



BOY SCOUTS OF AMERICA®
NATIONAL CAMP ACCREDITATION PROGRAM

2018 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 2017 edition and replacing them with the enclosed updates.

You will find all content changes made to the standards as of January 1, 2018, attached. Please use the attached pages to replace their corresponding pages in the 2017 printing. If you still have a 2016 book that was not updated with the 2017 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.

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NATIONAL CAMP STANDARDS



BOY SCOUTS
OF AMERICA®

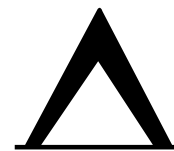


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INTRODUCTION TO NATIONAL CAMP STANDARDS

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

STANDARD:

Programs for Boy Scouts are exciting, dynamic, and appealing to today's youth; meet the needs of the youth and units attending camp; and are fun and safe.

Specific Requirements of the Standard:

- A. Specific activities offered are designed to meet unit and youth needs (e.g., safety, variety, fun, advancement), to support the philosophy that Scouting is fun with a purpose and to be appropriate for participants' ages. Programs stress adventure and fun over just advancement. Program resources are allocated based on participant characteristics. In designing camp program activities, the camp reviews national publications, links to other council camps, and consults with the appropriate council committees (e.g., camping, aquatics, shooting sports).
- B. Boy Scout programs meet the following requirements:
1. Offer activities that strengthen the patrol method (e.g., patrol cooking, patrol competitions, patrol leaders' council meetings). Resident camps offer at least three opportunities of different types over the course of a week.
 2. Provide a strong Order of the Arrow program. Examples include a campfire presentation, OA members wearing their sashes to a retreat ceremony, a Brotherhood ceremony, a call-out ceremony, or an OA gathering.
 3. Stimulate troop program by offering campwide program events (e.g., aquatics events, intertroop campfire, sports, intertroop/patrol Scoutcraft competition). Resident camps offer at least two of these events over the course of a week.
 4. Offer a separate first-year camper program at resident camps that emphasizes the adventure of Scouting. This program should be fun and active, and should support the patrol method. The program should expose Scouts to different program areas in camp. If part of the program, rank advancement focuses on requirements that are appropriate for the camp environment and are difficult for the troops attending camp to accomplish on their own. At least one age-appropriate, non-Eagle-required merit badge is offered, either as part of the first-year camper program or from the general camp program.

Applies to:

**Other camps
that offer programs
for Boy Scouts**

BOY SCOUT PROGRAM DESIGN

PD-103

(Revised January 1, 2018)

Applies to:

Boy Scout
day camp

Boy Scout
family
camp

Boy Scout
resident
camp

Other camps
that offer programs
for Boy Scouts

5. Include at least two special program opportunities at resident camps for second-, third-, and fourth-year campers that are not available to first-year campers and are of an advanced nature. Examples include wilderness survival, COPE, climbing/rappelling, scuba, mountain biking, and mountain boarding, or specific merit badge-oriented themes.

All areas of camp program are re-examined annually and compared with results of end-of-week surveys to validate program effectiveness.

VERIFICATION:

- Review of camp literature
- Discussion with staff about how the camp-provided program description is implemented
- Observation of program implementation

PROGRAM SPECIFIC (PS) STANDARDS

The program specific (PS) standards apply to a camp or program that offers the subject matter program. Thus, if a camp offers aquatics activities, it must comply with Standards PS-201 Aquatics: General and PS-202 Large "Living Aboard" or Chartered Boat Programs, and/or PS-203 Aquatics: Scuba Programs, if those standards apply to the camp's program activities. Similarly, if a camp offers a tot lot, it must comply with Standard PS-215 Tot Lot Programs.

All applicable standards must be met for accreditation.

RECOMMENDED PRACTICE:


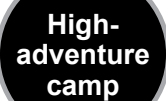
The conservation plan required under Standard FA-704 Conservation Plan includes a list of conservation projects that can be done by a den, patrol, pack, troop, or crew while in camp. The list is posted. Staff are available who can instruct in conservation practice and how the project advances the conservation goals for the camp.

INTERPRETATION:

The projects advance the goals of the conservation plan, are meaningful, and assist the units in understanding conservation as it relates to the camp.

VERIFICATION:

- Review of plan
- Discussion with staff

Applies to:A black circle with a white border containing the text "Camp properties".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".

STANDARD:


Camp managers meet current BSA qualification criteria.

Applies to:


Day
camp



Family
camp



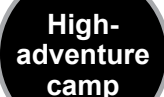
Resident
camp



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, is trained annually by the council family camping administrator in family camping management.
 - d. For all camps, has completed Camp Director Understanding and Prevention of Youth-on-Youth Abuse training.
 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.
 - c. For all resident, trek, specialty-adventure, and high-adventure camps, has completed Camp Director Understanding and Prevention of Youth-on-Youth Abuse training.

CAMP MANAGEMENT

SQ-403

(Revised January 1, 2018)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

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.
- 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

History: CSTF 2013; Circ. 10

Applies to:



STANDARD:

If the camp employs a full-time, year-round resident property superintendent or a full-time, year-round resident ranger, this person is at least 21 years of age and has the following training:

- A. Proof of successful completion of Camp Ranger Basic from Scouting U or, if hired prior to January 1, 2018, a current certificate of training from the Ranger section of National Camping School.
- B. Youth Protection training.
- C. American Red Cross Standard First Aid.
- D. American Red Cross CPR/AED for Professional Rescuers (or equivalent).
- E. Planning and Preparing for Hazardous Weather training.

INTERPRETATION:

Scouting U training must be obtained within 12 months of date of employment. Rangers holding NCS Ranger section cards may recertify using an NCS ranger recertification course until the BSA implements its ranger continuing education program, at which time all rangers will participate in that program in lieu of NCS recertification. Youth Protection training must be obtained prior to the ranger having unsupervised or overnight access to campers. American Red Cross Standard First Aid, CPR/AED, and hazardous weather training must be obtained within six months.

This standard applies to any employee assigned a ranger's responsibilities on a year-round basis, regardless of title, including assistants. Seasonal employees are not considered camp rangers for purposes of this standard.

VERIFICATION:

- Documentation of age
- Evidence of required certifications (if no card, inquiry as to date of hire)

History: CSTF 2013; Circ. 10

Applies to:



Camp properties



Day camp



Family camp



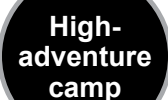
Resident camp



Trek camp



Specialty-adventure camp



High-adventure camp



COPE/
Climbing

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:

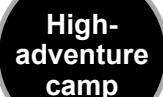
 Day camp


 Family camp


 Resident camp


 Trek camp


 Specialty-adventure camp


 High-adventure camp

FIREARMS RANGE STAFF

SQ-407

(Revised January 1, 2018)

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.

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:

The shooting sports director shall hold a current NCS shooting sports card. In addition, the shooting sports director shall have current NRA or USAA/NFAA cards as an instructor or coach in each discipline that he or she supervises (rifle, including pellet and BB guns; muzzle loading; shotgun; pistol; and/or archery). A camp may use multiple shooting sports directors to meet this requirement. The camp 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.

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

FIREARMS RANGE STAFF

SQ-407

(Revised January 1, 2018)

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

VERIFICATION:

- Documentation of age
- Relevant BSA and NRA certificates on file (may be submitted with declaration). Note that BSA, NRA, and USAA certificates have different validity periods. **All cards must be checked for currency.** An NCS shooting sports card requires at least one currently effective NRA or USAA instructor card to be valid.
- Observation of program implementation

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; Circ. 10

STANDARD:

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

Applies to:


Day
camp



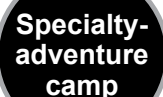
Family
camp



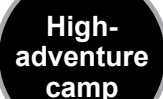
Resident
camp



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, 2018)

Applies to:

Camp properties

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
11	Climbing director	Familiarity with local council course	NCS climbing director training	5 years	21

COPE and Climbing Program Staff Member Qualifications and Training					
No.	Staff Member	Prerequisite	Primary Training	Reevaluation	Min. Age
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 or portable challenge structure sites**

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, 2018)

Applies to:



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 challenge structure	Portable challenge structure facilitator	Portable challenge structure facilitator, 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

History: CSTF 2013; Circ. 9; Circ. 10

Applies to:

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing

CAMP LEADERSHIP EXPERIENCE

(Revised January 1, 2018)

RECOMMENDED PRACTICE:

At least 50 percent of individuals holding camp leadership positions (director or supervisory position) have (a) three or more years of experience on camp staff or (b) a college degree in recreation management or a related field.

VERIFICATION:

- Review of staff tenure (may be submitted with declaration)

Applies to:



STANDARD:

Each camp will ensure that it meets the Youth Protection policies set forth in the current edition of the *Guide to Safe Scouting* online and applicable state regulations.

INTERPRETATION:

Youth protection policies will be interpreted according to current guidance on the BSA Youth Protection website at www.scouting.org.

Camp staff must complete basic Youth Protection training for registration in addition to specific camp staff training contemplated in SQ-402.

VERIFICATION:

- A current printed copy of the *Guide to Safe Scouting* must be available in the camp director's office.
- Review of certificate(s) and/or training roster(s)
- Review of facilities usage for compliance with guidelines
- Discussion with camp director

REFERENCES:

Additional Youth Protection training for camp directors and program directors is specified in Standard SQ-403.

The BSA's Youth Protection website and guidance on state child abuse reporting statutes is available at <http://councils.scouting.org/Training/YouthProtection.aspx>.

History: CSTF 2013; Rev. Circ. 10.

Applies to:



Camp properties



Day camp



Family camp



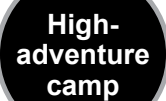
Resident camp



Trek camp



Specialty-adventure camp



High-adventure camp



COPE/
Climbing

(Revised January 1, 2018)

STANDARD:

All council-owned or -operated motor vehicles used in camp are kept in safe mechanical order and operated in a safe and legal manner. Vehicles are maintained to state inspection standards, whether licensed or not. Policies are in place to address motor vehicle use and parking, including personal vehicles.

Specific Requirements of the Standard:

- A. A first-aid kit and fire extinguisher are carried in all camp service motor vehicles. Operators and passengers must use safety belts, if provided by the original manufacturer, following the manufacturer's guidelines.
- B. Vehicles owned by staff members, leaders, and visitors are parked in designated camp parking areas.
- C. The council has established a vehicle access, parking, and use policy that provides guidelines for when and where vehicles may be used, handling of keys, and safety requirements for vehicle use.
- D. ATV/UTVs may be used by maintenance personnel or to transport disabled or other individuals on camp property when the operator is 18 years of age or older and is trained in the safe operation of the vehicle.
- E. Passengers may not be carried in the beds of trucks or in trailers.
- F. Hayrides may be provided following the guidelines in the *Guide to Safe Scouting*, No. 34416.
- G. Fifteen-passenger vans, regardless of ownership, may be used for camp purposes only if all of the following conditions are met:
 1. The van is of 2005 or later model year manufacture, as indicated in the owner's manual.
 2. The van is equipped with Electronic Stability Control.
 3. The van is equipped with seat belts for the driver and each passenger.

INTERPRETATION:

"Motor vehicles" include:

- Trucks and automobiles
- All-terrain vehicles (ATVs) (not including ATV program vehicles subject to Standard PS-205 All-Terrain Vehicle Programs)
- Utility terrain vehicles (UTVs)
- Recreational off-highway vehicles (ROHVs)
- Golf carts
- Farm equipment

Applies to:

Camp properties

Day camp

Family camp

Resident camp

Trek camp

Specialty-adventure camp

High-adventure camp

COPE/
Climbing

MOTOR VEHICLES

FA-711

(Revised January 1, 2018)

Applies to:

Camp
properties

Day
camp

Family
camp

Resident
camp

Trek
camp

Specialty-
adventure
camp

High-
adventure
camp

COPE/
Climbing

Personal vehicles used for camp purposes are to be considered “council-operated vehicles” for purposes of this standard. All vehicles used in camp for camp purposes (e.g., including personal vehicles used for camp purposes) must meet this standard and council and *Guide to Safe Scouting* guidelines. Designated parking areas must be utilized.

Unlicensed vehicles are to be maintained to applicable state standards.

VERIFICATION:

- Visual observation
- Discussion of motor vehicle use with key staff

STANDARD:

If offered, an ATV course is designed and maintained to provide safe, efficient operation of an ATV safety training program.

SPECIFIC REQUIREMENTS OF THE STANDARD:

- A. On-camp property courses must be addressed by and follow the camp's conservation plan to minimize impacts on the environment.
- B. Off-camp property courses must have approval in writing from the land owner or land manager.
- C. Minimum course size is 150 feet by 200 feet. The course must also provide for covered, secured storage for the ATVs.
- D. The course must provide for a vehicle wash area and appropriate handling and disposal of wash waters.
- E. The course should conform to design standards of the National Off Highway Vehicle Conservation Coalition.

INTERPRETATION:

Councils operating pursuant to a National Council approval using No. 430-044 may continue to operate their existing approved program.

VERIFICATION:

- Review the conservation land provision and any land owner approvals.
- Ensure course looks maintained in accordance with plan provisions.

REFERENCES:

Program standards are set forth in Standard PS-205. Staffing standards are set forth in Standard SQ-412, Specific Requirement H.

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

Applies to:



(Revised January 1, 2018)

STANDARD:

The camp has insurance meeting BSA or governing jurisdiction minimum requirements, whichever is more stringent.

INTERPRETATION:

Relevant insurance typically includes:

- BSA commercial general liability insurance
- Fire and extended risk on buildings (replacement cost recommended)
- Automobile liability insurance in the minimum amount of \$1,000,000 for owned or unowned vehicles. Unlicensed vehicles do not require automobile liability insurance.
- Workers' compensation (must meet state requirements)
- Accident and sickness (councilwide program recommended)

Additional insurance may be required for trek camps, specialty-adventure programs, or high-adventure programs. Examples of additional insurance councils may wish to consider include business interruption, flood insurance (if relevant), and crime/theft of funds.

The council must provide a written assessment in its application of its risks and how it will address those risks, either through insurance or self-insurance. If self-insurance is selected, the council must indicate what assets it will use to provide the self-insurance.

VERIFICATION:

- A list of required insurance policies and their amounts, and certification from council that it has copies of insurance policies or certificates of insurance

History: CSTF 2013; Circ. 10

Applies to:

GLOSSARY

used to apprise the council of weaknesses in its program that it should consider. Correction of the deviation is strongly recommended as soon as possible and not later than the next camping season. Repeated deviations of the same standard will be classified as noncompliant.

extended event. Extended events are council organized and operated events that last more than 72 hours and may include programs such as training courses or camporees. The standards and the Application/Authorization process do not apply to events such as camporees or training programs, but they are recommended for consideration in the design of those programs.

FA-7xx is a facilities standard.

family camp. 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.

FS-6xx is a commissary and food service standard.

high-adventure camp. 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.

HS-5xx is a health and safety standard.

improvement plan. An improvement plan is an agreed course of action that a council will implement as a result of going through the Camp Strategic Analysis process. Improvement plan commitments and milestones will be included in the authorization.

intent to operate. The intent to operate is an annual notice of the camps that a council will operate, usually filed electronically at the request of the National Council. The notice of intent is typically requested in October of the year before the camp will operate.

GLOSSARY

interpretation. Interpretation is a section in some standards and recommended practices that provides additional materials to support understanding of the standard or recommended practice.

NCAP is the National Camp Accreditation Program.

noncompliant. A noncompliant finding is issued where a camp assessment team determines that a camp is not complying with a standard. A noncompliant finding requires corrective action. Correction of the noncompliant finding is strongly recommended as soon as possible and no later than the next camping season.

PD-1xx is a program design standard.

PS-2xx is a program specific standard.

PT-3xx is a trek camp standard.

recommended practice. A recommended practice is a nonmandatory part of the national camp standards. Recommended practices are abbreviated “RP.”

resident camp. 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.

specialty-adventure camp. 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.