



Leadership Training Program

2019 Handbook

Responsibility Honesty Trust Respect

Introduction

The Leadership Training Program may encompass four summers and is designed to provide young men and women with the skills and knowledge necessary to become well-qualified camp counselors and instructors. Just as important, it helps young people to develop the skills and motivation to serve as leaders and role models at camp, at school and in their communities.

Being a Teen Leader is a lot of work. It is also a lot of fun. Responsibilities and privileges are carefully balanced to ensure both challenges and rewards. Teen Leaders must fulfill requirements in each year of the Program in order to be invited to return for the next summer. Training includes skill development in camp activity areas, counseling clinics (covering topics such as interpersonal communication, team building, child development and behavior management), supervised teaching and counseling experiences, and American Red Cross course work for certifications. Requirements pertaining to personal behavior and attitude round out a progressive preparation to meet standards for counselors set by the American Camp Association.

We believe strongly that this goal-oriented program helps young people to establish the values and self-discipline necessary for success here and elsewhere.

The Leadership Training Program requires a commitment from each member. Teen Leaders will be asked to exhibit increasingly mature and responsible behavior and to live by the rules set forth in the Teen Leaders Code of Conduct.

The Leadership Training Program has been one of the most important aspects of my life. I honestly believe that I've learned more in the past years than I have at school. The Program has taught me the value of friendship, responsibility and tradition, among other things.

- a graduate of the Leadership Training Program

There are five primary components of the Leadership Training Program:

Personal Development and Attitude
Through all phases of training, CCSC stresses personal development through growth related to positive identity formation, character development, integrity and prosocial communication and behavior. Each LT is held to a high standard regarding personal responsibility, accountability, positive attitude and honesty.
Counseling
LTs participate in a 7-week counseling course through which they learn the principles of communication, teamwork, child development and behavior management. LT Is and IIs also have an opportunity to engage in age-appropriate, guided group discussions on a wide range of adolescent issues. LT IIIs and IVs receive direct counseling experiences in resident and day camp units.
Teaching
LTs choose a series of camp activities in which to concentrate. These are called “majors.” By completing requirements in their majors, LTs acquire the skills necessary to instruct in those areas. Through “Camp Tests” LTs earn awards in activities other than their majors, helping them learn to assist in additional activity areas and to become more versatile instructors.
Service
LTs learn the principle of service to others and the value of “giving something back” to the community in which they live through a variety of service activities, projects and events.
Social
LTs work hard...and play hard. As a group they enjoy a number of special social activities during the summer. These activities typically include concerts, shows and trips to fairs, water parks and other interesting destinations.

First Year Requirements

Responsibility Honesty Trust Respect

Candidates for a first year certificate must:

1. Participate in a minimum of one week in at least five of the following camp activities*

Archery, Art, Challenge, Drama, Land Sports, Lifeguarding, Practical Arts, Riflery, Sailing, Swimming, Tennis, Waterskiing, Windsurfing

* These may include the candidate's chosen major

2. Meet all of the requirements of a major or part of a major (totaling one point)
 - ❑ ***One one-year major***
 - ❑ ***The first year requirements of a two or three-year major***

One Year (1 pt.) Majors

Two Year (2 pts.) Majors

Three Year (3pts.) Majors

Archery

Art

Drama

Media Arts

PA

Riflery

Watersports

Tennis

Life Guard

Sailing

3. Work towards completing Camp Test III*

One award

American Red Cross water safety course

*Completion of Camp Tests I & II is no longer required

4. Participate in the LT Land Sports Clinic

Clinics will cover the organization, coaching, and officiating of sports and games (i.e., Baseball, Basketball, Field Hockey Track, Soccer, Ultimate Frisbee)

5. Attend all sessions of the Counseling Course

6. Participate in LT service activities
7. Display an attitude and behavior consistent with the values and philosophy of the *Leadership Training Program* and the Cape Cod Sea Camps

□ All LT Is must compile a minimum of 3 teaching/assisting evaluations

Second Year Requirements

Candidates for a second year certificate must:

1. Meet all of the requirements of majors or parts of majors (totaling two points)
 - ❑ *Two one-year majors*
 - ❑ *The first year requirements of one two-year or three-year major and one one-year major*
 - ❑ *The second year requirements of one two-year or three-year major and one one-year major*
 - ❑ *The second year requirements of one two-year or one three-year major and the first year requirements of one two-year major or three-year major*
2. Complete Camp Test III

Second Award
3. Work towards completing Camp Test IV

One Award
Red Cross Level V Swimming
4. Attend all sessions of the Counseling Course
5. Participate in LT service activities
6. Display an attitude and behavior consistent with the values and philosophy of the *Leadership Training Program* and the Cape Cod Sea Camps
 - ❑ All LT IIs must compile a minimum of 3 teaching/assisting evaluations

Third Year Requirements

Candidates for a third year certificate must:

1. Complete any majors not acquired during the first or second years of the program and/or
2. Meet all of the requirements of a major or part of a major (totaling one point)
 - *One one-year major*
 - *The second year of a two-year major*
 - *The third year of a three-year major*

3. Complete Camp Test IV

Second Award

4. Teach a total of 15 hours in each completed major and, whenever possible, at all levels (**NOTE: This is a year requirement and may not double for major requirements**)
5. Attain a minimum of one teaching evaluation for each week of teaching (per activity)
6. Complete two weeks of assistant counseling, one in each of two resident camp units
7. Participate in a Monomoy Day Camp orientation program
8. Attend all sessions of the Counseling Course
9. Participate in LT service activities
10. Successfully complete an American Red Cross water safety course
11. Display an attitude and behavior consistent with the values and philosophy of the *Leadership Training Program* and the Cape Cod Sea Camps

□ All LT IIIs must compile a minimum of 3 teaching/assisting evaluations

Fourth Year Requirements

Candidates for a fourth year certificate must:

1. Carry out assigned responsibilities of assistant counseling in the resident camp
2. Carry out assigned responsibilities of assistant counseling in the day camp
3. Attend all sessions of the Counseling Course
4. Successfully complete a course in CPR
5. Successfully complete a course in first aid
6. Participate in LT service activities
7. Participate in LT Corps functions
8. Attend two evaluation conferences with the LT head counselors and resident unit head counselor

10. Display an attitude and behavior consistent with the values and philosophy of the *Leadership Training Program* and the Cape Cod Sea Camps

Camp Tests

Camp Test III

1. Pass any two out of the following awards:

<i>Archery</i>	<i>Bowman Sharp</i>
<i>Riflery</i>	<i>BB Gun Expert Red Designator</i>
<i>Sailing</i>	<i>Novice (Ashore & Afloat)</i>
<i>Tennis</i>	<i>Tennis III</i>
<i>Waterskiing</i>	<i>Intermediate</i>
<i>Windsurfing</i>	<i>Intermediate</i>

2. Successfully complete a CCSC water safety course

Camp Test IV

1. Pass any two out of the following awards:

<i>Archery</i>	<i>Archers</i>
<i>Riflery</i>	<i>Air Rifle or .22 Smallbore Rifle Expert Red Designator</i>
<i>Sailing</i>	<i>Beginner (Ashore & Afloat)</i>
<i>Tennis</i>	<i>Tennis IV</i>
<i>Waterskiing</i>	<i>Advanced</i>
<i>Windsurfing</i>	<i>Advanced</i>

OR

Complete an approved* project in one of the following areas:

Art
Challenge/Landsports
Drama
Music
Photography
Practical Arts

OR

Complete a **Corps4** volunteer service requirement

**A Camp Test IV project form must be completed and submitted to both LT head counselors and the appropriate department head for approval prior to beginning.*

2. Successfully complete the American Red Cross Level V swimming course

Awards/projects may not be chosen from an activity area that is or has been a major. Awards earned in prior years are not applicable. Camp Test III and Camp Test IV awards may be in the same activity area.



Leadership Training Program Corps4

For others ... For yourself

What is Corps4?

Corps4 is a community service program for leaders in training at the Cape Cod Sea Camps (CCSC). **Corps4** builds a bridge from the camp setting to the schools and communities to which CCSC teen leaders return. **Corps4** extends the applicability of the JC Corps experience to cities and towns across the country and around the world. **Corps4** affords the young men and women of the JC Corps an opportunity to apply leadership skills attained at CCSC to school and community programs similarly committed to the principle of service. **Corps4** allows teen leaders to complete JC Corps requirements outside of the camp setting. Mandatory community or service learning requirements may not be used for **Corps4**.

How do I participate in Corps4?

1. Choose one of the four approved categories of service
2. Find an existing program or organization to sponsor your service
3. Complete a minimum of twenty (20) hours of work
4. Obtain a letter from the program/organization director certifying your participation
5. Mail it to **Corps4**, c/o Stephen Wallace, Cape Cod Sea Camps, P.O. Box 1880, Brewster, MA 02631

What are the 4 approved categories of service?

- ◆ Counseling (peer counseling)
- ◆ Coaching (youth sports)
- ◆ Tutoring/Mentoring (elementary, middle or high school students)
- ◆ Assisting (the elderly, homeless, etc.)

What do I get in return?

First and foremost, CCSC believes that the **Corps4** experience will help you to grow as an individual and to develop leadership skills. It will also help you to be an effective teen leader at camp. You will also receive Camp Test IV credit (one award), applicable the following summer.

1
1

Responsibility Honesty Trust Respect

Counseling Course

The Cape Cod Sea Camps have long been recognized as leaders in camping for teens. Unlike many camps, CCSC offers a program that specifically targets the needs and interests of this age group.

The Leadership Training Program may encompass four summers and is a competitive leadership course designed to prepare men and women ages 14-17 to be highly effective camp counselors and instructors. Moreover, it strives to produce leaders and role models motivated to contribute their time and talents to the schools and communities to which they return.

As an important component of the program, the Counseling Course imparts information that facilitates a young person's growth as an individual and as a responsible and effective teen leader and ultimately camp counselor. It also encourages an exchange of ideas regarding teaching and counseling, and seeks to provide a nurturing environment that promotes constructive dialogue about the many issues teens face in today's world.

Just as important, it offers teen leaders a break from the normal routine of camp and the opportunity to reflect on their experiences here, and in other facets of their lives.

Each year of the counseling course has a different focus. Topics relate both to the primary activities of that year of training and to the developmental characteristics of the particular age group. For first year teen leaders (LT Is) the principal focus is **interpersonal/group communication and team building**; for second year teen leaders (LT IIs) the principal focus is **leadership, role modeling and instruction**; for third year teen leaders (LT IIIs) the principal focus is **counseling**, including child development, self-esteem, conflict resolution and behavior management; and for fourth year teen leaders (LT IVs or ACs) the principal focus is **a capstone on leadership involving experiential learning, journaling, presentation and guest speakers**. Each session includes the presentation of information, group discussion and the sharing of ideas on related (or unrelated) topics. Everyone is asked, and expected, to participate.

CCSC believes strongly that, within an educational framework, these topics and discussion sessions help teen leaders progress along the path from camper to counselor, learning more about themselves, each other, and the privileges and responsibilities that go hand in hand with being a leader and role model for younger children.

Code of Conduct

Each member of the Cape Cod Sea Camps (CCSC) Leadership Training Program is selected on the basis of his/her potential to be an excellent counselor and instructor. Teen Leaders are leaders in camp and role models for campers. The highest standards of conduct, attitude, and morality while a member of the Cape Cod Sea Camps community, on or off campus, during free time, or at any time during the year are both expected and demanded. The Code of Conduct sets forth CCSC's expectations for the behavior of teen leaders. It is predicated on an "honor system" that stresses personal responsibility, mutual respect, and trust. The Code of Conduct covers, but is not limited to, the following issues:

1) Alcohol and Other Drugs 2) Sexual Harassment and Sexual Behavior 3) Verbal, Emotional and Physical Harassment and Bullying 4) Boundaries, Curfews, and Cell Phones 5) Off-campus behavior 6) Personal presentation and Inappropriate Language 7) Visitors 8) Honesty

Any teen leader found to be in violation of any portion of the Code of Conduct would be subject to immediate disciplinary action, up to and including dismissal. In addition, LTs whose actions violate the Code of Conduct at any time during the year would be subject to withdrawal or refusal to grant admission for future attendance when such actions are deemed to be detrimental to the camp community.

Alcohol and Other Drugs

Cape Cod Sea Camps strictly prohibits the possession or use of alcohol, tobacco, and other drugs. This policy is consistent with the educational mission of this institution and the laws of the Commonwealth of Massachusetts. While we recognize the temptation of experimentation with drugs and/or alcohol by young adults, we remain firmly committed to the letter and spirit of our policy. The use of such substances while at camp (either on or off camp property) is detrimental not only to the individual but also to the camp community as a whole.

Sexual Harassment and Sexual Behavior

Cape Cod Sea Camps intends to provide an environment free of sexual harassment and sexual behavior. **Sexual harassment** is prohibited by state and federal laws and includes prohibited conduct by males toward females, females toward males, females to females, males to males, campers to campers, staff to campers, campers to staff, and staff to staff. Behavior that constitutes sexual harassment includes unwelcome sexual advances, requests for sexual favors, pressure for sexual activity, demeaning sexual propositions, exposing oneself, making sexually explicit or suggestive remarks about another person, sexually

oriented jokes or personal questions, and other verbal content or physical contact that results in an individual feeling uncomfortable or threatened.

Sexual behavior between campers (between teen leaders; or between teen leaders and younger campers; or between teen leaders and staff) is strictly prohibited. This rule applies even when such behavior is deemed to be consensual.

Verbal, Emotional, and Physical Harassment and Bullying

Harassment and bullying or intimidation by campers toward other campers, teen leaders, or staff will not be tolerated. Harassment and bullying is viewed as an expression of power over or against another person. Behavior that constitutes harassment and bullying includes comments which are demeaning with respect to race, religion, gender, sexual orientation, color or disability, hazing, stalking, or other intimidating conduct; uninvited or unwanted physical conduct (e.g. hitting, grabbing, pushing, and pinching); pressuring others to perform demeaning, humiliating or dangerous acts.

Boundaries, Curfews and Cell Phones

Except where otherwise noted in the Privileges section of the Teen Leadership Handbook, teen leaders are prohibited from leaving camp property unescorted. To leave camp with someone other than camp staff, teen leaders must have written permission from parent(s) or guardian(s). No teen leader may leave the camp grounds with a driver under 21 years of age and **overnights are allowed with parents only.**

When leaving camp property, teen leaders must follow prescribed check out procedures. All camp-related transportation must be arranged or approved by the director, head counselors, or assistant head counselors and must be provided by Leadership Training Program staff. Additional restrictions apply to teen leaders afforded un-chaperoned free time away from camp.

It is the responsibility of each teen leader to make his/her whereabouts known to his/her counselors or head counselors at all times. Teen Leaders are expected to adhere to curfews as listed in the Teen Leadership Handbook. **Unsupervised departure from cabins after lights-out is strictly prohibited and will result in immediate suspension or dismissal.**

LTs may bring cell phones to camp. Those belonging to LT Is, IIs and IIIs will be stored in a locked, central location and may be used at the discretion of the directors. Violations of the parameters set forth will result in loss of this privilege.

Off-Campus Behavior

Cape Cod Sea Camps expects campers to conduct themselves with propriety both on and off campus, during and after the camp season. This expectation applies to any information shared on social networking sites.

Personal Presentation and Inappropriate Language

All campers are expected to maintain commonly accepted standards for appropriate dress. Overly revealing clothing or clothing containing inappropriate pictures, language, symbols, or suggestions is disallowed. Cape Cod Sea Camps reserves the right to require a change of clothing and/or the temporary (until the close of camp) confiscation of clothing if such clothing is deemed not to be in accordance with this policy. Campers are prohibited from using profane and/or vulgar language. Similarly, it is expected that campers will maintain such standards as they apply to the use of or posting of information on social networking sites regardless of the time of year.

Visitors

All visitors of teen leaders must follow the Cape Cod Sea Camps Visitors Policy as discussed in the Parent Handbook. Teen Leaders are prohibited from leaving camp in the sole company of a minor, unless that minor is an immediate family member and a parent has provided permission. LTs are not permitted to invite non-CCSC friends to join them while off camp property without permission from the director or head counselors.

Honesty

It is the expectation of Cape Cod Sea Camps that all campers and teen leaders will respond honestly and completely to any inquiries regarding possible violations of the Code of Conduct.

Leadership Training Program Privileges

First Year:

- ✓ Are expected to be in the cabin by 9:30 p.m. with lights-out at 10:00 PM;
- ✓ May participate in all Corps activities, trips and events unless otherwise determined by the LT head counselors, assistant head counselors or LT director;

1
5

Responsibility Honesty Trust Respect

- ✓ May receive additional free time as arranged by the LT head counselors or LT director.

Second Year:

- ✓ Are expected to be in the cabin by 10:00 PM with lights out at 10:30 PM;
- ✓ May participate in all Corps activities, trips and events unless otherwise determined by the LT head counselors, assistant head counselors and LT director;
- ✓ May be extended one night off per half-session, chaperoned, beginning after dinner and ending not later than 11:00 PM. All transportation will be arranged by the LT head counselors or assistant head counselors and provided by the LT staff. The limits for these nights off are at the discretion of the LT head counselors and LT director. LT IIs must follow prescribed check out/in procedures or will forfeit their privilege of time off;
- ✓ May receive additional free time as arranged by the LT head counselors of LT director.

Third Year:

- ✓ Are expected to be in the cabin by 10:30 PM with lights out at 11:00 PM;
- ✓ May participate in all Corps activities, trips and events unless otherwise determined by the LT head counselors, assistant head counselors or LT director;
- ✓ May be extended one night off per week, chaperoned, beginning after dinner and ending no later than 10:30PM. This is a group activity and all transportation will be arranged and provided by the LT staff. The limits for these nights off are at the discretion of the staff. LT IIIs must follow prescribed check out/in procedures or will forfeit their privilege of time off. Individuals not attending CCSC may not join the group without permission.

Fourth Year:

- ✓ Are expected to be in their cabin on nights off by 11:00 PM;
- ✓ May participate in all Corps activities, trips and events unless otherwise determined by the LT head counselors, assistant head counselors or LT director;
- ✓ May elect to participate in, as opposed to teach, a number of activities each week;
- ✓ May be extended three nights off per week, chaperoned, beginning after dinner and ending no later than 11:00 PM. This is a group activity and transportation will be arranged and provided by LT staff. The limits for these nights off are at the discretion of the staff. LT IVs must follow prescribed check out/in procedures or will forfeit their privilege of time off;

- ✓ May be extended one day off per week, chaperoned, beginning at 7:00AM and ending no later than 11:00 PM;
- ✓ May be extended un-chaperoned CNAs as scheduled by the LT head counselors; ✓ Individuals not attending CCSC may not join the group without permission.

Third and Fourth Year Teen Leaders

In recognition and support of the special role that LT IIIs and IVs play in the lives of CCSC's campers and in the community at large, we will encourage each of them to participate on a Leadership Opportunity Team to plan and implement activities related to the Pan Mass Challenge and/or other special events.

LT ARCHERY MAJOR

(One Year Major)

1. Complete Archer 1st class requirement (passing with acceptable shooting form as well as points needed)
2. Demonstrate ability to be in charge of the following (minimum 5 mods)
 - a. Archery Closet
 - b. Understand the procedures of distributing equipment
 - c. Storage of equipment
 - d. Recommending replacement or repair of worn equipment
3. An Archery Notebook will be given to you, which you must maintain. You are responsible for the information in the notebook and will be tested on it, orally and in a final written test
 - a. Detailed, written outline of a beginner dry lesson
 - b. Detailed, written safety rules
 - c. Detailed, written proper techniques for shooting
 - d. Keep a record of teaching experiences on the range (errors and corrections, teaching techniques, etc.)
4. Demonstrate to the Archery department head or head of LT Archery majors a beginner dry lesson with a working knowledge of safety rules of the range
5. LTs will be responsible for scoring for two (2) mods
6. Give commands on the range in proper order and manner for a minimum of 2 periods
7. Demonstrate a working knowledge of proper shooting techniques
8. Demonstrate working knowledge of repair of equipment
 - a. Repair of equipment will be on a weekly basis. The archery majors will make ALL repairs during their assigned periods or “free” time.
9. Candidate will instruct for a minimum of 12 periods on the range
10. In the morning and afternoon, generally B and E Mod, Archery majors will be scheduled to do maintenance and repair of archery equipment. If you are scheduled for this duty, you should report to the archery shed where maintenance is performed

11. Majors will help with the archery tournament by setting up the archery field and assisting the Archery Department Head during the tournament.

LT ART MAJOR **(One Year Major)**

Requirements:

The Art Major Program for LTs at CCSC requires *five art projects* in either 2D or 3D (sculpture) to be completed in advance of the annual Art Show. Each art project should include the following steps:

1. Idea development and sketching,
2. showcase a clear theme,
3. demonstrate strong craftsmanship and advanced artmaking skills, and
4. a finished work of art.

Also, each LT art major has to *demonstrate proficiency* in clay including both hand building and throwing on the potter's wheel.

LTs and LT counselors can work in the following art and craft process listed below and should think about developing a **theme** (portrait, nature, etc.) for the body of work that they are making. Also be **SMART** and combine some of these mediums together for your final presentation.

- a. **Clay** – project should be created using Hand building techniques such as slab, coil, and pinch pot techniques and one project should be created using Wheel Thrown Techniques.
Suggestion – work in a series of two (sugar & creamer, cup & saucer, plates, candle holders) showcasing advanced construction and decorative techniques such as lids, handles, feet, sgraffito, piercing, creative glazing and mishma.
 - b. **Fiber** -- advanced macramé, baskets, weaving knotting, batik, tie-dye (NO friendship bracelets!)
 - c. **Paper** -- papermaking, bookmaking, printmaking
 - d. **Leather** -- belts, purses (tooling, sewing, dyes)
 - e. **Jewelry** – working to create sets in the areas of wire, copper, enameling, and beading (earrings and necklace, bracelet and earrings, etc.)
- Participate in one art major critique showing either an artwork in progress or/a LT or AC counselor will present their work and obtain feedback.
 - Work with both the Art Department Head and Assistant Art Heads on a consistent basis throughout the summer to develop a personal body of artwork.
 - Teach a minimum of five hours in the Art Center taking a leadership role at a table clearly instructing campers on specific projects and guiding them to successfully finish an artwork that is properly labeled. Also, consistently help campers in need at all tables throughout the summer

- Complete five (5) maintenance hours during which you either role model how to clean up tables, tools, materials, and the floor or help prepare for future art projects.
- Art and Media Arts Majors are required to plan, set up and participate in the Annual Art Show.

****Once you complete both your teaching and maintenances hours all art majors will still be expected to teach, take on leadership roles, model positive clean-up behavior, and assist the Department Head and Assistant Heads when necessary.****

LT DRAMA MAJOR (One Year Major)

LTs can sign up as a Drama Major with a focus on ACTING or a focus on TECHNICAL THEATRE.

ACTING FOCUS

- Take *Intro to Theatre* Mod (Week 1, Mod E)
- Take *Basic Acting* Mod (Week 2, Mod E)
- Take *Movement for Actors* Mod (Week 3, Mod E)

2
0

Responsibility Honesty Trust Respect

- Take *Final Camp Show Music* Mod (Week 3, Mod C)
- Take *Final Camp Show Dance* Mod (Week 4, Mod C)
- Take *Final Camp Show Rehearsals* Mods (Week 5 and 6, Mods A and B)
- Take *Final Show Clean Up* Mod (Week 7, Mod A)
- Take at least one *Tech Theatre* Mod or the *Costume/Set Construction* Mod (See Schedule)
- Be at all Final Camp show rehearsals scheduled during rest time, evening activity, or Sunday activity periods.
- Assist as needed for Sat. Night Alive, One Acts/Fun Acts, or Talent Shows. (Including post show clean up.)

TECHNICAL THEATRE FOCUS

- Take *Intro to Theatre* Mod (Week 1, Mod E)
- Take *Basic Acting* Mod (Week 2, Mod E)
- Take *Costume Design/Set Construction* Mod (Week 4, Mod E)
- Run Tech for *One Acts/Fun Acts* Mod (Week 3, Mod B)
- Take *Technical Theatre* Mod (Week 5 and 6, Mod E)
- Take *Final Camp Show Rehearsals* Mods (Week 6, Mods A and B)
- Take *Final Show Clean Up* Mod (Week 7, Mod A)
- If requested, be at Final Camp show rehearsals scheduled during rest time, evening activity, or Sunday activity periods.
- Assist as needed for Sat. Night Alive, One Acts/Fun Acts, or Talent Shows. (Including post show clean up.)

LT LANDSPORTS MAJOR

(One Year Major)

1. Select two landsports and participate in one week of instruction in each (minimum 10 mods):
 - a. Baseball
 - b. Basketball
 - c. Field Hockey
 - d. Lacrosse
 - e. Soccer
 - f. Frisbee
2. Participate in one inter-camp competition in basketball, soccer, or baseball.
3. Demonstrate skills proficiency, knowledge of game, safety considerations and knowledge of rules in selected landsports.
4. Demonstrate ability to teach skills (at all levels) of the two selected landsports.
5. Officiate a minimum of two intra-camp competitions in each of the two separate landsports.
6. Assist with planning and implementation of a minimum of one special event, as determined by department head.
7. Complete three (3) hours of maintenance
8. Compile a notebook, to include information on the two selected landsports, as follows:
 - a. Written safety rules
 - b. Outline of lesson plans
 - c. Self-evaluation/reflection of teaching strategies, strengths and weaknesses

LT LIFE GUARD MAJOR **(Two Year Major)**

Pre-requisite: Level VI Complete

First Year (LT2s)

1. Must complete hour requirements, as follows:
 - a. 7 hours of instruction
 - b. 7 hours of lookout
 - c. 5 hours of pool maintenance
 - d. 2 hours of participation in and assistance with swim meets
2. Must swim 400 yards a week
3. Must be able to swim 400 yards continuously by end of Week 6

Second Year (LT3s)

1. Must pass a lifeguarding course (30) hours
 - a. First Aid – included in Lifeguard course
 - b. CPR – included in Lifeguard course
2. Must participate in waterfront management activities – 2 Sundays at Bay Swim
3. Must complete one week of lookout at Long Pond (swim/sail)
4. Must meet proficiency and attitude standards set by department head
5. Must complete hour requirements, as follows:
 - a. 7 hours of instruction
 - b. 7 hours of lookout
 - c. 5 hours of pool maintenance
 - d. 2 hours of participation in and assistance with swim meets
6. Must swim 550 yards a week
7. Must be able to swim 550 yards continuously by end of Week 6

2
3

Responsibility Honesty Trust Respect

LT MEDIA ARTS MAJOR (One Year Major)

Subject Areas Included in Major

Art and Photography

Maintenance Hours

Five (5) Hours

Teaching Hours

Five (5) hours must be arranged with the appropriate department head in advance

Progress Meetings

Each major will meet twice with Media Arts program director and LT Staff liaison before final review.

Final Reviews

Final reviews will be with Media Arts program director and LT Staff liaison.

Participation and production of final art show. To include work from Special Event Project

Media Arts Major – Photography Requirements

Final Project

Four photographs (LT chooses sizes, creativity should be reflected in choices) showing good camera technique, composition, exposure, contrast and overall printing skills.

Subjects of Photographs to Include

All photographs to be mounted or matted for display in Art Show

- 1 demonstrating depth of field choice with aperture priority

2
4

Responsibility Honesty Trust Respect

- 1 portrait, self of other
- 1 showing movement or stopping motion with shutter priority
- 1 use of digital resources to alter image – distort effect or other. Must have a purpose and be methodical.

Lab Work and Assisting

Demonstration of clean up and material maintenance skills during all photography mods attended.

Meetings

A series of required meetings will be held with the department head for familiarization and training in the use of equipment and techniques in photography.

Final Critiques

All work will be exhibited in a final individual and group critique with department head.

Media Arts Major – Arts Requirements

Criteria for Evaluation

Completion of a Special Event Media Project for the purpose of promoting a Camp-Wide Special Event. The criteria will include the successful planning and implementing of this project using resources available in the Photo and Art Department.

(PMC, SUMMERFEST or other Camp Community Campaign- banners, flags, camper participants)

Participation in two critiques during the course of the summer. The first one will be a group critique and the second will be with the Media Arts program director

Assisting in the teaching of art activities for a minimum of 5 hours.

Demonstration of clean up and material maintenance skills during all art rooms mods attended.

LT PRACTICAL ARTS MAJOR, WOODWORKING (One Year Major)

1. Shop Knowledge

- a. Knowledge of the use, care and maintenance of all shop hand tools
- b. Knowledge of the use, care and maintenance of the following tools:
 - ✓ Cordless Drills
 - ✓ Palm Sanders
 - ✓ Stationary Sander
 - ✓ Drill Press
 - ✓ Scroll Saw
 - ✓ Sabersaw
- c. Knowledge of the application and general use of all shop woods, including hardwood, softwood, and plywood
- d. Knowledge of the application and general use of all shop paints, stains, finishes, glues, and fasteners (nails and screws)

2. Work In Shop

10 Teaching Mods

- ✓ 5 Maintenance Mods (work to be agreed upon with department head)
- ✓ Major Project (requires approval by department head and should take approximately 20 mods to complete)
- ✓ 3 Clinics (one hour each with specific instructions on tool use and maintenance)

LT RIFLERY MAJOR

(One Year Major)

1. The Expert designator in Standing must be achieved with the following:
 - BB gun
 - Air Rifle
2. In the order listed, the following skill levels must be achieved with a .22 smallbore rifle:
 - Expert designator in Prone
 - Expert designator in kneeling
 - Expert designator in Standing
3. Majors are encouraged to achieve the Blue Star Expert Award in one or more of the disciplines (optional)
4. Clean and maintain a .22 smallbore rifle. A rifle will be as assigned to each riflery major by the department head. The rifle should be cleaned weekly on a Friday or Saturday
5. Teaching responsibilities are as follows:
 - A. BB Gun (ten hours)
 - Conduct new shooter orientation (must be done on a Monday) x 2 (one hour each), including:
 - Having new shooters complete a progress record
 - Determine dominant eye and encourage cross dominant shooters to shoot from the side of their dominant eye and shoulder the rifle from that same side
 - Explain range rules and range commands (giving each shooter a range card to follow)
 - Determine stock length and record in upper right hand corner of progress record
 - Teach operation of the rifle, standing position, and sight alignment, in that order
 - Personally coach a seven, eight or nine year-old shooter (three hours, one hour for each mod) on the firing line in the standing position.
 - Run the range as needed (no more than two hours)

- Grade targets as needed (no more than two hours)

B. 22 Smallbore Rifle Range (seven hours)

6. Read the *Shooter's Guide to Position Air Rifle* and pass a subsequent exam on its contents

LT SAILING MAJOR

(Three Year Major)

First Year Requirements: (LT 1)

1. Earn Novice Ashore and Afloat awards
2. Earn Beginner Ashore and Afloat awards
3. Participate in 5 races; participate in at least 1 spinnaker race.
4. Do 5 maintenance hours
5. Attend all clinics and seminars
6. Obtain 3 learning evaluations

Second Year Requirements: (LT 2)

1. Earn Intermediate Ashore and Afloat awards
2. Participate in 5 races; skipper at least 3 of them, spinnaker in 2 races.
3. Do 8 teaching hours
4. Do 2 maintenance hours
5. Attend all clinics and seminars
6. Obtain 2 teaching evaluations

Third Year Requirements: (LT 3)

1. Earn Advanced Ashore and Afloat awards
2. 5 powerboat hours
3. 15 teaching hours
4. Skipper 5 races; spinnaker at least 3 of them
5. Design and implement a lesson plan on an approved topic
7. Attend all clinics and seminars
6. Obtain 3 teaching evaluations

AC Year Requirements: (LT 4)

1. All instructional teaching of sailing. Assigned on a weekly basis by Sail Master to help assist activity levels.

**Participation in the Race Team is considered a privilege. Teaching and maintenance hours will not necessarily be reduced because of participation and hours documented should be applicable to 420 racing program.*

LT TENNIS MAJOR (Two Year Major)

First Year Requirements

1. Pass the first four tests out of six tennis tests
2. Demonstrate knowledge of the following information:
 - a. Give a detailed mechanical analysis of three (3) out of the following five (5) tennis strokes:
 - Forehand
 - Backhand
 - Serve
 - Volley
 - Overhead Smash
 - Proper Grip, etc. – Forehand, Backhand, Eastern, Continental, Service
 - b. List common errors in those three (3) areas
 - c. Suggest ways to correct these errors – be creative!
 - d. Participate in six (6) clinics – teaching
 - e. Assist (only) first year

First and Second Year Requirements

1. Demonstrate teaching
 - a. Teaching an instructor correct strokes, grips, stance, serve, etc.
 - b. Complete fifteen (15) hours of teaching in beginning and/or intermediate levels (1 mod = 1 hour)
 - c. Of the fifteen (15) hours of teaching obtain at least three (3) evaluations of your performance from qualified tennis counselors
 - d. Participate in six (6) clinics
2. Enter minimum of one singles and one doubles tournaments
3. Complete five (5) hours of maintenance as needed

4. Quizzes on course content (optional)
5. Display proper court etiquette and a cooperative attitude

Second Year Requirements

1. Pass the remaining tennis tests, 5 and 6 (or demonstrate acceptable skill levels as determined by department head).
2. Plan and assist with implementing a tennis tournament

LT WATERSPORTS MAJOR

(One Year Major)

Candidates must complete the requirements of two of the following three (3) activities: Sailing, Waterskiing/Canoeing, Windsurfing

American Red Cross Level VI rating is a Pre-requisite for the waterskiing and windsurfing components of this major. A successfully completed swimming endurance test may be accepted as a substitute for this pre-requisite.

Sailing

1. Candidate must attend a clinic on:
 - a. Operational and safety knowledge of equipment
2. Candidate must be able to demonstrate competence in the following skills:
 - a. Ashore
 - i. Knot tying (square knot, bowline, figure 8, cleat, clove hitch, and round turn and 2 ½ hitches)
 - ii. Know and understand the four (4) basic right of way rules (starboard over port, leeward over windward, clear ahead over clear astern, fair sailing)
 - b. Afloat
 - i. Rigging a boat
 - ii. Getting underway
 - iii. Proper sheet and tiller adjustments (while altering a course)
 - iv. Tacking and jibing
 - v. Making a mooring
 - vi. Completing a race course
3. Candidate must demonstrate a familiarization with the following:
 - a. Man overboard
 - b. Capsize
4. Eight (8) teaching hours with two (2) evaluations

Windsurfing

1. Candidate must attend two (2) clinics
 - a. Operational and safety knowledge of the equipment and motor boats
 - b. Windsurfing sail theory

2. Candidate must be able to demonstrate competence in the following skills
 - a. Ashore
 - i. Rigging of the board
 - ii. Setting up and teaching land drills
 - iii. Knowledge and demonstration of teaching self and assisted rescue skills
 - iv. Two (2) hours of maintenance

 - b. Afloat
 - i. Participate in three (3) races
 - ii. Ability to complete a slalom course
 - iii. Ability to teach progressive windsurfing and rescue skills
 - iv. Ability to use a harness while sailing
 - v. Ability to handle heavy air (15-20 mph)

3. Candidate must have eight (8) teaching hours with two (2) evaluations

Waterskiing/Canoeing

1. Candidate must attend two (2) clinics
 - a. Safety and operation of equipment
 - b. Rules of the Road

2. Candidate must pass the intermediate level in waterskiing

3. Candidate must be able to slalom ski

4. Candidate must pass the advanced level in canoeing

5. Candidate must demonstrate the knowledge and ability to teach canoeing skills at a beginner level

6. Candidate must attend at least one canoe trip
7. Candidate must demonstrate the knowledge and ability to teach the following waterskiing skills:
 - a. Safety and signal procedures
 - b. Dry land techniques
 - c. Beginner and intermediate skills as dictated by the National Waterski Association
8. Candidate must complete eight (8) teaching hours with two (2) evaluations