

# Cub Scout Adventure Camp Staff Manual

## STAFF RULES:

1. As Scouters, we should model all points of the Scout Oath & Law.
2. Wear camp uniform (camp staff t-shirt and lanyard)
3. Arrival time is 5:00PM for Twilight Camp.
4. Make sure all youth in each den at your station are accounted for before beginning the activity. Alert the Camp Director immediately if any youth are missing.
5. Enforce the buddy system.
6. Keep your designated area clean and properly store materials each day.
7. Take any injured camper to the first aid area for treatment unless moving them may cause further harm; in that case, send for the camp health officer.
8. No tobacco products are to be used around campers.
9. Make sure the youth and you drink enough water.
10. HAVE A GREAT TIME! The quality of fun the youth have at camp will depend on our program PLUS you as a leader. Let the youth yell, get dirty and most of all HAVE FUN! Have fun with them.....yell with them, get dirty with them....no one will mind.

## DAILY PROCEDURES:

### *Daily check-in 5:00PM for Twilight*

All staff should sign in upon arrival at the Administration Area. Activity instructors are responsible for making sure their area is set up and prepared for the day. All staff should attend the opening ceremony and dens will follow their Den Walkers to their first activity at the conclusion of the opening ceremony.

The Den Walkers will take attendance every day for campers. The Den Walkers will turn in attendance immediately after all campers are accounted for and/or before opening ceremonies. If anyone arrives after attendance, they must check-in at the Administration Area before joining their group.

### *Daily check-out 9:00PM for Twilight*

Activity instructors should make sure their areas are clean and supplies are stored properly before leaving. All staff should sign out before leaving and activity instructors should notify the camp director or program director if any supplies are needed or missing.

Den Walkers will check-out campers from their den leaving camp at the end of the day. The Den Walkers should not leave camp until everyone from their group has been properly checked out and picked up. Anyone leaving camp early must sign out at the Administration Area.

## CAMP POLICIES AND REGULATIONS:

1. No running or horseplay in camp except during supervised game time and in game area.
2. Buddy system: No Scouts go ANYWHERE without a buddy (including the latrine.)
3. Always remain with your den. If you must leave your group for any reason, such as to use the latrine, tell one of your leaders where you are going and with whom.
4. We will be using an Air Horn with one blast to finish each session to move on to the next.
5. Closed-toe shoes and socks MUST be worn.
6. The use of profane language will not be tolerated and will be cause for immediate discipline.
7. All discipline problems will be handled by the Camp Director.
8. All Cub Scouts will adhere to the dress code.
9. Remember to leave no trace; keep the camp clean.
10. The health officer will treat all injuries.
11. All medications (prescribed or over the counter) will be administered by the health officer.
12. The points of the Scout Law are to be followed.
13. No personal weapons of any type are allowed in camp.
14. Special rules for BB and Archery activity area:
  - a. Do not cross over or under pennants, rope, or caution tape marking the perimeters of the BB and Archery ranges. Use entrances and exits to these areas as marked.
  - b. Always ask for and receive permission to enter BB and Archery ranges from a camp staff member at that activity area before entering.
  - c. Camp staff at the BB and Archery ranges will explain other safety rules specific to their activities. Failure to follow these rules will result in a camper being excluded from that activity.
15. All camp staff are registered members of the Boy Scouts of America.
16. Camp den chiefs may be under the age of 14 only if they are serving as a den chief for the same Cub Scout/Webelos den they serve in the local pack.
17. Scouts BSA members under the age of 14 may volunteer to help at day camp if under the direct supervision of a parent, guardian, or troop leader. However, they are not considered staff members.

### **Camp Security:**

- Staff are identified with their Staff T-shirt with name tag lanyard.
  - Staff must sign in and sign out each day of camp that they are there.
  - Medics will have a safety vest to identify them.
- Participants, both youth and adults, are identified with wristbands.
  - A Permission form is required if a child is being picked up by or dropped by someone other than their parents or legal guardians. **(Information should be on medical form.)**
  - Participants must sign in and sign out with their Den Walker each day.
- Visitors must sign in and sign out each day at the Administrative Area for the camp and will receive a paper wristband to wear during their duration of stay for the day of camp that they are visiting on.

### **Release of Campers Policies**

- Parents should inform the Camp Director if a child will be picked up from camp early.

### **Late Arrival and Attendance**

- Daily attendance is tracked so Cub Scouts who arrive after the opening ceremony should report to the Camp Director to sign in.
- In cases of absences, a Cub Scout's family will be contacted shortly after the program begins.

### **Medical Emergencies**

- A Health Officer is onsite and should be contacted in cases of medical emergencies.
- The Camp Director or designee needs to also be notified immediately.
- The situation will be assessed by the Health Officer and the best action pursued.
- If any camper needs to be transported to the hospital, the parent or emergency contact will be notified. In life-threatening situations, emergency medical aid will be summoned, then the parents or emergency contact will be notified.

### **Tobacco and Alcohol Policy**

All Cub Scout Camp venues are to be treated as tobacco-free facilities. Smoking, including vapes and e-cigarettes, will only be allowed in designated areas. This area must always be out of sight of the Scouts and away from any buildings. Alcohol is absolutely prohibited.

## **Cub Scout Adventure Camp Emergency Procedures**

### **INCLEMENT WEATHER PLAN:**

Most camp activities can be carried out in light rain, especially if the Scouts and adults are dressed appropriately. In some cases, rainy-day activities may be substituted. In the case of heavy rain or thunderstorm an Air Horn with two blasts will be used. Direct your den into the designated inclement weather shelter until it passes. Encourage the youth to stay with their buddy and make sure each scout is accounted for. The Camp Director and Program Director will decide when to resume normal activities.

### **TORNADO:**

If a tornado watch comes into effect or if a tornado is spotted, proceed with your den to the inclement weather shelter and wait for further instructions. Encourage the youth to stay with their buddy and make sure each scout is accounted for. The Camp Director and Program Director will decide when to resume normal activities.

### **FIRE PLAN:**

If a fire has been spotted, the Camp Director should be notified immediately. An Air Horn with two blasts will be used. Den Walkers are to gather their dens together quickly and head to the inclement weather shelter. If the fire is in the inclement weather shelter, lead your den to the front of the property. Youth should be lined up in the buddy system so that all can be accounted for. Should fire trucks come, continue to keep the youth together in dens in this designated area. The Camp Director and Program Director will let everyone know when programs can be resumed.

### **INTRUDER PLAN:**

All staff and campers will wear the official camp T-shirt and/or wristband. All visitors to camp should be directed to the Administration Area to sign in. At any time should a person be spotted in camp without a visitor's wristband or the proper camp identifications, that person should be escorted to the Administration Area to sign in. If any person fails to comply with these procedures, the Camp Director and the Program Director should be notified immediately.

### **LOST YOUTH PLAN:**

Once it is determined that a youth is not with their group and is not accounted for, the Den Walker IMMEDIATELY NOTIFIES THE CAMP DIRECTOR. If the director is not available, notify the Program Director. When the lost youth plan goes into effect an Air Horn with three blasts will be used, Den Walkers are to bring their dens to the inclement weather shelter and remain there until notified.

CAMP DIRECTOR will:

- Talk with the Den Walker to acquire information about the missing scout.
- Check areas of interest to the youth. Do buddy checks in all areas to determine if there is an extra youth there.
- Check all latrines. Check the parking area, inside and around and under all vehicles. Check all other structures.
- If you still have not located the youth it is time to go to the next level.
- Gather all dens at the covered pavilion. Give them something to do so they will stay in one area.
- Have a leader who knows the youth check each den.
- Notify the Scout Executive and the District Executive.
- Divide the staff and assign areas to search. Start with the areas nearest where the youth was last seen.
- Follow instructions given by the Scout Executive if scout is still not found.

DISTRICT EXECUTIVE AND SCOUT EXECUTIVE will:

- Notify the parents.
- Talk to them and try to get an insight into the situation.
- Notify the local law enforcement agency.

## CONTACT WITH WILDLIFE

Some are very commonly seen- deer, rabbits, squirrels, groundhogs, skunks, raccoons, turtles, snakes, and bullfrogs. Wild turkey, pheasant, Canadian geese, Mallard ducks, Grouse, several kinds of owls, and many species of birds can be seen or heard.

Please keep in mind that these animals make their residence on a year-round basis. If you encounter wild animals while on a hike or in your activity area, do not disturb or injure or attempt to chase it away. Do not disturb or destroy any dens or nests. Also please remember that these animals are wild and very unpredictable when they feel threatened.

All campers are expected to respect wildlife and subscribe to the Outdoor Code while in camp. Any camper or visitor who intentionally injures, harasses, or kills any of the wildlife in camp will be held legally and financially responsible. Please report any such cases to the Camp Director.

**Strange Behavior:** If you come in contact with an animal that is behaving strangely, (staggering, lying still -not trying to flee, seems sickly, foaming at the mouth, etc.) IMMEDIATELY REPORT IT TO THE CAMP DIRECTOR. DO NOT ATTEMPT TO PICK UP OR TOUCH THE ANIMAL. Certain animals that are nocturnal (seen only at night) may be seen during daylight hours, a possible indication of illness.

**Bites & Scratches:** If you are bitten or scratched by any wildlife immediately report it to the Health Officer. Animals can carry serious diseases such as Rabies that must be treated as soon as possible. Never pick up or touch an animal that is injured or dead. You put yourself at great risk in doing so. Instead, report the incident to the Camp Director.

**Ticks:** Lyme disease is a concern in the state of PA. However, with early recognition and treatment of the symptoms, it can be cured with no long-term health problems. Lyme disease has been identified in several types of ticks.

Insect and tick repellent (with high content of DEET) are highly recommended, however they are not 100% effective. Wearing long pants, long sleeved shirts and hats while in tick infested areas cuts down on the risk of bites. Educate your campers about ticks and have them check themselves on a regular basis- especially after walking through tick habitats.

If a tick is found, report to the Health Officer who will remove it and preserve it in case a Lyme disease rash develops in which case the tick will need to be tested. A tick needs only to bite its victim in order to transmit the disease and does not have to burrow under the skin. Also educate your campers to report any strange rashes that may develop for no apparent reason.

**Mosquitoes & West Nile Virus:** The occurrence of West Nile Virus in the Eastern United States has steadily been on the rise over the past few years. The best defense against contracting this disease is to take proper precautions when in areas that may have large populations of mosquitoes.

Wearing a good insect repellent (with high content of DEET) and loose-fitting clothing that provides maximum coverage over exposed skin is a good start. Mosquitoes like to breed in puddles, fire buckets, and even tarps that collect water after a rainstorm. They also like areas along streams where small dams or diversions trap water. Elimination of stagnant pools of water, or avoiding these areas is the next best form of protection. Mosquitoes are also attracted to warmth given off by humans and animals, as well as light sources like lanterns and candles.

## Staff Responsibilities/Job Description

### **CAMP DIRECTOR**

The camp director shall be an adult 21 years of age or older of well-known good character and ability. In addition to being certified at National Camping School for administration or management, the camp director shall:

1. Be responsible to the day camp administrator
2. Oversee budget and program materials
3. Supervise the personnel and operating details of the camp
4. Recruit, interview and train staff
5. Conduct training in coordination with the program director
6. Maintain National standards for leadership, program activities and health and safety
7. Provide backup to activity leaders
8. Have a Plan B
9. Be a role model of the 12 Character Traits
10. Evaluate the current year's program and identify potential leadership for next year

**Required Training:** National Camp School Day Camp Administration, Youth Protection, Youth on Youth Abuse, First Aid and CPR, and Weather Hazard.

### **PROGRAM DIRECTOR**

The program director shall be an adult of 21 years of age or older of well-known character and ability. This volunteer has on site responsibility for the Cub Scout adventure camp program. In addition to being certified at National Camping School the program director shall:

1. Coordinate with the camp director
2. Promote day camp attendance at roundtables, pack meetings and events
3. Assist with supervision and trainings of staff
4. Assist staff in planning and conducting successful day to day activities
5. Recruit, interview and train staff
6. Evaluate the current year's program and identify potential leadership for next year

**Required Training:** National Camp School Day Camp Administration, Youth Protection, Youth on Youth Abuse, First Aid and CPR, and Weather Hazard.

### **HEALTH OFFICER**

The on-site health officer is a responsible adult holding a current certification required for the position (First Aid). This person must also have a current certification in CPR.

The camp health officer must be available at the Adventure Camp first aid station from 6:00PM until 8:45PM each evening. If the health officer is out of camp another adult with first-aid training must be available.

**Required Training:** First Aid and CPR/ EMT/ RN/Etc., Youth Protection, Youth on Youth Abuse, and Weather Hazard.

## **RANGE SAFETY OFFICER**

The range safety officer runs the archery, BB, and/or other ranges. This adult must be at least 18 years of age and have been trained as outlined in Shooting Sports for Cub Scouts, Webelos Scouts and Parents, NO. 13-550. The range safety officer must provide certification specific to this activity.

**Required Training:** Rangemaster, Youth Protection, First Aid and CPR, Youth on Youth Abuse, and Weather Hazard.

## **ARTS & CRAFTS INSTRUCTOR**

The arts & crafts instructor shall be an adult 18 years of age or older with demonstrated ability to work with and instruct crafts. The arts & crafts director shall:

1. Be responsible to the program director
2. Plan and carry out a theme related arts & crafts program
3. Select crafts that enhance the theme
4. Prepare a list of supplies needed to conduct the program
5. Teach skills necessary to carry out the activity
6. Supervise the use and storage of materials and equipment
7. Evaluate the current year's program and identify potential leadership for next year

**Required Training:** Youth Protection, First Aid and CPR, Youth on Youth Abuse, and Weather Hazard.

## **SPORTS & GAMES INSTRUCTOR**

The field sports and games director shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

1. Be responsible to the program director
2. Plan and carry out a theme related sports program
3. Select sports that enhance the theme
4. Prepare a list of supplies needed to conduct the program
5. Teach skills necessary to carry out the activity
6. Supervise the use and storage of materials and equipment
7. Evaluate the current year's program and identify potential leadership for next year

**Required Training:** Youth Protection, First Aid and CPR, Youth on Youth Abuse, and Weather Hazard.

## **NATURE PROGRAM INSTRUCTOR**

The nature program instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

1. Be responsible to the program director
2. Plan and carry out a theme related nature program
3. Select activities that enhance the theme
4. Prepare a list of supplies needed to conduct the program
5. Teach skills necessary to carry out the activity
6. Supervise the use and storage of materials and equipment
7. Evaluate the current year's program and identify potential leadership for next year

**Required Training:** Youth Protection, First Aid and CPR, Youth on Youth Abuse, and Weather Hazard.

## **OUTDOOR SKILLS/ SCOUT SKILLS INSTRUCTOR**

The instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

1. Be responsible to the program director
2. Plan and carry out a theme related outdoors skills program
3. Select activities that enhance the theme
4. Prepare a list of supplies needed to conduct the program
5. Teach skills necessary to carry out the activity
6. Supervise the use and storage of materials and equipment
7. Evaluate the current year's program and identify potential leadership for next year

**Required Training:** Youth Protection, First Aid and CPR, Youth on Youth Abuse, and Weather Hazard.

## **STEM INSTRUCTOR**

The STEM instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

1. Be responsible to the program director
2. Plan and carry out a theme related STEM program
3. Select activities that enhance the theme
4. Prepare a list of supplies needed to conduct the program
5. Teach skills necessary to carry out the activity
6. Supervise the use and storage of materials and equipment
7. Evaluate the current year's program and identify potential leadership for next year

**Required Training:** Youth Protection, First Aid and CPR, Youth on Youth Abuse, and Weather Hazard.



## **FISHING INSTRUCTOR**

The fishing instructor shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

1. Be responsible to the program director
2. Plan and carry out a theme related fishing program
3. Select activities that enhance the theme
4. Prepare a list of supplies needed to conduct the program
5. Teach skills necessary to carry out the activity
6. Supervise the use and storage of materials and equipment
7. Evaluate the current year's program and identify potential leadership for next year

**Required Training:** Youth Protection, First Aid and CPR, Youth on Youth Abuse, and Weather Hazard.

## **TRADING POST MANAGER**

Essential Functions: The Camp Trading Post Manager is responsible to the Camp Administrator for their Twilight Camp for the operations of the trading post. The staff must be energetic, eager to please customers, and have a knack for selling products.

1. Inventories all stock and equipment as directed.
2. Keeps accurate records of cash income. Prepares daily reports and statements and submits these to the Camp Administrator
3. Maintains clean and attractive surroundings and displays, and fully stocks displays.
4. Maintains a cordial relationship with unit leaders and Scouts.
5. Completes final inventory at the end of their camp and ensures money is handed off to the Camp Administrator for their Twilight Camp.
6. Follows the trading post procedures as outlined in the CSAC Trading Post Procedure Document.
7. Provides recommendations for future trading post improvements.
8. Performs other duties as assigned.

**Required Training:** Youth Protection, First Aid and CPR, Youth on Youth Abuse, and Weather Hazard.

## **DEN WALKER**

The Den Walker shall be an adult 21 years of age or older, of mature judgment with the ability to exert strong leadership. The Den Walker shall:

1. Be responsible to the camp and program directors
2. Assist with the program at each activity station
3. Promote and maintain 12-character elements within the group
4. Ensure camper safety.
5. Ensure each camper leaves only with their parent or guardian
6. Evaluate the program for the upcoming year

**Required Training:** Youth Protection, First Aid and CPR, Youth on Youth Abuse, Weather Hazard and In-Council Den Walker training.

## **DEN CHIEF**

The den chief shall be a Scouts, BSA member or Venturer capable of serving as a den chief. He or she shall:

1. Be responsible to their den leader
2. Help the program leaders carry out duties as assigned
3. Evaluate current year's program activities
4. Identify scouts who demonstrate knowledge and understanding of the program

**Required Training:** Youth Protection, Hazardous Weather, and Youth on Youth Abuse

## **PROGRAM AIDE**

The program aide shall be a capable Scout or Venturer at least 14 years of age and able to demonstrate and teach skills to the program participants.

1. Be responsible to program director
2. Prepare a list of supplies needed to conduct the program
3. Teach skills necessary to carry out the activity
4. Supervise the use and storage of materials and equipment
5. Help the program leaders carry out duties as assigned
6. Evaluate current year's program activities
7. Identify scouts who demonstrate knowledge and understanding of the program

**Required Training:** Youth Protection, Hazardous Weather, and Youth on Youth Abuse