



CAMPMASTER PROGRAM GUIDEBOOK



BOY SCOUTS OF AMERICA®
SOUTHEAST LOUISIANA COUNCIL

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CAMPMASTER PROGRAM GUIDEBOOK

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EMERGENCY TELEPHONE NUMBERS

Ambulance / Police / Fire..... 911

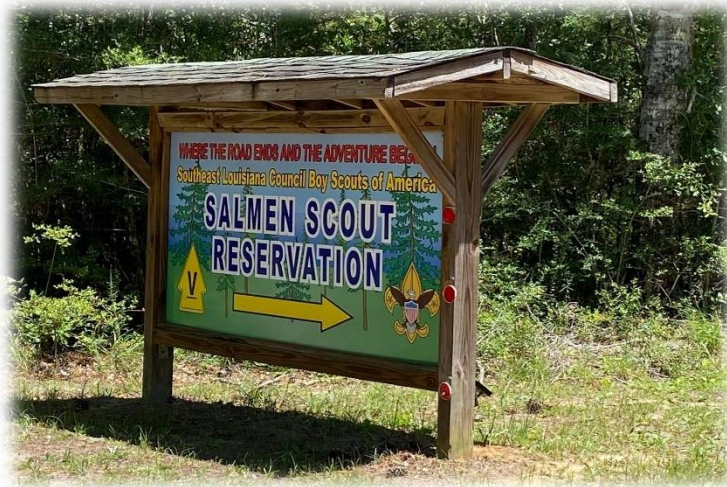
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Scout Executive

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Campmaster Program Chair

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Camp Ranger

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Assistant Camp Ranger

Child Abuse or Neglect Reporting (800) 222-8000 (MS)
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CAMPMASTER CORPS PURPOSE

The Campmaster Corps provides support and guidance to the Scout units and groups using Camp V-Bar at Salmen Scout Reservation during weekend camping trips. Providing commissioner-type support and excellent customer service is very important to the success and enjoyment of our council camp.

Campmasters provide relief to the Camp Rangers from unit responsibilities for the weekend, freeing them for other work, as well as personal time off. The support given to the Rangers will greatly add to the overall effectiveness of the Rangers and a quality camping experience for the units.

Campmasters serve as the council/camp representative to the units for the weekend. Their presence will ensure a safe and quality camping experience, making a significant impact on how the Scouts and leaders perceive our camp and council.

WHAT IS THE CAMPMASTER CORPS?

Campmasters comprise a group of registered and trained Scouters who volunteer to serve at our council camps whenever Scout units, individuals, and other organized groups use the camp on a short-term basis. They are chosen to serve in this capacity by the chairs of the Campmasters Corps and the Council Camping and Outdoor Committee. Campmasters are selected based on their ability in several areas: customer service, leadership, outdoor skills, and specialized knowledge of nature and conservation.

Campmasters need effective communication skills, an ability to lead and to act in an emergency, and, generally, should be a "people person". All Campmasters must have a working knowledge of Scouting, including unit operations, advancement, and camping.

Campmasters are responsible to the Campmasters Program Chair and to the Camp Ranger(s) when working in the camps. Campmasters are not by virtue of their position members of the Council Camping and Outdoor Committee, but, through the Campmasters Program Chair, have representation on the committee.

Training is held once a year for all involved persons and all members are expected to attend. The Campmaster schedule operates from the second weekend in September to the last weekend in May. Campmasters select their frequency of service, serving at least two weekends per year.

REQUIREMENTS/QUALIFICATIONS FOR CAMPMASTERS

1. Must be a trained and registered Scouter at least 21 years of age with current Youth Protection Training and criminal background checks on file.
2. Must attend Campmaster training before performing duties and renew this training at least every two (2) years.
3. Must complete Hazardous Weather Training at least every two (2) years. Ideally, a Campmaster will be experienced in outdoor camping skills and knowledgeable about the BSA program and Safe Scouting practices. First-Aid and CPR training also are desired.
4. Must be willing to serve as a Campmaster a minimum of two (2) weekends per year at Salmen Scout Reservation. The rotation will depend on the number of members in the Corps.

CONFLICTS

Unit leaders should avoid signing-up for the same weekends that their unit is camping unless at least two (2) other trained adult leaders will be with the unit. Campmasters need to be focused and available to **all** units and groups in camp.

WHERE DO I STAY?

Camp provides a comfortable, furnished, and clean cabin with many modern amenities to make your weekend enjoyable. The cabins are equipped with fully stocked kitchens with a refrigerator, propane stove/oven, microwave, and coffee maker. Pots and pans, dinnerware, eating and serving utensils are also included in the Campmaster bin. Bathrooms have hot showers and flush toilets. The cabin also has comfortable bunks with mattresses. Bring your own sleeping bags, pillows, and blankets.

The cabins are stocked with extra toilet paper, paper towels, dish soap, brooms, mops, and other cleaning supplies. Please make sure to take care of the cabin,

leaving it in good clean condition for the next user. Campmasters provide their own food for the weekend.

Immediate family members (spouses, children, etc.) are welcome to enjoy the weekend with you in the cabin. Due to insurance regulations, unrelated individuals who are not also registered Scouters may not attend. Units associated with Campmasters are not permitted to camp in or around the cabin. Pets are not permitted in camp. Please make other arrangements for their care while you are serving as a Campmaster.

HOW DOES SCHEDULING WORK?

The Campmaster Corps Chair keeps a roster of the members. Campmasters are requested to serve a minimum of two weekends per year but are welcome to sign up for more than that, if desired. Dates are available on a first-come, first-served basis.

It is crucial that Campmaster coverage is provided for as many weekends as possible and that our council camp is open and being used. If for any reason, a scheduling conflict or other emergency arises, the Campmaster MUST notify the chair and the Camp Ranger so that a replacement can be found. Camp Rangers may have scheduled vacations, training or plans with family, which is why any changes need to be shared with them.

GENERAL CAMPMASTER RULES AND RESPONSIBILITIES

1. Always remain on camp property to be available to assist units with problems or emergencies. Leaving camp to “run to the store” or “go out for dinner” is not permitted. Sometimes special circumstances arise but do not leave camp unattended. Notify the Camp Ranger or Campmaster Program Chair if such a situation occurs.
2. Campmasters are responsible for the security of the camp. They are entrusted with a master key that will permit access to almost any area of camp. Please do not enter areas/buildings that are not part of the weekend reservations. Do not “borrow” food, materials, tools, or other items without knowledge of the Ranger. Otherwise,

doors, gates, and locks can accidentally be left open, which could allow theft and vandalism, or injury could occur to campers. Never give your key to others.

3. Campmasters may coordinate the work of any specialty programs or merit badge counselors present for the weekend assigned. They may also opt to provide a short program for the troops; for example, a cooking demonstration, orienteering course, shooting sports (if qualified) or whatever else he/she may be willing to do.

4. Provide forms and collect information for Incident Reports on any injuries, accidents, close calls, etc. If in doubt, make a phone call.

GENERAL INFORMATION PERTAINING TO CAMP FACILITIES

Please observe the following guidelines pertaining to camp operation:

1. If you use the last of any supplies or materials or if you notice them getting low, please let the Camp Ranger know so more can be purchased or ordered.

2. If anyone reports or you notice anything that might require the Camp Ranger's attention (downed trees, leaky faucet, burned out light bulb, etc.), please make a note of it. If it looks like a safety problem or seems like an emergency issue, call the Camp Ranger or one of the Emergency Contacts listed at the front of this booklet.

3. If problem arises with a unit or person in camp, you have full authority to deal with it within the guidelines of the Campmaster Program. If you need assistance resolving a situation, please do not hesitate to contact the Camp Ranger or designated emergency contact person for advice or help. Also, please document any unusual situations in an INCIDENT REPORT.

INSTRUCTIONS FOR NON-SCOUTING GROUPS

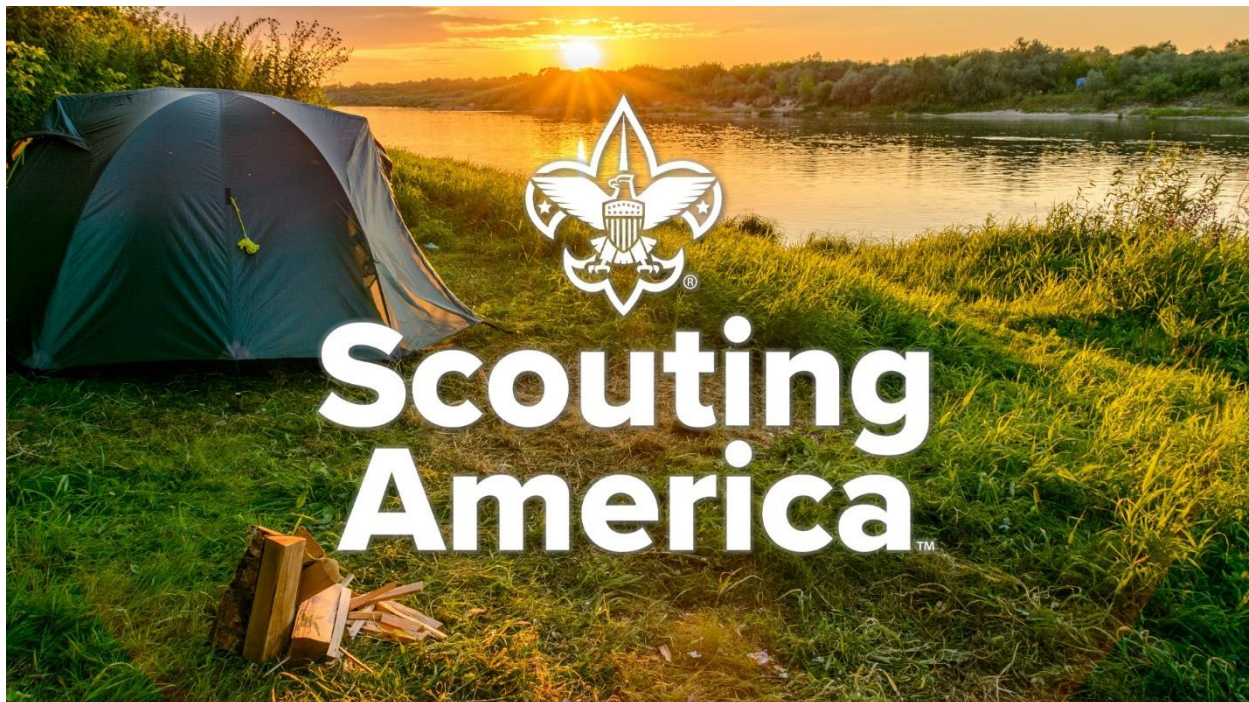
Non-Scouting units will on occasion use the camp on weekends during the Campmasters stay. These groups will register with the Council Service Center and follow and abide by all the rules and regulations covering camp use. The Campmasters role in interfacing with these groups will be the same as afforded to Scouting units with the following exceptions:

1. The Campmaster does not provide program assistance to the group.
2. Camp work projects are not made available to the groups.
3. These groups are not covered under the BSA insurance programs; so, in the event of an accident or emergency, the Campmaster does not issue insurance forms. The groups provide their own insurance and hold harmless agreements to the Council Service Center as part of their registration. If any injury or accident occurs, an incident report must be filed.

FORMS YOU WILL BE USING

Each Campmaster will or may need to use the following forms located at the back of this guidebook:

- **Check-In and Checkout Form:** Used for any group with site or facility reservations and must be signed by unit leader and Senior Patrol Leader upon arrival and departure. This form only will be completed if an issue exists with the campsite or facility being used by the unit.
- **Incident Report:** Any time an unusual or emergency situation occurs. Please give as much document as much information as possible. (Examples: injuries, vandalism, theft, non-compliance with BSA, Council, or Camp Policies, etc.)
- **Camp Map:** A camp map should be given to units on arrival. Please note unique camp features, trails, facilities, property lines, etc.



OUTSTANDING CUSTOMER SERVICE

Many points of the Scout Oath and Law lead to providing great customer service. Being helpful, courteous, cheerful, and kind as well as helping other people at all times will go a long way, but much more needs to be considered. A Campmaster not only provides outstanding customer service but needs to do it in a way that leads to outstanding satisfaction. What a Campmaster needs to create is the “WOW Factor”. In other words, we want our customers to go home at the end of the weekend saying “Wow- what an awesome camp!” or “Wow-I just love Scouting!” How our customers are treated, and how well problems addressed will determine the overall impression of the camp, the council, and quite possibly Scouting overall. There’s a lot riding on this topic. We are depending on YOU to carry out the tradition of providing excellent customer service and delivering the “WOW Factor” to our campers and guests.

WHO ARE OUR CUSTOMERS? Certainly, the Scouts and leaders who visit and use our camp fit that name, but it also includes anyone who interacts with our camping property- whether a neighbor next-door, delivery driver, a sportsman asking for directions. A customer can be any non-Scouter, a parent dropping off their Scout for the first time, and even camp staff and council employees. As Campmasters you will have contact with any or all of the above. How well you interact with them will have a direct impact on not only their impression of the camps, but of the Southeast Louisiana Council, and Scouting overall.

WHAT ARE SOME OF THE “SERVICES” WE PROVIDE? Primarily, Campmasters are the “face” of the camp and council on any given weekend. Critical or key interactions include greeting and orientation, providing information and guidance, working with Scouters and Scouts to complete a service project and many more. **First impressions are important- you only get one chance at creating a good one.** Be Helpful, Courteous and Cheerful when dealing with our customers.

KEYS TO PROVIDING GREAT SERVICE:

- **Be VISIBLE, AVAILABLE, and APPROACHABLE.**
 - Wear your BSA Field uniform proudly and properly.
 - Greet and acknowledge everyone quickly. Use the ten-foot rule: Greet, wave, and acknowledge anyone within ten (10) feet of you. Shake their hand and make them feel welcome.
 - Keep the porch light lit and post a note on the door letting them know if you have gone out. Provide them with your phone number for emergencies.
 - Ask if there is anything you can do to make their trip better.
- **BE KNOWLEDGEABLE:** You will be looked upon as the “Resident Expert” by visitors, and you will be fielding a lot of questions. Here are some hints to help you “Be Prepared”.
 - Become familiar with major attractions and landmarks at each camp by getting out and hiking and exploring. Study the camp maps – learn locations of restrooms, latrines, water sources, trash dumpsters, etc.
 - Read over and become familiar with the emergency procedures and camping policies so that you can answer most questions without having to look at the book.
 - Never say “I Don’t Know” without adding “Let me find out and I will get back to you.”
- **TIMING IS EVERYTHING:** Be careful not to promise a specific timeline for solving a problem. For example, if you promise that you will “be right back” with some trash bags, you might get sidelined or distracted by another unit or issue that causes you to forget or be much later than you intended. It’s important to solve problems quickly, but more important to be realistic about how fast you can move. Under-Promise and Over-Deliver are good methods to use. Take into consideration: Do you know where the supplies are kept? Are they where they should be? How busy is camp? Do you have other promises to be kept?

If you make general promises such as “I will get it to you this afternoon” then you have some wiggle room. To over-deliver, make it a priority to get it done as soon as possible.

If you make a time-related promise and find that it won't work, communicate what is happening or why you cannot deliver on the promise. "I am sorry, but I am having trouble locating the trash bags, I am waiting for the Ranger to text me."

- **PROBLEM SOLVING:** For the most part, units are self-sufficient and don't need much from us. Occasionally there will be times when you get a knock on the door or a call on the phone to ask a question or in the worst case to report a problem. The Summer Camp staff is taught the LAST acronym for solving problems. This technique is a wonderful way to remember the steps of solving a customer's problems. The four words/steps are:
 - **LISTEN:** Make sure to carefully listen to the concern fully and completely--take notes if needed--but more importantly do not interrupt or go on the "defense". Practice the skills of active listening (such as leaning forward, making eye contact, nodding, and occasionally paraphrase what they have said)
 - **APOLOGIZE** (when necessary): Use empathy, and apologize for misunderstandings, miscommunications, and facility problems. Whatever the issue is, please avoid placing blame (aka: throwing someone under the bus) no matter whose fault it is – ours or the customer's.
 - **SOLVE:** By now you should have a clear picture of what went wrong, and the next step is to ask the customer "What can I do to help?" or "What can I do to fix this for you?". If the customer offers a solution that fits within policies, then come to a quick decision to accept that plan. If the solution is unreasonable or goes against policies, then use that as a starting point to negotiate a solution on which everyone can agree. Customers are always happier when they get their problem addressed how they want, rather than us telling them how it will be handled. If you need to negotiate and feel that you need some "back-up" please feel free to call Camp Ranger for assistance.
 - **THANK:** The last step is to thank them. "Thanks for bringing this to my attention." Or "Thanks for your patience/understanding/cooperation" and then follow up with "Is there anything else I can do for you?"

RULES ENFORCEMENT

Campmasters will be called upon from time to time to enforce the rules. In some cases, it will be a matter of oversight or forgetfulness, but, occasionally, it will be completely intentional. How you handle the situation can make or break the unit's opinion of our camp and our council.

Salmen Scout Reservation/Camp V-Bar operates under the same set of rules that have been adopted by the Council Properties and Camping and Outdoor Committees, and in some cases the Executive Board. Additionally, the council must follow BSA National Camp Accreditation Program (NCAP) standards and policies outlined in the Guide to Safe Scouting. These standards and policies ensure the safety of our guests as well as to protect the properties from damage and neglect. The Southeast Louisiana Council has invested in its properties and equipment, and all of us share in the responsibility to provide good stewardship and leadership.

"RED" & "BLUE" RULES: The BSA maintains two types of rules applicable to council properties:

- Red Rules address Health and Safety (such as policies found in the *Guide to Safe Scouting*) and include state and local laws and codes. These rules *must* be followed and enforced--after all, a Scout is Obedient. Examples include no riding in the back of trucks and trailers, no alcohol or drugs possession or use on camp property, and no swimming without permission and qualified supervision.
- Blue Rules may be susceptible to being relaxed under certain circumstances and generally do not fall under any laws or otherwise impact health and safety. Time may exist when these rules need to be waived to accommodate groups or individuals. An example includes no parking at campsites or cabins necessary to accommodate a disabled individual. If in doubt, make a phone call. If a rule is "bent," notify the Ranger so he does not accidentally override your attempt at customer service.

EFFECTIVE ENFORCEMENT: When checking on any group or unit, one of the most important steps will be to review the camp rules and have the leader sign the check-in form, which acknowledges reading and understanding the rules. When units reserve camp facilities, the unit leader and/or the person making the reservation receives via e-mail a copy of the rules. Thus, if properly followed, it will provide at

least two opportunities for the leadership in charge to be made aware of our Council's expectations.

- **VISITING UNITS:** Periodically visit units throughout the weekend to be visible and to ask if the unit needs anything. These visits also a good time to remind the unit of any rules that you notice not being followed. (for example, vehicles still parked all over the site, no axe yard, etc.)
- **IF YOU SEE SOMETHING, SAY SOMETHING:** If you notice wrongful activity, you should address it as soon as possible.
 - It is best to address problems directly with the leader in charge, away from the rest of the group. This method helps to avoid embarrassment, and negative confrontation.
 - If it's a youth (or several) causing the issue, tell them to stop the activity and ask to speak with the unit leader or responsible adult. It is better to allow units to handle discipline on their own.
- **"THE RANGER TOLD ME IT WAS OKAY"--**A Scout is Trustworthy, however there are times when Ronald Reagan's words ring true: "Trust but verify!" If in doubt, check it out.
- **IF YOU ARE IGNORED OR WORSE-** If the problem or situation is not corrected in a timely manner, remind the person in charge that "A Scout is Obedient" and that the rules must be followed for a reason. If they give pushback or refuse to comply, contact the Ranger or Council Professional for further instruction.
- Never get into a physical or verbal fight- especially in front of the youth. Remain calm and contact the Camp Ranger or council professional staff for further instruction.
- The Camp Ranger has the authority to evict units, groups, and individuals from the property. Remind them that if you have to make the call, removal may be the outcome.
- Obtain names and fill out an incident report with as much information as possible. This process allows the opportunity to follow up with the unit and figure out exactly what went wrong.

HOW MUCH AUTHORITY DOES A CAMPMASTER HAVE? The bottom line is that the Campmaster and Camp Ranger are quite literally the “face” of the camp and council. For many of our customers, the Campmaster may be the only council representatives that they will interact with on their trip.

The Scouts and units that visit our camps are quite literally the reason for our being here. Without a good facility or camping program, Scouts will lose interest, or units will look elsewhere for fulfillment. We must do everything we can to make sure their experience is a positive one and keep them engaged and wanting to return.

If you are ever in doubt about what to do, or how to proceed, don't hesitate to make a call.

CAMPMASTER'S WEEKEND INSTRUCTIONS

PRIOR TO SERVING FOR A CAMPMASTER WEEKEND:

Contact the Camp Ranger by telephone or e-mail for information and any special instructions for registered units or groups. Occasionally, a unit or group may cancel or no campers register for the weekend. The Camp Rangers will notify the scheduled Campmaster and give the option of cancelling. If the Camp Ranger will not be on the property for the weekend, he will give instructions on where to find the keys, cashbox, check-in forms and other information you may need.

FRIDAY CHECK-IN

- Units typically begin to arrive after 6:30 pm. Please give yourself enough time to get settled into the cabin prior to their arrival. If this is not possible, arrangements must be made with the Rangers to cover until you arrive.
- Upon arrival, let the Ranger know you are on property.
- Check and clear any buildings or facilities that are needed for the weekend. (Many times, this is already done for you.)
- Check-in at your Campmaster cabin and await the arrival of units.
- Check-in units (see forms enclosed for complete procedure). Be sure the forms are filled out completely.
- While checking in units:
 - ✓ Review Camp Rules found on back of check-in form.
 - ✓ Exchange cell phone numbers. Tell units (and show them if needed) where to find you in the event of an emergency.
 - ✓ Give instructions to each unit for any special considerations for the weekend. (For example, burn bans, weather concerns, closed or off-limits areas, etc.)
 - ✓ Inform unit leaders trash must be bagged and taken to the dumpsters.
 - ✓ Provide any special instructions pertaining to lodge use.
 - ✓ Inquire as to checkout time and write it down on check-in form.
 - ✓ Offer each unit the opportunity to work on a camp project.
 - ✓ Provide a camp map if needed.
 - ✓ Ask if the unit will be leaving the property at all during the weekend and remind them to check out/in with you.
 - ✓ Answer any questions.

- Offer to escort the unit to its campsite or building (if needed...especially for units making a first visit). Leave a note on the door for others while you are gone.
- Contact any unit that may have arrived prior to your arrival and cover check-in procedures with them.
- Most units will advise us of their arrival time. If a unit is extremely late or has not been checked in, call the contact to find out if the unit still plans on coming and when you can expect them.
- Check in with units before heading to bed.
- Settle into your cabin for the night and RELAX!!!!

SATURDAY

- Visit each unit and ask if they have any questions or needs. Offer a tour of the camp, bring extra copies of maps just in case.
- If you observe any rules not being followed, remind the person in charge about it.
- Facilitate pre-arranged service projects and get tools and materials out if needed.
- Handle any problems/requests that may arise.
- Check in with units at least three times a day.
- Re-secure any buildings or program areas not being used.
- The rest of the day and night should be yours, ENJOY.

SUNDAY

- Check the units out preferably at scheduled times. If you must leave before the last unit checks out, please notify the Ranger.
- Perform a walk-through of the campsite/cabin with the unit leader and/or Senior Patrol Leader, check for lost and found items, turn off lights, ensure fires out and cold, litter picked up, all tools in place, fireplaces closed, etc.
- Please be sure to look for any damage to the surrounding area such as broken or moved platforms, extra fire rings, fresh cutting of live standing trees, relocation of picnic tables, etc.
- After being satisfied that everything looks good, have the unit leader and Senior Patrol Leader sign the check-out form. If you find damage, note it at the bottom of the form before having it signed.
- Remind the unit to dispose of trash at the dumpster. DO NOT ALLOW THE UNIT TO LEAVE IT IN THE CAMPSITE.

- ASK THE UNIT LEADERS WHERE THEY GO TO SUMMER CAMP!! Make sure to get contact information if interested in returning to Camp V-Bar for Summer Camp and direct them to the Council website.
- THANK THEM for coming to camp and ask them to come back.
- Perform the following chores so that the cabin will be clean and comfortable for the next Campmaster to use. Cleaning supplies and tools are kept in the lodge. Please notify the Ranger if anything needs restocked or is missing.
- Please keep kitchen areas clean and sanitary. Don't forget to clean the refrigerator and take unused food home. Take personal garbage to the dumpster.
- Please wash, dry, and put away any dishes, pots or pans that you may have used. If anything gets broken, notify the Ranger so it can be replaced in time for next weekend.
- Bathroom areas must be kept free of mildew. Please clean sinks, toilets, showers, and floors with the provided materials.
- Please sweep the floors.
- Please make sure all lights and appliances are off, thermostat turned back, fires out, and doors locked.
- Turn all paperwork back to the Ranger. Return the Campmaster bin and keys in the Campmaster locker at the maintenance building. Leave a note about any maintenance issues that you found over the weekend or any other concerns that the Ranger needs to address before the next groups arrive.

SOUTHEAST LOUISIANA COUNCIL BSA CAMPING GUIDELINES

The Outdoor Code:

All campers should live by the Outdoor Code. Please don't cut down, or damage, in any way, live trees. They will become infected. Make sure any open fires are in the properly designated fire area. Please be sure that your Scouts know and understand the importance of caring for nature as well as camp property.

*The 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.*

A Scout is Clean:

You are expected to keep your campsite, latrine, shower facility, and washstand clean. If you need any special maintenance, please report it immediately to camp administration. We will see to it as soon as possible. Toilet tissue will be distributed through the camp Quartermaster. We appreciate your cooperation.

Fishing:

Because of the large range of bank area near the lake, and no supervision except in the Waterfront Area, fishing will be allowed only under the "Buddy System." Scouts are encouraged to enjoy the Joe Domino Fishing Pier.

Firearms, Ammunition, Bows, Arrows and Weapons:

Personal rifles, firearms, ammunition, bows, arrows, and other weapons are NOT ALLOWED in camp. Only those supplied by the camp are permitted, and only in a designated area. Any exceptions MUST be arranged prior to arriving in camp with the Scout Executive and Camp Ranger.

Alcohol, Illegal Drugs and / or Stimulants:

The use of alcohol, illegal drugs, and/or stimulants on Boy Scout property has long been prohibited. This policy will be strictly enforced for all those who use our camp facility. We will enforce all local, state, and federal laws in these matters.

Smoking or Use of Tobacco Products in Camp:

BSA National Scouting policies prohibit anyone under the age of 18 to smoke or use tobacco products. Leaders who smoke, must do so out-of-sight of youth. Proper “field stripping” and disposal of butts should be done in proper receptacles. BSA National standards require every Scout camp to have a designated smoking area. Camp V-Bar’s designated smoking area is the corral behind the Dining Hall.

Fire and Emergency Alarms:

The fire and emergency alarm system should be explained to each unit leader upon arrival at camp. Fire protection equipment is to be manned only by members of the camp staff under the supervision of an adult staff member. Scouts should not remove any firefighting equipment or fight any fire themselves. Each unit should follow the procedures in the Unit Fireguard Chart plan.

Liquid and LP Fuel:

The use of liquid fuels (white gas (Coleman fuel); kerosene; liquefied petroleum gas fuels, including propane, butane, and isobutene; vegetable oil fuels; biodiesel fuel; and commercially prepared gelled-alcohol fuel in original containers) and liquid fuel equipment in camp is allowed but should be handled at all times by properly-trained adult leaders because of the hazards involved in storage, handling, filling, and lighting of such equipment. Under no circumstances shall flames of any kind be carried into or used in tents. Empty liquid petroleum cylinders should be returned home. They can explode when heated, and, therefore, must never be put in fireplaces or trashcans. For safety reasons, youth must not be involved in the handling of or the lighting of stoves and/or lanterns. Propane is recommended. Chemical fuels not recommended—unleaded gasoline; liquid alcohol fuels, including isopropyl alcohol, denatured ethyl alcohol, and ethanol; and other flammable chemicals that are not in accordance with the manufacturer’s instructions for chemical-fueled equipment.

Pets:

NO PETS of any type are allowed in camp.

Fireworks:

NO FIREWORKS are allowed at Camp V-Bar unless done by an authorized, bonded user for arena show purposes. Personal usage is not allowed. NO EXCEPTIONS!!!

Taps / Quiet Hours:

Taps occurs at 10:30 pm. All campers are expected to be in their campsites by that time. Unit activities such as night hikes, astronomy, etc. will be allowed as exceptions. Reveille is 6:00 am.

Laser Pointers:

Laser pointers are not allowed at camp.

Kitchen:

The kitchen area is off limits for all except Dining Hall personnel. If anything is needed from the kitchen, please ask the Camp Ranger.

Transportation:

Each unit is responsible for safe transportation to and from camp. Units are responsible for ensuring that all vehicles used are covered by sufficient liability and property damage insurance. A reminder that the transportation of Scouts in "Open Pickup Trucks" is against all National Health & Safety Policies and is also against common good judgment.

Speed Limit:

The speed limit in camp is 15 mph. Please ensure compliance with this requirement for the safety of our Scouts and Scouters.

Troop Trailers:

Trailers may be taken into and remain in the camping area. Tow vehicle may remain in camp as long as it is connected to the trailer. If the tow vehicle is disconnected from the trailer, it must be parked in the parking areas.

Parking:

Parking will be in the lot to the left prior to entering camp. Vehicles are permitted on camp roads only for the purpose of unloading and loading. Please take great care when on these roads. Immediately following unloading, please remove all vehicles to the designated long term parking lot outside the main gate of camp and the Brownsea field area on the back side of camp as quickly as possible. No vehicles should return to the campsite until after closing.

SOUTHEAST LOUISIANA COUNCIL

BSA SITE USAGE

Tenting

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately.
- Spouses may share tents.

Lodging/Cabin Accommodations

Whenever possible, separate cabins or lodging should be provided for male and female adults as well as for male and female youth. Where separate accommodation cannot be provided due to group size or limited availability, modifications may be made. Where completely separate accommodations are not available, additional supervision is required.

If adults and youth of the same gender occupy single-room accommodations, there must be a minimum of two adults and four youth, with all adults being Youth Protection trained. Physical separation by other means, including temporary barriers or space, should be used only when no other arrangements are possible.

AQUATIC PROGRAMS

Swimming

The Pool at Camp is available to reserve. Use of the pool is only subject to the approval of the Council Program Director. A fee for the use of the pool will be charged, and the unit must meet all requirements of the Safe Swim Defense Plan, including qualified supervision. To use the lake for swimming, a reservation is required, and all safe swim defense rules must be followed. A BSA certified lifeguard is required as well.

Canoes and Rowboats

At camp, the canoes and rowboats can be used on the lake in the camp with prior arrangements and with proper leadership (Safe Swim Defense Plan and Safety Afloat programs must be completed and followed). A nominal fee will be charged for their use. This will be noted on the reservation form.

COPE AND CLIMBING PROGRAM

The COPE course and Climbing Tower only will be available at camp with prior reservations through the Southeast Louisiana Council office. Sometimes groups (both Scouting and non-Scouting) may reserve the course and not stay for the weekend. The Camp Ranger will notify you if the COPE Course or Climbing Tower will be open. A copy of the rental agreement will be provided for your records. Please be aware of the following:

- COPE/Climbing Instructors will be contracted by the Council and must be onsite while program occurs. DO NOT UNLOCK ANY PROGRAM FACILITIES AHEAD OF TIME.
- The Camp Ranger will provide a key for you to give access to the instructor.
- Instructors will be responsible for collecting any necessary paperwork (Hold-Harmless agreements) from participants and set-up / tear-down and storage of equipment.
- Persons with "Climb-On Safely" training are not qualified to run the area. They may assist the COPE/Climbing Director.
- Do not loan out any of the COPE or Climbing equipment (including ropes); they are very expensive and must be logged and inspected before and after each use by trained personnel.
- DO NOT LET ANYONE USE THESE FACILITIES WITHOUT PRIOR APPROVAL OF THE COUNCIL.

RANGE & TARGET ACTIVITIES

Due to insurance and liability reasons, no weapons of any kind may be brought onto camp property. Prior approval must be secured from the Range Master. Proof of instructor certification must be provided prior to giving access to equipment and ranges. If either of the ranges are to be used, the Camp Ranger will coordinate the access and delivery of equipment (rifles, bows, safety equipment) between Campmaster and instructor.

Rifle/Shotgun Range

Use of the range at camp is available under properly certified supervision (certified NRA Instructor and 21 years of age). Use of camp supplied equipment only, for a fee set by the Camping and Outdoor Committee. Equipment is to be returned cleaned or a deposit per gun will be forfeited. Groups provide their own targets and ammunition.

Archery Range

Only available to District or Council events under properly certified supervision (Certified NAA instructor 21 or older). Use of camp supplied equipment only, for a fee set by the Camping Committee. Groups are financially responsible for any damage incurred.

DINING HALL AND KITCHEN

The Dining Hall and kitchen facilities are available for use by District/Council events or special approved functions and are available pending some restrictions throughout the year.

Due to the expense of operation and the high investment in equipment, only those persons who have been trained and authorized by the Camp Ranger may use the kitchen equipment. Cooking equipment (utensils, pots, pans, etc. are not available to units).

Serve Safe Manager Training (or Cooking for Crowds) is required for any group using camp kitchen facilities.

The Camp Ranger must train the person in charge of the use equipment, conduct a walk-through of the facility, and review rules and expectations prior to event.

A cleaning Deposit of \$250 must be pre-paid with the contract for use of kitchen.

Special check-out procedures exist to ensure cleanliness of the Dining Hall and kitchen after the event.

Certain amounts of food and supplies are inventoried and stored in the commissary. These items are many times earmarked or stored for district or council events and are not to be used for personal consumption or to be given to units. Groups using these facilities remain responsible for providing their own supplies and food items.

Occupancy Permit and State Health Laws do not allow sleeping anywhere in the Dining Hall building including the commissary area.

EMERGENCY PROCEDURES IN CAMP

The best defense against any emergency is preparedness. Being prepared, understanding the policies and practices governing our actions is one of the most important responsibilities of a Campmaster. The Health, Safety and wellbeing of each camper is our primary concern.

In an emergency, the first step (after calling 911) is to notify the Camp Ranger. If he is not on the property, you should notify the designated emergency contact, or Scout Executive. The second step is to ensure the safety of all the campers. Keep them out of harm's way. Get help and cooperation from other adults in camp for traffic control, directing emergency personnel to the scene. You or someone should remain close to a phone until the situation is resolved. Radios are always charged and ready to go into the camp offices. Document everything in an Incident Report.

Media Contact: Understandably, your first reaction will be to try and be as helpful by providing as much information as possible. You can be even more helpful to the situation by referring all questions to the proper people. Sometimes individual opinions get in the way of facts, which in today's litigious society can prove detrimental to both you, and to all parties involved in the situation.

In Emergency situations, Campmasters, campers and leaders should not contact or allow themselves to be interviewed by the media. In these instances, the Camp Ranger or Scout Executive is the only designated spokesperson. This policy ensures accurate portrayal of the policies and viewpoints of the BSA and the Council, keeps unfounded rumors to a minimum, and eliminates unnecessary worry of parents and the public.

Cooperation with Local Officials/Law Enforcement: It should go without saying that we want to be good citizens and cooperate fully with any investigations by answering all questions openly and honestly. Avoid injecting individual opinions and hearsay- in other words just stick to what you know to be factual.

Lost Camper(s): When a person is reported as "missing", all members of the unit should report to the campsite and the Camp Ranger should be notified. Sound the emergency siren in the Administration Building Determine where the lost camper(s) was last seen and check that area thoroughly. Verify with unit leader that he/she has not checked out of camp and check the waterfront and restroom areas

thoroughly. Check all tents in the unit's campsite. Ask other units in camp to verify their head count. If not yet found, the Campmaster will call the Ranger and the Scout Exec. The Ranger or Scout Exec will contact law enforcement/search and rescue.

Fire: Report any fire to the Camp Ranger. Fire extinguishers are located near the exits in every building in our camps- if the fire cannot be safely or easily extinguished that way, CALL 911 IMMEDIATELY. If it is a serious fire such as a building, vehicle or wildfire CALL 911. At no time is a Campmaster, Scout or Scouter expected to risk life or injury by fighting a fire.

Drowning/Fatality/Major Accident: CALL 911 IMMEDIATELY. Notify the Camp Ranger and Scout Executive immediately after calling 911.

Severe Storms: The Campmaster or Camp Ranger warns all units in camp. In the event of a severe storm, campers will be advised to go to the Dining hall. All unit leaders will perform a head count upon arrival and report this to the Campmaster. Keep campers away from windows.

Lightning: The waterfront and pool must be evacuated of all campers from the water, and the area will remain closed until the storm has passed. Stay away from open areas and avoid touching metal objects such as tent poles.

Extreme Temperature: When temperatures reach extreme high or low temperatures, advise unit leaders of temperature, wind chill factor, and projected forecast if known. In some instances, it may be in the best interest of the scouts to end their activity early. Watch for heat exhaustion, hypothermia, frostbite, sunstroke, etc.... Clothing Dryers are available at both camps if needed.

Mass Illness: Notify the Camp Ranger who will contact 911 or proper medical personnel who will provide directions.

Flood: Campers will be directed to remain on high ground and stay away from water. The Camp Ranger will notify the Scout Executive.

Earthquake: Contact the Camp Ranger, then assist campers in moving to a safer area away from buildings, power lines, lakes, and downstream areas. The center of an open area is best. Everyone will be instructed to sit down, putting their head between their knees with their hands and arms crossed over their head.

Hazardous Material Spill: Report spills to the Camp Ranger who will call 911 to get the local hazardous material crew to the scene along with the local fire company and ambulance. Everyone in direct line of the spill will be evacuated to a safe site. The same applies to everyone down-wind. The surrounding area will be cleared of personnel for at least 200 yards.

Blood Borne Pathogens: Always avoid contact with blood or other body fluids of another person and wash your hands after any direct contact with these fluids. If exposed, wash the exposed area immediately and report the incident to the Camp Ranger. A surface area or equipment contaminated with blood or body fluids must be washed with detergent and water as well as a 10:1 Water/Bleach solution.

Contact With Wildlife: If you encounter an animal that is behaving strangely, (staggering, lying still -not trying to flee, seems sickly, foaming at the mouth, etc.) IMMEDIATELY REPORT IT TO THE CAMP RANGER. DO NOT ATTEMPT TO PICK UP OR TOUCH THE ANIMAL. Certain animals that are nocturnal (seen only at night) may be seen during daylight hours, a possible indication of illness. If you are bitten or scratched by any wildlife immediately report it to the Camp Ranger and seek immediate medical treatment. Animals can carry serious diseases such as Rabies that must be treated as soon as possible. Never pick up or touch an animal that is injured or dead. You put yourself at great risk in doing so. Instead, report the incident to the Camp Ranger.

EMERGENCY MEDICAL TREATMENT

The Ranger is trained in First Aid response, and the Health Lodge maintains a stock of supplies and equipment including an AED. If a camper is treated by a Council employee or volunteer other than his unit leader, it must be recorded in the First Aid Logbook in the Health Lodge. An incident report is also required.

If a camper has an accident and must leave camp for medical attention, send an adult with the youth, ensure two-deep leadership is in place and assure that adequate adult leadership is available for the rest of the unit. (If going by ambulance, then attendant(s) qualify as additional adults for two-deep coverage.)

- **Southeast Louisiana COUNCIL UNITS:** The unit should send an insurance form along to the treatment center or hospital with the unit leader. Make sure that the unit leader has the opportunity to properly notify the parent or guardian of the scout. Fill out an Incident Report with as much detail as possible.
- **OUT-OF-COUNCIL UNITS:** Help with directions to nearest medical facility. Out-of-Council units are not covered under the Southeast Louisiana Council's insurance policy. They should have their own information with them- do not issue one of our council forms.
- **NON-SCOUTING GROUPS:** Help with directions to nearest medical facility. Non-Scouting groups are not covered under the Southeast Louisiana Council's insurance policy. They should have their own information with them- do not issue one of our council forms.

Should the Campmaster have to leave due to an emergency, the Ranger, Council Executive or Campmaster Chair must be contacted. The Camp should never be left unattended.

YOUTH PROTECTION REPORTING PROCEDURES

Mandatory Report of Child Abuse

All persons involved in Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. You may not abdicate this reporting responsibility to any other person.

Reporting Violations of BSA Youth Protection Policies

If you think any of the BSA's Youth Protection policies have been violated, including those described within Scouting's Barriers to Abuse, you must notify your local council Scout Executive or his/her designee so appropriate action can be taken for the safety of our Scouts.

Steps to Reporting Child Abuse

1. Ensure the child is in a safe environment.
2. In cases of child abuse injury or medical emergencies, call 911 immediately.
3. In addition, if the suspected abuse occurred in the Scout's home or family, you are required by state law to immediately report/contact the local child abuse hotline.
4. Notify the Scout executive or his/her designee; if he/she cannot be reached, then call the 24/7 Scouts First Helpline at 1-844-726-8871 or e-mail, scoutsfirst@scouting.org.

Scouts First Helpline

- As part of its "Scouts First" approach to the protection and safety of youth, the BSA has established a dedicated 24-hour helpline to receive reports of known or suspected abuse or behavior that might put a youth at risk.
1-844-SCOUTS1 (1-844-726-8871)
- If immediate assistance is needed in the handling of a sexual abuse allegation, contact Scouts First Helpline (1-844-SCOUTS1).

If someone is at immediate risk of harm, always call 911.

Camp V-Bar | Salmen Scout Reservation

Campsite Inspection Sheet

Unit #: _____ / Campsite: _____ Date: _____

Check the overall condition of the campsite/facility, including any damaged
areas/flora/fauna/structures

Camp Sites/Facilities

1. Check bathrooms for operations/TP/lights
2. Check that water works at basin
3. Check that site is neat
4. Notate any discrepancies below:

Campmaster: _____

Campmaster Incident Report

Campmaster: _____ Date Time: _____
Unit(s) _____
Involved: _____ Short Description.: _____

INCIDENT INFORMATION

INCIDENT TYPE: _____

LOCATION: _____

SPECIFIC AREA OF LOCATION (*if applicable*): _____

INCIDENT DESCRIPTION

NAME / ROLE / CONTACT OF PARTIES INVOLVED

1. _____
2. _____
3. _____

NAME / ROLE / CONTACT OF WITNESSES

1. _____
2. _____
3. _____

POLICE REPORT FILED? _____ PRECINCT: _____
REPORTING OFFICER: _____ PHONE: _____

FOLLOW-UP ACTION

Camp V-Bar | Salmen Scout Reservation

Campmaster Operations

Arriving at camp

- Inform the Camp Ranger of your arrival.
- Obtain one plunger for each campsite that will be used and the Campmaster box from the maintenance building.
- Check all restricted areas to make sure to be properly secured.
- Obtain toilet paper and bring to campsites from inside Dining Hall closet.
- Verify the campsite bathroom and site to be clean and remedy if necessary.
- Make sure any areas that need to be unlocked are unlocked and any areas that need to be locked stay locked.
- Check campsite for broken items and photograph them before troop arrives. Also, look for rotting or decaying trees that could present a safety issue and, if you see anything of concern, notify the Camp Ranger.

Unit/Guest Activities

- When unit arrives on camp, lead them to the assigned site, review the rules and upcoming events.
- Explain prohibited areas.
- See remaining instructions in the Campmaster Guide.

Departing camp instructions

- Check camp for anything that may have broken.
- Return the plunger and any unused toilet paper to proper storage locations
- After troops leave, check campsites to ensure they didn't leave any important things behind and check to make sure you didn't leave anything behind
- Lock front main gate! (Leave the side gate open.)
- Inform the Camp Ranger when all the troops leave, and you depart camp.





Salmen Scout Reservation - Camp V-Bar



BOY SCOUTS OF AMERICA
SOUTHEAST LOUISIANA COUNCIL

