



Our Master's Camp Recovery Program Guidelines & Policies

The following guidelines and policies are strictly enforced in order to provide a safe and alcohol- and drug-free environment for all program participants.

I. Alcohol and Drugs

1. There is a zero-tolerance policy for alcohol and drugs of any kind anywhere on the property. This includes any mood-altering drugs, unauthorized over-the-counter medications, enhancements or stimulants such as Monsters, Rock Stars, 5-hour energy, or diet pills / stimulants. We reserve the right to test for alcohol and other drugs at any time. **DRUG TESTS AND BREATHALYZERS WILL BE DONE RANDOMLY.** Staff members are required to be present while resident voids. All bulky clothing should be removed, and pockets emptied prior to voiding. Resident must void with one hand visible. **A positive test will result in immediate expulsion from the program.**
2. If a resident is on a prescription medication upon entering the program, they must make arrangements for continuation of that medication as long as they are in the program. If residents desire to go off of any medication or taper down, they must have a doctor's release stating that they no longer need the medication, or how the medication may be safely decreased. **If a resident refuses to take a prescribed medication, they will be required to sign a medication refusal document with a staff member as a witness.**
3. **All medications, including over-the-counter medications, will be kept in a med box and will be provided to the residents by the supervising staff member as prescribed.** Aspirin, acetaminophen, or ibuprofen will be provided if needed.
4. Room inspections may be conducted at any time. **As per the above stated zero-tolerance policy, if any drugs, alcohol, or drug paraphernalia of any kind are found in a resident's room, at any time, they will be confiscated, the program director will be notified, and the participant will be asked to leave the program.**

II. Tobacco Use

Cigarettes and smokeless tobacco are the only forms of tobacco use allowed. No roll your own cigarettes or e-cigs / vapes are permitted. Tobacco products are allowed only outside behind the main building in the smoking area during free time, while working outside, or while fishing. Please do not leave your cigarette butts lying around and do use butt cans. We do not permit the use of tobacco products anywhere in the building or vehicles. When at Church—Sunday morning & evening and Wednesday evening – we do not use tobacco products. Please use those products before you leave the facility and after you return. You may use tobacco products between Sunday School and the Church service on Sunday morning in the designated area.

III. Transportation

If a resident requires transportation to or from the airport or bus station, there will be a charge each way. Please discuss this in advance with a staff member as soon as you are aware you will need a ride so we will have time to plan.

IV. Residents

1. All residents will have their photo taken upon arrival for their file.
2. No personal vehicles will be allowed on the premises.
3. Long pants and shirts with sleeves should be worn unless working outside or working out in the weight room. Clothes should fit appropriately. No dragging, sagging, or holes in pants. Casual wear such as tank tops, sleeveless shirts, flip-flops, shoes without a heel, pajamas [sleep wear], and sweat (running) pants are not permitted downstairs during classes, groups, meetings, etc. Shirts should be tucked in. Residents are not to wear hats or head coverings in the building. No clothing that promotes alcohol, drugs, rock music, lewdness, or any unchristian ideas in general is allowed. On outings, the Staff member will clarify what is appropriate. In the evenings after church or speaker, you can dress down.
4. Shoes must be worn [and tied] at all times except slippers at bedtime. No bare or socked feet are permitted anywhere. The only exception is shower shoes directly to and from the showers.
5. Each man must have a standard haircut, off the ear and above the collar. Do not cut your own hair. We will occasionally plan trips to a barber shop.
6. No jewelry or body piercings will be permitted except for a wedding ring and a watch.
7. No personal radios, tablets, laptops, cell phones, cassette players, DVD players, Walkman's, headphones, cameras, iPods, Kindles, Nooks, or any other device that can obtain a Wi-Fi connection, are permitted.
8. When shopping, the supervising staff member must approve the items you intend to purchase before checking out. **WHILE SHOPPING, YOU MUST STAY WITH THE SUPERVISING STAFF MEMBER AT ALL TIMES.**
9. Do not loan money, phone cards, or clothes to other residents. If you want to give someone something, it is a gift not a loan.
10. Residents must maintain their personal hygiene, which includes daily shaving (before 8:15 am), a daily shower, clean clothes, etc. Personal cleanliness is a must. If this becomes a problem, you may be asked to leave. Each man must shower **every day** either before 6:30 am or after 4:00 pm.
11. Linens and clothes must be washed once a week. Strip your bed down and wash the sheets and pillowcase weekly. Beds must have sheets at all times, unless they are in the washer or dryer.
12. Everyone staying here is responsible for helping clean up-please do your part and clean up after yourself. If you see something dirty or that needs cleaning, be responsible and take care of it. Don't leave a mess for the 'next guy.' When doing assigned cleanup, please check with a staff member when you are done, to make sure you have done it properly.
13. Do not harm or harass animals on the property.

14. Please do not write or draw on the chalkboards or white board without permission.
15. Our Master's Camp or Providence Ministries are not responsible for accidents that happen to you or your property. A Release of Liability form will be signed during your intake process at, or shortly after, your arrival.
16. No fighting. Any physical contact or disrespect with other residents, staff or volunteers could result in dismissal. Disrespectful behavior will not be allowed and may result in dismissal. No profanity or obscene gestures will be tolerated.
17. Residents are not permitted to eat, smoke, or drink in any Providence Ministries vehicles.
18. Residents must have permission to go to the lake or to go walking away from the building. You must get both verbal permission from a staff member **and** sign out on the sign-out board. Only two people are allowed in a boat (no more or less) and both **must** have a life jacket.
19. Residents are not to enter "Red Zones" [off limits]. The kitchen, the administrative office, and all of the workshop area is a "Red Zone." Residents are not to use the kitchen appliances, tools, or equipment of any kind without permission.
20. Residents are able to utilize the recreation facilities during free time.
21. A resident may use the phone once after arriving to inform his family that he has arrived safely.
22. After two weeks, starting on the resident's 15th day, a resident may use the phone for up to 20 minutes per evening. The resident will need a phone card to make calls. If family members need to contact a resident, they will need to speak to an administrator of the men's program to receive update status or leave messages for the residents.
23. Calls can be made after 4:00 PM until 9:45 PM Sunday through Wednesday, and until 10:45 PM on Thursday - Saturday. You will be able to use the phone on Sunday, after morning church and before evening church. The phone can be used after Sunday evening church until 9:45 PM, with preference given to the west coast clients. Phone calls should not last over 20 minutes. Failure to limit calls to 20 minutes may result in the loss of your phone privileges for a period of time.
24. Phone conversations with previous residents can be detrimental to residents who are still in the program and is therefore discouraged.
25. Residents may have visitation from immediate family members starting on the third weekend here. Visitation occurs on **either** Saturday **or** Sunday:
 - Saturday: Clients are picked up at 1 PM at Mountain View United Methodist Church, 124 Shasta Ave, Dayton, TN 37321. Clients are to return with the family member who signed them out to our facility by 8 PM.
 - Sunday: Families can come to church with us and visit off site after the service. The service starts at 11AM. Clients are to return with the family member who signed them out to the facility before 4:45 PM or to the church before 5:30 PM. The church is Community Freewill Baptist Church at

2500 Summer City Rd, Pikeville, TN 37367.

26. All visitors should dress modestly. Please pass this on to family members who will be visiting you.
27. Residents must inform staff and provide a visit request form on or before the Friday morning prior to the visit for administrative approval.
28. If a resident has a medical issue, arrangements will be made to get the resident necessary medical care. There will be a minimum fee of \$50 for transportation and time. Multiple visits or issues may result in temporary dismissal until the condition is resolved. Residents should wait to schedule preventative medical care until they have completed the program and return home.

V. Residence Guidelines

1. During the week, the lights come on at 6:00 a.m. All residents are to be awake and out of bed by 6:30 a.m. All rooms must be clean and beds must be made before 7:00 a.m. Rooms are expected to be clean and well-kept throughout the day. Residents are not permitted to lie down on their beds from 6:30 a.m. until after 4:00 p.m. unless approved by staff.
2. Residents should keep all of their belongings on their side of the room, even if they do not have a roommate. Residents are only permitted to have one mattress on their bed. Anything out of place in a resident's room is subject to being confiscated.
3. No one is permitted outside of the residence after dark, except in the smoking area.
4. Devotion / Quiet Time (8:15 a.m. to 8:45 a.m.) should be spent reading your Bible, praying alone, and spending quiet time with God at your desk in the classroom. You should not be in your room, outside, smoking, eating, doing chores, coming to the office, etc.
5. All lights are to be off at 10:00 p.m. Sunday through Wednesday nights. On Friday and Saturday nights, all lights are to be off at 11:00 p.m. There should be no more visiting or talking once the overhead lights are off. Finish getting ready for bed during the 15 minutes before all lights are out. Everything but the bathrooms will be closed when the overhead lights are to be out.
6. Residents are not permitted to sleep anywhere but in their assigned bed. Residents are not permitted to be in another resident's room after lights out.
7. No resident is permitted in another resident's room unless that resident is present. Men should not be in other dormitories than their own.
8. Residents are not permitted in bed during the day unless they are sick. If a resident is sick, he will **not** be able to participate in any recreational activities for the **entire day** that he is sick (TV, phone, exercising). Residents must inform staff member when ill and be given permission by that staff member to remain in his bed during group, class, or other activities.
9. All food and drinks must be consumed and kept in the kitchen or dining room only.
10. Residents must be on time for all meals and be present for the blessing. You do not have to eat, but we

expect you to be there on time, in case announcements need to be made.

11. No one is allowed in the kitchen without permission from Our Master's Camp staff.
12. Supervising staff will monitor all television programming. This is a privilege, not a right. The TV will not be on until after 4:00 p.m., and must be turned off at 9:45 p.m. Sun- Wed, and 10:45 p.m. on Thursday-Saturday, unless approved otherwise by a staff member. Inappropriate programs include; MTV, BET, CMT, some Fox and FX programs. Do not lie on the floor or put cushions on the floor while watching TV.
13. Moving of furniture is PROHIBITED. Do not move any furniture for any reason without permission.
14. Make room for others on the sofas and couches. Be respectful as others may want to sit on the couch as well.
15. When sitting in chairs, please keep your feet on the floor. Do not tilt back in the chairs. Do not put your feet up on any furniture, walls, tables, etc.
16. Please turn off all lights when you leave rooms, bathrooms or other areas that are not being used.
17. Be mindful that our facility runs on septic systems. Do not place anything other than toilet paper in the toilets.
18. WE ARE A BULLY AND HARRASSEMENT FREE FACILITY. BEHAVIORS SUCH AS, BUT NOT LIMITED TO TEASING, SPREADING RUMORS, GIVING SOMEONE THE COLD SHOULDER, AND/OR FIGHTING WILL NOT BE TOLERATED AND COULD RESUSLT IN IMMEDIATE DISMISSAL.

VI. Miscellaneous

1. If previous graduates are present at any outside event without prior approval, they may NOT sit with current residents.
2. Residents are expected to be present and engaged during all classes and groups. During class times, groups, videos, speakers, and other meetings, only class materials should be on the tables. There should be no sleeping or putting your head down during these times.
3. Please be on time and remain seated while in groups and other classes. Please be sure to use the bathroom at break times and bring all Kleenex and all class materials prior to each class.
4. It is in everyone's best interest to report violations of Our Master's Camp rules and regulations to the staff immediately. If a resident is aware of violations and does not report them, it could result in dismissal.
5. If a resident needs something they can simply ask a staff member and we will do our best to provide for the resident's needs. In the event that you have a need that we cannot fill, we will put you in touch with the appropriate agency or outside service. Residents are discouraged from soliciting help from church members or speakers without staff permission.
6. With prior notice of shipment, we will receive packages and mail that may be sent for you.

***** Infringement of the above rules can result in losing privileges (TV, phone, shopping, and smoking). Chronic breaking of the rules can result in termination from the program. *****

Acknowledgement and Agreement of Program Guidelines & Policies

This is to certify that I, (please print) _____, have read the Our Master's Camp Recovery Program (*the agency*) Guidelines and understand and agree to follow these guidelines. I understand that failure to abide by the Guidelines and the Program schedule will effectively mean that I have broken this agreement and, if I am asked to leave the program or if I choose to leave on my own, there will be no refund of any kind given to my Sponsor or me, and that I will not be allowed to return. I further give permission to the agency to disclose to my immediate family members, sponsors and/or legal representatives the grounds for my dismissal should that occur.

I also agree to release the agency from all liability or claims for any of my personal financial obligations incurred by me or my family including—but not limited to—medical and dental care. I understand that the agency assumes no responsibility for accidents that might occur as a result of being transported by the agency staff or volunteer. I hereby waive all claims against the driver and the agency for such travel.

_____	DATE: _____
Resident's Signature	
_____	DATE: _____
Sponsor's Signature	
_____	DATE: _____
Our Master's Camp, Staff Signature	