling an existing record - 3 points

Diving - Beside the attendance point, those individuals earning "Diving" points for the day in each diving group shall be awarded points toward "high" point on the following basis:

Highest Total 3 points

2nd highest total 2 points

3rd highest total 1 point

Other - At the discretion of the staff, points may be awarded to individuals for outstanding achievement in activities such as Arts and Crafts, Nature and Music.

V. Medical Procedures

Medication Administration - Administration of Prescription or Over-the-Counter Drugs - Routine daily medications should be administered at home before camp or at lunch. The camp office does not administer discretionary meds such as Tylenol or Motrin.

- Medications prescribed or over-the-counter, that parents feel may be required at camp must be brought to the camp office by a parent or guardian, and must include a **written parental consent form and Medication Administration Sheet**. This form includes dosing instructions and the circumstances for its use. Example medications: inhalers and allergy medications, such as Benadryl or Epi-Pens.
- **Campers are not permitted to carry or self-administer medications** during camp time. EXCEPT, with parental consent, campers are permitted to carry their inhalers with them to activities.
- For **young campers**, asthma inhalers are held in the health treatment area located in the Camp Office or carried by the camper's individual counselor.
- Inhalers or allergy meds prescribed for a camper or staff member less than 18 years old must be kept in the original container bearing a pharmacy label which shows the prescription number, date filled, physician's name, name of medication, directions for taking the medication, and the patient's name.
- **Epi Pen or Epi Pen Jr.** are kept in the Camp Office's locked medical box or held by the group counselor when the child is on any field trips or destinations to the outer forest. ***If an Epi Pen is administered, an ambulance (911) and parents will be called.***

First Aid - First Aid is available in the Health Treatment Area in the Camp Office. First Aid kits are also maintained at Archery, Nature, Playground, Pre-Playground, and Main Pier.

Heat Illness - Heat illness is most common in children. It is also associated with certain

medications, dehydration, and prolonged exertion. Campers should be observed for the following:

- **Heat cramps:** muscle cramps often in the abdomen or legs. Signs: heavy perspiration, lightheadedness, weakness.
- **Heat exhaustion:** Signs: cool, pale or red, moist skin, dilated pupils, headache, extreme thirst, nausea or vomiting, irrational behavior, dizziness, unconsciousness.
- **Heat Stroke:** Signs: temperature of 102 degrees or higher, dry, hot, red skin, dark urine, small pupils, rapid or weak pulse, rapid shallow breathing, extreme confusion, weakness, seizures and unconsciousness.

Management of Heat Illness - Move camper to cool area; remove as much clothing as possible; cool skin with tepid water/tepid bath; icepacks to head neck, groin, armpits; provide cool fluids to drink if individual is alert; monitor temperature. **Call 911** if severe nausea, vomiting, confusion, seizures, unconsciousness, or suspected heat stroke occur.

Medical Emergencies - The Health Supervisor or a CPR/First Aid certified staff member administers first aid. All staff has current CPR/First Aid certification; those who do not receive training at camp orientation. For all medical emergencies, the 911 System is activated. Parents are called in the event of a medical emergency. If a parent or guardian is not present at the time of transport, a senior staff member accompanies the camper to the hospital.

Note: Medical and Emergency Procedures for Sherwood Forest Boys and Girls Camp is maintained in the Camp Office and is available for review.

VI. Emergency Procedures

General Communication

- Cell phone communication is maintained at Main Pier and in the camp office.
- Red Flag/U.S. Flag System - Rainy day flag system using the flag pole at the softball field. RED FLAG = NO CAMP FOR THAT PERIOD.
- Telephone Tree - Administrative staff and each individual group counselor establishes a telephone tree for communication with parents. This is utilized for rainy day messages, schedule changes, or other important announcements.
- Club House Bell - Signal to campers and staff for impending weather event or emergency. Used to initiate the emergency plan.

Weather/Natural Disasters

Weather conditions are monitored in the Camp Office on the Internet. During emergency cancellation of Camp (such as a thunderstorm) children will be held under cover until conditions warrant their dismissal. All staff and campers will head to the Clubhouse when they hear the Clubhouse bell or receive instructions by a Camp Director. If weather conditions and time permits camp groups will assemble at the Clubhouse. However, if dangerous weather approaches too quickly campers may seek shelter at the tennis stands, boathouse, or the lower pavilion of Main Pier.

If it is necessary to cancel activities due to inclement weather, a phone tree system may be implemented by each counselor and there will be a flag signal from the softball field **RED FLAG** = **NO CAMP FOR THAT PERIOD**, before either the morning or afternoon activity periods.

In the event of foul weather **DURING A CAMP PERIOD**, all campers, when it is safe to do so, will go to the Clubhouse for rainy day activities. Parents can pick up their children (Midget and below) at the scheduled end of the camp period (11 a.m., 2:30 p.m., or 4:30 p.m.) not during a camp period. Juniors and above will be released at the end of the period, weather permitting. Please note that all campers are welcome to remain at the Clubhouse until 4:30 p.m. on rainy afternoons where supervised activities will be provided.

- The clubhouse bell is a signal for emergencies. When severe weather such as a thunderstorm is approaching, the Clubhouse bell is rung to alert campers and counselors.
- Camp Directors and administrative assistants alert those campers and counselors not in the immediate area via cell phone and air horn.
- At the sound of the bell, or as directed by Camp staff, all campers and counselors head for the Clubhouse. If time does not permit movement to the Clubhouse safely (i.e. overhead lightning), campers and staff are to take shelter at the closest designated spot (tennis stands, Boat house, or under the lower pavilion at Main Pier).

Severe Heat- On “red alert days” (high heat and humidity), the staff adjusts activities to provide shaded areas and limit strenuous activity.

- All campers should bring water bottles to all scheduled activities.
- Water stations are set up at the volleyball field, soccer field, and basketball.
- If weather conditions warrant the issuance of a code red alert, an administrative decision could be made for early dismissal from camp. The procedure for emergency dismissal described above would then used.

National Emergency

In the event of a national emergency impacting the region, the emergency communication and camp dismissal procedures described above are initiated.

- Parents should have a pre-determined plan to pick up their children from Camp. (The plan should include a designated adult responsible for their children should the parent not be available)

Note: Medical and Emergency Procedures for Sherwood Forest Boys and Girls Camp is maintained in the Camp Office and is available for review.

VII. Specialized Activity & Camp Trip Safety

All Camp specialized activities and trips are conducted in accordance with Youth Camp Regulations found at the Annotated Code of Maryland, Title 10 Department of Health and Mental Hygiene, Subtitle 10.16.06 Certification for Youth Camps. Staff members and campers are instructed in the safety procedures and the use of protective equipment related to camp specialized activities. The camp provides, maintains, and ensures the use of safety equipment suitable to camp specialized activities. All specialized activities are conducted in accordance with camp safety plans.

Swimming

- Location: Swimming is conducted at the pool and at Main Pier. Reference page 12 for the, *Criteria for Changing Locations for Waterfront Activities*.
- Safety: Swimming is conducted in accordance with American Red Cross qualification guidelines and practices, as well as State and County codes. Additional life-guards are on duty to ensure safety. Reference prior pages for additional, *Healthy Swimming Behaviors, Medical Procedures, and Emergency Procedures*.
- Qualification: The swimming director is over 21 years of age, certified by the American Red Cross as a swimming instructor and is also certified as a life-guard. All swimming directors and instructors are current with American Red Cross certifications in CPR and 1st Aid. At least one swimming director has a license to operate a pool.
- Notification & Authorization: Parents are notified of swim instruction each week via the *Camp Training Schedule*. Authorization to conduct swim instruction is granted at the time of Camp registration.
- Eligibility: To be eligible for swim instruction an individual must be enrolled in Camp and be at least 4 years old.
- Supervision: Swimming is supervised by a swim director and additional instructors. They are supported by life-guards and group counselors. Supervision is at a ratio stipulated by the Annotated Code of Maryland, Title 10 Department of Health and Mental Hygiene, Subtitle 10.16.06 Certification for Youth Camps.
- Rules, Standards & Practices: Camp swimming instruction is in accordance with published American Red Cross standards and practices. Swim rules are in accordance with published pool and pier rules.
- Equipment, maintenance, and storage: All swim equipment is maintained to be in good working order. Equipment is routinely cleaned and inspected for deficiencies with all deficiencies being immediately corrected. All equipment is dry stored in a secure equipment locker.

Canoeing

- Location: Canoeing is conducted at Main Pier. Reference page 11, for the, *Criteria for Changing Locations for Waterfront Activities*.
- Safety: Canoeing is conducted under qualification guidelines and practices specified in the Maryland Basic Boating Course and the US Sailing Association's Small Boat Instructor Manual. All campers must wear life-preservers at all times while canoeing. All applicable State and County codes are followed. Canoeing is not conducted during foul weather. Reference prior pages for *Healthy Swimming Behaviors, Medical Procedures*, and *Emergency Procedures*.
- Qualification: All directors and instructors are certified by the State of Maryland through their basic boating course. Additionally, all boating directors and instructors are certified minimally as a Level 1 Sailing / Boating Instructor via a nationally certified US Sailing Association course. All directors, instructors, and group counselors are field verified in the safe handling of canoes.
- Notification & Authorization: Parents are notified of canoeing instruction each week via the *Camp Training Schedule*. Authorization to conduct boating instruction is granted at the time of Camp registration.
- Eligibility: To be eligible for canoeing instruction an individual must be enrolled in Camp and be at least 10 years old.
- Supervision: Canoeing is supervised by a boating director and instructor. They are supported by group counselors. Supervision is at a ratio stipulated by the Annotated Code of Maryland, Title 10 Department of Health and Mental Hygiene, Subtitle 10.16.06 Certification for Youth Camps.
- Rules, Standards & Practices: Canoeing / boating instruction is in accordance with published Maryland Boating Basic Course standards and practices, as well as the US Sailing Association's Small Boat Instructor Manual. Boating rules are in accordance with the aforementioned publications.
- Equipment, maintenance, and storage: All boats / canoes are maintained to be in good working order. All canoes and related equipment is routinely cleaned and inspected for deficiencies with all deficiencies being immediately corrected. All equipment is dry stored and secured to prevent unauthorized use.

Sailing

- Location: Sailing is conducted at Main Pier. Also, reference page 12, for the, *Criteria for Changing Locations for Waterfront Activities*.

- **Safety:** Sailing is conducted under qualification guidelines and practices specified in the Maryland Basic Boating Course and the US Sailing Association's Small Boat Sailing Instructor Manual. All campers must wear life-preservers at all times while sailing. All applicable State and County codes followed. Sailing is not conducted during foul weather. Reference page 12 for additional, *Healthy Swimming Behaviors*, page 17 for *Medical Procedures*, and page 18 for *Emergency Procedures*.
- **Qualification:** All directors and instructors are certified by the State of Maryland through their basic boating course. Additionally, all boating directors and instructors are certified minimally as a Level 1 Sailing / Boating Instructor via a nationally certified US Sailing Association course.
- **Notification & Authorization:** Parents are notified of sailing instruction each week via the *Camp Training Schedule*. Authorization to conduct boating instruction is granted at the time of Camp registration.
- **Eligibility:** To be eligible for sailing instruction an individual must be enrolled in Camp and be at least 10 years old.
- **Supervision:** Sailing is supervised by a boating director and instructor. They are supported by group counselors.
- **Rules, Standards & Practices:** Sailing / boating instruction is in accordance with published Maryland Boating Basic Course standards and practices, as well as the US Sailing Association's Small Boat Sailing Instructor Manual. Sailing/Boating rules are in accordance with the aforementioned publications.
- **Equipment, maintenance, and storage:** All boats / sailboats are maintained to be in good working order. All canoes and related equipment is routinely cleaned and inspected for deficiencies with all deficiencies being immediately corrected. All equipment is dry stored and secured to prevent unauthorized use.

Archery

- **Location:** Archery Range
- **Safety:** Sherwood Forest is a member of the National Archery Association. Sherwood Forest archery is a Junior Olympic Archery Development (JOAD) Program open to Juniors through Seniors. Quality lightweight one-piece recurve bows serve as the camp's one design bow. Training takes place only at Sherwood's archery range by certified instructors. Reference prior pages for additional *Medical Procedures* and *Emergency Procedures*.
- Archery is conducted under qualification guidelines and practices specified by the

National Archery Association. All applicable State and County codes followed.

- **Qualification:** All archery directors are qualified in accordance with the Annotated Code of Maryland, Title 10 Department of Health and Mental Hygiene, Subtitle 10.16.06 Certification for Youth Camps. All directors and instructors are certified by the National Archery Association through their Level I Archery Instructor Course.
- **Notification & Authorization:** Parents are notified of archery instruction each week via the *Camp Training Schedule*. Authorization to conduct archery instruction is granted at the time of Camp registration.
- **Eligibility:** To be eligible for sailing instruction an individual must be enrolled in Camp and be at least 10 years old.
- **Supervision:** Archery is supervised by a certified archery director and instructor. They are supported by group counselors who serve as additional safety staff. Supervision is at a ratio stipulated by the Annotated Code of Maryland, Title 10 Department of Health and Mental Hygiene, Subtitle 10.16.06 Certification for Youth Camps.
- **Rules, Standards & Practices:** Archery instruction is in accordance with published National Archery Association Basic Instructor Course standards and practices. Archery range operation rules are in accordance with the aforementioned publication.
- **Equipment, maintenance, and storage:** The range and all equipment are maintained to be in good working order. The archery range and all equipment is routinely cleaned and inspected for deficiencies with all deficiencies being immediately corrected. All equipment is dry stored and secured to prevent unauthorized use.

Trip Safety

Playground through Senior aged campers may be scheduled for a field trip during the summer. Many of the field Trips are center around the Nature Program. General permission slips are issued at registration and kept on file. Specific trip information is announced on the Camp Schedule, the Camp Calendar, and notifications sent home to parents in advance.

- **Supervision:** A Camp Director shall be present on each field trip taken. An adult staff member or adult volunteer supervises each group of campers with a staff to camper ratio of at least 1:10.
- **Informational Contact Point:** For each trip taken a roster of participants is maintained by both the camp director in charge of the trip and the Camp Office. The camp director in charge has a cell phone available for emergency purposes. The communication point for parents wishing to contact those on the trip is through the Camp Office at: 410.841.6612.
- **Accountability:** Departure and return times and mode of transportation are specified for

each field trip on the advance parent notification form. Attendance is taken at the time of departure, multiple times during the course of the trip, and upon return. The itinerary and trip route is specified on the parent notification form. Reference prior pages for general *Medical Procedures* and *Emergency Procedures* that are applicable to field trips. Outdoor field trips are terminated during times of severe weather. In the event that severe weather (thunderstorms) arises during the conduct of a boating trip, boats dock at the nearest land location and campers are to be picked up via carpool. This emergency procedure is coordinated in advance by the Camp Office and noted on the advance parent notification form.

Safety: All staff members and volunteers are trained in the Camp's safety plan. Training is verified in a brief back (oral summation of key and essential points) format to ensure their knowledge of safety procedures. Prior to departure a safety briefing is conducted with all supervising staff, volunteers, and campers with ample opportunity to discuss safety measures, use of any protective equipment, and contingencies. Staff and volunteer safety training is documented and kept on file at the Camp Office.

- **Transportation:** Transportation for field trips is in accordance with State law. Additionally, a safety plan is implemented denoting rules, standards, and practices for the trip. Reference prior pages for *Healthy Swimming Behaviors*, *Medical Procedures*, *Emergency Procedures*, and the above section for specific activity related safety transportation procedures and practices. Supervision is maintained at a minimum of 1:10 ratio. Emergency and severe weather procedures are denoted at the above cited pages of this manual.

All drivers during field trips are licensed and in conformance with applicable State law. The number of campers transported are not to exceed the vehicle's recommended seating capacity. Written authorization from each camper's parent or guardian is obtained prior to the trip.

Wild Animal Safety

Contact with wild animals, stray cats and stray dogs is prohibited and to be avoided. Animals are not to be fed. Animals exhibiting unusual behavior are to be reported to the Camp Office for an Animal Control Officer response. In the event that a camper, or staff member, is bitten, scratched, or exposed to an animal's saliva the camper / staff member will report to the Camp Office for medical attention to include:

- Wash the wound with soap and water.
- Call your doctor or hospital emergency room.
- Document a description of the animal that bit or scratched.
- Call the local animal control officer for assistance. The animal that bit or scratched you may have to be tested for rabies or quarantined.

All animal scratches and bites will be reported to parents. The following procedures are used for common area vectors.

Tick Bite

Prevention

- Wear long pants and shirts with long sleeves in woods that have ticks.
- Apply repellent to exposed skin.
- Check yourself for ticks frequently, use the buddy system.
- Check yourself again when washing at home with soap and shampoo. The slippery feel of the soap and shampoo on the skin and scalp makes finding ticks much easier.

Treatment

- Remove tick immediately with fine-tipped tweezers by grasping the tick as close to the skin as possible and gently pulling straight out. DO NOT squeeze the tick's body as this may inject fluid into the victim's body.
- Another removal technique is to cover the tick with vaseline, or other thick ointment. This clogs the ticks breathing ports at mid-body and thus forces the tick to detach itself from its victim
- Wash the bite area and apply an antiseptic.

Lyme Disease Note - Deer ticks may carry Lyme Disease. The common symptoms of this disease are: ring-shaped rash, flu-like symptoms and arthritis. Later, the disease affects joints, heart, and nervous system. If you suspect Lyme Disease seek medical care as soon as possible.

Snakebite

Poison snakebites can cause intense pain and/or swelling. If not treated promptly, they can cause serious illness or death. The severity of a snakebite depends upon whether the snake is poisonous or nonpoisonous, the type of snake, and the amount of venom injected.

Prevention

Most snakes tend to be shy and passive. Unless they are injured, trapped, or disturbed, snakes usually avoid contact with humans. All species of snakes are usually aggressive during their breeding season.

- DO NOT reach into places where you cannot see.
- Look around carefully before move into deep grass or ivy.
- Avoid piles of brush, rocks, or other debris.
- Avoid hiking alone in areas that have poisonous snakes.

- Check the other side of a large rock or log before stepping over it.
- When looking under a large rock or log, pull it toward you as you turn it over so that it will shield you in case a snake is beneath it.

Treatment

- Remove the victim from the immediate area.
- Have the person lie completely quiet. Keep the site of the bite level with the body. Remove rings, watch, bracelets, loosen tight clothing.
- Attempt to identify the snake, if it no longer poses a threat. If possible kill the snake and bring it when seeking medical attention. **CAUTION: ALWAYS HANDLE THE BODY OF A POSIONOUS SNAKE WITH A STICK OR OTHER OBJECT. DO NOT TOUCH THE SNAKE DIRECTLY. SNAKES EVEN THOUGH DEAD, MAY STILL BITE OUT OF REFLEX ACTION.**
- Tie a cloth strip snugly 3 inches above the wound, then tie another cloth strip snugly 3 inches below the wound. Should swelling extend beyond the band, reposition the band at the edge of the swelling. The band should be snug enough to restrict the blood flow near the skin, but not tight enough to interfere with circulation. In other words, it **SHOULD NOT** have a tourniquet-like affect.
- After 15 minutes, if there is no pain, swelling, numbness, discoloration around the bite, wash the skin around the wound with soap.
- Seek medical attention.
- If after 15 minutes, there is pain, swelling, numbness, and discoloration, obtain medical assistance immediately.
- Calm the casualty by talking while you are attending the wound. Be prepared to conduct Lifesaving Measures.
- **DO NOT** elevate the limb, keep the extremity level with the body.
- **DO NOT** give the casualty any food or fluids.

Jellyfish Sting

This group of marine animals inflict injury by means of stinging cells in their tentacles. Contact with the tentacles produces burning pain with a rash on the skin.

Treatment

- Gently remove the clinging tentacles and wash the area.
- Treat the area with meat tenderizer, diluted alcohol, or baking soda.

Poison Ivy, Oak, and Sumac Skin Rashes

Prevention: Recognize and avoid common poisonous plants.

- **Poison Ivy:** Small plant, vine, or shrub. Shiny leaves that grow in clusters of three.
- **Poison Oak:** Small plant, vine, or shrub, closely resembling Poison Ivy. Usually a shrub with clusters of hairy, yellowish berries, and undersides of leaves covered with hair.

- **Poison Sumac:** Woody shrub or small tree (5 – 25 feet). Each leaf stalk has 7-13 leaflets with smooth edges, which turn red in the fall. Cream-colored berries which hang from the branches in loose clusters.

Treatment

- Remove affected clothing and flush contact area with water. Wash thoroughly with warm water and soap, then swab with alcohol soon after exposure.
- If rash and blisters appear, apply cold, wet compresses, then calamine lotion, taking care near eyes. For heavy blistering and oozing, use cold, wet compresses of 1 tablespoon of salt to 1 cup of water.
- If serious swelling, breathing difficulty, blisters, fever, severe itching, or other reaction occurs, seek medical aid.

Insect Bites & Stings

An insect bite or sting can cause great pain, allergic reaction, swelling, and infection. If not treated correctly, some bites / stings may cause serious illness or even death. When an allergic reaction **IS NOT** involved, first aid is a simple process.

Signs / Symptoms

- **Less serious:** Common signs are pain, irritation, swelling, heat, redness, and itching.
- **Serious:** Emergency allergic or hypersensitive reactions sometimes result from the stings of bees, wasps, and ants. People allergic to these specific insects may have : generalized itching, hives, weakness, anxiety, headache, breathing difficulties, nausea, vomiting, and diarrhea. Very serious allergic reactions can lead to complete collapse, shock, and even death.

Treatment

- If there is a stinger present remove the stinger by scraping with the finger nail, or a knife. **DO NOT** squeeze the sac attached to the stinger because it may inject more venom.
- Wash the area with soap and water.
- Remove jewelry from bitten extremities.
- In most cases the reaction will be mild and localized, use ice, or cold compresses (if available) on the site of the bite / sting. This will help reduce swelling, ease the pain, and slow the absorption of venom.
- Meat tenderizer (to neutralize the venom) or calamine lotion (to reduce itching) may be applied locally.
- In a more serious reaction, treat the bite / sting as you would treat a snakebite. Be prepared to perform Basic Life Measures.
- If the casualty is suffering from an allergic reaction and has their allergy kit, follow the directions with the kit.

- In serious reactions, reassure the casualty, keep them calm, seek medical aid.