

**Greater Niagara Frontier Council
Camping Policy
&
Procedures Manual**



Revised

November 22, 2005

Mission Statement

It is the mission of the Camping Committee to provide the opportunity for all registered members of the Greater Niagara Frontier Council to experience a safe and enjoyable outdoor experience while maintaining the rules and regulations of the Boy Scouts of America and the Greater Niagara Frontier Council.

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1. Youth Protection

All Adults registered as members of the Boy Scouts of America through the Greater Niagara Frontier Council must complete Youth Protection Training and have a current certificate of completion on file with the Council and their Unit. Youth Protection Training must be renewed on a regular basis per GNFC training guidelines.

2. Leadership Requirements

All units that use council facilities or plan on camping out of council or at non-Scout sponsored facilities must provide and maintain at least two trained adult leaders on site **at all times** during all activities. This includes Den and Pack meetings, Patrol and Troop meetings, Post or Crew meetings, camping trips, high adventure outings and at any other function sponsored by or recognized by the GNFC or the BSA.

Buddy System

Scouts should never travel in camp alone. It is the unit leader's responsibility to ensure that everyone in the unit is using the buddy system. It is also the unit leader's responsibility to know the location of every member of his/her unit while in camp or at an activity.

Position Statement

Standard for Privacy on Trips or Outings

Male and Female leadership require **separate sleeping facilities**. Married couples may share the same quarters, if appropriate facilities are available.

Both male and female participants may use **only** Cabins set up with separate permanent sleeping facilities. Cabins must be equipped with multiple sleeping areas separated by a permanent wall and a securable door. Sleeping area separated by tarps, blankets, curtains or any other non-permanent material is unacceptable!

Male and female youth participants **will not** share the same sleeping facilities. When staying in tents, **no** youth will stay in the tent of an adult other than his/her parent or guardian.

If housing used is something other than tents, separate housing must be provided for both male and female participants. Adult male leaders must be responsible for male participants and adult females must be responsible for the female participants.

Adult leadership needs to respect the privacy of youth members in situations such as changing into swim suits or taking showers, and intrude only to the extent that health or safety require. The adults also need their own privacy in similar situations.

3. Health and Medical

Each camper must have a current official BSA health form available while at summer camp. This applies to both youth and adults. For Scouts and adults under the age of 40, the physical must have been completed and the doctor's signature must be within 36 months. Adults over age 40 are required to have a new physical annually.

Injuries

All injuries, no matter how minor, must be immediately reported to the camp ranger. In the case of summer camp and district or council event, it must be reported to the designated health officer and logged per GNFC standards. In the case of serious injuries or illness, do not move the victim. Stabilize the situation. Get emergency medical assistance before transporting a patient. The camp ranger can contact 911. Emergency 911 calls can be made by cell phone from some areas of Schoellkopf Scout Reservation and Camp Stonehaven. Cell phone coverage in Camp Scouthaven is very limited but calls can be made from the main road north of camp or the Rangers House. An ambulance staffed by local EMS providers should be used to provide first aid care en route to a hospital should the need arise.

Blood Born Pathogens

All units should take proper precautions when dealing with blood born pathogen situations. When treating a wound or dealing with any type of bodily fluids, some type of protective gloves must be worn. Due to the increasing number of people developing latex allergies, we highly recommend units consider obtaining non-latex gloves for use in blood born pathogen situations.

All contaminated material (gauze pads, bandages, clothing etc.) should be set aside and properly disposed of by approved methods. Surfaces that have been contaminated (tables, cots or other equipment) must be properly disinfected before reuse.

4. Tour Permits

Local Permit (trips of less than 500 miles) and National Tour Permits (more than 500 miles or to *cross the border into Canada*) are designed to "officially" recognize an approved Boy Scouts of America Unit activity. You must use an approved Tour Permit to ensure that there is no question that the leaders and assisting parents/adults meet BSA and council leadership requirements and that both adults and youth members will be covered by all applicable insurances.

Forms to request a tour permit, both local and national, are available from the Council Service Center and council web site.

All requests for Tour permits must be submitted to the Council Service Center for approval a minimum of **60 days** for national permits and **3 weeks** for local permits prior to the starting date of activity.

All out of council Activities including: High Adventure Camps, Jamborees, Conclaves, camporees, conferences or training; must be covered by a tour permit! The tour permit request must be submitted by the contingent leader to Scout Headquarters and must conform to current GNFC and BSA National tour permit policies.

The Council Authorized Signature or the Council Executive or his designee indicates that your unit has met the minimum requirements and that your unit is officially registered for a specific BSA activity.

Failure to obtain a tour permit where required may cause you to assume a severe liability risk.

Tour permits are not required if:

- A. The event is held at one of the GNFC camps
- B. The event is a District/Council sponsored activity in the Council Territory.
- C. A day or evening event in the immediate neighborhood (one square mile) of the unit's normal meeting place, does not involve an aquatic event, is not overnight or does not cross the boarder into Canada.

Otherwise...every unit or group must file a tour permit with the Greater Niagara Frontier Council.

All out of council units wishing to use council facilities must submit a copy of an approved tour permit and proof of insurance a minimum of 7 days prior to arrival. Failure to do so may result in cancellation of the reservation and forfeiture of any deposits or payments made.

5. Emergency Contacts

GNFC Contacts:

GNFC Council Service Center:
 2860 Genesee Street
 Buffalo, NY 14225-3131
 Voice: (716) 891-4073
 Fax: (716) 891-4008

Schoellkopf Scout Reservation:
 1373 Burrough Rd
 Cowlesville, NY 14037
 (585) 591-1171
 Ranger: Steve Slazak

Camp Scouthaven:
 10784 Route #98
 Freedom, NY 14065-9763
 (716) 492-4429
 Ranger: Dave Ashley

Camp Stonehaven:
 4670 Albright Rd.
 Ransomville, NY 14131
 (716) 731-5959
 Ranger: Jerry Sullivan, III

Parental Emergency Contacts:

Parents or Guardians are required to give notice of their whereabouts to their unit leader if they plan to be away from home while their son is attending a Scout activity. If the parents or legal guardians cannot be reached they must provide the unit leader with the name and phone number of another person who can be contacted in case of emergency.

6. Aquatics

All aquatic activities require an approved tour permit.

Aquatics are considered any activity where Scouts or Scouters may travel on, in, or under water. This includes but is not limited to: Troop swim nights, Canoe Trips, White Water Rafting, Scuba, Snorkeling, Boating or attendance at Sea Base, Birchbark Expeditions or Northern Tier Wilderness Voyage area.

Swimming: All points of the BSA Safe Swim Defense Plan must be met, and must be supervised by a mature and conscientious adult over 21 years of age, who understands and knowingly accepts responsibility for the well being and safety of all participants in his or her care, who is experienced in the water and confident of his or her ability to respond in the event of an emergency, and who is trained in and committed to compliance with the eight points of the BSA Safe Swim Defense and Safety Afloat.

All units participating in swim nights must also comply with all local and facility regulations in regard to lifeguard certifications, lifeguard to participant ratios maximum pool capacities and scheduled activities.

It is strongly recommended that all units have at least one adult or older youth member with current certification as a BSA Lifeguard to assist in the planning and conduct of all swimming activities.

Water Craft

Before a BSA group may engage in an excursion, expedition, or trip on the water (canoe, raft, sailboat, motorboat, rowboat, tube, or other craft), adult leaders for such activity must complete Safety Afloat Training.

Qualified Supervision

All activity afloat must be supervised by a mature and conscientious adult age 21 or older who understands and knowingly accepts responsibility for the well-being and safety of the children in his or her care, who is experienced and qualified in the particular watercraft skills and equipment involved in the activity. One such supervisor is required for each 10 people, with a minimum of two adults for any one group. At least one supervisor must be age 21 or older, and the remaining supervisors must be age 18 or older. All supervisors must complete BSA Safety Afloat and Safe Swim Defense training and rescue training for the type of watercraft to be used in the activity, and at least one must be trained in CPR. It is strongly recommended that all units have at least one adult or older youth member currently trained as a BSA Lifeguard to assist in the planning and conducting of all activity afloat. *For Cub Scouts:* The ratio of adult supervisors to participants is one to five.

Physical Fitness

All persons must present evidence of fitness assured by a complete health history from physician, parent, or legal guardian.

Swimming Ability

A person who has not been classified as a “swimmer” may ride as a passenger in a rowboat or motorboat with an adult “swimmer” or in a canoe, raft, or sailboat with an adult certified as a lifeguard or a lifesaver by a recognized agency. In all other circumstances, the person must be a swimmer to participate in an activity afloat.

This qualification test should be renewed annually.

Buddy System

All activity afloat must adhere to the principles of the buddy system.

Skill Proficiency

All participants in activity afloat must be trained and experienced in watercraft handling skills, safety, and emergency procedures. (a) For unit activity on white water, all participants must complete special training by a BSA Aquatics Instructor or qualified whitewater specialist. (b) Powerboat operators must be able to meet requirements for the *Motorboating* merit badge or equivalent. (c) Except for whitewater and powerboat operation as noted above, either a minimum of three hours training and supervised practice or meeting requirements for "basic handling tests" is required for all float trips or open-water excursions using unpowered craft. (d) Motorized personal watercraft, such as the Jet Ski® and SeaDoo®, are not authorized for use in Scouting aquatics, and their use should not be permitted in or near BSA program areas.

For Cub Scouts: Canoeing, row boating, and rafting for Cub Scouts (including Webelos Scouts) is to be limited to council/district events on flat water ponds or controlled lake areas free of powerboats and sailboats. Prior to recreational canoeing, Cub Scouts are to be instructed in basic handling skills and safety practices.

For Cub Scouts: Cub Scout canoeing, row boating, and rafting do not include "trips" or "expeditions" and are not to be conducted on running water (i.e., rivers or streams); therefore, some procedures are inapplicable. Suitable weather requires clear skies, no appreciable wind, and warm air and water.

Equipment

All equipment must be suited to the craft, to the water conditions, and to the individual; must be in good repair; and must satisfy all state and U.S. Coast Guard requirements.

Note: For cruising vessels (excluding rowboats, canoes, kayaks, and rafts, but including sailboats and powerboats longer than 20 feet) used in adult-supervised unit activities by a chartered Venturing Crew or Sea Scout Ship specializing in watercraft operations or used in adult-supervised program activity in connection with any high-adventure program or other activity under the direct control of the National Council, the standards and procedures in the *Sea Scout Manual* may be substituted for the "Safety Afloat" standards.

Personal Flotation Devices (PFD)

Properly fitted U.S. Coast Guard-approved personal flotation devices (PFD) must be worn by all persons engaged in activity on the open water (rowing, canoeing, sailing, boardsailing, motor boating, water-skiing, rafting, tubing, and kayaking). Type II and III PFD are recommended.

Only U.S. Coast Guard-approved equipment (types I, II, or III) is acceptable for use in Scouting aquatics. Ski belts are not acceptable. Scouts and unit leaders should learn which type is appropriate for each specific circumstance and how to wear and check for proper fit.

7. Short Term Camping Reservation Procedures

Cabin reservations will be accepted by **mail only** prior to September 15th of each year and must be postmarked no earlier than August 15th. Beginning September 15th walk in and phone reservations will be accepted at the Council Service Center during normal business hours.

No reservations will be accepted without the total rental fee(s).

Each unit may **initially** request only 2 overnight camp-outs, with 3 choices for each request prior to October 1st of each year.

After October 1st, unlimited reservations may be made with payment in full for any opening on a first come first served basis.

The total reservation fee for the requested facility must accompany the weekend camping application. If a unit cancels 4 weeks prior to the camp-out, 50% of the fees paid will be refunded to the unit upon written request. If a unit cancels with less than 4 weeks notice, the fee is nonrefundable unless the facility is rented to another unit. If the camp is closed due to severe weather, an emergency, or power failure etc. refunds will be issued or the fees transferred to another weekend, space permitting. The Council Camping Director or the Council Executive makes the final decision on any camp closing or camping related refund.

A camping permit will be issued only after the full fee is paid. Fees may be deducted from the unit account if there are sufficient funds in the account.

Firewood is available for purchase and must be ordered and paid for prior to your arrival at camp. Wood will be sold by the ½ face cord at a price to be determined and posted before each camping season.

All out of council units wishing to use council facilities must submit a copy of an approved tour permit and proof of insurance a minimum of 7 days prior to arrival. Failure to do so may result in cancellation of the reservation and forfeiture of any deposits or payments made.

All out of council units must present evidence of sickness and accident insurance at the time they make their reservations and upon their arrival at camp. Non-Scout groups must present evidence of current liability and accident insurance in the amount of \$1 million dollars for the time period they are using council facilities or their reservation will be cancelled and no refund will be provided.

All damage done to council facilities will be billed directly to the unit or group renting the facilities. Examples include broken windows, graffiti, or vandalism of any type.

All units must comply with BSA and Council regulations regarding Youth protection, Two Deep Leadership and Standards for Privacy while using Council facilities. Any failure to do so will result in the unit being asked to leave the facility immediately and having the matter referred to GNFC management for review.

Short Term Tent Camping Policy

For registered Scout Units a \$1.00 fee per person, per evening stay at each camp for Tent Camping is required with a minimum of 5 people attending.

A tent camping season permit is no longer required.

All fees must be paid in full 2 weeks prior to the scheduled camp-out.

Arrangements for tent camping at Camp Stonehaven during the summer months from June 1st through August 30th must be made at the Council Service Center and comply with all council camping policies and procedures.

A roster of all attending participants **must** be presented to the Camp Ranger upon arrival at Camp.

All units must comply with BSA and Council regulations regarding Youth protection, Two Deep Leadership and Standards for Privacy while using Council facilities. Any failure to do so will result in the unit being asked to leave the facility immediately and having the matter referred to GNFC management for review.

Lean-To Policy

Any Unit using a Lean-to on Council Property must use an approved flame resistant trap to cover the front opening when needed. The Greater Frontier Council will provide flame resistant tarps to any unit using lean-tos. Units renting the lean-to will be responsible for any damage to the tarp and its mounting hardware.

8. Cub Scout Camping

Short Term Camping

Supervision:

Tiger Cubs, Wolves & Bears – every Cub Scout attending a short-term campout **must** be accompanied by at least one parent/guardian. Adult family members are responsible for all children in their own family at all times.

Webelos Dens (4th and 5th graders) – every Webelos Scout attending a short-term campout **should** be accompanied by a parent/guardian. Adult family members or a designated adult are responsible for all children in their supervision.

Leadership:

Leadership **must** be two deep with one adult of at least 21 years of age. One of these leaders **must** have completed trained in Youth Protection, Basic Adult Leader Outdoor Orientation (BALOO), and liquid Fuels trained if the unit is planning to use liquid fuels or propane during this outing.

Transportation:

Transportation to and from the camp is the responsibility of each Scout's parent and should be coordinated through the unit. Drivers must be at least 21 years old and hold a valid driver's license. Vehicles must be registered, insured, and inspected. **No one is allowed to ride on trailers or in the back of pickup trucks (whether or not it has a cap).** Drivers who break this rule will be asked to leave camp immediately. Unit leaders who knowingly allow this to happen will risk having their unit dismissed from camp. Safety first! All personal vehicles and drivers are subject to the terms as stated on the local tour permit application.

Location:

Cub Scouts and Webelos Scouts may not camp overnight except at Council camps or a location approved by the GNFC that meet the following requirements.

- Prior inspection by GNFC personnel
- An approved source of fresh water
- Proper rest room and sanitation facilities
- Safe site location (ex. State Park)

Any camping done after October 30th and before April 1st must be done indoors in a heated cabin or dormitory building. Lean-tos are not considered appropriate facilities during this time period

Sleeping:

Male and female are **required** to have separate sleeping facilities separated by a securable door. If housing other than tents is used, separate facilities **must** be provided for males and females. Married couples may share the same quarters **if** appropriate facilities are available. When staying in a tent, no youth will stay in the tent of an adult other than his parent/guardian.

No Cub Scout or Webelos Scout shall sleep on an upper level of a bunk bed. They must sleep on the lowest bunk, NO EXCEPTIONS!

Medication:

All medicines must be in their original containers and have original labels. All medications must be reported to the leader in charge and held in the possession by the parent/guardian of the youth.

Alcohol and illegal drugs:

Alcohol and Illegal drugs are **prohibited** on any Scout outing and at any Boy Scouts of America camp. Anyone caught in possession will be removed from camp and the matter will be referred to Council Management for review.

Tobacco:

Tobacco products and smoking are **prohibited** on any Scout outing or campout. Since Scout camp is hardly the place for a boy to learn to smoke. All adults are required not to smoke in front of the boys.

Emergencies:

When an emergency presents itself, the following steps should be followed:

- Stay calm.
- Take all steps to ensure that the further injury or potential injurious situations have been dealt with.
- Report the emergency to the Camp Ranger or his designate.
- Give a very clear and calm report - who, what, where, when, how, etc.
- Follow all Injury and Blood Born Pathogen Guidelines outlined in this manual.

Camp Courtesies:

- There should be a small supply of wood at your camp when you arrive and you should leave a small supply when you depart.
- A Scout should leave the camp in better shape than you received it.
- Outdoor fires must be extinguished before checking out.
- Fireplaces and woodstoves should be allowed to burn down. Do not use water to extinguish fires in stoves or fireplaces.

Camp Rules & Regulations:

- No parking except in designated areas. (Ex. Parking lots)
- No pets are allowed in camps.
- **Use** drinking water only from approved sources.
- Inside & Outside of buildings, as well as mattresses and bunks, **must** be thoroughly cleaned before checking out.
- All cans, bottles, refuse and garbage must be taken to the dumpster if available. There is **no** curbside pickup. Please check with the Camp Ranger to determine what disposal facilities are available while you are in camp. If disposal facilities are not available, you will be required to remove your refuse when you checkout.
- Latrines are provided. **No** other places are to be used.
- Hacking of trees, defacing of buildings or damaging of equipment **will not** be tolerated. A fee **will be** assessed for damage of lost equipment.
- No standing trees will be cut.
- Fires may be kindled only in fireplaces, stoves or open places specifically designated by the Ranger.
- **All** open fires must be attended at all times and extinguished before leaving.
- Water is not to be used to extinguish wood stoves or fireplaces.
- Sledding is **prohibited** at camp Stonehaven.
- Sledding is permitted at Southaven and Schoellkopf only in designated area and with Ranger's permission.

Camp Arrival & Departure:

If camping at a Council camp for short term camping, please follow the following arrival and departure rules:

- **Do not** arrive any earlier than 4:00 pm on Friday.
- Every group entering camp **must register with** the Camp Ranger immediately upon arrival
- You **must present** the Ranger with a copy of your Weekend Camping Permit, a complete Roster of Attendees and notify the Ranger of your planned departure time.
- **All** out of council units must show evidence of accident insurance and have a valid tour permit with them.
- Depart no later than 3:00 pm on Sunday.
- Check out with the Camp Ranger before leaving.

Long Term Camping (Summer Camp)

Leadership:

Leadership **must** be two deep with one adult of at least 21 years of age. These leaders **must** have completed training in Youth Protection, Basic Adult Leader Outdoor Orientation (BALOO), and Liquid Fuels if the unit is planning to use liquid fuels or propane during this outing.

Supervision:

Cub Scout & Webelos Scouts – Leaders must accompany their dens and packs to summer camp. The minimum adult to boy ratio is **one adult for every five boys** in attendance. Under no circumstances may youth be left unattended. Two Deep leadership **must** be maintained at all times. If Pack leadership changes during the week, you must advise the camp leadership. Anyone entering or leaving camp during the week must sign-in or sign-out at the camp office.

Transportation:

Transportation to and from the camp is the responsibility of each Scout's parent and should be coordinated through the unit. Drivers must be at least 21 years old and properly licensed. Vehicles must be registered, insured, and inspected. While in camp vehicles must remain in the parking lot. For safety of all participants, only camp vehicles will be allowed to drive past the parking lot. **No one is allowed to ride on trailers or in the back of pickup trucks (whether or not it has a cap).** Drivers who break this rule will be asked to leave camp immediately. Unit leaders who knowingly allow this to happen will risk having their unit dismissed from camp. **The posted camp speed limit will be strictly enforced to protect the campers. Safety first!**

Sleeping:

Sleeping is done in tents at summer camp and no youth will stay in the tent of an adult other than his parent/guardian. Adult males and females are **required** to have separate tents. Married couples may share the same tent.

Health Forms:

All leaders, adults and Scouts **are required** to have a current BSA health form and medication form that has been signed by a physician with them on day of check-in. It is preferred that all physical examinations be made within 3 months of coming to camp.

Youth and adults under age 40: It is acceptable to have a health form within the last 36 months, but the health form **must** be updated and signed by a parent or guardian yearly. The medication form **must** be updated yearly by the family physician.

Adults age 40 and over must have had their physical examination within the last 12 months, and use a class 3 form.

Upon arrival at camp, a medical recheck will be made. Any youth or adult not having a completed and signed medical form will be **unable** to participate in any activities in camp. All participants must have a completed health form on file at camp within 24 hours of arrival or they will be asked to leave.

Medication:

The New York State Health Department requires that camp participants under the age of 18 years must get approval from their family physician to dispense of over-the-counter medications at camp. The form needs to be filled out every 36 months by the family physician and updated annually by the parents or guardian. All medicines must be in their original containers and have original labels. All medications must be given to the Health Officer at check in. Leaders and campers must report to the health lodge at the proper times to receive their medications. The only exception to this rule is when the physician orders require emergency medication to be kept on the person at all times. (Ex. Inhalers, bee sting kits).

Alcohol and illegal drugs:

Alcohol and Illegal drugs are **prohibited** on any Scout outing and at any Boy Scouts of America camp. Anyone caught in possession will be removed from camp and the matter will be referred to Council Management for review.

Tobacco:

Tobacco products and smoking are **prohibited** on any Scout outing or campout. Since scout camp is hardly the place for a boy to learn to smoke. All adults are required not to smoke in front of the boys.

Emergencies:

When an emergency presents itself, the following steps should be followed:

- Stay calm.
- Contact the Camp Staff.
- Take all steps to ensure that the further injury or potential injurious situations have been dealt with.
- Give a very clear and calm report - who, what, where, when, how, etc.
- Follow all Injury and Blood Born Pathogen Guidelines outlined in this manual.

Visitors in camp:

For liability and safety reasons, all visitors must sign-in and sign-out of camp at the camp office. All visitors, campers, and staff must wear a colored bracelet or camp I.D. at all times while in camp. If a visitor wishes to stay for a meal, he/she must make a reservation at least 24 hours in advance. Visitor's meal charges are to be paid at the camp office upon arrival.

Camp Arrival:

Arrival day at camp depends on the week or session you choose. The entire unit should plan on arriving together. Please follow the following arrival rules.

- Arrive between 9:00 am and 12:00 pm (***note* your first meal will be dinner!**)
- Every group entering camp **must report** to the Camp Office immediately upon entering.
- You **must present** your medical form, medication form, and medications to the health office during check-in.
- Hand in a complete Roster of Attendees and take care of any unpaid fees at the camp office.
- **All** out of council units must show evidence of accident insurance and a valid tour permit.

Last day at camp (Family day):

The last day of each resident camp is family day. Family members and visitors are welcome to join us for our evening meal and closing campfire. Meal tickets must be purchased by the first day of camp. No tickets will be sold during camp or the day of the meal.

Camp Courtesies upon departure:

- You should clean your tent, latrine, and activity areas.
- A Scout should leave the camp in better shape than you received it.

Camp Rules & Regulations:

- No parking except in designated areas. (Ex. Parking lots)
- No pets are allowed in camps.
- **Use** drinking water only from approved sources.
- Latrines are provided. **No** other places are to be used.
- Hacking or damaging of trees, defacing of buildings or damage to equipment **will not** be tolerated. A fee **will be** assessed for damage, or lost equipment.
- No standing trees will be cut.
- Fires may be kindled only in fireplaces or open places specifically designated by the Ranger.
- **All** fires must be attended at all times and extinguished before leaving.
- No open flames are permitted in any tents.
- No aerosol cans of any type are allowed in camp.
- No throwing of stones. **It will not be tolerated!**
- No running in camp except at activities.
- All youth must use the buddy system.

**ANY OTHER QUESTIONS REFER TO:
THE CUB SCOUT RESIDENT CAMP
ADMINISTRATIVE GUIDE.**

9. Boy Scout / Explorer / Venture Long Term Camping (Summer Camp)

Leadership:

Leadership **must** be two deep with one adult of at least 21 years of age. At least one leader attending **must** have completed training in Youth Protection, New Leader Essentials, Scout Leader's Specific, Introduction To Outdoor Leader Skills and liquid Fuels trained if the unit is planning to use liquid fuels or propane during this outing. **All** adults going on the activity **must** have completed Youth Protection training.

Supervision:

Scouts & Explorers – Leaders must accompany their unit members to summer camp unless they are attending PROVO. The minimum adult to boy ratio is **one adult for every five boys** in attendance. At no times are Scouts to be left unattended. Scouts cannot be left unsupervised in a campsite. If there are Scouts in your campsite, there needs to be an adult present in the site as well. If a leader wishes to leave camp, arrangements should be made with the Camp Director for coverage. Under **no** circumstances may the troop be left with one leader, or unattended. If adult leadership changes during the week, you must advise the Camp Management. Anyone entering or leaving Camp Schoellkopf during the week must sign in or out at the camp office. For everyone's safety, each person in camp must also wear his or her proper identification bracelet or camp I.D.

Signing In and Out:

Anytime a visitor, leader, or camper enters or leaves camp, he/she must sign in or out at the camp office. Any youth leaving camp must be accompanied to the camp office by his unit leader and parent or legal guardian to sign out. There is a sign in/out book available 24 hours a day. All persons (campers and guests) who have properly checked in will receive an identification bracelet. Unregistered visitors to camp will be charged with trespassing (this applies to anyone found in camp without the proper bracelet or camp issued I.D.).

Visitors in camp:

For liability and safety reasons, all visitors must sign-in and sign-out of camp at the camp office. All visitors, campers, and staff are expected to wear a colored bracelet at all times while in camp. If a visitor wishes to stay for a meal, he/she must make a reservation at least 24 hours in advance. Visitor's meal charges are to be paid at the camp office upon arrival.

Transportation:

Transportation to and from the camp is the responsibility of each Scout's parent and should be coordinated through the unit. Drivers must be at least 21 years old and have a valid driver's license. Vehicles must be registered, insured, and inspected. While in camp vehicles must remain in the parking lot. For safety of all participants only camp vehicles will be allowed to drive past the parking lot. **No one is allowed to ride on trailers or in the back of pick up trucks (whether or not it has a cap).** Drivers who break this rule will be asked to leave camp immediately. Unit leaders who knowingly allow this to happen will risk having their unit dismissed from camp. The posted camp speed limit will be strictly enforced to protect the campers. Safety first!

Vehicle Permits:

Because of potential safety hazards, vehicle permits are restricted to Camp service vehicles only. **Any requests for special permission to drive in camp for health reasons must be submitted in writing to the Camp Director by the Wednesday pre-camp meeting prior to arrival at camp and must include a Physician's signature.**

Sleeping:

Sleeping is done in tents at summer camp and no youth will stay in the tent of an adult other than his parent/guardian. Adult males and females are **required** to have separate tents. Married couples may share the same tent.

Health Forms:

All leaders, adults and Scouts **are required** to have a current BSA health form and medication form that has been signed by a physician with them on day of check-in. It is preferred that the all physical examinations be made within 3 months of coming to camp.

Youth and adults under age 40: It is acceptable to have a health form within the last 36 months, but the health form **must** be updated and signed by a parent or guardian yearly. The medication form **must** be updated yearly by the family physician.

Adults age 40 and over must have had their physical examination within the last 12 months, and use a class 3 form.

Upon arrival at camp, a medical recheck will be made. Any youth or adult not having a completed and signed medical form will be **unable** to participate in any activities in camp. All participants must have a completed health form on file at camp within 24 hours of arrival or they will be asked to leave.

Medication:

The New York State Health Department requires that camp participants under the age of 18 years must get approval from their family physician to dispense of over-the-counter medications at camp. The form needs to be filled out every 36 months by the family physician and updated annually by the parents or guardian. All medicines must be in their original containers and have original labels. All medications must be given to the Health Officer at check in. Leaders and campers must report to the health lodge at the proper times to receive their medications. The only exception to this rule is when the physician orders require emergency medication to be kept on the person at all times. (Ex. Inhalers, bee sting kits).

Alcohol and illegal drugs:

Alcohol and Illegal drugs are **prohibited** on any Scout outing and at any Boy Scouts of America camp. Anyone caught in possession will be removed from camp and the matter will be referred to Council Management for review.

Tobacco:

Tobacco products and smoking are **prohibited** on any Scout outing or campout. Since scout camp is hardly the place for a boy to learn to smoke. All adults are required not to smoke in front of the boys.

Emergencies:

When emergency presents itself, the following steps should be followed:

- Stay calm.
- Contact the Camp Staff.
- Take all steps to ensure that the further injury or potential injurious situations have been dealt with.
- Give a very clear and calm report - who, what, where, when, how, etc.

Under no circumstances should unit leadership attempt to transport a seriously injured person without assistance from local EMS providers.

Emergency Contact:

Parents are required to leave notice of their whereabouts with the Unit Leader if they plan to be away from home while their son is at Camp. If the parents cannot be reached, it is a recommended for the unit leader to have the name and phone number of another person who can be contacted in case of emergency.

Sunday Check in:

Units are asked to check in between 1:00 pm and 3:00 pm on Sunday afternoon. **Registration will not begin before 1:00 pm**, so please do not arrive early. Express check in is available for qualifying troops. You will be notified at the end of the Wednesday Night pre-camp meeting if you qualify. Your camp Ambassador will greet you at the Dining Tent when you arrive and act as your guide during this process. After you check in at McCormack, your unit must complete the following tasks before dinner:

- *Medical Re-check. (Should go quickly if you turned in your forms in by the pre-camp leaders meeting)*
- *Swim tests. (For those who did not swim test in the spring)*
- *Young Braves Sign Up.*
- *Older Boy Program Sign-Up.*

Friday or Saturday Check Out:

Make an appointment on Friday with your Commissioner for final check out. This is important if you do not want to be charged for damage that your troop did not do. Troops are all encouraged to enjoy the closing campfire and stay until 10:00 am Saturday morning. The staff requires 24 hours off, so all units must exit camp by 10:00 am. Please be courteous of them.

Camp Tours:

Camp Tours will be conducted following Sunday Dinner. Due to New York State Laws, everyone is required to participate in the camp familiarization tour.

Discipline:

Normally, discipline of a camper is the responsibility of the adult unit leader in charge at the summer camp. All discipline problems shall be reported to the Camp Director immediately. Under no circumstances shall a camper be deprived of food, isolated, subjected to corporal punishment or abusive physical exercise, or verbally physically abused as a means of punishment. Initiation or hazing of Scouts is not allowed. Raiding of other campsites or of program areas is strictly prohibited and will result in those units responsible being removed from camp.

Restricted Areas and Activities:

The following areas of the camp have restrictions and use thereof will be in accordance with the following information:

Aquatics Areas

Swimming is only allowed in the waterfront area and only when the area is open and under staff supervision. Entry to the waterfront is restricted to an approved entrance and exit and then only when the waterfront personnel permit such use. Waterfront personnel are in complete charge of all waterfront activities. Certain weather restrictions apply to all waterfront activities.

Rifle, Shotgun, & Archery Ranges

Use of these areas is under the direct supervision of the appropriate Range Officers. The Range Officers will control the entrance to and exit from the Range.

C.O.P.E./Climbing

Use of the C.O.P.E. and climbing area is restricted to approved activities and times. Entrance and exit areas are clearly indicated and must be used. Assigned camp staff are in complete charge of all area activities. **All participants of Project C.O.P.E. must be 13 years old by January 1st of the current year. No exceptions will be made.** Certain weather restrictions apply to all C.O.P.E./Climbing activities. Scouts are not allowed on any activity that is over 6 feet off the ground (with the exception of C.O.P.E. activities). Troop projects like monkey bridges, etc...**must** be approved by the camp office.

Other Program Areas

At no time should any camper (Scout or Adult) enter any program area when there is no staff member present!

Cayuga Creek

Camp Schoellkopf is fortunate to have such a beautiful feature as a part of our landscape. At no time should anyone enter Cayuga Creek unless, it is part of the camp program and under the direct supervision of a member of the camp staff.

Dangerous and off limit areas will be pointed out during your camp tour.

Fishing:

Fishing is a great activity but can also be a dangerous one. Scouts must use the buddy system when fishing and fish in only approved areas.

Tree & Property Damage:

No trees are to be cut at any time without specific permission from the Camp Ranger. A \$10.00 per inch of diameter penalty will be enforced. Camp Schoellkopf exists as a service to you and to your unit. Please do not destroy or deface any equipment, facilities, or trees. Units will be billed for equipment that is damaged, destroyed, or lost.

Camouflage and Other Inappropriate Clothing:

Camouflage type clothing is not allowed to be worn. All campers are to wear proper footwear at all times to prevent stone bruises, cuts, and thorn punctures, which may prohibit swimming. Camp terrain is not suitable for walking in sandals. No bare feet are allowed. Any article of clothing with foul language or inappropriate images will not be permitted. Per National Policy, the Confederate flag is inappropriate for the Scouting Program. Female leaders should also keep in mind that appropriate dress is required at all times. Only one-piece bathing suits are appropriate. Scoutmasters should enforce these rules in their unit.

Rifles, Bows, and Knives:

Only camp owned rifles, bows, and ammunition may be used in camp. Privately owned rifles and bows are not allowed in camp. Non-folding sheath knives are not allowed.

Camp Courtesies upon departure:

- You should clean your tent, latrine, and activity areas.
- A Scout should leave the camp in better shape than you received it.

Refund Policy:

All refund requests must be made by submitting an Official Refund Request Form available at the Council Service Center or Council Website. This form is the only acceptable form for refund requests. The requests must be received by July 1st and must have the Unit Leader's approval and signature. Also, we must be notified during check in that a Scout is not going to be in camp. All requests will be subject to a \$25.00 cancellation fee. After July 1st, refund requests will be subject to a 50% cancellation fee. Requests for refunds received after August 31st will not be considered. Basic fees are transferable among campers within the unit. Circumstances under which refunds will be granted are as follows:

1. Illness of Scout prevents his attendance at summer camp.
2. Illness or death in the camper's immediate family prevents his attendance at camp.
3. Family relocation makes attending camp impractical.
4. Mandatory attendance at summer school that is verifiable.

If a camper leaves camp for medical reasons (home-sickness is not considered a refundable medical reason) a medical reason must be certified by the camp health officer or camp doctor. In such cases, the camper will receive a pro-rated refund for the unused portion of the camp fee, if unused portion constitutes three or more days and the medical excuse is not due to horseplay or negligence of said camper.

**ANY OTHER QUESTIONS REFER TO:
THE BOY SCOUT RESIDENT CAMP
ADMINISTRATIVE GUIDE**

10. High Adventure Programs

The Boy Scouts of America operate several High Adventure Programs and Special opportunities for Scouts and Scouters.

Among these are:

- Philmont Scout Ranch in Cimarron, New Mexico
- Sea Base in Monroe County, Florida
- Northern Tier Adventure Base, Ely Minnesota
- Birchbark Expeditions, Algonquin, Ontario, Canada
- National Scout Jamboree
- National Order of The Arrow Conference
- Philmont Training Center, Cimarron New Mexico

All of these programs have specialized medical requirements and physical forms that **must** be completed by the participant's personal physician prior to arrival. In addition, some of these programs have specific training, fitness and clothing requirements that **must** be met prior to and during the activity.

Failure to meet and follow these requirements are grounds to deny participation in the program!

11. Challenge Courses and C.O.P.E.

C.O.P.E./Climbing

Use of the C.O.P.E. and climbing area is restricted to approved activities and times. Entrance and exit areas are clearly indicated and must be used. Assigned instructional and safety staff are in complete charge of all area activities. **All participants of Project C.O.P.E. must be 13 years old by January 1st of the current year. No exceptions will be made.** Certain weather restrictions apply to all C.O.P.E./Climbing activities. Scouts are not allowed on any activity that is over 6 feet off the ground (with the exception of C.O.P.E. activities). Troop projects like monkey bridges; etc must be approved by the camp office.

Medical Forms

A copy of each participant's current medical form is **required** and must be brought to camp prior to taking part in the program or using the equipment.

Parental Consent Forms

All Scouts under the age of 18 are required to have a consent form, signed by their parents/legal guardians, with them at camp before being allowed to participate in any C.O.P.E. activity or training.

Clothing

C.O.P.E. participants will be working with rope and mechanical equipment. Loose fitting clothing is best. Large buckles, hooded sweatshirts, rings, watches and necklaces create a danger and are not allowed. Shoes need to have good tread for working on the cables. Sweat Pants are not allowed.

12. Camperships

Camperships are Grants from the council that are used to cover a portion of the Basic Fee for summer camp. They are available to those youth that are unable to afford the total camp fee. These camperships are limited and are available only to Scouts in the Greater Niagara Frontier Council for use at a GNFC camp and are based upon a documented need. Camperships are not available for multiple weeks at camp or for camping equipment, uniforms or any other purpose.

Very often generous organizations and individuals provide Camperships for Scouts in the GNFC who attend our summer camp. In order to be considered for a campership, a Scout is expected to take part in unit and council fundraising efforts to earn their way to camp. In addition, the family must complete a confidential campership application, which is available from the Council Service Center and provide the council with any required additional information.

Completed applications are due February 1st.

All applications and awards are confidential and cannot be transferred from one Scout to another.

13. General Information and Quick Reference

Regulations Governing the Use of GNFC Facilities

- **Every** group entering camp must report to the Camp Ranger immediately upon entering camp to check in and provide the Ranger or his designate with the required roster. Each group must also check out with the Ranger before leaving camp.
- Arrival times for the unit **will not** be any earlier than 4:00 pm on Friday unless prior written arrangements are made with the Camp Ranger.
- No individuals will be allowed to check in or enter camp beyond the Ranger station unless there is proper two deep leadership, a completed attendance sheet and camping permit are presented, and the people checking in are listed as leaders on the camping permit.
- When checking in at camp, the unit leader must also schedule a departure time with the Camp Ranger or his designee. Failure to do so may delay your departure.
- All units must check out and depart camp prior to 3:00 pm on Sunday.
- All units must maintain two deep leadership **at all times**. Failure to do so will result in the unit being asked to leave camp.
- No individuals or groups will be allowed to stay in camp without a written permit issued by the Council Service Center
- Use drinking water only from approved sources.
- **Fires** may be kindled only in the regular fireplace or wood-burning stove. Outdoor fires are only permitted in places specifically designated by the Ranger.
- All fires must be attended at all times and carefully extinguished before departure. **Water is not to be used to extinguish fires in fireplaces or wood stoves.**
- **No** standing trees may be cut.
- Hacking of trees, defacing of buildings or damaging equipment will not be tolerated. A fee will be assessed for damaged buildings and lost or damaged equipment.

- Latrines are provided; **no** other places are to be used.
- All refuse and garbage must be placed in containers. There is no garbage pick up in camp. All refuse must be properly disposed of following camp policies. When in doubt, check with the Ranger upon check in.
- The inside and the outside of the building or your camp site must be cleaned prior to checking out. If a building containing bunks and mattresses was used, they must also be cleaned and inspected prior to check out.
- **Alcoholic** beverages and illegal drugs are **not** permitted in camp. Violation of this regulation will result in the immediate **expulsion** of the entire unit from camp and the matter being referred to Council Management and the appropriate local authorities for review.
- Pets are not allowed in camp.
- Parking will be allowed in designated areas only. There will be no parking on camp roads at any time except to load and unload equipment.
- Sledding is **prohibited** at camp Stonehaven.
- Sledding is permitted at Southaven and Schoellkopf only in designated area and with Ranger's permission.
- Swimming, boating and other water activities are only allowed during summer camp sessions and only with the permission of the Camp Ranger, Camp Director or the Waterfront Director. Violation of this important regulation will result in the unit being expelled from camp and the matter being referred to Council Management for review.

Firearms

The Boy Scouts of America and the Greater Niagara Frontier Council adheres to its longstanding policy of teaching its youth and adult members the safe, responsible, intelligent, handling, care and use of firearms, air guns and BB guns in carefully managed and supervised programs. For all GNFC firearms programs including archery, follow the Guide to Safe Scouting—which is available online through the National BSA website.

Except for law enforcement officers required to carry firearms within their jurisdiction, firearms shall not be brought on camping, hiking, backpacking or other Scouting activities, except those specifically planned for target shooting under the supervision of a currently certified BSA or National Rifle Association firearms instructor.

Any law enforcement personnel having an official requirement to bring a firearm to camp must contact the Council Service Center in advance to arrange for such permission and must check in with the Ranger upon arrival.

While in camp, the weapon must be kept in a secure location that is safe from theft or access by unauthorized persons.

Cub Scout Standards

Archery and BB gun shooting are restricted to day camps, Cub Scout/Webelos Scout resident camps or council activities where there are properly trained supervisors and all standards for BSA shooting sports are enforced.

Archery and BB gun shooting are not to be done at the Pack level.

Cub Scouts are not permitted to use any other type of handgun or firearm.

Boy Scout Standards

Boy Scouts are permitted to fire .22 caliber bolt action, single shot rifles, air guns, shotguns and muzzle loading long guns only under the direction of a certified instructor, 21 years of age or older, within the standards outlined in current Scouting literature and bulletins.

National BSA policy does NOT permit the use of handguns in the Boy Scouting Program.

14. Amendments and Updates

Due to changes to BSA policies and local laws, this manual should be reviewed and updated where necessary annually by the Council Camping Committee and approved by the GNFC Executive Board. Anyone with questions concerning these policies and procedures should refer to the latest published version of this manual on file at the Council Service Center.