

PHANTOM RANCH BIBLE CAMP



COUNSELOR HANDBOOK

Executive Director, Roy Tanner ♦ W309 S10910 Hwy I, Mukwonago, WI 53149 ♦ Phone: 262-363-6940 ♦ Fax: 262-363-6941
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Phantom Ranch

Of the Midwest Bible Church

"Excellence in Christian Camping"



Dear Phantom Ranch Counselor,

As you prepare for your time at Phantom Ranch, we ask that you prayerfully consider your position. As a counselor, you will spend a tremendous amount of time with the campers. In you, they may see Christ's love demonstrated as never before. It is up to you and God's Spirit working through you to reach these campers. Determine now to set a good example, to put the campers first and to truly live God's love.

The above task is not always an easy one. Sometimes there are campers who seem downright unlovable, campers who are afraid to let you get close, and sometimes you become exhausted. It is at these times, especially, that if you call on God and seek earnestly to do His Will that you will see miracles before your eyes! Pray constantly!

This book is to be an addition to the staff manual. Knowing the rules and philosophy well will help you to have a good and profitable summer. Refer to it often. The camper characteristics are especially helpful to read before campers arrive so that you can familiarize yourself with their needs and stages of development.

Have fun with your campers, they need you to swim, hike, play and be quiet with them. You can develop friendships and a ministry that can last many years into the future.

If this description seems overwhelming at times, then praise God for putting you in such a vital ministry. We praise God for you and trust that you will do your very best so that God can work through you.

In His Service,

Roy Tanner
Executive Director

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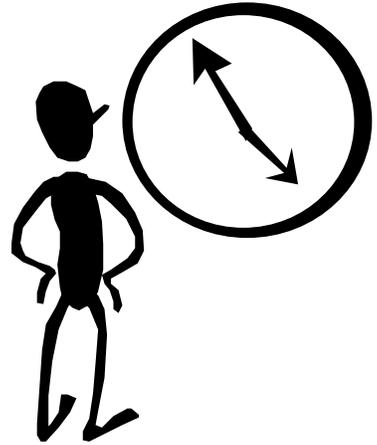
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OVERVIEW

- **A TYPICAL DAY AT THE RANCH**
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- **JOB DESCRIPTIONS**
- **CAMP FORMS**
- **END OF SESSION CLEAN UP**

A TYPICAL DAY AT PHANTOM RANCH

TIME	ACTIVITY
7:00 A.M.	REVEILLE: Campers with their leaders are to line up outside their cabin. Roll call is taken.
7:30-8:00	COUNSELOR AND STAFF PRAYER MEETING IN CHAPEL: Counselors rotate days. Mandatory. Be prepared to share the praises and needs of your cabin.
8:05-8:15	FLAG RAISING: Counselors and cabin should be at their designated area as a unit. Show respect for the flag.
8:15	BREAKFAST: Courtesy in asking, passing and sharing food is important along with good manners. Shouting, loud talking, horseplay, etc. is not acceptable. Here is a chance to talk with your campers individually. After breakfast comes announcements. Help your campers pay attention.
9:00	MORNING BIBLE TIME: A combination of music, group Bible time.
10:15	TEAM COMPETITION: Baseball, soccer, dodge ball, etc. Be there on time and prepared for what you have to do.
11:10	OPTIONAL ACTIVITIES: This is the time for the camper/cabin to choose a particular activity in which they could learn a new skill or improve an old one.
12:15	LUNCH
12:45	REST HOUR: Campers in cabin - quiet, on bunks. This is the time for daily memory verses. Encourage each camper to say his or her verses.
1:45	AFTERNOON ACTIVITY TIME: Crafts, swimming, boating, archery, fishing, rifle range, and horsemanship. Make sure that your campers are at their scheduled activities. Encourage them to share their joys, problems and questions. This is your most effective time reaching campers for Christ.
5:20	FLAG LOWERING: Again, please bring your cabin as a group. No swimsuits please.
5:30	SUPPER
6:30	EVENING ACTIVITY: Everyone participates, insist on fair play and honesty.
8:00	CANTEEN: Optional at the discretion of the Head Leader. Keep an eye on amount of liquid consumed by the younger campers. No food or drink in the chapel.
8:30	EVENING CHAPEL: A combination of music, and group Bible time.
9:15	CABIN DEVOTIONS: Following chapel is the best opportunity to listen and share with the cabin as a group. Listen for questions and needs of the campers. Don't allow any camper to disrupt the group.
10:00	LIGHTS OUT: Campers and you need the proper amount of sleep so please enforce quiet after taps. You may want to read to the campers to help them fall asleep. Taps will vary according to the age of the camper.



COUNSELOR RESPONSIBILITIES

You are a counselor - and you are the most important person on the staff. We are depending on you to adequately prepare yourself for your important responsibility. The Phantom Ranch counselor is responsible to many persons:

- **To the camper**, to make the Ranch as meaningful and memorable to him/her as possible.
- **To the parents**, who have entrusted the physical and spiritual well being of their most precious possession to a stranger.
- **To the pastor and the local church**, who rely on you to aid in winning and training their young people for Christ.
- **To the Executive Director**, whose best program is only as strong as his weakest staff member.
- Above all, **to the Lord**, who entrusts the eternal soul of a young person into your hands, for more time per year than any other single Christian influence other than the home.



RESPONSIBILITY TO THE CAMPERS

Sometimes, it is difficult to figure out a camper. One minute he loves you and the next you are his worst enemy. The word of the week for counselors at Phantom Ranch is PATIENCE!!!

Counseling also demands a basic knowledge of what the camper is like. Study these next pages very carefully, as they will give you the various age groups and the different characteristics that belong with the campers. Remember though that not every camper can fit into a mold. Recognize the individuality of each of your campers and let them be themselves. Each camper will have a "Confidential Information/Emergency Release Form"* that has been filled out by the parent or guardian and it should give you some helpful information about your campers. They are confidential and must not be discussed with any of the campers or other staff.

* See Appendix - For explanation of camp forms.

JOB DESCRIPTION HEAD COUNSELOR

Position: Head Counselor

Summary: Provides supervision, teaching and guidance to the campers assigned to their cabin.

Responsible To: Session Director

Qualifications:

General: All Phantom Ranch staff must be a Christian and meet all general requirements spelled out in the Staff Handbook, and agree to adhere to all rules and guidelines at Phantom Ranch.

Age: 18 years old or High School Graduate

Certifications: None Necessary

Specific

Qualifications: Must have passed Phantom Ranch's Counselor Training program, or equivalent at an appropriate Christian Camping facility.

or Must have taken college level course in camp counseling

or Must have significant life experience in working with youth and children.

Must have completed Phantom Ranch's current counselor preparation program.

Responsibilities: Create a spiritual atmosphere in the cabin, which is conducive towards Christian teaching. This is done by providing a mature, consistent, spiritual example to campers.

Provide for a cabin devotional for every night (Head counselors must do 4 of the 6 devotionals if their is a Jr. Counselor; 3 if the other counselor is also a Head Counselor.)

Keep the session director informed of any problems, situations, developments which arise. This includes good news and bad, discipline, etc.

Must complete all forms as stated by camp policy, and turn in such forms by the appropriate time as scheduled by office personnel.

Promote and enforce all rules and guidelines of Phantom Ranch.

Provide clean and safe living quarters in your cabin as determined by the Health Supervisor. This is done primarily through supervision of cabin clean up time.

Attend morning prayer meeting 3 out of 5 times (other counselor must attend the other 2 times).

Must attempt to spend as much time as possible with your campers, for the campers' benefit. This includes all free times and scheduled activities.

Identify and disciple the spiritual condition of each of the campers, working in conjunction with your co-counselor and the session director.

Encourage and ensure participation of your campers in all scheduled activities, the general theme for the week as determined by the session director, and in a wide range of free-time or unscheduled activities.

Supervise your cabin in their daily cabin activity, as scheduled with the Session Director. Daily cabin activities may also have additional programming support by other Phantom Ranch Staff.

Pray for each of your campers on a daily basis.

Contact your campers and/or parents after session is concluded either by phone or mail. Phantom Ranch will assist you in this task.

Be prepared to accomplish your responsibilities in the Emergency Action Plan when necessary.

Provide a welcoming atmosphere to the campers and parents at the beginning of the session. Including, attempting to make the best possible impression on the campers and parents on the quality of the program at Phantom Ranch.

Check out the campers at the end of the session, making sure they are going home with the appropriate person (or on the right bus), have all of their belongings, etc. according to check out policies of Phantom Ranch.

Provide leadership and training to any Jr. Counselors who are assigned to your cabin. Guiding them in their development as a counselor, advising them on their strengths and weaknesses.

All staff will be asked to participate in other programming area when necessary

See also, general responsibilities found on Staff Agreement.

Disclaimer: This job description may change periodically. Proper and sufficient notice will be given.

JOB DESCRIPTION JR. COUNSELOR

Position: Jr. Counselor

Summary: Supervises and teaches the campers assigned to their cabin, with an emphasis on providing support and assistance to the lead counselor in the cabin.

Responsible To: Head counselor of your cabin

Qualifications:

General: All Phantom Ranch staff must be a Christian and meet all general requirements spelled out in the Staff Handbook, and agree to adhere to all rules and guidelines at Phantom Ranch.

Age: 16

Certifications: None Necessary

Specific

Qualifications: Must be currently a part of the Counselor Training program at Phantom Ranch.

Responsibilities: Provide assistance to the Head counselor in the following areas, with emphasis on developing your skills as a counselor.

Create a spiritual atmosphere in the cabin that is conducive towards Christian teaching. This is done by providing a mature, consistent, spiritual example to campers.

Provide for a cabin devotional for 2 of the six nights.

Keep the Head Counselor and Session Director informed of any problems, situations, developments which arise. This includes good news and bad, discipline, etc.

Must complete all forms as stated by camp policy and assigned by Head Counselor, and turn in such forms by the appropriate time as scheduled by office personnel.

Promote and enforce all rules and guidelines of Phantom Ranch.

Provide clean and safe living quarters in your cabin as determined by the Health Supervisor. This is done primarily through supervision of cabin clean up time.

Attend morning prayer meeting 2 out of 5 times (Head Counselor must attend the other 3 times).

Must attempt to spend as much time as possible with your campers, for the campers' benefit. This includes all free times and scheduled activities.

Identify and disciple the spiritual condition of each of the campers, working in conjunction with your Head Counselor and the session director.

Encourage and ensure participation of your campers in all scheduled activities, the general theme for the week as determined by the session director, and in a wide range of free-time or unscheduled activities.

Supervise your cabin in their daily cabin activity, as scheduled with the Session Director. Daily cabin activities may also have additional programming support by other Phantom Ranch Staff.

Pray for each of your campers on a daily basis.

Contact your campers and/or parents after session is concluded either by phone or mail. Phantom Ranch will assist you in this task.

Be prepared to accomplish your responsibilities in the Emergency Action Plan when necessary.

Provide a welcoming atmosphere to the campers and parents at the beginning of the session. Including, attempting to make the best possible impression on the campers and parents on the quality of the program at Phantom Ranch.

Check out the campers at the end of the session, making sure they are going home with the appropriate person (or on the right bus), have all of their belongings, etc. according to check out policies of Phantom Ranch.

All staff will be asked to participate in other programming area when necessary

See also, general responsibilities found on Staff Agreement.

Disclaimer: This job description may change periodically. Proper and sufficient notice will be given.

JOB DESCRIPTION SESSION DIRECTOR

Position: Session Director

Summary: Plans, coordinates, and directs one of the various camp sessions scheduled at Phantom Ranch in the summer camping season.

Responsible To: Executive Director / Staff Coordinator

Qualifications:

General: All Phantom Ranch staff must be a Christian and meet all general requirements spelled out in the Staff Handbook, and agree to adhere to all rules and guidelines at Phantom Ranch.

Age: 21

Certifications: None Necessary

Prior Experience: Must possess a Christian character above and beyond that required by other summer staff as stated in the Summer Staff Handbook.

Must have leadership experience in working with the appropriate age group for their session.

Must have a proven character and attitude appropriate for working with children and youth in a camp setting.

Responsibilities: Plan and schedule all activities and events on all days for the session, working with and around the general camp schedule for meal times etc. and other mandated activities and events.

Coordinate the Teaching Ministry to the campers following the guidelines of Phantom Ranch.

Lead and direct all campers throughout the pre-planned daily schedule, encouraging all campers to participate in all activities. This means giving announcements at meal times, chapel times, and at other group activities.

Communicate with your counselors, program assistants, and other support staff the daily and weekly schedule

Lead and direct, in conjunction with any other session directors, morning prayer meeting with counselors and support staff.

Be available at all times to deal with problem situations with campers or counselors.

Provide leadership support and encouragement to your counselors regarding their performance, behavior, and any other needs which arise.

Ensure that all program activities and events are consistent with the Philosophy and Doctrine of Phantom Ranch.

Enforce all camp policies, rules, and guidelines.

Maintain a program that does not endanger campers or staff beyond reasonable expectations and does not bring unnecessary liability upon Phantom Ranch.

Lend spiritual atmosphere toward the session in your contact with campers and staff, through prayer, guidance, support.

Must communicate with staff coordinator and/or Executive Director concerning program needs, personnel needs, or any other situations that arise. Including any problems with campers and counselors or other staff that might impact the ministry of Phantom Ranch.

Must complete all forms and evaluations as required by Phantom Ranch policy.

Must attend Staff Training

All staff will be asked to participate in other programming areas when necessary.

See also, general responsibilities found on Staff Agreement.

Disclaimer: This job description may change periodically. Proper and sufficient notice will be given.

PHANTOM RANCH CAMP FORMS



The following is a brief explanation of the forms you will find on the following pages:

Confidential Information/Emergency Release:

This form is filled out by the parent of the camper before camp. This form should assist you in being the best counselor possible for this child. It should give you some personal information concerning the needs of your campers. This form will be enclosed in your counselor cabin packet that is given to the Session Director on Sunday evening. Return these forms in your counselor packet on Saturday morning after session.

Phantom Ranch Parent Evaluation Form:

This form is filled out by the parent after their child's camp session. This helps the Ranch to evaluate the session, director, service staff and counselors. Forms enclosed in counselor cabin packet. Return these forms in your counselor packet on Saturday morning after session.

Phantom Ranch Camper Evaluation Form:

Each counselor is to fill out this form on the Saturday after the session. There is one form for each camper. This form is then sent on to the pastors/youth workers of the camper's church. Please write legibly, using words which represent a Christian testimony. You are a representative of the camp when you fill out this form. Forms enclosed in counselor cabin packet. Return these forms in your counselor packet on Saturday morning after session.

Session Director Evaluation:

Each counselor fills out this form at the end of the session. This form evaluates the performance of our Session Director as seen by the Counselors. Please be frank and objective. Form enclosed in counselor cabin packet. Return these forms in your counselor packet on Saturday morning after session.

Counselor Evaluation of Phantom Ranch:

This form helps the Ranch to evaluate the performance of our service staff, program needs, speakers, etc. We always appreciate the input of our staff. Form enclosed in the counselor cabin packet. Return these forms in your counselor packet on Saturday morning after session.

Staff - Counselor Evaluation:

This form is filled out by the Session Director after each camp session and evaluates the performance of the counselors who worked under them during the week. We feel if you see this form now, you will have a better understanding of what we are looking for in our counselors and hopefully will assist you in being the best counselor you can be.

Bible Point Sheet:

This is a record the counselors keep of the Bible studies and memorization work done by each of the campers. **This sheet is to be returned to the office by 2:00 Friday afternoon.**

DAILY CABIN CLEAN-UP

It is important that you encourage a clean cabin on a daily basis. Let your campers know that your cabin will be checked daily. Most session directors give clean cabin awards. The health supervisor does the checking and we have heard that they are not above taking non-monetary bribes!

Cabin Daily Cleaning Check List:

1. Campers should be encouraged to be an active part in keeping their cabin clean.
2. Cabin cleaning is to be done before breakfast.
3. Encourage campers to keep their bunk area straightened and clean.
4. Hang up wet towels, swimsuits, etc. on lines. If there is no line up, contact maintenance staff. Lines are not to be hung between trees.
5. Have the campers clean one other area besides their own bunk area, i.e.
 - sweep porch
 - sweep bathroom
 - pick up garbage off floor
 - take garbage to dumpster
6. Remember, as the counselor, you are setting an example in all areas, including cleanliness. So set that example by keep your own area clean. Let the campers see you pitching in to help them clean as well. Don't just give orders.



END OF SESSION PACKING UP & CABIN CLEAN UP

There are certain responsibilities concerning your cabin that must be taken care of before campers leave at the end of their session. Realizing that campers' parents will be coming into the cabins as they pick up their children, we want to present the camp in a clean and orderly fashion. The following is a checklist to help you wrap up your week.

To Be Done Before Parents Arrive:

1. Allow enough time in the morning before breakfast to have your campers pack their bags and gather their belongings together.
2. Have the campers put all of their belongings on their bunks.
3. Have a camper sweep the porch before parents start to arrive.
4. After campers have picked up all their belongings, you should put unclaimed items on the porch for parents to look over.
5. Have the campers pick up trash and put into trash cans.
6. Have a camper take garbage to dumpster by the dining hall area. Trash cans should not be overflowing when parents arrive!
7. Sweep or vacuum floor.
8. When parents arrive have them go through their child's belongings on their bunk. If any thing is missing have them check the "Lost and Found" area by the chapel.
9. Remind parents to stop at the chapel to pick up medications and camp photo if they ordered one and canteen refund.
10. Check for damage in cabins and report to maintenance department.
11. After campers have left, take any remaining items left by your campers to the Lost/Found area.



COUNSELOR TOOLS

- **LEADING A CAMPER TO CHRIST**
- **PRINCIPLES OF DISCIPLINE**
- **TEAM CHALLENGE ACTIVITIES**



LEADING A CAMPER TO CHRIST

PREPARATION is essential for an effective spiritual ministry with campers. It is your responsibility under God to be adequately trained for this great privilege. Below is a suggested plan. It is not necessary that you use this one but whichever you use, know it and be ready to recall it at any moment.

1. GOD LOVES US SO MUCH HE WANTS TO FORGIVE OUR SINS

John 3:16 - For God so loved the world, that He gave His only begotten son, that whosoever believeth in Him should not perish but have everlasting life.

2. ALL OF US HAVE SINNED

Romans 3:23 - For all have sinned and come short of the glory of God.

3. SIN SEPARATES US FROM THE LOVE OF GOD

Romans 6:23 - For the wages of sin is death, but the gift of God is eternal life through Jesus Christ our Lord.

4. JESUS DIED FOR MY SINS

Romans 5:8 - But God demonstrates His own love for us in this; while we were still sinners, Christ died for us.

5. WE MUST PERSONALLY ASK JESUS CHRIST TO FORGIVE OUR SINS AND RECEIVE HIM AS SAVIOR AND LORD

Romans 10:9-10 - That if you confess with your mouth "Jesus is Lord" and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified and it is with your mouth that you confess and are saved.

GIVING ASSURANCE OF SALVATION

1. GOD'S WORD CANNOT LIE

I John 5:13 - I write these things to you who believe in the name of the Son of God so that you may know that you have eternal life.

2. WHAT DOES JESUS DO WHEN WE INVITE HIM INTO OUR LIVES?

Rev. 3:20 - Behold, I stand at the door and knock; if any man hear my voice and open the door, I will come into Him.

3. WHERE IS JESUS NOW?

The camper may say - "up in heaven". But remind them that Jesus said He would come in and God cannot lie. According to Rev. 3:20 - He is in our lives and will never leave us - Heb. 13:5b.

4. WHAT DO WE HAVE WHEN JESUS IS IN OUR LIVES?

I John 5:12 - He that hath the Son hath life; and he that hath not the Son of God hath not life.

PRINCIPLES OF DISCIPLINE

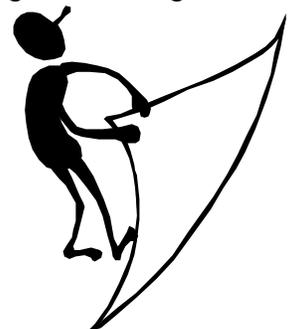
A. FOUR REASONS WHY WE MUST HAVE DISCIPLINE



1. **Discipline is always for the camper.** The camper's behavior may cause him/her to lose friends and have a miserable time at camp.
2. **Discipline is for the camp.** One person can't be allowed to spoil things for everybody else. No one has the right to be destructive with property or injure another person.
3. **Discipline is maintained for the sake of the other campers.** Campers have a right to security, safety, food, rest, a good time, and spiritual help.
4. **Discipline is for the counselor.** You need to maintain your leadership role and your position.

B. PREVENTIVE DISCIPLINE

1. Always be THERE! Most problems between campers arise because the counselor was not there. Lack of supervision is a major cause of accidents, too. Be where the campers are. This one principle will solve many problems.
2. Never assume the campers know what is expected. Make the expectation or rules known from the very beginning. Go over the rules of the camp, the rules of the cabin, the expectations of obedience and cooperation, and who is in charge.
3. Earn their respect. Respect isn't earned by being physically big, by yelling, by having a title, or by lording it over others.
 - Respect is earned reputation. Be consistent from day to day.
 - Respect is earned by assumption. You must ASSUME your role as the authority figure and leader, and then tactfully demand respect that is appropriate for the position.
 - Respect is earned and maintained by your conduct.
 - You must show campers respect. Your respect is evidenced in the words you choose (no sarcasm) in your tone of voice and in the way you give direction. Do you order them around like a sergeant or preface your request with "please" and follow through with "thank you"?
4. **Physical Needs**
 - **Sleep** – Make sure campers are getting enough sleep. Tired campers (and counselors) get cranky. On the other hand if you have campers who like to "party at night" do not let them take naps during the day. Encourage them to get the proper rest at night.
 - **Diet** – Too much sugar and sweets often makes campers hyperactive.
 - **Medication** – Make sure campers who need medication for hyperactivity receive it at the proper times. Be aware that there might be a lag time before the medication helps the camper.



5. **“Head them off at the pass”** – A bored camper is usually getting into trouble. Redirect campers’ energies to new activities with your involvement. Some campers need you to sit next to them more than others.
6. **Always be looking for an opportunity to praise and compliment.**
7. **Take care of emotional needs of each child.**
 - Self image – Learn their names and use them.
 - Acceptance – Be a friend to each camper.
 - Encourage involvement
 - Love – Pay special attention to each individual. By attitude and word, leave no doubt that you really care.

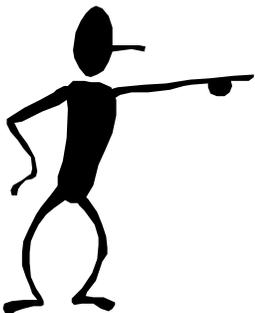


C. WHAT TO DO WHEN WE HAVE A PROBLEM WITH A CAMPER?

Respond with Biblical principles of love, patience, and instruction. The following principles have proven to be effective in dealing with campers:

1. **Appeal to the conscience** – “Was that kind?” “Was that honest?” “See how you hurt John.”
2. **When correcting** – establish personal responsibility. Most campers try to blame someone else for their actions. Your counseling should take this path: take responsibility, admit guilt, ask forgiveness of God, make it right with others.
3. **Establish God as the final authority** – Let them know what God wants and expects.
4. **A short admonition will usually be sufficient** – “We don’t bang our cups on the table.” “Let’s be quiet, its time to pray.”
5. **A short time out** - is often helpful for both camper and counselor if anger is involved. This usually means separating the camper from the group; lovingly finding out what the problem was and having the camper in a private place for a few minutes to calm the camper down and think about his actions.

D. WHAT NOT TO DO



1. Campers are not to be physically touched, hit, grabbed, or shaken for discipline.
2. Campers are not to be humiliated or emotionally abused.
3. Physical exercise, such as, running stairs, push-ups, etc. are not to be used. Any staff member found doing 1, 2, or 3 will be dismissed.
4. Taking away of paid activities, such as; horseback riding or water-skiing are not to be used.
5. Do not hold bitterness or grudges.
6. Do not get angry and lose control. If you do, you owe your campers an apology.

E. CAMPER DISCIPLINE

The Session Director should handle most instances of discipline – especially if a punishment is to be given. We do not want counselors to be suggesting punishments that are inappropriate i.e., “If you don’t clean the bathroom, I’ll give you a swirlie.” If you are faced with a discipline problem that might need a punishment, then utilize the following three-step approach:

1. At the first instance of misbehavior the counselor will say “You are misbehaving, this is the first warning, do not do it again.”
2. At the second instance of misbehavior, the counselor will say “You have misbehaved, this is your second warning, do the misbehavior one more time and I will take you to talk to the Session Director.”
3. At the third instance of misbehavior, the counselor will say, “You have misbehaved again, let us go and talk to the Session Director.” At that point the Session Director is responsible to issue any disciplinary measures that are appropriate.

The benefit of this approach is that the counselor does not have to worry about handing out punishments, or worrying if they are doing the right kind of punishment. In addition, the counselor will not be put in the position of being the “bad guy”.

Note: If the misbehavior is extreme or very inappropriate, then the counselor should take the camper to the Session Director without any warnings.

These include (but are not limited to):

- Any camper who fights with any physical contact
- Any camper who is caught stealing
- Any camper caught in a cabin not assigned to them
- Any camper caught at the rifle range when it is closed
- Any camper that intentionally breaks property
- Any camper defacing property
- Any camper causing any type of threat (real or imagined)
- Any camper who purposefully does not report to an assigned area

It is understood that staff may have to physically grab or restrain a camper for the purposes of making the camper or another camper safe. Examples, to keep a camper from going into the line of fire at the rifle range or archery range, to extract a camper from a fight, to keep a camper from running in traffic. Any instance of this should be reported to the Session Director, failure to do so might increase liability should any charges be made against the camp or the staff member.

TEAM CHALLENGE ACTIVITIES



The Team Challenge Course, also known as a low ropes course, team builder course, and team initiatives, among other names, is a valuable tool and great cabin activity. See the Cabin Resource Book for descriptions of the different Team Challenge activities.

- **I Corinthians 12:14-18. 27**

“Now the body is not made up of one part but of many. If the foot should say, ‘Because I am not a hand, I do not belong to the body’, it would not for that reason cease to be part of the body. And if the ear should say, ‘Because I am not an eye, I do not belong to the body’, it would not for that reason cease to be part of the body. If the whole body were an eye, where would the sense of hearing be? If the whole body were an ear, where would the sense of smell be? But in fact God has arranged the parts in the body, every one of them, just as he wanted them to be. Now you are the body of Christ, and each one of you is a part of it.

- **Overview**

Community building is the main purpose or bedrock of why we participate in the Challenge Course. We share, care, risk, work, and experience tangible rewards together. In having a Team Challenge Course, we are trying to help individuals grow and expand their perceptions as they act and reflect together on common challenges.

The Team Challenge Course is designed with the following goals:

- To help group members develop an optimistic, respectful attitude about the potential, capabilities, and value of each person in the group.
- To encourage group members to have responsibilities and benefits of participating as the group attempts a common goal. They must share in the communication, decision making, leadership, affirmation, implementation of the plans, and consequences of failure.
- To help group members broaden perceptions about themselves and their group that will transfer positively and help them in future individual and group situations.

The elements of the Team Challenge course do not have to be used in any set order and the elements do not all have to be used to reach the desired goals. The idea is to start out with icebreaker activities, which are ground elements. The other challenges of the course will be more effective with the group being challenged with smaller, more simple elements. To help the individuals to achieve any goals from the element it is important to use the activity of processing.

- **Processing**

Processing is an activity that is employed for the purpose of encouraging learners to reflect, describe, analyze, and communicate what they recently experienced. Why should we do this? Processing assists individuals in translating their raw experience into organized words and concepts that in turn give the experience personal meaning and significance. This designated time of reflection and communication enhances the potential of influencing changes in attitude and behavior.

Currently we have guidelines for 4 challenges that require props and/or equipment. The names of the 4 challenges are: The Great Swamp Crossing, The Electric Fence, The Spiders Web, and The Rushing River.

CAMPER HEALTH & SAFETY

- **THE HEALTH SUPERVISOR & THE INFIRMARY**
- **MEDICATIONS**
- **SICKNESS & ILL-HEALTH**
- **EMERGENCY ACTION GUIDELINES**
- **AMBULANCE ACTION PLAN**
- **CAMPER HOMESICKNESS**

CONCERNING THE HEALTH AND SAFETY OF YOUR CAMPERS



- The goal of this section of the Counselors Handbook is to describe the guidelines that the counselors have in dealing with the health and safety of the campers. It will cover general guidelines on medicines and non-emergency health needs as well as cover EAG (Emergency Action Guidelines).

- **The Health Supervisor and the Infirmary**

- A. During the Phantom Ranch Summer Camp Sessions there will be a designate Health Supervisor. That person is usually a RN (Registered Nurse) who volunteers to spend a week assisting Phantom Ranch in this capacity. During many of our Rental Groups the group supplies a RN who functions as the Health Supervisor. At times when there is not a RN who can fill the position of Health Supervisor then the Executive Director will appoint someone to function as Health Supervisor who will be responsible for the infirmary and medications for those staff and campers on the grounds who are under 18. The Health Supervisor is the only person who is allowed to administer medicines, treat wounds, and otherwise deal with the health of the campers.
- B. The infirmary is located at the rear of the chapel on the north side (the right side facing the front doors). No one is allowed to be in the infirmary during non-infirmary hours except as designated by the Health Supervisor. If there is not a Health Supervisor then permission to be in the infirmary must be received by either the Executive Director, Associate Director, or the Staff Coordinator.
- C. The Health Supervisor is always on call around the camp during the week, except for the rare occasion when the Health Supervisor is off grounds. The Health Supervisor will maintain infirmary hours after every meal, the time between evening chapel and taps, and at other times set up by the Health Supervisor.
- D. The Health Supervisor will make a list for counselors of any potential problems medically in the cabin (bedwetters, allergies, etc.). Make sure that you read this information and act accordingly. If a problem develops talk to the Health Supervisor as soon as possible.
- E. The Health Supervisor is responsible to take care of and wash the bedding of any bedwetter. If this problem occurs, deal with the camper discreetly, reassuring them. Tell the Health Supervisor as soon as possible and she will take care of the bed and provide what other assistance is necessary. If you have a bedwetter, place them in a lower bunk near the bathroom and make sure they use the bathroom before going to bed.

- **Medications**

- A. By Camp Policy and State Regulation there is no medication allowed in the camper cabins. All medications which the campers need or that which is supplied by the parents is given to the Health Supervisor at the beginning of the session. The counselors are also responsible to turn all of their medication, including allergy and pain relievers into the Health Supervisor. Also, the counselor should turn in all camper medication found in the cabin into the Health Supervisor. The Health



Supervisor then is responsible to administer this medication to the campers and counselors. This is usually done at meal times and before taps (lights out), unless otherwise indicated per instructions of the medication.

- B. Staff members who are not counselors may keep medications in the staff quarters. All staff must give their medication to the RA, who is responsible to keep these medications in a locked box and allow access as necessary.

- **Sickness and Ill-Health**



- A. As a counselor it is your task to be aware of the general health of your camper. This includes monitoring their personal hygiene, their level of fatigue, and sudden changes in their behavior or appearance.
- B. If your camper develops any kind of sickness, this should be reported to the Health Supervisor as soon as possible. After immediate treatment the Health Supervisor may try to bring the camper back to health through nursing out of the infirmary or cabin. If there is a sick camper in your cabin, you should do everything possible to assist the Health Supervisor in this task.
- C. Report any falls or accidents to the Health Supervisor no matter how minor you feel it is. This reporting should be done in conjunction with the program area where the accident might have happened. For example, if a camper falls off a horse, then the wranglers will follow their EAG procedures. The wranglers may need you to bring the camper to the Health Supervisor or otherwise assist them in their procedures.
- D. Female counselors should take these special precautions in their cabins: there should be a trash can in the washroom near the toilet. If a camper experiences menstruation for the first time, report this to the Health Supervisor. Take time to reassure them and assist them as necessary.
- E. Special attention should be paid to any complaints of earaches, abdominal or stomach aches, sunburn, and fevers. The counselor should report to the Health Supervisor about any of these conditions which appear in the camper.

- **The EAG (Emergency Action Guidelines) for Counselors**

In the event that there is a situation where a camper needs emergency care the following procedures must be followed.

- A. Upon coming to a camper in need of emergency care:
 - 1. Survey the scene to determine that it is safe for you to respond.
 - a. If not, stay clear and take action to remove the danger. This may include finding other staff to assist.
 - b. If there is not danger, begin a primary survey of the camper.
 - 2. Tap and ask if the person is "OK"
 - a. If the victim responds, identify yourself, monitor the airway, breathing and circulation of the victim. At this time, check for severe bleeding.

1. If there is severe bleeding control it by immediate compression on the wound (use your shirt or other fabric available -- even your hand). Severe bleeding is when the blood is actually spurting from the wound or flowing in extreme amounts.
 2. If the camper is laying down do not move them, stabilize their neck.
 3. At this time, send another counselor to the Health Supervisor. If there is not another counselor present, send two campers. If there is no other person present, **do not leave the camper**, shout for help.
- b. If the victim does not respond:
1. Shout for help or send for help immediately. Send for the Health Supervisor and for a staff member trained in CPR and First Aid. If you are trained -- continue in your treatment of the victim. The first CPR trained staff member to arrive will treat the victim.
 2. If there is severe bleeding control it by immediate compression on the wound (use your shirt or other fabric available -- even your hand). Severe bleeding is when the blood is actually spurting from the wound or flowing in extreme amounts.
 3. If the camper is laying down do not move them, stabilize their neck.
3. Follow these different guidelines in the following program areas:
- a. In cabins after lights-out no camper should leave the cabin to get help. Send other counselor. Keep campers quiet and in bunks.
 - b. At the waterfront assist waterfront staff to remove all campers from waterfront and beyond the dining hall.
 - c. At the horse area assist wranglers in removing campers from the area beyond the basketball court.
 - d. At any activity in the event of an emergency remove campers well away.

- **Call for an Ambulance**

1. Any Senior Staff member has the authority to call for an ambulance, though unless the situation is life threatening, defer this decision to the Health Supervisor or a full-time staff member.
2. The call should be made from the kitchen phone or the office phone. The actual call should be made by the Head Cook in the kitchen, or the secretary in the office.
3. After an ambulance call has been made report it to the Executive Director, the Associate Director, and the Session Director so that they can enact the Ambulance Action Plan.
4. The counselors part of the Ambulance Action Plan is to remove all campers from the area (i.e. waterfront, cabin area, dining hall, etc.). The counselors should also take pains to reassure the other campers and keep them



occupied and out of the way. At no time in an emergency situation should more than one counselor be treating a victim at the expense of keeping the rest of the campers unsupervised. The counselor's responsibility is to the campers, the support staff will direct and assist the ambulance crew.

AMBULANCE ACTION PLAN

1. The call for an ambulance should be made either in the kitchen or the office. If call is made in the kitchen then the Head Cook should place the call. If in the office, then the secretary or office personnel. The reason being they are more familiar with the camp and camp area. If no one is available then you should make the call. If horse accident or ball field accident tell operator of 911 call to use Hwy I entrance to camp. Otherwise use entrance on Hwy J.
2. After call is made notify Executive Director, Associate Director and Session Director. The most senior of these people will take charge at site unless accident is at horse area where Head Wrangler is in charge.
 - a. Person in charge should meet the ambulance at the office because that is the first destination. Ambulance comes down the service road by the white barn. Only person in charge should direct ambulance. There is no need to send people to direct ambulance -- they will know where to go.
 - b. If horse accident the wranglers will have main road gate open and wave ambulance through. If accident is on horse trails, wranglers will direct ambulance where to go.
3. All support staff available should assist counselors in keeping campers well away from scene of accident. Reassure them and watch to avoid further danger.
4. The service roads, especially to the waterfront should be kept clear at all times. No vehicle should be left unattended while on a service road. Failure to keep road to waterfront clear is grounds for closing down waterfront until road is cleared.

WHY IS THE CAMPER HOMESICK

1. No one in camp has yet shown a real interest and concern for the camper.
2. The program offers little of which they are familiar, so they find little of interest to them.
3. Because of blundering attitudes of other campers which set him apart from the intended cabin group.
4. "Child-sick" parents have over-indulged their concern for the camper's departure from home or have left the child with little self-confidence.
5. Because of some physical ailment, which has removed the normal desire for activity.
6. Because of some consciousness of some physical or social inferiority which isolates the camper from the group.

TOURNAMENTS AND AWARDS

TOURNAMENTS AND AWARDS



Tournaments and awards are a long-standing tradition of camping at Phantom Ranch. There are many types and styles of tournaments and competitions and all of them can be a valuable tool in achieving the goals of our camp sessions. However, the tournaments are only a part of the overall camper experience, and care must be taken to ensure that the value we place on competition is appropriate to the age of our campers and the goals of our programs. Not every event has to be worth points and have competition as its focus. However, experience has proven that competition has a great value in ensuring involvement and enthusiasm.

Following are a description of the tournaments, competitions and awards that are common to our sessions. Session directors must evaluate the merits of each in light of the age range of their campers, the focus of their session, and appropriateness to goals of your session.

- **All-Around camper**

This award goes to the camper that has the highest total of accumulated camper points. This award is sought after by many of the campers.

- **Bible Memory Work**

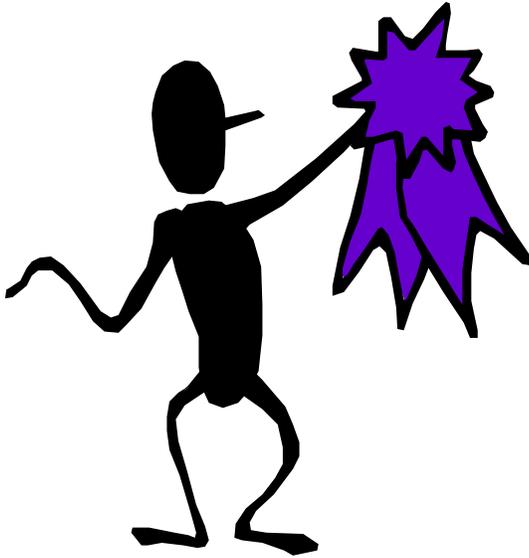
Each camper is required to do their daily memory verses and the daily Bible work. Camp policy says that any camper who does not memorize all the daily verses is ineligible for receiving any awards.

- **Camper Points**

Some sessions, especially the Jr. and Sr. High sessions, award a variety of points to different activities the campers participate in during the week. These points can be given for tournament participation and placing; Bible Memory, Daily Bible Work, Extra Bible Memory, trying new things like crafts, archery, rifles. Points should not be given to an activity that campers have paid for, because this would discriminate between campers who did not choose to do that activity (or could not afford it). See the Program Director for an Excel computer spreadsheet that can be used to keep track of the camper points. Care must be taken to make the points appropriate for the activity, that the points are given objectively, and that a proper emphasis is placed on these points.

- **Extra Memory Work**

The campers may choose to memorize the extra memory verses. There are five different levels of memory verses. The first four range between 5 and 15 verses (depending on age), and the fifth is a review of the first four levels. Certificates are awarded for the first 4 levels and a nice 8-inch trophy is awarded for the fifth level.



- **Honor Cabin**

The Honor Cabin award is usually used for the Jr. and Sr. High sessions. The purpose of this award is to promote unity and a sense of teamwork within each cabin. Each camper can urge his cabin mates to do the daily Bible work and memory work, to seek to do tournaments, and participate in many activities, etc. The award is usually given to the cabin that has the highest average (mean) score of camper points. Other systems can be used, but care should be taken to ensure that the award is more than just a popularity contest.

- **Team Competition**

Some sessions, usually the Jr. and Sr. High sessions, divide their campers and counselors into two or more teams. These teams then can compete in games like softball, soccer, or other camp games. The teams are a good way to foster communication between cabin groups. The teams can be divided randomly or two cabins could be assigned to be a team. The counselors usually participate in these games.

- **Tournaments**

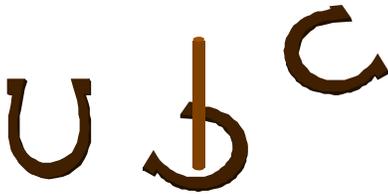
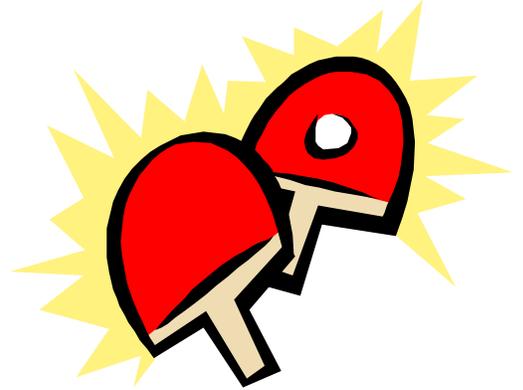
The camp has the facilities and equipment to allow for a number of tournaments. The whole list of tournaments can be found on the Award Order Sheet. A trophy is given to the first place winner and ribbons are given to the second and third place winners. The rules to the different games can be obtained from the Program Director.

TYPES OF TOURNAMENTS

At the beginning of each session there will be a tournament orientation to familiarize the campers with the tournaments. Encourage the campers to play even if they don't know how. This is a terrific learning experience for them. The following rules apply for points and number of games per match.

PING PONG:

- Buckaroos - Preliminaries are one game of 15 points. Finals and semifinals are one game of 21 points unless victory is by less than 5 points then 2 out of 3 games of 21 points.
- Adventurers and Roughriders - Preliminary rounds are 1 game of 15 points. Finals 2 out of 3 games of 21 points.
- Youngteen Week and Superteen Week - Preliminary rounds are 1 game of 21 points. Semi-finals and finals are the best 2 out of 3 games of 21 points.



HORSESHOES: Each horseshoe match in the preliminaries is 11 points. Start from 8 feet in front of opposite pit. Semifinals and finals are 2 out of 3 games of 11 points.

TETHER BALL: Each match in the preliminaries, semi-finals and finals to be played is 2 out of 3 games.

OFFICIAL ARCHERY TOURNAMENT AND CERTIFICATION RULES

In order to post an official score the following rules apply:

Shooting Distance 15 yards (Buckaroos - 10 yards)

Number of Arrows 5 per round

Number of Rounds 3

Bow Any bow without sighting equipment

Arrows Only arrows with field or target points

Points

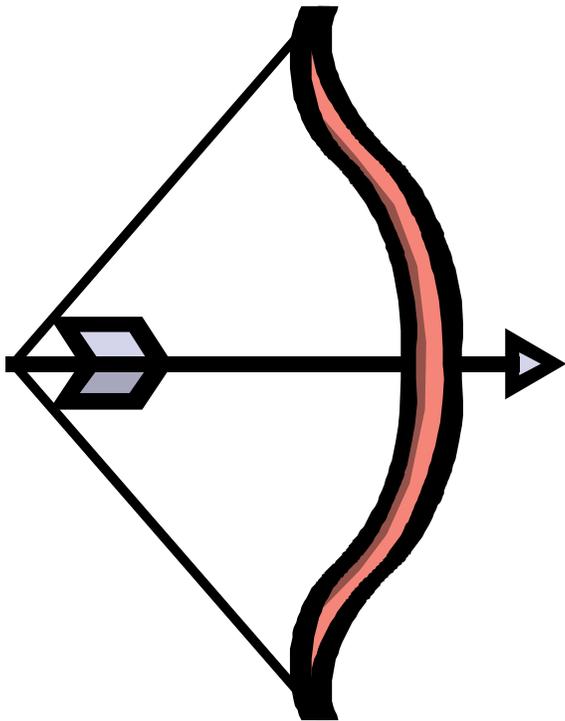
Yellow 5

Red 4

Blue 3

Black 2

White 1



To record an official score in the score book you must shoot 3 rounds of 5 arrows. Points from each round shall be added together to get the official score. All rounds must be completed before leaving the archery range.

The camper who has the best official score in a session will be the winner of the archery tournament for that session. The camper with the next best score will be second, and so forth.

An official score can be posted whenever the archery range is open and the supervisor of the archery range has the score book. There must be at least one witness of each official score posted.

Every person who comes to camp is eligible for the following certifications:

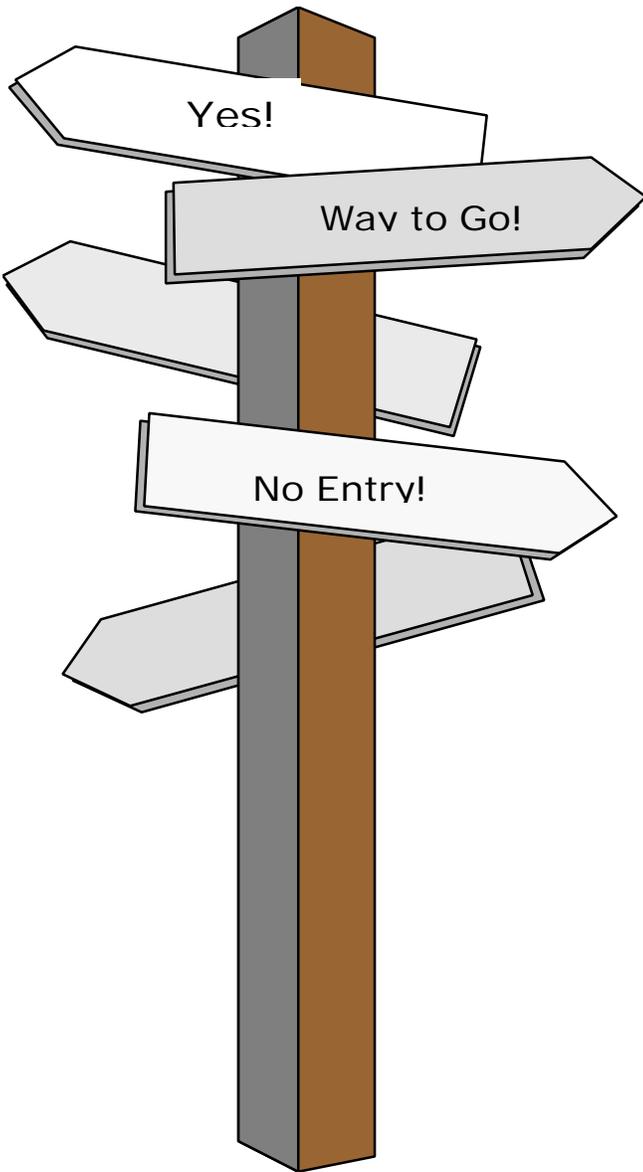
Beginner To receive Jr. Outdoorsmen/women Certification a person must post three official scores of 45.

Advanced To receive Master Outdoorsmen/women Certification a person must post the official scores of 65.

CAMPER BOOK

- **CAMPER RANCH RULES**
- **HORSEMANSHIP**
- **SWIMMING & BOATING**
- **RIFLE RANGE**
- **PHANTOM RANCH THEME SONG**

CAMPER GUIDE POST



The Ranch Rules are few in number but must be adhered to by every Rancher!

1. Campers must attend all scheduled activities and events. No one is excused except by the Health Supervisor.
2. There will be no swimming or boating except at the appointed times.
3. No camper may leave the Ranch without permission from the Executive Director.
4. No defacing of property including natural beauty.
5. No blocking of cabin doors at anytime because of the danger of fire.
6. No one is allowed at the beach or in the horse area except at the appointed times AND when a lifeguard or wrangler is on duty.
7. Campers will pay for all equipment that they intentionally or accidentally break.
8. No one is allowed on the toboggan chute at anytime.
9. No awards will be given to a camper who has not completed the daily assigned

Bible work and memory verses.

10. Campers who are too old for their session will not receive awards for tournaments.

"Let no man despise thy youth, but be thou an example of the believers, in WORD, in WALK, in LOVE, in FAITH, in PURITY." (I Timothy 4:12)

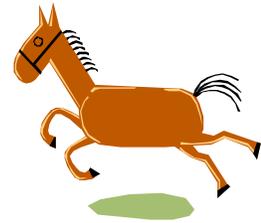
We want to urge every Rancher to be careful to follow these rules with care for we have found that the Ranchers who are careful to do so have been the Ranchers who enjoy the Ranch the most.

HORSEMANSHIP

An exciting part of the Phantom Ranch program is horsemanship. Each camper receives one free horseback ride. Extra horseback rides will be offered at various times for \$10.00 per ride.

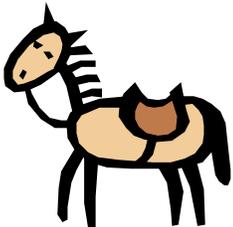
SAFETY RULES

IN GENERAL:



1. Never go near strange horses until you are sure it is safe.
2. Never stand directly behind or directly in front of any horse, and be especially careful around more than one horse, as one might bite or kick at another and hit you.
3. If it is absolutely necessary to walk directly behind a horse, follow this rule to avoid being kicked:
Speak to the horse and be sure he knows you are there; then place and keep one hand on his rump, and walk around him, staying close to his body. Keeping your hand on his rump gives the horse a feeling of security that you are not going to harm him. It also lets him know what you are doing so he won't be startled.
4. Feeding a horse sugar is a bad habit. The horse gradually learns to expect sugar from you and becomes very spoiled. Also, there is nothing more annoying than a horse constantly nipping at your hands. To reward a horse, a few strokes on the neck and a kind word are the most encouraging of all.
5. Be sure equipment is adjusted properly to fit both you and your horses.
6. Remember, move slowly and quietly around all horses. Don't yell or raise your voice. This not only prevents accidents but also gives a horse more confidence in you.

ON THE TRAIL:



1. Always keep a safe distance behind the horse in front of you in the ring and on the trail. This distance should be at least one horse's length in order to avoid bothering another horse and perhaps getting kicked.
2. Listen for the instructor's commands and act promptly.
3. Remember to walk the horse going uphill or downhill.
4. Keep alert at all times. It may be a gentle horse you are riding, but an object may fly across his path at any time, scaring him and throwing you off balance.
5. Always walk your horse when approaching a group of riders. To do otherwise may excite all horses and cause trouble.
6. Do not let your horse eat along the trail. Teach him that while you are riding is not the time to eat.
7. If clothing or equipment needs adjustment, dismount. Trying to adjust equipment or clothing while mounted could lead to a bad accident unless you are sure of your horse.
8. When riding where there is traffic, always stay on the side of the road facing the oncoming traffic.
9. Always walk your horse on paved surfaces. Trotting or turning quickly can cause him to slip and fall.
10. Never wrap or tie the horse's reins or halter rope to your body in any way when holding or leading a horse.

SWIMMING - BOATING

All Ranchers will find the waterfront an exciting and fun place to be. Swimming, boating and canoeing are just some of the activities that you'll find. You can also go fishing or hunt for turtles and frogs.

SOME IMPORTANT WATERFRONT RULES:

1. No swimming or boating except at the appointed hours when lifeguards are on duty.
2. The Lifeguard's word is always the authority on the waterfront.
3. No running on piers.
4. No diving from piers.
5. No shoving or pushing on the piers.
6. No food beyond the stop signs.
7. All swimmers must take a lifeguard supervised swim test.
8. All swimmers & boaters must have a "Buddy".
9. All swimmers & boaters must move their "Buddy Tag" to the appropriate area before they enter the beach area.



If you remember "safety first", you will have good, safe fun on the Ranch waterfront.



BOATING:

1. No one may take a rowboat/canoe unless they have the lifeguard's permission.
2. Everyone in the rowboat/canoe must wear a lifejacket.
3. Do not stand up or rock rowboats/canoes.
4. Decide who will row or paddle and be seated accordingly. Do not change seats when you are out on the water.
5. Always stay in visual contact of a lifeguard.
6. Return all equipment when you are done with it.

BUDDY SYSTEM

1. You must have a "Buddy" to swim with at all times. You must stay with your "buddy" for the entire swim.
2. If your "buddy" exits the water, you must also exit the water until you find a new buddy and move your "buddy tags".
3. All noise stops during a "Buddy Call".
4. All swimmers remain still with their buddy until the lifeguard ends the "Buddy Check".

BUDDY CHECK



1. Long whistle blast followed by: "Buddies, one, two, three, four, five."
2. Find your buddy, holding your buddy's hand raised and quietly wait for the clear signal.
3. One more whistle blast signals the end of the "Buddy Check" and swimming may continue.

BUDDY BOARD

1. All campers have a tag on the "Buddy Board" with their name on it. The camper is responsible for placing the tag on the correct area where they will be located – swimming, boat, etc.
2. As you enter the waterfront, you take your name tag from the board and place it, along with your buddy's, in the area you will use.

**If your boat or canoe should capsize, remember,
IT WILL FLOAT, SO HOLD ON TO IT!**

RIFLE RANGE



The Rifle Range is an exciting place to be. It offers the thrill of competition and the satisfaction of accomplishment as you do the best you can to hit the bulls-eye.

THE RANGE

We have a 50-foot small-bore range, restricted to prone shooting. Which means .22 caliber is the largest we are allowed to shoot, and that we must lie down to shoot. **No kneeling, sitting, or standing while shooting.**

When you come to the range you will be instructed to be seated on the bench by the Range Master. **For your safety, you must listen and pay full attention to his/her directions and instructions at all times.**

SHOOTING INSTRUCTIONS

- You will be shooting a .22 caliber bolt action rifle. These bullets seem small but they have a range of up to 1-1/2 mile and are capable to killing a person. To insure your safety, each rifle has a safety line that is attached to the shooter platform. This keeps the barrel pointed at the range at all times -- **do not attempt to detach it for any reason.**
- These rifles are equipped with open sights. That is, they have a "V" type rear sight that you look through, and line-up with the "post" on the front sight and then pointed or "aimed" at the target. Properly done, you will score quite well.
- You will be given 1 clip that contains 7 shots and the Range Master will properly insert the clip into the receiver in the rifle.
- You will be instructed when to aim at your own target and fire that first shot. After that you will be instructed to reload and continue firing when ready.

RULES OF THE RANGE

1. Listen to and obey the Range Master at all times.
2. Remain seated and quite while others are shooting.
3. Absolutely no horseplay.
4. Shoot only at your own target.
5. Shooters and instructors ONLY on the shooter platform.
6. Keep the barrel facing the targets at all times.
7. When finished shooting, open the action, remove the clip, put the safety in the "safe" position, and lay the rifle on it's side with the action facing up.
8. No one is allowed to take live ammunition from the Rifle Range.
9. Failure to obey the Range Rules and/or the Range Master's instruction, will result in immediate ejection from the range. There will be no refunds to ejected persons. The Range Master's decision is final.



PHANTOM RANCH THEME SONG



It's Time To Sing And Shout And Tell All About
Phantom Ranch For Boys And Girls,
It Is The Place To Meet And Greet Everyone
In The Name Of Christ Our Lord
For Here On Sacred Ground A New Life Is Found,
Full Of Joy And Peace Divine;
So Won't You Come Along And Sing A Blessed Song,
A Song Of Dedication To Our Ranch.

What A Ranch Is Phantom Ranch Is
The Best Ranch In The Land.
We Adore You - Thank God For You,
And We Thing You're Grand. Rah! Rah!
Rah!
So We Pray Each Passing Day
Our Savior To Make Know,
To The Boys And Girls Who Come To
P H A N T O M R A N C H.

To Know Christ And To Make Him Known;
What A Blessed Task Is Mine.
To Know Christ And To Make Him Known;
That Is Joy And Peace Divine.

