

CAMP RULES & POLICIES

Leadership and Conduct

Camp Staff: Our camp staff is here to assist adults, campers, and visitors in making possible a truly great camping experience. We have employed and trained enthusiastic, diverse, and well-rounded staff to help. Our staff, particularly the youth staff, are developing their skills as instructors and leaders. They love camp, believe in our great organization, and often make personal sacrifices to be at camp. Together, we all make it possible for a great camp experience. We all share this responsibility. We expect them to be treated with respect. Should any concerns arise please direct them to the Camp Director.

The Adults Role at Camp

HMSR exists to deliver the Scouting program outdoors. The role of adults is one of a coach, counselor, mentor, teacher, and guide for our youth. Adults within your Troop are the individuals that your Scouts know best. Please give your Scouts the adult direction and counsel needed to have successful camp experiences

HMSR always allows adults the courtesy of occasionally participating in its programs and activities. However, our programs/resources are primarily in place for use by youth. Please see the program Information for adult activities available at camp.

The Scoutmaster/Camp Leader at Summer Camp

As Scoutmaster, you have a key role in your unit while at camp. Your role is the following:

- Attend the Leader's Meetings and brief your adults about camp policies and procedures.
- Assure that your unit complies with the guidelines in this guide and all supplementary information.
- Keep track of each Scout's advancement progress, make sure they are attending sessions, activities, and meals.
- Regularly check your mailbox located in Scouts BSA Headquarters.

The Senior Patrol Leader at Summer Camp

The Senior Patrol Leader is the key youth leader in the unit and coordinates the work of all the patrol leaders. Your role is the following:

- Attend the Senior Patrol Leader meetings and share the information with your fellow Scouts.
- Be responsible for the troop bulletin board: fireguard chart, waiter schedule, troop duty roster, etc...
- Make announcements about upcoming camp activities and schedules.
- Coordinate your troop's participation in all camp-wide events.
- Be sure that Scouts in your troop observe taps and are respectful of other units.
- Maintain the health and cleanliness of your campsite, delegating leadership as appropriate.
- Conduct a brief inspection before your camp commissioner visits each day.
- Note: If there are questions about the site inspection it is the responsibility of the SPL, or youth designee, to interact with the inspecting commissioner for clarification.

Unit Leadership Requirements

All adults leaving camp must sign out and sign back in when they return.

Any adult entering camp that will have direct interaction with ANY YOUTH, other than their own camper, must be YPT compliant in accordance with the BSA Guide to Safe Scouting. ALL other camp policies must be adhered to upon entering or exiting camp.

The Scoutmaster should make the arrangements for the necessary camp leadership. If he/she is unable to attend for the entire week, another capable, trained, and registered adult must be designated to serve as the key Camp Leader. All other adults support the unit under the direction of the Camp Leader.

If units are going to use "rotating" leaders, i.e., if the same 2 adults will not be present all week they must be registered and paid through Black Pug. At no time may a unit be left without two- deep leadership in place. Additionally, all adults staying overnight must follow the previously stated requirements.

Camp Policies

At HMSR, the Scout Oath and Law are our guiding principles. We expect each adult to provide guidance within the unit to follow these principles, the policies of the Camp, the Council, and the BSA. See the Scouter Code of Conduct for more information:

<https://www.Scouting.org/health-and-safety/gss/bsa-Scouter-code-of-conduct/>

In addition to the Scouter Code of Conduct, thank you for observing the following rules

- **Flammables:** Aerosol cans neutralize water resistance of the tents and should not be used in or around tents or canvas. Open flames are not permitted in or near tents. This includes non-battery-operated lanterns, tiki torches, lighters, candles, incense, and tobacco products. Spare liquid fuel cans and propane tanks that are not in use must be stored safely in the site. Empty tanks are your responsibility and should NOT be placed in the trash. You are responsible for ensuring proper disposal of these tanks.
- Pets are not allowed at camp.
- *ADA Compliant Service Animals are allowed*, you must notify the Camp Director prior to your arrival that you will be bringing a service animal. Emotional Support animals are not allowed.
- Throwing sticks, stones, and rocks and other objects.
- Scouters who are over 21 and use tobacco products may only do so in designated areas.

Visitors at Camp: HMSR offers a busy program from the early morning through late nights. With the busy program schedule, it makes visit time challenging for Scouts and families. We discourage visits from parents, relatives, and friends throughout the busy week and the visits should be kept to a minimum. We know that visits are meant to be positive, however, they could have a negative impact on the Scouts leading to homesickness which can ruin the week for the Scout, Leaders, and potentially others around them. Families may join us for the Friday Family Night Dinner and Program. Understanding all of this:

- Visitors must check in at the Welcome Center upon arrival at the camp to receive a wristband. They must sign-out at the Welcome Center when they leave.
- All participants leaving camp for any reason must sign in and out at the Welcome Center.
- If you have an adult change during the week all new adults must check-in at the Welcome Center.
- All Visitors are subject to Youth Protection guidelines and PA Child Services Act.

Vehicles, Trailers, and Parking

- Riding outside of a vehicle's enclosed passenger compartments is never allowed. This includes riding in the bed of a truck, on hoods, trunks, fenders, tailgates, or in/on trailers.
- Seatbelts must be always worn and every passenger must have a working seatbelt.
- The speed limit in camp is 5mph.
- Only one vehicle per unit will be allowed in camp during check-in or check-out.
- A trailer may be left at a campsite during the week.
- All vehicles driven in camp must have a valid state issued inspection sticker, be in good mechanical condition, and carry minimum liability insurance of \$50,000 to \$100,000.
- Those who are physically disabled and require a vehicle for mobility will be issued a permit at check-in with authorization from the Camp Director. This vehicle must have a PD license plate or a mirror hanging tag. The permit is to be always displayed on the dashboard of the vehicle. Abuse of the privileges will result in cancelation of the permit and the vehicle will be required to be parked in the parking lot.
- HMSR reserves the right to tow any vehicle deemed a health and safety hazard.

Bicycles: Personal bikes are allowed but must be inspected upon check-in. The speed limit is 5 miles per hour and all cyclists must remain on the main roads through camp. The only trail authorized for riding is the Red Trail (see the map). Riding on this trail requires adult supervision and communication with camp staff for safety prior to beginning the trail.

Helmets are required at all times. Bikes must be neatly parked at all times and are not permitted to block paths, walkways, door, ramps, etc.

Fires: Many Scouts enjoy time by the campfire, but fires can pose a hazard in camp. Units must use caution with any fire. During times where open flames are prohibited, the Camp Ranger may declare a ban. All campfires in sites require adult supervision for the safety of the camp and the Scouts. **No fires are to ever be left unattended.** Be sure to extinguish the fire after use. All tinder and kindling can be found on the ground in your site. Larger wood can be acquired at the compound with prior permission from the Ranger.

Knives, Saws, and Axes: Large knives are prohibite. Pocket knives, saws, and axes are allowed but may only be used in campsites and program areas. Proper placement and setting up of axe-yards and a valid Totin'Chip card is required.

Fishing: Our camp has a beautiful lake for fishing and relaxing. Fishing is permitted at one of two docks located by the campfire circle at the North End of camp during daylight hours. Fishing at HMSR is catch and release. Fishing licenses are not required to fish in our lake.

Cutting Trees & Bushes: In keeping with *Leave no Trace* principles, removal of foliage must have the support and approval of the camp ranger in advance.

Personal Property & Belongings: The Hawk Mountain Council and Hawk Mountain Scout Reservation are not responsible for loss or damage to personal property while at camp. We highly suggest that Scouts and Leaders have the ability (and utilize) a lock for their personal gear. Camp can be hot, humid, and WET which can cause damage to personal items. Please be prepared. Please immediately report and theft to the Camp Director. Lost and Found will be located at the Welcome Center.

Dress Code at HMSR: The Field uniform is expected for evening flags, dinner, campfire programs (Sunday & Friday), and chapel service. For the remainder of your time at camp please dress appropriately. If a camper's attire does not meet dress-code expectations, they will be directed back to their campsite to change and the Unit Leader will be informed to assist moving forward.

Footwear: Close toed shoes are required at all Scouting America camps. Open-Toed shoes such as flip flops, sandals, or aqua socks are only permitted in the pool, shower house, and lake front areas.

Lights Out/Quiet Hours: Quiet Hours are from 10:30pm to 6:00am every day. During this time, campers may not be out of their sites without adult supervision. Rest is needed for everyone to have an enjoyable and safe experience each day at camp. Leaders are expected to set the example by respecting quiet times for the benefit of neighboring campers and themselves. You are in an open environment and sound travels well at camp. Please keep conversations low and limit late activities. Headphones are expected when listening to music at all hours; however, you must ensure that you can hear outside the headphones in the event of an emergency

Destruction of Property & Vandalism: Scouts should keep in mind Scouting values when interacting with one another and making decisions. Leaders need to monitor Scouts and prevent them from developing risks that can cause injury to themselves or others, loss of program or equipment, loss of a life, or financial loss. The Scout or Unit that causes destruction or harm to anyone or anything at Hawk Mountain Scout Reservation will be held liable for losses or repercussions. If it is deemed that the situation requires law enforcement, Scouts and Leaders may face legal action and be removed from camp without refund and/or face criminal charges. We ask that Unit Leaders help aid us in eliminating pranks and vandalism. This allows us to focus our resources on the program and keeping camp reasonable for everyone.

Insurance Coverage: All current registered members of the Hawk Mountain Council are covered by health and accident insurance. In the event of a necessary instance, it is up to the family to file a claim. These forms will be provided by a health staff member. The staff of Hawk Mountain Scout Reservation and Hawk Mountain Council are not responsible for following up on unpaid claims or filing any paperwork on your behalf. It is the responsibility of the parent/guardian to complete the claim process. Our staff will provide all of the forms and treatment needed at the time of incident. Out of Council units are not covered under

our policies. These units should check the expiration dates and accuracy of the health insurance information of the members of your unit before attending camp. It is advisable to bring a letter from your council or unit insurance company to show proof of coverage, if applicable.

Youth Protection at Camp

Pennsylvania Child Protective Services Act #15

All agencies and institutions who deal with youth in Pennsylvania are required to comply with the requirements of Act 15. This is a legal requirement of the Commonwealth of Pennsylvania, and is separate from, and in addition to, all Scouting America policies.

- Units from Pennsylvania: The unit is responsible for ensuring that all adults who plan to stay at camp overnight must have completed the three required clearances for volunteers.
- **Units from outside of Pennsylvania:** Adults are not required to get the PA State Background Checks but must ensure they are compliant with their State and Council requirements.
- For more details on these requirements and how to obtain the clearances, go to the “Keep Kids Safe” website (keepkidssafe.pa.gov).

Essential Youth Protection Guidelines

- HMSR and the Scouting America Hawk Mountain Council adhere to all Youth Protection guidelines of the Scouting America. See Youth Protection and Adult Leadership for more information <https://www.Scouting.org/health-and-safety/gss/gss01/>
- All adults coming to camp should review youth protection guidelines prior to arrival.
- All adults involved in Scouting are mandated reporters and shall report to local authorities any good-faith suspicion or belief that any youth is or has been abused.
- All adults at camp must be registered. They must have Youth Protection Training within two years. Units when checking may be asked to provide documentation upon request to certify that leaders have updated training.

The following barriers to abuse within Scouting are used at camp to ensure the safety of our campers. All adults are required follow these guidelines:

- Two deep leadership: The foundation of our Youth Protection program – all activities must be supervised by two registered 21+ adults.
- The buddy system: The buddy system for youth is required. Buddy pairs of 2 cannot be mixed gender. However, a third youth/participant may be added to allow for a mixed gender buddy group of 3.

- No one-on-one contact: Personal conferences must take place in plain view of others.
- Respect of privacy: Separate shower facilities are provided for youth and adults, as well as males and females. Adults may intrude on privacy only for emergency health and safety concerns. The use of smartphones, cameras, mirrors, etc., in places or situations where privacy is expected is prohibited.
- Separate accommodation: Scouts BSA youth may not share a tent with an adult. Male and female leaders may not share a tent unless they are married. Youth may not share tents with youth of the opposite gender or with other youth who have more than a 2-year difference in age.
- Inappropriate public displays of affection and any sexual activity is prohibited.
- No secret organizations or activities: All aspects of the Scouting programs are open to observation by adults.
- Appropriate attire: Proper clothing is always required. Swimwear at camp should be modest. For males, swim trunks or board shorts are appropriate. Tight-fitting swim briefs or drag shorts are not allowed. For females, bikinis are not allowed. Modest tankinis or one-piece swimsuits are appropriate.
- Constructive discipline: Discipline should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- Hazing and bullying is prohibited: Physical hazing, bullying and initiations of any type are prohibited and may not be included as part of any Scouting activity.
- Youth leader training and supervision: Adult leaders must monitor and guide the leadership techniques used by youth leaders to ensure that BSA policies are followed.
- Current YPT FAQs can be found here: <https://www.scouting.org/health-and-safety/yp-faqs/>.

Hazing: Hazing, initiations, and bullying do not belong in Scouting and will not be tolerated at camp. Leaders should make sure any improper incidents are reported immediately. Leaders need to be alert for behavior that appears to be hazing or initiation-related and report it to the Camp Director.

CAMP EMERGENCY PROCEDURES

If you experience an emergency at camp **notify the nearest staff member immediately**. Some situations that are considered emergencies

- Lost/Missing Camper
- Severely Injuries
- Unauthorized Visitors/Intruders
- Fires

Emergency procedures will be covered at the emergency drill late Sunday afternoon. All Scouts and Scouters will assemble on Gilwell Field (in front of the dining hall) for further instructions and information.

WILDLIFE AT CAMP

Most of Hawk Mountain Scout Reservation is now a part of a conservation easement meant to protect the land for the wildlife and generations of Scouters to come. Please help us protect this land by adhering to the following:

- If you encounter wildlife during your time at camp, let them be. Don't attempt to interact with them or chase them away. We expect that all campers are respectful to the wildlife and utilize the Outdoor Code while in camp.
- Please report any issues with wildlife to the Camp Director or Camp Ranger.
- Please do not create new trails, holes, or any other terrain features.
- Please do not move rocks or other parts of camp from one location to another.
- Understanding that you are living outdoors around wildlife, bugs, and insects is imperative. Check for tick bites and wear repellent when needed.

Campsites

Most campsites at HMSR are arranged in patrol settings. There is typically a fire ring in the patrol site or at least one for the entire site. As noted before, you may be sharing a site with another Unit. Please be courteous and keep your Unit together. Campsites do not have access to electricity. If you require electricity for medical purposes, please contact the Camp Director as soon as possible to make arrangements.

Tents: HMSR utilizes Scouting America standard canvas tents on wooden platforms. Tents sleep two persons. There are two cots in each tent. Cots are easy to move if you wish to bring your own cot. If you choose to remove the cot from your tent, please store it in the pavilion and return it to the tent at the end of your stay. Foam pads may aid in your comfort on the cot. Please report any issues with the tents to your staff guide during check-in on Sunday.

Pavilions: All campsites have a pavilion and picnic tables. Units can use this for dining or other activities during their stay.

Latrines: Most campsites have running water and latrines. Units are encouraged to bring their own soap for handwashing at the latrine. Latrines are pit-latrines and are open to the outdoors, so it can be cool when using the facilities. Please respect the Scouts and Leaders that are using the latrines. Units should make accommodations for female Scouts using the buildings.

Terrain: Campsites will be rocky and possibly muddy in some areas. Driveways are steep and windy. Scouts should use caution when walking in and around the campsite. Proper footwear and clothing are required when Scouts are out of their tents.

Trash Collection: Each site is equipped with a trash receptacle. Trash is collected throughout the week. Please place your closed and tied bags at the end of your driveway by

the road in the morning. Please don't leave tied bags by the road at night, to reduce the chance of attracting wildlife. Units are welcome to dispose of their trash at the dumpsters located at Willits Dining Hall and Miller Conference Center. Cardboard can be disposed of at Willits only.

Leave No Trace: Units are prohibited from altering their site during their stay at camp. Any conservation projects must be approved by the Camp Ranger. If there are concerns with something in the site, please notify the staff guide on Sunday or the Camp Director.

Shower Houses and Restrooms

Climate controlled flush toilets are available at the following locations:

- Welcome Center (single stall)
- Cub Pool
- Reary Pool (single stall and shower house)
- Cub Comfort Station

Shower Facilities are available as follows:

- Cub Pool
 - Both Male and Female Facilities for Youth and Adult
- Reary Pool
 - Single Stall Showers Available for female adults
 - Male Youth and Adult Facilities
 - Youth Female Facilities
 - Single stall showers can be used by any camper

There may be times when we need to close these facilities for maintenance or cleaning. Please respect these buildings and treat them as if they are your home. Shower shoes are recommended. You are showering on concrete floors. Shower houses are not meant to replace the facilities in your sites. They are an amenity for when you are showering or out of your site for program. Units will be asked to sign up for a rotation to clean these facilities.

Shower houses and bathrooms are closed to Campers after curfew.

Camp Tools & Supplies

You will be provided with a cleaning kit in your site at the start of the week. That kit will include the following:

- 3 Buckets (1 for cleaning, 2 fire buckets)
- 2 Trash Bags
- 1 Hose
- 1 Broom & Dustpan
- 1 Bottle of Cleaner
- 1 Extra roll of toilet paper
- 1 Roll of Paper Towels

If you need trash bags, toilet paper, cleaning supplies, etc. – please visit the program team in the Scouting America Headquarters. We will try and issue them to you there or arrange to have them dropped off ASAP.

Camp Tools: If you need axes, saws, or other tools to aid in campsite upkeep please contact the team in the Scouting America Headquarters, the Camp Ranger, or the Camp Commissioner. Any unreturned or damaged equipment is your responsibility and will be billed to you at checkout

Medical Information

HMSR is always staffed when campers are present with trained medical staff. We have a Health Lodge that has the necessary tools to provide care to someone in need. The Health Lodge is the first aid station for our camp. It is located below the Miller Conference Center. Our staff can help with cuts, scrapes, bites, burns, and other general care. We have AED units in various places in camp and employ certified staff to use these units if needed. We also have many staff members trained in CPR and first aid. If our medical staff can't treat your Scout or Leader, we will utilize a local urgent care facility or emergency room. Our Health Lodge also has a place for your Scout to rest quietly in air conditioning if needed. However, if your Scout is not able to or is too sick to spend the night in their tent, they must return home until they feel well enough to return.

Injuries and Illnesses: All illnesses and injuries while in camp must be reported to the Health Officer. We want to address any immediate concerns for the safety of everyone. The Health Officer will determine the next steps for the ill or injured camper. If a camper is feeling sick, please report it to the Health Staff so that we can potentially minimize the impact of others falling ill. Serious injuries require the completion of an incident report.

Medical Forms: All campers and leaders who attend camp are required to have an up-to-date health history and physical examination form on file with the Health Officer. **Units must provide photocopies of the original forms for each person. Health Forms will not**

be returned at the end of camp. Per national Scouting America policy and HIPPA regulations regarding privacy we cannot accept electronic copies such as emails, flash drives, etc. https://filestore.Scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf

Any person who arrives without a current medical form on file may not stay in camp beyond 24 hours and will not be permitted to take the swim test or participate in any strenuous activities. Arrangements must be made to obtain a physical exam within that time frame or else the person must return home until the situation is resolved. There is a local urgent care facility that offers walk-in service. Units are responsible for any costs of getting a new physical as well as making transportation arrangements.

For adults who are staying less than 24 hours in camp, a current medical form Part A & B is required to render appropriate emergency medical treatment if needed. Medical forms provide basic medical history and emergency contact information. Swimming and strenuous activities will be permitted at the discretion of the Health Officer.

Medications: Units will have the option to arrange for the camp to distribute to the youth or keep them and have the unit administer them. If the unit chooses to administer they will need to collect the tracking sheet at check in and follow reporting procedures.

Contact Information: Please ask parents to keep their emergency contact person informed of their whereabouts or of any special information that may be helpful in the event of an emergency. Please also make sure that the person you list as the emergency contact knows that they are listed on the form. We don't want to surprise them if there is an emergency, and we need to call them.

Accessibility: Most of the facilities at HMSR are accessible. Wheelchair access is available to most program areas as well as the camp offices, trading post, dining hall and shower house facilities. Please notify the Camp Director if your unit has any special needs for accessibility and we will do our best to accommodate them. We have sites in camp that are ADA compliant.

CAMP STAFF

Our camp staff is made up of selected and well-trained youth and adults. Many of our staff are experts in the areas they work in. We select staff based on their knowledge and experience. We also look for leadership skills, enthusiasm, maturity, and customer service ability. We employ many unique and talented staff for the summer. Many are Eagle Scouts or maybe just a few more steps to getting there. Many love spending summers at camp! We have staff from different parts of the State and staff from around the world! Our staff goes through a structured training program that is required by Scouting America. Most are trained in CPR and First Aid. Everyone is trained in Scouting America Policy, Customer Service, Teaching, Safety, Emergency Training, Youth Protection and Youth on Youth Abuse, and so much more before we open the camp for the summer. Customer service is our goal, and our staff is dedicated to doing whatever it takes to make your stay at HMSR memorable. If you ever have any comments, compliments, or suggestions please use our QR codes posted in camp to share your feedback.

Help from Leaders: and your relationship with staff. The staff will count on leaders as part of the extended staff family. We may ask Leaders to volunteer to help in the program area or with a specific project or activity. Some programs require additional supervision, and we need your help! If you ever have an issue with your relationship with staff, please reach out to the Area Director or the Program Director.

Areas to Improve: We believe that we can always learn from you! Our staff and program will only get better with feedback. We have QR codes posted throughout camp for you to share real time compliments or improvement suggestions with our Camp Leadership Team. You are also welcome to talk directly to the Camp Program Director or the Camp Director to address concerns immediately. You will receive a link on Wednesday of your stay at camp for our electronic survey. We would love for you to take time to complete this survey. We will add a link to this guide when it is published.