

3 RIVERS & AMERICAN RIVER DISTRICTS

TWILIGHT CAMP 2025

TRAINING AND SAFETY MANUAL

Welcome!! We truly appreciate your time and effort in volunteering at Twilight Camp! This will be a fun and educational camp that will provide lifelong memories for the youth and families who attend. Your selfless donation of time and energy to all the Cub Scouts in our districts is highly commendable!!

Camp Motto: Have FUN! Be Safe.

Yours in Scouting, Diane Weiss 209-327-4752 Camp Director
(call or text)

Please put our number in your phone to contact me during camp!!

CAMP DATES & TIMES

June 9-12, 2024

Harriett Eddy Middle School
9329 Soaring Oaks Dr. Elk Grove CA
4:30-8:00pm

June 13, 2024

Jerry Fox Swim Center
9950 Elk Grove Florin Rd, Elk Grove CA
4:30-8:00 pm

June 14, 2024

Range & Target Day
Mohan Ranch
10171 Grant Line Rd.
Elk Grove, CA. 956328
8:30AM- 2:00PM

2025 Camp Theme is Invention Convention

CAMP STAFF ORGANIZATIONAL CHART

DISTRICT EXECUTIVES: Jose Zavala 916-929-1417x103 & Shelby Huser 916-929-1417x105
Employed by the Golden Empire Council and is responsible for assisting the camp Director and other staff in running a smooth camp.

CAMP DIRECTOR: Diane Weiss cell 209-327-4752, dianeweissnotary@gmail.com
Certified by the Boy Scouts of America, National Camping School to oversee a BSA Day camp.
Responsible for the general supervision of camp staff, volunteers, and scouts.

CAMP HEALTH OFFICER: To be determined

Certified by BSA as a Camp Health Officer. Responsible for the general physical and mental well-being of our camp staff, volunteers, and campers.

RANGEMASTERS: Ed Titus, BSA Rangemaster, NRA Rifle Instructor, Level 3 Archery Instructor

CAMP RULES & POLICIES

1. Safety and having FUN is our #1 priority!

- All injuries must to be reported to the Camp Health Officer
- If something seems wrong, tell the Camp Director immediately.
- If something is dangerous, STOP IT and notify the Camp Director
- Only registered Scouts BSA adults and youth are allowed on campus.
- All visitors must check in at Information Table
- **Early Check out:** If a child must be checked out of camp early by someone other than the parent, the custodial parent must provide authorization in writing. Send the child and the adult to the Camp Health Officer to make sure that they are on the list of adults authorized to take the child from camp.

2. Use of Buddy System

- No cub should leave their den/patrol unless accompanied by another scout.
- The buddy system with 2 youths of the same gender should be used when making trips to the restroom. Use the youth bathroom only. Adults will have separate bathrooms.

3. Be a good role model and use courtesy

- Say "please" and "thank you" at every opportunity.
- Teach the cubs to show respect to leaders, parents, peers, and self.
- Teach the cubs to respect their own personal space and that of their peers.
- Respect the facilities we are using—Leave No Trace! We are guests!
- Teach cubs to take responsibility for their own actions and behavior and accept the consequences thereof.

4. Attire for all youth, adults, and staff

- You **MUST** wear a camp-issue T-shirt each day.
- You **MAY NOT** alter t-shirts in any way, for instance cutting them.
- **CLOSED TOE** and **CLOSED HEELED SHOES** must be always worn upon entering the school.
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5. Always observe the OUTDOOR CODE

- "As an American, I will do my best to be clean in my outdoor manners, be careful with fire, be considerate in the outdoors, and be conservation minded."
- Put trash where it belongs in a trash container.

6. Animals

- No pets allowed at camp. If you have a service animal, you must provide proper paperwork that proves the animal is a service animal. It must have a harness with the proper identification printed on the harness and be properly trained to be around children.
- Leave any animal you find at camp on the campgrounds.
- Do not harm any animals or insects.

DEN LEADER EXPECTATIONS

You are responsible for the supervision of all cubs in your den at all times. The safety of the youth should be your #1 concern. Review camp rules with your den.

- Be sure each child is checked in/out by a parent and the parent signs the sheet, each day.
- Notify camp director or camp health officer of any UNEXPECTED absent cub.
- Follow the camp schedule. Allow for ample time to get to each station.
- Please label all the cubs' belongings.
- Try to keep cubs' things in a backpack or wagon.
- Please help create a den cheer for your den!
- If anyone is hurt in any way, they must see the camp nurse.
- If anything seems wrong, notify the Camp Director right away.
- Be sure to turn in your folder at the end of each day to the information table.
- If a parent is more than 10 minutes late to pick up, please bring the child to Camp Health Officer.
- If you must leave before camp is over, please notify the Camp Director immediately.
- Be sure that dinners are kept on ice to prevent spoilage in the heat. We have access to a refrigerator. If a person forgets their dinner let the Camp Director know as we will have extras.
- An Adult shall Not punish a Scout. If a child needs a time out, use your envelope "Please bring this envelope to the Camp Health Officer" discretely to ensure that there is minimal to no impact to the camp experience for the Scouts. Follow all directions from Camp Directors and Program Directors. Make sure all Scouts are

following the Scout Oath and Law. Remember to treat others the way you want to be treated. Absolutely, no name calling or bullying of any kind. HAVE FUN!!!!!!

STATION STAFF EXPECTATIONS

- Station staff are expected to run the stations safely as their #1 concern!
- Set up and take down equipment each day. Have the station ready by 4:15 pm each day.
- Please keep the area neat and organized.
- If you must leave the station for any reason, contact the camp or program director to have two deep leadership at your station.

Building camp morale and having fun is an important element of Scouting. But we must remember that everything we do with our cubs should be positive and meaningful. Activities should build self-esteem, should be age-appropriate, and should not offend participants or the audience.

These are some of the things that can make activities inappropriate and unacceptable:

- Name-calling, put-downs, or hazing.
- References to undergarments, nudity, or bodily functions.
- Derogatory references to or stereotyping of ethnic or cultural backgrounds, economic situations, or disabilities.
- Sensitive social issues such as alcohol, drugs, gangs, guns, suicide, etc.
- Wasteful, ill-mannered, or improper use of food or water.
- Inside jokes that exclude some of those present.
- Cultural exclusion—emphasis on the culture or faith of one part of the group while ignoring that of the rest of the group.
- Changing lyrics of patriotic songs ("America," "America the Beautiful," "God Bless America," "The Star-Spangled Banner") or to hymns and other spiritual songs.

As leaders of Scouting America, it is our responsibility to model the values of the organization and set a high standard for appropriateness in all Scouting activities. When making decisions, resolve to follow the high road—**"If in doubt, take it out."**

HEALTH RELATED ISSUES

1. INJURIES

ALL injuries, no matter how small, must be reported to the Camp Health Officer. First aid should not be administered by anyone but the Camp Health Officer unless the injury is life threatening.

2. Prescription medication needs to be locked up by the Camp Health Officer. The exception would be medication/equipment for a life-threatening issue including bee stings, inhalers, heart medicines, epi pen, etc. which stay with the child/adult.

STRESS MANAGEMENT

Stress can be an insidious influence on the camp program and may lead to unintentional abuse of campers, by their caretakers. To combat the effects of stress, the camp staff and volunteers need to monitor their own attitudes as well as be a watchful and aware of how other leaders are functioning.

Staff Members: It is appropriate to intervene in situations that appear to be getting out of hand and in which adults, camp leaders or staff members may be acting inappropriately.

Don't be afraid to suggest that a leader take a "breather" away from their den. Just be sure that there is another adult that can cover their spot for the time being! Two deep leadership at all times.

Don't be afraid to ask for "breather" yourself! Nobody will judge you!

How do we discipline?

Every adult should have a positive attitude! Be careful, be fair and be consistent!!

- Treat each cub as an individual. Set limits and stick to them.
- Remind the cubs to practice the Scout Oath & Law.
- Set a good example of good citizenship and sportsmanship!
- An adult shall NOT punish a cub. Contact the camp director if you are having an on-going problem with a child.
- The use of force or man handling will NOT BE TOLERATED under any circumstances!
- There is to be no name calling, foul or un-kind words spoken at camp.
- A sincere praise and positive encouragement will GO A LONG WAY with a child.
- Discipline is control—not punishment!

LAST BUT NOT LEAST..... THANK YOU & HAVE FUN!

Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD)

Many children are at times very active, have a short attention span, or react impulsively. However, when a child is hyperactive, distractible, or impulsive—and these behaviors are chronic (have been there throughout the child's life) and pervasive (present throughout the child's day)—the child may be diagnosed by a trained professional as having attention

deficit disorder (ADD) or attention deficit hyperactivity disorder (ADHD). A child with attention disorders may seem socially incompetent, immature, or aggressive.

Teaching Tips

- Keep directions simple, clear, and concise; repeat if necessary.
- Adjust lessons and activities to the child's needs and abilities.
- Provide frequent and varied activities throughout camp that provide movement and create interest.
- Keep the child close to you and surrounded by good role models.
- Look the child in the eye whenever you talk to him or her and make sure he or she understands you.
- Provide immediate feedback to behavior; give the child verbal praise for appropriate behavior.
- Allow him or her to help whenever possible.
- Minimize distractions; structure the room so it is predictable for the child.

Learning Disabilities

A person who has significant academic, social, or vocational difficulties may have a learning disability. These disabilities are often somewhat hidden and misunderstood.

A person who has a learning disability may have difficulty acquiring, remembering, organizing, and expressing thoughts and ideas. The disorder may show itself in a person's lessened ability to listen, speak, read, write, spell, pay attention, reason, or do mathematical calculations despite average or above-average intelligence. Coordination, behavior, and interactions with others may also be affected.

Ways to Help

- Focus on correct answers and behaviors, not on incorrect ones that cause embarrassment. Acknowledge and commend the person's efforts. A person who has a learning disability often works harder with fewer results than peers who do not have disabilities.
- Adapt activities and programs so the person does not become discouraged and stay away from camp or scouts. Encourage leaders working with an individual with learning disabilities to be creative and flexible.
- Focus on participation and enjoyment, not on "winning" during activities.
- Help the person accept responsibility by giving assignments and seeing that they are completed. A person who has learning disabilities is often surprised and pleased when someone demonstrates trust in his or her ability to handle new assignments.

Teaching Tips

Help the person feel comfortable participating in class. Don't suddenly ask the person to read aloud or recite from memory. Give plenty of time to prepare responses and ask the person to volunteer when ready. It may help to have the person rehearse a response before class.

- Introduce and explain vocabulary before teaching a lesson. Review new words and information frequently.
- Present materials in a variety of formats. Some class members who have difficulty with one form of communication, such as oral, often do well with another, such as written or pictorial.
- Assure class members that they may ask questions about things they don't understand.
- Make sure that handouts or other materials are typed clearly with spaces between the lines. Handwritten materials are often difficult to read.
- Limit the amount of writing required in classes.
- Teach by sharing experiences and feelings and being emotionally involved in what is being taught. Just hearing facts is more difficult.
- Include movement activities, such as a nature walk or an action game, as part of the lesson. Holding still may take so much concentration for some people that they may not be able to focus on anything else.

Emergency Procedures

This information is needed in the event an emergency should arise while in camp. These policies and procedures should be carefully followed to ensure the health and safety of every individual in the camp. This booklet should be studied before an emergency arises so that you are familiar with the policies, procedures, and actions to be taken. If you have any questions, please refer to the Camp Director or Program Director for clarification.

The first thing to remember in an emergency or incident is to remain calm and use common sense. This helps to keep others calm and prevent future injury or illness. It is also important to only state facts concerning the incident. To maintain the confidence and privacy of those involved, please keep your comments and statements about any incident to a minimum. Because no one staff member will have all the correct facts, no staff member should make statements or comments to any media or news person. All media should be referred to the Camp Director without exceptions. The Camp director will be in contact with the Council Scout Executive. The media will be given information as soon as all facts have been gathered and confirmed. If the media should contact you, it is ok to say, "we have just learned that there may be a possible situation and are currently working to obtain more information". Give them the Camp Director phone number and take their phone number so that the Camp Director can call them back. Do not just give them the answer of "no comment". We never plan for an accident or illness to occur, but should one happen, following these policies and guidelines will help the incident resolve quickly and without future incidents.

Emergency Signal

The general emergency call will be three blasts of the air horn. We will practice this during the week within 24 hours to camp beginning. When you hear this signal, secure your area and report immediately to the archery area.

Emergency Communications

The following areas and or staff will have radio contact throughout camp:

- Camp Director
- Program Director
- Range Area
- Health Officer
- Each station leader

Many staff people are equipped with cell phones to use as a back up to the land lines and radio systems.

Severe Storm

In the event of an impending storm, the following procedures will be followed:

1. The Camp Program Director will sound the camp-wide emergency signal to gather all campers, adults, and staff at the assembly area.
2. The Program Director will begin accounting for all campers with the assistance of the adult leaders of each den.
3. Everyone should be moved to a protected facility designed by the Program Director. Facilities for severe thunderstorms would be in the headquarters building. For Tornadoes, everyone should remain in the low-lying area away from trees or possible debris until the storm has cleared.
4. Everyone should remain in the designated area until the all-clear signal is given.
5. Forecasts will be monitored by the weather radio, local and public radio stations.

Earthquake, Flooding or Tornadoes

In the event of a natural disaster, the following procedure will be used:

1. The Camp Program Director will sound the camp wide emergency signal, if appropriate to gather all cubs, adults, and staff at the assembly area.
2. The Program Director will begin accounting for the dens as quickly as possible and move the group to the designated area. In the case of high winds or tornadoes, campers and staff will leave buildings and move to low areas.
3. The Camp Director will determine when all is clear.

Extreme Weather

In the event of extreme weather conditions, the following procedure will be used:

1. The Camp Director and Health Officer may limit activities during times of high

temperature and humidity.

Suspected Child Abuse

In the event of suspected child abuse, the following procedure will be used:

1. Suspected child abuse – whether physical, mental, emotional, or sexual – should be reported to the camp Director, or if she is not present, the Program Director. You should not try to seek proof yourself. The Camp Director will notify the Council Scout Executive.
2. Do not talk about this subject with anyone else. It is only suspected child abuse.
3. Always maintain two deep leadership when directly communicating to a youth.
4. At some point, a youth in your care may disclose that he or she has been abused.
 - a. Don't panic or overreact to the information disclosed by the child.
 - b. Don't criticize the child.
 - c. Do respect the child's privacy.
 - d. Do make sure the child feels that they are not to blame.
 - e. Do let them know that you must report this to the Camp Director.
5. The Camp Director and Council Scout Executive will complete all state requirements for reporting.

Blood and Body Fluids

In the event of an emergency where contact with body fluids is possible, the following procedures will be used:

1. In emergencies where contact with body fluids of a victim is possible, standard precautions must be utilized.
2. Always protect yourself from contact with blood and body fluids of accident victims. Treat all blood as if it were contaminated with blood borne viruses.
3. The Health Officer is the designated person who should deal with these types of emergencies.
4. In the case where body fluids are involved in an accident, use the latex gloves and eye protection that are available in all program areas. Do not use your bare hand to stop bleeding; always use a protective barrier. Each station will have a small first-aid kit.
5. Surfaces and equipment contaminated with blood/body fluids should be washed with detergent and water. The surface should then be washed with a freshly made solution of 1:10 household bleach and water. Gloves should be worn. Paper towels should be used rather than reusable sponges.
6. Always wash the exposed skin area with hot water and soap immediately after treating the victim.
7. You should have the accident victim hold direct pressure on the affected area if he or she is able; this will prevent you from being in contact.
8. If you become exposed to possible Bloodborne Pathogens, a confidential medical evaluation should be conducted.
9. In the case where CPR or respiratory assistance is needed, use the one-way valve masks located in the program areas.
10. Anyone that responds to an emergency should take any items that touch blood to the Medical Staff so that they can be disposed of per the medical procedures.

Fire in Camp

The most important item is to get everyone out safely. Property damage is secondary to the safety of youth, leaders and staff. In no case so anything that may cause injury to a human. In the event there is a fire in camp, the following procedure will be followed:

1. Structure Fire

- a. Immediately notify everyone in danger.
- b. The Camp Director or his/her designee will notify the Fire Department.
- c. The Program Director will sound the emergency signal, account for all campers at the front parking lot, and await instructions from the Camp Director.
- d. The Health officer will remain in the First Aide area for medical assistance. The local firehouse is not far away from camp and will be used to fight a fire.
- f. A staff member will be designated to meet the fire personnel at the property entrance.
- g. The Camp Director will determine when all is clear.

Lost Camper

In the event there is a lost camper, the following procedure will be used:

1. Notify the Camp Director and Program Director immediately. The Program Director or Camp Director will call for a camp-wide assembly after an appropriate amount of time if the person is missing. The Camp Program Director will sound the emergency signal and account for all campers at the front parking lot of the school.
2. The Camp Director will direct the search and will give notification of proper authorities as needed.
3. The Camp Director will make the call to notify the Council Scout Executive.
4. The Health Officer will remain in the designated health location to provide medical assistance and provide a communications center.
5. The Program Director will instruct the staff in searching areas where the missing scout was last seen and other logical areas.
6. All areas should be searched by calling out the missing person's name. All staff will cover their area and report back to the camp director.
7. The Camp Director will make the decision on how to continue the search.

Fatal or Serious Injury or Illness

A serious injury or illness includes any period of unconsciousness, any hospital inpatient admission, or any surgical intervention other than suturing of the skin or setting of simple fractures. In the case of a fatal accident or illness, the following procedure will be followed:

1. In the case of a serious injury or illness, staff should do everything possible to provide first aid. There are first aid kits in each of the program areas. The Health Officer should be contacted to bring additional first aid equipment to the location. EMS should be contacted as soon as notice is given to the Health Officer. The Health Officer is the person to contact the EMS.
2. The Camp Director should be contacted immediately. The Camp Director will gather basic facts and call the Council Scout Executive. The Camp Director and Council Scout Executive are to read and review the BSA Report of Fatal or Serious Injury or Illness. The Camp Director and Council Scout Executive will follow the steps as outlined in the Scouting America Report of Fatal or Serious Injury or Illness.

Unauthorized Person Entering Camp

In the case that an unauthorized person is seen in camp, the following procedure will be followed:

1. All authorized youth, adults and staff will wear the colored camp Shirt given to each person. Parents and other family members visiting camp must check in with at the check-in station, sign in and receive a visitor pass.

2. If any camper or staff member observes an unauthorized person entering camp, they are not to approach the person under any circumstances.
3. The camper or staff member should immediately alert the Camp Director or Program Director to the location of the unauthorized person. This should be done directly without alerting any other staff members.
4. Once the Camp Director or Program Director is alerted, they will take the necessary action. The Director will take no less than two other staff members and proceed to the last location the person was seen. When the Director and staff approach the person there will be at least one other staff member in the check-in station who is in radio contact with the Director. If the unauthorized person needs to be escorted off the camp property with additional assistance (police, country sheriff), the staff member will contact the necessary authorities.
5. The Director will speak to the unauthorized person to determine the identity of the person and why they are in camp.
 - a. If it is determined that the person would be approved to be in camp (parent, or guest), the Director will tell the check-in station to lower the warning. To determine if the person is to be in camp, the Director will check the person's driver license and confirm with the check-in station. The person will be taken to the check-in station to be formally authorized to be in camp.
 - b. If the Director decides the threat level of the authorized entrant is high, then the staff at the check-in station will be alerted and will proceed to call the proper authorities. While authorities are in route, the staff will do what they can to safely keep the authorized person at the location.
6. If the unauthorized person is confirmed but cannot be located, the Camp Director will call for a full camp assembly. The Program Director will account for all campers and staff in camp.

Hazard Chemical Spills

1. All bulk chemical fuels are to only be stored in the Maintenance Compound under the control of the school maintenance personnel.
2. The Camp Director is to maintain chemical data sheets as required for all chemical storage.
3. If a spill is observed, all people are to leave the area and report it to the Camp Director.
4. The school maintenance personnel will handle the spill as required by the chemical data sheet.
5. The school maintenance personnel will report back when the area is all clear.
6. All chemicals are to be stored in their original container. If chemicals are required to be placed in a different style container for use, the container must be clearly labeled as to the contents.

Exposure and Hearing Conservation

1. Campers and staff are to wear ear protection at all events with exposure to loud noise. BBgun ranges require only eye protection. Hearing protection can be offered if needed.
2. Safety glasses will be worn by all youth, adults, and staff when using bbgun, slingshots, leather working tools with hammers, and water rockets.



Scouts and their parents expect all Boy Scouts of America activities to be conducted safely. To ensure the safety of participants, the Boy Scouts of America expects leaders to use the four points of **SAFE** when delivering the Scouting program.

SUPERVISION

Youth are supervised by qualified and trustworthy adults who set the example for safety.

- Accepting responsibility for the well-being and safety of youth under their care.
- Ensuring that adults are adequately trained, experienced, and skilled to lead the activity, including the ability to prevent and respond to likely problems and potential emergencies.
- Knowing and delivering the program of the Boy Scouts of America with integrity.
- Using qualified instructors, guides, or safety personnel as needed to provide additional guidance.
- Maintaining engagement with participants during activities to ensure compliance with established rules and procedures.

ASSESSMENT

Activities are assessed for risks during planning. Leaders have reviewed applicable program guidance or standards and have verified the activity is not prohibited. Risk avoidance or mitigation is incorporated into the activity.

- Predetermining what guidance and standards are typically applied to the activity, including those specific to the Boy Scouts of America program.
- Planning for safe travel to and from the activity site.
- Validating the activity is age-appropriate for the Boy Scouts of America program level.
- Determining whether the unit has sufficient training, resources, and experience to meet the identified standards and, if not, modifying the activity accordingly.
- Developing contingency plans for changes in weather and environment and arranging for communication with participants, parents, and emergency services.

FITNESS AND SKILL

Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.

- Confirming the activity is right for the age, maturity, and physical abilities of participants.
- Considering as risk factors temporary or chronic health conditions of participants.
- Validating minimum skill requirements identified during planning and ensuring participants stay within the limits of their abilities.
- Providing training to participants with limited skills and assessing their skills before they attempt more advanced skills.

EQUIPMENT AND ENVIRONMENT

Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.

- Confirming participants' clothing is appropriate for expected temperatures, sun exposure, weather events, and terrain.
- Providing equipment that is appropriately sized for participants, is in good repair, and is used properly.
- Ensuring personal and group safety equipment is available, properly fitted, and used consistently and in accordance with training.
- Reviewing the activity area for suitability during planning and immediately before use, and monitoring the area during the activity through supervision.
- Adjusting the activity for changing conditions or ending it if safety cannot be maintained.