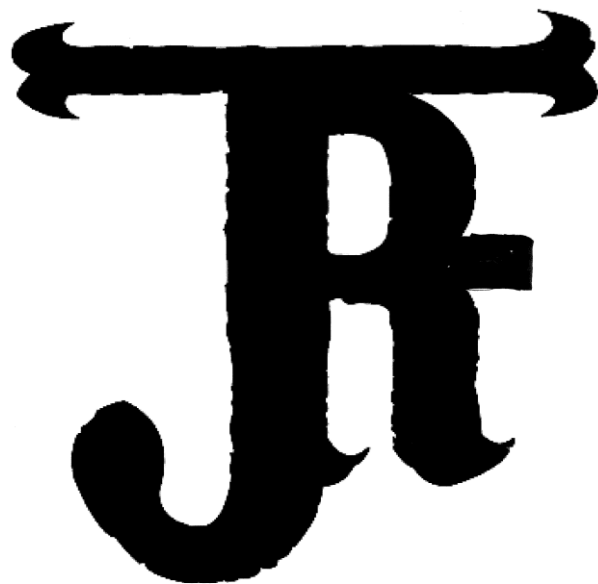


2024 CIRCLE TEN COUNCIL



WINTER CAMP STAFF GUIDE





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MISSION STATEMENT

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetime by instilling in them the values of the Scout Oath and Law.

VISION STATEMENT

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training.

In the future, Scouting will continue to:

- Offer young people (ages 5-20) responsible fun and adventure
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law
- Train young people in citizenship, service and leadership
- Serve America's communities and families with its quality, values-based program

PURPOSE OF THE BOY SCOUTS OF AMERICA

It is the purpose of the Boy Scouts of America to provide boys and girls an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, and develop physical and mental fitness. This helps to develop of American citizens who:

- Are physically, mentally and emotionally fit;
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness;
- Have the desire and skills to help others;
- Understand the principles of the American social, economic and governmental system;
- Are knowledgeable about and take pride in the American heritage and understand America's role in the world;
- Have a keen respect for the basic rights of people;



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- Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in the forums of the world.

The Boy Scouts of America accomplishes this purpose by making its program available in partnership with existing groups having compatible goals, including religious, educational, civic, fraternal, business, labor and governmental bodies.



THE SCOUT LAW AS IT PERTAINS TO CAMP STAFF

It is hoped that you will make new friends, enjoy Winter Camp, and above all, contribute in some measure to the growth and welfare of the Scouts you will be serving.

Each Staff member has specific duties and responsibilities, but all Staff personnel share in the duties of others whenever and wherever necessary.

The principles set forth in the Scout Oath and Law are the principles that guide every endeavor and action in camp. We become the prime motivators in exemplifying this way of life to each Scout in camp.

A SCOUT IS TRUSTWORTHY. Through 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 personnel. The Camp Director will entrust to you duties and responsibilities related to your assignment. Your attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

Each Staff member receives a time-off period weekly. The period you will have off will be determined during the pre-camp conference with your Area Director and/or Camp Director. Staff members are obligated to be in uniform when on duty unless excused by the Camp Director.

A SCOUT IS LOYAL. Loyalty to the camp and to your associates is an essential requisite for each Staff member. You should constantly be observant and concerned about matters affecting the total 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 Scout and their family. Apart from the service rendered, that first impression of helpfulness means so much.

A lone Scout's problem, if observed by you, becomes your problem until you have brought it to the attention of his Scoutmaster or the Camp Director. Every assistance you give is one more guarantee that the Scout will have a happy stay in camp.

A SCOUT IS FRIENDLY. As you pass a Scout or leader on the trail, even if you've never met, say "Hi, SCOUT!" A friendly word costs nothing yet gives so much good will. Be a friend to all and avoid forming cliques. Be a brother/sister to every Scout in the fullest sense.



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A SCOUT IS COURTEOUS. You represent the Boy Scouts of America as you deal with Scouts, Leaders, parents, or the public. In your visits to 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 BSA.

Courtesy may be 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 better than a good measure 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 for sleep. Staff "taps" is 11:00 p.m. Be courteous to the Staff member who needs to go to bed earlier than that.

A SCOUT IS KIND. Kindness is often interpreted in its relationship to animal life. Show Scouts how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is of even greater importance.

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

If you have something on your mind, get it off quickly to the right person--your supervisor or the Camp Director.

A SCOUT IS CHEERFUL. A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a 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 their self 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. We serve as stewards of the most valuable assets of Circle Ten Council. We are in a position to save thousands of dollars that can be used to replace or repair damaged property. Our stewardship allows each camp to serve more youth effectively.

A SCOUT IS BRAVE. You represent the largest organization for youth in the world, and you are a Volunteer Staff Member of one of the finest Scout camps in the world. We demonstrate bravery in



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standing up for what we know is right. You represent Scouting in all respects. Every day we work to live the Scout Oath and Law.

A SCOUT IS CLEAN. Your personal living quarters are to be an example of cleanliness and orderliness. If your quarters are disorderly or dirty, campers can hardly be expected to do better. We keep ourselves neat and clean, always working to set a good example for the Scouts at camp. You use language appropriate for younger Scouts to hear.

A SCOUT IS REVERENT. Being faithful in religious duties is of great importance as Camp Staff members because of the force our example has in molding the attitudes of those who look to us as the inspiration for right attitudes and high ideals.

THE GUIDE TO SAFE SCOUTING

In all cases, Staff will follow The Guide to Safe Scouting.

NOTE ON SOCIAL MEDIA

As a Volunteer Staff Member of Circle Ten you will be held accountable for all forms of communication as it pertains to your Winter Camp assignment, this includes social media broadcasts like Facebook, Twitter, Snapchat, TikTok, Instagram, and others. At no time is it appropriate to address your personal thoughts and feelings on matters pertaining to Winter Camp or the Boy Scouts of America through these forums. **IF YOU WOULDN'T SAY IT TO YOUR CAMP DIRECTOR, PROGRAM DIRECTOR, AREA DIRECTOR, FELLOW STAFFERS OR ANY OF OUR CUSTOMERS THEN IT SHOULD NOT BE SAID THROUGH SOCIAL MEDIA OUTLETS.**

DRUG AND ALCOHOL POLICY

The Camp is concerned about the use of alcohol and controlled substances in or affecting the work environment. Use, and particularly abuse, of alcohol and/or controlled substances on the job adversely affects a Volunteer Staff Member's efficiency, safety and health, and therefore impairs his/her value as a Volunteer Staff Member. In addition, it constitutes a potential danger to the welfare of other Volunteer Staff Members, and exposes the Camp to risks of property loss/damage, or injury to other persons.

Therefore, it is the policy of Circle Ten Council that no Volunteer Staff Member will use, possess, distribute, sell, offer to sell or distribute any form of alcohol while on camp property. Furthermore,



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the use of any controlled substance, or misuse of any prescription drug on camp property is also prohibited. Any Volunteer Staff Member who violates this policy is subject to immediate discharge and possible criminal prosecution.

SAFETY

Your safety is a major concern to Circle Ten Council. The Council feels that a clean, safe, and healthy environment should be provided for all Volunteer Staff Members. Every reasonable precaution is taken to provide you with a safe place to work. Accident prevention, however, is largely an individual responsibility and Volunteer Staff Members are expected to do their part to work safely.

The following guidelines must be observed:

1. Study your job and the possible hazards. If you are uncertain as to the safest way of doing the job, ask your supervisor before you begin.
2. The Camp will supply safety equipment whenever it is needed. You must, at all times, wear required safety equipment and observe all posted rules and regulations.
3. If you become ill or injured on the job, tell your supervisor at once. If you think you need medical attention, inform the Camp Director or the Staff Advisor. They will have a list of available doctors and medical facilities in the area.
4. Report any defective equipment or possible hazardous conditions to your supervisor. Do not operate defective equipment.
5. Make safety suggestions.
6. Volunteer Staff Members are also required to review the Camp's Injury and Illness Prevention Program (IPP) and be familiar with its contents.
- 7.

LIVING QUARTERS AND HOUSEKEEPING

All Volunteer Staff Members are expected to assist in the general housekeeping around the Camp. You are responsible for the cleanliness and upkeep of your living quarters during your time at winter camp. At the beginning of the camp session, you will be assigned living quarters by the Winter Camp Director. It is your home and other quarters are other's homes. Please respect them as such.

It is your responsibility to report any pre-existing damage to Winter Camp Director before you move in. Winter Camp Director or Designee will conduct an inspection at the close of the camping period, and you will be charged for any damage caused during the winter camp stay.



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Housing assignments are for the duration of winter camp. Switching of quarters will be permitted only if the Camp Director and/or Staff Advisor grants your request for the move. All requests must be in writing and submitted at least 24 hours in advance of the move.

The living quarters are subject to inspection by the Winter Camp Staff Advisor or Camp Director at any time without notice.

UNIFORMS

Appropriate attire is required for all activities.

During Flag Ceremonies and for supper the preferred attire is the Scouting America Field Uniform (aka Class A). Field Uniforms should be clean and neat and worn in accordance with the Guide to Awards and Insignia. They must be official Scouting America uniforms, including pants.

All shoes on camp must be “closed toe”. Crocs count but you **MUST** wear socks.

Hats approved by the Camp Director are the only acceptable headwear allowed. They must be worn correctly.

The Activity Uniform (aka Class B) will depend on the area worked at Winter Camp. In general, the activity uniform consists of a scout shirt (preferably a Winter Camp or Summer Camp Staff shirt), scout pants, belt, and socks, with hat and shoes as described above. Theme-based costumes are an acceptable substitute for themed-camp programs. Specific program area uniforms are determined by the Area Director. For example, Indian Village, Mountain Man, Lumber Jack, and Equestrian.

All riders, including staff, are required to wear properly fitting protective headgear that meets or exceeds ASTM-SEI standards and that is maintained and replaced according to manufacturer’s instructions or if damaged in a fall.

SHOWER CLOTHING POLICY

In consideration for everyone on Staff, please be sure that you are dressed appropriately when walking between your quarters and the showers.



STANDARDS OF CONDUCT

The Camp expects Volunteer Staff Members to observe a standard of conduct that will maintain an orderly, positive and productive camp. Such a standard of conduct will benefit and protect both the Camp and all Volunteer Staff Members.

Behavior that violates this standard of conduct will subject Volunteer Staff Member to discipline up to and including dismissal.

The listing of the following unlawful actions, improper actions and work standards rules does not in any way detract from or alter the right of the Camp or the Volunteer Staff Member to terminate the relationship at any time, with or without notice, with or without cause.

The disciplinary action used to maintain the standards of conduct will be determined in light of the facts and circumstances of each individual case. Each incident will be considered in light of a variety of factors, including:

1. The seriousness of the incident and the circumstances;
2. The Volunteer Staff Member's past conduct;
3. The nature of any previous incidents; and,
4. The general practice as it relates to the incident.

Although not all inclusive, the following list represents kinds of behavior that will be considered improper and unacceptable in the work place, and may subject Volunteer Staff Members to the above-mentioned discipline:

(1) Unlawful Actions:

- (a) Stealing private or Camp property;
- (b) Gambling of any kind, including friendly wagers on Camp property;
- (c) Willful destruction or defacement of private or Camp property;
- (d) Possession, sale, use or being under the influence of illicit drugs or alcohol on Camp property at any time;
- (e) Violation of traffic or parking regulations while using Camp or customer vehicles. Also, failure to properly report any type of accident involving a Camp or customer vehicle.

(2) Improper Behavior:

- (a) Falsification or misrepresentation of information on any Camp form, i.e., time cards, application, Camp and personnel records;



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- (b) Possession, use of, or being under the influence of alcohol on Camp property at any time;
 - (c) Fighting on Camp property;
 - (d) Immoral or indecent conduct on Camp property;
 - (e) Sleeping during work time;
 - (f) Using obscene, abusive, or threatening language;
 - (g) Disorderly conduct such as practical jokes, horseplay, etc.
 - (h) Any posting of comments, pictures, videos, etc. to any social networking website that is not in compliance with the scout oath and law.
 - (i) Hazing of any form
- (3) Work Standards:
- (a) Disregarding instruction of supervisor or proper authority;
 - (b) Failure to be courteous and polite at all times;
 - (c) Failure to notify your supervisor prior to the beginning of a shift that you will not be reporting to work;
 - (d) Leaving work area, job assignment or department during working hours without proper authorization;
 - (e) Failure to observe work schedules including rest and lunch periods;
 - (f) Failure to observe safety rules and regulations;
 - (g) Contributing to unsanitary conditions or poor housekeeping;
 - (h) Inefficiency, lack of productive effort or other unsatisfactory work performance;
 - (i) Unauthorized use of Camp time, materials or equipment for personal activities;
 - (j) Unsuitable or improper attire for the work situation;
 - (k) Excessive number of absences or tardiness;
 - (l) Smoking in areas not designated for smoking or using tobacco in front of youth members;
 - (m) Camp vehicles are only to be used for Camp business. Any unauthorized personal use of a Camp vehicle, including travel outside the Camp working area, is strictly prohibited.



AUTOMOBILE POLICY

Motor vehicles may only be operated by licensed driver's 18 years of age or older in accordance with Scouting America policy. Unless otherwise approved by the Camp Director, Winter Camp Staff is only to operate their own personal vehicle.

No vehicles may be operated within the campground and program areas of camp unless for a specific purpose as approved by the Camp Director.

Vehicles may only be parked in designated areas.

Staff (17 and younger) may not leave the camp property for any reason for the duration of winter camp. This is grounds for immediate dismissal from camp.

GOLF CART / ATV POLICY

Golf Carts / ATV's may only be operated by licensed drivers 21 years of age or older in accordance with Circle Ten policy. Only drivers approved by the Camp Director will be allowed to drive any Golf Carts.

All Golf Cart drivers must provide a copy of auto insurance coverage and acknowledge understanding that the **individual driver's insurance will be the primary insurance coverage** for any incidents occurring while driving.

KITCHEN POLICY

The kitchen is for the preparation and service of food **ONLY**. It is not a staff gathering area. No staff member may enter the kitchen area without the permission of the kitchen manager.

CAMP WI-FI AND INTERNET ACCESS FOR STAFF

All Circle Ten Council camps have internet available via a Wi-Fi network. The primary purpose of this connection is to carry out the business of the camp. Recreational use of the network during working hours is strictly prohibited. This includes postings to social networking sites and other non-essential internet traffic. Use of the camp internet connection by the winter Camp Staff will be limited to merit badge course research and delivery. Personal use of the network is limited to off-



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duty time only and is intended for e-mail communications and other low-band-width applications. Any violation of this policy may be grounds for disciplinary action that includes, but is not limited to, restriction of access to the network. The Camp Director has the authority to limit access to anyone at any time.

MEALS

All staff are expected to be at all meals unless otherwise approved by the Winter Camp Director. An example of this is Indian Village which make their own food.

POLICY AGAINST HARASSMENT

Circle Ten Council camps prohibit harassment of an individual because of that individual's sex, race, religion, national origin, physical handicap, or age. Any individual who believes that he or she has been subjected to such harassment should immediately report that harassment to the Camp Director.

Sexual harassment means: unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature (like name calling, suggestive comments, or lewd talk) when any one of the following four factors is met:

1. Submission to that conduct is made either explicitly or implicitly a term or condition of the individual's employment;
2. Submission to sexual activity or a rejection of the request for sexual favor becomes a basis for a decision concerning an individual's employment; or
3. The conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive work environment.
4. Any other form of unlawful harassment.

If any Volunteer Staff Member believes that he or she is the victim of any type of harassment, including sexual harassment, that Volunteer Staff Member should immediately report the incident to an immediate supervisor. If the immediate supervisor is involved in the reported conduct, or, if for some reason the Volunteer Staff Member feels uncomfortable about making a report to that level, the report should be made to the Camp Director or Council Executive at the Circle Ten Council Service Center (214/902-6700). Circle Ten Council will promptly and clearly inform the Volunteer Staff Member that he or she has the right to make a claim with the Civil Rights Department, 701 West 51 Street, Mail Code E-609, Austin TX 78751 or by calling 512/450-3630 (voice), 512/450-4313 (TDD) or 512/450-4748 (Fax).



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Circle Ten Council will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this prohibition against harassment. The complaining Volunteer Staff Member will be informed of the action taken. Circle Ten Council will also take action to protect the complaining Volunteer Staff Member and to prevent further harassment or retaliation. Finally, the complainant will be made whole, to the extent possible, for his or her losses.

Circle Ten Council clearly does not tolerate harassment on the basis of any of the categories discussed in this policy and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to Camp policy may be personally liable in any legal action that is brought against them.

The Camp encourages all Volunteer Staff Members to report any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. You should also be aware that the Civil Rights Department investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the Civil Rights Department.

ASSEMBLY, RETREAT AND TAPS 12/28/24-12/30/24

Assembly -- Assembly is at 8:45 am and attendance is required. You must arrive in the appropriate uniform for your camp. The purpose of assembly is to show respect for the flag and inform campers of the day's events.

Retreat -- Retreat is at 4:15 pm and attendance is required. You must arrive in the appropriate uniform. It is also a time to show respect for the flag.

Taps -- Quiet time begins at 10:00 p.m. and ends at 6:00 a.m. This means that fires in the campsites should be low and Scouts should be in their tents. Leaders may choose to sit by the fire as long as it is not disturbing others. Camp staff must respect this time. Radios and conversations must be low enough to not be heard outside of living quarters. Staff may be awake and away from their living quarters, but must not disturb campers or other Staff members and are expected to be in their respective Staff area.

TOBACCO POLICY

Smoking, including vaping, is not permitted in tents or in any building. Smoking is allowed in designated areas only. These areas are around the fire rings and barbecue pits, but only when Scouts are not present. Do not smoke while walking to another area. BSA policy prohibits the use of any form of tobacco in the presence of any youth member. This includes members of the Camp Staff.

According to State Law, youth Staff members (under 21) are not allowed to possess or use tobacco, which includes smokeless tobacco as well.

VISITORS

Visitors must receive prior approval from the Camp Director before planning to come to camp. Visitors' meals must be paid for in advance along with sleeping accommodations if they are available. Visitors are permitted so long as they do not interfere with your work. Visitors must check in at the Camp office immediately upon arrival.

TRADING POST

The staff cannot receive a discount or establish a line of credit. No staff members, other than Trading Post Staff or Camp Management Staff, are allowed behind the counters unless requested by the Trading Post Manager.

FIREARMS/WEAPONS POLICY

Staff may not bring any personal firearms to camp. This includes, but is not limited to, guns of any type, bows and arrows, crossbows, any knife with a blade longer than four inches, water balloon launchers and slingshots.

CURFEW

Staff curfew is at 11:00 p.m. unless otherwise stated by the Camp Director. The Camp Director reserves the right to place curfew earlier if deemed necessary for health or other reasons.

Some people require more sleep, so be courteous to members of the Camp Staff who go to bed earlier than the stated curfew.

Curfew means that all staff members are to be in their assigned quarters with the lights out.

Staff may participate in other departments overnight activities with the approval of the Area Director and Program Director. The curfew policy remains in effect at the overnight site.

BIKE POLICY

Staff members may bring their own bikes to camp. All staff members must wear an approved bike helmet while riding their bike around camp. Bikes may only be ridden on roads where there is vehicle access. The Camp is not responsible for maintenance needs on personal bikes. Please do not borrow another person's bicycle without their permission.

LIVING AREA CONDUCT

The following may never occur:

- One person under 18 years old and one person over 18 years old in the same quarters at the same time for any reason.
- One male person and one female person in the same quarters at the same time for any reason.
- Occupying a personal living space that you are not assigned to.
- All of the above may be grounds for immediate termination or other disciplinary action.

STAFF RELATIONSHIPS

There will be no public displays of affection by anyone who is not legally married to the other. This includes, but is not limited to, the following: kissing, massages, hand-holding. Any public display of affection may result in termination or other disciplinary action. This includes staff common areas such as the staff lounge. This policy extends to any off-duty time while on camp property.

Relationships between staff members are prohibited. Relationships between staff and campers are also prohibited.

YOUTH PROTECTION

All staff members will be current on their youth protection training. Violations of youth protection guidelines are grounds for immediate termination, removal from Scouting and possible criminal prosecution.

The safety of campers is our highest priority. There are four categories of possible child abuse: physical, sexual, emotional, and neglect. The staff must be trained to recognize, deal with, and protect youth from all forms of abuse.

Staff members are required to immediately report any violations they see happening among staff or campers to the Camp Director.

Hazing, initiations, and secret groups will not be tolerated and are in violation of Scouting America policy.

LANGUAGE POLICY

Staff will not use any inappropriate language while on camp property. This includes at any time in their program areas, meal times, or at any other point when they are around campers. The use of inappropriate language may result in disciplinary action.

SICK/ILLNESS POLICY

Staff members are expected to keep themselves in good physical condition including proper diet, rest, and measures to prevent dehydration. Staff members who become ill and cannot work must check-in to the health lodge.

The Camp does not provide health insurance. Accident insurance is very limited. Check with the Camp Director for details.

TO BRING TO WINTER CAMP

Uniforms

- ◆ At least one Complete Uniform, must include the following:
 - Official Scout Shirt
 - Official Scout Shorts
 - Official Belt
 - Official Socks (at least 3 pair)

Bedding

- ◆ Sleeping bag & blanket
- ◆ Pillow
- ◆ Tent and sleeping pad (if not assigned a cabin bunk)

Mandatory Items

- ◆ Wristwatch (waterproof if possible)
- ◆ Alarm Clock (battery operated or electric)
- ◆ A lockable footlocker or something to store your valuables.
- ◆ Lock

The Comfort Zone in Your Tent/Cabin

- ◆ Fan
- ◆ Chair
- ◆ Electric lamp

Other Items

Long pair of pants	Toilet articles
T-shirts	Towels
Raincoat	Sunscreen
Light jacket	Blue jeans
Extra shoes	Pocketknife
Cotton socks	Hiking boots
Underwear	Musical instrument
Limited spending money	Sunglasses
Flash Light	Laundry Bag
	Chap Stick / Lip Balm



ITEMS NOT TO BRING TO CAMP

The following are not permitted at Circle Ten Council Winter Camp:

- personal ammunition
- personal firearms
- personal bows and arrows
- illegal drugs
- tobacco products if under the age of 21
- any music that has vulgar lyrics
- no pornography of any type
- Fireworks
- unusually sized knives
- large stereos
- Basically, any items that are not in conjunction with the Scout Oath & Law.

Note: Personal pets. (If they are going to be used in the Ecology/Conservation area they must be pre-approved by the Camp Director)

If you have any questions on items to bring or not bring, please call your Camp Director or Program Director.



**AGREEMENT AND ACKNOWLEDGEMENT OF RECEIPT OF VOLUNTEER STAFF
MEMBER HANDBOOK**

Circle Ten Council and Volunteer Staff Member agree that this handbook exclusively sets forth the Camp's staffing policies and procedures and represents and expresses their complete agreement regarding the terms and conditions of employment. Circle Ten Council and Volunteer Staff Member further agree that none of these policies and procedures can be amended, modified or altered in any way by oral statements or in any other way, but can only be altered by written amendment signed by the Camp Director, Director of Outdoor Programs, or Director of Support Services.

I hereby acknowledge receipt of the Volunteer Staff Member Handbook for Circle Ten Council Camps. I have thoroughly read and understand the Camp policy and rules set forth in the Volunteer Staff Member Handbook of Circle Ten Council Camps and agree to abide by them.

Volunteer Staff Member/Volunteer Signature _____
Date

Parent or Guardian Signature _____
Date
(if minor)