Brandon Hayes – Camp Director

**Boy 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.

**Boy Scout Law**

A Scout is..........

- Trustworthy,
- Obedient,
- Loyal,
- Cheerful,
- Helpful,
- Thrifty,
- Friendly,
- Brave,
- Courteous,
- Clean,
- Kind,
- Reverent.

**Scout Motto:**

Be Prepared.

**Scout Slogan:**

Do A Good Turn Daily.

**Outdoor Code:**

As an American, I will do my best to be clean in my outdoor manners, be careful with fire, be considerate in the outdoors, and be conservation-minded.

**BSA Mission Statement**

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

**Lincoln Heritage Council Mission Statement**
Lincoln Heritage Council Mission Statement is to foster character development, citizenship and moral, mental and physical fitness of young people and prepare them to make lifelong ethical choices by instilling the values found in the Scout Oath and Law.

This staff manual is designed to help each staff member do a better job during his or her summer experience. You should become thoroughly familiar with the techniques and information within this manual.

Before arriving at camp, read this manual thoroughly so you will have the basic understanding of the following.

- Camp Policies
- Procedure
- Organization
- Traditions
- General Outline of Program
- Responsibilities of Staff

When staff training begins, we will assume you have already read the 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.

The aims of Scouting are 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, these aims are promoted by encouraging all Scouts and Scouters to conduct their lives on the principles expressed in the Scout Oath and the Scout Law.

The primary function of the summer camping program at Camp Roy C. Manchester is to provide a long-term outdoor camping experience for Scouts within the purpose and methods of the Boy Scouts of America.
Therefore, the rules that govern Camp Roy C. Manchester are the Scout Oath and Law. As a member of the Camp Roy C. Manchester Staff, you will be expected to set the example, based on these principles, for all Scouts and Scouters to follow.

“If it’s not fun, it’s not Scouting”. This has been stated for years, and should be the saying against which all events and activities are measured. In addition, all events and activities should be conducted in accordance with the Scout Oath and Law and adhere to the safety precautions outlined in the National Camp Standards. Scouting is not just “Fun”; It’s fun in a managed-risk environment!

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting."

- Character Development
- Citizenship Training
- Personal Fitness

The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

Ideals The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Scout measures themselves against these ideals and continually tries to improve. The goals are high, and as they reach for them, they have some control over what and who they become.

Patrols The patrol method gives Scouts, BSA an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches Scouts how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

Outdoor Programs Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Scouts learn ecology and practice conservation of nature's resources.

Advancement Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Scout plans their advancement and progresses at their own pace as their meet each challenge. The Scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

Associations with Adults Scouts learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases a Scoutmaster who is willing to listen to the youth, encourage them, and take a sincere interest in them can make a profound difference in their lives.
**Personal Growth** As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Scouts grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with their Scoutmaster help each Scout to determine their growth toward Scouting’s aims.

**Leadership Development** The Scouts, BSA program encourages Scouts to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a Scout accept the leadership role of others and guides them toward the citizenship aim of Scouting.

**Uniform** The uniform makes the Scouts, BSA troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout’s commitment to the aims and purposes of Scouting.

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**The Scout Law**

**A Scout is...**

**TRUSTWORTHY**
A Scout tells the truth. They keep their promises. Honesty is part of their code of conduct. People can depend on them.

**LOYAL**
A Scout is true to their family, Scout leaders, friends, school, and nation.

**HELPFUL**
A Scout is concerned about other people. They do things willingly for others without pay or reward.

**FRIENDLY**
A Scout is a friend to all. They are a brother to other Scouts. They seek to understand others. They respect those with ideas and customs other than their own.

**COURTEOUS**
A Scout is polite to everyone regardless of age or position. They know good manners make it easier for people to get along together.

**KIND**
A Scout understands there is strength in being gentle. They treat others as They want to be treated. They do not hurt or kill harmless things without reason.

**OBEIDENT**
A Scout follows the rules of their family, school, and troop. They obey the laws of their community and country. If they think these rules and laws
are unfair, they try to have them changed in an orderly manner rather than disobey them.

CHEERFUL
A Scout looks for the bright side of things. They cheerfully do tasks that come their way. They try to make others happy.

THRIFTY
A Scout works to pay their way and to help others. They saves for unforeseen needs. They protect and conserve natural resources. They carefully use time and property.

BRAVE
A Scout can face danger even if they are afraid. They have the courage to stand for what they think is right even if others laugh at or threaten them.

CLEAN
A Scout keeps their body clean. They go around with those who believe in living by these same ideals. They help keep their home and community clean.

REVERENT
A Scout is reverent toward God. They are faithful in his religious duties. They respect the beliefs of others.

**DEFINITION OF A STAFF MEMBER**

A staff member is any adult or youth hired, contracted, or directed by Camp Roy C. Manchester to work the Summer Camp Season. This includes the Camp Director, Program Director, the Camp Commissioner and their commissioner staff, program area directors, merit badge counselors, Trading Post staff, rangers, dining hall staff, and counselors in training.

**Philosophy of a Camp Staff Member**

A Camp Roy C. Manchester Staff Member is a friend to all leaders, youth, parents, and other staff members. He should conduct himself by the Scout Oath and Law in everyday life. A staff member should be willing to help out whenever and wherever needed, and should gain the respect of the campers and other staff members by his or her conduct. A staff member should obey all the rules and regulations of the camp and should enforce them to others. A staff member should be mindful of individual and collective duties and should carry out these duties as quickly as possible and to the best personal ability possible. Above all, a camp Staff Member is always a good Scout.

**How to Be a Good Staff Member**
1. **SET THE EXAMPLE** – A staff member must possess the personal desire to be the perfect Scout. A camper who sees you living the Scout Oath and Law will reflect it in himself.

2. **BE UNDERSTANDING** – Too many campers lose the benefit of a summer camp program due to homesickness. A staff member must be able to step into the role of a parent and guide the boys into the joys of Camp Roy C. Manchester.

3. **BE A PROFESSIONAL** – Know your topic, be able to teach your topic, and be able to make it interesting enough to hold a camper’s attention. Plan ahead and be ready for any situation. Be sure you are cross-trained in at least two areas.

4. **BE FLEXIBLE** – A staff member should realize that not all Scouts’ abilities are the same. Be willing to change to meet the needs of each and help bring out the abilities they didn’t know they possessed.

5. **REMEMBER, “YOU MAKE THE DIFFERENCE”** – All staff jobs are equally important and interrelated. The staff is a chain – don’t be a weak link. Do your best and give 110%.

6. **CUSTOMER-SERVICE MUNDED** – Remember who your customers are. All staff are to be polite, sincere, and do everything he or she can to help those customers have the best Summer Camp experience possible.

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**The 6-P Principle**

“Proper prior planning prevents poor performance.”

**Live by the GUMBY principle!**

“Hope” is not a strategy!

**EXPECTATIONS**

**Campers Expect Summer Camp Staff:**

- To be enthusiastic, happy, and energetic.
- To help them set and observe rules.
- To teach them new skills and help them practice familiar ones.
- To GET-UP-AND-GO, Not SIT-AND-TALK.
- To treat them as individuals, not as a group.
- To have a sense of humor.

**All Directors Expect Their Staff:**

- To be safe.
- To be happy, enthusiastic and energetic in camp.
- To be well-versed in their expected area of knowledge
- To learn and practice new skills.
- To never be late.
- To share their problems, concerns, and successes no matter how trivial they may seem.
- To follow the rules and regulations of Summer Camp.
- To make it happen.
- TO HAVE FUN!

**Staff Members Expect of other Staff:**
- To work together as a team
- Live the Scout Oath and Law
- Be positive, happy, and enthusiastic
- Carry their own fair share of the workload
- Follow the “Chain of Command”
- Live in a clean and neat environment
- Have FUN!

**STAFF BEHAVIOR EXPECTATIONS:**

All members of the camp staff are representatives of the Lincoln Heritage Council and Camp Roy C. Manchester. **It is imperative that the staff sets the example.** Following are the attributes of a top-notch staff:

**Punctuality** – always be on time to flag ceremonies (morning and afternoon), special ceremonies and daily sessions. “Early” is on time, “On-time” is late, “Late” is unacceptable. (Hint: 10 minutes is considered “Early”)

**Good Manners** – always be on your best behavior, treat Scouts and Scouters with respect and refrain from inappropriate language.

**Neatness** – always be neat and clean with personal hygiene, dress and living space.

**Professionalism** – You are representing the B.S.A. at all times. Be polite, smile & say “hello”.

**Prepared** – At your classes be ready to teach. Campers deserve their time to be respected with well-developed lesson plans.

**MERIT BADGE SESSIONS**

Merit badge sessions are to begin at the scheduled time in their designated locations. You are expected to be at each of your sessions at least ten minutes early to ensure order in your area and to greet campers and adults. Nothing looks worse to a Scout or Scoutmaster than the staff member teaching a session being late to do his/her job. Merit badge sessions are scheduled to last for **50 minutes**, with **10 minutes’ travel time** between sessions. (Unless otherwise scheduled as a longer session). Do not allow the Scouts to leave your session early. Give the Scouts a full
program, even if it means having discussions, doing activities or covering topics related to your merit badge other than those listed in the requirements; expand on topics – you are not limited to what is contained in the merit badge pamphlets; however, you cannot add to or take away from the requirements. The Scouts must leave at the end of the 90-minute session so they have time to get to their next session, but never dismiss early.

Rosters must be completed by their first meeting of the session. You will already have the majority of this information from pre-registration; however, before your session begins, you should recheck and verify what you have. Make sure that the information on the top of the form is complete and correct, including week and time. List the requirements of the merit badge across the top of the roster and the Scouts’ names and troop numbers down the left of the roster. If a Scout is a Provisional Scout and camping with a unit other than his home troop, write “Provo” beside his name and make sure you have his home troop number indicated as well. Use extra roster sheets if necessary, but do not write on the back of a roster.

Attendance is to be taken daily at the beginning of the merit badge session. Any absentees should be turned into the Area Director and indicated on the Merit Badge Tracking Sheet. Should a Scout miss your session, spend the extra time needed to help him catch up should he ask.

As a Scout completes the requirements, check them off on the roster. To properly check off a requirement on the roster, plainly print a capital “X” in the corresponding boxes of the requirement. Blank boxes under the requirement will indicate it is not complete. To take attendance, you should always mark a “Y” or “N”. DO NOT leave a blank box under attendance. Leaders (and camp management) need to know that you didn’t just “miss” someone while taking role… but that an individual marked as an “N” is not in attendance. Be firm but fair with expectations for a requirement. Tell and demonstrate to a youth what is expected and allow the youth the chances needed to meet the requirement. Any questions concerning the definition or the parameters of a requirement should be either answered by you, or if need be, directed to the Area Director.

If scouts wish to add your session, especially after the first day, refer them to the Area Director. You may inform the Scout that it may be difficult for him to complete the merit badge because of the large size of the class or because he was granted permission to add after the first day. Do your best to never tell a Scout that he cannot make up work that was missed during the week. We strive to be a positive influence, not a negative one.

Never tell a Scout that it is “too late” to join your session or that your session is “too full”. If a “let down” must occur (even if it is because adding a scout exceeds safety or equipment limits), allow the Area Director to be the “disappointment”-factor. After all (remember the Fish Bowl!), an individual Scout may have wanted to add a specific class simply because YOU were teaching it, and you don’t want to be the bearer of bad news, if you can help it. It is not your place to say “No”.

Also, be aware that many of our Scouts may have a known, or unknown, learning challenge of some kind; such as dyslexia, attention deficit disorder, etc. These youth may need extra support
reading, understanding questions, memorizing things in order, etc. Take the extra time and effort to help the Scout. Remember that a Scout (that’s you) is helpful, friendly, and kind.

All rosters must be updated in the Tentaroo NO LATER THAN 9pm each day. Keep your original roster for your paperwork, and Area Directors can keep track of fulfilled requirements and attendance via tentaroo each day. This step is critical for good customer service. Dismissing or ignoring this step can be detrimental to your role as a Staff Member. Your updated rosters should be neat, accurate, legible, and timely.

Tentaroo is to be completed NO LATER than 11:00 pm Friday evening.

**Four Steps to Advancement**

1. LEARN  
2. TESTED  
3. REVIEWED  
4. RECOGNIZED

**Employment Standards**

Camp Roy C. Manchester represents one of the finest camping operations in the Boy Scouts of America. The standards are high. You as a staff member are accountable for complying with these conditions of employment. Adherence to them is an important part of your performance here at Camp Roy C. Manchester.

1. Be a registered member of the Boy Scouts of America.

2. Subscribe to the Scout Oath or Promise, the Scout Law, Declaration of Religious Principle, and fully cooperate with the policies, program and key management of Camp Roy C. Manchester.

3. Participate fully in the staff training and fulfill the job requirements specified by Camp Roy C. Manchester through your supervisor. This includes Youth Protection Training and Weather Hazard.
4. Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment.

5. Have on file in the health lodge a physical evaluation completed by qualified medical personnel during the past 12 months.

6. Have on file a signed contract with appropriate government tax forms as well as other forms.

7. All policies and procedures as written in the Guide to Safe Scouting should be followed at all times. (The Camp Commissioner has a copy of The Guide to Safe Scouting office for your Review.)

While acknowledging a staff member’s right to express his or her individuality, Camp Roy C. Manchester Management requires staff members to recognize the importance of total image, and therefore refrain from actions or appearance that may detract from the staff performance or success.

Each staff member is expected to refrain from using tobacco products (smoking or smokeless) in front of participants. The staff smoking area is in the main parking lot, and smoking is only allowed for those who are 18 & older. **Smoking is not permitted around anyone under 18.**

Unusual hairstyles, visible piercing (except women with earrings), and the use of profane or inappropriate language are traits that will negatively influence your staff-effectiveness in the eyes of participants and are unacceptable while employed as a camp staff member. The image of the entire Camp Roy C. Manchester staff has priority over individual activities or self-expressions. Any other self-expression images that negatively affect the staff and are brought to the attention of the Camp Director will be discussed with staff members on an individual basis.

All staff members must conduct themselves in an exemplary manner during their period of employment, in or out of uniform, both on-site and off-site.
**TERMINATION INFORMATION**

Negligence in any of the following items **MAY** result in the termination of your contract or appropriate disciplinary actions. All violations will be noted in the individual’s personnel file.

1. Not being in appropriate areas at times designated. This could range from being late to an assigned event or class or being in a prohibited area of camp. **No staff member should be outside the main “Camp Roy C. Manchester” area without the express permission of the Camp Director.**

2. Insubordination.

3. Intoxicated behavior.

4. Violation of the law.

5. Gross misconduct, on-site or off-site.

6. Minors (those under 21 years of age) seeking or obtaining alcoholic beverages.

7. Fighting

8. Soliciting funds, sale of property, or use of the BSA facilities for personal gain.

9. Possession or use of fireworks or firearms, including ANY air pistols and/or paintball guns; and/or any use of explosives of any kind except where specifically approved by Camp Roy C. Manchester administration.

10. Harassment or sexual harassment.

11. Smoking by underage staff.

12. Improper or lewd behavior.

13. Hazing.

14. Possession or distribution of pornography.

15. Any offense that goes against the principles of the Scout Oath and Law.

Violation of any of the following rules **WILL** result in immediate termination and may result in contact of local authorities:

1. Possession, sale or use of unprescribed drugs or the misuse of prescribed drugs.
2. Possession, sale, or use of alcoholic beverages on Camp Roy C. Manchester property or in uniform anywhere. Or, the after effect (hang-over) that impedes the successful completion of your duties.

3. Assisting minor staff (those under the age of 21) to obtain alcoholic beverages.


5. Theft or vandalism and willful damage of Boy Scouts of America Property.

6. Flames in cabins, including candles & cigarettes.

7. Females being in male living quarters or males being in female living quarters.

8. Use of liquid fuels to start a fire. (The use of liquid fuels for starting any type of fire is prohibited. (Guide to Safe Scouting, pg 31)

**Staff Job Descriptions**

**NOTE:** The following is a general job description of each staff position. However, you may be asked to assume other staff responsibilities as necessary to provide the best Scout Camp in America. *The Key 3 of Camp Roy C. Manchester is the Camp Director, the Camp Program Director, and the Camp Commissioner.* Staff chain of command will be reviewed during staff week.

**ALL AREA DIRECTORS:**
Shall be responsible to... the Program Director/Camp Director
1. Lead and Participate in all general Camp Programs.
2. Lead instruction in your specific area.
3. Responsible for all equipment issued for use in program area.
4. Responsible for all program area paperwork, and records.
5. Any additional duty assigned by the Program/Camp Director.
6. Ensure program and merit badge rosters are completed in the Scoutmasters Lounge no later than 7pm every day.

**ALL OTHER STAFF:**
1. Shall be responsible to the director of his/her assigned area.
2. Participate in all general Camp Programs.
3. Assist in every way possible to provide the most outstanding program for the Scouts at Camp Roy C. Manchester.
4. Maintain the highest standard of safety at all times.
5. Strive to make instruction interesting and enjoyable.
6. Ensure timely completion of all required paperwork, and records.
7. Any additional duty assigned by the Area/Program/Camp Director.

**CAMP DIRECTOR:**
A Part of the Key 3
1. Promote the Scout method of camping.
2. Responsible for the overall management and operation of the camp.
3. Recruit and hire staff personnel.
4. Train staff personnel.
5. Responsible to the Executive Board, Scout Executive and assigned Council Supervisor.
6. Interpret policies and standards for camping as established by the National and Local Council.
7. Supervise overall maintenance of proper record-keeping.
8. Supervise through proper staff personnel the purchasing, storage, and preparation and issuance of food.
9. Responsible for making inspections of the camp.
10. Responsible for overall program of the camp.
11. Responsible for overall maintenance of the camp.
12. Must be at least 21 years old (preferably 25 or older) and National Camp School trained.
13. Responsible for the morale of the staff.
14. Train Unit Leaders.
15. Inspire confidence and trust in all co-workers
16. Supervise and monitor staff performance to recognize worthwhile achievement and correct deficiencies.

**PROGRAM DIRECTOR:**
A part of the Key 3
1. Is directly responsible to the Camp Director.
2. Assist Camp Director by recruiting program staff personnel
3. Coordinate the camp's CIT program.
4. Aid Camp Commissioner in training of program staff personnel
5. Oversee the various departments under the Camp Program.
6. Ensures all camp programs are planned and carried out.
7. Keep accurate records concerning the merit badges requirements completed during any one-week period. This includes youth who complete all requirements for a specific merit badge as well as those with partial completion.
8. Meet with the Program Staff and be aware of operations in all program areas.
9. Make regular tours of camp and the program areas to observe their function, assess success and take action to improve as needed.
10. Work with staff assignments for staff operations on special event days (Friday, Sunday check-in, etc.)
11. Maintain staff morale.
12. Evaluate the Camp Program and program staff on a weekly basis and take corrective measures as needed.
13. Ensure proper planning and follow through of any camp special events.
14. Must be National Camping School trained and at least 21 years of age.
15. Provide basis for improving next year’s program thought a written report with recommendations at the end of the season. This should be presented to Council Program Director within 2 weeks of the end of camp.
16. Develop clearly defined job descriptions defining responsibilities and specific duties of each program staff position.
17. Shall serve as development officer to youth, adults, and staff. Shall also conduct staff developments and coordinate Staff Development week.
18. Shall provide oversight to camp physical arrangements, camp office, camp chaplaincy, and camp quartermaster. Shall also ensure a positive relationship with camp administration and dining hall staff.

CAMP COMMISSIONER
A Part of the Key 3
1. Is responsible to the Camp Director.
2. Will visit campsites and program areas regularly and meet with leaders as well as fellow staff.
3. Aid Program Director in coordinating the camp’s CIT program.
4. Neat appearance (uniform) and shall possess the following traits: tact cooperative nature, cheerfulness, sincerity, adaptability, promptness, and ability to take the initiative.
5. Should be of excellent character, well versed in the Scouting Program, possessing exceptional leadership ability and a desire to serve all boys and troops in camp.
6. Serves as Program Advisor to his assigned troops and their leaders, assisting and guiding them in planning an activity program that will result in boy achievement and a good camping experience.
7. Shall serve as camp customer service officer
8. To see that each troop has arranged a well-balanced, meaningful program of activities.
9. To work through the Scoutmaster of each troop, to work out the best program for his Scouts to advance.
10. Maintain staff morale.
11. Will explain and encourage compliance with all policies and procedures of the Boy Scouts of America, Lincoln Heritage Council, the camp and its director.
12. Work with Scout Leaders to provide the best program for his scouts to advance.
13. Responsible for the morale and welfare of his assistants and staff.
14. Must be Commissioner Trained and at least 18 years old.
15. Maintain a high standard of safety at all times.
16. Responsible for coordinating the movement of campsite equipment and other troop needs.
17. Organizes the camp’s Troop Guide program for troop check-in and checkout.
18. Shall insure that campsite inspections are performed by the associate and assistant camp commissioner.
19. Run Senior Patrol Leaders Council Meetings and Scoutmaster's Roundtables daily.
20. Will perform any additional duty assigned by the Camp Director.

ASSISTANT CAMP COMMISSIONER
1. Is directly responsible to the Camp Commissioner.
2. Serve as Camp Commissioner in the absence of the Camp Commissioner.
3. Aid in the training of units.
4. Teach Merit Badges as assigned by the Camp Commissioner.
5. Will explain and encourage compliance with all policies and procedures of the Boy Scouts of America, the Lincoln Heritage Council, Camp Roy C. Manchester, its Director, and its Camp Commissioner.
6. Serve as Ward Commissioner and aid the Office Manager as clerk at times necessary
7. Must be eighteen years of age.
8. Will perform any additional duties assigned by the Camp Director.

**ASSOCIATE COMMISSIONER**
1. Shall be directly responsible to the Camp Commissioner.
2. Should be of excellent character, well versed in the Scouting Program, possessing exceptional leadership ability and a desire to serve all troops in camp as well as the staff.
3. Serve as a Merit Badge Counselor, if needed, in any merit badge in which he is qualified.
4. Carries out other assigned responsibilities including campsite inspections.
5. Maintain a high standard of safety at all times.
6. Shall aid the Office Manager as clerk at times necessary.
7. Will perform any additional duties assigned by the Camp Director.

**QUARTERMASTER**
1. Shall be directly responsible to the Camp Commissioner.
2. Establish a complete and accurate pre-opening inventory of supplies.
3. Responsible for all equipment related to program and administration.
4. Keep accurate records of all items issued and returned.
5. Know the condition of all equipment and take steps necessary to maintain it in good condition.
7. Keep supply room or storage facilities in good condition.
8. Establish a complete closing inventory and submit reports to Business Manager.
9. Any additional duty assigned by the Program/Camp Director

**OFFICE MANAGER**
1. Shall be directly responsible to the Program Director.
2. Keep the Camp Office clean at all times.
3. Assist the camp management in computer processing and paperwork.
4. Keep the Scoutmasters' Lounge and restrooms clean at all times.
5. Answer the telephone and deliver message.
6. Assist all Scouts that need information at the camp Office.
7. Deliver mail to Scouts and staff.
8. Handle ticket sales for Friday evening meal.
9. Arrange the Scoutmasters' Lounge for camp meetings and other functions.
10. Any additional duty assigned by the Camp Director

**PHYSICAL ARRANGEMENTS**
1. Be directly responsible to the Camp Commissioner.
2. Assist the Camp Ranger when available.
3. Responsible for the camp sanitation.
4. Assist in fire building on Sundays and Fridays.
5. Secure all water hoses, buckets, etc. after campfires.
6. Report and assist in camp general maintenance and replacement needs.
7. Maintain a high standard of safety at all times.
8. Must be 21 years of age to drive camp vehicles on-property.
9. Have a driver's license.
10. Any additional duty assigned by the Camp Director

**DINING HALL MANAGER**
1. Responsible to the Camp Director
2. Oversee positive attitude of all direct personnel.
3. Responsible for the operation of Dining Hall services and supervises troop waiters.
4. Orientation and duties of troop waiters.
5. Supervise the setting of tables.
6. Supervise return of all food, dirty dishes, etc. after each meal.
7. Responsible for the cleanliness of the dining hall, inside and outside and all its equipment.
8. Direct and assist dishwashers when necessary.
9. On Sunday, assign seating arrangements for individual troops in the dining hall.
10. Participate in general camp program when practical.
11. Carry out other assigned duties by kitchen staff.
12. Responsible for the morale and welfare of his assistants.

**CAMP CHAPLAIN**
1. Shall be responsible directly to the Camp Commissioner.
2. Shall appoint an Associate Chaplain to represent himself when he is unavailable.
3. Conduct religious counseling for Scouts.
4. Conduct religious services.
5. Provide personal counseling for Scouts.
6. Deal with special problems related to morale of Scouts and visit with those staff members who ask for support.
7. Visit with those who are ill.
8. Provide counseling in case of bereavement.
9. Cooperate with the camp management in establishing a spiritual tone within the camp program.
10. Organize Scouts for special service projects as may be related to religious activities.
11. Provide information about the religious awards for the various faiths.
12. Take part in camp activities that are best suited to personal skills, hobbies, or interest.
13. Any additional duty assigned by the Camp Director.

**TRADING POST MANAGER**
1. Responsible to Camp Director/Business Manager
2. Shall procure and manage items to sell to the camp populous.
3. Shall manage staff to aid in the selling of items.
4. Any additional duties assigned by the Camp Director.

**EagleBound DIRECTOR**
1. Responsible to the Program Director.
2. Supervise and administer the “EagleBound” for Tenderfoot through First Class.
3. Strive to provide a fun and interesting program that will build confidence in the new Scout and inspire them to go further in Scouting.
4. Responsible for the morale and welfare of his assistants.
5. Incorporate the patrol method.
6. Instruct as well as direct.
7. Maintain a high standard of safety at all times.
8. On Friday night, line troops up for campfire program in parade field.
9. Will perform any additional duties assigned by the Program/Camp Director.

**RANGER**
1. Be responsible to the Camp Director.
2. Be responsible for:
   - Proper functioning of all facilities.
   - Projects related to camp improvements.
   - Issuing supplies and equipment related to maintenance.
   - Proper functioning and service of all fire fighting equipment.
   - Carrying out regularly scheduled preventive maintenance.
   - Proper disposal of garbage and waste materials.
   - Maintaining a current inventory of all supplies and equipment related to maintaining the Camp.
3. Supervising trucking services and maintenance staff.
4. Maintain a high standard of safety at all times
5. Will perform any additional duties assigned by the Program/Camp Director.

**OUTDOOR SKILLS DIRECTOR**
1. Responsible to the Program Director.
2. Establish and administer the Outdoor Skills Program Area.
3. Run Outpost Programs including those associated with badges.
4. Insure proper maintenance of trails for program use.
5. Encourage the patrol method and leadership.
6. Responsible for morale and welfare of his assistants.
7. Instruct as well as direct.
8. Maintain a high standard of safety at all times.
9. Will perform any additional duties assigned by the Program/Camp Director.
10. Responsible for the Sunday night and Friday Night Campfire Setup.

**SHOOTING SPORTS DIRECTOR**
1. Works directly under the Program Director.
2. Responsible for the organization and administration of the Camp Shooting Program, in conformance with the standards of the Boy Scouts of America and the Lincoln Heritage Council.
3. Directs the operation of the rifle, shotgun and archery ranges.
4. Sets up an orientation program for Scouts.
5. Maintains the range and all equipment, guns, bows, etc. in as good a manner as possible.
6. Reports all program needs and faulty equipment to the Program Director.
7. Sets up enough Merit Badge sessions to serve all interested qualified Scouts if needed.
8. Allows no private ammunition, guns, or bows and arrows to be used on the range. Confiscates and turns into camp office.
9. Participate in the general camp program.
10. Makes sure all rifles, ammunition and bows and arrows are kept under constant lock and key when not in use.
11. Keep guns, and ammunition under separate locks.
12. Shall be at least 21 years old and National Camp School trained.
13. Responsible for the morale and welfare of his assistants.
14. Responsible for open shooting/archery sessions.
15. Instruct as well as direct.
16. Establish and maintain the properly marked boundaries for the range.
17. Maintain a high standard of safety at all times.
18. Will perform any additional duties assigned by the Program/Camp Director.

ARCHERY INSTRUCTOR
1. Shall be directly responsible to the Shooting Sports Director.
2. Shall be responsible for the operation and maintenance of the archery range.
3. Maintain a high standard of safety at all times.
4. Establish and maintain the properly marked boundaries for the range.
5. Provide instruction to Scouts and units in the correct and safe way to use the bow and arrow.
7. Insure that only the proper bows and arrows are used on the range.
8. Establish an opening and closing inventory of all equipment and submit records to the Outdoor Sports Director.
9. Provide for the maintenance of all equipment and order from the Shooting Sports Director.
10. Keep accurate records of all advancement and submit records to the Shooting Sports Director.
11. Will perform any additional duties assigned by the Program/camp director.

SHOTGUN AND RIFLE SHOOTING INSTRUCTOR
1. Shall be directly responsible to the Shooting Sports Director.
2. Shall be responsible for the operation and maintenance of the range.
3. Maintain a high standard of safety at all times.
4. Establish and maintain the properly marked boundaries for the range.
5. Provide instruction to Scouts and units in the correct and safe way to use the firearms.
6. Supervise instruction of the respective merit badges.
7. Insure that only the proper firearms are used on the range.
8. Establish an opening and closing inventory of all equipment and submit records to the Outdoor Sports Director weekly.
9. Provide for the maintenance of all equipment and order from the Outdoor Sports Director.
10. Keep accurate records of all advancements and submit records to the Outdoor Sports Director.
11. Shall assist in every way to provide the finest shooting program available to the Boy Scouts of America.
12. Any additional duty assigned by the Program/Camp Director.

**AQUATICS DIRECTOR**
1. Responsible to Program Director
2. Responsible for the organization and administration of the Camp Aquatic Program, in conformance with the standards of the Boy Scouts of America. (See the Aquatic Program Manual, Catalog #12003).
3. Must be an adult of excellent character, at least 21 years of age and qualified as an Aquatic Instructor and holding a currently valid National Camping School card from the Boy Scouts of America.
4. Responsible for all equipment issued for use in this area.
5. Supervise the complete operation of the Aquatics Program.
6. Organize, trains, and supervises the staff.
7. With staff, set-up area property and maintain, close down and winterize all waterfront equipment.
8. Insure the waterfront maintenance balanced and flexible program to meet the needs of all Scouts and Troops.
9. Make sure waterfront staff participates in all general Camp Programs.
10. Carries out other assigned responsibilities.
11. Responsible for the morale and welfare of the aquatic staff.
12. Shall instruct as well as direct.
13. Maintain a high standard of safety at all times.
14. Will perform any additional duties assigned by the Program/Camp Director.

**CAMP PHYSICIAN**
1. Shall be directly responsible to the Camp Director.
2. To be in charge of medical care and health supervision of the camp.
3. To provide written instructions and procedures for the Camp Health Officer to follow.
4. Must be available to support the needs and concerns of the Health Officer throughout the camp season.
5. Provide a weekly inspection of the health services being provided.
6. Will perform any additional duties assigned by the Camp Director.

**HEALTH OFFICER**
1. Shall be directly responsible to the Camp Director.
2. Responsible for the organization and administration of the Camp Medical Program, in conformance with the standards of the Boy Scouts of America.
3. Shall be responsible for the equipment and supplies in the Health Lodge.
4. Maintain a high standard of cleanliness at all times.
5. Be available at all times for the treatment of injuries, sickness, etc.
7. All serious cases are to be called to the attention of the Camp Director immediately.
8. Make frequent inspections of all camp facilities so as to avoid unsafe procedures and unhealthy practices. This information is to be reported to the Camp Director only.
9. Maintain a list of all emergency call numbers.
10. Provide health program instruction.
11. Responsible for the morale and welfare of his assistants.
12. Instruct as well as direct.
13. Maintain a high standard of safety at all times.
14. Will perform any additional duties assigned by the Camp Director.

ECOLOGY AND CONSERVATION DIRECTOR
1. Shall be directly responsible to the Program Director.
2. Shall be responsible for the maintenance and operation of the Ecology Conservation Program in camp, in conformance with the standards of the Boy Scouts of America.
3. Establish an opening and closing inventory of all equipment and keep accurate records of use and condition of supplies.
5. Order materials as needed.
6. Lay out and maintain a Nature Trail along simple lines, with specimens and their uses plainly marked and illustrated where possible.
7. Maintain and clean all animal cages.
8. Provide instruction in First Class and Second Class Ecology-Conservation skills.
10. Maintain troop site nature instruction.
11. Under the direction of the Camp Director, the Program Director, and the Camp Ranger, establishes camp conservation projects.
12. Maintain accurate advancement records and submit them to the Program Director on a weekly basis.
13. Teach and instill preservation of natural resources and the correct use and treatment of nature’s materials.
14. Responsible for the morale and welfare of his assistants.
15. Instruct as well as direct.
16. Should be National Camping School trained or otherwise qualified.
17. Maintain a high standard of safety at all times.
18. Will perform any additional duties assigned by the Program/Camp Director.
MISCELLANEOUS

CAMP ROY C. MANCHESTER MAILING ADDRESS/PHONE NUMBER

Staff Member’s Name
Emergency Phone: 270-354-8253
Camp Roy C. Manchester Staff
1531 Cross Road
Benton, KY 42025

FIELD UNIFORM

FIELD UNIFORM WORN FOR:
Venturing Green Shirt
Sunday (dinner and opening campfire)
Venturing Shorts/Pants
Evening Flags
Venturing Socks (crew or ankle)
Friday (closing campfire)
Daily: Evening flags
Venturing Belt/BSA Belt
Closed Toe Shoes
Watch

ACTIVITY UNIFORM

ACTIVITY UNIFORM WORN FOR:
Staff T-Shirt and Hat*
Daily: Morning Flags, Meals
Venturing Shorts/Pants
During Program: Field or Activity
Venturing Socks (crew or ankle)
Sunday Check In
Venturing Belt/BSA Belt
Closed Toe Shoes
Watch

*Will receive staff week.

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 Emblem, large square green and white BSA VENTURING patch, and Silver Epaulette Tabs (This signifies you serve at the district or council levels. It's a volunteer and employee designation.) We have no restrictions on which other patches you wear as long as it follows the current BSA Insignia Guide (which can be found online.) In other words, many youth will want to wear the badge of rank and adults will 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 OA Day and wear your OA Flap.
WHAT TO BRING

What to Bring
Staff Manual
Staff uniform
Raingear
Extra T-shirts / Long sleeve shirts
Venturing Shorts or Pants
Venturing Belt
Venturing Socks (socks & shoes should be worn at all times.)
Shoes (sandals or open-toed shoes lead to injuries, use only at the waterfront and shower houses)
Underwear
Medical form (MANDATORY)
Blankets/sheets or sleeping bag (twin or twin XL)
Toiletry articles and towels
Long pants
Flashlight with working batteries
Swimming trunks
Sunscreen
Watch
Alarm Clock
Insect repellent
Notebook
Pen and pencils
Hat (staff hat mandatory)
Water Bottle / Canteen / Cup w/handle
Locking Trunk ** (lock all valuables or leave at home)
Laundry Detergent
Religious objects and texts appropriate to your faith

Other Items you may find helpful
Scout Handbook Radio
Money for trading post Fan
Pocket Knife Books
Camera
Basic personal First-aid kit (for your personal use ONLY)
All-weather extension cord (there IS electricity in staff area)

NOTE: Theft or vandalism of items such as TVs, DVD players, amplifiers, and the like is not the responsibility of Camp Roy C. Manchester or the Lincoln Heritage Council. It is recommended you NOT bring them.

DO NOT BRING Sheath knives, butterfly knives, survival-type knives, etc., pets and Video Games, X-boxes, liquid fuels (The use of liquid fuels for starting any type of fire is prohibited. (Guide to Safe Scouting, pg 31), etc are not allowed on the reservation.
Use your head: Do not bring anything immoral, illegal, or unbecoming of a staff member. Don't bring anything against staff policy. If you question whether to bring it, just don't.

**Daily Schedule**

*Monday-Friday*

6:00AM Reveille  
6:25AM First Breakfast  
7:15AM Flag Raising & Waiter Call  
7:30AM Second Breakfast  
8:30-9:20AM Session I  
9:00AM Scout Leader’s Roundtable  
9:30-10:20AM Session II  
10:30-11:20AM Session III  
11:30AM Waiter Call  
11:45AM First Lunch  
12:35PM Second Lunch  
1:00PM Senior Patrol Leaders Roundtable  
1:30-2:20PM Session IV  
2:30-3:20PM Session V  
3:30-4:20PM Session VI  
4:30-5:30PM Open Period  
5:35PM Waiter Call  
5:45PM First Supper  
6:30PM Flag Lowering  
6:35PM Second Supper  
7:30PM Special Events and Twilight Activities  
9:45PM Call to Quarters  
10:00PM Taps/Lights Out

*All Schedules are subject to be adjusted by the Key 3 at any time.*  
**Senior Patrol Leader Roundtable is only on Monday through Thursdays.*

**Meal Schedule**

Depending on the week, the meal service will change. The Dining Hall Manager will brief the units on their times to eat.  

**Staff are expected to take part in meals and mealtime program when directed to by the Program Director.**
Thursday is Order of the Arrow Day! We encourage all Arrowmen Staff Members to wear their sashes during flags and a shirt from your lodge. The Call Out Ceremony will be that night. The focus of this day will be cheerful service. See the OA Summer Chief for how you can be involved and “Catch the Higher Vision!”

**ACTIVITY SCHEDULE**

<table>
<thead>
<tr>
<th>Sunday</th>
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<tbody>
<tr>
<td>12:00pm STAFF ARRIVE</td>
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<tr>
<td>1:00-3:30pm Check-In</td>
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<tr>
<td>7:00pm Scoutmasters/Senior Patrol Leader Joint Roundtable</td>
<td>Scoutmasters Lounge</td>
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<tr>
<td>8:00pm Opening Campfire</td>
<td>Amphitheatre</td>
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<table>
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<tr>
<th>Monday</th>
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<tbody>
<tr>
<td>9:00am Leader Roundtable</td>
<td>Scoutmasters Lounge</td>
</tr>
<tr>
<td>4:30pm Chaplain Aide Meeting</td>
<td>Scoutmasters Lounge</td>
</tr>
<tr>
<td>7:30pm-9:00 Roy’s Race!</td>
<td>Flags</td>
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<table>
<thead>
<tr>
<th>Tuesday</th>
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<tbody>
<tr>
<td>9:00am Leader Roundtable</td>
<td>Scoutmasters Lounge</td>
</tr>
<tr>
<td>7:30pm Leaders Dutch Oven Contest</td>
<td>Eagle Bound</td>
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<tr>
<td>7:30pm Volleyball Tournament</td>
<td>Activity Field</td>
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<table>
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<tr>
<th>Wednesday</th>
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<tbody>
<tr>
<td>9:00am Leader Roundtable</td>
<td>Scoutmasters Lounge</td>
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<tr>
<td>7:30pm Chapel</td>
<td>Chapel</td>
</tr>
<tr>
<td>7:30pm Volleyball Tournament FINALS</td>
<td>Activity Field</td>
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<table>
<thead>
<tr>
<th>Thursday</th>
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<tbody>
<tr>
<td>9:00am Leader Roundtable</td>
<td>Scoutmasters Lounge</td>
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<tr>
<td>6:00pm Scoutmasters Steak Dinner</td>
<td>Scoutmasters Lounge</td>
</tr>
<tr>
<td>9:00pm Order of the Arrow Call Out Ceremony</td>
<td>Amphitheater</td>
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<tr>
<th>Friday</th>
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<tbody>
<tr>
<td>9:00am Leader Roundtable</td>
<td>Scoutmasters Lounge</td>
</tr>
<tr>
<td>5:00pm Family Time Begins</td>
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</tr>
<tr>
<td>7:30pm Campfire Begins</td>
<td>Amphitheater</td>
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*Campers will be gone from camp no later than 9:00am on Saturday. Saturday breakfast will be from 7:00-8:30am. Work Crews begin at 7:30am. Troop Guides will need to report to the Administration Building no later than 7:00am. 12:00noon will be the dismissal for staff.*

**More twilight activities may be added Staff Week!**
THE EMERGENCY PROCEDURES

The Emergency Procedures will be discussed and practiced in detail during staff week. It is mandatory that all staff be intimately familiar with all Emergency Procedures. If you have any questions, please ask the Camp Director.

MEDICAL EMERGENCY

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

1. Keep victim still. Administer basic first aid to stabilize. See: NOTE and WARNING
2. Send a runner to the Administration Building or Health Lodge and report the emergency giving as much detail as possible.
3. Ambulance service should be called by dialing 911 and giving them as much detail as possible (Health Officer).
4. STAT FLIGHT, if needed, should be called. Give them as much detail as possible, including proposed landing site (Health Office).
5. The Health Officer will administer first aid until emergency medical services arrive and determine if there is not a need for a helicopter evacuation (STAT FLIGHT fifteen minute response time).
6. A safe landing area should be prepared for STAT FLIGHT, minimum 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 landing zone.
7. The Camp Director & Unit Leader should notify the Scout’s parents of the situation and tell them to which hospital the Scout is being transported.
8. In the event of a fatality, the Camp/Program 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 body or any surrounding materials. All medical emergency procedures will be continued until medical emergency is turned over to EMS.
9. Have staff/adults at the gate to meet the ambulance. Lead them to the injured party.

NOTE: In a medical emergency, time and accuracy are critical. The above procedures should occur within seconds of each other.

WARNING: Exposure to blood borne transmitted diseases should be prevented. First aid kits in each building should contain protective equipment.

If Health Officer cannot be contacted for any reason, Camp/Program Director should be responsible for directing emergency procedures.
FIRE EMERGENCY PROCEDURES

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 a tent.

4. Smoking permitted in designated areas ONLY and disposed of by eliminating embers completely 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.

PROCEDURES

1. If there is a building on fire, evacuate all people. If property is on fire, avoid fire and move to safety.

2. Contact Administration Office immediately. Be calm!

3. Sound the siren.

4. Camp and Program 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 role 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.

10. Notify Land Between the Lakes and, if possible, adjoining properties.

11. Call Scout Executive.
AQUATICS – LOST BATHER DRILL

This procedure should be initiated by the Aquatics Director or his appointed representative in the event of a missing (lost) bather.

1. Clear swimming area.

2. Call boats to docks as needed.

3. Check lost swimmer’s buddy tag for troop number, campsite number, and medical information.

4. Send runners to the campsite to see if Scout has returned.

5. Check with other swimmers and buddies for any information.

6. Report information to Administration and Health Officer. In sixty seconds, area directors call in to see if the child is in their program area, if the child is not found, Administration notifies EMS (911) of potential medical emergency; Health Officer reports to waterfront.

7. Sound camp alarm (three blasts with the siren).

8. All staff immediately reports to waterfront; swimmers will assist in LBD, non-swimmers assist in working with troops.

9. All campers and non-swimmer leaders should report to the Dining Hall for role call by the Camp Commissioner. Once the Commissioner accounts for camp, he informs the Aquatics Director of who is still missing or if all of camp is accounted for.

10. Search continues as directed by Aquatics 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 will be responsible for directing emergency procedures.
LOST CAMPER PROCEDURE

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

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. Runner will report back to the Administration Building.

2. Contact the Ranger.

3. An organized search will be conducted with the Camp Director’s approval if the following conditions are present.

   - 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.

   During the search, all program areas, shower houses, and campsites will be checked first. Runner will be sent to check dam area and lake trail. Search will be conducted from site of 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.

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

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

1. The siren is activated to report to the severe weather shelter assigned to each campsite.
2. The Dining Hall is considered our “Severe Weather Shelter.” In the case of immediate danger, all campers, adults and staff will report to the designated shelter.
3. Once a troop arrives at the shelter they must remain there unless given specific instructions to move to a different shelter by staff, or when an “All Clear” is given.
4. All staff will report to the Dining Hall for further instructions.
5. A role call of all staff members and units will be taken. If campers are missing, missing-camper procedures will be followed.
6. The Camp Commissioner will ensure that all campers are accounted for.
7. When the warning is expired and an “All Clear” is given, campers may return to their campsites/program areas.
8. Flash Flood: All Scouts should stay out of ditches if flooding occurs. Seek high ground.

**EARTHQUAKE PLAN**

**Before**
- Secure as many items as possible.

**During**
- If outside, go to a clear area, away from trees and other possible falling items.
- If inside, get under heavy furniture.

**After**
- Designate one person to find an escape route if in a building.
- Evacuate all buildings.
- Call a formation at the activity field for a role call.
- Inspect buildings for damage and safe re-entry.
- Check gas lines and water lines for leaks.
- Monitor radios and contact families if necessary.
- Prepare for aftershocks.

All Scouts and leaders will report to the Dining Hall for attendance check by the Camp Commissioner.

The Camp/Program 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.

Milk products and/or carbonated drinks will be limited or stopped via national standards by Health Officer and/or the Camp/Program Director due to heat conditions. Water is encouraged at ALL times.

**BSA RECOMMENDATIONS ON TREATMENTS FOR BLOOD EXPOSURE**

Treat all blood as if it were contaminated with blood borne viruses. **Do not use bare hands to stop bleeding; always use a protective barrier.** Immediately call Health Officer for serious bleeds. Always wash exposed skin areas with hot water and soap immediately after treating the victim. The following equipment is to be included in all first aid kits and used when rendering first aid to those in need:

1. Latex or vinyl gloves, to be used when stopping bleeding or dressing wounds.
2. A mouth-barrier device for rendering rescue breathing or CPR.
3. Plastic goggles or other eye protection to prevent the victim’s blood from getting into the rescuer’s eyes in the event of serious arterial bleeding.
4. Antiseptic, for sterilizing or cleaning exposed skin areas, particularly if soap and water are not available.

**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 Camp/Program Director. Stay away from animals and mark location where they were last spotted. In the case of a dangerous snake, please observe snake from a safe distance until staff arrives. It is not the responsibility of the staff to catch venomous snakes.
PROCEDURES TO FOLLOW FOR UNAUTHORIZED PERSONS
IN CAMP

1. The Camp Staff are to be aware of any individuals loitering around the reservation.

2. All visitors must check-in and check-out at the Administration Building. They will be required to state their nature of business or visit and the approximate length of stay. They will be issued a visitor tag and must wear it until they leave. During family night, all staff, campers, and adults must be in uniform for proper identification. Anyone out of uniform will be considered a “guest” on property and extra care should be taken around these individuals. 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 to the Camp Office immediately anyone who appears to be in question as to their presence in camp. The Camp Director will ask them in a courteous manner 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. The use of local law enforcement will be at the discretion of the Camp Director.

OTHER EMERGENCY PROCEDURES & HAZARDS

In the event of a propane tank leak, report to Administration Building. Contact the Camp Director. He will contact the Ranger so he can turn off the tanks. Keep all open flames away from the area.

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

Stay within camp property at all times. Obey “restricted” warnings and signs. No campers should be on the dam without adult supervision.

These procedures should occur within seconds of each other. If the Camp Director cannot be contacted for any reason, the Program Director will be responsible for directing emergency procedures.
GENERAL CAMP POLICIES

RELEASE OF PARTICIPANTS WHO ARE MINORS
All campers who leave camp early MUST sign out at the camp office. Any parent or guardian picking up their child early from summer camp must fill out an Early Release Form in the Camp Office. Scoutmasters must verify that the person requesting the early release and completing the release form is indeed the Scout’s parents or legal guardian with custodial rights. A photocopy of a picture ID is required by all persons picking up a camper early. This is to be attached to the Early Release Form.

KITCHEN POLICY
Non-dining hall staff is not allowed in the kitchen unless they have the permission of the Dining Hall Manager or Camp Director.

SCOUTMASTERS LOUNGE/OFFICE POLICY
The administration building is home to the Scoutmasters Lounge/Training Center and Camp Office. Although there will be times where you will need to come to the administration building for meetings, for office supplies, etc. we ask that you stay out of the Scoutmasters Lounge/Training Center during the day and restrict your visits to the office for business only. Personal calls will be discouraged. Termination is the result of loitering in the office.

PAY SCHEDULES/SALARIES
Paydays will be announced. All salaries are to be kept confidential. You will be paid via direct deposit that was set up prior to June 1.

TRADING POST/SCOUT LOUNGE POLICY
No non-trading post staff member should be behind the counter or in the stock room or in the Scout Lounge area for any purpose. This is a zero tolerance policy.

CARE OF THE EQUIPMENT AND PROPERTY
It is the responsibility of the camp staff to maintain all equipment and facilities of camp. This includes Program Materials, Living Quarters/Lounge, and general population areas. “Treat it as if you owned it”. Insure that campers do not destroy or abuse any equipment used by them. Destruction of property should be investigated and reported to the Camp Director/Commissioner immediately.
SEXUAL HARASSMENT AND FRATERNIZATION

It is the responsibility of the camp staff to report any sexual harassment (either toward themselves or toward others) to the Camp Director immediately. Sexual harassment will not be tolerated. All camp staff members are registered members of the BSA, either as adult leaders or Youth Venture Crew members. Fraternization is prohibited between Adult Leaders and Venture Crew Youth.

CAMPER/COUNSELOR ROLES

Staff members are considered adults in respect to campers and must behave accordingly. Always have at least 2 people in your area at any one time.

LEAVING CAMP

Every staff member must check out in the check in/out log. In case they need to be contacted in the event of an emergency, staff members must state their destination in writing on the sign in/out log. Upon return, everyone is required to sign back in.

THE SANDWICH PRINCIPLE

Like the bread that holds together a sandwich, Discipline and Leadership are the foundation and cover that make Scouting Safety a reality. We encourage you to use this principle in your daily life as a Staff Member.

TIME OFF POLICY

All staff members will be off from Saturday when camp preparation work is complete, until Sunday, 12:00PM. An evening off, approved by the Camp Director, begins following the evening flag ceremony. The following rules apply:

1. Less than 18 years old – Required to stay on the Reservation at all times during the week unless you have written permission from your parent/guardian or they are picking you up. You must be in your designated area by 11:00pm. CIT’s may not leave the reservation at anytime.
2. 18 – 20 years old – Must return to Camp Roy C. Manchester by 12:00 a.m., Midnight.
3. 21 or older – Must return to Camp Roy C. Manchester by Flag Raising the following morning. Out of courtesy please let the camp director know if you will not be returning to camp.
4. You will be required to sign out when leaving camp and sign in when returning to camp. A sign in/out sheet is located at the camp office.
5. A driver is responsible for all passengers in his/her car, including their safety and actions.
6. All staff must stay on camp at all other times unless approved by the Camp Director.

At the appropriate times, all staff must be back in their designated nightly quarters. Under 18 year olds should be in the staff area at 11:00pm, 18-20 by midnight.

**STAFF AREA**

The camp staff will be housed in official cabins, unless special circumstances occur. Showers and laundry room will be provided. Periodic random inspections of the staff area will be conducted. **Staff area must be kept clean and orderly at all times.** Refusal to keep staff area clean and orderly may result in dismissal from staff. Cleanliness of staff areas must be approved by the Camp Director, Program Director, Camp Commissioner or officially assigned individuals before work is considered “Complete” on Saturday and permission to leave camp is granted. **Note: If reasonable suspicion exists of illegal, immoral or unacceptable materials, as defined by legal policies, the Camp Staff Manual, or the Scout Oath and/or Law, the camp management has the right to search any staff area or quarters with or without their presence or permission.** The Camp Commissioner will be conducting weekly inspections of staff quarters. **NO STAFF MEMBERS SHALL BE ALLOWED TO GO TO THE BROTHERHOOD LODGE UNLESS THEY HAVE THE EXPRESS PERMISSION OF THE CAMP DIRECTOR.**

**GRACE AT MEALS IN SCOUT CAMP**

**CAMP ROY C. MANCHESTER GRACE**

At Camp Roy C. Manchester
With Family and Friends
For the Beauty and Bounty
Of the Lake and the Land
We thank thee, Oh Lord
With our heart and our Hands
Amen

Scouting is a non-sectarian organization and recognizes the importance of an individual’s faith. Please respect religions and faith practices that may be different from you own. “A Scout is reverent.” **It is important to remember that respecting someone else’s beliefs, does not mean foregoing your own.** If you are asked to say grace, consider the following opening: “Please join me in prayer in the way to which you are accustomed....” **You are encouraged to use the Camp Roy C. Manchester Grace. Avoid high adventure base graces! Be proud to be at ROY C. MANCHESTER!**
**ADVANCEMENT**
Staff members are allowed to work on advancement with approval from their Area Director and as long as it does not interfere with their work schedules.

**CHILD ABUSE**
The Camp Director must be notified immediately if abuse is suspected.

**STAFF USE OF PROGRAM AREAS/EQUIPMENT**
Camp Program Areas and equipment are off limits except for days off (Saturday), and then only with the permission of the Camp/Program Director and Area Director of that program.

**VISITORS POLICY**
Friday afternoon is the time for parents and visitors to see camp and visit staff members. Visitor meals are available for $5.00 each. Other visitation times are to be scheduled with the Camp/Program Director. Visitors of opposite sex are not allowed in living quarters. All visitors must sign in and out in the camp office and have a visitor wristband on at all times.

**VERIFICATION OF ABSENTEES**
1. All leaders must verify that all of their Scouts are either present at camp or have been accounted for at the time the unit checks into camp.
2. Any leader who cannot verify a Scout’s absence at check-in must make contact with the Scout’s parent or guardian to ensure the Scout’s whereabouts.
3. All unverified absentees or “no-shows” must be reported immediately to the Camp Office.

**AUTOMOBILES**
All staff members, whether or not they have a vehicle on site, must read and abide by the Automobile Regulations within this section. All staff members with a personal vehicle on site must have a Staff Release Form on file with the Camp Office. Staff members under the age of 18 are not allowed to have cars on camp without written permission from your parents or guardian. Staff under 18 may drive no one other than themselves. Camp is not responsible for any vandalizing done to personal vehicles.

**STAFF AUTOMOBILE REGULATIONS**
1. Staff personnel under 18 years of age may be a passenger in a vehicle only when approved by parents and the Camp Director.
2. Staff personnel under 18 years of age may drive personally-owned cars to and from camp only when approved by parents and the Camp Director.
3. Staff personnel under 18 years of age may drive no one other than themselves.
4. Drivers under 18 years of age have parent/guardian and Camp Director approval for personally owned vehicle to be driven off camp for “approved time-off from camp”.
5. Drivers between the ages of 18 and 21 must have written parental approval to carry passengers in personally owned vehicles if insurance on that vehicle is in the parents’ name.
6. All drivers must have a Vehicle Registration Form on file.
7. All vehicles will be parked only in the designated parking area en route to the staff lounge unless otherwise approved by the Camp Director.
8. Only designated drivers will drive camp-vehicles.
9. No camp-vehicles will be driven around camp without prior approval by Camp Director and then it must be on official business only.
10. No camp-vehicles will be driven beyond the limits of the camp, unless dispatched on official camp business approved by the Camp Director.
11. The maximum speed limit for all vehicles on the camp is 5 mph except where posted.
12. Reckless driving, speeding, unauthorized driving and failure to abide by these regulations will result in the loss of driving privileges.
13. Non-Approved drivers must not, under any circumstances, have passengers without approval of Camp Director. Approval will be given only for emergency or other similar official camp business.
14. Above regulations apply to all motorized vehicles.
15. No driver will drive anyone's vehicle other than his or her own.

**BSA YOUTH PROTECTION POLICIES**

The Boy Scout 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 selection of 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 parent of a participant, one of whom must be at least 21 years of age, are required on all trips and outings. The chartered organization is responsible for ensuring 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 his own parent or guardian.
NO SECRET ORGANIZATIONS. The BSA does not recognize any secret organizations 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 as part of any Scouting activity.
SCOUT CAMP STAFF
Staff Statement of Understanding and Code of Conduct

Statement of Understanding: All staff members, both youth and adult, are selected based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing the letter of appointment, all adult staff members as well as youth staff members and their parents or guardians agree to the conditions of the Statement of Understanding and Code of Conduct as a condition of participation, with the further understanding that serious misconduct or infraction of rules and regulations may result in termination and expulsion from camp. Each staff member is responsible for his or her own behavior. All staff members are expected to abide by the Code of Conduct as follows:

1. I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, as well as local and state laws. I will follow all policies and procedures as they are laid out in the Guide to Safe Scouting.
2. I will set a good example by keeping myself neatly dressed, in uniform, and presentable.
3. I will attend all scheduled programs and participate as required in cooperation with other staff members and leaders.
4. I agree to follow the camp check-in and check-out procedures and to observe camp quiet hours.
5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all camp recycling policies and regulations. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.
6. I understand that the possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited at camp. I understand that the purchase, possession, or consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance.
7. Serious and/or repetitive behavior violations including underage use of tobacco, stealing, dishonesty, swearing/cursing, and fighting, and may result in termination or disciplinary action up to termination and expulsion from camp.
8. I understand that gambling of any form is prohibited.
9. I understand that possession of lasers of any type (unless approved by the Camp Director) and possession or detonation of fireworks is prohibited. Liquid fuel is also prohibited.
10. Neither the camp nor the Lincoln Heritage Council will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of staff leaders. Theft on my part will be grounds for termination and expulsion from camp.
11. I will use camp equipment in a safe manner and for its intended purpose and will return the equipment in good condition.
12. I understand that staff members are prohibited from having firearms and weapons in their possession or on camp property, in accordance with Lincoln Heritage Council policies.
13. I understand the importance of following BSA’s Youth Protection and safety policies and will follow those guidelines and report all violations that come to my attention.
14. Hazing has no place in Scout camp, nor does running the gauntlet, belt lines, or similar physical punishment. As a staff member I agree to prevent and stop all hazing activities.
15. I will respect diversity—whether the differences in physical characteristics or in perspectives.
16. I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, and outside vendors.
17. I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the Camp Director.
18. The use of liquid fuels for starting any type of fire is prohibited. (See the Guide to Safe Scouting)

I will comply with this Code of Conduct and the policies printed in the Camp Staff Manual. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.