

Camp Glen Gray Campmaster Handbook

Updated January 2004

General Campmaster Information

1. Check-in times are Friday from 6:00 - 10:30 and Saturday from 8:30 – 1:00. Check-out times are Sunday between 9:00 and 1:00, specific times are to be scheduled when the Campers check in. If campers wish to have other check in/out times, they must request it when they make their reservations.
2. Glen Gray is a Wilderness Camp. We only support weekend campers, day hikers must make special arrangements with the camp manager prior to their hike. Remember: NO mountain bikes allowed and NO vehicles in camp.
3. Reservations:
 - a. If a camper calls and wishes to make reservations, have them leave their name and number and inform them that the camp manager will return their call during the week. Give the callers information to the Ranger before leaving on Sunday.
 - b. If a camper shows up at camp wanting to camp for the weekend, they must provide valid ID, fill out a reservation form, pay any camping fees and follow all other check-in procedures. Do this only with the Rangers consent. If he is not available contact the Campmasters Chairperson.
4. Campmasters now run on a point system. For every weekend they volunteer to campmaster, they will receive points towards a free camping weekend. Points will be distributed as soon as all details of the system are worked out.

CAMPMASTER RESPONSIBILITIES

1. Campmasters must check in with the Ranger on arrival at camp. A campmaster should be at camp on Friday by 7:00 PM , Call the Ranger if you are going to be late (201) 327-7234.
2. Your keys hang on the nail by the campmaster door.
3. Follow check-in and check-out procedures.
4. Greet units as they come in; inform them where and how to park depending on number of groups scheduled for that weekend.
5. Using a camp map, mark down unit no. and town by the site or cabin they are staying so at a glance you or other camp staff can tell where each unit is staying.
6. Campmasters can utilize the walkie-talkies to communicate with each other throughout camp.
7. It is your responsibility to keep the soda and snack refrigerator stocked.
8. Visit each unit during the weekend prior to check out:
 - a. Find out how everything is going.
 - b. Get check out time if they haven't already given it to you.
 - c. Ask them if they have anything to report.
 - d. Remind them to leave a supply of firewood of different diameter and a length that will fit in the wood stove if they are staying in a cabin.
 - e. Remind them what to do with garbage and to police area.
9. It is your responsibility to keep the campmaster quarters clean and neat. This includes but not limited to:
 - a. Wash dishes
 - b. Keep sink counter, shelves clean and clear.
 - c. Sweep and mop floors before leaving on Sunday.
 - d. Don't leave perishables in refrigerator, either take home or throw out.
 - e. Keep refrigerator clean and uncluttered.

- f. Write dates on any non-perishables that you are leaving, such as canned goods, frozen foods, boxed goods.
 - g. Be sure heat is turned down, lights off, and return keys to Ranger or designated location.
10. If you have a conflict on one of your scheduled weekends, it's your responsibility to find a replacement. Be sure to notify the campmaster coordinator and Ranger of the change.
 11. You provide your own transportation to camp, bedding, and food
 12. Promote camp programs, on the wall next to camp master door. Patches are also available for the following programs at a fee:
 - a. Historical hike one for Boy Scouts and one for Cub Scouts
 - b. Environmental award one for Boy Scouts and one for Cub Scouts
 - c. Night Watch for Boy Scout
 - d. Night Quest for Cub Scout
- (The answer keys are in the organizer attached to the large metal cabinet)
13. Promote fishing, (remember over 16 years old needs a fishing license to fish at Glen Gray) there are Blue gill sunfish, Bass, and Channel Cat fish in the lake. Promote catch and release. There is NO FISHING allowed near the swimming and boating area.
 14. Promote forestry and land conservation.
 15. Advise campers not to throw anything into the lake
 16. If there is a problem with electric or water service, contact the Ranger. If the Ranger isn't in camp, he will leave his cell phone number.

Rules & Regulations

1. Access to the camp is by permit only.
2. Please read and abide by all posted signage.
3. Hiking is permitted on designated trails only. Maps are available at the Camp Office.
4. No smoking is permitted.
5. No pets are permitted.
6. No Alcoholic Beverages, Illegal Drugs, Guns or Bows are allowed.
7. A fire permit must be obtained from the camp office if you anticipate building an outdoor fire. The issuance of permits is suspended during high-risk conditions as determined by the US Park Service.
8. When outdoor fires are permitted they must be confined to designated areas only and must be attended by a responsible adult at all times.
9. No motor vehicles are permitted beyond the parking lot at the base of the dam for any reason.
10. No mountain biking.
11. No horseback riding.
12. Special permitting is required for use of the ranges.
13. Fishing requires a valid NJ license for all over the age of 16 and must be restricted to designated areas.
14. Children require responsible adult supervision at all times.
15. Swimming and other water activities are prohibited except as posted, inquire at the camp office.
16. All trash must be removed from camping sites, a receptacle is provided at the parking lot. Unsecured food and trash poses a risk from animals.
16. Campers are responsible for maintaining the cleanliness and good order of the facilities and their contents.
17. The cutting of live trees and other plants is not permitted.

Camp Glen Gray is a wilderness preserve and as such there are inherent risks in its use as with any wilderness area.

Everyone using the property must sign a waiver of liability at the time permits are issued

Check-In Procedures

Check-in times are Friday 6-10:30 and Saturday 8:30 – 1:00
(Unless arrangements are made ahead of time with the campmaster)

1. Check their reservation form for payment.
2. If they are a Boy Scout group, ask to see their tour permit.
3. Have them sign in on the clipboard.
4. Obtain a roster including all adults and children.
5. Collect their damage deposit. (see prices on reservation sheet for damage deposit amount)
6. Issue the Waver of Liability Form, have them read and sign it, make a copy of it, keep the original and give them the copy.
7. Issue the Site Inspection Form review it with them, have them sign it, you sign it, make a copy of it, keep the original and give them the copy. Explain that check out and their damage deposit release is based on this form, and if there is a discrepancy let the campmaster know as soon as possible.
8. Issue the Fire Permit review it with them, have them sign it, make a copy of it, keep the original and give them the original. Explain that it must be kept by the fire at all times otherwise a ticket could be issued.
9. Ask for an approximate time of check out.
10. Review any important information about the camp for that weekend that the ranger has left with you. E.g.... stay off ice, fire restrictions
11. Briefly review the rules of the camp.
12. Offer them a map and directions to their site.
13. Inform them of your hours of availability: trading post and office times
14. If they have rented a cabin give them the keys.
15. Offer the trucking service for \$20 if the ranger is available.
16. At this time keep all paperwork paperclipped to the forms and place them in the top left draw of the desk.

Amended 7-20-03

Check-out Procedures

1. Meet with leader of group at agreed time to check out their site with the site inspection form.
2. Review all items, note if any damage was done. If damage has occurred it will be **subtracted from their damage deposit**. (see price sheet in Campmaster Book)
 - a. **This also includes a dirty site.**
 - b. **This also includes an empty firebox.**
3. If site is a cabin:
 - a. Get keys, lock cabin, and return keys to rack in the office.
 - b. **Make sure the propane gas tanks are turned off**
 - c. Make sure that the wood stove fire is out (remember do not use water to put out the wood stove fire, it will crack it)
 - d. **Make sure electricity is turned off**
 - e. **Make Sure Cabin Is Clean**
4. The damage deposit can **only** be released after the site inspection has occurred.
5. After all sites have been checked out fill out the **Campmaster Weekend Review**.

(If there are 2 Campmasters, for the site inspections you may want to bring all the site sheets with you for that weekend, and use the 2way radios)

Amended 7-20-03

Damage Deposit Stipulations

You can keep the damage deposit when:

1. A group member leaves camp after 10pm.
2. A group is being overly difficult.
3. The rules of the fire permit are not followed.
4. The rules of the camp are not followed.

Deductions from the Damage Deposit are made when:

1. Damage has occurred to the site or cabin.
2. The Fire box is not properly filled inside of the cabin.
3. The site is left dirty.

Emergency Procedures

In the case of any emergency inform the camp Ranger as soon as possible.

“Hospital Directions are Located at the end of this Handbook”

Unless an injury is serious or life threatening, and emergency services has been contacted the group is responsible for transporting the injured person for medical treatment.

First Aid

For serious injury

1. Be aware of blood born pathogens “Put On Gloves”
2. Call for an ambulance or send to hospital (directions and maps are located at the end of this Handbook)
3. Stabilize the injured “only if you are trained to do so”
4. Keep all campers calm and away from the injured
5. Fill out an incident report (located in the organizer on the large mettle cabinet)

For minor incidents

1. Be aware of blood born pathogens “Put On Gloves”
2. A first aid kit is kept in the campmaster desk draw
3. DO NOT do anything that you are not trained to do.
4. Fill out an incident report (located in the organizer on the large mettle cabinet)

For all other Emergency Procedures see the Glen Gray Manual

It covers:

1. Lost Bather
2. Fire
3. Flood or Dam Failure
4. Lightning Storm
5. Tornado
6. Hurricane
7. Hail storm
8. Lost Camper
9. And Others

IMPORTANT TELEPHONE NUMBERS

For ALL Emergency first call:

<u>Bergen County Police</u>	<u>(201) 646-2700</u>
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MEDICAL

Ambulance	911
Oakland Medical Group	(201) 337-3801
Chilton Memorial Hospital	(973) 831-5000
Valley Hospital	(201) 447- 8000
Polson Control Center	1(800) 962-1253

FIRE

Bergen County Police	(20) 646-2700
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POLICE

Bergen County Police	(201) 646-2700
NJ State Police	(201) 338-8260

Other

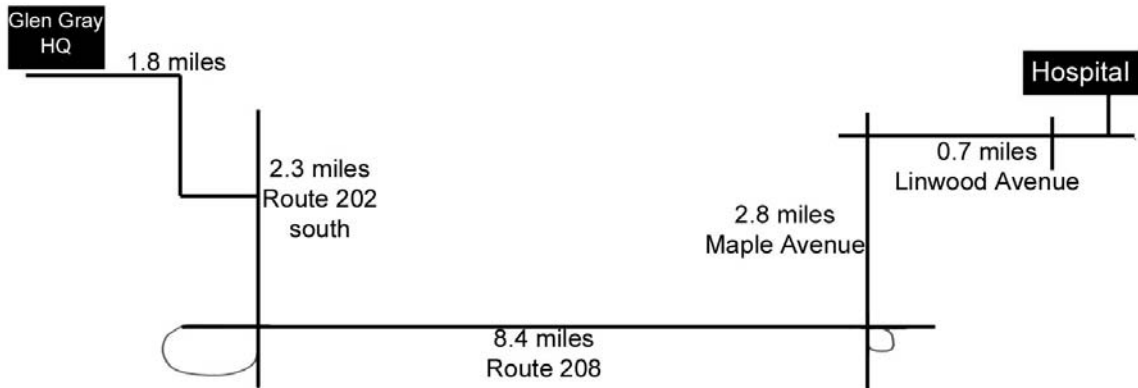
Gas Emergency	(201) 529-3500
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Camp Issues

Drew Baumgardt	(201) 741-9461
David Hinchey	(973)-943-7389
Luis Pi-Sunyer	(973)-744-3949
Carol Platt	(973)-763-5965

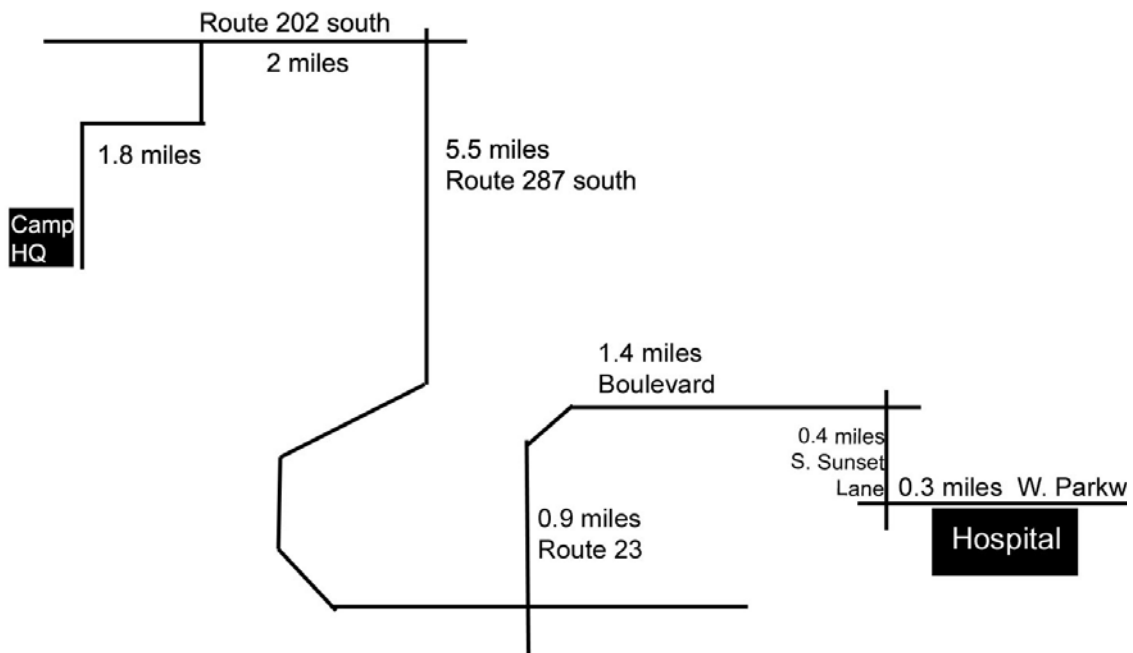
Directions to Valley Hospital Phone (201) 447- 4000

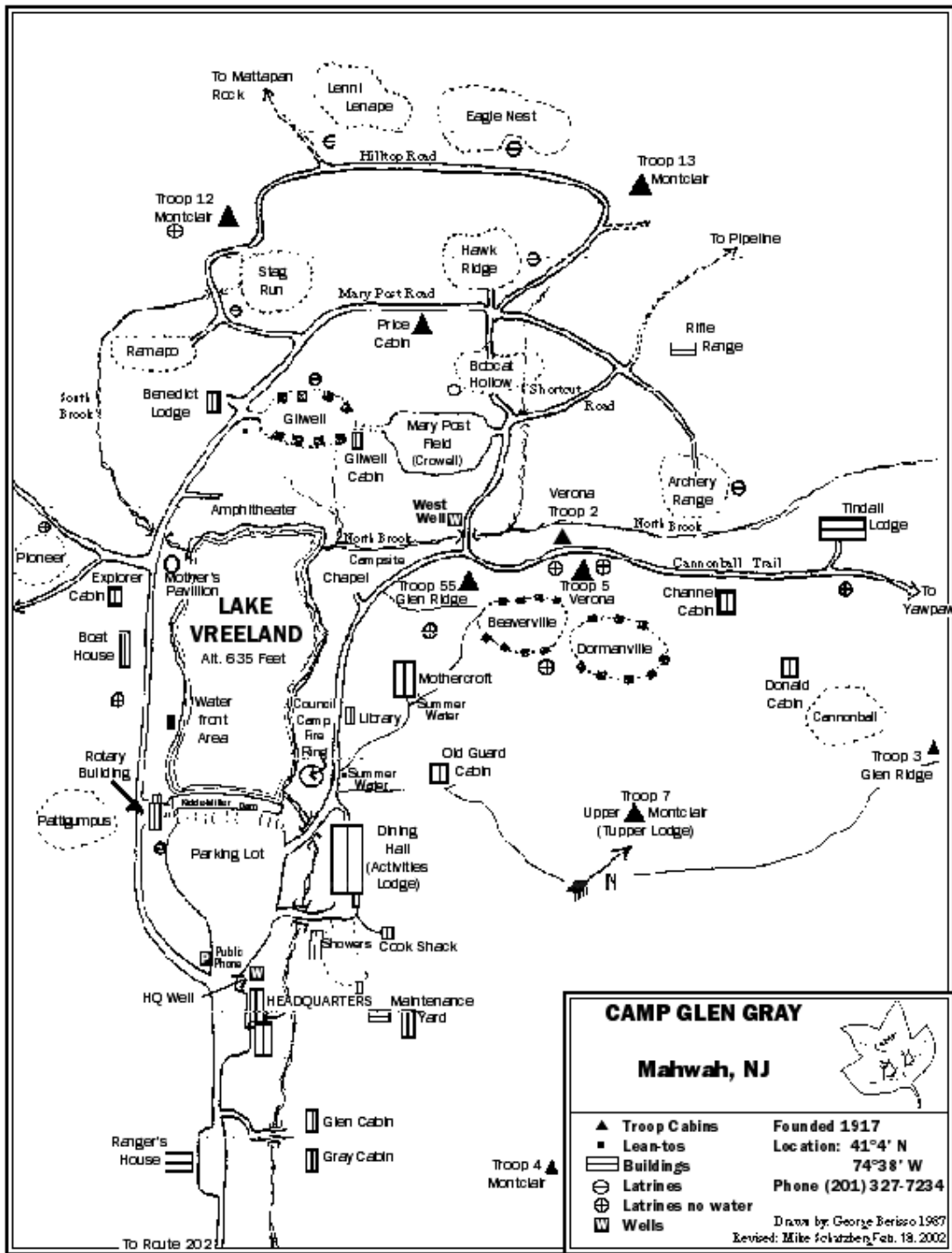
From the Camp office to Route 202 (about 1.8 miles). Turn right on Route 202 South to the third traffic light (about 2.3 miles). At this light make a right and go 1/10 of a mile to the entrance of Route 208 South. Take Route 208 South for 8.4 miles to the Maple Avenue exit towards Glen Rock. Go 2.8 miles on Maple Avenue and turn right at traffic light on Linwood Avenue. Take Linwood for 7/10 of a mile just past next light. The entrance to Valley Hospital is on the left.



Directions to Chilton Memorial Hospital Phone (973) 831- 5000


From the Camp office to Route 202 (about 1.8 miles). Turn right on Route 202 South to the second traffic light (about 2 miles). Just past the traffic light, make a right onto Route 287 South. Go to the Route 23 exit (about 5.5 miles). Take Route 23 South past the first traffic light (about 9/10 of a mile). Turn right onto Boulevard. Go 1.4 miles to the traffic light and make a right onto South Sunset Lane. Take this road 4/10 of a mile to the stop sign and make a left onto West Parkway. The Hospital is 3/10 of a mile on your right.





CAMP GLEN GRAY

Mahwah, NJ



▲ Troop Cabins	Founded 1917
■ Lean-tos	Location: 41°4' N
▭ Buildings	74°38' W
⊕ Latrines	Phone (201) 327-7234
⊕ Latrines no water	
Ⓜ Wells	

Drawn by George Beriso 1987
Revised: Mike Schatzben Feb. 18, 2002