

# Coastal Carolina Council, Boy Scouts of America



## Camp Policies Manual

Approved by Executive Board

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Coastal Carolina Council, BSA

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All Boy Scouts of America National rules and regulation on operation of camps **WILL** be followed at all Coastal Carolina Council camps. This also includes all the policies for activities in the Guide to Safe Scouting.

The following are specific rules and regulations for the Coastal Carolina Council camps, but should not be construed to be all inclusive. **ANYONE** and **EVERYONE** entering these camps are bound by these rules and policies

Any deviation from these rules and policies must have **WRITTEN** consent for a ONE (1) time event only waiver from the Coastal Carolina Council Scout Executive at least two (2) weeks prior to use.

BSA rules and guidelines apply during summer camp.

Fees for camping, buildings, and equipment use are on the "CAMP USE" form that must be filled out a minimum of two (2) weeks prior to the event.

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## POLICY ON USE OF CAMP FACILITIES

**All Boy Scouts of America rules and regulations on camps are to be followed at all Coastal Carolina Council Camps. The following are specific rules of the Coastal Carolina Council but should not be construed as being all-inclusive. BSA rules and guidelines apply during Summer Camp.**

### General Rules

1. All Council events, Districts and Units shall make reservations at least two weeks in advance with the Council Office for the use of the Camps, Camps Facilities, and/or equipment. The reservation forms that should be submitted are in the "Coastal Carolina Camp Use Forms" and also available at the Council office. (Fees apply to some buildings).
2. Unit leaders, event directors, and guests/visitors must check in with the Camp Ranger or Campmaster upon arrival at camp. Check in is from 7AM to 9PM or by appointment. Reservation confirmation should be presented at time of check in.
3. The Scout Oath and Law, Cub Scout Promise, Venture Oath and Out Door Code should be followed in Camp at all times.
4. A registered adult Scouter, or organization leader, 21 years or older, must be in camp and in charge of each unit at all times. Two-deep leadership shall be observed at all times and will be strictly enforced. The whereabouts of all youths while in camp is the responsibility of the designated leader.
5. "BSA Youth Protection" policies shall be observed at all times.
6. Events and units with coed participants at camp must have both male and female adult leadership, 21 years of age or older, at all times.
7. Any event with more than 200 participants must have a Health Officer. The minimum qualification for a health officer is current American Red Cross First Aid Certification and current CPR Certification (or current certification through another nationally-recognized agency).
8. The speed limit on all roads at camp is 15 mph.
9. **No vehicles are allowed in camp** ("camp", regarding vehicles, is defined as all areas beyond the entrance gate at the camp's main parking lot). Any council or district event needing vehicles in camp must have a plan pre-approved by the Camp Ranger at least two weeks before the event. Any disabled person needing assistance should contact the Camp Ranger or Campmaster.
10. Parking areas are for parking of vehicles only and shall not be used for camping or overnight accommodations.
11. No individual will be allowed to ride on the outside of a vehicle, or in the bed of a pickup truck, or in a trailer. No more than the legally allowable number of passengers shall ride inside any vehicle at anytime. Seat belts shall be worn in vehicles at all times. *Council and district events may be granted an exemption under national policy (see section 10 "Guide to Safe Scouting").*
12. Carts maybe provided for the use of transporting equipment to and from campsites. These carts can be dangerous if improperly used. Youth are not to ride in these carts and shall be supervised when using carts.
13. **Dogs and other personal pets are prohibited** when Units, Scouts or Campers are in camp. Service animals are allowed for the Blind/Disabled when accompanied by their partner.

14. Personal firearms, ammunition, air rifles, pellet guns, bows and arrows, and slingshots are not allowed in camp without permission from Certified Range Officer AND Camp Ranger.
15. No open flames, candles, stoves, gasoline, kerosene lanterns, or heaters are allowed in tents. Liquid fuel, propane lanterns, and stoves must be operated in a safe manner under adult supervision and according to the "Guide to Safe Scouting" booklet. Fuel supplies must be stored separately and secured.
16. Fires shall only be built in the fire rings that are provided at each campsite. There shall be only one fire per campsite. Units and organizations sharing a campsite must share a fire. Fires must not be left unattended. Unit and organizations shall provide shovel and fire bucket with sand and/or water. Units, organizations and/or persons not following fire rules shall forfeit any deposits and may also be asked to leave camp by the Camp Ranger or Campmaster. District or Council events that want to have fire in the campsites shall mark a safety area around the fire ring as to prevent anyone from setting up a tent or canopy too close to the fire ring. The event leadership will assign a Fire Warden to each Campsite with a fire. The Fire Warden shall be responsible for seeing that the rules for the fire are followed and the fire is handled in a safe manner. The Fire Warden shall report any violation or safety concerns to the Event Chairperson and the Camp Ranger or Campmaster.
17. Know and use the camp Fireguard plan and unit Fireguard Chart. More information about these documents may be found in the "Guide to Safe Scouting".
18. Everyone in the campsite should know the location of all fire fighting equipment in the campsite. Leaders should ensure that this equipment is not used for any other purpose.
19. No pallets or wood with metal should be burned at any fire in camp.
20. The Camp Ranger or Campmaster may limit or eliminate the use of fires at anytime deemed necessary.
21. Conserve water. Turn off faucets, wash stands and /or showers. Facilities are not to be used to wash dishes or laundry.
22. Do not cut any live tree, shrubs, or underbrush. Exceptions can be made only by the Camp Ranger.
23. Conservation projects for the camp must have two (2) weeks advance approval from the Camp Ranger or Campmaster.
24. Any service project must be approved two weeks in advance.
25. Quiet time is 10:00PM to 6:00AM. Respect your neighbors.
26. No alcoholic beverages or illegal drugs are allowed in camp.
27. Tobacco use in front of Scouts is prohibited under BSA National Policy. Each camp has a designated smoking area. Check with the Camp Ranger, Campmaster, or Event Chair/or Leader for this location. There is **NO SMOKING** in any building on camp property.
28. The possession or use of any fireworks in camp is forbidden.
29. All persons shall stay on camp property and should not trespass on adjacent property.
30. All illegal activities shall be reported to the appropriate authorities.
31. For the purpose of this manual "Council Event" is any event that is approved by the Council.

32. All trash will be placed in the dumpster if provided at camp. In cases where there is not a dumpster or the dumpster is full, all trash will be removed from camp and taken home. At no time is trash to be buried in camp.
33. All facilities, grounds and/or campsites used by units or events must be properly cleaned before leaving camp. Clean-up supplies may be issued by the event quartermaster, Camp Ranger, or Campmaster.
34. Before leaving camp, the Unit Leader or Event Leader shall be checked out by the Camp Ranger or Campmaster and at that time, a completed "Camp Check Out Sheet" must be turned in to the Ranger or Campmaster. Failure to do so will result in forfeiting all deposits.
35. Key access to any Camp Building must be obtained by the Event Leader from the Camp Ranger or Campmaster.

**Note: The violation of any of these rules may be grounds for immediate removal from camp by the Camp Ranger, Campmaster, or Scout Executive.**

## CAMP EMERGENCY PROCEDURES

### UNUSUAL WEATHER CONDITIONS: (Tornados, hurricanes, etc.)

The Camp Ranger or Campmaster will stay informed by radio at all times of current weather conditions. Event leaders and/or unit leaders will be informed immediately when any adverse conditions are expected. The Camp Ranger or Campmaster shall have final authority to close camp if they deem weather conditions unsafe.

### Lightning Alert System:

Located on top of the Dining Hall and central showers by the lake, will sound a blast on the horn (one long 15 second blast) and a yellow strobe light will flash if conditions for lightning become present within an area around camp. This system is designed to help us "Be Prepared" for possible bad weather conditions. Please note, this system is an advisory type system, please take appropriate action as required. The strobe will continue to flash until the all clear is sounded. The Camp will be notified of the "ALL CLEAR" by three short 5 second blasts of the horn and the strobe will be extinguished.

### TROPICAL STORM WARNING AND HURRICANE WARNING:

When a Tropical Storm warning or a Hurricane warning is issued within the area of camp the **CAMP WILL CLOSE**. All units will be required to return home.

### TORNADOS:

**The following rules shall be followed during a tornado watch or warning:**

1. Event leader and/or unit leaders will be notified by the Camp Ranger or Campmaster when a warning is in effect or a watch should be observed.
2. Should a tornado be sighted, have all Scouts evacuate the campsite and have them lie down in a depression, ditch or ravine previously selected. If you are caught in open area, then always move at right angles to the tornadoes path.
3. Do not attempt to gather in any building or in vehicles.
4. Do not call the local weather station except to actually report a tornado as you might be tying up important phone lines needed for an emergency.
5. If you have a radio, keep it tuned to the local weather station.

### FIRE:

General rules for handling and reporting a fire:

1. If you spot a fire and can put it out **quickly and safely**, do so.
2. If the fire is out of control, either send a runner, or go yourself, to the Emergency Bell located on the side of the Trading Post at Camp Ho Non Wah and sound the bell. At Camp Moultrie, go to the Camp Ranger's Cabin.
3. Give information on the fire and exact location of the fire to the Camp Ranger or Campmaster. The Camp Ranger or Campmaster will call the Fire Department if assistance is needed. Assistance may be solicited from adult unit leaders and older Scouts if needed and only if it can be done safely. **Personal Safety** is paramount for anyone fighting a fire.
4. Upon the sounding of the emergency alarm, all units shall assemble at the Council Fire Ring at Camp Ho Non Wah or the Ranger Cabin at Camp Moultrie to await instructions. Individuals away from their campsite when the alarm is sounded should immediately go the Council Fire Ring at Camp Ho Non Wah or the Ranger Cabin at Camp Moultrie. They should not attempt to return to their campsite to join their unit.

**WATERFRONT EMERGENCIES**

If there is an emergency at the waterfront, the person in charge will begin sounding a very loud compressed air horn with a series of three short blasts and should send a runner to sound the emergency alarm. If the emergency alarm is sounded, all campers regardless of their location on camp should immediately go to the Council Fire Ring if at Camp Ho Non Wah or the Ranger Cabin at Camp Moultrie.

**FIRST AID / MEDICAL EMERGENCIES**

During District or Council events an adult with current certification in First Aid and CPR will be on duty to handle emergencies at all times. Otherwise, the Camp Ranger, Campmaster or the Camp Director should be contacted if first aid assistance is needed. All cases where a doctor's care is needed will be reported immediately to the Camp Ranger or Campmaster. The Camp Ranger or Campmaster will immediately contact the Scout Executive. In the case of a District or Council activity, the Staff Advisor has the responsibility to contact the Scout Executive.

**MISSING PERSON**

The unit or event leadership should follow the following procedure if a missing person is suspected:

1. Camp Ranger or Campmaster is notified that a person is missing.
2. Emergency alarm is sounded to assemble at the Council Fire Ring for Camp Ho Non Wah or the Ranger Cabin at Camp Moultrie to await instructions.
3. Assembled groups will conduct a head count to confirm missing person.
4. Last known whereabouts of missing should be obtained and checked out.
5. Health Lodge should be checked for missing person.
6. The Camp Ranger or Campmaster will call local law enforcement authorities for assistance if necessary.
7. The Camp Ranger or Campmaster will immediately notify the Scout Executive.

**ABUSE**

See the "Youth Protection Policies" section of the manual.

**FATALITY or SERIOUS INJURY**

Local authorities (EMS, Police, etc.) must be notified immediately.

If a fatal or serious injury occurs it is important that everyone remain calm and safely clear the area of Scouts and all other non vital people.

If it is a dangerous situation it is important that we do not make a bad situation worse by attempting to rescue or recover the victim if it will put others at great risk.

**Camp Ranger, Camp Director or Campmaster must contact the Scout Executive IMMEDIATELY.**

The Scout Executive is the only person authorized to speak with the media. It is important for the privacy of the family that the Scout Executive be the sole spokesperson.

After the danger has passed a roster of those that were present and may have witnessed the incident along with their contact information should be made to expedite the investigation. DO NOT "clean-up" or disturb the area of the accident without the approval of the authorities or the Scout Executive. Secure the area as best as possible.



## **POLICY ON USE OF THE SWIMMING POOL / SHOWERS**

The Camp Ho Non Wah Swimming Pool will be available for reserved use during the summer months when Summer Camp is not in session. It will be reserved on a first-come, first-served basis for registered Youth members (including Exploring and LFL), Adult Leaders, and Guests for authorized Unit, District, and Council events.

Reservation for the Pool / Shower must be made at least two weeks in advance.

### **The following rules must be strictly observed:**

1. The Safe Swim Defense Plan must be followed entirely.
2. An adult at least 21 years of age holding a current "Safe Swim Defense" certification must be present at all times during the swimming activity.
3. A person holding a current CPR certification must also be present at all times during swimming activity.
4. A maximum of 80 swimmers are allowed in the pool at one time.
5. The Camp Ranger or Campmaster will check out all required equipment to the adult in charge and will check it back in at the conclusion of the swimming event.
6. Shower facilities are divided in youth and adult areas. All BSA policies should be followed to insure youth protection standards are maintained.
7. Showers, commodes, and sinks should be left clean and the water turned off after use.
8. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
9. The Pool/ Showers area must be left clean and all trash removed after use.

## **POLICY ON USE OF THE CAMP OFFICE**

Use of the Camp Office is available for District and Council events only.

Request for the Camp Office to be open must be made at least two (2) weeks in advance with the Council Office.

### **The following rules must be observed:**

1. The Camp Office must be left clean and all trash removed after use.
2. Adults and youth should not use the sleeping quarters together unless BSA youth protection guidelines are strictly followed.
3. Max occupancy for sleeping is two (2) people.
4. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
5. No smoking inside the building.

### **POLICY ON USE OF THE FAMILY CABINS**

The Coastal Carolina Council provides three cabins at Camp Ho Non Wah for use by the Campmaster, Council and District volunteers, Professional Staff, disabled persons, and senior camp staff members. No youth, other than sons or daughters of an adult staff member may use these cabins.

Reservations for the Family Cabins must be made at least two weeks in advance with the Council Office.

**The following rules shall be observed:**

1. Cabins must be cleaned and trash removed after use.
2. No tent camping is allowed in the Family Cabin area.
3. Persons using cabins shall check out with Camp Ranger or Campmaster before departing camp.
4. Max occupancy for sleeping is eight (8) people.
5. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
6. Adults and youth should not use the cabins unless BSA youth protection guidelines are strictly followed.
7. No Smoking inside buildings.

## **POLICY ON USE OF THE CAMP CHAPEL**

Use of the Camp Chapel is available for Unit, District, and Council events.

No Reservation for the Camp Chapel is needed.

### **The following rules shall be observed:**

1. The chapel area is a place of worship. Quiet and reverence should be observed.
2. All units and organizations using the chapel should follow the general camp policy on supervision.
3. Open services should be non-denominational.
4. Units and organizations using the chapel at the same time are encouraged to hold joint services.
5. Camping in the chapel area is not permitted.
6. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
7. The Chapel must be left clean and all trash removed after use.

## **POLICY ON USE OF THE DINING HALL AND KITCHEN**

Use of the camp dining hall, kitchen and associated equipment at Camp Ho Non Wah is available for Unit, District and Council events.

Reservations for the Dining Hall and Kitchen must be made at least two weeks in advance with the Council Office.

### **The following rules must be observed:**

1. The dining hall and kitchen are reserved separately.
2. Dining hall, kitchen and associated equipment will be left clean and neat. Floors will be swept and mopped and trash will be put in the trash dumpster.
3. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
4. Cleaning agents and towels are not to be provided by the camp.
5. Any supplies used must be replaced.
6. Due to State Health Department Rules and Regulation, no one under the age of 18 may use the kitchen facilities and equipment at anytime. Additionally no one under the age of 18 may be in the kitchen without adult supervision.
7. Use of the dining hall as a place for lodging is not allowed.
8. No Smoking inside buildings.

## **POLICY ON USE OF THE COOK QUARTERS**

Use of the Cook Quarters is available for District and Council event cook staff only. No youth, other than sons or daughters of an adult staff member may use cooks quarters.

Request for the Cook Quarters to be open must be made at least two (2) weeks in advance with the Council Office.

### **The following rules must be observed:**

1. The Cook Trailer must be left clean and all trash removed after use.
2. Adults and youth should not use the Cook Trailer together unless BSA youth protection guidelines are strictly followed.
3. Max occupancy for sleeping is eight (8) people.
4. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
5. No Smoking inside buildings.

## **POLICY ON USE OF THE HEALTH LODGE**

Use of the Health Lodge is available for District and Council events only.

Reservation for the Health Lodge must be made at least two (2) weeks in advance with the Council Office.

**The following rules must be observed:**

1. The health lodge is not to be used as sleeping quarters for anyone other than health lodge staff or patients.
2. The showers and rest room located in the health lodge are for the exclusive use of the health lodge staff and patients.
3. All National BSA Policies for securing of medical facilities must be followed.
4. The Health Officer assigned to the lodge will be responsible for the securing of medical supplies, securing the building, and the adherence to all National, Local, and Council policies.
5. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
6. The health lodge must be left cleaned and trash removed after use.
7. No Smoking inside buildings.

## **POLICY ON USE OF THE STAFF CENTER**

Use of the Staff Center is available for Unit-Level Training Courses, District Events, and Council Events.

Requests for the Staff Center to be open must be made at least two weeks in advance with the Council Office.

### **The following rules must be observed:**

1. The Staff Center must be left clean and all trash removed after use.
2. Adults and youth should not use the shower area together. BSA youth protection guidelines shall be strictly followed.
3. Use of the staff center as a place of lodging (sleeping) is not allowed due to fire codes.
4. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
5. No Smoking inside buildings.



### **POLICY ON USE OF THE OA LODGE AND CEREMONY RING**

The Order of the Arrow Lodge Home and Ceremony Ring at Camp Ho Non Wah are set aside for the specific use of the Unali'yi Lodge #236. The use and admittance to these facilities is strictly controlled by the lodge rules and regulation. Use of the facilities must be arranged through the Lodge Advisor, Scout Executive, or the Lodge Executive Committee.

All exhibits and display materials must not be disturbed in any way by those individuals using the facilities.

Each facility must be left clean and all trash removed after use.

### **POLICY ON USE OF THE COPE COURSE**

**The COPE course is available for use only under the direct supervision of a certified COPE Course Director. The COPE Course Director must have their certification on file at the Council Office.**

Reservation for the COPE course must be made two weeks in advance with the Council Office.

Event Leadership is responsible for securing COPE Course Director for course.

**The following rules must be observed:**

1. The COPE Director who will be directly supervising the use of the COPE course must have their certificate of qualification on file with the Council Office at least two weeks prior to the date of use.
2. Only council owned equipment may be used.
3. All national BSA policies will be strictly followed when using the COPE course. Any damage must be reported to the Camp Ranger or Campmaster
4. The COPE course must be left clean and all trash removed after use.
5. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.

**For fee information refer to the “Camp and Equipment Usage Fees” sheet.**

## POLICY ON USE OF THE RIFLE, SHOTGUN, AND ARCHERY RANGE

Live firing conducted at the Shooting Sports Ranges of the Coastal Carolina Council, BSA is designed to provide authorized users access to a safe facility where they can become proficient with firearms, archery and/or participate in council sponsored events.

The rifle range, shotgun range, and archery range is available to Unit, District, and Council Events. Outside groups must follow the SOP of Shooting Sport Ranges of CCC. Event leadership is responsible for securing a certified Range Officer for the range.

### The following rules must be observed:

1. All national BSA policies will be strictly followed when using the ranges.
2. Reservations for equipment should be made at least two weeks prior to the event.
3. A copy of the Range Officer's Certificate of Qualification must be filed in the Council Office along with the reservation form.
4. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster. Fees for damages or loss of equipment will be paid prior to unit departure from camp.
5. The ranges must be left clean and all trash removed after use.

***Cub Scouts*** are only authorized to use *BB guns*. BB gun shooting is restricted to Day Camps; Cub Scout/Webelos Scout resident camping programs to Council activities where there are ***properly trained Instructor*** and all standards for BSA shooting sports are enforced. BB gun shooting is NOT AUTHORIZED on a Pack/Den level.

***Boy Scouts*** are authorized to use *BB guns, Single shot .22 caliber bolt action rifles, Single barrel black powder muzzle loading rifles of modern construction up to .75 caliber, and any shotgun 12 gauge or smaller. Muzzle loading shotguns of modern manufacture may be used. Firearms made from a kit must be certified by a licensed gunsmith.*

Single shot .22 caliber bolt action rifles to be used on the fifty (50) foot range. No rifles with tubular magazines; rifles with box magazines must be operated with the magazine removed. Each rifle must have a minimum of a three (3) pound trigger pull and must be tested prior to usage. A maximum of eight (8) shooters can be shooting under the guidance of one (1) certified instructor.

For rifle activities there **must** be a currently certified **NRA** Rifle Instructor **AND** a currently certified **NRA** Range Safety Officer present during firing.

Single barrel black powder muzzle loading rifles up to .75 caliber to be used on fifty (50) foot range (must use reduced charge). Each shooter **MUST** have an individual instructor. Black Powder Muzzle Loading may use a currently certified National Muzzle Loading Rifle Association Instructor **AND** a currently certified NRA Range Safety Officer present during firing.

Boy Scouts shooting shotgun may load only one (1) round at a time UNLESS they have earned the shotgun Merit Badge and are shooting in a match requiring that two (2) rounds be loaded (doubles). No shot larger than #7 ½ may be used. For Shotgun activities there **must** be a currently certified **NRA** Shotgun Instructor **AND** a currently certified **NRA** Range Safety Officer present during firing. Black Powder Muzzle Loading may use a currently certified National Muzzle Loading Rifle Association Instructor **AND** a currently certified NRA Range Safety Officer present during firing.

**Venture Scouts** are authorized to use BB guns, any rifle, any shotgun 12 gauge or smaller, and Handguns.

Handgun participants must complete the National Rifle Association (NRA) Basic Pistol marksmanship course prior to range firing. One instructor/coach **MUST** be present for each three (3) shooters. When handgun shooting there must be a currently certified **NRA** Pistol Instructor **AND** a currently certified **NRA** Range Safety Officer present during firing.

**Ammunition** must be commercially manufactured (no reloads). Ammunition must be stored in a secured and locked location. It may not be stored in the campsites or vehicles. Arrangements must be made with the Camp Ranger or Campmaster for secured storage.

### **RIFLE, SHOTGUN, AND FIREARMS EQUIPMENT POLICY**

Use of Camp Ho Non Wah firearms is available for Unit, District, and Council Events at Camp Ho Non Wah. Firearms are reserved on a first-come, first-served basis. Firearms are checked out through the Camp Ranger or Campmaster and should be inspected prior to use for damages and safe operation. Firearms may require cleaning before use. *Do not use a firearm if you feel it will not operate properly or is not safe.* Hearing protection, paper targets, and clay targets should be provided by the user.

#### **Archery Range**

**Cub Scouts** Archery is restricted to Day Camps, Cub Scout/Webelos Scout resident camping programs to Council activities where there are **properly trained instructor** and all standards for BSA shooting sports are enforced. Archery is NOT AUTHORIZED on a Pack/Den level.

The range must be under the supervision of an adult (min. 18 years old) who holds a certification of at least Basic Instructor (Level 1) from the National Archery Association National Field Archery Association or National Alliance for the Development of Archery.

Instructors may provide archery equipment of their own for unit use, but it must be checked by the Camp Ranger and must remain locked up and not accessible by scouts except on the range. No one else should bring archery equipment to camp.

All equipment should be examined prior to any shoot. The Instructor is responsible and should discard any unsafe bows or arrows.

Ranges are open only during daylight hours. No shooting is permitted prior to 8:00am or after 5:30pm in the winter and 8:00pm in the summer.

An adult aged 21 or over holding current First Aid and CPR certifications must be present in the range area when archers are shooting.

### **ARCHERY EQUIPMENT POLICY**

Use of Camp Ho Non Wah Archery Equipment is available for Unit, District, and Council events at Camp Ho Non Wah with a certified Range Officer. Archery Equipment is reserved on a first-come, first-served basis. All equipment should be inspected at checkout for safety and damages. *Do not use the archery equipment if you feel it will not operate properly or is not safe.*

## **POLICY ON USE OF THE TRAINING AND HANDICRAFT SHELTERS**

Use of the Training and Handicraft Shelters is available for Unit, District, and Council events.

Reservations for the Training and Handicraft Shelters must be made two weeks in advance with the Council Office.

### **The following rules must be observed:**

1. The shelters must be left clean and all trash removed after use.
2. Any damage or maintenance issues must be reported to the Camp Ranger or Camp.
3. Use of lights should be arranged with the Camp Ranger or Campmaster.

### **POLICY ON USE OF THE TRADING POST**

Use of the Trading Post is available for Council events only. Please ask the Scout Executive for availability for your event.

Request for the Trading Post to be open must be made at least two (2) weeks in advance with the Council Office.

**The following rules must be observed:**

1. The Trading Post must be left clean and all trash removed after use.
2. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.

### **POLICY ON USE OF THE COUNCIL RING**

Use of the Council Ring is available for Unit, District and Council events.

Reservations for the Council Ring must be made two weeks in advance with the Council Office.

**The following rules must be observed:**

1. Fires in the Council Ring can only be made in the fire ring provided.
2. All camp rules on fires in camp should be followed.
3. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
4. The Council Ring must be left clean and all trash removed after use.
5. Use of Councils Ring lights should be arranged with the Camp Ranger or Campmaster.
6. Use of the Council Ring Sound System is for District or Council Events. Permission for use of the Sound system for special events by Units may be obtained from the Camp Ranger.

## **POLICY ON USE OF THE SPORT FIELDS AND BASKETBALL COURT**

Use of the Sports Fields and Basketball Court is available for Unit, District, and Council events.

No Reservation for the Sports Fields or Basketball Court is needed.

### **The following rules must be observed:**

1. Use of all Sport Fields and Basketball Court is on a first-come, first-served basis, unless reserved for use by a District or Council event.
3. Good sportsmanship should be practiced at all times.
4. Units that want to use the same field or court are encouraged to share and participate together in the activity.
5. Any damage or maintenance issues must be reported to the Camp Ranger or Campmaster.
6. The Sports Fields and Basketball Court must be left clean and all trash removed after use.
7. Equipment for Sports Fields and Basketball Court should be arranged with the Camp Ranger or Campmaster.



## **POLICY ON USE OF THE CENTRAL SHOWERS**

Use of the Central Showers is available for Council events only.

Reservation for the Central Showers must be made at least two (2) weeks in advance with the Council Office.

### **The following rules must be observed:**

1. The Central Showers must be left clean and all trash removed after use.
2. Any damage must be reported to the Camp Ranger or Campmaster.
3. Shower facilities are divided for Female / Male adult use. All BSA policies should be followed to insure youth protection standards are maintained.
4. No Smoking inside buildings.

### **POLICY ON USE OF THE BOHICKET DOCK AREA**

Use of the Bohicket Dock Area is available for Troop, Crew, LFL, Exploring, District, and Council Events only.

Reservations for the Bohicket Dock must be made at least two weeks in advance with the Council Office.

Please refer to the "Guide to safe Scouting" for additional requirements for aquatic activities.

(Note: The dock is to be used for boating activities only, no fishing, crabbing, or shrimping.)

#### **The following rules must be observed:**

1. Adult supervision of activities must be present at all times. The adult supervising must have completed "Safety Afloat" and "Safe Swim Defense" training, must have current certification cards with them, and must comply with all nine points of "Safety Afloat" and all points of "Safe Swim Defense."
2. A person holding a current CPR certification must also be present at all times during boating activities.
3. Personal Flotation Devices must be worn on the dock at all times.
4. Swimming is not allowed from the dock.
5. The boat ramp at the Bohicket Dock Area is for Unit, District, and Council event use only. Only Council controlled motorized watercraft shall be allowed to use the boat ramp.
6. Any damage must be reported to the Camp Ranger or Campmaster.
7. The Bohicket Dock Area must be left clean and all trash removed after use.

**POLICY ON USE OF THE LAKE WATERFRONT AREA AT CAMP HO NON WAH**

Use of the Lake Waterfront Area is available for Unit, District and Council events.

Reservations for the Lake Waterfront Area must be made at least two weeks in advance with the Council Office.

Please refer to the "Guide to safe Scouting" for additional requirements for aquatic activities.

**The following rules must be observed:**

1. The lake is for non-motorized boating activity only.
8. Adult supervision of activities must be present at all times. The adult supervising must have completed "Safety Afloat" and "Safe Swim Defense" training, must have current certification cards with them, and must comply with all nine points of "Safety Afloat" and all points of "Safe Swim Defense."
2. A person holding a current CPR certification must also be present at all times during boating activities.
3. Swimming is not allowed in the lake.
4. Appropriate water footwear must be worn at all times while boating in the lake.
5. Fishing is allowed in the lake only when there is not an organized activity using the lake. Adult Leaders should insure that proper supervision of youth using the lake for fishing is in place at all times.
9. The Lake Waterfront Area must be left clean and all trash removed after use.
10. Any damage must be reported to the Camp Ranger or Campmaster.

**POLICY ON USE OF THE LAKE WATERFRONT AREA AT CAMP MOULTIE**

Use of the Lake Waterfront Area is available for Unit, District and Council events.

Camp Moultrie does not have an area for swim tests. Swim test must be administered before coming to camp for swimming or boating activities.

Please refer to the “Guide to safe Scouting” for additional requirements for aquatic activities.

**The following rules must be observed:**

1. For swimming at Camp, the Safe Swim Defense Plan must be followed entirely.
2. The Swimming Area must be surveyed to insure the swim area is safe, as outlined in “Safe Swim Defense”
3. An adult, at least 21 years of age and holding a current “Safe Swim Defense” certification, must be present at all times during the swimming activity.
4. Appropriate water footwear must be worn at all times while swimming in the lake.
5. Any boating activity must be supervised by an adult at least 21 years of age who holds a current “Safe Swim Defense” and “Safe Afloat” certification. They must be present at all times during the activity.
6. A person holding a current CPR certification must also be present at all times during swimming or boating activity.
7. The Lake Front is available on a first-come, first-served basis. Units are encouraged to share the waterfront and participate in activities together.
8. The Lake Waterfront Area must be left clean and all trash removed after use.
9. Any damage must be reported to the Camp Ranger or Campmaster.

## **EQUIPMENT USE POLICY**

### **RIFLE, SHOTGUN, FIREARMS, AND EQUIPMENT POLICY**

Use of Camp Ho Non Wah firearms are available for Unit, District and Council events at Camp Ho Non Wah with a certified Range Officer. Reservations for firearms should be made at least two weeks prior to the event. A copy of the Range Officer Certificate of Qualification must be filed in the Council Office along with the reservation form. The firearms reserved on a first-come, first-served basis.

The firearms are checked out through the Camp Ranger or Campmaster and should be inspected prior to use for damages and safe operation. Firearms may require cleaning before use. *Do not use a firearm if you feel it will not operate properly or is not safe.* Hearing protection, paper targets, and clay targets should be provided by the user.

### **ARCHERY EQUIPMENT POLICY**

Use of Camp Ho Non Wah Archery Equipment is available for Unit, District and Council events at Camp Ho Non Wah with a certified Range Officer. Reservation for Archery Equipment should be made at least two weeks prior to the event. A copy of the Range Officer Certificate of Qualification must be filed in the Council Office along with the reservation form. Archery Equipment is reserved on a first come first serve basis.

All equipment should be inspected at checkout for safety and damages. *Do not use the archery equipment if you feel it will not operate properly or is not safe.* Report any damages to the Camp Ranger or Campmaster. Fees for new damages or loss of equipment will be paid prior to unit departure from camp.

### **TOOLS AND EQUIPMENT POLICY**

Tools and equipment from the Quartermaster room may be issued at the discretion of the Camp Ranger or Campmaster. Tools should be used under the supervision of a qualified individual. Scouts using tools must have appropriate training on the safe use of the tool before use.

Tools and equipment must be cleaned before check-in. Any damage should be reported to Camp Ranger or Campmaster. Fees for damage will only apply if tools or equipment were abused or misused.

### **CANOES AND TRAILER EQUIPMENT POLICY**

Use of Camp Ho Non Wah and Camp Moultrie canoes and trailer are available for Unit, District and Council events. Reservations for the Canoes and Trailer must be made at least two weeks in advance with the Council Office. All BSA "Safety Afloat" requirements must be followed. Canoes and trailer (trailer only available at Camp Ho Non Wah) are checked-out through the Camp Ranger or Campmaster. Canoes will be inspected by the unit for damage prior to check-out and before check-in. Unit shall report any damage to the Camp Ranger or Campmaster at check-in. Fees for new damage at check-in will be paid before departing Camp.

### **SAILBOATS EQUIPMENT POLICY**

Use of the Camp Ho Non Wah and Camp Moultrie sailboats is available to Unit, District and Council events at Camp only. Reservations for the sailboats must be made two weeks in advance with the Council Office. All BSA "Safety Afloat" requirements must be followed. Sailboats are checked-out through the Camp Ranger or Campmaster. The skippers for the large (20ft +) sailboats will be approved by the Ranger. Sailboats will be inspected by the unit for damage prior to check-out and before check-in. Unit shall report any damage or maintenance issues to the Camp Ranger or Campmaster at check-in. Fees for new damage at check-in will be paid before departing Camp.

## YOUTH PROTECTION POLICES

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

Note: Bold type denotes rules and policies.

- **Two-deep leadership.**  
Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
- **No one-on-one contact.**  
One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.
- **Respect of privacy.**  
Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- **Separate accommodations.**  
When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.
- **Proper preparation for high-adventure activities.**  
Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- **No secret organizations.**  
The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.
- **Appropriate attire.**  
Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.
- **Constructive discipline.**  
Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Hazing prohibited.**  
Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- **Junior leader training and supervision.**  
Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

*What should I do if a child tells me that he has been sexually abused?*

How an adult responds to a child when he tries to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be okay. By not criticizing the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to him and that you would like to get him some help. **Allegations by a Scout concerning abuse in the program must be reported to the Scout executive.** Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. It is important that you not tell anyone other than the Scout executive or the child protective services agency about allegations of abuse—if the allegations cannot be substantiated, you could be sued for defamation of character

**The Scout executive should be informed about all incidents that result in a physical injury or involve allegations of sexual misconduct by a youth member with another youth member.**

**All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, and drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit.**

**Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance in dealing with it.**

**The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members.**

## Leadership Requirements for Trips and Outings

1. **Two-deep leadership:**

**Two registered adult leaders, or one registered adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA.**

## 2. During transportation to and from planned Scout outings,

- A. Meet for departure at a designated area.
- B. Prearrange a schedule for periodic checkpoint stops as a group.
- C. Plan a daily destination point.

A common departure site and a daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members—*never one on one*.

3. **Safety rule of four: No fewer than four individuals (always with the minimum of two adults) go on any backcountry expedition or campout.** If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.4. **Male and female leaders must have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.**5. **Male and female youth participants will not share the same sleeping facility.**6. **Single-room or dormitory-type accommodations for Scouting units: Adults and youth of the same gender may occupy dormitory or single-room accommodations provided there is a minimum of two adults and four youth. One of the adults is required to be youth-protection trained. Adults must establish separation barriers or privacy zones such as a temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth area.**7. **When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.**

## 8. If separate shower and latrine facilities are not available, separate times for male and female use should be scheduled and posted for showers. The buddy system should be used for latrines by having one person wait outside the entrance, or provide Occupied and Unoccupied signs and/or inside door latches.

Adult leaders need to respect the privacy of youth members in situations where the youth are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults also need to protect their own privacy in similar situations.