

CAMP TIAK STAFF MANUAL



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Introduction

This staff manual was prepared to help you do a better job as a camp staff member. You will want to become thoroughly familiar with the techniques and information it presents. Below are a few ideas that might make it even more beneficial:

Before you arrive at camp, read the manual thoroughly so you will become familiar with its contents. You will particularly want to know the camp policies, traditions, procedures, general outline of the camp program and the organization and responsibilities of the camp staff. When staff training begins, we will assume you have already read the manual, and it is understood. Be sure you are familiar with your responsibilities.

During staff training, your manual will be your guide as a resource book, and **it is important that you bring it with you at all sessions.** Before each session, read the portion of the manual dealing with the matter to be discussed and have questions ready which you think need answering. Remember, during staff training, it will be assumed you have already read the material in the manual; underlining and making notes as the discussions proceed will help to make it more useful to you during the sessions.

During the summer, you will find your staff manual valuable as a quick reference for answering questions that arise in your mind or may be put to you by Scouts and leaders. Just a moment of page turning can save many steps. Take time periodically to review the section of the manual that pertains directly to you and or your job. The staff manual will give you a view of the overall camp operation.

This manual does not have all the answers, but it may make the search easier. This is part of its purpose. WELCOME TO THE GREATEST BOY SCOUT CAMP STAFF IN WIGGINS, MS! MAKE CAMP GREAT! DELIVER A 5-STAR CAMP EXPERIENCE! Our hope is that you will make new friends, enjoy Camp Staff and above all contribute to the growth and welfare of the Scouts you serve.

Safeguarding Youth and Membership Standards

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. *This duty may not be delegated to any other person. BSA Barriers to abuse requirements, 2 deep leadership, will be followed in conjunction with all Youth Protection requirements at all times. <https://www.scouting.org/health-and-safety/safety-moments/scoutings-barriers-to-abuse/>

***Report any violation or suspected violation of SYT or Barriers to Abuse Requirements to the Camp Director immediately.**

Mission Statement

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Vision Statement

The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

Code of Conduct

Our council's code of conduct is built on BSA values. As such, we acknowledge our responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how we want to operate, how we expect our employees to operate, and how we strive to be seen by others.

We pursue the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. We are committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

Our code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on our behalf, an employee should consider carefully whether the conduct is in our best interest and complies with the spirit and letter of this code and the BSA Bylaws, policies, and Rules and Regulations, and if it is in compliance with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes that the actions of anyone in the workplace are unethical or expose us or our employees to liability or disrepute—or is unsure of what to do—the employee should report the situation by contacting his or her manager, or the appropriate level of management to deal with the situation. This includes any disclosure of “confidential information” (as defined herein) to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement; we expect and demand that our employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. We may modify or repeal the provisions of the code or adopt a new code whenever deemed appropriate, with or without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the bylaws, policies, procedures, rules, and regulations pertaining to this code.

We are committed to providing a work environment that values diversity among its volunteers and employees. All human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

THE SCOUT LAW AS IT PERTAINS TO STAFF MEMBERS

The strength of Camp Tiak lies in its staff! Ahead of you lies an opportunity to contribute great experiences for Scouts and adults. Remember that the watchword of camp staff is **SERVICE**. Each staff member has specific duties and responsibilities, but all staff personnel share in the duties of others whenever and wherever necessary. Staff members should be in uniform when on duty unless excused by the Camp Director.

During the period of employment, each staff member's time is at the disposal of camp leadership. Each day will present certain opportunities for personal recreation and program participation. These opportunities are planned so as not to interfere with the campers' use of the facilities.

Many people set aside a moment each day to silently review their own contributions to their fellow man. This practice may serve you well.

To be a good staff member, a Scout should meet certain qualifications. Each staff member should already have or be in the process of developing these characteristics:

- Personal and physical fitness.
- Sincere desire to help scouts and adults.
- Ability to get along with others.
- Technical knowledge of the job.
- Desire to maintain standards.
- Imagination and originality
- Ability to work as a team member.
- Previous outdoor camping and Scouting experience.
- Ability to take constructive criticism.

Above all, the staff member should exemplify the ideals expressed in the Scout Oath and Law. They are the principles that guide every endeavor and action in camp.

A SCOUT IS TRUSTWORTHY. Throughout your life as a staff member, you will find that trust and success go hand in hand. The camp has specific requirements outlined for its staff. Your Camp Director will entrust you with duties and responsibilities related to your assignment. Your attitude in taking on your daily tasks is directly reflected in the Scouts with whom you serve.

A SCOUT IS LOYAL. Loyalty to the camp and to your team is essential to the success for each staff member. You should be continuously observant and concerned about matters affecting the harmony of the camp and bring such matters to the attention of the Camp Director.

A SCOUT IS HELPFUL. It begins with an attitude of helpfulness to the newly arrived Scouts and leaders. Apart from the service rendered, the first impression of helpfulness means everything. A lone Scout's problem, if observed by you, becomes your problem until you have brought it to the attention of their Scoutmaster or the Camp Director. Every assistance you provide to a Scout is one more guarantee that they will have a 5-Star Camp experience.

A SCOUT IS FRIENDLY. As you pass a Scout or Leader on the trail, even if you've never met, say "HI, SCOUT! IS YOUR DAY GOING WELL? IS THERE ANYTHING I CAN DO FOR YOU?" A friendly word costs nothing yet gives so much goodwill. Be a friend to all. Be a brother or sister to every Scout in camp.

A SCOUT IS COURTEOUS. You represent the Boy Scouts of America as you serve the youth and leaders in camp. If you visit nearby towns, you represent the camp, and this implies a certain code of personal conduct that will reflect credit upon you, the camp, the council, and the Boy Scouts of America.

Courtesy is usually interpreted as respect for the time of others. **Be on time always.** Above all, it means a reputation for reliability and promptness. It means giving all of yourself in every duty and responsibility.

A chief factor in the personal health and welfare of the staff member is in establishing regular and adequate hours of sleep. Staff "taps" is at 11:00 p.m. Be courteous to the staff members who need to go to bed earlier than that.

A SCOUT IS KIND. Kindness is a gift that should be given freely to all that you encounter. A smile, a "how's your day" goes a long way. Kindness should be given in the way in which you would also wish to receive. Do unto others as you wish others to do unto you.

A SCOUT IS OBEDIENT. A Staff member carries out his/her responsibilities to perfection and responds to the direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and loyalty to the camp and the Camp Director.

A SCOUT IS CHEERFUL. A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in Scout camp. No one is in a better position to promote and stimulate this attitude than you are. Each staff member, regardless of position, should take it upon themselves to motivate and give an outlook of cheerfulness and happiness in the minds of all.

A SCOUT IS THRIFTY. Each staff member should consider their responsibilities in protecting and conserving the equipment, physical property, and resources of the camp. You are in a position to save thousands of dollars that would have to be used to replace damaged property.

A SCOUT IS BRAVE. This summer you represent the largest organization for youth in the world, and you are an employee of one of the finest Scout camps in the world. You represent Scouting in all aspects. You believe in the Scout Oath and Law; otherwise, you wouldn't be here.

A SCOUT IS CLEAN. Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to do better. Those who need to shave will be expected to do so prior to breakfast. Keep your hair clean, neat and combed.

A SCOUT IS REVERENT. "He/she is reverent toward God. He/she is faithful in his/her religious duties and respects the convictions of others in matter of custom and religion."

Camp is filled with opportunities for strengthening one's own religious convictions and for living with others in an atmosphere that is conducive to promoting better understanding of the customs and beliefs of others.

Being "faithful in your religious duties" becomes of the greatest importance to us as staff members because of the force of our example in molding the attitudes of those who look to us for Scouting ideals.

THE TEN COMMANDMENTS OF A GOOD SCOUT CAMP

1. A Scout is the most important person in any Scout Camp.
2. A Scout is dependent on us.
3. A Scout is not an interruption of our work; he/she is the purpose of our work.
4. Our purpose is to serve the Scout, because he/she does us a service by attending camp.
5. A Scout is a part of our camp, not an outsider.
6. A Scout is not someone to belittle, but someone to encourage and to teach.
7. A Scout is someone who brings us their needs. It is our job to fulfill those needs.
8. A Scout deserves the most courteous and attentive treatment we can give him/her.
9. A Scout is the lifeblood of this and every other Boy Scout Summer Camp.
10. A Scout is the reason we are here. TREAT THEM WELL!

HOW TO BE A GOOD STAFF MEMBER

1. **SET THE EXAMPLE** – Staff members must possess the personal desire to be the very best image of a Scout they can be. A camper who sees a responsible & mature young adult will want to be one as well.
2. **BE UNDERSTANDING** – Too many campers lose the benefit of a summer camp program due to homesickness. A staff member must be able to step into the role of counselor and mentor and guide the Scout into the joys of camp.
3. **BE A PROFESSIONAL** - Know your topic and be able to make it interesting enough to hold a camper's attention. Plan ahead and be ready for any situation.
4. **BE FLEXIBLE** – A staff member should realize that not all Scouts' abilities are the same. Be willing to meet the needs of each Scout and help to bring out the abilities they didn't know they possessed.
5. **REMEMBER "YOU MAKE THE DIFFERENCE"** – All staff positions are equally important and depend on each other. **DO YOUR BEST.**

ENTHUSIASM IS CONTAGIOUS

Remember, campers reflect the attitudes of the staff members around them.

CAMPERS EXPECT THEIR COUNSELORS:

- To help them set and observe rules.
- To teach them new skills and help them practice familiar ones.
- To get-up-and-go, not sit and talk.
- To treat them as individuals, not as a group.
- To have a sense of humor and remember they were young once.

DIRECTORS EXPECT THEIR COUNSELORS:

- To be happy in camp. **SMILE, LAUGH and SMILE SOME MORE!!**
- To learn and practice new skills.
- To share their problems, concerns, and successes with them no matter how trivial they may seem.
- To have fun!

HARMONY

A staff member is not only a counselor and employee; he/she must also be a public relations specialist at all times – giving a good impression of themselves, the staff, the camp and Scouting in general. This means keeping good working relationships with the rest of the staff and in particular the campers and leaders.

The power of personal example of staff to youth campers is the most dynamic and convincing influence of all and must be the very best example at all times in terms of personal appearances, uniforming, language, enthusiasm, skill practices, and the friendly approach to all persons in camp. At no time should any staff member give an impression of SUPERIORITY. An air of sincere friendliness should prevail. You are in camp FOR THE SCOUTS and Scouters alike. If you have any relations problems, you should not try to handle it alone, but you should go to your Area Director who in turn will bring it to the Camp Director if not resolved.

IT IS NOT THE STAFF MEMBER'S PLACE TO PUNISH A CAMPER. You should see that camp and Scout policies are upheld, but it is not up to you to give punishment. That is the responsibility of the Camp Director and Troop Leader.

WE LIVE HERE

It is very important that each staff member remains on good terms with the other staff members. We must keep in mind that it takes everyone's cooperation, everyone's total effort and everyone's complete and full efforts to deliver the "Promise of Scouting" and to deliver a 5-Star Camp experience.

The staff member should be loyal to his fellow staff members. There will be differences, but do not let them be disruptive. **What happens in the Staff Area, stays in the Staff area.** Do not air-out dirty laundry to or in the presence of Scouts or Scouters. Good natured kidding will occur but can become hurtful or otherwise unacceptable. See the Camp Director to resolve issues if necessary.

Things to Remember

KISMIF = Keep It Simple, Make It Fun!

Don't make things too hard. Make your session's fun but stick to the subject.

EDGE

Educate, Demonstrate, Guide, Enable

SQ3R

Survey, Question, Read, Recite, Review

- Survey the Merit Badge pamphlet; do not just glance over it.
- Question: Read each requirement and corresponding section of the Merit Badge pamphlet one at a time, asking what is to be learned from that section and make notes.
- Read the Merit Badge pamphlet thoroughly and seek outside sources for information.
- Recite the key questions for each requirement. Practice completing the requirements.
- Review the entire pamphlet, all notes and procedures for demonstrations.

SSW

Speak, See, Write

- Speak loudly and clearly so everyone can understand.
- See: Make sure everyone can see what is going on.
- Write legibly and encourage Scouts to take notes.

METHODS OF INSTRUCTION: PERSONAL TRAITS THAT MAKE YOU A SUCCESSFUL COUNSELOR

It is just as important, if not more so, for staff members to learn the merit badge they are to instruct as it is for those Scouts attending the session. To do this they must read the merit badge pamphlet and do the requirements as specified. They must then prepare an outline of which requirements they are going to do on a daily basis. (See your camp Lesson Plan Guide)

When all is said and done, when the chips are down, it is up to you to see that the show goes on. Your own personal habits make the program at camp work successfully – develop the following and you will not go wrong:

- Patience – with youth, adults, ideas, the weather, and your fellow staff members
- Enthusiasm – for your job, the camp, the staff, and the way we do things in Scouting
- Alertness – for new ideas, for the needs of others
- Willingness – to do a little more than your share, to try something new, and to let the other person have their ideas (they might be right)
- Perseverance – to see the job through, to continually look for better ways
- Cooperation – ready to lend a hand, or an idea, to work with others
- Scout Oath and Law – Live them, be them and we will have very few issues and be able to better cope with them when we do

MERIT BADGE SESSIONS

Merit badge sessions are to begin at the scheduled time or shortly thereafter in their designated locations. You are expected to be at each of your sessions at least five minutes early to ensure order in your area and to ensure that you are not late. Nothing looks worse to a Scout or Scoutmaster than being late to do your job. Merit badge sessions are scheduled for one hour. Do not allow the Scouts to leave your session early. Give the Scouts a full program, even if that means having discussions or covering topics related to your merit badge other than those listed in the requirements. Feel free to expand on topics – you are not limited to what is contained in the merit badge pamphlets; however, you cannot add or take away from the requirements. Allow the Scouts to leave on time so that they have time to get to their next session, but never dismiss early.

Rosters must be completed by the first meeting of the session. You will already have the majority of this information from pre-registration; however, before your session begins you should recheck and verify what you have. Make sure that the information on the top of the form is complete and correct, including week, time, and date. The requirements of the merit badge will be across the top of the roster and the Scouts' names and troop numbers down the left of the roster.

Attendance is to be taken daily at the beginning of the merit badge session. If a Scout misses your session and wants to make up the time, spend the extra time needed to help that Scout catch up on Friday during the time set aside for makeup work.

Do not start class over. If "new" Scouts can be caught up on Friday, then proceed. But make sure Scouts understand partials. As a Scout completes requirements, check them off on the roster. To properly check off a requirement on the roster, plainly print an X or a check-mark in the corresponding box of the requirement. Do not be afraid to tell a Scout that he or she has not met your expectations for a requirement. Tell the Scout and demonstrate what you expected and allow the Scout the chance needed to meet the requirement. Also, do not treat the requirements as strict laws that must be met at all costs; allow some leeway when judging requirements. Any questions concerning the definition of a requirement should be directed to the Program Director. Remember that the purpose of merit badges is not to teach the Scout everything about an entire subject, but to give the Scout an introduction or an overview of the topic to aid the Scout with education and career choices.

Scouts may wish to add your session after the first day. You should add these Scouts to your roster. You do not ever tell a Scout that it is too late to join your session or that your session is too full unless instructed by the Program or Camp Director or the camp Administrator. Remind them that they may need to use Friday to make up the missed work.

You may inform the Scout that it may be difficult for them to complete the merit badge because of the large size of the session or because they added the session after the first day. Never tell a Scout that they cannot make up work that was missed during the week. We are here to counsel the Scouts, not to be teachers and disciplinarians. Take the extra time and effort to help the Scout. Remember that a Scout (that's you) is helpful, friendly, and kind.

If a Scout does not complete your merit badge, they have not failed it; rather, the Scout has earned a partial completion. After your final session and the make-up period on Friday, you are responsible for accurately recording completed requirements for your Scouts.

Once your Merit Badge Course is completed at the end of the week, you must turn in the Merit Badge Roster to Camp Admin. At the end of the day, merit badge sheets will have attendance & completed requirements notated. These will be given to Program Area Directors, who will review for completeness. Once Reviewed, Program Area Directors will turn in Admin Office for input into the BlackPug software.

1. Sign the roster (if you are under 18, have your Area Director, Program Director, Camp Director, or Commissioner Sign with you).
2. Note on your roster whether the Scouts completed the merit badge.

*If a Scout has earned a partial completion, you must do the following:

1. Note on the roster that the Scout has earned a partial completion.
2. Note on the roster which requirements were not completed.
3. Sign the roster (if you are under 18, have your Area Director, Program Director, Camp Director, or Commissioner Sign with you).

Directors are responsible for reviewing all merit badge rosters before submitting them to the Administration Building: see the Camp Admin for directions.

COUNCIL & CAMP POLICIES

CONTRACT – Each staff member has signed and returned a contract to the Camp Director. These contracts are on file in the camp office. The contract specifies the major job responsibilities of each staff member, but it also indicates that each staff member can potentially be asked to perform other tasks as assigned and will be expected to do so.

PUNCTUALITY – A staff member late to any event reflects poorly on the whole staff. Each Area Director is responsible for his/her own staff and may take proper action to assure promptness by his/her staff members (see DISCIPLINE). If any Area Director needs assistance, the Program Director (if program related issues, i.e. instruction issues, etc.) or Camp Director should be consulted. Promptness to assemblies, sessions, activities, meetings is expected and required.

DISCIPLINE – It is necessary to maintain the discipline of the staff and the Scouts. It is the job of the Scoutmaster to discipline the youth and adult members of the unit. The staff should never take matters into their own hands.

The discipline of the staff will be handled in accordance with the organizational chart with the ultimate responsibility resting with the Camp Director. Appropriate disciplinary action might include extra assigned duties, loss of privileges or dismissal, depending upon the severity of the problem. Insubordination or disrespect to leaders or directors will not be tolerated. Additionally, disagreements will be resolved in private with the party or parties involved and never in front of campers, adult Scout Leaders or other staff.

It is the policy of the council to expect all employees to always abide by certain work rules of general conduct and performance. Managers are expected to monitor and enforce these work rules on a consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

Prohibited Conduct

- Disclosing confidential information to outsiders as defined in the Council's confidentiality policy
- Gambling or fighting on council property
- Unethical conduct or conduct that creates a conflict of interest
- Stealing the council's property, a camper's property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee.
- Bringing or consuming alcohol or illegal drugs or use of marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others
- Insubordination
- Violation of the council's sexual harassment policies
- Serious safety violations
- Use of threatening or violent behavior
- Failure to report personal injury resulting from an on-the-job work situation
- Excessive absenteeism or tardiness
- Viewing, downloading, distributing, or sending sexual or pornographic material is strictly prohibited and will result in discipline and/or discharge.
- Making maliciously false statements concerning another employee of the council or the BSA, or a Scouting volunteer
- Absolutely no fraternization between Staff members of an intimate nature.
- Staff members are strictly forbidden from entering Staff quarters of the opposite sex.

RELIGIOUS SERVICES – The Scouting movement recognizes religion as an integral part of the character-building process, and this encourages its members to adhere to the beliefs and practices of various faiths. Observances are conducted each Wednesday and Sunday in the Chapel for those who wish to participate. Staff members should make every effort to set the example by attending the services.

CAMPFIRES – There will be a Sunday and Friday night campfire each week. All staff members are expected to attend all campfires. The staff, under the direction of the Program Director will be responsible for the program at these special events and all staff members are responsible for the success of each campfire. Campfires are the one activity Scouts remember when they return home. Every staff member must do his or her best to make our campfires a big success. This is a team effort.

SMOKING – In accordance with National BSA policy as outlined in the Guide to Safe Scouting, adults should support the attitude that young adults are better off without tobacco and nicotine products such as vaping devices and may not allow the use of tobacco products or vaping devices at any BSA activity involving youth participants. Additionally, no youth staff member will be allowed to use tobacco products or vaping devices. This includes Smokeless Cigarettes, and E- Cigs, Vaping devices, and any other form of nicotine base delivery system.

ALCOHOLIC BEVERAGES, DRUGS, POSSESSION AND/OR USE OF ANY CONTROLLED SUBSTANCE ON CAMP PROPERTY WILL RESULT IN IMMEDIATE DISMISSAL. - Furthermore, anyone under the influence of alcohol or drugs on camp property will be dismissed as well. The Camp Director shall observe all local and state regulation in any case involving these items and **will reserve the final decision** on each incident of such.

REVEILLE AND TAPS – “Reveille and Taps” apply to staff as well as to the campers. It is not required that staff go to bed at the sounding of “Taps”, but all should be quiet so that campers are not disturbed.

QUARTERS - Quarters are provided for all staff members, including cots. You may decorate your quarters as desired (within reason) and they WILL BE KEPT NEAT AND CLEAN. **Staff quarters are off limits to campers and visitors. NO EXCEPTIONS!** We request that you try to keep the use of electricity to a minimum. Radio volume should be kept at a moderate level.

The Boy Scouts of America respects the privacy of employees but reserves the right to enter quarters during reasonable hours, when necessary, in order to provide for health and safety inspections, efficient service, repairs, improvements, maintenance, fire safety inspections or to ensure compliance with the Boy Scouts of America regulations and policies.

VISITORS - Staff Visitors: Staff are not to have any visitors unless pre-approved by the Camp Director, or unless it is Family Night. Also, Staff are not to have any outside visitors in the staff area or lodge at any time.

LEAVING CAMP PROPERTY - Staff Members must request approval from the Camp Director before departing Camp for any reason. Staff Members under the age of 18 will not be permitted to depart Camp Property at any time, except for end-of-week breaks or pre-approved time off.

EMPLOYMENT AT WILL - All employees of the council are employees at will and, as such, are free to resign their employment at any time with or without advance notice. Similarly, the council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff employee handbook guarantees employment for any specific duration.

EQUAL EMPLOYMENT - The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

NON-HARASSMENT POLICY - Pursuant to applicable law, it is the policy of the Pine Burr Area Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the Pine Burr Area Council and Camp Tiak will not tolerate harassment of any kind by or of any employees or applicants for employment.

Examples of harassing conduct can include, but are not limited to, the following:

- Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.

- Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, sex, sexual orientation, gender identity national origin, age, or disability

Similarly, sexual harassment involves:

- Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex
- Making submission to or rejection of such conduct the basis for employment decisions
- Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

- Verbal: sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
- Nonverbal: making suggestive or insulting noises, leering, whistling, or making obscene gestures
- Physical: touching, pinching, brushing the body, coercing sexual intercourse, or assault

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the **Open Door Policy** in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this

policy if allowed to continue, is subject to disciplinary action, up to and including termination. Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

OPEN DOOR POLICY

The Pine Burr Area Council and Camp Tiak is committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

- Any staff member who has a suggestion, problem, or complaint should discuss the matter with his or her area/section director.
- If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
- If the suggestion, problem, or complaint has not been resolved, he or she may discuss it with the Scout Executive.

When a staff member uses this Open Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff members' concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

Management reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. This policy in no way implies any kind of contract or obligation to follow any particular disciplinary procedure. This policy does not alter the employment at-will relationship.

TEXTING AND SOCIAL MEDIA - Per Scouting's Barriers to Abuse, two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Youth staff members under the age of 18 and adult staff members age 18 and older cannot communicate with each other electronically unless another 21+ aged, registered adult is copied on the communication. This includes texting, social media, messenger apps and any other digital communication platforms. This policy reinforces the BSA's youth protection policies and Barriers to Abuse.

Always be fair and courteous to fellow camp staff employees, volunteers, and members when posting to social media. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or council and BSA policy.

WAGES AND WORK WEEK - The Pine Burr Area Council will deduct from employee's compensation for federal and state tax withholding, and FICA. Camp Staff Employees are paid once at the end of camp. *Time off must be approved, in advance, by the Camp Director before 1st day of Staff Week.

Uniforms And Appearance

***All staff members will be in complete official uniform at all times.** Official uniforms consist of the following:

Field Uniform: Scout/Venture shorts or pants, official socks, Official Scout/Venture Shirt, belt, staff hat.

Activity Uniform: Scout/Venture shorts or pants, official socks, Scout/Venture T-shirt, Staff T-shirt, or Troop/Crew T-shirt, staff hat. ***NO SHIRTS OR HATS FROM OTHER CAMPS**

Uniforms must be kept neat and clean. Hair shoulder length or longer must be pulled back out of face.

- **Evening Meals, Vespers, & To Raise & Retire Colors:** Field Uniform
- **Sunday:** Staff T-shirt
- **Wednesday:** Staff T-shirt
- **Other Days:** Scout/Venture T-shirts, Camp T-shirts, or Troop T-shirts.

Personal Camp Staff Checklist

The following items are things you may need while you are a staff member this summer.

- **Clothing** – put your name on everything you bring!
- Scout/Venture uniforms
- Extra Socks (This is a must!)
- Rain gear (poncho, umbrella, etc.)
- Assorted shoes and boots (at least two pairs of shoes)
- Swimwear
- OA Sash (if member)
- Trunk/Foot locker (with a lock)
- Laundry bag, clothes hamper
- Notebook, paper, pens, pencils, clipboard
- Daypack
- Pocket knife
- Flashlight, and extra batteries and bulbs
- Washcloths and towels
- Insect repellent and sunscreen
- Sheets, pillow, blankets or sleeping bag
- Fan
- Toiletries
- Musical Instruments
- Recreational items
- Campfire props
- Mosquito Net (optional)

WHAT NOT TO BRING TO CAMP

- TVs
- Gaming systems
- Air Conditioners
- Pets
- Stereos
- Firearms
- Alcohol
- Drugs
- Tobacco
- Fireworks

Staff Job Descriptions

ALL POSITIONS

1. Will comply with general staff directives.
2. Will report to the Camp Director and/or Program Director. Instructors will report to their Area Directors during instructional periods.
3. Will keep adequate records and inform troop leaders of their Scouts' progress.
4. Counsel merit badges and programs in their area as assigned by their director.
5. Perform all tasks assigned by the Camp Director and/or Program Director.

Realize that you are "on call" 24 hours a day. If you are asked to do something at any time – do it to the best of your abilities.

CAMP DIRECTOR – The Camp Director is responsible to the Council Camping Committee and the Council Executive. He/she shall oversee the total operation of summer camp and pay particular attention to the health and safety of the Camp Staff, Scout leaders, and Scouts attending camp. He/she shall supervise or monitor all purchasing, storage, and preparation of food and the operation of the Trading Post. The National Standards for BSA Camps shall serve as his/her guide to the operation of summer camp. The Camp Director is responsible for all operations and Staff Activity.

PROGRAM DIRECTOR – The Program Director is responsible to the Camp Director for all phases of the Camp Administration and Programs that may be delegated to him/her by the Camp Director. The Program Director will:

1. Supervise, train, and evaluate the camp program staff in all their program and course activities (administering Merit Badge Courses and Program Activities)
2. Supervise all phases of the camp program and see that the various departments are operating in an efficient and effective manner.
3. Have the responsibility of planning and executing the evening programs, including campfires; see that Scout Standards and National BSA Camp Standards are maintained at these evening programs.
4. Counsel and advise unit leaders in developing the program for individual units at camp.
5. By direction of the Camp Director and in coordination with the appointed Staff SPL, provide guidance to the General Staff, seeing that the staff conduct themselves properly and follow such rules as may be established by the Camp Director.

6. In coordination with the Staff SPL and Commissioner, organize and supervise the daily inspection of the staff quarters and activity areas.
7. Coordinate the activities of Scouts in the Camp Staff Development Program.
8. Be responsible for camp operations in the absence of the Camp Director.

CAMP COOK – The Camp Cook is responsible to the Camp Director. His/her duties include the following:

1. Prepare meals and serve food on time.
2. Assist the Dining Hall Steward in maintaining cleanliness and sanitation.
3. Assist the Dining Hall Steward in maintaining accurate temperature records of dishwater and refrigerators.
4. Help in the preparation of any meals to be issued for cooking outside of the Dining Hall.
5. Alert Camp Director of shortages in food and Dining Hall supplies.

DINING HALL STEWARD – The Dining Hall Steward is responsible to the Camp Director and Cook. He/she will be responsible for the efficient operation of the Dining Room, seeing that tables are properly set, served and cleared. In addition, he/she will:

1. See that the stockroom and the storage areas are always kept neat and orderly and locked when not in use.
2. Establish and supervise table waiter system in the Dining Hall.
3. See that the dishes and kitchen areas are properly cleaned after use, including assisting the dishwashers when necessary.
4. Keep accurate records of temperatures for all refrigerators and dishwater and comply with state health standards.
5. Oversee overall sanitation and cleaning maintenance in the Dining Hall.
6. Alert Cook/ Camp Director of shortages in Dining Hall supplies.

TRADING POST MANAGER – The Trading Post Manager is responsible to the Camp Director for the proper operation of the Camp Trading Post. Among his/her responsibilities are the following:

1. In consultation with the Camp Director, purchase such Trading Post supplies as may be necessary.
2. Supervise the sale of all Trading Post items and see that all sales are properly recorded.
3. See that the Trading Post area is kept clean at all times.

4. See that the inventory is kept stocked and displayed orderly.
5. Be responsible to the Camp Director for the conduct and performance of their assistant(s).
6. Maintain an inventory of all Trading Post supplies
7. Be responsible for the operation of the program equipment, either personally or by delegation to members of the Trading Post Staff.

HEALTH OFFICER – The Health Officer will be responsible to the Camp Director for the following duties and responsibilities:

1. Administer first aid as necessary.
2. Immediately notify the Camp Director of any injury or illness requiring additional treatment beyond the scope of first aid.
3. Maintain a complete log of all patients on the forms/booklets supplied by the Camp for that purpose.
4. Any injured person taken to the hospital will have the proper insurance form filled out and these forms signed by proper people and delivered to the Camp Director.
5. Assist the attending physician in medical re-checks, keep all Health Forms properly filed for reference while the Scouts are in Camp, and see that the forms are returned to the Scouts when they leave.
6. Offer training and examination in Health-related Merit Badges.
7. Advise the Camp Director regarding any necessary health and safety measures that come to his attention.
8. Maintain all Staff Health Forms on file and return them when employment is terminated.

CAMP CHAPLAIN – The Camp Chaplain will be responsible to the Camp Director to assist in making available to campers and staff the moral and spiritual support needed to make a camping experience complete. He/she will abide by the religious policy and principles of the Boy Scouts of America. Included in his/her duties is the responsibility to conduct a weekly vespers service. He/she will perform other duties as assigned by the Camp Director.

PROGRAM AREA DIRECTORS – Area Directors are responsible to the Program Director for the following:

1. Establish and maintain suitable program demonstration areas.
2. Organize his/her staff to promote effective instruction and supervise their work.
3. See that quality instruction is available for the Merit Badge Courses in your area.
4. Be responsible for the care and maintenance of all equipment used by his/her department.

PROGRAM STAFF INSTRUCTORS – The Program Staff Instructors will be responsible to their specific Area Directors. Their duties will include:

1. Assume full responsibility of duties assigned by the Area Director.
2. Being responsible, under the supervision of the Area Director, for providing quality programs in the assigned area.
3. Being responsible for safety operations in the assigned area and report any infractions to the director.
4. Assisting Area Director in maintaining cleanliness and sanitation of program areas.
5. Carrying out other responsibilities as assigned by the Area Director, Program Director, and/or the Camp Director.

COUNSELORS-IN-TRAINING (CIT) – The Counselors-in-Training are primarily responsible to the Camp Director for daily operations tasks and Program Director, while performing program related tasks, however, they will also be responsible to the director of their assigned areas.

Their duties will include:

1. Participate in the camp program as a member of the Staff.
2. Will be assigned to a Camp Area for training and is responsible to the Camp and Program Directors.
3. Perform other duties as assigned by the Camp Director.
4. Actively participate in and perform within the Camp Ti'Ak CIT Program provided for all C.I.T.'s assigned to Camp Ti'Ak Staff.

AUTOMOBILE REGULATIONS

These regulations apply to all persons having a written “Contract of Employment” as Camp Staff Members of the Pine Burr Area Council, Boy Scouts of America. ***NOTE: These regulations apply to all motorized vehicles.***

1. Staff personnel under 21 years of age may be a passenger in a vehicle only when approved by parents and the Camp Director.
2. Staff personnel 18-20 years of age may drive personally owned vehicles to and from camp when approved by parents and the Camp Director.
3. Drivers between the ages of 18 and 20 must have written approval, in advance, from the Camp Director for personally owned vehicle to be driven off camp for “approved leave of absence from camp”.
4. Drivers between the ages of 18 and 20 must have written parental approval to carry passengers in personally owned vehicles.
5. Approved drivers must not under any circumstances have passengers without the approval of the Camp Director. Approval will be given only for official camp business or an emergency.
6. No camp vehicles will be driven beyond the limits of the camp unless dispatched on official camp business, approved by the Camp Director.
7. The maximum speed limit for all vehicles on the campgrounds is 15 mph except where posted and 5 mph within Camp Proper whether it is posted or not.
8. All staff vehicles should be parked in the authorized Staff Parking area which is across from the Ranger’s Quarters.
9. No camp vehicle will be driven around camp without prior approval by the Camp Director and then it must be on official business.
10. Reckless driving, speeding, unauthorized driving and failure to abide by these regulations will result in the loss of driving privileges.
11. Golf carts will only be driven by staff members that are 18 years of age or older.
12. Anyone entering or leaving camp must sign in and out at the Admin building.

CAMP TIAK EMERGENCY PROCEDURES

FIRE

Trading Post Staff sounds alarm.

All Staff and Merit badge Instructors evacuate their program area.

All Scouts report to their Troop in the Flag Park (Front of Dining Hall) where the Scoutmaster takes an accurate roll call. Camp Director coordinates roll call.

The Staff reports to the Camp Director.

Scouts remain at the Flag Park until directed otherwise.

Ranger takes charge of camp vehicles and reports to Camp Director.

SEVERE WEATHER

(All Weather is Monitored 24/7 by Camp Leadership at the Admin Building. Updates will be given to Troop Leaders when there is a potential for severe weather.)

THUNDERSTORM

In case of **thunderstorms**, remain in campsite under cover. If in other parts of camp, seek shelter at nearest building or pavilion. DO NOT cross open area or seek shelter under trees. DO NOT use umbrellas while moving to cover. Waterfront will be cleared during thunderstorms.

In case of **severe thunderstorm** alarm will sound. Scouts and leaders should report to the nearest building (Dining Hall, L.O. Crosby, Admin, Trading Post, OA Lodge, Longo Training Center). Remain at building until staff gives the all clear to return to camp.

TORNADO WARNING

Alarm will sound when a tornado warning is issued. Scouts should follow the Scoutmaster's/ Staff instruction and move to nearest protected point, which should be the Dining Hall, L.O. Crosby, Admin, Trading Post, OA Lodge, Longo Training Center.

During the Day (when alarm sounds)

All Areas Report to the Dining Hall if possible, if not report to nearest of these buildings- Dining Hall, L.O. Crosby, Admin, Trading Post, OA Lodge, Longo Training Center

After Taps (when alarm sounds)

All Areas Report to the Dining Hall if possible, if not report to nearest of these buildings- Dining Hall, L.O. Crosby, Admin, Trading Post, OA Lodge, Longo Training Center

HEAT

***Take in plenty of liquids, preferably water.** Avoid excessive amounts of soda, tea and other sugar drinks. Hiking in high temperatures should be held to a minimum. Take a good supply of water and rest often and remember the buddy system. If fatigue or overexertion is evident, REST.

REPORTING ACCIDENTS, ILLNESSES/BSA INCIDENT REPORTING

Report all accidents, illnesses and any other incidents that caused harm to or was a close call to causing harm to the Camp Director as soon as the Scout/Scouter is safe and care has been provided. The Camp Director will file a BSA Incident report immediately.

CAMPWIDE MOBILIZATION

In case of an emergency such as a lost camper, the Camp Director is the first to be notified. If not available, notify the Program Director or Medic. The Camp Director will notify the Camp Admin, Program Directors and Medical Officer. The Camp Admin will notify the Trading Post Manager, the Area Directors, and the Dining Hall Staff. The Program Director will notify the Range and Target Activities Directors, the Waterfront Directors, and the Horse Barn.

In case of a need for a camp evacuation, staff will notify leaders. There will be a central meeting point in camp and role will be taken by unit. Once all are accounted for, all staff, leaders, and campers will be directed to a designated off-site location. Staff should instruct leaders to keep all campers together, no one should leave until the all clear is given.

Lost Bather Drill/Procedure

When anyone at the waterfront cannot be accounted for (retained buddy tag, etc.), the LBD (lost bather drill) alarm will be sounded. This alarm is recognized by 3 long continuous siren blast.

To sound the alarm, the Waterfront Director will notify the Camp Director. The Trading Post Staff will sound the alarm until authorized to stop by the Camp Director.

Once the alarm is recognized by the entire camp staff, the class instructors should assemble their class and lead them to the Flag Park (front of dining hall) so the Scouts can find their Scoutmaster for a headcount. Then the instructors should **IMMEDIATELY** report to the waterfront, find a buddy, stand ready and **DO NOT** enter the water and follow all instructions given by the Aquatics Director.

The Camp Director and Program Directors will be present to coordinate any instructions given by the Aquatics Director and will take count of buddy pairs.

THERE SHOULD BE ABSOLUTELY NO PLAYING OR UNNECESSARY TALKING!

The Aquatics Staff will conduct the Lost Bather search.

NO OTHER STAFF OF CAMPERS WILL ENTER THE WATER.

REMEMBER: This is serious business! Horseplay or other **NONSENSE** interference will **NOT** be tolerated!!

PRIOR TO ARRIVAL

Prior to arrival at camp, you must provide the following: Signed Contract, I-9, W-4 (employee withholding), Annual Health & Medical Record, BSA registration for camp staff, BSA required trainings certificates, additional required training (CPR, First Aid, BSA Lifeguard etc.) ******THESE ITEMS LISTED ARE MANDATORY FOR EMPLOYMENT******

Camp Address & Contact Information

Camp Tiak
64 Camp Tiak Rd
Wiggins, MS 39577

Camp Director: Ricky Lockett
Mobile: 601.946.3880

Program Director: Mike Myers
Mobile: 601.543.7069

Program Director: Peggy Padilla
Mobile: 601.978-0687

Camp Administrator: Bridget Reeves
Mobile: 601.297.2158

Ranger: Mike Felton
Mobile:

Scout Executive: Micah Huffman
Mobile: 601.606.6126