



Pipsico Scout Reservation Summer Camp Staff Manual Tidewater Council, BSA

(Updated May 25th, 2020)

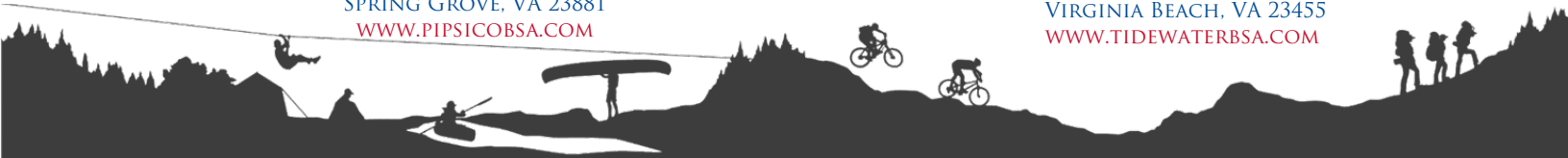
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Introduction

This Staff manual was prepared to help you to do your best as a Camp Staff member. You will want to become familiar with the techniques and information it presents. Here are a few ideas that might make it even more beneficial:

1. Before you arrive at camp, read the manual thoroughly. When Staff Week begins, we will assume that you have already read the manual and that you will be ready with questions on anything that is not clear. Be sure you are familiar with your particular responsibilities.
2. During Staff training, your manual will be an excellent resource book. It is important that you bring it to all training sessions during Staff week. Before each session, read the portion of the manual dealing with the matter to be discussed and have any questions ready that you think need answering. It will be assumed that you have already read the material in the manual, underlining and making notes as the discussions proceed to help make it more useful to you during the season.
3. During the summer, you will use your Staff Manual as a quick reference for answering questions put to you by Scouts and leaders. Just a moment of page turning can save many steps. Take time periodically to review the section of the manual that concerns your specific job. Study the suggested techniques and the purposes of each department. The Staff Manual will give you a view of the overall Camp operation.

This book does not have all the answers, but it may make the search easier.

The Purpose of the Council Summer Camp

The Camp, or Scout Reservation, is Scouting's outdoor educational center. Its purpose is to provide facilities and leadership for training units in the outdoor program activities and in the "Scout" method of operation. The Camp is the laboratory of Scouting where the Council Camp leaders, the unit leaders (adult and junior leaders), and the Scouts work together to learn the best that Scouting can offer in developing better units, qualified Scouters, and skillful, self-reliant young men and women. The Camp should also be a practical demonstration area for the best conservation practices.

Employment Agreement

You have signed a Camp Staff Employment Agreement with the Tidewater Council for the summer camping season at Camp Lions, Pipsico Scout Reservation. It is **your** responsibility to have all the required documentation for your position into the Council Service Center by the date specified in your contract. The Council and Camp Management will be firm in requiring adherence to the rules and regulations. Failure to comply with the rules and regulations will result in a reprimand and/or dismissal. If you are under 18 years of age, please make sure that your parents are familiar with the provisions as set forth in your employment agreement.

Compensation and Check Issue Schedule

Your compensation has been computed on numerous factors, including but not limited to:

- (1) Camp attendance by paying customers.
- (2) Your employment for the agreed upon summer resident camp periods;
- (3) Your anticipated work performance/skill set;
- (4) Your previous camp staff performance; and
- (5) Your Scouting knowledge and experience relative to the summer camp program.

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Your compensation amount is between you and the council and will not be communicated to other staff members or individuals. Your compensation may only be discussed with your family. A full day's pay will be deducted for each day or part of a day you are absent from camp without prior approval from the Camp Director, except for regular time off. (See "Time Off" section on page 8). Pay Cards will be distributed by the Camp Director at the start of your employment. The cards will be loaded on the 15th and 30th of each month. on the Saturday following 30th and the 15th of the month. There will be **NO** cash advances from any camp Petty Cash fund. Your contract is by week, which is 6 days of work. Sunday is .75 of a day and Saturday is .25 of a day.

Position Description

A position description for your staff position will be made available to you. The position description simply states your individual primary camp job and related responsibilities. Should you at any time wish to discuss these job responsibilities, please contact the Camp Director. Staff members whose position description requires a written close out report and/or inventory at the end of the camping season must submit their completed report and/or inventory before their final paycheck will be issued. The Close out Report and/or inventory deadline is 3 days before the end of your contract.

Arriving at and Departing from Camp

Arrival and departure times, and dates relative to your employment as a camp staff member are in your employment agreement. If a camp staff member must leave camp other than the required day off, permission must be secured from the staff member's Department/Area Director and the Camp Program Director or Camp Director. Once permission has been secured, the camp staff member must sign out upon departure from camp and sign back in upon return to camp. A check-out and check-in form will be located at the camp office and available 24 hours a day.

Transportation to and From Camp

Your transportation to and from summer camp is your responsibility. You may wish to contact other staff members in regard to arranging for transportation to camp. The Boy Scouts of America (BSA) requires drivers to be at least 18 years of age to transport other people.

Staff members under 18 years of age must submit the Drive/Ride form to the Camp Director prior to, or upon arrival at camp. Forms may be forwarded electronically as needed.

Your Mailing Address While at Camp

Your name
Pipsico Scout Reservation, Camp Lions
Attn: (Staff Member's Name)
57 Pipsico Road
Spring Grove, VA 23881

Incoming mail is brought to the Burton Center by the Ranger; check the "Staff Mailbox". Outgoing mail is to be brought to the Burton Center and placed in the area labeled "Outgoing Mail".

Telephone

The camp telephone number is (757) 219-2006

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The camp telephone is for camp business use only. Incoming messages will be left for camp staff members at the camp office. The camp office telephone and Camp Ranger's telephone are not to be used by camp staff members or campers without the permission of the Camp Director or Business Manager.

Cell phones may or may not get reception at camp. Cell phones have been successfully used for communications between various program areas of camp. Staff should be reminded that our primary purpose at camp is to provide program for our campers, not to visit on the phone. Use your phone discreetly! Cell phones are not to be used for harassment of any person nor to take inappropriate photographs. Remember to practice good Youth Protection Training (YPT).

Physical Examination Required

A valid BSA health history form (Parts A, B, & C) must be submitted prior to arrival at camp. This form includes a physical exam (Part C) by a doctor. Check your forms for expiration dates as they expire one year (end of the month) from date signed). A parent or guardian must attest to the validity of the health history and physical examination for those less than 18 years of age.

Employment cannot begin until properly completed health and medical forms are submitted and on file with the Camp Health Officer. If you report to camp without having completed these, you will be required to do so *immediately* at your own expense and time. You cannot be paid until this requirement is completed.

Camp Staff Uniform

The Field Uniform (unofficially referred to as "Class A Uniform") listed above is the official camp staff uniform. It is expected that each staff member will have at least one (1) full uniform for camp, with additional socks and shorts/pants as appropriate. All staff members will wear the full field uniform for flag lowering ceremonies, evening meals, campfires and other occasions as deemed appropriate by the Camp Director. Camp polo shirt (issued to staff) will be worn for check-in/ out.

The Activity uniform listed above will be worn during the day's activities, unless wearing the uniform would not be appropriate for performing the staff member's assigned duties (i.e.: aquatics department staff). James River Adventure Base Staff will have a separate "Activity Uniform" determined by the High Adventure Director and the Camp Director.

Cooks and medical staff will provide and wear clothing to conform to the requirements of the Commonwealth and County Boards of Health.

Staff members will be in complete neat and proper official camp staff uniform at all times while "on duty" unless as noted above or other apparel is specified by the Camp Director. "Off duty" staff will wear the appropriate uniform if they eat in the Dining Hall. "Off duty" attire will be limited to staff areas, direct travel routes to "off duty" areas and "off duty" areas. In other words, staff does not wander the camp while not in official uniform. **Note: appropriate footwear is required at all times while on the reservation.**

Insignia

Insignia on Field uniform shirts shall conform to standards published in the latest Insignia Guide. Silver shoulder loops should be worn while employed as camp staff.

Personal Equipment & Gear

Required

- Lockable footlocker/camp box
- Bed sheets, blankets & pillow(s)
- Personal hygiene/toiletries gear
- Canteen/water bottle
- Field Uniform (“Class A”)- See Below
- Laundry bag/hamper
- Undergarments for the week
- Rain gear
- Extra footwear (appropriate for camp)
- Official uniform socks (minimum 4 pair)
- Sunblock
- Insect repellent (non-aerosol)
- Cool weather jacket
- Appropriate sleepwear
- Swimsuit
- Towels
- Shower shoes

Optional

- Sewing kit (for repairs)
- Spending money
- Bible/prayer book
- Envelopes/stationary
- Pens/pencils
- Camera
- Pocket knife
- Compass
- Clothes hangars
- Sleeping bag
- Sleeping pad (for overnights)
- Scout handbook
- Watch
- Civilian clothes (for time off)
- Games for (time off)
- Appropriate reading material (for time off)
- Alarm Clock (battery operated)

Camp Staff Uniform

Field Uniform (“Class A”)

- BSA Uniform short-sleeve shirt (tan)
- BSA Uniform shorts/pants (green)
- BSA Uniform belt w/ buckle (green)
- BSA Uniform socks (green)
- Silver shoulder loops
- Council shoulder & world crest patches
- Lodge flap (if registered member of OA)
- Appropriate closed-toe footwear

Activity Uniform (“Class B”)

- Camp staff t-shirt
- BSA Uniform shorts/pants (green)
- BSA Uniform belt w/ buckle (green)
- BSA Uniform socks (green)
- Appropriate closed-toe footwear

Venturing Uniform (option)

- BSA Uniform short-sleeve shirt (green)
- BSA Uniform shorts/pants (grey)
- BSA Uniform belt w/ buckle (black)
- BSA Uniform socks (grey)
- Silver shoulder loops
- Council shoulder & world crest patches
- Lodge flap (if registered member of OA)
- Appropriate closed-toe footwear

Venturing Activity Uniform (option)

- Camp staff t-shirt
- BSA Uniform shorts/pants (grey)
- BSA Uniform belt w/ buckle (black)
- BSA Uniform socks (grey)
- Appropriate closed-toe footwear

Similar requirements as above apply to for Sea Scout Uniforms.

May, June, and July- Camp Staff receives employee discount on the uniform items at the Tidewater Council Scout Shop.

Training

So that each staff member may be well equipped with the necessary skills for their camp assignment and overall camp program participation, a training program has been prepared. It is important that every staff member fully understands the camping policies and objectives of the Boy Scouts of America and the Tidewater Council for the summer camping season. Training will be conducted during the months and weeks prior to the beginning of the published summer camp dates for Boy Scout and Cub Scout resident camps. Most specifically, one or two pre-season meetings may be held.

Camp Staff Training Week will be held as part of the condition for employment. Staff members must arrive in camp prepared with a practical knowledge of the skills they will need for their staff position. Therefore, each staff member should study and properly practice the skills and materials related to their assigned area. Staff members are responsible for improving their skill proficiency level and ability to counsel others. If a staff member is not comfortable with his/her skill level for a certain activity/merit badge session, he/she should confer with his/her director and/or the Program Director.

Advancement Record Keeping

Each Area Director, Staff Member and Counselor in Training must be aware of the importance of accurate in-camp advancement record keeping. The Scouts that come to camp and participate in the activity/merit badge counseling sessions expect to get good training and hands-on experience. They also put their trust in the Camp Staff to keep track of what they accomplish in each of the sessions they attend.

Use of the tracking sheet will be covered in staff training. Ask your Area Director if you have any questions on this form. Not only will it help staff members keep accurate merit badge records but, when displayed, it will provide the unit leader with a daily update of what the Scouts from his unit have been and are doing – or not doing. The merit badge tracking sheets must be kept up-to-date daily.

Each week the Area Directors will obtain tracking sheets for merit badges taught in their department. These sheets are printed Sunday night from the online Merit Badge Registration System. Counselors will enter their name on the merit badge sheet. The staff member counseling the merit badge will enter a check mark in the appropriate box to indicate when the Scout has completed a requirement. Use a ball point pen only; do not use a felt pen or pencil. Blue Cards must match the tracking sheet.

Punctuality

Staff members will be expected to be punctual – **ON TIME** – for meals, chapel, flag ceremonies, staff meetings, counseling periods, camp wide functions, and appointments with campers (youth and adult) and other staff members. If you say you're going to be somewhere at a certain time – be there. Being consistently late is nothing but a bad habit and shows little consideration for the other person(s) involved. Staff members are expected to act in a professional and respectful manner at all times. A watch is highly recommended.

Department or Area Management

The management of the dining hall, pool, waterfront, health lodge, trading post, shooting sports, etc. is placed in the hands of responsible directors. It is important that all staff members observe the regulations of each department or area in camp. Program materials are for paying customers and the abundance of materials does not constitute waste on the part of the staff.

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Staff Meetings

From time to time throughout the summer camp season there will be staff meetings called by the Camp Director and/or Camp Program Director. Some will be strictly business, others pleasure, such as “staff get together”, and some a combination of the two. Please be prompt for all such meetings.

Suggestions/Innovations

The camp, its programs and the council want the benefit of all your abilities and insights. Although your primary job responsibilities are your first concern, be alert to other ways that your particular interests and talents can enrich the “Camp Lions Experience” for campers and other staff members. If you see ways the camp operations can be improved or a more efficient way something can be done, we encourage you to make suggestions. Remember, a written suggestion would be better than just telling someone.

Grievances

Any personality conflicts or other conflicts between staff personnel will be handled by the director of the area where the difficulty occurs. If satisfaction cannot be found there, then the grievance should be taken up the chain of command. The Camp Director maintains an open-door policy.

Social Interests

During the camp season, social interests or personal pursuits MUST NOT interfere with camp work, a staff member’s job performance and/or the overall success of the camp or its program delivery.

Visitors

Visitors are people who are not a member of the camp staff or a current camp period youth or adult campers. All visitors will be issued a Visitor Pass and must wear it where it can be seen at all times.

Visitors are always welcome at camp during our normal program hours of 9 a.m. - 9 p.m. All visitors must sign in and sign out at the Camp Administration Office. Visitors shall not interfere with a staff member’s job performance and/or the overall delivery of the Camp program and its success. Female visitors or staff members are not allowed in the male staff quarters and male visitors or staff members are not allowed in the female staff quarters.

If a staff member suspects that someone is an unauthorized visitor or does not belong on camp property, the staff member is to report their suspicion to their Area director **immediately**.

Health and Safety

The main concern of every staff member must be the health and safety of those in camp. All accidents or injuries should be reported immediately to the appropriate Health Lodge personnel, no matter how minor, and then the Camp Director. If a camper’s action poses a safety threat, the staff member should take necessary steps to correct the situation. Always feel free to *discretely* point out any possible safety hazard to the Area Director, Camp Program Director or Camp Director.

Camper Discipline

The discipline of the campers of a unit in camp is the responsibility of the unit’s adult leadership in camp. Except to gain immediate control of a bodily injury or life-threatening situation, all discipline is left to the unit’s adult

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leader. In the case of a property damage situation, the staff member observing the situation is not to confront the perpetrator(s), but to report it immediately to an Area Director or the Camp Director or Camp Program Director.

All youth staff and campers are required the opportunity for 8 hours of sleep. Camp quiet hours are 11 pm to 7 am for everyone. Staff are expected to be in their quarters, ready for sleep at 11 pm.

With females as part of the program, staff are reminded that the Buddy System applies to two staff members of the same gender. If in a group of three or more, a minimum of two people must be the same gender. At no time should a female staff member be alone/ in private with a male staff member.

Personal Recreation

During a staff member's period of employment, the entire staff member's time is at the disposal of the camp. However, each day presents certain opportunities planned so as not to interfere with the campers' use of camp facilities and programs. Swimming, boating, canoeing, water skiing, climbing, archery, rifle or shotgun shooting by staff members will be only done at times which do not interfere with camper or unit programs and only with the approval of the Camp Program Director and Area Director. BSA rules for aquatics, climbing, or shooting will apply to all staff members. All staff members must use the buddy system and a buddy tag when in an aquatics program area.

Time Off

All staff members shall sign-out and sign-in at the Burton Center whenever they leave or return to camp --NO EXCEPTIONS! Staff will be told when to report to camp and must sign-in upon arrival. At the end of a camp week, staff will be told approximate departure time and any required duties prior to departure. Once staff living quarters have been assessed and approved for cleanliness, staff will sign-out when departing camp property.

Each program area is provided a night off. A schedule will be provided by the Camp or Program Director. Daily program goes till 5 pm. No staff member will short-change this last session of the day for evening off time. Staff are permitted to leave camp on their assigned night off and may depart no earlier than 5:20 pm. Staff are expected to return by 11 pm. Those returning on the 10:30 ferry from Williamsburg will have until 11:15 pm to be on camp property and signed back in at the Burton Center.

Staff needing additional time off that was not noted in their contracts must first ask their area director, then request permission from either the Camp or Program Director in writing.

All staff members are expected to leave camp on their day off. Staff members wishing to stay need to submit a written request to the Camp Director no later than 5 pm on the Wednesday prior to when they need to stay.

Staff Quarters

Adequate living quarters with cots/ bunks and mattresses will be provided for each staff member. It is expected that these quarters will be kept in a clean, livable condition. Cleaning supplies are available from the Camp Ranger or Commissioner staff. The Tidewater Council and BSA respect the privacy of employees, but living quarters may be entered during reasonable hours, when necessary, to provide efficient service repairs, improvements, maintenance, fire safety inspections, health and safety inspections, or to ensure compliance with BSA regulations. Staff members will be held responsible for damage to or defacement of, the staff living quarters, staff lounge, and staff shower facilities. It is recommended that staff members bring a lockable footlocker or other means of storage for personal items. Mini-frigs are not authorized in staff cabins. Use and placement of hammocks must be approved by the Ranger.

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Staff Lounge

The camp administration will provide an area for a staff lounge. This area will be for members of the camp staff only. It is off limits to youth and adult campers, and visitors. This is essential so as to insure privacy for the camp staff members and a place where they can relax. It will be every staff member's responsibility to keep the lounge area neat and clean. Abuse it, lose it. Please cooperate for the good of all.

Trading Post Operation

No personal charge accounts are permitted. Camp Staff members, other than the Trading Post staff, will be permitted only in the retail section of the building and not behind counters or in the storage area.

If a staff member needs any item(s) for use in their program/work area, they are to place a written request describing the item(s) and the intended use with their Area Director, who will in turn submit it to the Camp Program Director.

Order of the Arrow

The order of the Arrow is an important part of the overall program, and staff members who are in the Order of the Arrow should take an active part in its camp operation. Staff members must, however, remember that it is just one part of the camp program schedule and that they have the responsibility to the entire camp program. One of the responsibilities is cheerfulness in going about camp staff tasks. Order of the Arrow members on the camp staff must not only live the Scout Oath and Law, but also the Order of the Arrow Obligation.

Staff/Camper Relationship

Customer service is the key to a successful camp. Our customers are the Scouts and Scouters who will come to camp. They are the reason for the camp staff's existence. Keeping this in mind will keep staff focused on treating the customer with respect, providing a solid program and awesome services. Staff members are not privileged and must not act as though they were. Staff members must also always keep in mind the youth protection guidelines and rules.

Staff members must remember that the Scout campers always come first.

Staff/Unit Leader Relationship

The adult leaders who come to camp are unique individuals that deserve the utmost respect. These leaders give of themselves in both time and effort to spend the week(s) with their Scouts. The leaders have high expectations of the camp staff, the summer camp program, and Camp Lions. Let's try to exceed those expectations! Remember that the camp staff is always here for the Scouts, but never forget that it is the Scoutmaster who brings them to Camp Lions.

Performance Appraisals

Everyone wants to know how they are doing as a Camp Staff member or Counselor-in-Training. Periodically during the summer resident camp period each member of the camp staff will have their work performance and staff "team membership" appraised by his/her Area Director. This appraisal is not intended to be for discipline or punishment purposes but as a review of how a Staff Member is fulfilling their employment agreement and job description. It will also allow both the supervision and staff member to identify areas worthy of praise and recognition or that might need attention or improvement.

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Causes for Disciplinary Action or Dismissal

Understand that no one appreciates, or respects, a list of do's and don'ts that dramatically restrict personal freedoms. Camp staff are evaluated and disciplined based on individual performance. Staff is expected to maintain discipline that conforms to the Scout Oath, Scout Law, Youth Protection Guidelines, the Law and common sense. Our camp practices a "Three Strike Rule": 1) Verbal Warning, 2) Written Warning, and 3) Dismissal

Incidents That Could Lead to Dismissal

Repeated use of bad language
Loss of temper
Smoking while under 21 years old
Tardiness or missing merit badge/activity sessions
Missing meals
Missing evening activities
Dishonesty
Males being in female quarters
Females being in male quarters
Having a firearm or fireworks on camp property
Pranks (unauthorized, destructive or hurtful)
Possession of sexually explicit material
Youth (under 18 years old) in the adult bathroom
Adults (over 18 years old) in the youth bathroom
Improper wearing or mutilation of Staff uniform
Wearing open toed shoes
Lack of respect for camp quiet hours
Roaming camp after lights out
Repeated need for counseling by a supervisor or director

Incidents That Will Lead to Immediate Dismissal

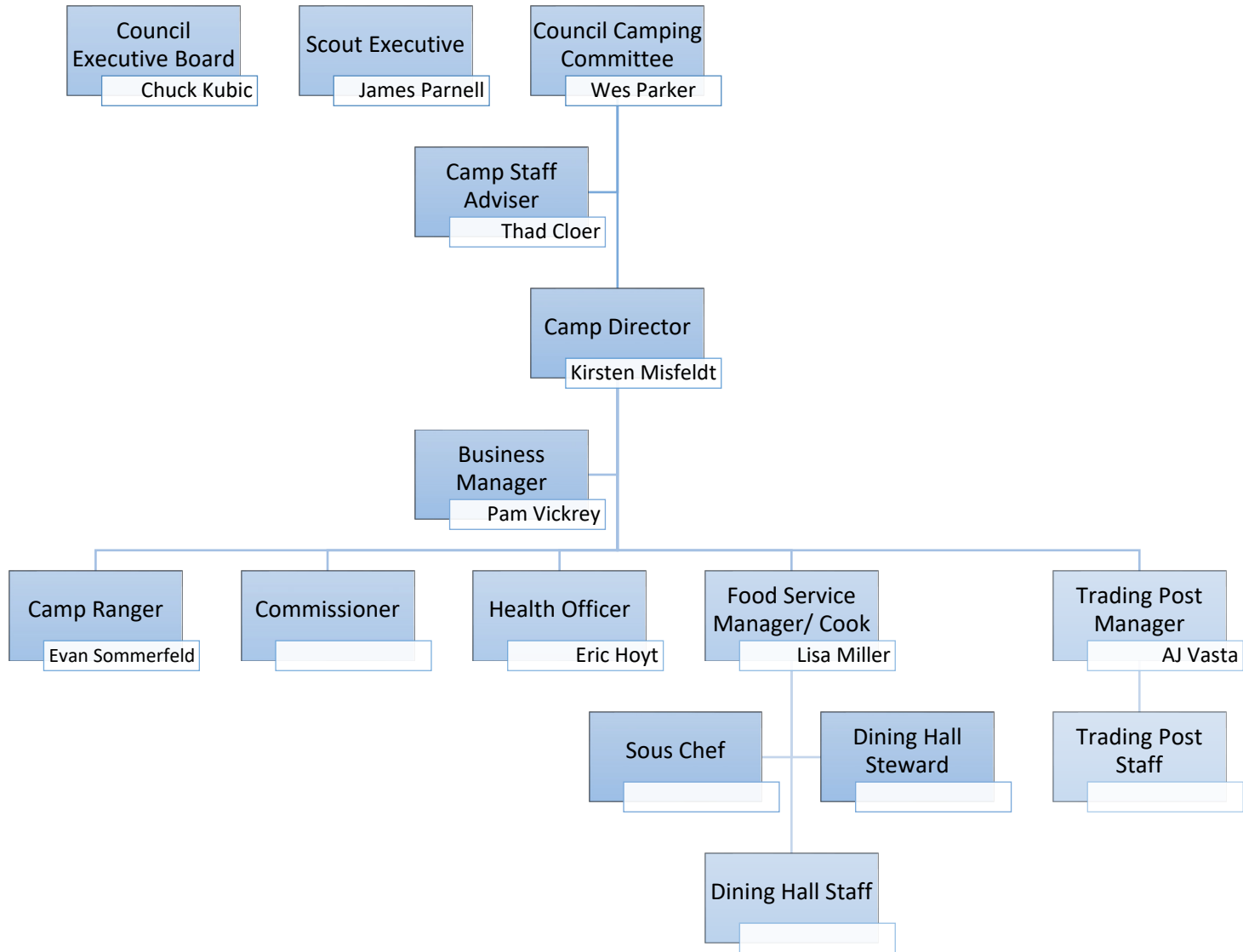
Use or possession of illegal drugs
Use or possession of alcohol while on Scout property
Stealing
Intentional destruction of someone else's property
Sexual harassment or misconduct
Physically abusing another person at camp (i.e. hitting a camper or staff member)
Serious trouble with the law. (i.e. trespassing, being returned by the Sheriff or other law enforcement officials)
Violation of Youth Protection Guidelines
Smoking while under 18 years old

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Figure 1: Support Staff Organizational Chart

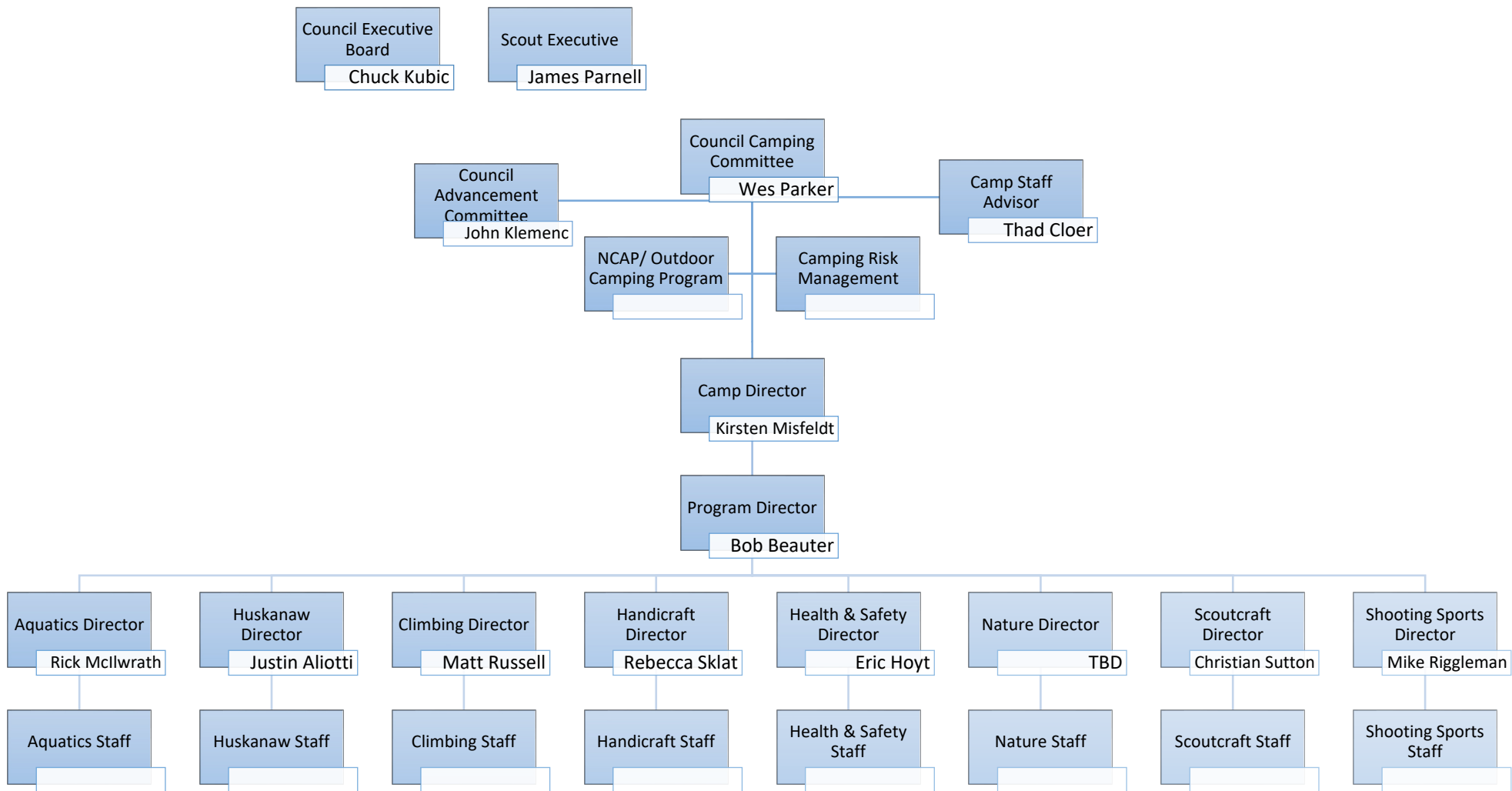


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Figure 2: Program Staff Organizational Chart



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