



Tzevet Handbook

Summer 2017/5777

Welcome

Dear Tzevet,

We are so excited that you are joining us this summer. Being a camp staff member is unlike any other job, and a Bnei Akiva Moshava camp is unlike any other camp. We build a community of values each summer in which every staff member and camper plays an integral part. Please review this Staff Handbook carefully to prepare for the unique experience ahead of you.

I want to introduce you to a few core principles that you will surely hear over and over again this summer: Rosh Gadol, Gemishut, and Dugma Ishit. These are principles that we believe distinguish us a machane, and that we hope and expect that you appreciate and incorporate in a deep way:

Rosh Gadol: Rosh Gadol literally means “big head”. The most important quality you bring as a member of our tzevet is your Rosh Gadol. This means that you must always see the bigger picture. Your tafkid (role) in our machane (camp) does not begin or end with a job description. Rather, it is your responsibility to feel a sense of ownership over the entire program. The Rosh Gadol does not wait to be told what to do—he or she looks for the next thing that needs to get done, takes initiative, and makes it happen!

Gemishut: Gemishut means flexibility. As a young camp, we value and require the attribute of Gemishut in our tzevet. Gemishut means rolling with the punches, adapting to what is required, and always being prepared for anything. Expect the unexpected, and be prepared to pitch in at all times and in all ways.

Dugma Ishit: Personal example. We believe that every member of our tzevet, regardless of position, is an educator. Our chanichim (campers) learn most of all from watching and emulating us. The way that we walk, talk, and interact with each other teaches our campers the most valuable lessons of all.

Thank you for joining Moshava California. I look forward to a wonderful summer with you!

Rabbi Menachem Hecht, PhD
Camp Director

Please make sure to read the entire guide to be aware of the specific rules and guidelines of Moshava California. Moshava California is a program of Bnei Akiva of Los Angeles. All volunteers and employees are engaged exclusively by Bnei Akiva of Los Angeles, a California corporation and no other entity. For any questions regarding employment policies, please refer to the Employee Handbook of Bnei Akiva of Los Angeles.

General Information

Prior to camp

- Staff contract and forms (which can be found in your online camp account) must be completed and uploaded to your online camp account. If you have questions, please check with our office (office@moshavacalifornia.org) to make sure you are up to date.
- Staff are expected to be present for Shavua Gibush (staff training week), which starts on Wednesday June 21 for Session I (buses depart LA and LAX for camp at 3pm) and Sunday July 23 for Session II (Buses depart LA and LAX for camp at 3pm). Please share your travel plans with us through our Staff Travel form.

Days and nights off

First session staff members receive two days off during the session. Second session staff members receive one day off and one night off during the session and can sign up for a "night off bus". Nights off begin at 7:30pm and end at 12:00am.

Personal Vehicles

Parking in camp is highly limited. Staff members must receive permission to bring a car to camp. If you would need to keep a car at camp, please speak to camp director Rabbi Menachem Hecht (menachem@moshavacalifornia.org).

Guests

Camp is a closed community. All guests must be cleared by our director, Rabbi Menachem Hecht. Camp reserves the right to select or turn down guests, set conditions for acceptance of individuals as guests, or modify the number of guests based on its program or other needs and considerations. Approved Shabbat guests are requested to arrive at camp between two and three hours before Shabbat, and to depart immediately after breakfast Sunday. Individuals who arrive at camp at any time without proper authorization and permission will not be permitted to enter or remain in camp.

Health insurance

All staff must provide the camp office with a valid health card number and/or details of medical insurance carrier. This is a particular issue for international staff, so if you live outside the US, make sure you set up travel insurance well before you leave for camp. Israeli staff: please note that Kupat Cholim does not work in the US.

You cannot work at camp until your health form is submitted. Staff members are required to bring an adequate supply of medication for any pre-existing conditions to last the duration of the camp season.

Personal property

Damage, loss or theft of personal property or damage to private vehicles is not covered by camp insurance. It is therefore recommended that you do not bring valuables to camp.

Dugma Ishit

Behaving as a positive role model (Dugma Ishit) in all staff positions and at all times is essential. Your direct influence on children by proper actions, speech, dress and religious conduct is paramount.

- All campers deserve our time and attention. Be careful to not "play favorites." Make the effort to find special and positive traits in every member of our camp community.
- Create an environment of nurture, trust, and care to enable our campers to develop independence, self-confidence, and social skills. Avoid punishments, threats, and any kind of language that will engender fear and distrust. Never shame a camper or fellow staff member.
- Participate fully in all camp activities and programs and be present at every tefilla and at meal-times.
- Adhere to our dress code.
- Use proper language at all times, whether in front of campers or not. Vulgar language, cursing, name calling, and abusive language are not tolerated in camp.

Supervisor and Job Description

Every staff member in camp has a direct supervisor and a job description. You will be introduced to your supervisor and will have your job description shared with you during Shavua Gibush. Please approach your supervisor with any questions, concerns, or issues over the course of the summer.

Storing Valuables

At your request, and at your own risk, we will lock up your valuables (money, passports, cameras and musical instruments) in a location that is more secure than your cabin. However, we cannot be responsible for the theft or breakage of your personal items no matter where they are stored since we are not insured against the property losses of our employees.

Phone calls

If friends or family call you during the day, the office tzevet will take a message, and you may return the call at night. In the event of an emergency, you will be contacted immediately and be allowed to use the office phone.

Phones with outgoing lines are located in the administrative office, the program office, the infirmary, and the pool. The pool phone is to be used only in emergencies.

Cell phones

Personal cell phones or other wireless communication devices are permitted in Camp Moshava by staff ONLY at designated times in designated areas. Any staff member not following the rules may have their devices confiscated and returned once the campers leave.

Staff are never allowed to carry smartphones during camper waking hours. Before 10pm, staff members can use their phones ONLY in approved areas (limited to: office, tzevet lounge, staff housing) and ONLY during a peula off. After 10pm, tzevet can use smartphones in public places. Hadracha can NEVER use smartphones in camper bunks when campers are awake- including as alarms to wake up in the morning.

Purchases

Any purchases of equipment or supplies for which you want to be reimbursed must be cleared in advance with the camp director.

Laundry

Tzevet members may send their laundry out together with the camper laundry, which goes out approximately every 10 days. Camp Moshava assumes no responsibility or liability for loss or damage to laundry through the laundry service.

No tipping policy

Cash gifts/tipping by parents of campers is not permitted and shall not be accepted by staff.

Snacks in camp

We are a Nut Free camp. Snacks are available through Shekem, and distributed by bunk every day. No food packages are accepted at camp.

The Three Weeks and the 9 Days

Halacha which pertains to the three weeks will be reviewed during camp. Regular laundry service will continue during the three weeks. Laundry will be sent out during the nine days only if necessary. The Camp Director and Camp Doctor will determine who is not fit to fast on fast days.

Additional Responsibilities

All tzevet members are expected to attend daily and weekly staff meetings. All tzevet members will be assigned additional responsibilities to aid in the operations, service, and cleanliness of camp (these are referred to in camp as *Toranut* and *Avodot*).

Safety & Security

Safety is our #1 priority.

- Camp staff are trained in CPR, First Aid, and AED during Shavua Gibush.

- Camp has 24 hour uniformed security on duty.
- Camp has comprehensive emergency protocols, including fire, missing camper, intruder, weather emergency, and dangerous animals which we will review during staff training. If you see something out of the ordinary or concerning do not hesitate to speak up and bring the matter to your supervisor or a member of the camp senior staff.
- Camper-counselor relationships are essential to the camp experience, but tzevet members must take absolute care to avoid even the appearance of impropriety. No lap-sitting, frontal hugs, kisses, massages, or tickling. No touching in areas that would be covered by a bathing suit. Before touching a camper, consider: might this contact make the camper, the camper's parents, the camp director, or any onlooker uncomfortable?
- Tzevet are mandated reporters. In addition to following mandated reporting requirements, if you suspect or observe child abuse of any kind you must report it to a camp supervisor or administrator immediately. Do not investigate alleged abuse on your own. These protocols will be reviewed during staff training in detail.

16 Essential Camp Rules

Any breach of any of these regulations is grounds for immediate dismissal.

1. No alcoholic beverages of any kind, including beer, are permitted on Camp property or during any Moshava activity at any location, on or off site.
2. No staff member shall return to camp from a day off in a manner deemed unfit for work by the Director.
3. No smoking is permitted in or around the Camp property or during any Moshava activity at any location.
4. No inhalation/injection/ingestion/application of any substance which, in the view of the Camp is of a non-medicinal nature and/or has not been prescribed for you by a licensed physician acceptable to the Camp is permitted. Such substances include, among others, marijuana, cocaine, tobacco and tobacco substitutes.
5. Our camp is in a fire danger zone. Outdoor fires may not be started without the permission of the Site Manager. Shabbat candles may be lit only in the Chadar Ochel in the area designated for that purpose.
6. No tzevet member may leave Camp property or any Camp program being held away from the Camp grounds, except with the permission of the Camp Director or Rosh Moshava.
7. Tzevet members are expected to be Shomer Negiah. No male/female physical contact is permitted.
8. Tzevet members are expected to be fully Shabbat observant. Specific questions should be directed to the camp director.
9. Areas off-limits for staff without specific permission include: maintenance shed, wastewater plant, Malon (guest house), top of the hill, and all specialty areas (including but not limited to: art barn, music room, pool, chadar ochel) after program hours.
10. No tzevet member is permitted in the bunks or in the immediate vicinity of the bunks of the opposite gender without explicit permission of the Camp Director or Rosh Moshava.
11. No weapon of any kind, including any knife, switch blade, fire arm, martial arts device, etc. firecracker, fireworks or any toy/weapon/utensil which in the opinion of the Camp Director or Rosh Moshava may be unsafe or dangerous to others is permitted to be on or around the Camp property.
12. No physical, verbal, emotional, or sexual abuse of any kind may be directed at any person, whether purportedly for the purpose of discipline or otherwise. Abuse witnessed must be reported to your supervisor and the camp director. Failure to report child abuse is immediate grounds for dismissal.
13. No vandalism or intentional injury, loss, destruction, damage or theft of any kind caused to others or the property of others will be tolerated. Failure to terminate and report any such activities, which come to your attention will not be tolerated. The cost of repairing any such loss or damage is the personal responsibility of the tzevet member involved.
14. No dating or romantic relationship between a tzevet member and a camper of any age is allowed.
15. No social media, internet, or other contact with campers is allowed before or after the camp program without the full knowledge of the camper's parents. Tzevet members may not post pictures of campers on social media.
16. The laws of the California and the USA must be followed at all times. We reserve the right to search a staff member's personal items in the presence of that staff member.

BREICHA (POOL) PROCEDURES

For safety and insurance reasons, no one is allowed to enter the pool area unless the head lifeguard is present. You may also enter the pool area if you are supervised by a camp lifeguard WITH THE PERMISSION OF THE HEAD LIFEGUARD. Using the pool without camp authorized supervision is grounds for immediate dismissal.

Other rules for breicha activities:

1. Any staff that does not follow the rules and regulations of the pool or set out by the Head Lifeguard will receive one warning and may be banned from using the pool. If there is a repeat offense, you may be asked to go home.
2. Campers may only be excused from swim by presenting a note from the doctor or nurse.
3. It is important to insure that your campers and you personally are well protected from the sun's harmful rays. After swim periods, be sure that you and your campers have reapplied sun block and rehydrate.
4. To respect the *Tzniut* of others, males should not be in and around the pool area during female swim and vice-versa.
5. Tzevet at the pool must dress appropriately. Banim may not wear speedos. Banot must wear 1 piece bathing suits.

15 Mitbach & Chadar Ochel Rules

1. Only people involved in the preparation of food are permitted into the Mitbach and the staging area.
2. Please treat the Mitbach tzevet with the same respect and patience you would like them to treat you.
3. Any person working in the Mitbach, be it regular tzevet, Shabbat rotation, etc. is required to wear an apron, close toed footwear, and have long hair pulled back into a bun. Hands must be washed thoroughly with soap prior to handling of any food, and disposable gloves must be worn before handling any ready to eat food.
4. Use Purell or wash your hands with soap and water, and remind your campers to do so as well before every meal!
5. Only two people from any one table should be up visiting the salad bar at any one time.
6. Counselors who have a camper who has a food allergy or other dietary restriction must check with the Mitbach about ingredients in a meal, and make sure the camper secures any special alternative allergy friendly meals that are made for them
7. Campers should follow our “try one bite” policy of the main dish, and see if there is anything they can eat in the salad bar before requesting a sandwich. Staff are expected to role model this policy.
8. Meals are sent to the Marp only when a note or message is provided from the nurse or doctor.
9. Each bunk is on a toranut rotation. It is imperative that you come on time for toranut, otherwise the chadar ochel will not be set and the entire camp will have to wait for the meal to begin. The bunk on toranut is responsible for ensuring the chadar ochel is cleaned and may not leave until dismissed by the Rosh Chadar Ochel.
10. Second portions are not to be given out until everyone has had first portions.
11. Tzevet members are required to be at all meals. Make sure the campers are served before the tzevet.
12. Hadracha whose bunks are in toranut are expected to help their chanichim. Toranut is not a “free” peulah.
13. We expect your cooperation in helping gain quiet and order during announcements and programs in the chadar ochel. This is especially true on *Shabbat* when a microphone is not available.
14. Your positive participation and assistance by singing, dancing and *benching* with the camp is essential to the success of our program.
15. If you need anything special from the Mitbach for a bunk activity please request it one week in advance using the forms in the chadar ochel, and check with the chef within 24 hours of submitting your request to see if it can be accommodated.

MAINTENANCE PROCEDURES

1. If your bunk or any facility requires maintenance or repairs (broken screens, burned out lamps, etc.), please fill out a work order forms in the office. Make sure your writing is legible and include your name, the date and time, location of the problem and a brief description of the problem. Place the form in the box marked maintenance requests located in the office. Please allow 48 hours for any repairs
2. For problems of a more immediate nature (e.g. flooded toilets) or if you want to report a hazardous situation in camp (wasp nests, fallen trees, sharp objects, a live electrical wire etc.), contact the office immediately.
3. The pluga tzevet requires authorization from the Site Manager or Camp Director prior to proceeding with any repairs. Please do not approach the plugah tzevet directly for any maintenance needs.
4. Smoke detectors and fire extinguishers should be found in any cabin or room where people sleep. Never disconnect or disable a smoke detector. Report any problems (low batteries, false alarms, etc.), immediately to the Site Manager.
5. Extra garbage bags can be found in the office. Requests for materials used for chugim and special programs should not be made directly to the maintenance tzevet, but should be made on a requisition form to the Rosh Edah or Rosh Plugah. We ask that all requests be made at least 48 hours in advance.
6. Maintenance vehicles including but not limited to the ATVs, Tractors, and Utility vehicles are off limits to all general staff.
7. The maintenance facility as well all maintenance equipment is off limits to general staff. No equipment or supplies are to be taken from the facility with out explicit permission from the Rosh Plugah, Site Manager, or Camp Director.

INFIRMARY PROCEDURES

3 types of problems: emergencies, urgent problems, not urgent problems

The camp nurse and doctor are ALWAYS available by phone or in person for emergencies and urgent problems. We urge you to consult this page before calling after hours. After hours calls should be reserved for emergencies and problems requiring urgent attention. Non urgent problems should be taken care of during the day, during the next open infirmary hours.

Problems that are EMERGENCIES:

- Stopped breathing

If you encounter someone who is not breathing, ask someone nearby to find the nearest walkie talkie to radio the nurse/doctor on call and to find the nearest phone (likely in a camp office) to call 911 and call the nurse/doctor on call. Begin breathing assistance until help arrives.

Problems that are URGENT (immediately call the nurse/doctor on call any time night or day):

- Choking (encourage the person to cough. As long as they can cough and breathe, do nothing. If they cannot breathe or cough then get help immediately)
- Loss of consciousness
- Very lethargic or difficult to arouse or communicate with
- Severe pain or headache that prevents or interrupts sleep, or starts acting very sick
- Asthma flare or any other breathing difficulty that persists even when breathing through the mouth instead of the nose
- Bleeding that you cannot stop with bandages and 10 minutes of direct pressure
- Vomiting more than once, or diarrhea more than three consecutive times
- Any severe injury, including possible broken bone
- High fever

NON URGENT problems that can wait to visit the infirmary at the next open hours:

- Not eating or drinking fluids well
- Earache that is not painful enough to interrupt activities or sleep
- Mild or questionable fever
- Report of finding blood in toilet after using the bathroom
- Any aches, pains or injuries
- Difficulty sleeping
- Headaches
- Sneezing / itchy eyes / itchy skin / skin rash

- Mild breathing difficulty such as stuffy nose or coughing

Marp Hours

There are first aid supplies available to staff 24/7. You can find them in a kit located just outside the infirmary door. This kit is to be used by staff only. If campers need first aid supplies then staff should accompany them.

The infirmary is open:

- After breakfast
- After lunch
- After dinner
- At camper bedtime

These are the four times of day that campers or staff may need regularly scheduled medications. Campers in need of regular medications will need their counselor to remind them each time they are expected at the infirmary.

Campers who have not been feeling well will need their counselors to remind them and encourage them to go to infirmary open hours. DO NOT minimize the complaints of your campers. There are a variety of children's illnesses that may not seem serious but should nonetheless be evaluated by a nurse or doctor.

Encouraging visits during open hours is important. The camp nurse and doctor are there because they want to care for the needs of campers and staff. But please do not abuse after hours privileges. The camp nurse and camp doctor will be always be available on call 24/7 for the entire summer. In other words, there is ALWAYS medical staff on call in case of emergency. But the doctor and nurse need sleep just like everyone else.

Calling the nurse or doctor in the middle of the night should be reserved for problems that need urgent attention. Non-urgent matters need to wait for the next open infirmary hours. Forgetting to go to open hours during the day is not an urgent matter.

Please see the information sheet on how to determine if a medical problem is urgent and needs immediate attention or if it can wait for the next open hours.

9 Tzevet Responsibilities For Camper Health

1. Ensure campers WASH HANDS or use hand sanitizer before all meals. This is in addition to washing before Hamotzi.
2. Ensure campers SHOWER as needed and always on Erev Shabbat.
3. Ensure campers GET ENOUGH SLEEP.
4. Encourage campers to APPLY SUNSCREEN every morning and reapply at least once during the day. Monitor campers for sunburn. If they are starting to sunburn then encourage sunscreen application even more frequently. Help them find the areas they are missing and are getting too red.
5. Encourage campers to DRINK LOTS OF WATER at every meal. Hydration is important in the summer sun.
6. Remind campers to GO TO INFIRMARY OPEN HOURS when they are scheduled to take medication or if they have not been feeling well.
7. Help campers bring ALL PERSONAL FOOD TO THE OFFICE where it will be kept safely until the end of camp. No food is allowed to be kept in personal belongings. There are campers with food allergies that could have life threatening reactions.
8. Have campers keep ALL MEDICATION IN THE INFIRMARY. This includes vitamins, inhalers and pain relievers. Seemingly innocent medications like Tylenol must be monitored because they cause serious overdose if taken too often or in doses too high.
9. Help all campers keep to their SPECIAL DIETS. Campers may prefer to eat what their friends are eating because they fear being judged, but if they stray from their special diet they will end up sick. Help support campers on special diets to eat what their own body needs. Our chef is aware of all medical needs and will prepare special food to meet all medical needs. Do not allow anyone to criticize what may be healthy or safe food choices for another camper. In other words, "Don't Yuck his / her Yum!"

NOTES ON THE DAILY SCHEDULE

Kima	Counselors should arise immediately upon be woken, wake their campers promptly, make sure that they are washing up and dressing appropriately, and at mifkad on time. Mifkad is not optional.
Tefilla	Sit with your campers, and be an example of proper respect for Tefilla. Make sure that all campers know the place in the Siddur or Chumash.
Meals	Campers and tzevet should remain seated during meals. Food should be distributed calmly and fairly. Be sure that campers with special dietary needs are receiving their meals. No one is to eat outside during meals.
Nikayon	<p>Make sure that all beds are made properly. Sleeping bags are not to be used as blankets. Clothes should be folded neatly and placed in cubbies, laundry in laundry bags. The beds and cubbies of tzevet members should serve as models for campers. Windows should be opened and the bunk aired out. The complete bunk, including the floor under the beds and in the back of the bunk must be swept daily. The porch and grounds around the bunk are to be cleaned as well. Wet clothes should be hung up appropriately. Garbage should be removed daily.</p> <p>Nikayon wheels are an excellent aid in dividing up tasks between campers, but counselors should be sure to participate in the clean-up. It is not reasonable for a counselor to be resting, socializing or away from the bunk while campers are expected to be cleaning. Specialists must complete cleaning their own personal areas prior to the time at which they must be at their peulot. There will be both scheduled and spot nikayon inspections.</p>
Peulot	You must ensure that all campers attend all peulot. As counselor, you should participate with your campers in all activities. It is in this way that you can best observe your campers, assist them and be aware of their progress.
Menucha	Campers should relax in or around their bunks during Sha'at Menucha. This is the ideal time for writing letters.
Lights Out	It is important to calm your campers down in preparation for bedtime. This is a good time for building relationships: discuss the day's activities, reinforce positive points or tell stories.

Time Off	All Tzevet are entitled to time off. Hadracha will all be allowed one peulah off a day with the permission of the Rosh Edah and all tzevet will be allowed to take 1 day off which will be outlined in camp. All Tzevet must return to camp in a fit manner to carry out their job. Any staff member deemed unfit to work will face consequences and their jobs is subject to termination.
Shmira	Shmira is done with a rotation of tzevet members. "In bunk" Shmira is done by hadracha. There always must be at least one hadracha member in bunk as long as kids are awake.
Curfew	Working in camp is rewarding, yet often very exhausting. Therefore, tzevet members are expected to return to their living quarters by 1:00 a.m.

Dress Code

Banot are ALLOWED to wear:

- Pants or shorts that cover the knee while sitting
- Skirts that cover the knee
- Sweat pants
- Jeans, slacks, pants, etc.
- Shirts must be long enough so that no midriff is exposed when you are standing, sitting or as a result of regular movement
- One piece bathing suits only in the pool area
- Pierced earrings are allowed as long as they are studs and do not dangle

Banot are NOT ALLOWED to wear:

- Short shorts, tight fitting skirts or mini-skirts
- Tank tops, sleeveless shirts, cap sleeves
- Low cut or tight fitting shirts or tops
- Leggings as pants
- Body piercing –nose-rings, belly button rings etc.
- Clothing with slogans written inappropriately across the chest or rear end
- Underwear that shows at any time
- Two piece bathing suits

On Friday nights, girls must wear white tops and navy blue or dark skirts. While girls do not need to wear blue and white on Shabbat day, they should be in Shabbat appropriate attire—no pants, shorts, jean skirts, t-shirts or sneakers.

Banim must wear:

- Kippot (or baseball cap or other head covering) and tzitzit

Banim are NOT ALLOWED to wear:

- Short, immodest shorts (All shorts must cover the body modestly)
- Tank tops or undershirts (worn alone) – Shirts must be worn at all times!
- Earrings or body piercings of any type
- Underwear that shows at any time

On Friday nights, banim must wear white button-down shirts or white collared two-button polo shirts and navy blue or dark slacks. While banim do not need to wear blue and white on Shabbat day, they should be in Shabbat appropriate attire—no jeans, shorts, t-shirts or sneakers.

Recommended Packing List

- 12 T-shirts or tops (mix of long and short sleeves)
- 4 Pairs of pants/jeans/skirts
- 6 Pairs of shorts
- Ample supply of socks & underwear
- 3 Pajamas
- 2 Friday night outfits- white top and blue bottom
- 2 Shabbat day outfits
- 1 Pair sneakers, 1 pair of Shabbat shoes, 1 pair of sturdy shoes/boots for hike
- 1 Pair of flip-flops (shower shoes)
- 1 Pair "Teva-like" sandals (optional)
- 1 Pair of rain boots & 1 rain coat
- 1 Warm jacket
- 3 Sweatshirts & Sweatshirts
- 2 Swimsuits (one piece only)
- Hat or cap for hikes
- Boys: 3 extra kippot & 3 extra tzitzit

Personal items

- Washable laundry bag
- Canteen/reusable water bottle with strap
- Softball glove
- Knapsack
- Shampoo and Soap/ Bodywash
- Sunscreen
- Comb/hairbrush
- Camera (inexpensive, please)
- Toothbrush & toothpaste
- Flashlight (with extra batteries)
- Tefillin for boys
- Bug/mosquito repellent
- Caddy/bag to carry toiletries to bathroom

Linens

- 1 Pillow
- 1 Blanket
- 1 Sleeping bag
- 2 Pillow cases
- 2 Sets of twin sized sheets
- 2 Large beach/pool towel
- 2 Large bath towels
- 2 Small hand towels