

Teen Volunteer Adventure Corp. Manual

Buckeye Recreation Center

The Town of Beech Mountain

For more information go to www.townofbeechmountain.com, call 828.387.3003 or email byoung@townofbeechmountain.com.

General

Welcome to TVAC! The Teen Volunteer Adventure Corp of Beech Mountain, North Carolina is a volunteer organization comprised of young adults, ages 13-17, who want to make a difference in their community. This program combines youth education, stewardship, and community cooperation through volunteering.

Purpose

The purpose of TVAC is to provide an opportunity for teens in the area to make a difference in their community. By providing a positive atmosphere and projects that will allow for tangible results, this program becomes not only beneficial to the community, but beneficial for you as well. You will enhance life skills like teamwork, communication, benevolence, networking, being able to educate and instruct, and learning to be a good member of the community.

Expectations

Expectations for group members include but are not limited to setting a good example for those around you, being a good steward of the environment, being a good team member, contributing to communal efforts, setting realistic goals for yourself and others, and having fun!

You will be expected to be on time for team events and projects, and stay through the duration of the project. If you do need to leave early, you will need to inform in advance the supervisor that day. You will be expected to follow the rules and restrictions that apply to Buckeye Recreation Center as well as the TVAC Code of Conduct.

Responsibilities & Minimum Requirements

RESPONSIBILITIES

TVAC members will be required to work directly with campers, staff and guests of the facility, and perform scheduled activities in a safe, professional, and efficient manner.

- Closely monitor surrounding areas and all activities; watching out for and correcting potentially dangerous situations.
- Maintain safety standards for campers and guests of the facility.
- Develop a working knowledge of backgrounds of all assigned campers including allergies and/or physical limitations.
- Closely supervise all aspects of the campers' day including arrival, meal times, and departures and after hour's duties *as assigned*.
- Quickly identify potential problems, and alert Supervisor when appropriate. With the help of the Supervisor, resolve problems quickly and appropriately.
- Work closely with other Counselors and Staff Members to organize campers in each session or provide service for guests of the facility.
- Participate in daily TVAC meetings.
- Insure care, upkeep, and storage of facility equipment.

MINIMUM REQUIREMENTS

- Desire and ability to work within a community setting with people of all age levels and abilities.

- Ability to accept supervision and guidance.
- Good Character, Integrity, and Responsibility.
- Enthusiasm, sense of humor, patience, and self-control.
- Between 13 and 17 years of age.

TVAC Code of Conduct

I as a Teen Volunteer Adventure Corp. Member Will:

- Show respect to other participants, and treat them as well as I would like to be treated.
- Show respect to staff, and cooperate fully with their instructions.
- Know and follow the rules of the facility and grounds.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other participants or staff. I understand that pushing, kicking, hitting and/or fighting are not acceptable and will not be tolerated.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Be fully responsible for my actions and understand that irresponsible behavior will result in dismissal from the program.

Name of Participant _____ Signature _____ Date _____

Buckeye Recreation Center Building Policies

PROCEDURE PURPOSE:

To provide a guide to assure public safety, equitable treatment of all customers, and to help protect the Buckeye Recreation Center facilities, equipment, and personnel.

OVERVIEW

The following rules will apply to all users of the Buckeye Recreation Center and apply to the designated areas.

BUILDING POLICIES

- The designated operating hours may vary from time to time due to scheduled programs.
- General Building Use Fee entitles the customer to use the following areas when and where they are available: gymnasium, walking track, and kids play area. Additional fees are required for tennis court and fitness room.
- Food and drinks are allowed only in designated areas.
- Shoes and shirts must be worn at all times outside of the restrooms.
- Customers must conduct themselves in an orderly manner.
- No running or disruptive behavior in hallways or in the main floor area.

- While in the recreation center, children under 10 must be accompanied by a parent or guardian (16 years or older) at all times.
- All youth groups must have 1 chaperone for every 8 children. Chaperones must be 16 years or older and must pay to enter fee areas.
- Children 7 years of age and older must use the restroom of their gender.
- Alcoholic beverages are not permitted in the recreation center without a pre-approved Alcohol Permit.
- All recreation center visitors must enter and leave through the designated public entrances/exits.
- Only Service Animals are permitted in the building.
- Customers may not store personal property at the front desk. The Town of Beech Mountain is not responsible for lost or stolen items.

BASKETBALL COURT POLICIES

- In order to protect the gym floor, only non-marking athletic shoes are permitted. Sandals and street shoes are not allowed.
- Shoes and shirts must be worn at all times.
- Closed plastic beverage containers are allowed. Alcoholic beverages are prohibited.
- Food, gum, and radios are prohibited. Spitting, profanity, dunking and hanging on the basketball rims are prohibited.
- Disagreements, disputes, and arguments not settled in a timely manner will result in the participants being asked to leave the floor.
- No person shall engage in conduct infringing upon the rights of other participants.
- No person shall use words or actions that could provoke a violent response from the individual(s) to whom the words or actions are being directed.
- No person shall intimidate or threaten another person.
- No person shall use the gym for any activity other than its intended purposes, unless approved by the manager on duty.
- Games may be curtailed at management's discretion.
- The track and outer area of the gym must be clear for runners and other designated activities.
- Customers are responsible for the cost of any damages resulting from disorderly conduct or misuse of equipment.
- Rules and regulations will be enforced at all times by management staff. Violators of the above rules will be required to leave the center immediately. Repeat violators will be banned from the center.

TENNIS /VOLLEYBALL COURT POLICIES

- Only non-marking tennis shoes are permitted on court.
- There is a 1 1/2 hour time limit for tennis matches.
- Private instructions and classes are not permitted without written permission from the Town of Beech Mountain.
- Courts may be reserved for Town of Beech Mountain programs.
- Game rules are available at front desk

- All rules, regulations, and courtesies shall be observed.
- Food, gum, and radios are not permitted on court.
- Closed plastic beverage containers are permitted.

FITNESS ROOM POLICIES

- Only persons 16 years of age and older may utilize the fitness room unsupervised. Persons age 15 may utilize the fitness room with the direct supervision of an adult. An adult is defined as someone 18 years or older and direct supervision is defined as being immediately adjacent to the machine that the teen is using. The adult may be using an adjacent machine or standing next to the machine that the teen is using
- Children age 14 and under are not permitted in the fitness room. This includes strollers, baby carriers and children sitting inside the fitness room area while a parent/guardian is exercising.
- All users must receive an orientation by the Buckeye Recreation Center staff prior to the use of equipment.
- Rubber soled shoes that cover the entire foot must be worn at all times. For health and safety reasons, sandals, spiked shoes, work boots, and flip-flops are not permitted.
- Proper fitness attire is required. Shirts must be worn at all times. Bathing suits and clothing with exposed metal rivets or parts are not permitted in the fitness room.
- Food is not permitted in the fitness room. Closed plastic beverage containers are allowed. Alcoholic beverages are prohibited.
- Customers are responsible for wiping down equipment after each use and returning the weight plates and dumbbells to the racks provided.
- Town of Beech Mountain personal trainers conducting circuit training have priority. Please allow others to "work in" (share) the circuit equipment between sets.
- Cardiovascular equipment use is limited to 30 minutes when people are waiting.
- Use of a spotter when lifting free weights is required.
- Only Buckeye Recreation Center staff and personal trainers performing within the scope of their duties may train or instruct clients or customers. No unauthorized personal trainers, instructors, coaches or physical therapists are allowed to use Buckeye Recreation Center to train or instruct clients or customers.

CHILD'S PLAY ROOM POLICIES

- Children must be supervised at all times. Never leave children unattended in the child's play room. Chaperones are required to remain in the playroom and supervise play.
- When utilizing Softplay equipment children and chaperones must remove their shoes; socks are required. No outdoor shoes of any kind are permitted.
- No Food, Drink, or Gum allowed in the room.
- No Knives, Scissors, or anything that can puncture the equipment is permitted in the room with Soft Play Equipment.
- Outside toys and games must be pre-approved by the Manager on Duty before being brought into the room.
- Children over the age of 7 are not permitted to play on the Softplay equipment.
- Please help keep the room neat, put away the items you have used.

- The room capacity for active play is 12. A maximum of one chaperone per six children is required.
- Due to health department regulations diapers are not to be changed in the Child's Play Room.

- Customers are responsible for returning supplies and equipment to the places provided for them.
- Due to rentals and classes, Softplay Room availability is subject to change. Please call ahead to ensure the Child's Play Room or Softplay equipment is available.

Schedule and Time Specifications

TVAC registration deadline is Wednesday, June 15th by 8:30 p.m. You may obtain a registration form online at www.townofbeechmountain.com or call and we will be happy to send a registration form and information to you. Interviews will be held from Wednesday, June 15th, 2010 until Friday, June 17th, 2011. The interviews will be individually scheduled half hour sessions. Phone interviews will be an option for those that will not be arriving to Beech Mountain, NC in time to meet in person. Training for TVAC members will begin Monday, June 20th, 2011 at Buckeye Recreation Center at 11:00 a.m. The TVAC Program will commence on Monday, June 27th, at 8:00 a.m. and finish on Friday, August 5th. The last week of TVAC will be dedicated to trips and reward for all of those who complete the program.

June 15- Registration Deadline

June 15-June 19- Interviews

June 20-June 24- Training Week

June 27-August 7- TVAC Programs and Projects

August 8-August 12- Incentive Week

In order to participate in incentive week, participants must complete 80 hours or more in the program. Any hours obtained during training does count towards the 80 hours and there is no stipulation on when the hours are completed. The hours may be completed in two weeks or be spread throughout the course of the program. A time sheet is included in this manual and may be found on the last page. If you have additional time sheets for any other programs, I will be happy to fill them out and sign them as necessary.

Potential Projects and Ideas

Defining the Trail of Grassy Gap –This is one of the more important projects on the list. This project would consist of redefining the trail, laying rock, possibly installing stairs in certain sections, building natural bridges that blend with the surroundings, and making sure that the trail is well marked and coordinates with the map. The TVAC could borrow the tools from our shed and possibly public works.

Organize Fishing Derby at Buckeye Lake-This event/service project would be organized on a Saturday and advertised primarily to our campers. This event would not coincide with the Kiddo Fishing Derby at Lake Coffee but would be available as a small fund raiser. The funds could go towards any number of things, including back into the service projects that TVAC was completing (supplies, etc.).

Organize and Participate in a Community Trash Pick Up- This project will involve caravanning or possibly hiking to different locations that could stand to have the trash picked up. The creativity in which to market, and celebrate afterward would be up to TVAC.

Build Picnic Tables for Park Areas on the Mountain- This project depends on the need for the tables, the money for supplies in the Outdoor Budget, and the availability of the Outdoor Recreation Staff to supervise.

Devise a Business Plan and Proposal for a Snack Bar at Buckeye Recreation Center- The group would be given a budget to work with, and stipulations that the bar must be staff operated, not exceed the budget and stay within a business plan that the team devises.

Registration Form & Costs

PERSONAL INFORMATION

Member's Name _____ Sex _____ Age _____ Date of Birth ____/____/____

Parent/Guardian _____

Address _____

H. Phone _____ W. Phone _____ C. Phone _____ Email _____

EMERGENCY CALL LIST

Name _____ Relation _____ Phone _____

Name _____ Relation _____ Phone _____

Program Dates

June 15- Registration Deadline

June 15-June 19- Interviews

June 20-June 24- Training Week

June 25-August 5- TVAC Programs and Projects

August 8-August 12- Incentive Week

CONSENT/RELEASE

I _____, hereby grant permission for the participant to take part in the Teen Volunteer Adventure Corp. which is sponsored by the Town of Beech Mountain. I also agree on behalf of myself and the participant, not to make any claims or demands of any kind against the Town of Beech Mountain and any of its employees or agents for any loss or injury that the participant might sustain while engaged in the Teen Volunteer Adventure Corp. activities including transportation to any activities. I authorize such physician or medical staff, as the Buckeye Recreation Center staff may designate, to carry out any minor medical/surgical treatment and/or medication necessary, or to take the participant to the nearest emergency facility.

Parent/Guardian _____ Date ____/____/____

I also agree that photographs of the participant may be published for the purpose of publicizing or promoting programs operated and/or sponsored by the Town of Beech Mountain.

Parent/Guardian _____ Date ____/____/____

Health Information

PARTICIPANTS NAME: _____

Any Hospitalization? Any Serious Illness? Any Physical Disabilities? Any Special Needs?

Any Behavioral Concerns? How might these affect your child's participation?

Any Special Accommodations Needed? _____

Any Allergies? _____

<p><i>Complete this box if participant will be taking medication, including Epi-pens and inhalers during TVAC hours: MEDICATIONS SHOULD BE LABELED AND GIVEN TO STAFF FOR SAFETY REASONS. THE CHILD MUST BE AWARE OF NOT ONLY THE DOSAGE BUT WHEN THEY NEED TO TAKE IT.</i></p> <p><i>Name of Medications:</i> _____</p> <p><i>Reason for Medications:</i> _____ <i>Medications Dose:</i> _____</p> <p><i>Directions for Medications:</i> _____</p> <p><i>Family Physician Name:</i> _____</p>
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Costs and Frequently Asked Questions

- This is a free program. All participants will be volunteering their time and thus may receive credit hours for approved organizations. We do qualify as a nonprofit organization and our Tax ID number is available upon request. Even the week of incentives will be free of charge as a “Thank You” from Buckeye Recreation Center and the Town of Beech Mountain for the work and effort that was put into the program. To participate in Incentive Week, you must have completed the program in its entirety and in good standing as well as being approved by the supervisor.
 - Mail applications to *Buckeye Recreation Center, 206 Grassy Gap Creek Rd., Beech Mountain, NC 28604.*
 - Summer Day Camps run from 9:00 a.m. until 3:00 p.m. Sports camps will run on individual schedules. The TVAC groups will be on an individual schedule as well, however most days will be 8:00 a.m. until 4:00 p.m.
 - Please pack a lunch and drink for the program. There are kitchen facilities here, but we do not recommend bringing food that requires extensive preparation. The kitchen facilities are limited and TVAC members may be off-site during the lunch hour.
 - Every participant receives a Buckeye T-Shirt.
 - Check List: TVAC Member Code of Conduct, Registration Form, Health Information for each Participant.
 - What does my TVAC Member need to bring with them? Bring a lunch, a change of clothes, closed toed shoes, shoes that can get wet (either old tennis shoes or sandals with heel straps- no flip flops), sunscreen, a hat, a water bottle, a clean towel, and a snack.
 - Will my TVAC Member need any money? No. There are vending machines on-site that they are welcome to use, but there will be no costs for any TVAC members.
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- For more information call 828.387.3003 or go to <http://www.townofbeechmountain.com/>

Mission Statement
