

Lincoln Heritage Council  
**Camp Crooked Creek**

# **2023 Staff Manual**



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# Welcome to Camp Crooked Creek!

December 23, 2022

Dear Staff Member,

I welcome you to the Camp Crooked Creek staff. This will be the 35<sup>th</sup> season for the reservation. As staff members, we are lucky to be a part of it. I hope you find this opportunity a challenging and fun learning experience!

I also want you to view your selection as a leader by doing the best possible job serving the campers and leaders who cross your path. This job you have agreed to do is by no means a small task. There will be many hours of fun and fellowship, but there will also be hard work that will require a strong commitment from you. We hold our standards high and never compromise our commitment to excellence.

This Staff Manual will outline some of your duties and responsibilities for the upcoming camp season and answer some of the questions you may have. Please be familiar with this manual before you arrive at camp on June 3, as this information will be referred to on many occasions throughout the summer. You will be responsible for adhering to all information contained in this Staff Manual.

Summer Camp is one of the most remarkable experiences in the life of a Scout. Few times in their Scouting life equal the week spent at camp under your guidance and leadership. The fun and excitement of Scouting is found at Summer Camp. A Scout is expected to be a good camper, to know their way in the woods, and to experience nature. The most important resource we have to accomplish these things is YOU – the competent, well-adjusted staff member, to share your knowledge with leaders and Scouts.

Thank you again for your commitment to Scouting! We have much to do, but I'm confident that as a staff, we can reach our goals and deliver one of the best programs in our camp's vibrant history. I look forward to working with you, and if there is anything I can do to help, please don't hesitate to reach out.

Yours in Scouting,

Rick Daniel  
Camp Director  
Camp Crooked Creek



# Important Dates

## Summer Camp Schedule

June 3 <sup>th</sup> – 10 <sup>th</sup>	Staff Week
June 11 <sup>th</sup> – 17 <sup>th</sup>	Week 1
June 18 <sup>th</sup> – 24 <sup>th</sup>	Week 2
June 25 <sup>th</sup> – July 1 <sup>st</sup>	Week 3
July 2 <sup>nd</sup> – 8 <sup>th</sup>	Week 4
July 9 <sup>th</sup> – 15 <sup>th</sup>	Week 5
July 23-27 for a limited number of Staff **	ROTC camp

### Arrival

Staff Week begins on June 3. Plan to arrive at camp between 10:00 AM and 12:00 PM. Your first stop will be the Administration Building to check in, turn in any outstanding paperwork, and receive your cabin assignment. **Cabin assignments will remain the same all summer unless a switch is approved by the Camp Director.**

**Parents are encouraged to meet fellow parents and cabin mates and exchange numbers.** You need to go to your cabin and unpack. Please be in the Dining Hall at 2 PM for our kickoff meeting.

### Departure

Each Saturday, the Staff will be dismissed by the Camp Director when all work for the week is finished, and all campers have been checked out – generally before 11:00 AM. Staff will have to be back on camp on Sunday by 12:00 PM. \*Staff will be expected to stay until 3 PM on the Saturday of Week 5, July 15. Staff members should not expect to depart earlier than their contracted end date unless arrangements with the Camp Director have been agreed upon in advance.

### Nights Off

Nights off are at the discretion of the Area Director once all paperwork is complete for the day and evening activities are covered. Some staff may not be able to enjoy a night off the property due to program needs or performance. For Staff under the age of 18, prior approval from a parent/guardian is required, and Staff must return back to property by 11 PM. For Staff over the age of 18, you must return to back to camp before midnight unless approved in advance by the Camp Director. No staff member may exceed one night off per week, which includes Staff who choose to take a night off while on property. Any additional nights off will result in a reduction of your pay. It is critical to maintain staff ratio standards for camp so the Staff is available to rise to whatever the needs of our camp may be.



# Staff Aims & Objectives

*The Staff will try their absolute best to:*

1. Provide every camper with a wholesome and safe experience that at least equals their high expectations.
2. Help campers develop a keen awareness and appreciation for the great outdoors and motivate them to assume the responsibility for living in harmony with nature.
3. Help fulfill the primary objectives of the Boy Scouts of America – character building, citizenship training, and physical and mental fitness.
4. Demonstrate enthusiastic Scouting spirit and good leadership.
5. Exemplify the principles of the Scout Oath and Law.
6. Promote a spirit of genuine friendliness, understanding of others, and cooperation.
7. Work as a team to provide an atmosphere where Scouting is experienced at its best.

## 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 contains.

Before you arrive at camp, read the manual thoroughly so you will have a basic understanding of the following:

**\*Camp Policies**

**\*Procedures**

**\*Organization**

**\*Traditions**

**\*General Outline of Program**

**\*Emergency Procedures**

When Staff training begins, we will assume you have read this manual and that you will be ready with any questions on anything that is not clear. Be sure to be familiar with your particular responsibilities.

## Camp Crooked Creek Staff Philosophy

The primary function of the summer camp program at Camp Crooked Creek is to provide a long-term camping experience for Scouts within the purposes and methods of the Boy Scouts of America.

Therefore, the rules that govern Camp Crooked Creek are the Scout Oath, Law, Motto, and Slogan.



Every staff member is expected to commit them to memory and conduct him or herself accordingly. As a camp staff member, you will be expected to set the example, based on these principles, for all Scouts and Scouters to follow.

Troops come to camp to take advantage of the outdoor programs a well-trained, experienced staff provides. But the primary reason that Scouts and Leaders come to camp is to have fun. If it's not fun, it's not Scouting! As a staff member, you must have a positive attitude and take summer camp seriously. However, also remember that it should be fun for you as well. There is great satisfaction in working with youth, helping them develop their knowledge, skills, and abilities, and positively influencing their lives. Being on the Staff at Camp Crooked Creek is an adventure and a rewarding experience that will make you a better person.

Scouting aims to build character, foster good citizenship, and develop physical, mental, and moral fitness among the youth who come under its influence. In the Boy Scouts, this aim is promoted by encouraging all Scouts and Scouters to conduct their lives on the principles expressed in the Scout Oath, Scout Law, Scout Motto, and Scout Slogan. These are as follows:

### **Scout Oath**

On my honor, I will do my best, to do my duty to God and my country, and to obey the Scout Law; To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.

### **Scout Law**

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

### **Scout Motto**

Be Prepared.

### **Scout Slogan**

Do a good turn daily.





# Purpose of Camp Crooked Creek Summer Camp

Camp Crooked Creek is the Lincoln Heritage Council's outdoor educational center for Louisville and the surrounding area. Its purpose is to provide leadership training in the outdoor Scouting program. Camp should also demonstrate the best conservation practices.

Since Camp Crooked Creek is the laboratory of Scouting, Scouts work together to learn the best methods that Scouting can offer to develop better units, qualified Scouters, and skilled, self-reliant individuals. Here, a scout learns how to live in a democracy by working in the patrol and Troop.

## Scout Method of Camping

The ideal method of Scout camping is the chartered Troop or unit camping successfully under its own leadership. The purpose of the summer camp is to provide experiences for the unit that will make it better able to plan and conduct its own program. The services of the camp staff, therefore, are of a counseling, coaching, and supervisory nature. In council-operated camps, units should learn to promote and conduct aquatics, nature programs, games, and the patrol method. Our success as a camp is measured by the extent to which the unit has learned the following:

- ◆ *To stand on its own two feet*
- ◆ *To acquire or stimulate a new interest*
- ◆ *To use its youth leaders*
- ◆ *To strengthen the individual scout*
- ◆ *To train its instructors in various skills*

## The Scout in Camp

As the Camp Staff, we must remember that we are here to serve the scouts; without them, we would be of no need. The scouts have many interests. We must attempt to reach them in as many ways as possible. There will be occasions when a scout wants to do things entirely independently. Perhaps a scout wants to sit and watch the clouds go by, hang a fishing pole in the water, or take a walk around camp.



# Everyone is Important

All staff jobs are essential. If the job wasn't necessary and important, we wouldn't have asked you to do it. We have ONE STAFF, a cohesive unit working together to meet the goals of our customers-- the scouts and the leaders coming to our camp. You hold a position on the camp staff because you have leadership ability and skill set in a specialized field. Try to better these skills throughout the summer. Your ability to grow makes you a more valuable member of the Staff. Talk over your ideas with others. From their experience, you may find valuable suggestions- all of us want you to do a better job regardless of which area you are serving.

Your job is critical. So is every other job in camp. A problem in one area could be a problem for everyone and reflect poorly on everyone. We must respect everyone's work and lend a helping hand if needed. At camp, we live closely, and sometimes, we can wear thin on each other, so think before you speak or act. We must all work at living with each other. Camp is a training for us as we learn to respect each other's rights, property, skills, and faults.

You will find yourself transferred from one job to another as time dictates. All we ask is that you do the best job you can in every task. Every job at camp is necessary, and whatever you are asked to do is essential. In fact, chances are that the person asking you has done the same job before too. There is no job beneath the dignity of any staff member... or unworthy of your best effort.

## Purpose of Camp Program Activities

In our camp program activities, we have a unique opportunity to achieve the following objectives. There is no better place than the outdoors to teach an appreciation of the resources that have made America great and which must be maintained if America is to remain strong and free. All our activities- Scoutcraft, Aquatics, Shooting Sports, High Adventure, Handicraft, Citizenships, Frontier Town, and Dan Boone - are directly related to conserving our natural and human resources.

### SCOUTCRAFT/OUTDOOR SKILLS

- To help Scouts develop an interest and acquire proficiency in the basic skills of the outdoors
- To teach Scouts to appreciate and understand the out-of-doors by making the best use of their own facilities and their natural surroundings
- To train units in the skills of Outdoor Skills and Woodcraft so that they will be qualified to camp successfully on their own
- To provide proper knowledge of health and safety practices and to create an environment in which campers may develop healthy mental attitudes to the end that personal fitness may become a reality



## **AQUATICS**

- To aid Scouts to be skillful around and at home in the water, relaxed and confident in their ability to swim
- To instruct scouts in methods of self-preservation, water safety, aiding others when necessary, and caring for aquatics equipment
- To give all scouts fun in and on the water and promote activities that will have recreational value in life
- To make better use of facilities for aquatic sports such as fishing, swimming, sailing, and boat and canoe trips
- To develop coordinated and strong bodies
- To help units carry on a year-round aquatics program that is safe, including instruction in swimming, boating, and rescue methods

## **HIGH ADVENTURE**

To instruct scouts in proper, safe methods of rappelling and climbing

To develop self-confidence, teamwork, strong minds, and strong bodies

To introduce unit leaders to the value of the Climb on Safely program

To provide training for safe ATV use and to instruct skills on evaluating terrain

## **SHOOTING SPORTS**

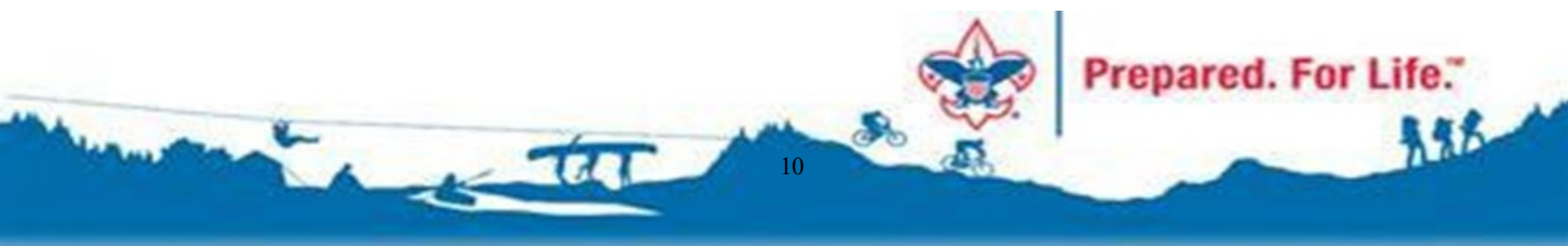
- To provide basic skills of knowledge, skills, and attitude to handle firearms and archery safely
- To provide advanced skills that add color and a change of pace to the camping program
- To teach the skills of various merit badges and hobby interests that help build a lifelong interest in the out-of-doors: archery, rifle, and shotgun shooting
- To provide program resources that enrich the year-round program of Scout units

## **FRONTIER TOWN**

- To answer the creative urge of a camper to forge something with their own hands
- To provide a practical means where campers may improve the physical environment by making things of beauty or usefulness for themselves or others
- To provide the opportunity of utilizing "old-time" processes and "modern-day" techniques to make projects.

## **ECOLOGY/CONSERVATION**

- To help scouts develop the right attitudes regarding the importance of natural resources and their wise use. These resources are of little value except as they contribute to humankind's health, welfare, and happiness. We must show scouts that these resources are to be used intelligently and in such a way that they will always contribute to everyone's well-being.



- To contribute to the rebuilding and wise use of America's resources through actual work on the land, in forests, and along its waterways
- To carry out such activities as erosion control, forest-fire detection and prevention, and wildlife habitat improvement so that campers learn some of the techniques necessary for the continued productivity of these resources.

### DAN BOONE (FIRST-YEAR CAMPER)

- To help scouts develop the right attitudes regarding basic scout skills and the importance of using them wisely.
- To use outdoor skills in the absence of modern technology.
- To develop and understand the patrol method and how to use it in group activities.



# Staff Activity Schedule

Sunday	12:00 PM – Staff arrives at camp 2:00 PM – Check-in of Units begins 7:30 PM – Scoutmaster and SPL Roundtable in Admin Building 8:15 PM – Opening Campfire (troops arrive at 9:00 PM)
Monday	4:30 PM – Leaders Shoot at the Rifle Range 4:30 PM – Mountain Biking at Scoutcraft 7:30 PM – Water Carnival – open swim at Lake and Pool
Tuesday	3:30 PM – Leaders Social at the Trading Post 4:30 PM – Chaplains Aide Meeting at the Trading Post 4:30 PM – Scuba at the Pool (Session 1) 7:30 PM – Fishing Derby (Scoutcraft) at the Parade Field
Wednesday	2:00 PM – Leaders Dutch Oven Cook-off 4:30 PM – Mountain Biking at Scoutcraft 6:30 PM – Scoutmasters Dinner 7:30 PM – 3-on-3 Basketball 8:30 PM – Vespers at the Amphitheater 9:15 PM – OA Call Out Ceremony
Thursday	<b><i>PATRIOT DAY – Wear your tasteful red, white and blue</i></b> 6:15 AM – Polar Bear Plunge (Aquatics) at the Lakefront 3:30 PM – Patch O Ree at the Trading Post 4:30 PM – Scuba at the Pool (Session 2) 7:30 PM – Mafeking (All Camp) 9:15 PM – Movie Night at the Amphitheater
Friday	4:00 PM – Visitors arrive at camp Family Night 7:45 PM – Staff report to the Amphitheatre 8:30 PM – Troops report to Amphitheatre for Closing Campfire
Saturday	7:30 AM – Break Camp, all Staff meet in the Dining Hall

Saturday breakfast for units will be from 8:00-8:30AM. All Staff will meet in the Dining Hall at 7:30 AM for week close-out assignments. Staff will be dismissed by 11:00 AM.



# Daily Schedule

6:00AM	Reveille
6:30AM	Waiter Call
6:45AM	Meal 1 – Breakfast
7:30AM	Flag Ceremony
7:35AM	Meal 2 – Breakfast
8:30-9:20AM	Session 1
9:00AM	Scout Leader's Roundtable at Trading Post
9:30-10:20AM	Session 2
10:30-11:20AM	Session 3
12:00PM	Lunch in Staff Lounge
1:00PM	Senior Patrol Leader Meeting at Trading Post
1:30-2:20PM	Session 4
2:30-3:20PM	Session 5
3:30-4:20PM	Session 6
4:20-5:30PM	Open Program Areas
5:35PM	Waiter Call
5:45PM	Meal 1 – Dinner
6:25PM	Flag Ceremony
6:30PM	Meal 2 – Dinner
7:30PM	Special Events and Twilight Activities
9:45PM	Call to Quarters
10:00PM	Taps

*The schedule may be adjusted by the Camp Director.*

## **Meal Schedules**

Staff can eat either Meal 1 or Meal 2, but please check with your Area Director.

Campsites 1-5 will eat Meal 1.

Campsites 6-12 and the Bunkhouse will eat Meal 2.

**Staffers are expected to participate in meals and mealtimes.**



# Job Descriptions

## Camp Director

- Reports to: Director of Camping Services
- Requirements: Responsible adult over 25, previous camp staff experience, National Camp School certified, Lives on camp property during Summer Camp Season, financially minded.
- Responsible for: Overall management and safe operation of the camp. Camp Leader's guide development Plans Merit Badge schedule. Staff training, Camp Staff meetings Makes sure camp meets all applicable National Standards and federal, state, and local codes.Trains and supervises trading post and dining hall staff. Develops and follows camp operating budget

## Program Director

- Reports to: Camp Director
- Requirements: Minimum 21 years old, ability to delegate, gets along well with others, National Camp School certified in Program, lives on camp property during summer camp season.
- Responsible for: All program-related aspects of camp including, but not limited to, training and supervising program area staff.
- Duties: Develop weekly camp program including; campfires, mealtime programs, camp-wide games, and evening activities; evaluate the performance of program area staff, keep up-to-date program equipment inventory, operate within program budget; train program staff, and lead daily SPL meetings.



## **Camp Ranger**

Reports to: Camp Director

Requirements: Minimum 21 years old, ability to operate camp equipment and perform various forms of general maintenance. Must be able to work well with volunteers and Staff throughout the camp.

Responsible for: Up-keep of camp equipment and facilities and purchasing supplies related to camp maintenance. Makes sure camp properties are neat in appearance and safe.

Duties: Remove campsite and other facility trash when otherwise needed, oversee mowing and landscape maintenance, provide tools and materials for conservation or camp improvement projects, oversee campsite equipment placement and care, supervise maintenance area, makes needed repairs to buildings and equipment, maintain inventory of required parts and materials. Ensures all safety regulations (OSHA, etc.) are followed at all times. Other duties as assigned by Camp Director.

## **Assistant Ranger**

Reports to: Camp Ranger

Requirements: Minimum of 18 years old must be able to operate lawn care equipment and camp vehicles.

Responsible for: Care of camp grounds and landscaping.

Duties: Mow all areas of cultivated grass, and trim around buildings, fences, and walkways. Assist volunteers in these areas. Other duties as assigned by Camp Director.





## **Camp Commissioner**

- Reports to: Camp Director
- Requirements: Minimum 18 years old, registered Scouter with knowledge of scouting programs.
- Responsible for: Creating high morale among Troops in camp, campsite inspections, training unit leaders in the importance of Troop camping and the Patrol method, and interpreting national policies and regulations relating to Troops in camp.
- Duties: Leads campsite inspections; keeps records of Honor Leader, Camper, Troop, and Patrol awards, judges Dutch Oven cook-off, acts as a liaison between units and Camp Staff, provides immediate help in solving unit problems in camp; serves as an information source on Camp programs and activities.

## **Health Officer**

- Reports to: Camp Director
- Requirements: Responsible, minimum 21 years old, hold current certification in one or more of the following; First Responder, EMT, Paramedic, MD, RN, Nurse Practitioner, Physician's Assistant, or must be at least a 2<sup>nd</sup>-year Medical School student.
- Responsible for: Overall health and safety of the camp. Cares for non-life-threatening injuries and evaluates the need for professional attention. Cleanliness of Health Lodge and Trading Post.
- Duties: Keeps First Aid Logs for Campers and Staff (two separate logs) up to date, monitors daily Dining Hall hot/cold charts, administers First Aid when needed, assists in teaching First Aid and Emergency Preparedness Merit Badges, is available at all times either in Health Lodge or by radio, performs check-in medical evaluations, accompanies individuals to hospital if needed, maintains security of First Aid logs, Staff and Camper Health Forms.



## **Dining Hall Manager**

Reports to:	Camp Director
Requirements: credentials.	Responsible, minimum 21 years old, hold current food certification
Responsible for:	Providing safe, nutritious meals for Campers and Staff, and maintaining a safe, friendly environment for food preparation, serving, and clean up.
Duties:	As a dietitian, or with the assistance of a dietitian, develops a healthy menu, generates food orders, verifies and signs for food deliveries, maintains an inventory of food and paper products, oversees the preparation of all meals, oversees the cleaning of all kitchen equipment and area, supervises the kitchen staff and Dining Hall Steward.

## **Trading Post Manager**

Reports to:	Camp Director
Requirements:	Responsible, minimum 21 years old, can oversee cash transactions, and maintain accurate records.
Responsible for:	Maintaining inventory of products and supplies, accounting for all cash received, keeping the trading post and surrounding area neat, clean, and safe, keeping food service items clean and operational, and keeping the trading post open for reasonable hours.
Duties:	Keep a running inventory of products and supplies, make regular orders through Camp Director, train and supervise staff in operation and care of trading post equipment, keep shelves and machines stocked, count and turn in money to Camp Director after the close of each business day. Monitor trading post and surrounding area for litter and keep clean. Report damaged equipment to Camp Director or Camp Ranger as soon as it is detected.



## **Aquatics Director**

- Reports to: Program Director
- Requirements: Responsible, minimum 21 years old, holds Aquatics certification from National Camping School, has current CPR certification.
- Responsible for: Overall Aquatics program at camp, enforces national standards for aquatics and Safe Swim Defense and Safety Afloat. Safety of participants involved in the Aquatics program.
- Duties: Supervise Aquatics area staff, lead adult training in Safe Swim Defense and Safety Afloat weekly, hold and promote aquatics activities, Keep Ranger up to date on needed repairs on equipment, keep an accurate inventory of equipment and reports needs to Program Director, leads BSA Lifeguard training program, keep Aquatics area clean. Provide the Program Director an accurate roster of Scouts' class attendance and requirements met.

## **Shooting Sports Director**

- Reports to: Program Director
- Requirements: Responsible, minimum 21 years old, hold current certification in Shooting Sports from a National Camping School
- Responsible for: Supervises Archery, Rifle, and Shotgun ranges, the archery instructor, and rifle range assistant.
- Duties: Maintenance of rifles, shotguns, and bows; trains Shooting Sports staff; keeps accurate camp opening and closing equipment inventory; responsible for safe storage of shooting equipment and ammunition; marks off the safe area around ranges; makes sure national safety standards are met and maintained. Keeps shooting ranges clean. Provide the Program Director an accurate roster of Scouts' class attendance and requirements met.



## **Scoutcraft and Personal Development Directors**

Reports to: Program Director

Requirements: Minimum 18 years old, Thorough knowledge of and proficiency in Outdoor skills.

Responsible for: Supervises Scoutcraft and Personal Development area and area staff.

Duties: Ensures knowledge and teaching ability of Staff in required Scoutcraft skills, keeps up to date, weekly inventory of equipment, and informs Program Director of menu needs. Develops, with Program Director a method for camp-wide patrol competitions in Outdoor skills. Keeps Outdoor Skills area neat, clean, and safe. Provide the Program Director an accurate roster of Scouts' class attendance and requirements met.

## **Ecology and Conservation Director**

Reports to: Program Director

Requirements: Minimum 18 years old, trained in conducting an outdoor ecology program, or who has other specialized training in the fields of forestry, soil and water conservation, fish and wildlife management, ecology, or other related fields.

Responsible for: Coordinates ecology and conservation programs at summer camp. Works with federal and state agencies to provide support to the program. Coordinates service projects at camp and supervises ecology staff.

Duties: Obtain Camp Conservation Plan from Ranger and work with them to develop unit conservation project plans. Maintain safe and healthy habitats for any animals kept in captivity. Design, setup, and maintenance of nature trail. Keep the Ecology area clean, neat, and safe. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.



## **Dan Boone Director**

Reports to: Program Director

Requirements: Minimum 18 years old, knowledge of the Scouting program, patrol method, outdoor skills, and works well with younger Scouts.

Responsible for: Operation of the First Year Camper program and supervises Dan Boone program staff.

Duties: Enlists the help of unit leaders for program instruction. Keep inventory of program area equipment and advises Program Director of needs. Ensures training of Dan Boone area staff in the BSA patrol method. Provides opportunities for day hikes and Troop morale within the Dan Boone area. Keeps the area clean, neat, and safe. Provides the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

## **High Adventure Director**

Reports to: Program Director

Requirements: Minimum 21 years old, first AID/CPR trained, physically able to complete tasks associated with high adventure program, and team-oriented. Hold a current National Camp School card.

Responsible for: Operation of the high adventure program.

Duties: Work with the program and camp director to schedule required high adventure program plans for COPE, Tower, and ATV. Provide a safe and rewarding program that older scouts will learn from and enjoy. Provides the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.



## **Instructors (all areas)**

Reports to: Respective Area Director

Requirements: Minimum 15 years old, knowledge of, or skill in, a particular area at camp. Ability to teach skills and relate knowledge to other youth.

Responsible for: Carrying out all duties as assigned, making sure that merit badge skills and knowledge are taught and comprehended by Scouts in the best way possible, treating all Scouts and Leaders at camp as valuable customers, health and safety of all scouts in their area, lesson plan development

Duties: Teach Merit Badge classes or skills as assigned. Keep accurate records of Scout's attendance to classes and completion of requirements. Set up, maintenance, and take down of program areas. Keep the program area and Staff Area neat, clean, and safe. Help with evening camp-wide program activities. Any and all other duties as assigned by the Camp Management team.

## **Support Staff (trading post, dining hall, etc.)**

Reports to: Respective area director

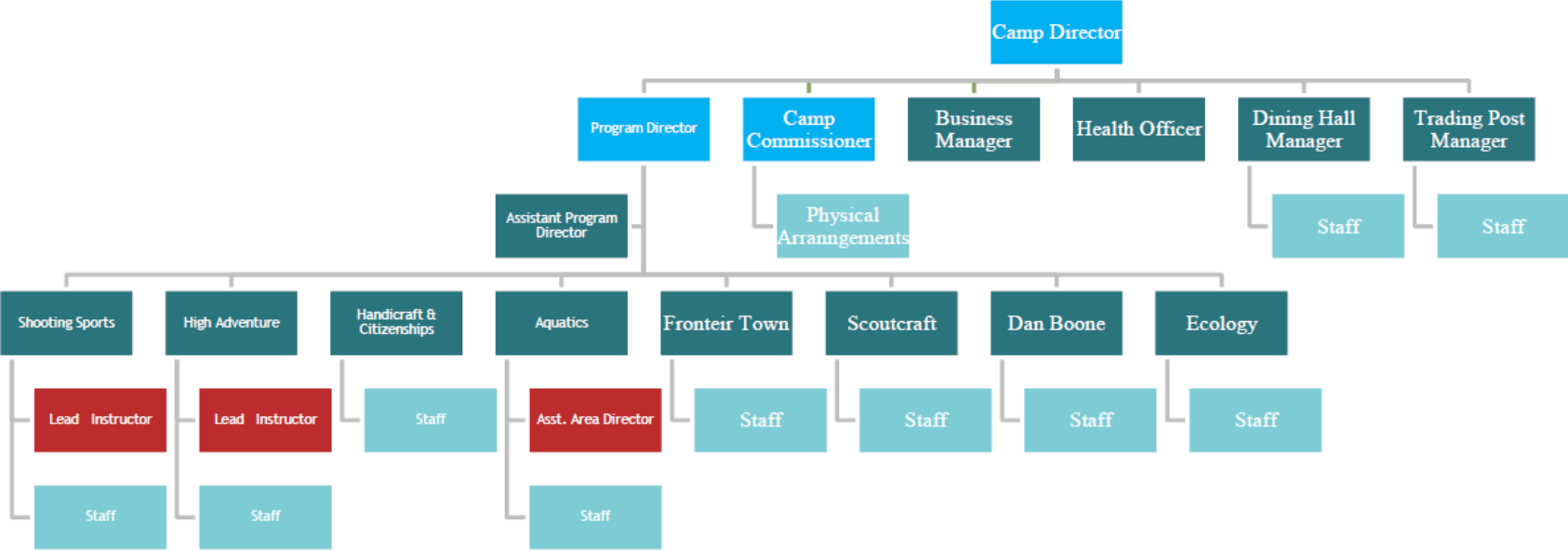
Requirements: Minimum 15 years old with abilities to carry out assigned tasks.

Responsible for: Carrying out all duties as assigned, assisting with set up, inventory, maintenance, and take down of area and camp equipment. Assisting Scouts and Leaders with specific needs as they arise. Health and safety of all Scouts and leaders. Keep areas clean, neat, and safe.

Duties: As assigned.



# Camp Crooked Creek Organization Chart



# General Information

## Before you leave for camp

- Have a physical examination on the Boy Scouts approved health form parts A, B, & C, complete personal information on the form, and get parents' signature (if under 18).
- Obtain needed uniform parts from Council Scout Shop. A discount can be obtained for the staff uniform once all employment paperwork has been turned in to the Council office.

## What to bring with you

- **One or more complete summer Venturing uniforms**, including Venture shorts or Venture long pants, green Venture uniform shirt with proper insignia, Venture socks, Silver epaulets, and a BSA belt (CCC belts are sold at the Trading Post)
- Sheets, blankets, pillowcases, and/or sleeping bag, alarm clock
- Rainwear and boots, extra shoes, water bottle
- Swimming gear – clothing worn by participants must not promote illegal drugs, alcohol, violence, sexual activity, racism, sexism, or bigotry. Swimsuits must be modest. For males, tight-fitting swim briefs or bottoms short enough to allow exposure are not allowed. For females, bikinis are not allowed, but modest tankinis or one-piece swimsuits are appropriate.
- Flashlight and insect/tick repellent
- Laundry detergent and dirty clothes bag (free self-serve washer and dryer use provided on site)
- Personal Hygiene items – deodorant, shampoo, soap, toothpaste, hair care products, towels, sunscreen
- Notebooks, pens, pencils, backpack, camp chair

## Items not to bring

- Pets
- Large electrical appliances
- Fixed blade knives, personal firearms
- Fireworks
- Literature or videos of questionable taste
- Anything conflicting with Camp policies (if you are unsure, check with your Area Director)

Remember that stereos, TVs, movies, etc., should never interfere with your camp duties. Stereos, video games, and TVs should only be heard within your cabin and NEVER taken into the program areas. If this becomes a problem, you will be asked to leave those items at home, or they will be





confiscated until the completion of camp. Please don't bring valuables to camp; even though we will all be good scouts, the camp will not be responsible for any lost or stolen personal articles.

## **BSA Membership**

All staff members **must** be registered members of the Boy Scouts of America. Those staff not previously registered will join Venture Crew 1988.

## **Appearance**

All Staff members are expected to present a neat and clean appearance at all times. Hair, mustaches, and beards will be kept neat, clean, and trimmed at all times. Hair will be kept its normal color. Jewelry should only be worn in a tasteful manner, reflecting the ideals and principles of Scouting. All staff members must shower daily. Be sure to use deodorant every day. No one enjoys smelling other people who have foul odors. Tattoos should not be exposed; unless approved by the Camp Director and must coincide with the Scout Law.

## **Uniforms**

You are expected to be in the appropriate uniform at all times. As a staff, we exemplify the proper uniform to our campers and leaders. The Field Uniform (Class A) is to be worn daily at flag retreat and dinner, and the Activity Uniform (Class B) is to be worn at all other times while on the camp property. All uniforms must be neat and clean. Aquatics and High Adventure Area directors may alter the Activity Uniform for safety purposes to fit the program's needs. All Staff will be required to wear a staff name tag. This is part of our overall safety procedures for camp. These will be provided to you during staff week. You will receive your Staff T-shirt during Staff Week.

### **Field Uniform**

Camp Issued Polo Shirt  
Gray Venturing Shorts/Pants  
Gray Venturing Socks (crew or ankle)  
Venturing or BSA Belt  
Closed Toed Shoes  
Watch

### **When It's Worn**

Sunday for Check-In  
Sunday for Dinner & Opening Campfire  
Daily for Evening Flags  
Friday for Closing Campfire  
During Program: Field or Activity

### **Activity Uniform**

Staff T-shirt\*  
Gray Venturing Shorts/Pants  
Gray Venturing Socks (crew or ankle)  
Venturing or BSA Belt  
Closed Toed Shoes  
Watch

### **When It's Worn**

Daily for Morning Flags, Breakfast, & Lunch  
During Program: Field or Activity



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## **Patches**

To make the uniform complete, you have to have patches! The patches we ask you to sew on to make your uniform complete are as follows: the Lincoln Heritage Council strip, World Brotherhood of Scouting emblem, large square green & white BSA Venturing patch, and silver epaulet tabs (this signifies that you serve at the District or Council level. It's a volunteer or employee designation).

We have no restrictions on which other patches you wear if it follows the current BSA Insignia Guide (which can be found online). In other words, many of you will want to wear the badge of rank, and adults will want to wear their knots and Wood Badge beads. We encourage you to show off your accomplishments. If you are a member of the Order of the Arrow, we ask you to bring your sash for the OA Ceremony and to wear your OA Lodge Flap.

## **Attitude**

You must maintain a cooperative attitude with your fellow co-workers. Staff pranks, hazing, or name-calling will not be tolerated. Remember, a Scout is Cheerful; complaining in the presence of campers and unit leaders will not be tolerated. Take any troubles or concerns to your Area Director. If unsatisfied, you may meet with the Camp Commissioner, Program Director, or Camp Director. All Admin staff have an Open-Door policy. All concerns must be handled with professionalism.

## **Staff Visitors**

Visitors for staff are welcome for 2023, so long as they do not interfere with the performance of any individual staff members. The camp encourages staff members to provide a tour of the camp to their families. Non-family guests and former staff members need to be approved in advance by the Camp Director.

## **Tobacco Products**

The use of tobacco products, including cigarettes, chew, cigars, and smokeless tobacco products, by staff members under 21 years of age will not be permitted. No one will use tobacco products while on duty, in program areas around camp, or in the presence of minors. Those over 21 will only be allowed in designated areas once the staff member is off duty. Approved areas include behind the Health Lodge and other locations approved by the Camp Director.

## **Alcohol and Illegal Drugs**

Possession, consumption, or being under the influence of illegal drugs and/or alcohol, including



beer, is strictly forbidden and may lead to immediate termination of employment. Parents and/or appropriate authorities may be notified. All prescription drugs must be checked with the Health Officer, who will determine if the staff member will keep possession or if the staff member will need to come to the Health Lodge during pill calls.

### **Time Off**

It is understood that you will be on duty, full-time, during your period of employment, from the noon Sunday staff meetings until the Saturday camp closing each week. You will be free to leave camp on Saturday as soon as the camp is cleared and any special assignments you have been given are completed. All camp staff must leave the property on Saturday after dismissal. No one will be allowed to stay on the camp property Saturday night unless approved by the Camp Director and the Camp Ranger.

### **Staff Vehicles**

Staff member vehicles will remain in the parking lot except when given specific instructions by the Camp Director, Program Director, or Camp Commissioner. Staff members will not allow anyone to drive their vehicle or loan it to any other person. Passengers must be seated with seatbelts fastened while traveling to, from, and on camp. Permission is required from the Camp Director, Program Director, Camp Commissioner, or Ranger for anyone to drive a Camp Vehicle – including the camp truck and golf carts. The procedure for using a camp vehicle is as follows:

1. Obtain permission and use the vehicle only as prescribed
2. Return the vehicle to the appropriate parking lot.
3. Maintain speed at 10 miles per hour or lower.
4. Return keys back to Admin.

As per the Guide to Safe Scouting, "**The beds of trucks or trailers must never be used for carrying passengers.**" This applies at all times; to all people, campers, leaders, and Staff. Seatbelts must be worn by all passengers in any motor vehicle.

### **Being on Time**

Do not forget that we are at camp to serve its youth and leaders. We must be on time for every scheduled activity. Being on time does not mean arriving at 9:00 for a class set to begin at 9:00. It means coming 10 minutes beforehand to set up your area and greet Scouts as they arrive. Remember, "early is on time, on time is late, and late is unacceptable."



## **Social Media Policy**

It is common for people to express themselves using social media. However, in a work setting, social networking can be a concern if it interferes with your work, harasses others, creates a hostile work environment, or harms the goodwill and reputation of Camp Crooked Creek, the Lincoln Heritage Council, and/or the Boy Scouts of America. Even private conversations on social media apps should be considered public rather than personal, as they can be forwarded or screen captured.

The purpose of this policy is to provide guidance for using social media. All camp staff should adhere to the guidelines in this policy when engaging in social media. Staff members are expected to use common sense and judgment, especially if it may affect others, disclose confidential information, or damage the reputation of themselves or others. When using social media for your own personal use, all Staff must use the following guidelines:

- **Personal Responsibility** - You are personally responsible for your postings. Be aware of what you leave behind on the web. Do not post anything defamatory, pornographic, proprietary, harassing, or might be considered as creating a hostile work environment.
- **Openness** - Identify yourself with your name and any function if the contents are connected to the camp. Make it clear that you are expressing your own opinion.
- **Respect** - Do not publish negative articles or information about staff, campers, parents, the camp, the Lincoln Heritage Council, or the BSA.
- **Job Focus** - Stay focused on your job, remember to enjoy camp, and make sure your online activities do not interfere with your job.
- **Privacy** - No pictures or names of campers or their families can be published on any social media site unless Camp Admin approves.

The camp recognizes the value of a healthy social media presence that is realistic and reasonable and preserves the ethics and mission of the camp. By not adhering to the guidelines above, you risk criminal or civil exposure, harm to campers/camp families, and damage to the staff and the camp's reputation. Photographs may not be taken where privacy is expected, including the restrooms and shower houses. BSA's Guide to Safe Scouting applies to all social media as well. Staff members will not use their cell phones or other electronic equipment in the Dining Hall unless your Area Director approves.

## **Camp Phone and Address**

The camp phone is for business and emergency use only. Staff members will not be called away from their job for incoming calls unless it is an emergency. Cell phones may be brought to camp,



but they are to only be used after the program day is complete and not in the presence of participants unless approved by your Area Director. Campers cannot use the camp phone unless accompanied by their leader.

Mail sent to you while at camp should be addressed to

Your Name, Staff

Camp Crooked Creek

950 Terry Dr.

Shepherdsville, KY 40165

Phone: (Emergency Only) 502-543-8723

### **Trading Post**

Staff members will have the same privileges in the Trading Post as campers. **Staff is not allowed to have a charge account at the Trading Post.** Only those staff members assigned to work in the Trading Post will be allowed behind the counter unless approved by the Camp Director.

### **Use of the Kitchen and Dining Hall**

Due to liabilities and health concerns, only designated staff will be allowed in the kitchen, refrigerators, or pantries. All other staff will not go in the kitchen unless the Camp Director approves. Strict adherence to this policy must be enforced. Staff serving will only be permitted along the serving line and in the dish room.

### **Staff Use of Camp Equipment**

If your schedule permits, you are welcome to use the program areas and camp equipment by arrangement with the Area Director or Program Director. Remember, campers come first!

### **Meals**

If a staff member fails to eat properly, they will be unable to perform their responsibilities efficiently. For this reason, all staff members will be on time and dressed appropriately at breakfast, lunch, and dinner. Proper table manners and courtesy are all marks of mature staff. Staff tables will be provided during the meals, and staff must ensure they clean up.

### **Camp-wide Activities and Campfires**

Camp-wide games and activities will be offered at various times throughout the week. All Staff members must participate in these activities as their Area Director directs.



Campfire programs will be conducted on Sunday and Friday evenings. Staff must attend and take an active part in both. Attire for both campfires will be the Field Uniform, except when conducting a skit.

### **Sunday Check-in Procedures for Camper Arrival**

Staff members will have specific assignments on a rotating basis to assist in the Sunday afternoon check-in procedure. These assignments will be made at the Sunday 12:00 PM staff meeting.

### **Camper Discipline**

The discipline of campers is the responsibility of unit leaders and camp management. Staff members will not discipline campers unless it is a matter of personal safety. Report all camper concerns through the chain of command, starting with your Area Director. We enforce safety, not discipline.

### **Child Abuse and Hazing of Campers or Staff**

Camp Crooked Creek is a "safe haven" for all staff members, campers, and visitors. Any form of child abuse either observed by or reported to a staff member must be immediately relayed to the Camp Director for further action. Hazing of Scouts and other staff members is not tolerated in any form and may result in termination of employment and could possible legal action.

### **Staff Housing Area & Staff Lounge**

Living quarters are provided for each staff member. They are expected to be kept in clean and livable condition. You will be assigned living quarters with a mattress and bed. Staff will be responsible for damage to or defacement of living quarters.

The following applies to all staff areas:

- ◆ Hours of quiet time must be observed. Quiet hours for camp begin at 10 PM. Any change in housing assignments must be approved by the Camp Director.
- ◆ Each cabin is limited to one 15-amp electric breaker.
- ◆ No campers are allowed in the Staff Areas.
- ◆ No flames are permitted in the cabins, including the use of any tobacco products.
- ◆ Females are not allowed in male sleeping quarters, and males are not allowed in female sleeping quarters.

### **Inspections**

The Camp Director and/or Camp Commissioner will regularly inspect living quarters. It is expected that staff members will keep their areas clean and orderly. Camp management reserves the right



to search any cabin and its contents, at any time, for suspected violations of camp policies. You may be asked to unlock your locked storage. The staff member does not have to be present for the search in a suspected violation.



## **Religious Principles**

The camp recognizes that a Scout is reverent. Accordingly, a weekly Vespers Service is provided to the entire camp, including our Staff. It is highly encouraged for all Staff to attend this event. All Staff will participate in Grace for both morning and evening flag ceremonies – in a manner that is consistent with your individual religious beliefs.

### **CAMP CROOKED CREEK GRACE**

Lord, we thank you for this wonderful day,

And for the blessing of your food we pray.

Please grant us guidance in the life we seek,

And thank you for the beauty of Camp Crooked Creek.

Amen

### **PHILMONT GRACE**

For food, for raiment,

For life, for opportunity,

For friendship and fellowship

We thank thee, oh Lord,

Amen





# Contracts, Salaries, and Pay

Each Staff member must sign (if under 18, parents must also sign) and return an employment contract to the Camp Director. This contract is a business agreement to perform specific duties for the good of the total camp program. Each staff member is expected to perform these duties to the best of their ability. If a problem arises that a staff member finds impossible to solve on their own, then the area director should be contacted. If necessary, the Program Director may be consulted. Your salary will be paid by direct deposit on the Lincoln Heritage Council payroll schedule and subject to applicable taxes and Social Security payments as required by law. Remember, in any job, it is crucial to regard your salary as confidential. The last check will be issued only after you have been checked out of your housing unit and program area and any amounts due to Camp have been settled. Salaries will be adjusted for needing to leave early or arriving late at the discretion of the Camp Director.

## Pay Scale

Salary is per week.

	General Camp Staff			Area Director	
	Age 16	Age 17	Age 18	Level 1	Level 2
<b>Year 1</b>	\$ 125	\$ 135	\$ 200	\$ 225	\$ 350
<b>Year 2</b>	\$ 130	\$ 145	\$ 225	\$ 250	\$ 400
<b>Year 3</b>	\$ 135	\$ 155	\$ 250	\$ 275	\$ 450
<b>Year 4</b>		\$ 165	\$ 275	\$ 300	\$ 475
<b>Year 5</b>			\$ 300	\$ 325	\$ 500
<b>Year 6</b>				\$ 350	
<b>Year 7</b>				\$ 375	

Area Director Level 1: Scoutcraft, Frontier Town/Handicraft. Dan Boone, Ecology, Personal Development  
 Area Director Level 2: Shooting Sports. High Adventure, Aquatics

## Pay Schedule

Paychecks are every other week, and all paperwork must be submitted and legible to avoid a delay. Missing or incomplete paperwork will cause a paycheck delay.

- Staff week 6/16/2023
- Week 1 & 2 6/30/2023
- Week 3 & 4 7/14/2023
- Week 5 7/28/2023



# Emergency Procedures

*The Emergency Procedures will be discussed and practiced in detail during staff week. All Staff must be intimately familiar with all Emergency Procedures. If you have any questions, please ask a member of the key three.*

## Delegation of Authority

These procedures should occur within seconds of each other. If the Camp Director cannot be reached for any reason, then the following Delegation of Authority will be implemented, and that individual will be responsible for directing emergency procedures.

**Primary: Camp Director – Rick Daniel**

### Delegation of Authority

1. Program Director
2. Business Manager
3. Camp Commissioner
4. Health Officer
5. Aquatics Director
6. High Adventure Director
7. Shooting Sports Director



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# Severe Weather Procedures



## ***ONE Long Blast using the siren***

The following procedures should be followed in the event of a severe thunderstorm warning or tornado warning during program time. The weather radio is kept in the Camp Office and Camp Director's Cabin.

1. When a warning is given over the radio, **one long blast** from the siren to report to Severe Weather Shelters will be given.
2. The following are considered "Severe Weather Shelters." During severe weather, the following designated program areas and campsites will report to pre-assigned Weather Shelters unless immediate danger persists. In the case of an immediate threat, all campers, adults, and Staff will report to the nearest shelter.
  - **Dining Hall -- Campsites 1, 2, 3, and 4**
  - **Staff Lounge-- Staff**
  - **Ecology Lodge-- Campsite 5**
  - **Scoutcraft Shelter-- Campsite 6**
  - **Adirondacks (shelter in place)-- Campsites 7, 8, 9, and 12**
  - **Region 3 Shower House-- Campsites 10 and 11**
  - **Health Lodge-- Any**
  - **COPE Shed & Tower Building-- COPE/Tower Participants**
  - **Nearest Enclosed Shower-- Outpost Activities**
  - **Dining Hall-- Citizenships and Lake Participants**
  - **Bunk House-- Frontier Town**
  - **Any troop may report to Dining Hall if so desired.**
3. Once a troop arrives at a shelter, they must remain there unless given specific instructions to move to a different shelter by staff or when an "All Clear" is given across the broadcasting system.
4. A roll call of all staff members and units will be taken. The Camp Commissioner will ensure that all campers are accounted for. If campers are missing, missing-camper procedures will be followed.
5. When the warning is expired and an "All Clear" is given, campers may return to their campsites/program areas.

Flash Flood: All Scouts should stay out of ditches if flooding occurs. Seek high ground.





## Fire Emergency Procedures

### *TWO Long Blasts using the siren*

1. No flames in tents, including candles/cigarettes/bug torches.
2. Fireguard Charts are to be posted and followed by troops.
3. No flames closer than ten feet of any sleeping structure.
4. Smoking is permitted in designated areas ONLY and disposed of by eliminating embers and not throwing them on the ground.
5. Emergency telephone numbers should be posted in Administration Building.
6. In the event of persistent heat and drought, a "No Burn" policy may be issued by the Camp Director or Ranger.

### PROCEDURES

1. If there is a building on fire, evacuate all people. If the property is on fire, avoid fire and move to safety.
2. Contact Administration Office immediately. Be calm!
3. Sound the siren (two long blasts).
4. Camp Director goes to and remains at Administration Building.
5. The Camp Director calls the Fire Department.
6. The Camp Director and/or the Ranger will shut off the propane tanks.
7. Program Director reports to Quartermaster Building to issue fire-fighting equipment.
8. All troops meet at Dining Hall, and a troop roll call is taken by the Camp Commissioner. If Dining Hall is unsafe, troops will be redirected by the Camp Commissioner to gather at a different location.
9. Call Forestry Department, notify Bernheim Forest and, if possible, adjoining properties.
10. Call Scout Executive.



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## Aquatics – Lost Swimmer



### *THREE Long Blasts using the siren*

1. This procedure should be initiated by the Aquatics Director or their appointed representative in the event of a missing (lost) bather.
2. Clear swimming area.
3. Call boats to docks as needed.
4. Check the lost swimmer's buddy tag for troop number, campsite number, and medical information.
5. Send a runner to the campsite to see if Scout has returned.
6. Check with other swimmers and buddies for any information.
7. Report information to Administration and Health Officer. In sixty seconds, area directors call in to see if the scout is in their program area. If the scout is not found, Administration notifies EMS (911) of a potential medical emergency; Health Officer reports to the waterfront.
8. Sound camp alarm (three blasts with the siren).
9. All Staff immediately reports to the waterfront; swimmers will assist in procedures, and non-swimmers and beginners will assist in working with troops at the Dining Hall with the Camp Commissioner.
10. All campers and non-swimmer leaders should report to the Dining Hall for roll call by the Camp Commissioner. Once the Commissioner accounts for camp, he informs the Aquatics Director if all camp is accounted for.
11. Search continues as directed by the Camp Director until Scout is located and an "All Clear" call is announced.

### **NOTE:**

In an aquatic emergency, time and accuracy are critical. These procedures should occur within seconds of each other. If the Camp Director cannot be contacted for any reason, the Program Director and Camp Commissioner will be responsible for directing emergency procedures. The Aquatics Director and Camp Director are always in the Aquatics Area.



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## Non-Medical Emergency

The Scoutmaster will initiate this procedure upon notification of a medical need in camp. The Health Officer will travel to campsites for all non-emergency medical conditions to maintain sanitized areas for medical emergencies. Non-emergency medical conditions include temperatures, minor strains, minor cuts, or things troops are not comfortable handling independently. If you believe an individual is displaying COVID symptoms, it is vital to isolate them as quickly as possible. Keep the individual still.

1. Send two runners to the Health Lodge and report the emergency giving as much detail as possible – including name and symptoms.
2. Health Officer will prepare a medical kit and get the individual's BSA Health Form.
3. Health Officer will travel by golf cart to the campsite/location of the sick/injured person and bring back the two runners.
4. The Health Officer will determine if the individual will be transported to the Health Lodge or the COVID holding site.
5. The Health Officer will determine if an individual needs to be sent home and contact the emergency contacts listed on the BSA Health Form.

## Medical Emergency

This procedure will be initiated by the Camp Director or Health Officer upon notification of a medical emergency in camp. Medical emergency should be defined as any "Hurry Cases" (severe bleeding, stopped breathing, poisoning, or heart attack) or any life-threatening condition.

1. Keep the victim still. Administer basic first aid to stabilize. See: **WARNING**
2. Send a runner to the Administration Building or Health Lodge and report the emergency giving as much detail as possible.
3. The Camp Director will call for Ambulance service by dialing 911 and giving them all details.
4. Have staff/adults at the gate meet the ambulance to lead them to the injured party.
5. STAT FLIGHT, if needed, should be called. Give as much detail as possible, including the proposed landing site (Parade Field).
6. The Health Officer and Ranger will administer first aid until emergency medical services arrive



and determine if there is no need for a helicopter evacuation (STAT FLIGHT fifteen-minute response).

7. A safe landing area should be prepared for STAT FLIGHT, a minimum of 60 ft by 60 ft clear of obstacles. For night landings, flares, which will be kept in the Health Lodge, should be held by Staff at the four corners of the landing site to indicate the landing zone.
8. The Camp Director & Unit Leader should notify the Scout's parents and tell them to which hospital the Scout is transported.
9. In the event of a fatality, the Camp Director will call the Scout Executive, who will then contact the next of kin. All questions concerning the situation should be directed to the Scout Executive. Do not move the body or any surrounding materials. All medical emergency procedures will be continued until the medical emergency is turned over to EMS.

**WARNING:** In a medical emergency, time and accuracy are critical. The above procedures should occur within seconds of each other. Exposure to blood-borne transmitted diseases should be prevented. Contact the Health Officer to ensure all first aid kits remain stocked and up to date.



## Lost Camper Procedure

The Camp Director should initiate this procedure upon notification that a camper cannot be found.

1. A runner will be sent to the lost Scout's campsite and inform the Troop's leader of the problem and question those Scouts present in the campsite concerning the lost camper's whereabouts. The runner will report back to the Administration Building.
2. A secondary runner will check the Trading Post and the Dining Hall. The runner will report back to the Administration Building.
3. Contact the Ranger and post someone to the gate to keep track of those leaving or entering camp.
4. Implement a Fire Drill for all campers to report to the Dining Hall.
5. The Ranger will notify Bernheim Forest and adjoining properties if possible. Ranger will also contact Camp Director when this has been completed.
6. An organized search will be conducted with the Camp Director's approval if the following conditions are present.
  - An adequate number of people to do so.
  - Weather conditions permit safe search.
  - Daylight hours are adequate.
  - Communications are available.
  - Teams of four or more people go out.

All program areas, shower houses, and campsites will be checked first during a search. A runner will be sent to check the dam area and lake trail. The search will be conducted from the site of the last known personal identification and personal tent and work its way outward from those areas. The Camp/Program Director and Camp Commissioner will be summoned to the office to stay during this procedure.

Contact the local police once all other options have been exhausted (no more than 2-3 hours), depending on weather, temperature, time of day, leadership, and supplies with the lost group.





## **Earthquake Plan**

If outside, go to a clear area, away from trees and other possible falling items.

If inside, get under heavy furniture.

After the earthquake, all Scouts and leaders will report to the flag poles in front of the Dining Hall for an attendance check by the Camp Commissioner.

The Camp Director will remain at the office, call the Scout Executive, and handle the media.

## **Physical Limitations on Activity and Food**

Physical activity due to heat and humidity will be limited or stopped via national standards by the Health Officer and/or the Camp Director.

Due to heat conditions, milk products and/or carbonated drinks will be limited or stopped via national standards by Health Officer and/or the Camp Director. Water is always encouraged at all hours – hydration is key.

## **Wildlife Plan**

In the event of a dangerous wild animal or "out of place" animal (dog, cat, "too-friendly" wild animal, etc.) on property, contact the Ecology Director and Camp Director. Please stay away from animals and mark the location where they were last spotted. In the case of a dangerous snake, please observe the snake from a safe distance until Staff arrives.

## **Procedures to Follow for Unauthorized Persons in Camp**

1. The Camp Staff must be aware of any individuals loitering around the reservation.
2. For the safety of all campers, no visitors are allowed on camp beyond the Admin Parking Lot without an escort. NO ONE is to leave with a camper unless they have properly checked out with Administration. Please see "RELEASE OF CAMPERS."
3. Staff members are trained to report immediately anyone who appears to be in question regarding their presence in camp to the Camp Office. The Camp Director will courteously ask them about the nature of their business and if there is anything they can do to help them.
4. If someone must be asked to leave the property, this will be done by the Camp Director.
5. The use of local law enforcement will be at the discretion of the Camp Director.



## Active Shooter on Camp or Nearby the Reservation

1. Camp Director will initiate the Active Shooter response with a radio call across the camp. The Camp Director will identify as much information as possible – the number of shooters, last known location, and description. Admin will notify 911 emergency response personnel.
2. **RUN:** Area Directors and Staff will disperse the property and evacuate to safety. There is no designated safety zone. Area Directors should move the participants in the direction opposite the main camp and move outward. Keep your hands visible at all times, and leave all belongings behind.
3. Designated pick-up points are discussed with all Area Directors. Each Area Director is responsible for knowing where they need to get to. Area Directors and Staff should keep all camp with them and in the pick-up spot until emergency personnel arrives.
4. **HIDE:** If evacuation is not possible, the camp will hide in place and attempt to barricade doors and utilize structures, blocking all windows and openings. Remain silent and turn down any radios/cell phones. Do not open any facility unless the All-Clear has been given, using the Camp's emergency notification system. A code word will be used if the emergency notification system is down. Area directors will be given the
5. code word. Do not unbarricade the safe zone unless the All-Clear comes from the emergency pager system or the code word used.
6. **FIGHT:** If an assailant is in the immediate vicinity where running or hiding is no longer an option, Staff should utilize overwhelming force by any means necessary to subdue the danger. Notify Admin on the radio at once.

When law enforcement arrives:

- Remain calm.
- Raise hands and spread fingers.
- Avoid making quick movements toward officers.
- Avoid pointing, screaming, or yelling.



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## Other Emergency Procedures and Hazards

In the event of a propane tank leak,

1. Report to Administration Building.
2. Contact the Camp Director, who will contact the Ranger so he can turn off the tanks.
3. Keep all open flames away from the area.

In the event of loss of utilities or equipment, contact the Camp Director.

1. Stay within the camp property at all times.
2. Obey "restricted" warnings and signs.
3. No campers should be on the dam without adult supervision



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# Youth Protection

## Four Types of Child Abuse

1. **Neglect** occurs when a caretaker fails to provide for a child's basic needs regarding, for instance, nutrition, nurturing, safety, education, and medical care.
2. **Emotional abuse** can include blaming, belittling, or rejecting a child; consistently treating brothers and sisters unequally, and a persistent lack of concern by a caretaker for the child's welfare.
3. **Physical abuse** is a non-accidental injury caused by punching, beating, kicking, biting, burning, or harming a child. The injury might not have been intentional, but it was not accidental. An example of physical abuse is an injury caused by inappropriate discipline.
4. **Sexual abuse** occurs when the child is forced, manipulated, or tricked into sexual contact. Obscene telephone calls, fondling, intercourse, anal or oral sex, prostitution, and pornography are included. Child molesters commonly use adult pornography to reduce a child's resistance to sexual abuse. Showing pornography in any form to a child or permitting a child access to pornography is abusive. There is no legitimate reason to show children, or to allow children to be shown, pornography. Most experts believe that sexual abuse is the most underreported form of abuse.

## Indicators of Sexual Abuse

Physical evidence of sexual abuse, if present at all, tends to be temporary. Such signs include difficulty in walking or sitting; torn, stained, or bloody underwear; pain or itching in the genital area; Bruises or bleeding of the genitalia; and the presence of sexually transmitted diseases.

Behavioral indicators can be present for a more extended period and could be more apparent. Here are some specific behaviors that might be associated with sexual abuse:

- Age-inappropriate understanding of sex
- Reluctance to be left alone with a particular person
- Persistent and inappropriate sex play with peers or toys
- Wearing lots of clothing, especially to bed
- Drawings of genitalia
- Fear of touch
- Abuse of animals
- Nightmares of night terrors
- Apprehension when the subject of sexual abuse is brought up
- Cross-dressing



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## **Who are the child abusers?**

Child abusers tend to defy any consistent profile that enables easy identification.

## **Responding to an abused child**

Considering the prevalence of child abuse and the increase in children's awareness of abuse- especially sexual abuse you might someday have a Troop member tell you that someone has molested them. If this happens, the Scout feels you are exceptional- someone they trust. The following guidelines should help you know how to respond:

1. Do not panic or overreact to the information the child discloses.
2. Do not criticize the child.
3. Do respect the child's privacy. Take the child to a private place away from other children (but within sight of others). Reassure the child that you are concerned about what has happened to them and that you would like to get them some help. You might want to ask the Scout whether they have talked with their parents about the abuse-if the parents are not the alleged abusers.
4. Do not promise to keep their secret because you will have to make a report to the Scout executive. The Scout executive will advise you of your responsibility to make a report to child protective services or to a law enforcement agency.
5. Do encourage the Scout to tell the appropriate authorities. Tell them that you understand they are not to blame for what happened. It would be best if you also let them know that they should not keep secrets that hurt themselves and that it is OK to talk with appropriate adults- they will not be blamed for what happened.
6. Do keep the disclosure of abuse strictly confidential, telling only the Camp Director or Scout Executive and child protection authorities. Take your guidance from them. Discussing allegations of child abuse with others can damage the reputations of innocent people.
7. Do listen to the child, but avoid questioning them about what happened. Interviewing the child is best left to professionals trained in investigating allegations of abuse and determining what crimes if any, have occurred.
8. Any time you suspect child abuse at camp, you are required to inform the Camp Director.



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# BSA Youth Protection Policies

The Boy Scouts of America Youth Protection policies are based on strengthening the principles of Scouting and avoiding situations that could lead to abuse.

## Creating Barriers to Abuse

After selecting the best possible staff members, additional protection for children is built into the program. The BSA has adopted the following policies to provide security for youth in Scouting. The policies also provide protection for staff members against false allegations of abuse.

**TWO-DEEP LEADERSHIP** - Two registered adult leaders or one registered adult leader and a participant's parent, one of whom must be at least 21 years of age, are required on all trips and outings. The chartered organization ensures that sufficient leadership is provided for all activities.

**NO ONE-ON-ONE CONTACT** - One-on-one contact between adults and youth members is not permitted in any situation that requires a personal conference. The meeting should take place in view of other adults and youths.

**RESPECT OF PRIVACY** - Adult leaders must respect the privacy of youth members in situations such as changing clothes or taking showers at camp. Adults should intrude only to the extent that health and safety require. They should also protect their own privacy in similar situations.

**SEPARATE ACCOMMODATIONS** - When camping, no youth is permitted to sleep in the tent of an adult other than their own parent or guardian.

**NO SECRET ORGANIZATIONS** - The BSA does not recognize any secret organization as part of its program. All activities are open to observation by parents and leaders.

**APPROPRIATE ATTIRE** - Proper clothing for activities is required.

**HAZING PROHIBITED** - Physical hazing and initiations are prohibited and may not be included in any Scouting activity.



# Open Door Policy and Non-Harassment Policy

## Open Door Policy

The Lincoln Heritage Council and Camp Crooked Creek are committed to maintaining a good working relationship with their employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. These problems and complaints must be discussed to reach a resolution. Most problems can be solved, but they can become more severe if they are not freely discussed. 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:

1. Any staff member with a suggestion, problem, or complaint should discuss the matter with their area director.
2. Suppose the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area director, or the problem or concern involves the area director. In that case, the staff member may meet with the Program Director or Camp Director, who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with the area director or Program/Camp Director, they may discuss it with the Council Director of Camping Services.

Employees may bring issues to the Camp Director at any time.

When a staff member uses this Open Door policy, they 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 member's concerns. The council will have frank and open communication with the staff member regarding any issue they feel 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.

## Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Lincoln Heritage 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, 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 Lincoln Heritage Council and Camp Crooked Creek will not tolerate harassment of any kind by or of any employees or applicants for employment.

"Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of their relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual's work performance
3. Otherwise adversely affects an individual's employment opportunities

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, gender, sex, sexual orientation, 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 their sex
- Making a submission to or rejection of such conduct the basis for employment decisions
- Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct that 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 Lincoln Heritage Council. Any employee 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 they have suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to their area director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns their area director, the employee does not have to report to their area director and will report this to the Camp 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 online training.



# Acknowledgment of Staff Manual

I acknowledge that I have received a copy of the Camp Crooked Creek 2023 Staff Manual.

I understand that this staff manual replaces any and all prior verbal and written communications regarding Camp Crooked Creek working conditions, policies, procedures, appeal processes, and benefits.

I have read and understood the contents of this Staff Manual and will act in accordance with these policies and procedures as a condition of my employment with Camp Crooked Creek.

I have read and understand the Standards of Conduct expected by Camp Crooked Creek, and I agree to act in accordance with the Standards of Conduct as a condition of my employment by Camp Crooked Creek.

I understand that if I have questions or concerns about the Staff Manual or the Standards of Conduct, I will consult my Area Director or the Camp Director for clarification.

I also acknowledge that the Staff Manual contains an employment-at-will provision that states:

Either Camp Crooked Creek or I can terminate my employment relationship at any time, with or without cause, and with or without notice;

That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this Staff Manual, in any other Camp Crooked Creek documents, or in any verbal statements to the contrary; and

No one except the Camp Director can enter into any differing employment relationship, contract, or agreement.

Finally, I understand that the contents of this Staff Manual are simply policies and guidelines, not a contract or implied contract with employees. The contents of the Staff Manual may change at any time.

Please read this Staff Manual carefully to understand these conditions of employment before you sign this document.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

Parent Signature (if Staff under the age of 18): \_\_\_\_\_

