

Camp Ho Mita Koda
Paintball Manual
2018



Paintball Training: Prior to the arrival of campers, paintball instructors will attend paintball orientation as a part of week-long staff training. During this time they will demonstrate proficiency with fundamental paintball skills (including safety, marker management, and range training). Furthermore they will review the contents of this Paintball Manual. The Program

Instructor Responsibilities:

During paintball activities, the safety of the participants is the first priority.

- Instructors must have a certification from nationally recognized certifying body and will verify skills during Paintball training before camp begins and during weekly in-service training.
- All Instructors will be required to verify paintball safety skills during staff training before camp begins and during weekly in-service training.
- Instructors will also be expected to have current First Aid certifications.
- All paintball activities must have a certified person on duty with safety skills commensurate with the activity.
- The Paintball Program Specialist will conduct periodic assessments as well as continual observation during activity periods. Instructors will be responsible for self-evaluation, accurate feedback, and attending debriefing sessions.
- Instructors will be responsible for attending both general and instructor specific staff meetings.
- For identification, Instructors must wear a green goggle face mask for easy identification while on duty.
- Instructors are responsible for carrying the appropriate equipment prior to an activity. This includes:
 - Proper safety equipment such as paintball marker or gun, marker maintenance kit, safety plug.
 - Paintball mask, additional packs of paintballs, glucose tabs, alcohol swabs and band-aids.
- Perform the duties of an Instructor as required: first aid and CPR.
- Serve as an instructor during paintball range use. While on duty, must be facing firing range, attentive, and in Shooting range or appropriate location usable for surveillance and safety.
- Provide proper instruction for the use of any paintball equipment.
- Instructors are expected to arrive 5 minutes early and must coordinate with their other activity leaders to bring campers from cabin area to paintball range.

- Instructors are expected to check all equipment prior to use in an activity to ensure it is safe and functional.
- Ensure presence of dispensary, availability of stocked first aid box and emergency walkie-talkie.
- Instructors are expected to check attendance before and after activities. The camp secretary will provide all activity leaders with an attendance list.
- Instructors are responsible for locking paintball range sheds and closing and locking all doors at the end of the activities after ensuring that the activity area is organized and left the way it was at the beginning of the activity.
- Serve as an activity instructor for campers during designated paintball activities. Programs will include, but are not limited to target practice, team competition, marksmanship and accuracy lessons.
- Instructors are responsible for preparing lesson plans for activity periods and leading engaging and active activities. Lesson plans will be reviewed by the Paintball Program Specialist prior to the start of the activity.
- Enforce, demonstrate, and serve as a role model for all facility rules at the paintball range. This will include a mandatory safety discussion at the commencement of any and every activity.
- Instructors are to administrate and assess paintball abilities of all campers at the paintball range.
- Monitor camper behavior and prevent problems.
- Perform duties as assigned by Paintball Program Specialist.
- Assist in care, preparation, and cleaning of paintball equipment at the paintball range.
- Conduct minor paintball range maintenance including inspecting, sweeping, organizing equipment and cleaning.
- Remove from service any equipment that is worn, broken, or in any way unsafe. Report to supervisor.

Responsibilities of Uncertified Staff:

At no time will an uncertified staff member serve in the role of a paintball instructor.

- Uncertified staff will be expected to continue their role of providing camper supervision, enforcing camp rules, and interacting with campers. This will include supervision of campers on the firing range, the staging area, the grass around the equipment shed.
- Staff is also expected to be attentive to the medical needs of campers: which would include awareness of symptoms of hypo-hyperglycemia, supervising blood sugar testing, and treating campers according to camp protocol for program staff.
- Following shooting range competition, counselors will account for all campers in their cabin.
- In some circumstances, where additional coverage may be needed, staff may be asked to serve as lookouts to assist instructors. In this event, they will have first completed an orientation that includes Basic Paintball Safety training.

Responsibilities of Dispensary Staff:

- Dispensary staff is to provide medical assistance to the Instructors and in the event of an emergency and will take responsibility for the medical treatment of a victim following a safety.
- Dispensary staff is expected to monitor the medical needs of campers: which would include symptoms of hypo-hyperglycemia, testing campers' blood sugar, and treating campers.
- Dispensary staff carry a First Aid kit and are responsible for stocking emergency supplies
- Dispensary staff is asked to arrive 5 minutes early as **no** paintball activity will begin without the presence of a dispensary member.

Supervision Ratios

There will be at least 2 instructors and 1 dispensary member present before an activity can begin.

At the range:

- 1 instructor for every 8 players, with a minimum of 2 instructors, one of whom is an adult.
- Instructors are expected to stand behind the booths at the paintball range. The Instructor may choose to stand on the ground next to the paintball range, but must be able to provide the same level of surveillance and safety capabilities as in behind the booths.
- Certain situations or activities may require additional Instructors or changes in positioning and supervision areas at the discretion of the Program Specialist.

Paintball Rules

Rules at the paintball range will be posted and clearly visible. The Paintball Program Specialist and Instructors will be responsible for providing staff with an orientation to paintball during staff week and campers and other visitors with a safety orientation an activity.

Paintball Range Rules (Posted):

- No Running, WALK AT ALL TIMES
- No Horseplay
- Be Respectful of Instructors, other players, and camp property
- Exit Paintball range immediately when so directed
- Return equipment to designated area
- Be aware of other players when entering the paintball range
- Protective goggles must be worn at all times when entering and exiting playing field
- Always chronograph your marker no more than 280 FPS (Feet Per Second)
- Markers must be capped at a Rate of Fire no more than 12.5 or 15 bps (balls per second)
- Marker boards must be in the correct firing modes: Semi-Automatic or Ramping
- Listen to Counselor instruction before and during the game
- When finished with firing markers at range, exit the field or to the sideline with your protective mask still on
- Apply barrel sock to marker before leaving the field, point marker down towards ground when not in use

- Have Fun!
- Shoes must be worn at all times.
- No Rough Housing
- Equipment may not be used without staff supervision
- Ask staff to take equipment out of the shed
- Return all equipment to the paintball shed the way it was found
- Instructor must be on duty during all paintball activities.

Supplemental Rules:

- **A dispensary member must be present before an activity can begin**
- No shooting from outside the marker booths. Running is permitted only when performing a safety or with the explicit permission of the Paintball Program Specialist.
- No pushing or shoving people into the paintball range or inside the booths.
- Camp visitors must have advance permission from the Camp Director and Paintball Program Specialist and must sign a waiver before entering the paintball range. Visitors are never permitted to use the paintball range when camp is not in session.
- Sandals or open-toe shoes should not be worn on the paintball range.
- Face masks are to be fitted by the Paintball Program Specialist or Instructors before campers or staff are allowed to go out on the range.
- Appropriate clothing should be worn at the paintball range.

Safety Orientation:

Paintball Program Specialist or Instructors are responsible for giving campers, staff and visitors a safety orientation. This will involve a review of the rules, an explanation of the swim assessment, a discussion of the supplemental rules, and an opportunity for campers, staff and visitors to ask questions. Staff will also explain the meaning of 'commands', how to use a paintball markers/gun, and how to use any equipment that may be used during the activity.

Additional information will be added on an as needed basis throughout the summer.

Use of Paintball Outside of Activity Times:

- Staff who wants to plan an activity with campers outside of the regular activity periods must consult the Paintball Program Specialist, Camp Director and Director of Camp & Youth Programs.

- The Director of Camp & Youth Programs, Camp Director, and Paintball Program Specialist must always give consent for staff use of paintball range outside of designated activity times. Unauthorized use of the paintball range is grounds for disciplinary action.
- In order for staff to use the paintball range, a certified instructor must always be present and actively supervising. At the paintball range, the instructor should stand behind the marker booths.
- Staff is never permitted to use the paintball range alone and staff may not use the paintball range at night after dusk.
- Staff are never permitted to use the paintball range when camp is closed (i.e. holiday break)
- Camp visitors must have advance permission from the Camp Director and sign a waiver before entering the paintball range. Camp visitors are never permitted to use the paintball range when camp is not in session.
- Staff is expected to follow all the paintball rules without exception. Goggles must be worn at all times.

Emergency Procedures:

- For assistance, an instructor can raise a clasped fist in the air or wave arms vertically.
- For all activities, the Instructors should have an attendance list. Attendance should be checked before and after the activity.
- In the event of thunder or lightning the paintball range must be cleared for 15 minutes. Shelter is available in the paintball tent.
- In the event of an emergency, a walkie-talkie is located on the waiting area table of the paintball range. Camp Administration and dispensary staff can also be contacted through cell phones.
- Whenever an accident occurs at the paintball range (including, but not limited to, injury, illness, gun safety, missing) an incident report should be completed immediately and given to the Paintball Program Specialist. The Paintball Program Specialist will then provide a copy of the report to the Camp Director who will forward the report to the Camp and Youth Program Manager and Camp Physician.

Emergency Action Plan (EAP):

1. Instructor signals an alarm with 3 whistles.
2. Instructor on duty will reach victim in the fastest possible way and administer appropriate lifesaving techniques. Remaining Instructors will assist with the safety, remain attentive to other players, and clear the paintball range.
3. Additional staff will take responsibility for campers when they have left the range and will perform a headcount of all campers by cabin.
4. The dispensary staff will assist with appropriate emergency response and treatment of the victim.
5. If necessary, 911 will be contacted. The Camp Director, Camp Physician, Resident Physician, and Director of Camp and Youth Programs will also be contacted immediately.

Lost Player:

1. Instructors will blow a long whistle to empty paintball range or area.
2. Staff will take responsibility for campers when they have left the water and will perform a headcount of campers by cabin.
3. Instructors will check buildings and perform visual inspections of the paintball range.
4. Staff will be sent to bathhouse, the camper's cabin, and to the dining hall to look for camper
5. 911 will be contacted at the discretion of Camp Director, Paintball Program Specialist, or Assistant Director.
6. If necessary, Instructors will begin Missing Persons Search in the paintball range with staff assistance. A designated person will stay at the range and direct the search: the safety of the staff is of the utmost importance and the search may be canceled at the discretion of the Camp Director, Paintball Program Specialist, or Search Coordinator.
7. The search will continue until safety authorities arrive and take over.

Paintball Activities:

During Paintball Activities, the safety of all campers is the first responsibility of Instructors and instructors

- Activities are expected to follow Paintball Rules established in this manual
- Staff will be expected to prepare lesson plans with ample time for review by Paintball Program Specialist and Camp Director.

List of Activities run:

- Marksmanship Tournament
- Target Practice
- Sniper Challenge
- Bull's-eye Test
- Campers vs. Counselor

Paintball Activity Orientation:

Prior to any paintball usage, the Paintball Program Specialist or Instructors are responsible for giving campers, staff and visitors a Paintball Activity Orientation. This will involve:

- A review of the paintball rules
- Command signals and other communication
- An explanation for the importance of wearing a properly fitted face mask, how to properly fit goggles and a check by the activity leader to ensure that everyone participating is wearing an appropriate sized and fitted face mask.
- A thorough introduction of equipment and relevant rules, followed by an explanation for how to properly use the equipment.
- Demonstration of all skills while at the range.

