

# **Three Mile Island General Camp Operations**

Last update May 2010

Three Mile Island Committee

This document establishes written operating procedures for Three Mile Island Camp and represents the intent of the Three Mile Island Camp Committee. It sets policy in areas that the Camp Committee feels are important to be formalized and provides guidance and direction to Camp staff. This document will be reviewed from time to time by the Camp Committee and amended as necessary.

## Table of Contents

Operation	Page
I Financial	3
II Responsibilities of the Registrar	3
III Reservations Policy	3
IV Camp Capacity and Occupancy	5
V Behavioral Standards	5
VI Length of Stay	6
VII Non-payment of Camper Bills	6
VIII Use of the Retreat	6
IX Use of Electronic Devices on TMI	6
X Special Lodging	7
XI Island Access	7
XII Table Assignments	7
XIII Washing and Bathing in the Lake	7
XIV Pets	8
XV Off-Season use of TMI	8
XVI Conservation and Environmental Education	8
XVII Boating Policy	10
XVIII Staff Policies	10
XIX Alcohol and Smoking Policy	12
XX Gift Policy	12
XXI Miscellaneous	13
Table of Revisions	14

## **I. Financial**

- A. The Depreciation Reserve Fund shall contain money budgeted for the repair and replacement of buildings and equipment. The minimum balance in this fund shall be \$50,000. Ten (10) percent of gross annual operating revenues shall be added to that fund each year. Expenses causing a temporary dip below the \$50,000 minimum should be approved by the Committee on emergency need only.
- B. The Operating Reserve Fund shall contain money transferred from the checking account at the end of the year after all bills have been paid. Ten percent of the total budget shall be considered Operating Reserve.
- C. Committee members designated by the Chair or Summer Manager to carry out a specific assignment should be reimbursed for telephone, postage, supplies, and gasoline expenses. Travel to and from regular meetings is not reimbursable.

## **II. Responsibilities of the Registrar**

- A. The Registrar will administer reservations for summer and for fall weekends according to his/her job description and implement policies as established by the Committee.

## **III. Reservations Policy**

- A. Seasons of Operation are as follows:
  - 1. Three Mile Island's two seasons of operation consist of the nine week summer season and four fall weekends.
  - 2. Optional seasons include the week between summer camp and the first fall weekend and the fifth fall weekend (between the fourth fall weekend and closing weekend).
  - 3. Work sessions may be held in the spring and in the fall, and as needed.
- B. Applications for reservations during the summer season at T.M.I. shall be considered by the Registrar according to the following policies, procedures, and guidelines:
  - 1. Application Deadline: Applications postmarked between January 1st and February 1st will be given first consideration. After the lottery process described below, the Registrar will consider other applications, in this order: (1) applications postmarked after February 1st, in order of receipt; (2) applications postmarked prior to January 1st. When February 1st falls on a Sunday, the spring newsletter will explain that the February 2nd date will be used instead of February 1st.

2. Length of Stay: Reservations may be made for a maximum of two consecutive or two separate weeks. Camper stays shall be on a Saturday to Saturday basis. Campers who stay less than the full length of their reservations and fail to abide by the cancellation policy shall be charged at the full rate for their reserved space.
  3. Lottery: All applications for weekly reservations which are postmarked between January 1st and February 1st shall be handled by random selection or lottery. Application forms will provide space to list a number of reservation week preferences. The first envelope selected will receive its first week or weeks' preference, as will all subsequent requests until a requested week is at capacity. When conflicts occur, applicants will be assigned their second or third preference, as the case may be, until no remaining space is available for any requests. Current committee members and families are exempt from the lottery during the week they are in attendance. Cabin preference will be considered but not guaranteed and all other reservation policies shall apply.
  4. Those who give three viable week options and cannot be accommodated will be given priority in the following year. Those who did not get their first choice of weeks, but accepted into other weeks during the current year, will not receive priority in the following year.
  5. Cabin Preference: Cabin preferences will be considered but not guaranteed. Special physical needs or needs for family proximity will have priority.
  6. Maximum Size of Reservations: A single reservation form for more than four cabins/twelve people will not be considered.
  7. Deposits: A deposit of \$100 per person per week is required. The deposit is non-refundable for all confirmed reservations. Deposits will be returned if space is not available in any of the requested weeks.
  8. Cancellations: Payment in full is required if any cancellation is not received at least 45 days prior to scheduled arrival. Reservations are transferable with permission from the Registrar and/or Summer Manager.
  9. Spirit of the Policy: The Three Mile Island reservation policy shall be administered in good faith by the Registrar at all times. In those cases where policy interpretation may be uncertain, the Registrar is empowered to exercise individual judgment based on common sense, fair play, and equity.
- C. Fall weekend reservations are administered by the Registrar through the lottery system described above for the summer season.
1. Deposits: Payment in full is due with reservations.
  2. Cancellations: Payment in full is required if any cancellation is not received at least 45 days prior to scheduled arrival. Cancellations received prior to 45 days of scheduled arrival will be subject to a \$25.00 per person processing fee.

#### **IV. Camp Capacity and Occupancy**

- A. The existing facilities and Crew shall serve an optimal level of 89 campers per week during the summer and 64 campers per weekend in the fall.
- B. When requested in advance and approved by the Summer Manager, day guests of campers may join their hosts at meals for the posted fee.
- C. Children shall be a minimum of four years of age to be campers.
- D. Occasional day visits of children under four years old shall be allowed, under the following conditions:
  - 1. Children are under continuous and total supervision of a responsible adult.
  - 2. Babies shall not be allowed at the dining table during meal times.
  - 3. The repeated daytime visit of a child under four shall be considered a violation of this policy.

#### **V. Behavioral Standards**

- A. Complaints about a camper's disruptive behavior which inhibits other campers from enjoying the Island, harasses the staff, or damages equipment or facilities shall be brought to that camper's attention by the Manager, the Assistant Manager or a designated Committee member.
- B. If a camper's behavioral problems, which in the judgment of the Committee cause a disruption of normal Island life, persist; the offending party may be prohibited from returning to stay on the Island by a vote of the Committee.
- C. In cases of gross misconduct requiring immediate action, the Manager will contact the Committee Chair in order to resolve the problem quickly. Resolution may include expulsion from the Island.
- D. The Committee has adopted the following policy in regard to parental supervision:
  - 1. The safety and behavior of children are the direct responsibility of their parents at all times.
  - 2. Complaints about a child's disruptive behavior which inhibits campers from enjoying the Island shall be brought to the attention of the parent or guardian by Manager, Assistant Manager or designated Committee member.
  - 3. If behavior problems which, in the judgment of the Committee, cause a disruption of normal Island life persist, the offending party may be prohibited from staying on the Island by a vote of the Committee.

4. The Registrar shall locate minor children in cabins or tents in the closest possible proximity to the cabin of the parents or responsible adult.
5. Parents may not leave the Island without their children unless another consenting responsible adult has been given charge of the children during their absence.

## **VI. Length of Stay**

- A. Summer camper stays shall be on a Saturday to Saturday basis. Fall camper stays shall be from Friday evening through Sunday or Monday afternoon according to the schedule for that weekend.
- B. Campers may register for a maximum of two weeks per summer season; however vacancies that remain unfilled after the Registrar has completed the lottery may be filled by any campers without regard to the two week limit.

## **VII. Non-payment of Camper Bills**

- A. Non-payment of camper bills shall be taken before the Committee, and the campers shall be excluded from the Island until their bill is paid.

## **VIII. Use of the Retreat**

- A. The Retreat should remain as a quiet place.

## **IX. Use of Electronic Devices on T.M.I.**

- A. This policy encompasses electronic devices used for entertainment (e.g. TV's, electronic games, music and books), communication (e.g. 2-way radios, cellular telephones), and computing (e.g. laptop and desktop computers).
- B. In order to best take advantage of what T.M.I. has to offer and to help preserve the Island as a unique place of retreat, simplicity, and quietude; campers are discouraged from bringing electronic devices to T.M.I. Those who feel that such devices are critical for business, personal use or for their enjoyment of T.M.I. shall use them only at their own cabins, and in such a way that neighbors are unaware of their use, both audibly and visually.
- C. The Summer Manager shall have a communications device available for emergencies and urgent business use only. It will not be available for camper or staff use.

## **X. Special Lodging**

- A. A guest fee shall be charged for non-A.M.C. members, including children.
- B. Lodging arrangements for full-time, permanent A.M.C. staff members are governed by A.M.C. policy and administered accordingly.
- C. The Committee Chair and guest shall have free board and lodging during the Chair's regular week on the Island.
- D. The Committee Treasurer and guest shall have free board and lodging when the Treasurer has business to be conducted on the Island, e.g. on-the-spot auditing.
- E. Committee members shall pay crew rate when on Island for Committee business.

## **XI. Island Access**

- A. Three Mile Island Camp welcomes people of all abilities. The character of the setting, however, does impose limitations. The rocky ruggedness of the Island and the dispersed nature of our facilities does not allow for accessibility to the full range of settings.
- B. We have been able to provide accessibility to the following areas given limited assistance: Main House and Access Trail, Main Dock, Edgewater 3 Cabin, and the Newcastle outhouse.
- C. Persons with disabilities may need to provide for assistance to gain access to services, for example: embarking and disembarking from the Launch. If campers have any special needs, they may advise the Registrar when making reservations to help determine if T.M.I. is suitable to their needs.

## **XII. Table Assignments**

- A. Current committee policy is that there are no table assignments.

## **XIII. Washing and Bathing in the Lake**

- A. In keeping with the laws of New Hampshire and T.M.I.'s environmental conservation tradition, sun-showers shall be utilized at each cabin, set back from the lake, for washing and rinsing. Wash water, rinse water, soap, or shampoo of any kind will be disposed of well back from the lake.

#### **XIV. Pets**

- A. Campers and staff shall not bring pets to the Island during operating periods. Exceptions shall be authorized for the Summer Manager by the Committee on a case-by-case basis and for off-season staff by the Off-Season Manager on a case-by-case basis.

#### **XV. Off-Season Use of T.M.I.**

- A. All off-season use is subject to approval of the Off-Season Manager.
- B. Permission to use the Island during non-scheduled sessions may be granted by the Off-Season Manager only to those individuals familiar with the Island.
- C. Special groups wishing to use the Island must submit an off-season use application to the Off-Season Manager for review and approval.
- D. Health and Safety:
  - 1. For health and safety reasons, the Island will be staffed by experienced Three Mile management and crews during scheduled spring, summer, and fall sessions.
  - 2. Early arrival of fall weekend campers who provide their own transportation to the Island is at the sole discretion of the weekend manager. Fall weekend managers must ensure that there is adequate staff available to provide for the safety and supervision of early arriving campers. No additional services will be provided to early arriving campers.

#### **XVI. Conservation and Environmental Education**

- A. Island Zoning
  - 1. The T.M.I. Committee shall act as a Zoning Board to hear any plans that will have an environmental impact on the Island in the future.
  - 2. The Island shall have a Zoning Map (see Appendix) with the following four zones:
    - a. Protected: the most restricted area. To be left in its natural state with three exceptions: removal of any dangerous condition, minimal clearance to preserve footpaths, and the use of mosquito control in the swamp.
    - b. Compromise: only a little less restrictive than Protected. Damaged trees may be cut out, minor cuts for aesthetic reasons, trails may be maintained, and buildings may be replaced.
    - c. Productive: tree cutting for Island use can be done on a selective basis.

- d. Urban: includes the existing built-up areas of heavy use, people activities and their needs submitted to the Committee for approval.
- B. Public Outreach: The Committee shall from time to time support local Lakes Region conservation efforts through donation, membership, or off-island volunteer efforts.
- C. Conservation
  1. The Committee, Summer Manager, Staff, and Campers of T.M.I. will support a lifestyle designed to limit intrusive effects on a fragile ecosystem and thereby preserve that ecosystem for future generations.
    - a. Spring use is limited to work weekends when approved by the Committee
    - b. Fall use is limited to weekends between Labor Day and Columbus Day except for maintenance work unless approved by the Committee.
  2. Recycling, carry in - carry out, composting, energy efficiency, biodegradable cleaning products, and other conservation measures are to be utilized whenever possible.
  3. Only non-hazardous substances will be used for mosquito control.
- D. Education
  1. An Island Educator will lead workshops for adults and for children.
  2. A summer guest speaker program will provide environmental and wildlife education for campers.
- E. The Committee may appoint a Forester and other consultants on an ad-hoc or regular basis as necessary for the Island's preservation, continuity, health, safety and planning.
- F. Tree cutting, pruning, and/or thinning to promote the health of the forest and the safety of the Island community shall fall under jurisdiction of the Committee following these guidelines:
  1. All cutting, pruning, and thinning shall be done according to the Island's Zoning plan.
  2. The Forester is exclusively responsible for designating cutting to promote forest health. The Island's Forester and a member of the Outreach and Education Subcommittee will walk the Island at least once a year to review cutting, pruning, and/or thinning needs.
  3. Operating managers may perform specific assignments under the advice of the Outreach and Education Subcommittee or Forester.

## **XVII. Boating Policy**

- A. Camp boats shall not be rented when a red small-craft warning flag is displayed at the Launch house.
- B. The mooring or anchoring of boats off cabin areas should be discouraged.
- C. Campers are encouraged to paddle or sail their own boats from the mainland whenever possible. Transportation of camper boats is at the sole discretion of staff based on prevailing conditions including time of day, weather and baggage boat capacity. In certain circumstances, campers with their own boats may be encouraged to leave their boat with their vehicle and return to the mainland at a later time to take advantage of better paddling or sailing conditions.
- D. Campers shall be responsible for lost or broken camp boat parts.
- E. Boats shall be operated according to N.H. laws at all times. Laws include requirements for personal flotation devices and lights for after-dark use of canoes.
- F. Camp power boats are commercially registered and require a driver with a N.H. Commercial Boat Operator's License. Before using camp power boats for the first time a driver must be checked out by the Summer Manager, Off-Season Manager or their designee.

## **XVIII. Staff Policies**

- A. The base compensation for all Crew and Staff members shall be established by the Committee.
- B. In addition to base compensation, the Committee reserves the right to award bonus pay to Staff and Crew.
- C. Room and board fees shall be deducted from Staff and Crew wages.
- D. All Staff shall be entitled to 2 vacation days per week. The Summer Manager is responsible for coordinating the vacation schedule.
- E. Summer Manager
  - 1. It is the responsibility of the Summer Manager to implement policies as established by the Committee.
  - 2. The Summer Manager maintains primary responsibility for Island operations during the ten week summer season according to his/her job description.
  - 3. The Summer Manager shall maintain job descriptions, hire Crew and Staff, and perform mid-summer and end of summer evaluations of Staff.

4. The Summer Manager shall consult with the Committee Chair if both the Summer Manager and the Assistant Manager will be off Island at the same time. An interim manager must be approved by the Committee Chair.
  5. The Summer Manager shall be evaluated by the Committee Chair at mid-summer and again at the end of the summer season.
- F. Assistant Manager
1. The Assistant Manager shall assist the Summer Manager in the operation of the camp and serve in the Summer Manager's capacity when he/she is off the Island.
  2. The Summer Manager and the Committee Chair shall evaluate the Assistant Manager cooperatively, once mid-summer and again at the end of the summer season.
- G. The Off-Season Manager maintains primary responsibility for Island operations during the fall, winter, and spring seasons according to his/her job description and policies established by the Committee.
- H. Crew:
1. Crew members shall be required to present a statement of good health signed by a physician.
  2. Spring work weekend and Fall closing weekend are conducted in the spirit of volunteerism.
  3. The typical work week for T.M.I. Crew members shall be structured to produce a maximum of 48 hours of employment.
  4. Each Crew member shall be entitled to 6 paid vacation days during the 10 week summer season, to be adjusted proportionately if the member is employed less than the full season.
  5. There is no tipping of individual Crew members. For those who wish to show their appreciation, the Crew welcomes contributions to their Crew fund.
  6. Crew Visitors, including former Crew (within five years) and friends of current Crew, are welcome on the Island for up to 2 nights subject to advance request and available space.
  7. Former Crew (within five years) can sleep in Crew quarters, work and eat with Crew for free.
  8. Crew friends and siblings can sleep in crew quarters, work and eat with crew for free.
  9. Former Crew who wish to use a camper cabin and/or eat with guests can pay half the daily rate.

10. Parents of Crew can stay for 2 days in camper cabins for half the daily rate provided space is available.
11. The Summer Manager has the right to reserve judgment on visitors.

### **XIX. Alcohol and Smoking Policy**

- A. Alcohol: It is the policy of Three Mile Island Camp that the camp will be managed in compliance with New Hampshire State laws regarding the consumption of alcohol. Therefore, employees of Three Mile Island under the age of 21 shall not drink alcoholic beverages, and no employee shall operate a motor vehicle or boat while under the influence of alcohol. In compliance with New Hampshire law, it is also the policy of Three Mile Island that no one shall procure alcohol for anyone under the age of 21. Any employee of Three Mile Island found to be in violation of this policy shall be subject to discipline, up to and including termination.
- B. Smoking: There will be no smoking on trails or in the public buildings: the Main House or porches, the Rec Hall, or the Retreat. Smoking, therefore, is restricted to individual camper cabins and a designated smoking area established by the Summer Manager. The T.M.I. community shall be reminded that cigarettes and cigarette ashes pose a fire hazard and are to be used with great care.

### **XX. Gift Policy**

- A. T.M.I. shall use the A.M.C. fund-raising guidelines for large amounts of money.
- B. T.M.I. shall accept items as gifts under the following conditions only:
  1. The donor or immediate relatives shall not be granted the exclusive, preferential, or free use of the article while they are at T.M.I.
  2. T.M.I. shall not be required to provide unusual upkeep or rebuilding costs if the Committee does not regard such expenditures as a good investment.
  3. Anyone performing free services, such as construction work shall not receive preferential or exclusive use of the constructed item.
  4. The nature of the gift shall be considered in the decision as to whether to accept the gift.
  5. All significant gifts shall be subject to acceptance by the Committee.
- C. All gifts of money or contributions shall be put into the operating budget unless otherwise directed.
- D. Memorial Gifts Policy, the Memorial Gifts Committee's responsibilities are to:

1. Draw up and maintain a list of things the Island would like to do or buy, which would be nice to have, but which would have neither the priority nor the urgency to make them a part of the regular annual budget.
2. Upon receiving word that someone is contemplating making a memorial gift, the Chair of this committee or his/her designee will discuss with the potential donor the Island's list of memorial opportunities. The purpose is to settle on a match with an item on the list, commensurate with the size of the contemplated gift and the interest of the donor. The donor also might suggest and the committee might accept something not on the list but which is in the spirit of the list and its intent.
3. A substantial and elegant, durable book, meant to last as close to "forever" as possible, will be acquired by the Island, elegantly imprinted with the legend "Memorial Gifts". A record of donations will be maintained in this book including a description of the gift, the name of the donor, and the name and dates of the person being remembered.
4. The Committee will write a letter of thanks to the donor and send a copy also to the family of the person being remembered.

#### **XXI. Miscellaneous**

- A. Blueberry Island: The Committee shall continue an affiliation with the Anderson family or current owner as to use and maintenance of Blueberry Island. A copy of the current agreement should be kept in Camp files.
- B. The T.M.I. mailing list shall be used only for T.M.I. business unless special approval is granted by the Chair.
- C. Peddling shall not be allowed on the Island.

## TABLE OF REVISIONS

Section	Date of Revision	Explanation
Title Page	May 1, 2010	Statement of Purpose added.
III.B.3.	Sep. 27, 2008	Dates changed to reflect new reservation policy; committee member reservation policy clarified.
III.B.4.	Sep. 27, 2008	Policy clarification for preference given to campers who were not accommodated in the previous year's lottery.
III.C.2.	Sep. 27, 2008	Second sentence added to institute \$25 fee for fall weekend cancellations.
IX.A.	May 1, 2010	Modified for clarity and to address the use of electronic books.
XII.A.	Feb. 6, 2010	Revised based on committee vote of Oct. 3, 2009 to eliminate table seating assignments.
XV.D.2.	Oct. 3, 2009	Added to establish policy on early arrival of fall weekend campers.
XVII.C.	Oct. 3, 2009	Second and third sentences added to clarify policy on transportation of camper boats.
XVII.F.	May 16, 2009	Added to formalize policy on use of camp power boats.