



BOY SCOUTS OF AMERICA®
NATIONAL CAMP ACCREDITATION PROGRAM

2017 National Camp Standards Replacement Pages

On behalf of the Outdoor Programs/Properties Team and the National Camp Accreditation Program Committee, thank you for updating your copy of the National Camp Accreditation Program standards. We appreciate you recycling dated pages in your 2016 edition and replacing them with the enclosed updates.

You will find all content changes made to the standards as of January 1, 2017, attached. Please use the attached pages to replace their corresponding pages in the 2016 printing. If you still have a 2015 book that was not updated with the 2016 revisions, please go to www.scouting.org/ncap and download those revisions.

For any additional information, please refer to www.scouting.org/ncap. Thanks for your commitment to the program and for helping councils throughout the Boy Scouts of America with delivering the promise we all make—to deliver a quality outdoor program to all of our youth and adult members.



NATIONAL CAMP STANDARDS



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NATIONAL CAMP
ACCREDITATION PROGRAM

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INTRODUCTION TO NATIONAL CAMP STANDARDS

PURPOSE OF THE STANDARDS

The BSA national camp standards are established to:

1. Ensure the health, safety, and well-being of every camper, leader, visitor, and staff member while participating in a BSA-accredited camp.
2. Ensure that each camper and leader obtains a quality program consistent with the BSA brand.

The local council is responsible for maintaining the BSA national camp standards. The national camp standards are the foundation of the National Camp Accreditation Program, which assesses council and camp conformance with the requirements of the national camp standards.

THE NATIONAL CAMP ACCREDITATION PROGRAM

The purpose of the BSA's National Camp Accreditation Program (NCAP) is to help councils elevate camps to new levels of excellence in delivering Scouting's promise to youth. Councils will engage in rigorous review of camps and properties, continuous improvement, and correction or elimination of substandard practices.

In addition to the national camp standards, the NCAP involves three separate but interrelated cycles that both support the standards and ensure that camps meet continuous improvement goals: (1) the multiyear Authorization Cycle; (2) the continuous camp improvement program, which has multiyear and annual components; and (3) the annual Assessment and Accreditation Cycle. The annual cycles started in 2013 and the multiyear cycle will be phased in from 2013 through 2016.

Multiyear Authorization Cycle

The multiyear Authorization cycle starts with the council submitting an application to the National Council (for National Council-sponsored camps) or the BSA region (for local council-sponsored camps). The application contains a description of all the council's camps for which it is seeking an Authorization to Operate and accreditation. For each camp, the application will describe the program goals; the facilities; how the council will meet the standards; the recommended practices, if any, the council intends to adopt; and any additional quality commitments that the council intends to meet to provide the safest and highest possible quality program to participants. The application requires approval by the council executive board or executive committee. All camps will also submit a Camp Strategic Analysis Short Form. Based on the short form, the region may request that the council submit a comprehensive Camp Strategic Analysis as part of the application process.

The Authorization to Operate represents a determination by the National Council, through its region or appropriate national committee, that the council has demonstrated that its camps meet the requirements for accreditation. The Authorization to Operate identifies additional commitments, if any, made by the council concerning the operation of its camps. Specified terms and conditions of the Authorization to Operate are treated in the same fashion as standards. Authorizations to Operate

remain valid for five years, unless the region determines there is a basis to revoke the Authorization to Operate or to issue an Authorization to Operate for fewer than five years.

As part of the continuous camp improvement program (discussed below), the council will submit a camp strategic improvement plan for its camps. The camp strategic improvement plan will be attached to the Authorization to Operate to record the council's plans. A council may amend the camp strategic improvement plan by submitting changes or alternatives to the regional camp accreditation chair. Camp strategic improvement plans are not terms or conditions of the Authorization to Operate, but are evidence of the council's commitment to continuous camp improvement.

In addition, the Authorization to Operate may clarify how a particular standard applies to a camp or may include a variance or waiver from a standard. If questions arise on the application of a standard to a camp, the authorization should be consulted to determine if it provides resolution. The Authorization to Operate is binding on both the council and the camp assessment team.

At the time noted in its Authorization to Operate, the council will need to file a new application to renew its Authorization to Operate, and the multiyear Authorization cycle starts over.

Questions about the multiyear Authorization cycle should be directed to the regional camp accreditation chair or national outdoor program staff.

The Continuous Camp Improvement Program

The continuous camp improvement program is a process during which the local council, after consultation with affected stakeholders and camp staff, develops goals to maintain and to improve the quality of the camp experience for participants, consistent with Scouting's commitment to continuously improve the camp experience. The council identifies areas of strength that should be maintained and then outlines areas of improvement. The continuous camp improvement program should identify improvements across all facets of camp operation, including:

- Staff
- Program
- Program equipment
- Facilities
- Sustainability
- Marketing and communication
- Attendees and participation

The continuous camp improvement program has two components: a multiyear camp strategic improvement plan, and an annual camp improvement plan. The camp strategic improvement plan identifies one or more areas of improvement and one or more areas of strength that the council will address over the next four to seven years, which collectively should address at least five of the continuous camp improvement categories.

For each identified area, the camp strategic improvement plan sets forth improvement measures, an approximate time for initiation and completion, and how the camp will determine the success of its measures. This plan can be revised as needed by the council by submitting a letter to the regional camp accreditation chair. Councils are encouraged to review this plan as part of the application process and then again at the annual progress review (and may do so more frequently).

The annual camp improvement plan identifies one or more areas of improvement and one or more areas of strength that the camp will address during the year or camping season, which collectively address at least four of the continuous camp improvement categories. Some of the measures may come from the camp strategic improvement plan, while others may come from camp staff reports, postcamp and precamp inspections, or customer surveys. These plans are intended to be living documents used by the camp staff. Like the camp strategic improvement plan, they should include definitive goals, metrics, and success criteria to help the camp evaluate progress toward improvement.

For more information on the continuous camp improvement program, see Standard AO-810 and the *Guide to the Continuous Camp Improvement Program*, No. 430-075. Additional questions should be directed to the national outdoor programs staff.

Annual Assessment and Accreditation Cycle

In addition to the multiyear Authorization cycle, there is an annual Assessment and Accreditation cycle that ensures that each camp meets the requirements of the national camp standards and the Authorization to Operate (once issued). The annual cycle includes the following steps:

1. Intent to Operate

The Intent to Operate is typically filed in October the year prior to the opening of camp. It is a listing by the council of all the camps requiring accreditation that it intends to operate and the dates each camp will operate. The Intent to Operate is used by the area to facilitate scheduling the assessment and accreditation of each camp.

2. Postcamp/Precamp Inspection

Postcamp/Precamp Inspection is an inspection conducted by the council to help prepare each camp property for the upcoming program year. At least once during each Authorization cycle, the council will use the Camp Facility Evaluation tool to provide a brand evaluation of the camp.

3. Declaration of Readiness

The Declaration of Readiness is typically filed around May 15, although the area may adjust the date. The declaration is a statement by the council that the camp is ready to open and will comply with the standards. Councils are encouraged to attach much of the paperwork required for demonstrating compliance with the standards to the Declaration of Readiness to save time during the assessment. Councils will also include in their Declaration of Readiness their prior-year annual camp improvement plan goals, metrics, success criteria, whether the camp achieved the goals, and if not, the lessons learned. The Declaration of Readiness will also present the initial annual camp improvement plan goals, metrics, and success criteria for the current year, which collectively address at least four of the continuous camp improvement categories.

4. Assessment and Accreditation

Each year, the area camp assessment team (for resident, trek, specialty-adventure and high-adventure camps, COPE and/or climbing courses and associated camp properties) or the council self-assessment team (for day camps, family camps, and any camp properties not hosting a resident, trek, specialty-adventure, or high-adventure camp) will visit the camp to ensure that the

safety and quality of the camp qualify for accreditation. If the camp assessment team finds that the camp continues to comply with the standards and Authorization to Operate (if issued) and is implementing the continuous camp improvement program, it will confirm the camp's accredited status. If there are issues, the team will work with the council to address them. A camp that promptly corrects items that are not serious will maintain its accredited status.

A camp that cannot correct promptly is placed into conditional accreditation or, in serious cases, the camp assessment team may recommend to the regional camp accreditation committee the possible reopening or revocation of its Authorization to Operate. In cases of possible threat to life or health, the camp assessment team may direct that the program causing such threat be closed until the threat is removed. The area director will be notified immediately and will provide leadership in this situation.

5. Annual Reporting

Each camp and council will annually complete the National Camping Report, which provides statistical, financial, and continuous improvement data on camp operations.

Questions about the annual cycle of assessment and accreditation should be directed to the area camp assessment chair.

APPLICABILITY

The national camp standards apply to any ***camp property, day camp, family camp, resident camp, trek camp, specialty-adventure camp, high-adventure camp, or COPE or climbing course*** operated by a BSA council. It is recommended that extended events meet the appropriate national camp standards.

Camp includes any day camp, family camp, resident camp, trek camp, specialty-adventure camp, high-adventure camp, COPE course or climbing and rappelling program. COPE courses and climbing and rappelling courses are sometimes referred to collectively as “COPE/climbing courses.”

Council means any BSA council, including the National Council or a BSA local council, and any administrative subdivision of a council.

Camp property is any property, whether owned, leased, licensed, or permitted, over which a council exercises long-term control and that is made available to BSA units or individuals for use in BSA program activities.

Day camp is a council-organized program of one to five or more days under council-retained leadership at an approved site during daylight or early evening hours but not overnight. The program may operate at the Tiger Cub, Cub Scout, Webelos Scout, Boy Scout, Varsity Scout, Venturer, or Sea Scout level.

Family camp is a council-organized overnight or longer event for Cub Scouts (including Webelos Scouts) and their families that involves more than one pack where the council provides the staffing and program. These events are often referred to as parent/pal, mom and me, or adventure weekends. Family camps for Boy Scouts, Varsity Scouts, Venturers, or Sea Scouts may also be accredited upon application of the council.

Resident camp is defined as follows:

1. For Cub Scouts and Webelos Scouts, a council-organized overnight camp of at least two consecutive nights in duration that operates under council-retained leadership.
2. For Boy Scouts and Varsity Scouts, a council-organized overnight camp of at least five consecutive nights in duration that operates under council-retained leadership.
3. For Venturers and Sea Scouts, a council-organized overnight camp of at least three consecutive nights in duration that operates under council-retained leadership.

Trek camp is a council-organized overnight camp of at least three consecutive nights in duration, on or off council property, on land or water, and involving the participants moving from place to place, all operating under the overall supervision of council-retained camp leadership. Councils may apply for clarification of whether a trek-type program conducted in conjunction with a resident camp is subject to the resident camp or trek camp standards as part of the application process.

Specialty-adventure camp is a council-organized camp that meets the following criteria:

1. The camp meets the standards for a resident camp or trek camp but does not need to have an overnight element.
2. Participation must be limited to older Boy Scouts, Varsity Scouts, and Venturers who are at least age 13 by September 1 of the year they take part. Councils may establish older age requirements.
3. The staff must be trained in the outdoor specialties offered in the program as specified in these standards.
4. A specialty-adventure program includes action, adventure, challenge, an increased level of excitement, and vigorous activity.
5. Specialty-adventure programs are at least three days in length.

High-adventure camp is a trek camp that meets the following additional criteria:

1. Participation must be limited to older Boy Scouts, Varsity Scouts, and Venturers who are at least age 13 by September 1 of the year they take part. Councils may establish older age requirements.
2. The staff must be trained in the outdoor specialties offered in the program as specified in these standards.
3. A high-adventure program includes action, adventure, challenge, an increased level of excitement, and vigorous activity.
4. Participants undergo preparation prior to a program that is a high-adventure experience.
5. For high-adventure recognition, the program must be at least five nights and six days in length.

Climbing and rappelling course is a council-operated program where participants climb, boulder, or rappel on natural rock sites, boulders, and artificial climbing structures.

COPE course is defined as any constructed and/or portable challenge elements that are part of a challenge course program operated by the council either as part of a camp or on a stand-alone basis. Scout camp structures such as monkey bridges, obstacle courses, and pioneering towers are not a COPE course unless included in a challenge course program.

Template authorization, in reference to day camp or family camp, means that the council is authorized to offer the camps at multiple locations or occasions using a common program. Using different themes does not prevent template authorization.

Extended event is a council-organized event that lasts longer than 72 hours; it may include a training course such as Wood Badge or National Youth Leadership Training or an extended special event such as a camporee or conference.

VARIANCES AND WAIVERS

There will be times when a standard is not appropriate for a particular council camp or camp property. When this occurs, it is appropriate for the council to seek a variance or waiver from the standard. A variance is granted when the camp demonstrates that it is achieving the goals of a standard in another way. A variance is permanent, once granted. A waiver is granted for one season due to an unanticipated event.

The procedure for obtaining a variance or waiver is set forth below.

PROCEDURE FOR VARIANCE

A variance is granted by application to the National Camp Accreditation Committee upon recommendation of the national standards chair after review and recommendation by appropriate BSA committees and task forces. A variance establishes an alternative to a national standard that achieves an equivalent or higher level of protection or program quality. The applicant must demonstrate that the variance addresses each aspect of the standard for which variance is sought. Once granted, the applicant complies with the variance rather than the standard. Variances are permanent, although subject to review for continued applicability during the authorization renewal process. Variance application forms are available on the NCAP website (<http://www.scouting.org/NCAP>) and should be submitted to NCAP@scouting.org. Contact the national NCAP staff advisor if there are questions about applying for a variance.

PROCEDURE FOR WAIVER

A waiver is granted by application to the national standards chair. A waiver may be granted for a standard due to emergency or other good cause shown. A waiver may be conditional and require the requesting council or camp to meet an alternative or equivalent control. All waivers will be in writing and will specify whether the waiver requires the camp to be conditionally accredited or whether the camp may retain full accreditation if it otherwise satisfies accreditation criteria. Waivers generally may be renewed only once (e.g., a waiver may be in effect for a maximum period of two years). Waiver application forms are available on the NCAP website (<http://www.scouting.org/NCAP>) and should be submitted to NCAP@scouting.org. Contact the national NCAP staff advisor if there are questions about applying for a waiver.

ASSESSING COMPLIANCE

A camp assessment team is a group of trained Scouters charged with the responsibility of assessing a camp property's or camp's conformance to the standards; recommended practices; and terms, conditions, and commitments of the Authorization to Operate, if issued. The team will undertake three primary tasks: scoring; narrative assessment; and making the accreditation decision. Each task is addressed below.

SCORING: THE OBJECTIVE REVIEW OF COMPLIANCE

The first task the assessment team will undertake is scoring whether the camp property or camp is complying with the national camp standards, the terms and commitments of its Authorization to Operate, if issued, and any variances or waivers. This is an objective assessment with the goal of treating similarly situated camps in a similar manner. Careful adherence to the standards, interpretation, and verification provisions is needed.

Assessment after an Authorization to Operate Is Issued. If an Authorization to Operate has been issued, the assessment team will be guided by the score sheet, which will list the standards and recommended practices, the authorization terms, conditions, and commitments applicable to the camp property or camp. The assessment team will also need to ask the camp representatives whether any variances or waivers have been granted since the authorization.

Assessment if the Authorization to Operate Has Not Yet Been Issued. If an authorization has not yet been issued, the assessment team will only assess the standards and recommended practices. The team will also need to ask the camp representatives whether any variances or waivers have been granted.

Scoring Options. The following scoring options are available for scoring standards, recommended practices, variances, and waivers. Authorization terms and commitments, if the authorization has been issued, are scored the same way.

Passing Scores

Compliant. A standard, authorization term or commitment, variance, or waiver is scored as "compliant" if the facility meets the terms and intent of the standard, authorization term or commitment, variance, or waiver.

Deviation. A standard, authorization term or commitment, variance, or waiver is scored as a "deviation" if the exact terms are not met, but the facility has met the substantial intent of the standard, authorization term or commitment, variance, or waiver with adequate levels of safety and quality. Deviations are particularly appropriate where the camp property or camp has incidentally missed an item, but other aspects of the camp suggest that the camp's program is generally in good shape. An example might be a single incidence of a dead battery or a single missing utility cut-off drawing. Multiple instances, which suggest a systemic problem, should be scored noncompliant.

The score sheet should reflect the nature of the deviation and any comments from the camp assessment team on how the deviation could be remedied.

Failing Scores

Noncompliant. A standard, authorization term or commitment, variance, or waiver is scored as “noncompliant” if the facility does not meet the requirement and does not meet the criteria for a deviation (discussed above). The score sheet should reflect the nature of the noncompliance and any comments from the camp assessment team on how the noncompliance could be remedied.

Other

Not Applicable. A standard is scored as “not applicable” if it does not apply to the camp property or camp program. A standard that is “not applicable” does not affect accreditation status.

Examples

This section provides guidance on frequently asked questions concerning whether a practice that does not conform to a standard constitutes a noncompliant (failing) or a deviation (passing) score.

- Failure to have a required certification (e.g., National Camping School card, approved Lifeguard status, etc.), or an approved alternate (listed in the standard, authorization, variance, or waiver) warrants a noncompliant finding.
- Failure to meet an age standard, without a waiver, is a noncompliant finding.
- A single instance of not having a first aid kit prominently marked in an otherwise well marked camp is a deviation.
- Failure to have a certificate of insurance, when other proof of insurance is available, is a deviation.
- Minor changes from the approved training plan, but where the material elements were met, is a deviation.

Any standard, authorization term or commitment, variance, or waiver that is not met at the time of assessment, but which is corrected during the assessment to the satisfaction of the assessment team, should be scored as a deviation and not as non-compliant. This is to assist the National Council in tracking standards of concern and the local council in reviewing its camp procedures to ensure that the issue is not repeated in the future.

Scoring Recommended Practices. The following scoring options are available for scoring recommended practices:

- Compliant
- Noncompliant
- Not applicable

A recommended practice either is met or is not met. The camp’s authorization will identify the recommended practices that the camp has stated it will meet. In addition, the camp may meet additional recommended practices.

THE NARRATIVE: THE SUBJECTIVE ASSESSMENT AND RECOMMENDATIONS TO IMPROVE PROGRAM

The second part of the camp assessment process consists of the narrative assessment, which includes both a narrative review of how well the camp delivers its promised program and recommendations for possible improvements. This part of the assessment is more subjective and is where the camp assessment team should do its best to provide constructive comments to improve the camp's program. The assessment team should remember that it has seen the camp and its program only briefly and should couch its recommendations in a respectful, helpful tone. It is important for the camp assessment team to recognize that the narrative assessment and recommendations are there to be considered and acted upon by the camp staff and local council. A camp's or council's disagreement concerning a recommendation is not a basis for denying or conditioning accreditation. **A camp's accreditation status is determined solely by the objective scoring portion of the assessment.**

The Narrative Assessment

The narrative assessment should address:

1. How well the program delivers the promise included in its written descriptive materials, advertising, and leaders' guide
2. How well the camp implements the Continuous Camp Improvement Program
3. How well the program delivers the promise of Scouting to participants

In order to prepare for the narrative assessment, the camp assessment team should review written descriptive materials, such as the camp's website (if any) and leaders' guide (if any). Any divergence between the described program and the delivered program should be noted to assist the council in ensuring that it is delivering on the promises it made. Similarly, it is appropriate for the team to note whether, in the team's view, the camp is delivering the promise of Scouting to its participants. If the team concludes that there may be an issue, concrete examples of specific problems should be identified for the council's consideration. Careful, constructive comments that are respectful of the council's and staff's role as the primary developers of the camp program are likely to be thoughtfully received.

The narrative assessment should also review the camp's implementation of the Continuous Camp Improvement Program. The description should include a note of the results of the prior year program (not applicable during the first year), number of goals selected, some representative goals, how they are being tracked, and whether the camp seems to have integrated continuous improvement into its program or if additional support may be needed.

The Recommendations

The recommendations should address:

1. Specific recommendations for improving the quality of the existing programs and activities
2. Specific recommendations for improving the quality of facilities provided
3. Recommendations for improving program design or additional programs or activities that would enhance the camp program

This part of the assessment is where the camp assessment team can provide recommendations to the camp on how to improve its program based on the assessment team's experience and knowledge. Recommendations should be constructive and made in the spirit of improving the particular camp's programs in light of the physical and other restrictions imposed by its environment. Recommendations should be made with the knowledge that it is the role of the *camp and council* to decide whether they should be implemented, and not the role of the assessment team. The assessment team's role is to provide a third-party review to assist the council in implementing its program. Careful, constructive comments will likely be well received.

CAMP RESPONSE TO NONCOMPLIANT AND DEVIATION FINDINGS

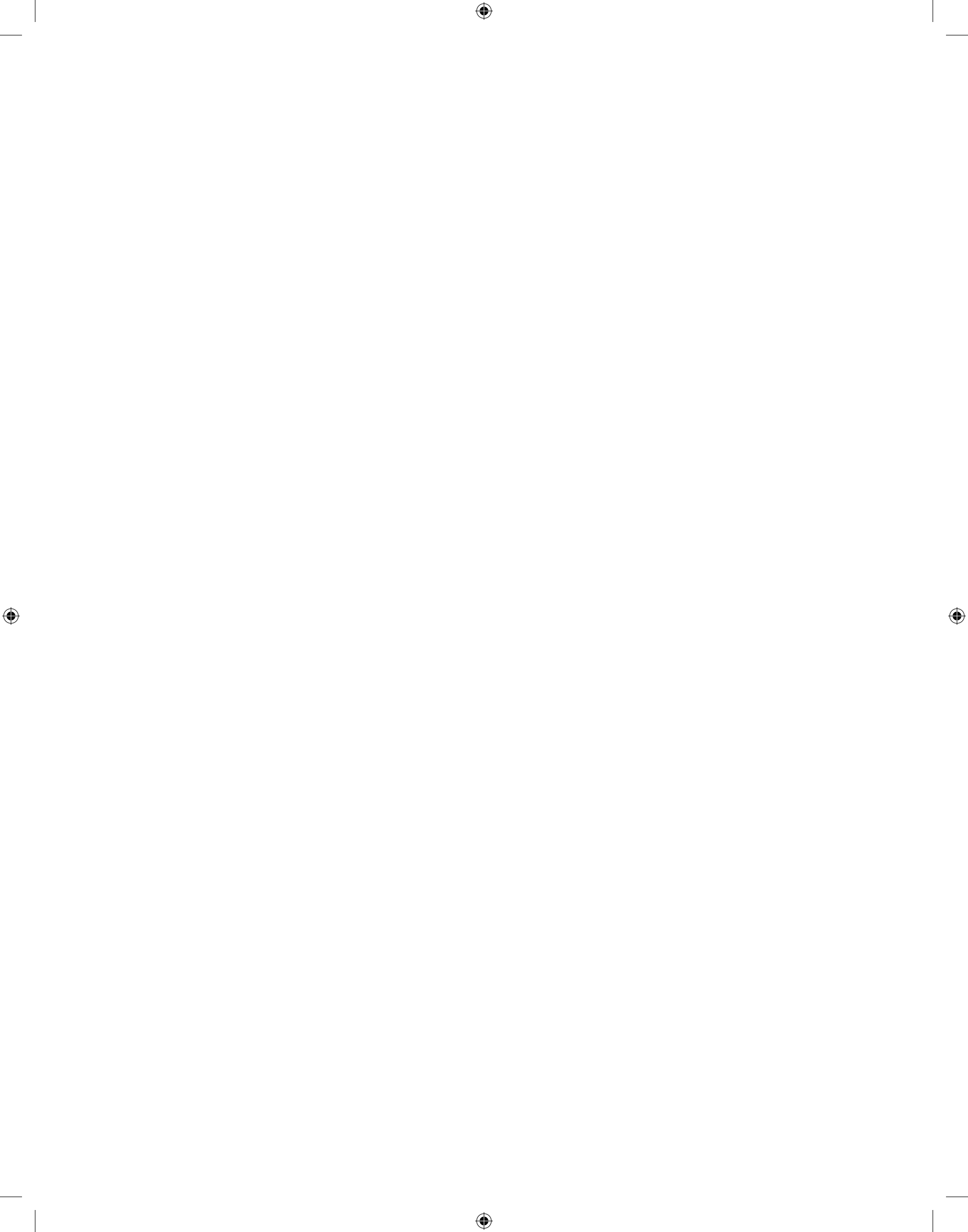
The purpose of the national camp standards and National Camp Accreditation Program is to ensure that all youth receive a safe, high-quality camping experience and that the quality and safety of the experience continuously improves. Findings of "noncompliant" reflect a departure from the standard established by the BSA for a Scout facility and must be promptly remedied. Findings of "deviation" reflect a weakness in meeting the standard that should be addressed prior to the next season. This section discusses the camp assessment team's options upon making a finding of noncompliant or deviation.

Noncompliant finding. If the camp assessment team finds a standard that is scored "noncompliant," the team leader shall promptly notify the camp director and Scout executive or designee. The team leader should encourage the camp to correct the noncompliant finding before the assessment team completes its assessment. If the noncompliant finding is remedied to the camp assessment team's satisfaction, the standard should be scored as a "deviation" and the issue noted in the score sheet. If the noncompliant finding cannot be remedied to the camp assessment team's satisfaction, the area camp assessment chair should be notified and a corrective action plan or plan schedule drawn up to address the noncompliant finding as expeditiously as possible. If the corrective action plan can be completed promptly, the camp will be conditionally accredited while the corrective action plan is in place. The camp cannot be restored to accredited status until it demonstrates that it has completed the corrective action plan to the area camp assessment chair's satisfaction. The report of the successful implementation of the corrective action plan shall be submitted in accordance with the schedule developed in conjunction with the area camp assessment chair, and in no event later than the declaration of readiness for the following season.

In the rare event the camp assessment team finds a situation that constitutes an *imminent danger to life or health*, the team leader should close that activity or area in consultation with the camp director and council leadership. The area director and area camp assessment chair shall be notified immediately. If there is disagreement, the area director and area camp assessment chair will provide leadership. A camp in this situation must immediately resolve the situation to the satisfaction of the area director in accordance with the terms and time schedule set forth in a corrective action plan developed in consultation with the area director and area camp assessment chair. The report of the successful implementation of the corrective action plan shall be submitted in accordance with the schedule developed in conjunction with the area camp assessment chair.

Deviation finding. A camp that receives a deviation is on notice that there is a weakness in its program. The camp should correct the deviation prior to the start of the next camping season. Second and subsequent deviations for the same standard may be scored as a noncompliant at the discretion of the assessment team. The report of the successful implementation of the corrective action plan shall be submitted in accordance with the schedule developed in conjunction with the area camp assessment chair.

If a camp exceeds 20 percent deviation findings in any assessment, the camp must prepare a timely corrective action plan and submit it to the area camp assessment chair. If the corrective action plan can be completed promptly, the camp will be conditionally accredited while the corrective action plan is in place but may be restored to accredited status upon demonstrating that it has completed the corrective action plan to the area camp assessment chair's satisfaction. The report of the successful implementation of the corrective action plan must be submitted no later than the declaration of readiness for the subsequent year.



STANDARD:


If offered, COPE or climbing programs are operated safely and in compliance with the policies of the Boy Scouts of America, Association for Challenge Course Technology Standards (Design, Performance, and Inspection; Operations; and Training), and other governing jurisdiction regulations.

Applies to:


Day
camp



Family
camp



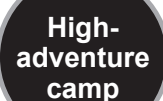
Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp



COPE/
Climbing

SPECIFIC REQUIREMENTS OF THE STANDARD:

A. Program Equipment

1. All specialized equipment needed for conducting a safe COPE and/or climbing program must be available to participants and staff members and approved by a qualified person. Personal climbing helmets and harnesses may be used if inspected and approved by the on-site Level II instructor or director. All equipment and cordage must be used, inspected, and retired according to the manufacturer's recommendations. In the absence of a manufacturer's recommendation, all soft goods must be retired no more than 10 years from the date of purchase.
2. Each participant and staff member in the fall zone of a climbing site or COPE high-course site must wear a rock-climbing helmet. Observation areas for onlookers must be outside of the fall zone.
3. A written log of the history of each climbing rope used in the program must be kept, indicating (a) the date the rope was purchased; (b) the date the rope was placed in service; and (c) any environmental, severe, or unusual stresses that were placed on the rope. All cordage must be uniquely marked and permanently identified.
4. Equipment inventory records are kept, including retirement criteria based on manufacturer's recommendations.
5. Staff members inspect all program equipment before and after each use and are taught how to inspect equipment for defects that render equipment unsafe for use. Disposal of retired equipment is done in such a way that it cannot be used for life safety systems.
6. When not being used, equipment must be kept in locked, protected storage, away from exposure to sunlight, heat, moisture, chemicals, and destruction or contamination by animals.

COPE AND/OR CLIMBING PROGRAMS

PS-206

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing

B. Participant Requirements. Participation in COPE and climbing activities shall comply with the Age-Appropriate Guidelines for Scouting Activities available in the *Guide to Safe Scouting*. Additionally, program staff shall ensure that all participants have adequate maturity to participate in the activities.

C. Program Operation

1. All COPE and climbing staff use written procedures for:

- Opening and closing the program site
- Conducting a site and safety orientation before the program activity
- Safety during program operation
- Equipment use
- Disabling or limiting access to program sites

2. No participant is ever coerced or pressured into attempting an activity. A participant may be encouraged to take the next small step, but the final choice of participation and performance is left entirely up to the individual.

3. The technique of spotting is explained, demonstrated, and practiced before any activity requiring that skill.

4. Prior to any activity using life safety systems, participants are trained in:

- Proper belaying technique
- Belay transfers
- Signal use
- Equipment use

5. The Level II instructor or director determines if a participant's safety might be compromised by course conditions, staffing, weather or any other factor, and is empowered to open and close the COPE or climbing program. Staff members are trained to monitor environmental conditions and their effect on participants during challenge activities. Alternative weather-appropriate activities should be available.

6. All participants are top-roped when climbing. When transferring from one belay system to another, a consistent process is used to ensure that the new belay attachment is secure before the old system is disconnected. All rappelling participants use an acceptable rappel belay method.

COPE AND/OR CLIMBING PROGRAMS

(Revised January 1, 2017)

7. Only trained COPE and climbing staff climbs using lobster claws or similar tether systems to self-belay above the anchor, such as during a staple climb. Load-limiting or fall-arresting devices shall be used in these situations.
8. Measures are in place to provide for the safety of everyone at the program site, including observers. Everyone must be belayed or tethered when within 8 feet of an edge where a fall of more than 6 feet could occur. All zip line staff who are working on launch or landing areas where the staff member can come in contact with a moving participant must be tethered.
9. A consistent process is used by all COPE and climbing staff to ensure that clothing, head protection, environment, connections, and knots are double-checked in any belayed events for staff members and participants. This requirement must also be followed by staff at all times, including setup and takedown of life safety systems.
10. Written incident resolution plans identifying likely emergencies, including rescues, and procedures for resolving them are reviewed with COPE and climbing staff members and rehearsed annually. Plans must address emergency access (see Standard AO-805).
11. At least one person at the program site must have a valid certificate of training in first aid and CPR, and be physically present whenever the program is in operation. If the program site is more than 30 minutes away from an emergency vehicle-accessible roadway, then a person trained to a minimum level of wilderness first aid must be present on the program site.
12. Rescue equipment and medical supplies appropriate for likely incidents must be on-site and accessible when the program is in operation, and at least one person must be trained in the use of all supplies.

D. Temporary Anchor Systems

1. All temporary anchor systems must be fail-proof or backed up and the load equalized. Anchors are placed to provide the most effective protection for both the climber and the belayer.
2. Trees used as anchor points in an anchor system must be well-rooted, healthy, at least 6 inches in diameter at the point of attachment, and protected from damage.

Applies to:



Day
camp



Family
camp



Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp



COPE/
Climbing

COPE AND/OR CLIMBING PROGRAMS

PS-206

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing

INTERPRETATION:

A COPE course is defined as any challenge elements that are part of a challenge course program and artificial climbing structures. Climbing and rappelling programs include natural rock sites and artificial climbing structures. These standards apply to all COPE and climbing activities that are operated by councils and/or their districts at any location and any time of the year. Scouting units wishing to conduct climbing programs should consult the Climb On Safety guidelines and *Guide to Safe Scouting*. Unit leaders must take Climb On Safety training (available online at scouting.org) prior to taking their units on climbing activities.

Scout camp structures such as monkey bridges, obstacle courses, and pioneering towers are expected to meet safety standards in equipment and supervision comparable to COPE but are not subject to COPE and climbing standards, do not require professional inspection, and do not require an onsite COPE Level II instructor or director. Councils may find their COPE and climbing committee to be a valuable resource for writing operating procedures and providing training for staff who supervise these activities. Age-appropriateness of various COPE and climbing programs is addressed in the Age-Appropriateness Guidelines for Scouting Activities available in the *Guide to Safe Scouting* and on <http://www.scouting.org>.

Soft goods: Rope, webbing, cordage, helmets, harnesses, slings, etc.

Life safety systems: Life safety systems are generally required where a fall of more than 6 feet could occur. Some low COPE course elements such as “The Wall” may have a fall potential of more than 6 feet. Proper spotting techniques or life safety systems may be acceptable practices on these elements.

Proper belay: Belayer’s position must be in direct line with a potential fall and allows for no slack between the anchor point, if used, and the belayer. Backup belayers are required whenever possible. For instances where there is not enough space for a backup belayer, an alternate backup safety measure shall be employed including but not limited to: using trained staff to perform the belay operation, requiring consistent demonstration of belay proficiency prior to belaying alone (belay training card), or using an assisted-braking belay device. Horizontal traversing elements require either a movable dynamic belay system with a belay team or a static belay system using an observer.

Acceptable rappel belay methods: Rigged using a releasable rappel or other belay system that allows participants to be quickly and safely lowered if the rappel device becomes jammed.

- Recommended: Double-line rappel with an independent belay line
- Recommended: Single-line rappel with an independent belay line
- Acceptable: Double-line rappel with a fireman's belay
- Acceptable: Single-line rappel with a fireman's belay

Some activities employ life safety provisions similar to COPE or climbing (e.g., caving, canyoneering, spar pole climbing, etc.), and may involve the use of equipment and/or techniques that are not covered in typical BSA instructor training. Staff members should consult with experts familiar with and trained in the use of this equipment and these techniques prior to implementing the program. Specific training and assessment for instructors operating these programs must be documented prior to operating these programs.

VERIFICATION:

- Observation of procedures in practice
- Evaluation of program documents (may be submitted with declaration):
 - A.3 Rope logs
 - A.4 Equipment record/inventory
 - Including manufacturer's recommendations for inspection and retirement
 - C.1 Daily orientation and operating procedures
 - C.10 Plans for likely emergencies

REFERENCES:

Many states regulate some or all COPE elements and may require permits. See Standard AO-801. Staffing requirements are set forth in SQ-409. Facilities requirements are set forth in FA-715. Additional information on COPE and Climbing programs may be found in *Belay On!*, No. 300-530.


Applies to:



Day
camp



Family
camp



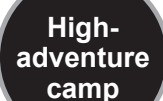
Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp



COPE/
Climbing



SHOOTING SPORTS: ARCHERY PROGRAMS

(Revised January 1, 2017)

STANDARD:

If offered, the camp operates a safe, age-appropriate archery program.

Specific Requirements of the Standard:

Requirements include:

- A. The range shall be designed and posted in accordance with Design Guideline 313. Ranges and programs that will use compound bows or crossbows must review age-appropriateness and complete a risk assessment per Standards PD-111 and PD-112 before starting the program.
- B. Properly sized and age-appropriate equipment is in good repair. Equipment is locked up when not in use.
- C. Qualified supervision is present at all times the range is in operation. Properly sized safety equipment such as finger tabs or gloves and forearm guards are available and used by all Cub Scout-age boys and for all others as specified by the range master. There is ready access to communication and first aid at the range.
- D. Sporting Arrows Program. This program is authorized for Boy Scouts, Varsity Scouts, Venturers, Sea Scouts, and Explorers.
 1. Participants shoot proprietary Laporte Flu Flu arrows at foam disks launched into the air or rolled along the ground by the proprietary Bowtrap manufactured by Laporte. The program may not be offered if ambient wind speeds are greater than 30 mph. The program area must be outfitted with a means of determining approximate wind speed.
 2. Only the Laporte proprietary Bowtrap for projecting the disks is authorized.
 3. Only the Laporte proprietary Flu Flu arrows are authorized.
 4. Bows are limited to a maximum 26-pound pull.
 5. In addition to the basic design in Design Guideline 313, the following requirements for BSA Design Guideline 316—Sporting Arrows must be maintained:
 - a. An inner 90-degree primary fall area, which must be cleared of trees and tall vegetation.
 - b. An outer 180-degree safety fall area. The outside perimeter of this area must be clearly marked by a fence or a temporary fence/caution line that is well maintained.
 6. Council review and approval.
 - a. Prior to seeking council executive board or executive committee approval, the council has convened a task force to review all local, state, and federal guidelines, including age restrictions; licensing and/or certification courses; equipment and personal


Applies to:



Day
camp



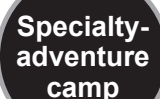
Family
camp




Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp

SHOOTING SPORTS: ARCHERY PROGRAMS

PS-213

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

protective equipment standards, and any other standards recommended by the original equipment manufacturer or other governing body; costs; risks to participant and staff safety; impact on other camp programs; and impacts on the camp environment. This task force must complete a risk and safety review consistent with PD-111 and ensure that the program conforms to BSA's Sweet Sixteen of Safety.

- b. The council executive board or executive committee must have reviewed the costs and risks of the proposed program prepared by the task force prior to authorizing the program. A copy of the executive board or executive committee resolution authorizing the program must be available.
- c. The council has submitted its board resolution to Outdoor Programs at the National Service Center (email to outdoorprograms@scouting.org) and has written approval before conducting the course.

INTERPRETATION:

The council should specify whether it will allow personal equipment and, if so, under what conditions, in its literature.

The proper layout of a Sporting Arrows course is demonstrated in Design Guide 316—Sporting Arrows (updated January 2016).

The Sporting Arrows video training will be available on the Shooting Sports website.

VERIFICATION:

- Observation of procedures in practice
- Councils operating Sporting Arrows courses pursuant to this standard must produce a copy of the Interim Standard, the Board resolution, national service center approval, any landowner approvals (if located off council property).
- Review the safety areas to ensure properly marked.
- Ensure safety equipment present.

REFERENCES

Design Guidelines 313 and 316 are available at

<http://www.scouting.org/Home/OutdoorProgram/Properties/Resources/DesignGuidelines.aspx>

Staffing requirements are set forth in Standard SQ-408.

SHOOTING SPORTS: FIREARMS PROGRAMS

(Revised January 1, 2017)

STANDARD:

If offered, the camp operates a safe, age-appropriate firearms shooting sports program.

Specific Requirements of the Standard:

- A. Shooting is confined to approved ranges. Each range is designed in accordance with guidelines at www.scouting.org/properties, which provides examples of approved range layouts.
- B. Age-appropriate restrictions on firearms used:
 1. Cub Scouts and Webelos Scouts may use BB guns in council-operated programs.
 2. Webelos Scouts may use pellet rifles on a council-operated range meeting the requirements of paragraph A of this standard.
 3. Boy Scouts may use BB guns, pellet rifles, .22-caliber rimfire, bolt-action rifles, shotguns, and muzzle-loading rifles. If magazines are used, range commands must include "magazines out after firing all your shots" to ensure the firing line is safe after shots are fired, if repeaters are used.
 4. Venturing youth, Sea Scouts, and Boy Scouts who are 14 years of age or older, or are 13 and have completed the eighth grade may participate in the Scouting pistol safety and marksmanship program.
 5. Venturing youth and Sea Scouts may use BB guns; pellet rifles; any cartridge-firing rifle with open, scope, or dot sights; shotguns; pistols; and muzzle loading rifles and pistols.
- C. Safe, age-appropriate equipment is maintained in good repair. Firearms modified to fit the size of the shooters are desirable:
 1. Bolt-action .22-caliber rifles used in BSA shooting sports must have a trigger pull in excess of 3 pounds and are tested with a 3-pound weight or scale at least once a week while in use. If any mechanism fails, the firearm is immediately removed from service. Test documentation is maintained.
 2. All pellet rifles (CO₂, pump, break barrel, etc.) are limited to single-shot, designated for target shooting, velocity of 500 to 540 feet per second, and energy levels not to exceed 732 joules per second with a minimum of 2.5 pound trigger pull. Pellet rifle propellant is limited to CO₂ cylinders or air compressor/scuba tanks. If scuba tanks are used, each tank must be labeled appropriately, visually inspected annually, and hydrostatically tested every five years by a qualified technician.


Applies to:



Day
camp



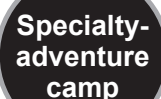
Family
camp



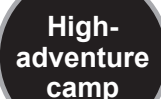
Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp

SHOOTING SPORTS: FIREARMS PROGRAMS

PS-214

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

Refilling of scuba tanks used for shooting sports only is conducted by qualified adults with appropriate controls. Scuba tanks used for shooting sports purposes may not be used for scuba purposes.

3. Use of approved shooting safety glasses and ear protection is required for all shooters and instructors. Ear protection is not required for BB guns and air rifles. All personal protective equipment and standard operating procedures required pursuant to Specific Requirement D shall be followed at all times the program is in operation.
 4. Safe, separate, and locked storage (can be the same building) is provided for firearms, ammunition, and CO₂ cylinders and bulk tanks.
 5. Qualified supervision (see SQ-407) and appropriate ratio of adult coach/instructor to youth participants is present at all times.
 6. Ready access to communication and first-aid is required.
- D. Prior to initiating the program in Specific Requirements E, F, G, or H, the council has convened a task force to review all local, state, and federal guidelines; age restrictions; licensing and/or certification courses; equipment and personal protective equipment standards, and any other standards recommended by the original equipment manufacturer or other governing body; costs; risks to participant and staff safety; impact on other camp programs; and impacts on the camp environment. This task force must complete a risk and safety review consistent with Standard PD-111 and ensure that the program conforms to BSA's Sweet Sixteen of Safety. Appropriate standard operating procedures should be developed. The complete program, including standard operating procedures, must be specifically named and approved pursuant to Standard PD-112.
- E. **Scouting Pistol Safety and Marksmanship Program.** Instruction shall follow the *Scouting Pistol Safety and Marksmanship Program Instructor Syllabus* as written. No sections shall be moved or changed. Participant range instruction must occur in the order assigned in the syllabus.
1. Each youth participant shall be provided a copy of *Scouting Pistol Safety and Marksmanship* for the course. It is recommended that each youth take this copy with them as a reference for safety and maintenance of pistols at the conclusion of the course.
 2. Only one type of pistol action shall be demonstrated and used per course session.
 3. Only .22-caliber handguns are authorized for this program.

SHOOTING SPORTS: FIREARMS PROGRAMS

(Revised January 1, 2017)

4. The council must submit the Shooting Sports Application to the National Council, Outdoor Programs, and retain a copy of the application identifying that the council will operate this program.
- F. Cowboy Action Shooting Program.** Instruction shall follow the “level 2” open shooting experience guidelines in the *BSA Shooting Sports Manual*, No. 430-938.
1. Before moving to the shooting positions, each participant shall participate in a cowboy action shooting safety briefing using the outline in *BSA Cowboy Action Shooting Program Guide*, No. 530-318 (2016), Appendix 4.
 2. The course of fire must be clearly explained during the safety briefing so that the participants understand what they are to do at each station and when and where they are to move. No variation from the course of fire is allowed.
 3. Each youth participant shall be assisted by an instructor at each shooting position.
 4. No variation in the course of fire is authorized during any session. Different courses of fire consistent with the *BSA Cowboy Action Shooting Program Guide* may be used at different sessions.
 5. Only .22-caliber handguns, bolt-action or lever action .22 rifles, and 12- or 20-gauge shotguns are authorized for this program. Only council-maintained firearms and ammunition shall be used.
 6. In addition to Specific Requirement A, each cowboy action shooting range is designed in accordance with Appendix 2 of the *BSA Cowboy Action Shooting Program Guide*, No. 530-318 (2016). Each shooting position shall have a “red” ready line behind each shooting position.
 7. The instructor responsible for each shooting position shall load the firearms prior to the participant arriving. Participants shall not load the firearms in this program.
 8. The council must submit the Shooting Sports Application to the National Council, Outdoor Programs, and retain a copy of the application identifying that the council will operate this program.

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

SHOOTING SPORTS: FIREARMS PROGRAMS

PS-214

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

- G. **Chalk Ball Programs.** Venturers, Sea Scouts, and Boy Scouts may participate in the chalk ball program. Instruction shall follow the “level 2” open shooting experience guidelines in the *BSA Shooting Sports Manual*, No. 430-938.
1. Pointing any type of firearm or simulated firearm at any individual is prohibited. Participants shall shoot at targets that are neither living nor human representations.
 2. Before moving to the shooting positions, each participant shall participate in a safety briefing using the outline in the *BSA Chalk Ball Program Guide*, No. 530-317 (2016), Appendix 4.
 3. The trail and rules of the trail must be clearly explained during the safety briefing so that the participants understand what they are to do at each station and when and where they are to move. No variation from the trail and its defined shooting areas is allowed.
 4. No variation in the trail and stations is authorized during any session. Different trails and stations consistent with the *BSA Chalk Ball Program Guide* may be used at different sessions.
 5. Range staff must accompany the participants along the trail and at each station. Range staff shall carry the markers in a box between shooting stations; they will also carry the markers between shooting positions.
 6. Only paintball markers using chalk balls or paintballs are authorized for this program. The camp will need an adequate number of chalk ball containers (15 recommended) and targets (10 metal targets and six cowbell targets recommended). Only council-maintained equipment and chalk balls shall be used.
 7. The camp will need a supplier/vendor to refill 20-ounce CO2 canisters. Alternatively, the camp will need an approved CO2 cylinder (two 50-pound cylinders are recommended) and several 20-ounce CO2 canisters (a minimum of eight is recommended). If the alternative is chosen, the camp must follow training and safety requirements outlined in its risk review (see Specific Requirement D).
 8. The Laporte throwing system and Flashball® program, or any program shooting a flying target, are not authorized under this Standard.
 9. Each range is designed in accordance with Appendix 2 of the *BSA Chalk Ball Program Guide*. A “red” ready line shall be placed behind each shooting position.

SHOOTING SPORTS: FIREARMS PROGRAMS

(Revised January 1, 2017)

10. Each chalk ball course shall have a radio or telephone, a first-aid kit, and an adequate number of face masks for the number of participants. Each face mask must be cleaned before a new participant uses it.
 11. The council must submit the Shooting Sports Application to the National Council, Outdoor Programs, and retain a copy of the application identifying that the council will operate this program.
- H. **Multi-Gun Airsoft Experience Program.** Venturers, Sea Scouts, and Boy Scouts may participate in the multi-gun airsoft experience program. The program shall follow the *Multi-Gun Airsoft Experience Operations Guide*, No. 510-316.
1. Only airsoft guns and accessories listed in Appendix 7 of the *Multi-Gun Airsoft Experience Operations Guide* are permitted. All airsoft guns must be obtained from an approved supplier listed in Appendix 6.
 2. Fully automatic operation of airsoft guns is not authorized. All guns must be set to semiautomatic or single shot position. A gun that fires multiple airsoft pellets at a trigger pull, but does not continue to fire, is not considered fully automatic.
 3. Each range is designed in accordance with the section "Airsoft Range Layout" and Appendices 8 and 9 of the *Multi-Gun Airsoft Experience Operations Guide*. Each shooting position shall have a ready line and a control line behind each shooting position. The coach and instructor must be able to see all areas at all times.
 4. Each range shall have a radio or telephone, a first aid kit, and an adequate number of safety glasses for the number of participants.

INTERPRETATION:

A .22-caliber rimfire, bolt-action rifle is defined as either (1) a breech-loading, single-shot, bolt-action rifle or (2) a repeater bolt action rifle with a box magazine. Tubular, extended, or high-capacity magazines are not allowed. Trigger pull will be three pounds. Effective in 2013, a participant can load more than one round directly into the box magazine and shoot.

A pistol is defined as: (1) .177-caliber air pistol with a 2.5-pound trigger pull; open, scope, or dot sights; air, CO₂, or precharged pneumatic; or (2) a cartridge-firing pistol with a three-pound trigger pull; open, scope, or dot sights.

It is recommended that 20-, 16-, or 12-gauge semiautomatic shotguns be used.

The council should specify whether it will allow personal equipment and, if so, under what conditions, in its literature. Consult the *BSA National Shooting Sports Manual*, No. 30931, for additional guidance.

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

SHOOTING SPORTS: FIREARMS PROGRAMS

PS-214

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

The current *Scouting Pistol Safety and Marksmanship Program Syllabus* is available at the BSA Advanced Pistol Safety and Marksmanship Class.

Paintballs are authorized as an alternative to chalk balls under Specific Requirement G.

VERIFICATION:

- Observation of procedures in practice
- Review of the Shooting Sports Application, the council's Standard PD-112 risk-and-safety review, and standard operating procedures and compliance with cited manuals and guides—if programs pursuant to Specific Requirements E, F, G, or H are offered
- Review of course operation consistency with the FIRST Steps Syllabus and standard operating procedures
- Verification of age, equipment, and permission slip controls

REFERENCES:

Staffing standards are set forth in Standard SQ-407. Sample standard operating procedures are available in Appendix 3 of the BSA *Shooting Sports Manual*.

Please note that the manual has not yet been fully updated to reflect the programs in Specific Requirements E, F, G, and H.

Program information for the Scouting pistol safety and marksmanship program, including sample budgets and permission forms, is available at [http://www.scouting.org/filestore/Outdoor%20Program/pdf/430-607\(16\)_WEB.pdf](http://www.scouting.org/filestore/Outdoor%20Program/pdf/430-607(16)_WEB.pdf).

Participant completion cards may be purchased by the council from National Supply using SKU 623012. The current BSA *Cowboy Action Shooting Program Guide* is available at [http://www.scouting.org/filestore/Outdoor%20Program/pdf/510-318\(16\)_WEB.pdf](http://www.scouting.org/filestore/Outdoor%20Program/pdf/510-318(16)_WEB.pdf).

The current BSA *Chalk Ball Program Guide* is available at [http://www.scouting.org/filestore/Outdoor%20Program/pdf/510-317\(16\)_ChalkBall.pdf](http://www.scouting.org/filestore/Outdoor%20Program/pdf/510-317(16)_ChalkBall.pdf).

The current BSA *Multi-Gun Airsoft Experience Operations Manual* is available at <http://www.scouting.org/filestore/pdf/mga.pdf>.

STANDARD:


Camp managers meet current BSA qualification criteria.

Applies to:


Day
camp



Family
camp



Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp

Specific Requirements of the Standard:

- A. The camp director, base director, or reservation director (in multiple camp facilities):
1. Is at least 21 years of age.
 2. Training:
 - a. For resident, trek, specialty-adventure, and high-adventure camps, possesses a valid certificate of training from the Resident Camp Director or Resident Camp Administration section of National Camping School.
 - b. For day camps, possesses a valid certificate of training from the Day Camp Administration section of National Camping School.
 - c. For family camps, are trained annually by the council family camping administrator in family camping management.
 3. Camp/reservation directors have no other camp duties.
 - a. At a resident camp or trek camp, the camp/reservation director lives on-site.
 - b. At day and family camp, the camp director does not need to live on-site unless youth staff remain on-site overnight.
- B. The program director of a resident camp or day camp:
1. Is at least 21 years of age.
 2. Training:
 - a. For resident camps, possesses a valid certificate of training from the Resident Camp Program Director or Resident Camp Administration section of National Camping School.
 - b. For day camps, possesses a valid certificate of training from the Day Camp Administration section of National Camping School.
 3. In a resident camp, the program director has no other camp duties and lives on-site. Day camp program directors do not need to live on-site unless youth staff remain on-site overnight.
 4. Trek camps do not require a program director and may use an individual as both program director/trek director if appropriately certified.

CAMP MANAGEMENT

SQ-403

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

- C. The professional staff advisor or volunteer Cub Scout and Webelos day camp administrator:
1. Is at least 21 years of age.
 2. Possesses a valid certificate of training from the Cub Scout/Webelos Scout Day Camp Administration section of National Camping School.
- D. The council's family camp administrator:
1. Is at least 21 years of age.
 2. Possesses a valid certificate of training from the Resident Camp Director or Resident Camp Administration section of National Camping School.

INTERPRETATION:

Under SQ-403, all camps are required to have an on-site camp director and program director, except trek camps as described below. In reservation settings where multiple camps are present at the same camp property, the overall reservation may share a camp director (or a program director), but each camp must have its own program director (or camp director).

The director of a subcamp in a multiple-camp facility possesses a valid certificate of training from one of the following National Camp School sections: Resident Camp Director, Resident Camp Program Director, former Resident Camp Administration, former Resident Camp Management, or former Program section.

Camp directors holding a valid certificate of training from the former Resident Camp Administration or Resident Camp Management section of National Camping School meet the requirements of this standard.

Program directors holding a valid certificate of training from the former Program section of National Camping School meet the requirements of this standard.

Trek camps require a camp director and an individual who possesses a valid certificate of training from the Trek Leader section of National Camping School. These may be the same individual. Trek camps based at a resident camp may share a camp director with the resident camp but then must have a separate trek director, who may be the same person as the program director if that person is appropriately qualified.

VERIFICATION:

- Documentation of age
- Evidence of current National Camping School training

STANDARD:

The firearm range must be adequately supervised by qualified persons.

Specific Requirements of the Standard:

- A. *Boy Scout or Venturing day, family, and resident camps; trek camps; specialty-adventure camps; high-adventure camps.*
1. *Program supervision.* The firearms program is supervised by a shooting sports director, at least 21 years of age, who holds a valid certificate of training from the Shooting Sports section of National Camping School.
 - a. The shooting sports director must hold current NCS and NRA or USAA credentials in each discipline (rifle [also includes pellets and BBs], shotgun, muzzleloading, pistol, and archery) offered at the camp.
 - b. If an individual trained as a BSA shooting sports director is not available, the camp may be granted a waiver so that the shooting sports program may be operated by military, law enforcement, 4-H, or NRA instructors for one season only.
 - c. The shooting sports director must be in camp when any firearms range is in use.
 - d. An NCS trained shooting sports director is not required if the camp offers only a chalk ball, paintball, or airsoft program and no other shooting sports program.
 2. *Firearms range supervision.* Each firearms range must have an NCS shooting sports director or NRA Instructor 21 years of age or older in charge of the firing line at any time it is in operation. A chalk ball/paintball course is subject to Specific Requirement A.6 in lieu of this requirement. An airsoft range is subject to Specific Requirement A.7 in lieu of this requirement.
 3. *Firearms range instructor ratios.*
 - a. When loading or firing rifles, pellet guns, or BB guns, there is a ratio of one instructor per eight shooters (1:8 instructor-to-pupil ratio). For each additional eight points, or fraction thereof, the minimum requirement is an 18-year-old or older instructor trained by the shooting sports director using at a minimum the NRA FIRST Steps three-hour training.
 - b. When loading or firing shotguns or muzzleloaders, there is a ratio of one instructor per shooter (1:1 instructor-to-pupil ratio).

Applies to:Day
campFamily
campResident
campTrek
campSpecialty-
adventure
campHigh-
adventure
camp

FIREARMS RANGE STAFF

SQ-407

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

- c. For pistols the ratio of one instructor per three shooters (1:3 instructor-to-shooter ratio).
 - d. The firearms range supervisor (see paragraph A.2 above) at a resident, trek, specialty-adventure, or high-adventure camp only may serve as one of the instructors for purposes of the instructor-to-shooter ratios in this standard.
4. **Scouting Pistol Safety and Marksmanship program instructor requirements**
- a. Each instructor must be an NRA certified pistol instructor.
 - b. At least two of the instructors or RSOs on the range must also hold a Scouting Pistol Safety and Marksmanship program certificate.
 - c. Only an instructor holding the Scouting Pistol Safety and Marksmanship program certificate may serve as lead instructor for the classroom portion of the course and shall present the material. Other NRA-certified pistol instructors may assist participants, but may not present material.
 - d. Only an RSO holding the Scouting Pistol Safety and Marksmanship program certificate may serve as the range supervisor/RSO for this program. This individual may not serve as an instructor for purposes of the instructor-to-student ratio. No more than six participants shall be supervised by the range supervisor/RSO.
 - e. The instructor-to-student ratio when on the range working with the firearms in this program is one NRA certified pistol instructor to every two participants.
5. **Cowboy Action Shooting Program instructor requirements**
- a. Each shooting position will have an NCS or NRA-certified pistol, rifle, or shotgun instructor, depending on the firearm at the shooting position.
 - b. Notwithstanding Specific Requirement A.2, the range supervisor must hold a current NRA RSO certification in addition to any other required certifications.
6. **Chalk Ball program instructor requirements**
- Notwithstanding Specific Requirements A.1, A.2, and A.3, the chalk ball trail/course shall be under the supervision of an NRA-certified RSO.

(Revised January 1, 2017)

7. Multi-Gun Airsoft Experience

- a. Each bay in a multi-gun airsoft experience must be supervised by an airsoft instructor, who must be a BSA BB-gun range master, a BSA shooting sports director, or an NRA instructor, and all of whom also require an airsoft endorsement. An airsoft endorsement may be granted by the local Scout executive (or designee) if the requirements of Appendix 5 of the *Multi-Gun Airsoft Experience Operations Guide* are met. The endorsement is evidenced by a card good for two years.
- b. It is recommended that each bay also have a coach who is an individual authorized by the airsoft instructor. If there is no coach, the airsoft instructor shall perform the duties of coach.

B. *Cub Scout day, family, and resident camp (BB range only)*. BB-gun range masters must be at least 18 years of age and have successfully completed the BB-gun safety and training program for an authorized instructor, as outlined in the *BSA National Shooting Sports Manual*, No. 30931. Additional adult supervision is required for each additional eight shooters.

INTERPRETATION:

NCS shooting sports directors shall hold current NCS, NRA, or USAA/NFAA certification in each discipline that they supervise at camp. A camp may utilize multiple NCS shooting sports directors to fulfill this requirement. The staff plan shall detail which NCS shooting sports director supervises which programs and this shall be made available to the camp assessment team.

Shooting at camp properties other than as part of a camp subject to this Standard must meet the requirements of the *Guide to Safe Scouting*. The *Guide to Safe Scouting* requires different supervision outside of the supervised camp environment. Information on obtaining the Scouting Pistol Safety and Marksmanship Program training certification may be obtained from Outdoor Programs or NCAP.

For the multi-gun airsoft experience, the instructor must hold a current airsoft endorsement. An NRA range safety officer (RSO) is not considered a qualifying certification because the training differs from that of an NRA Instructor.

VERIFICATION:

- Documentation of age
- Relevant certificates on file (may be submitted with declaration)
- Observation of program implementation

Applies to:Day
campFamily
campResident
campTrek
campSpecialty-
adventure
campHigh-
adventure
camp

FIREARMS RANGE STAFF

SQ-407

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

REFERENCES

Additional recommendations for operating a shooting sports program are found in the *BSA Shooting Sports Manual*.

History: CSTF 2013; Rev. Circ. 7 (interim); Circ. 8

STANDARD:

The archery range must be supervised by trained and qualified persons at least 18 years of age. A National Camping School-trained shooting sports director or USA Archery/National Field Archery Association instructor must train the archery range master and issue a training course pocket certificate. The certificate must be renewed every two years. A Sporting Arrows range operated pursuant to Interim Standard PS-213.1 must be supervised by a USAA/NFAA Level 1 instructor at least 18 years of age who has successfully completed the Sporting Arrows module, and who may supervise a maximum of three participants at a time.

INTERPRETATION:

The Sporting Arrows training module is available on the Outdoor Programs website.

VERIFICATION:

- Documentation of age
- Relevant certificates on file (may be submitted with declaration)
- Observation of program implementation during assessment

REFERENCES

Design Guidelines 313 and 316 are available at <http://www.scouting.org/Home/OutdoorProgram/Properties/Resources/DesignGuidelines.aspx>


History: CSTF 2013; Circ. 7 (Interim); Circ. 8

Applies to:


Day
camp



Family
camp




Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp



STANDARD:

All COPE and/or climbing programs must be supervised and staffed by qualified persons.

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing

SPECIFIC REQUIREMENTS OF THE STANDARD:

- A. A qualified person is designated by the council to manage the operations of COPE and/or climbing programs, set local policies, provide for maintenance and inspection of facilities, provide program hazard analysis for new activities, approve equipment used, and design training and assessment of program staff.
- B. A camp offering a COPE or climbing program shall have a written staff training and assessment plan, approved by a qualified person, which includes: competencies identified in BSA National Camping School (NCS) COPE and/or climbing training syllabi; core, technical, and facilitation competencies identified in the current ACCT operations standards; and specific knowledge and skills required for local COPE and/or climbing program operations. In addition, the COPE or climbing program shall be supervised in accordance with either (1) or (2) below:
 1. The program is supervised by an NCS-trained COPE or climbing director, as appropriate.
 2. The program is supervised by a Level II COPE or climbing instructor, as appropriate. Councils (or multicouncil collaborations) electing to provide local training programs for Level II instructors shall meet the following requirements:
 - a. Have at least one trained program manager in place.
 - b. Be evaluated by a training program evaluator who is not affiliated with the training program being evaluated.
 - i. The local Level II program shall be approved before valid training cards can be issued.
 - ii. Reevaluation shall occur at least every five years thereafter or when conditions warrant, including but not limited to the following:
 1. Higher than normal incident rates in COPE and/or climbing programs as identified by the National Council
 2. Council appoints a new program manager
 3. Region COPE/climbing chair, regional camp assessment coordinator, or area camp assessment chair calls for a reevaluation

COPE AND/OR CLIMBING STAFF

SQ-409

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing

iii. Evaluation of council-level training programs by training program evaluator, including but not limited to the following:

1. Training syllabus and materials
2. Training activities while in session
3. Written/computer-based and practical testing instruments
4. Documentation of completed training

c. Send training rosters to region COPE/climbing chair.

C. All COPE and climbing staff must have appropriate qualifications and training as shown in the following table. Documentation of training for all council COPE and climbing program staff is available when in operation. Level I and Level II instructors may operate programs only as authorized by their local council or multicouncil collaboration.

COPE and Climbing Program Staff Member Qualifications and Training

No.	Staff Member	Prerequisite	Primary Training	Reevaluation	Min. Age
1	COPE instructor in training	None	COPE and climbing foundation Level I + COPE Level I instructor training	Yearly	16
2	COPE Level I instructor	None	COPE and climbing foundation Level I + COPE Level I instructor training	Yearly	18
3	COPE Level II instructor	COPE Level I instructor	COPE and climbing foundation Level II + COPE Level II instructor training	3 years	21
4	COPE director	Familiarity with local council course	NCS COPE director training	5 years	21
5	Low COPE Level I instructor	None	COPE and climbing foundation Level I + low COPE Level I instructor training	Yearly	18
6	Low COPE Level II instructor	Low COPE Level I instructor	COPE and climbing foundation Level II + low COPE Level II instructor training	3 years	21
7	Low COPE director	Familiarity with local council course	NCS low COPE director training	5 years	21
8	Climbing instructor in training	None	COPE and climbing foundation Level I + climbing Level I instructor training	Yearly	16
9	Climbing Level I instructor	None	COPE and climbing foundation Level I + climbing Level I instructor training	Yearly	18
10	Climbing Level II instructor	Climbing Level I instructor	COPE and climbing foundation Level II + climbing Level II instructor training	3 years	21

COPE AND/OR CLIMBING STAFF

(Revised January 1, 2017)

COPE and Climbing Program Staff Member Qualifications and Training

No.	Staff Member	Prerequisite	Primary Training	Reevaluation	Min. Age
11	Climbing director	Familiarity with local council course	NCS climbing director training	5 years	21
12	Artificial climbing structure Level I instructor	None	COPE and climbing foundation Level I training	1 year	18
13	Artificial climbing structure Level II instructor	Artificial climbing structure Level I instructor	COPE and climbing foundation Level II training	3 years	21
14	Portable challenge structure facilitator	None	COPE and climbing foundation Level II training + manufacturer authorized training	Yearly	21
15	Bouldering facilitator	None	Bouldering facilitator training	Yearly	16
16	COPE and climbing program manager	COPE or climbing Level II instructor or director	NCS COPE and climbing program manager training	5 years	21
17	COPE and climbing training program evaluator	Regional appointment	NCS COPE and climbing program manager training or NCS Training Program Evaluator Training	5 years	21

D. All COPE and climbing programs are operated according to the guidelines contained in the following table. All staff members may be considered as part of the staff to maintain the required ratio of staff to participants; however, instructors in training must be directly supervised by a Level I or Level II instructor or a director. **A Level II instructor or director directly supervises the program and must be present at the program site except for bouldering.**

COPE and Climbing Program Staffing and Participant Requirements

No.	Program	Minimum Program Supervision Requirements	Qualified Staff	Min. Staff	Ratio
1	Low COPE	Low COPE Level II instructor or COPE Level II instructor or COPE director or low COPE director	Low COPE Level I instructor, low COPE Level II instructor, COPE director, low COPE director, COPE IIT	2	12:1
2	High COPE	COPE Level II instructor or COPE director	COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT	2	6:1

Applies to:



COPE AND/OR CLIMBING STAFF

SQ-409

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing

COPE and Climbing Program Staffing and Participant Requirements

No.	Program	Minimum Program Supervision Requirements	Qualified Staff	Min. Staff	Ratio
3	Artificial vertical climbing structure	COPE Level II instructor or COPE director or climbing Level II instructor or climbing director or artificial vertical climbing structure	Level II instructor Artificial vertical climbing structure instructor, COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	6:1
4	Natural rock climbing	Level II instructor or climbing director	Climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	6:1
5	Bouldering	Bouldering facilitator or COPE Level I instructor or climbing Level I instructor	COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	1	Determined by council policy
6	Portable climbing wall	Portable climbing wall facilitator or COPE Level II instructor or climbing Level II instructor	COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	As recommended by manufacturer, but not to exceed 6:1

INTERPRETATION:

The term “qualified person” is defined in the Association for Challenge Course Technology standards as: “An individual who, by possession of a recognized degree, certificate or professional standing; or who, by possession of extensive knowledge, training and/or experience in the subject field; has successfully demonstrated ability in design, analysis, evaluation, installation, inspection, specification or training in the subject work, project or product, to the extent established by this Standard.”

For example, item A in this standard requires that a “qualified person” is designated by the council to manage the operations of COPE and/or climbing programs, set local policies, provide for maintenance and inspection of facilities, provide program hazard analysis for new activities, approve equipment used, and manage training and assessment of program staff. A person having these responsibilities must have extensive knowledge, training, and/or experience in program operations, policy making, inspection and maintenance of facilities and equipment, program hazard analysis, and staff training for COPE and climbing programs. The minimum level of training set by this standard is NCS director or Level II training in either COPE or climbing, or equivalent. Relevant documentation of these qualifications shall be available to the assessment team.

Item B in this standard requires that a “qualified person” approves the staff training and assessment plan. A person having this responsibility must have extensive knowledge, training, and/or experience in program operations and staff training for COPE and climbing programs. This may be the same person referenced in item A, or may be another qualified person designated by the council.

Training program evaluators are assigned by and send their reports to the region COPE/climbing chair or designee.

Reevaluation for Level I and Level II instructors by a qualified person of an individual’s skills may be accomplished using many methods, including but not limited to:

- Formal reevaluation using an assessment instrument
- Monitored performance while delivering the program
- Approved retraining workshops
- Retaking of the original training

Artificial climbing structure: Tower, wall, or other structure where the participant’s feet can exceed 6 feet above ground surface.

Program site: For the purposes of this standard, program site is defined as the general location of COPE and/or climbing activities, which may be separated by a reasonable distance but still able to be supervised by a single director or Level II instructor.

VERIFICATION:

- Evaluation of program documents (may be submitted with declaration):
 - A: Staff training and assessment plan
 - B: Training records for ALL COPE and climbing program staff members
 - Qualified person who oversees COPE and climbing program
 - COPE and climbing program manager (for local Level II training)
 - Directors
 - Level II instructors
 - Level I instructors
 - Staffing ratios

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing



STANDARD:

All trek camp leaders and staff must have appropriate age, experience, and training to safely operate a quality trek camp.

Specific Requirements of the Standard:

- A. The trek director must be at least 21 years of age and hold a current certificate of training from the Trek Leader section of National Camping School. If another member of the staff holds a current certificate of training from the Trek Leader section of National Camping School, then the trek director may hold a current certificate of training from the Resident Camp Director or former Resident Camp Administration section of National Camping School and have prior trek leadership training or experience.
- B. At least one staff member is a Leave No Trace Master Educator (weeklong course) or Trainer (two-day course) and conducts training for all trek staff members with program responsibilities (support and administrative staff are exempt).
- C. Trek staff must be at least 18 years old and successfully complete training specific to the trek program operation.
- D. The trek staff member accompanying crews must hold a current American Red Cross Wilderness and Remote First Aid with CPR/AED certification or equivalents. Training is provided in reasonably foreseeable first-aid scenarios and use of supplied first-aid kits.
- E. Staff members leading specialty-adventure or high-adventure activities have evidence of training in their area of responsibility consistent with that approved in the authorization for the program.

INTERPRETATION:

The Application for Authorization of a trek program must set forth the required ages, certification requirements, and training for the trek director and for all trek staff. If the trek will include a specialty-adventure or high-adventure activity, the additional requirements of the staff qualification and training standard, SQ-411 Specialty-Adventure and High-Adventure Staff, must also be met.

Specialty-adventure camps must meet this requirement if they have elected to comply with the requirements for trek camps.

VERIFICATION:

- Documentation of age
- Review of training/certifications held by staff leading specialty-adventure or high-adventure programs
- Authorization approval for specialty-adventure and high-adventure training
- Relevant certificates on file (may be submitted with declaration)
- Observation of program implementation during visitation

Applies to:


Trek
camp



Specialty-
adventure
camp



High-
adventure
camp



OTHER PROGRAM STAFF QUALIFICATIONS

(Revised January 1, 2017)

STANDARD:

All camp activity leadership staff is qualified by age and training or acceptable experience to safely lead a quality program. Supporting staff meets age and training requirements as necessary.


Applies to:



Day
camp



Family
camp



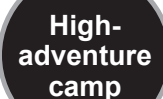
Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp

SPECIFIC REQUIREMENTS OF THE STANDARD:

- A. In a Boy Scout, Venturing, or Sea Scout resident camp, at least one adult camp commissioner (at least 18 years of age) is on staff. These individuals may be assigned other duties. Camp commissioners have a valid certificate of training from the Commissioner section of National Camping School the Resident Camp Administration, Resident Camp Director, Resident Camp Program Director, or Commissioner sections of National Camping School; or have six months' service as an active and trained commissioner in the BSA. They also have the Council Commissioner's approval and have been trained by the Camp Director with NCS training program.
- B. If an ecology program is offered, the ecology/conservation director is 18 years of age or older with a valid certificate of training from the Ecology/Conservation section of National Camping School or has equivalent training in conducting an outdoor education program.
- C. If an outdoor skills program is offered, the outdoor skills director is at least 18 years of age and holds a valid certificate of training from the Outdoor Skills section of National Camping School or equivalent skills.
- D. If a first-year camper program is offered, the first-year camper director is at least 18 years of age and holds a valid certificate of training from the First-Year Camper section of the National Camping School or equivalent skills.
- E. If a full-time or part-time chaplaincy service is provided, the chaplain should be a person who is recognized as a qualified clergyman, seminarian, or layman by his or her own church body and is 21 years of age or older. Alternatively, an individual who is at least 21 years of age, possesses mature judgment, and is approved by the Scout executive may fulfill this role, with responsibilities not to include "specific ordained responsibilities" or tasks such as sacraments.
- F. If a horse or stock program is conducted at camp,
 1. The horse or stock program director is to be at least 21 years of age, with documented experience and/or training for at least two years or more in the safe conduct of appropriate riding activities.

OTHER PROGRAM STAFF QUALIFICATIONS

SQ-412

(Revised January 1, 2017)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

The horse or stock program director must be qualified to provide leadership to the program staff and supervision in the proper care, handling, feeding, and grooming of horses and other stock.

2. Horse and stock activity instructors, trail guides, and wranglers are at least 18 years old and are qualified by experience and training to safely conduct the horse or stock program.
 3. Assistant wranglers are at least 16 years of age, are qualified by experience and examination, and work at all times under the supervision of instructors, guides or wranglers 18 years of age or older.
- G. If a wagonmaster program is offered, wagonmasters are at least 21 years old with current certification in family camping management.
- H. If an ATV program is offered,
1. Two staff members must participate in ATV activities. At least one must be 21 years of age or older; the other must be 16 years of age or older.
 2. At least one ATV staff member must hold a valid current ATV Safety Institute's instructor certification. All other ATV staff must have been trained by an ATV Safety Institute certified instructor.
 3. All ATV staff must be familiar with applicable outdoor ethics principles and conservation limits on ATV activities.
- I. Councils will establish safety and quality criteria for other activity leaders in the Application for Authorization. These criteria, once approved in the authorization, become part of this standard.

INTERPRETATION:

- Ecology/conservation director—College students or teachers trained in such fields as forestry, soil and water conservation, fish and wildlife, earth science, ecology, environmental specialties, etc., are considered to have equivalent training. Students who have completed their sophomore year in college with a major in one of the above fields and have worked actively for one or more summers in a nature center or conservation-oriented staff position in a summer camp may be considered to have equivalent training.
- Outdoor skills—"Equivalent life skills" may include but are not limited to Scouting experience as a Boy Scout leader, earning merit badges offered in outdoor skills area, or completion of college courses in outdoor skills topics.

OTHER PROGRAM STAFF QUALIFICATIONS

(Revised January 1, 2017)

- Chaplains are encouraged to participate in the Chaplain section of National Camping School or Chaplain's course at the Philmont Training Center.
- A wagonmaster certification is deemed current if the following criteria are met:
 - The training occurred within the past calendar year.
 - The training was administered by the family camping administrator.
 - The training was conducted using the *Council Family Camping Staff Training Guide*, No. 13-468.
 - The equivalent training allowance in Specific Requirement H is not available for wagonmasters.
- For horse and stock programs, "experience and training" includes care, feeding, grooming, and packing of horses, ponies, mules, burros, and other domesticated ungulates (llamas and other farm animals).

VERIFICATION:

- Documentation of age
- Relevant certificates on file (may be submitted with declaration)
- Authorization for approved alternatives
- Interviews with camp director and staff leadership
- Observation of program implementation during assessment

Applies to:

Day
camp

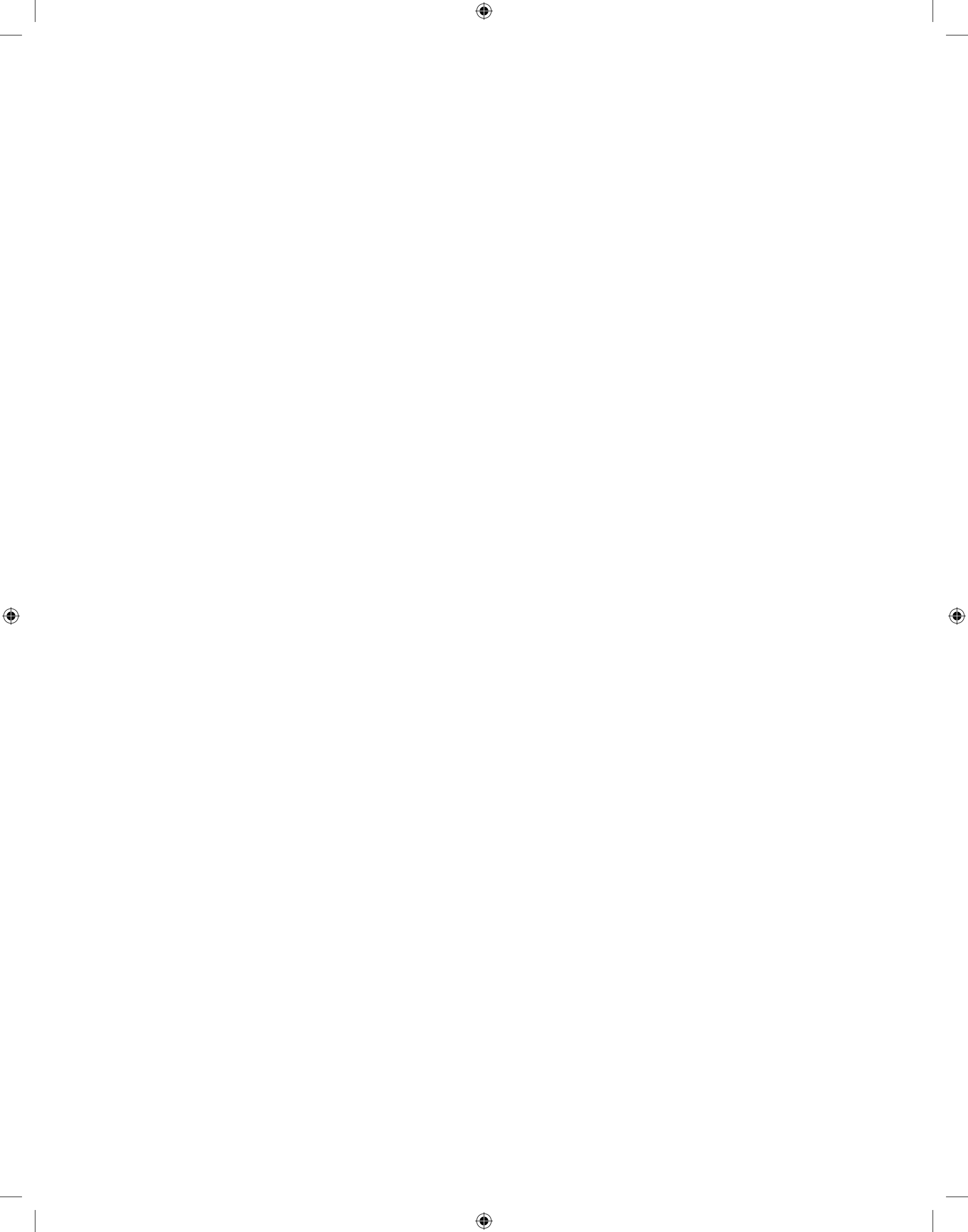
Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp



(Revised January 1, 2017)

RECOMMENDED PRACTICE:



The camp has a business manager with a job description, experience, and qualifications approved by the relevant council committee.

INTERPRETATION:

Multiple camps that share a common reservation may share a common business manager and satisfy the conditions of this recommended practice. It is recommended that this individual be 21 years of age or older and attend the Resident Camp Director section or Resident Camp Administration section of National Camping School.

VERIFICATION:

- Review of council-approved job description and verification that business manager meets requirements

Applies to:A black circle with a white border containing the text "Day camp".A black circle with a white border containing the text "Family camp".A black circle with a white border containing the text "Resident camp".A black circle with a white border containing the text "Trek camp".A black circle with a white border containing the text "Specialty-adventure camp".A black circle with a white border containing the text "High-adventure camp".



MEDICAL RECORDKEEPING AND REPORTING

(Revised January 1, 2017)

STANDARD:

All health-related interactions and incidents are promptly and appropriately recorded and reported.

Specific Requirements of the Standard:

- A. Daily records of all first-aid and medical treatments (written in ink) are kept in the First Aid Log books, maintained separately for campers and for staff members.
1. Except as provided below, the BSA First Aid Log, No. 33681, must be used for recording all first-aid and medical treatments as well as administration of all medications.
 - a. Day camps and family camps may use the First Aid Log for Council/District Activity or Event, No. 680-127WB, in lieu of the First Aid Log, No. 33681.
 - b. Trek crews shall keep daily documentation of all first aid performed during the trek, which shall be recorded in the program's official First Aid Log at the completion of the trek.
 2. The camp health officer shall review the First Aid Log with the camp director during each camp session, not less often than once a week, to determine trends to be analyzed and any corrective actions to be taken. The camp director shall sign or initial the book during each review to indicate that the records have been reviewed.
- B. All injuries, illnesses, and incidents requiring the intervention of a medical provider beyond basic Scout-rendered first aid are reported promptly following BSA guidelines. The camp health officer or his/her designee shall follow the procedures outlined in the First Aid Log to report incidents involving the intervention of a medical provider beyond camp resources. The camp director shall be immediately informed, and reports shall be filed in accordance with MyBSA/Resources/Incident reporting system.
- C. Fatalities or other catastrophic incidents, including multiple serious injuries or illnesses, are immediately reported using BSA protocol.


Applies to:



Day
camp



Family
camp




Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp

MEDICAL RECORDKEEPING AND REPORTING

(Revised January 1, 2017)

HS-507

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

- D. In the event of a fatality or catastrophic injury or illness, the camp director is in charge, and the camp health officer supports the camp director in following BSA procedures and any applicable state or federal regulations.
- E. At the close of camp, all First Aid Logs and incident reports are made available to the enterprise risk management committee for review and are stored in a secure site at the local council service center, to be retained for 18 years or longer as required by applicable law.

INTERPRETATION:

Medical logs must be in a bound book with prenumbered pages. Separate books for staff and for campers shall include both medical treatment and medications administered. Electronic systems may be approved by application for variance. At a camp that does not operate for a full week, the camp health officer and camp director must meet at the end of each camp session to conduct the review required in Specific Requirement A.2.

VERIFICATION:

- Medical staff description of procedures in practice
- Observation of procedures in practice (where applicable)

TREE REMOVAL AND CHAIN SAWS

(Revised January 1, 2017)

STANDARD:

Trees must be felled and chain saws used in a safe manner.

Specific Requirements of the Standard:

- A. Persons felling trees more than 6 inches in diameter by any means must be approved by the council designee. All tree cutting must be properly supervised, and a minimum of two individuals must be present.
- B. Any person who operates a chain saw must be approved by the council designee.
- C. Chain saw operators must be at least 18 years old and meet one of the following requirements:
 1. Be a professional forester.
 2. Be a certified arborist.
 3. Have received training in these techniques from the Ranger section of National Camping School; have written documentation of having other training in these techniques that is recognized by the state or federal government; or have successfully completed the BSA Chain Saw Safety Training course, No. 20-136, which can be found on BSA Info at <http://info.netbsa.org/pro/boyscout/pdf/20-136.pdf>.

INTERPRETATION:

Camps that fell trees off camp property must comply with the requirements of the land owner or land manager.

VERIFICATION:

- Discussion with camp staff

Applies to:




Camp properties



Day camp




Family camp




Resident camp



Trek camp



Specialty-adventure camp



High-adventure camp



COPE/
Climbing



(Effective January 1, 2017)

STANDARD:

All constructed facilities for COPE and climbing programs are properly installed and inspected in compliance with the policies of the Boy Scouts of America, Association for Challenge Course Technology Design, Performance, and Inspection Standards, and other governing jurisdiction regulations.

SPECIFIC REQUIREMENTS OF THE STANDARD:

- A. Program sites on BSA property are located where access is controlled or monitored and warning signs are posted.
- B. The COPE course, climbing area (natural and/or constructed), bouldering walls, and portable climbing structures are properly inspected annually by members of the council.
- C. Until January 1, 2018, the COPE course and artificial climbing structures where the climber's feet can exceed 6 feet above the ground surface must have an annual inspection. Effective January 1, 2018, the COPE course and artificial climbing structures shall be inspected annually by a qualified professional inspector.
- D. Portable challenge structures (e.g., portable climbing walls, portable challenge courses) shall be set up, operated, maintained, inspected, and recertified according to manufacturer's recommendations. Effective January 1, 2018, custom fabricated portable challenge structures shall be inspected by a qualified professional inspector prior to use and annually thereafter.
- E. Climbing bolts and hangers installed on BSA property must have written council approval and have been properly installed and inspected twice annually by a qualified person and be specifically designed for climbing purposes. Pitons are never used in BSA climbing.
- F. Effective January 1, 2018, all newly constructed COPE and climbing facilities must have an initial acceptance inspection by a qualified third party inspector who has no vested interest in the installation or operation.

INTERPRETATION:

Properly installed: Installed by a qualified person according to manufacturer's recommendations for the specified application/situation.

Properly inspected: Checked against a written standard or checklist developed by a qualified person, and documented in writing.

Applies to:

Camp properties

Day camp

Family camp

Resident camp

Trek camp

Specialty-adventure camp

High-adventure camp

COPE/
Climbing

COPE AND CLIMBING FACILITIES

FA-715

(Effective January 1, 2017)

Applies to:

Camp properties

Day camp

Family camp

Resident camp

Trek camp

Specialty-adventure camp

High-adventure camp

COPE/
Climbing

Professional inspection: Defined by the Association for Challenge Course Technology standards as: “An inspection carried out by a qualified person or competent person under the supervision of a qualified person to assess the condition of the course and identify whether there are any areas failing to meet standard or likely to fail to meet standard in the near term.” In this case, the qualified person directing the activities of the inspection must have extensive knowledge, training, and/or experience in maintenance and inspection of COPE and climbing facilities and equipment.

Qualified person: Defined in the Association for Challenge Course Technology standards as: “An individual who, by possession of a recognized degree, certificate or professional standing; or who, by possession of extensive knowledge, training and/or experience in the subject field; has successfully demonstrated ability in design, analysis, evaluation, installation, inspection, specification or training in the subject work, project or product, to the extent established by this Standard.”

For example, in item B, a person who develops the written maintenance checklist must have extensive knowledge, training, and/or experience in maintenance and inspection of COPE and climbing facilities and equipment.

Another example is item E, which specifies that climbing bolts must be installed and inspected by a “qualified person.” In this case, the person who installs or inspects climbing bolts must have training and experience installing and inspecting climbing bolts.

VERIFICATION:

- Physical inspection of elements and structures meeting the description of a COPE/climbing course.
- Evaluation of program documents (may be submitted with declaration):
 - B: Inspection documents
 - Council self-inspection checklist and reports
 - Documentation of corrective actions
 - C: Inspection documents
 - Qualified inspector report for constructed facilities
 - Documentation of corrective actions
 - Copy of current edition of ACCT standards
 - D: Manufacturer’s documentation for portable climbing walls
 - E: Bolt and hanger installation and inspection records

RECOMMENDED PRACTICE:

The camp uses the BSA recommended documents “Request for Proposal for BSA Challenge Course Inspections” and “Suggested Agreement with Independent Contractors and Consultants” to secure professional inspection services by qualified professional inspectors who are certified and/or accredited by a national accrediting organization.

VERIFICATION:

The camp produces the appropriate request and suggested agreement form.

REFERENCES:

These documents are located at scouting.org/outdoorprograms in the COPE and Climbing section.

Applies to:

Camp properties

Family camp

Resident camp

Trek camp

Specialty-adventure camp

High-adventure camp



STANDARD:

The camp participates in the BSA Continuous Camp Improvement Program that addresses improvements in:


- Staff
- Program
- Program equipment
- Facilities
- Sustainability
- Marketing and communication
- Attendees and participation

Applies to:


Day
camp



Family
camp




Resident
camp



Trek
camp



Specialty-
adventure
camp



High-
adventure
camp



COPE/
Climbing

Specific Requirements of the Standard:

- A. The council has performed an analysis to identify its stakeholders and involved them in gathering information on areas of possible improvement and areas of strength.
- B. Effective January 1, 2019, the camp has a camp strategic improvement plan that identifies one or more areas of improvement and one or more areas of strength that the council will address over the next four to seven years, which collectively address at least five of the continuous camp improvement categories. For each identified area, the plan sets forth improvement measures, an approximate time for initiation and completion, and how the camp will determine the success of its measures.
- C. Each year, the council will develop an annual camp improvement plan that identifies one or more areas of improvement and one or more areas of strength that the camp will address during the year, which collectively address at least four of the continuous camp improvement categories. Some of these measures may be based on the camp strategic improvement plan and some should be based on postcamp/ precamp inspections, camp staff reports, customer satisfaction surveys, or other feedback. For each area identified, the council determines a goal, a quantitative metric, and success criteria.
- D. Annually, the council collects data that indicates progress on the measures, and at the start of the following season includes in the Declaration of Readiness a report on the goals, their success criteria, and whether the goals were achieved.

CONTINUOUS CAMP IMPROVEMENT

AO-810

(Revised January 1, 2017)

Applies to:

Camp properties

Day camp

Family camp

Resident camp

Trek camp

Specialty-adventure camp

High-adventure camp

COPE/
Climbing

INTERPRETATION:

The continuous camp improvement program is the heart of Scouting's effort to provide a better experience to each camper each year. Detailed guidance on the continuous improvement process is provided in the *Guide to the Continuous Camp Improvement Program*. The standard requires that the council and camp participate in the process contemplated by the standard and does not require the camp to successfully complete each goal. It is the process of identifying goals, measures, and metrics, and completing them that will elevate camp performance.

Specifically, Requirement A emphasizes that all stakeholders should have a role in the process. The best program is a collaboration of the council professionals, volunteers, camp staff, and camp users.

Requirement B, effective in 2019, is the multiyear camp strategic improvement plan. It is intended that this plan ultimately work in concert with the Application and Authorization to Operate process, where the plan is prepared and submitted with the application and then updated during the Interim Progress Report. Beginning with councils submitting their Application for Authorization in 2016, councils will be rolled into this process. Until then, councils are to develop a plan that takes them to or beyond their next application period. This requirement will become an enforceable part of the standard in 2019, but councils are encouraged to start well before January 1, 2019. The camp strategic improvement plan is not a term or condition of the Authorization to Operate.

Requirement C is the annual or seasonal improvement plan. These are the specific steps that the council will take during the year. Some of these may come from the camp strategic improvement plan identified in Requirement B, while others will be items that come up from camp staff, customer satisfaction surveys, or the work of council professionals or committees. The goals should be specific, measurable, attainable, realistic, and have a targeted metric that can be tracked to show progress. The annual plan should be revised as needed during the season to address customer feedback and improve the camper experience.

Camps that operate off camp property should review the existing facilities for adequacy and may propose steps (such as negotiating for improvements or relocating), but are not expected to provide for physical improvements to noncouncil property.

CONTINUOUS CAMP IMPROVEMENT

(Revised January 1, 2017)

VERIFICATION:

- The authorization writer will review the camp strategic improvement plan for consistency with BSA standards and continuous camp improvement goals. The approved plan will be attached to the Authorization to Operate.
- The camp assessment team should review the Authorization to Operate and any attached camp strategic improvement plan, and comment on whether steps called for in the camp strategic plan were implemented timely in the report. However, an explained failure or delay is not the basis for a noncompliant or deviation finding if the council has made other improvements.
- On the annual plan, the camp assessment team should review the Declaration of Readiness to ensure it includes: 1. the prior year's goals, metrics, and success criteria, and whether the goals were successfully achieved and, if not, any lessons learned; and 2. the current year's goals, metrics, and success criteria. Effective January 1, 2017, failure to have prepared and measured goals in the prior year reported in the Declaration of Readiness or failure to have prepared and be measuring goals in the current year by the date of assessment warrants a noncompliant finding. Partial or late compliance should be noted with a deviation.

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing