



NCAP Circular No. 15

NCAP elevates camps to new levels of excellence...

National Council, Boy Scouts of America

January 26, 2021

NCAP Introduces “Short-Term Camp” Standards and Simplifies Other Standards and Processes

The National Camp Standards are established to:

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

Several of the changes outlined in this Circular are a direct result of the BSA’s commitment to the safety of all participants. Scouts and their parents expect all BSA activities to be conducted safely. Changes to Standard FA-711, Vehicles, are an example tied directly to local choices to use vehicles in camp, an increase in frequency as well as the seriousness of accidents, even fatalities, involving vehicles and a need to establish a set of MINIMUM standards should vehicles be used. Both the National Staff and volunteer leadership regularly collaborate to share health and safety data, which drove several of these changes.

NCAP Circular No. 15 addresses and explains the major changes made by approved the national NCAP committee to the BSA National Camp Standards in 2021 and beyond. The major initiatives are:

- Introduction of the “short-term camp” classification, which applies to all overnight camping programs lasting one, two or three nights. The definition of “long-term camp” is changed to cover events lasting four nights or more.
- Elimination of most of the Commissary and Food Service

Standards (Division FS) in favor of local health code provisions, except for standards on menu planning and non-dining hall operations, which are not so clearly covered by the Model Food Code.

- Providing an updated *Guide to the Continuous Camp Improvement Program* that provides more meaningful guidance on expectations.
- Substantial simplification of NCAP processes to reduce burdens and increase flexibility for local councils, including:
 - For day camps, eliminating the “Notice of Intent” requirement;
 - For short-term camps, reducing the NCAP-required staffing and substantially simplifying the assessment process;
 - For all camps, eliminating assessment of the Standards Applicability standards (Division SA), which is moved to the NCAP program administration assessment;
 - Creating a multi-year “equivalency determination” eliminating the need to reapply for staff meeting equivalent credentials; and
 - In application and authorization, simplifying the forms and providing better guidance on what is needed to complete.
- Deferring the start of NCAP program administration assessments until 2022 or later.

The following sections of this NCAP Circular address each of these changes, highlight some changes to the National Camp Standards from the published 2021 versions to correct potential misunderstandings, and provide a standard-by-standard analysis of the changes.

Short-Term Camps

The most significant change to the National Camping Standards is the addition of the “short-term camp” classification and the corresponding changes to the long-term camp classification. A “short-term camp” is defined as follows:

Short-term camps. A short-term camp is any council-organized overnight camping program, whether one-time or continuing, that is one, two or three nights in length where the council or its agents provide the staffing and may provide program and food services, and includes camps conducted off council properties. National training courses are subject to the short-term camp requirements, regardless of format or duration.

Standard SA-001, Specific Requirement B.2. A “long-term camp” is now any program that is four or more nights in length. NCAP has made this change to the definition of long-term camp to accommodate several councils that operate long-weekend camps over some school holidays. NCAP agrees that the full panoply of the

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2021 Standards: Short Term Camps; Day Camps

long-term camp standards are not appropriate for a three-night program.

A “camp” is any BSA-branded program offered to individuals by a council or a council affiliate such as a district or an Order of the Arrow lodge or chapter if that program is overnight or longer. A council’s “agent” is usually staff or employee, but might be volunteers specifically authorized by the professional staff to put on a program on behalf of the council.

In distinguishing between a “short-term” and a “long-term” camp, the standards provide that “in determining the length of a camp, count all nights where any participants (other than staff) are present with substantially the same camp leadership or camp staff, regardless of what the camp is called, unless there is a gap of five or more nights between sessions.” See Standard SA-001, Specific Requirement B. The purpose of this provision is to count all nights that occur in substantial proximity to each other, but not to sweep in “weekend only” programs such as a weekend only campmaster program, which are separated by five nights from each other. If the campmaster program

only operates during the day, it would be an event and not a camp unless the council elects to make it a day camp; if it operates overnight, it would be a short-term camp if it offers programs beyond access to camp property facilities.

NCAP has endeavored to reduce the burden on local councils for operating short-term camps given their more diverse and fluid nature and shorter time frame.

First, NCAP has eliminated the requirement for a National Camping School (NCS) credentialed camp director and program director. Instead, an NCS-trained short-term camp administrator is required. This is a single day training available from NCS virtually or may be taught by a local council with approval from BSA Outdoor Programs. The short-term camp administrator must work with the camp staff, but is not required to be the camp director or program director, so councils retain maximum flexibility in choosing leadership for successful events.

Second, program staff must meet NCAP standards when required, but more flexibility is available for traditional Scoutcraft and naturecraft activities. NCS trained individuals are still required for aquatics, shooting sports, and COPE and climbing activities and NCAP standards for camp health officers still apply, although NCAP believes many short-term camps will qualify for the simplified requirements if located within 10 minutes of emergency medical services (EMS).

Third, NCAP has not included the “notice of intent” or traditional assessment activities for short-term camps. Instead, the local council may authorize these activities after review by a short-term

camp administrator and sign off by the Scout executive (or designee) and council NCAP chair, unless the council’s Authorization to Operate provides otherwise.

Fourth, NCAP encourages local councils to develop “template” plans and procedures that apply to repetitive similar activities, such as camporees, Webelorees, Order of the Arrow events, that can be used for each event with minimal adjustment. The standards fully support such an approach after approval by the relevant council health supervisor and committees.

Councils that encounter difficulties with the standards that appear not to have been contemplated by NCAP should notify NCAP at NCAP@scouting.org and revisions will be made to the standards when appropriate. You may also contact the National Standards chair, Eric Hiser, at ehiser.BSA@gmail.com, with recommendations for improvements or clarifications.

Day Camps

The standards applicable to day camps are mostly unchanged. NCAP has simplified day camp administration in two ways.

First, it has eliminated the requirement to file a Notice of Intent with National. Instead, local councils will authorize and assess day camps using local procedures outlined in the standards.

Second, NCAP is giving councils the option to treat single day events as a “day camp” if they otherwise meet the NCAP standards. This gives councils an opportunity to include more youth in their day camp counts. Several councils in the Northeastern United States have pioneered very successful “day long” day camps and NCAP wishes to en-

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2021 Standards: Food Service, CCIP, Simplifications

sure that councils wishing to count such programs as day camps may do so at their election.

Elimination of Duplicative Commissary and Food Service Standards

The BSA National Camping Standards for Commissary and Food Service (Division FS) are not fully up-to-date. Many local jurisdictions have adopted versions of the Model Food Code that are tailored to local needs. Rather than retain a set of BSA standards that are not tailored to local needs, NCAP has determined to abolish the existing BSA Commissary and Food Service Standards where they are redundant with local food and health codes. Standards FS-602 through 606 are thus abolished and replaced with a new Standard FS-602, which requires compliance with the local health or food code and provides alternatives where one is not available. Former Standard FS-607, which applied to trek programs, is retained, renumbered to FS-603 and expanded to cover provision of food without a food service, such as trek programs or certain day camp programs.

NCAP is hopeful that this change alone will greatly reduce burdens on local councils as they no longer need to deal with two sets of regulations applicable to food service: BSA and the local authority having jurisdiction. The only BSA standards that are retained are menu planning (not addressed in most food codes) in FS-601, a general cleanliness standard as part of FS-602's adoption of local codes, and revised FS-603, on camps without food service.

Camps without a local authority will apply for a variance and use the 2020 Standards in the interim.

Continuous Camp Improvement Program

NCAP has released a new *Guide to the Continuous Camp Improvement Program* that provides clearer guidance to councils and camps on the expectations for this critical element of the NCAP program. The new *Guide* provides clearer examples on appropriate financial commitments and discusses how program and properties commitments should be developed. The *Guide* applies to both councils and authorization review teams. The new *Guide* should make the process more transparent and reduce surprise. It is available at:

www.scouting.org/NCAP

Additional Simplifications Applicable to All Camps and Camp Properties

NCAP has simplified the NCAP program in several ways.

First, it has eliminated assessment of the Standards Applicability (SA Division) standards from camp and camp property assessments. Area and local assessment teams are not well placed to address these standards while at only a single camp as they involve a review of the council's program as a whole. Instead, this assessment will be conducted only once, as part of the NCAP program administration assessment, which will be led by an area representative. Given the current COVID-19 pandemic, NCAP does not envision starting the NCAP program administration assessments until 2022 at the earliest and possibly later. NCAP will provide some simple tools in the near future to assist local councils in organizing their records to make the program

administration assessment quick and simple.

Second, NCAP has revised the "equivalent" provisions, primarily in Standard SQ-412, but also found elsewhere. Currently, these provisions allow councils to make an equivalency determination or seek a waiver. This has resulted in considerable variability and repetitive waiver seeking when an individual is otherwise qualified. To reduce variability, NCAP is centralizing this process in the national NCAP committee. NCAP has also created an "equivalency determination" which allows councils to seek an equivalency determination and, once granted, it is good for the duration of that staffer's tenure at the designated camp or camps, eliminating the need to repetitively apply or the former risk that one assessment team might differ in its assessment from another assessment team.

Third, NCAP has reviewed the existing application and authorization tools and substantially retooled them to focus only on information critical to local council and regional understanding of the camping program and camp properties operated by a council. The new forms are tied to existing Scouting forms and should be easier for both professional and volunteer staffers to understand and find the required information. Current forms are available on the NCAP website: www.scouting.org/NCAP.

Fourth, NCAP is working on upgrading and simplifying the NCAP website at www.scouting.org/NCAP to make it easier to find materials and organize the materials more efficiently. Please check the site in mid-January to see if the improvements are out.

Additional questions may be directed to NCAP@scouting.org.

Changes to Published 2021 Standards

In reviewing the published 2021 National Camp Standards, NCAP noted a few errors and omissions that should be addressed to clarify the language of the standards.

The changes to the published 2021 Standards on this page only are published with immediate effect by order of the national NCAP committee. Additions are underlined and deletions are ~~struck through~~.

SA-001. National Camp Standards Applicability

INTERPRETATION:

National training courses including Scouting U, National Camping School, Wood Badge, National Youth Leadership Course (NYLT), BSA Leave No Trace Master Educator Course, and Powder Horn come under the short-term camp standards. These national training courses are subject to the short-term camp standards regardless of the format of course, whether held over two weekends or in a week-long format.

Rationale for the change:

The BSA Leave No Trace Master Educator Course, like Wood Badge, is strictly controlled by a syllabus with carefully vetted leadership for a specific training purpose. After considering the context and history of the course, NCAP has determined that it presents similar risks to other national training courses that do not warrant treatment as a long-term camp.

SQ-406. Aquatics Staff

Specific Requirements of the Standard:

A. Program supervision. At all camps: ...

B. Camps with separated aquatics areas. ... [no change]

C. Aquatics area staff. At all camps, the following requirements apply to aquatics area staff: ... [no change]

E. Personal watercraft (PWC) program. If a personal watercraft program is offered at a camp, staff must successfully complete the prescribed state safe boating training program and any additional requirements prescribed by the National Council, Outdoor Programs, in the program approval.

F. Pool operator. When required by applicable law or regulation, a camp property with a pool shall have a licensed pool operator, who shall be responsible for pool operation and maintenance as established by law. The aquatics staff shall comply with directions from the licensed pool operator within the scope of the license.

Rationale for the change:

The original wording created ambiguity about what staffing is required for camps and camp properties. A camp is a program offered by a council. A camp property is the underlying property. A camp offering aquatics activities must have an aquatics director meeting Specific Requirement A, an aquatics area supervisor meeting Specific Requirement B (met by A if only one area), and a staff complying with Specific Requirement C.

Specific Requirement F applies only to camp properties. If a camp property does not have a pool, it does not need a pool operator. If a camp is not at a camp property and uses someone else's pool under Specific Requirement D, the camp does not need a pool operator - that is the responsibility of the property owner.

If a council rents a camp property with aquatics facilities to a BSA unit for unit use, the unit must comply with the Guide to Safe Scouting and Safe Swim Defense and/or Safety Afloat as appropriate, but the council is not obligated to provide supervision under Specific Requirements A, B and C under Standard SQ-406 for non-council, district, or council-affiliate activities. It is obligated to meet Specific Requirement F if its camp property has a pool and an operator is required by local law.

Finally, councils must obey all laws and regulations governing provision of safety at pools and aquatic areas, which may be more stringent than the provisions of the standard. See Standard AO-801.

SQ-407. Firearms Range Staff.

Specific Requirements of the Standard:

B. Firearms range supervision. Each firearms range must have an individual who has either a current certificate of training from the Shooting Sports section of National Camping School or a current certificate of training as an NRA Instructor in the firearms offered on the range and who is 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 E A.6 in lieu of this requirement. An airsoft range is subject to Specific Requirement G A.7 in lieu of this requirement.

C. Firearms range instructor ratios. Except as otherwise provided in this Standard:

Rationale for the change:

Corrects errors in cross-reference and clarifies wording.

END OF CHANGES TO 3 2021

Standard-by Standard Discussion of 2021 Changes

This section of the NCAP Circular provides a Standard-by-Standard discussion of all the substantive and major stylistic changes made between the published 2021 National Camp Standards (as amended by page 4 of this Circular) and the 2020 National Camp Standards.

Questions should be directed to NCAP@scouting.org.

SA-001. National Camp Standards Applicability.

Specific Requirements of the Standard:

B. Camp. *Camp* includes any program that provides a BSA-branded program to individuals or youth using the same or substantially the same personnel. Except for day camps as provided below, a camp is an overnight program. In determining the length of a camp, count all nights where any participants (other than staff) are present with substantially the same camp leadership or camp staff, regardless of what the camp is called, unless there is a gap of five or more nights between sessions. Camp a program of three nights or 72 hours or more and includes the following classifications

1. **Day camps.** A *day camp* is a council-organized program designed for Scouts for two or more days, under council-retained leadership at an approved site with no overnight. The program may operate at age-appropriate the Tiger Scout, Cub Scout, Webelos Scout, Scouts BSA, Venturer, or Sea Scout level. A council may choose to treat a one-day event (without an overnight) as a day camp.

2. **Short-term camps.** A *short-*

term camp is any council-organized overnight camping program, whether one-time or continuing, that is one, two or three nights in length ~~and that involves more than one unit where the council or its agents provide the staffing and program and may provide food services, and includes camps including those~~ conducted off council properties. National training courses are subject to the short-term camp requirements, regardless of format.

3. **Long-term camps.** A *long-term camp* is a council-organized camp of four three nights or more that operates under council-retained leadership and can include static campsites, transient campsites, adventure or trekking programs, or some combination thereof. A long-term camp may operate at multiple age-appropriate Tiger Scout, Cub Scout, Webelos Scout, Scouts BSA, Venturer, or Sea Scout levels, but each program level must be offered a separate camp experience meeting the relevant program design standards and cannot be combined into a single camp experience.

4. **Other Camp.** *[this classification was deleted]*

~~**G. Voluntary Camps.** *[this classification was deleted]*~~

C. Exclusions from the National Camp Standards.

~~3. An NYLT course or Wood Badge course offered by a BSA council in accordance with the approved BSA syllabus. An NYLT course or Wood Badge course at a camp property is subject to the national camp standards applicable~~

~~to the camp property.~~

~~4. Any activity by a BSA unit, except as provided in Specific Requirement D.5.~~

~~5. Any activity by a group of BSA units (other than packs) except that any activity that is 72 hours or more in duration and would meet the definition of a camp if conducted by a BSA council is not covered by this exclusion.~~

INTERPRETATION:

[Add new explanation]

A **long-term camp** is a camp of four or more nights. A short-term camp is one to three nights. The question arises how to distinguish them when the camp is repeated. The answer is that the total number of nights of the program using essentially the same leadership and staff and within five days of each are counted to determine program length. Examples:

- A five night camp is followed by a two-night camp using the same staff. This is a seven night program and both camps must meet the long-term camp standards.
- A three night camp is followed by a day off followed by another three night camp using the same staff. This is a six day camp and the camps meet the long-term camp standards.
- The council offers a campmaster program where a varying staff offers a generally consistent program each weekend. Because these programs are more than 5 days apart, they are separate camps. This is a *repetitive short term camp*.
- A Cub Scout camp is offered for three nights each weekend using the same program and staff. This is a long-term camp.

[Add new definition]

Standard-by Standard Discussion of 2021 Changes

National training courses includes only Scouting U, National Camping School, Wood Badge, National Youth Leadership Training (NYLT), and BSA Leave No Trace Master Educator (added in this Circular) and Powder Horn. These national training courses are subject to the short-term camp standards regardless of format of course, whether held over two weekends or in a week-long format.

VERIFICATION:

- Verification of compliance by a council with this standard will be determined during the area conducted council NCAP program administration assessment.

Rationale for changes:

As discussed in the introductory section, NCAP is adding a “short-term camp” classification to reduce risk exposure from such activities.

Based upon feedback from the field, NCAP has determined to adjust the boundary between long-term camps and short-term camps to three nights, to accommodate, for example, camporees that are held on long weekends and where youth are in their units under the supervision of unit leaders. NCAP is also allowing councils to qualify one-day “day camps” as BSA day camps if the standards for day camps are otherwise met.

The classification for “other camps” and various exclusions were deleted. NCAP believes it is clear that only a BSA council may authorize a BSA camp. Units conduct unit activities under the Guide to Safe Scouting. Units and other non-council entities may not conduct BSA-branded camp programs. Councils aware of such activities should bring them to the attention of BSA Outdoor Programs.

Verification was added during a council NCAP operational review to be conducted once for all council camps and camp properties by the designated council lead assessor. As noted in the introductory section, this NCAP program administration assessment will start sometime after the 2021 season.

Other training courses that are not “national training courses” as defined in this standard must evaluate whether they are a short or long-term camp or day camp and comply with all applicable standards or else seek a waiver or variance, as appropriate.

SA-002. Authorization to Operate Required.

STANDARD:

No camp property or long-term camp shall operate without a current Authorization to Operate as provided by the standards. No day camp or short-term camp or ~~voluntary camp family camp~~ shall operate without a current NCAP Local Council Authorization and Assessment Declaration ~~Authorization to Operate and current council program site approval~~ issued by the local council pursuant to a current Authorization to Operate. Camps shall operate only at approved locations.

Specific Requirements of the Standard:

- B. Day camps and short-term camps family camps.** A council authorized to operate day camps and short-term camps by its current Authorization to Operate shall issue a NCAP Local Council Authorization and Assessment Declaration authorizing each day camp or short-term camp no less than 30 days prior to camp. Each day camp and

short-term camp not held on an authorized NCAP camp property shall also have a current NCAP Site Appraisal Form approved by the council. ~~[replaces former provision]~~

~~[provisions D. Other Camps and E. Voluntary Camps are deleted]~~

INTERPRETATION:

All camp properties and long-term camps must be authorized by the National Council. If the National Council Authorization to Operate authorizes the council to offer day camp or short-term family camp programs, or if the council has interim Authorization to Operate such camps pursuant to Standards AO-802 and AO-811, the council must issue a NCAP Local Council Authorization and Assessment Declaration for each such day camp or short-term camp family camp and for any voluntary camps. The NCAP Local Council Authorization and Assessment Declaration and the NCAP Site Appraisal Form shall be issued using the current National form found on the NCAP website at www.scouting.org/NCAP. Until such time as the national camp standards set forth further requirements, the council program site approval shall mean a declaration of readiness signed by the Scout executive and NCAP chair.

VERIFICATION:

- Council issuance and administration of the NCAP Local Council Authorization and Assessment Declaration and NCAP site appraisal forms will be assessed during the area council NCAP program administration assessment.
- Short-term camps must produce a copy of their NCAP Local Council Authorization and Assessment Declaration for signature by the short-term camp ad-

Standard-by Standard Discussion of 2021 Changes

ministrator prior to program start when the camp is assessed.

- Day camps must produce a copy of their NCAP Local Council Authorization and Assessment Declaration for signature by the local council assessment team when the camp is assessed.

Rationale for changes:

“Program site approval” was adjusted to “NCAP Local Council Authorization and Assessment Declaration” to reflect that the local council must address both program and site issues as part of approving a proposed day camp or short-term camp. A camp meets the site appraisal if it is on an NCAP authorized camp property or if the council has completed and approved an NCAP site appraisal form for the proposed type of camp and retained it in its records.

The on-site declaration portion of the Local Council Authorization and Assessment Declaration is completed immediately prior to program start for short-term camps and by the assessment team for day camps and verifies that all required program and safety elements are in place. The council will keep all portions for subsequent verification.

Assessment of the council’s program approval mechanics will occur once for all camps in a council in an assessment conducted by the area lead council assessor. This provides verification that councils are properly planning and reviewing day camps and short-term camps as required by the standards and their authorization to operate. The NCAP program administration assessment will start no earlier than 2022 and additional guidance will be provided before it starts.

SA-003. Assessment Required

Specific Requirements of the Standard:

A. Camp properties.

2. Each COPE/climbing course shall be assessed at least annually by an Association of Challenge Course Technology (ACCT) inspector and the local council using NCAP trained personnel by the National Council area assessment team. These assessments could be at separate times. The council self-assessment may be coordinated with a long-term camp assessment.

B. Camps. ~~Each camp~~ Camps shall be assessed as follows:

1. ~~Day camps, family camps and voluntary day camps~~ shall be assessed by the local council using NCAP trained personnel using the NCAP Local Council Authorization and Assessment Declaration.
2. Short-term camps shall be assessed by the short-term camp administrator using the NCAP Local Council Authorization and Assessment Declaration.
3. Long-term camps shall be assessed by the National Council area assessment team using NCAP certified personnel.
4. ~~Other camps~~ shall be assessed as directed in the ~~variance authorizing the camp~~ using ~~NCAP-certified personnel.~~

C. Reporting. East assessment shall be reported as follows:

1. **Camp properties.** A copy of each camp property assessment conducted pursuant to Specific Requirement A.1 shall be submitted to the camp ranger (if present), council president, Scout executive, and council NCAP chair within five working days of completing the assessment and to the National NCAP Committee using the official Assessment Scoresheet found at www.scouting.org/NCAP

[former provisions 2 and 3 are deleted and replaced with the following]

2. **Long-term camps.** A copy of each camp assessment conducted pursuant to Specific Requirements A.2 (if a stand-alone operation), and B.3 shall be provided to the camp director, council president, Scout executive, council NCAP chair, area assessment chair, and to the National NCAP Committee using the official Assessment Scoresheet found at www.scouting.org/NCAP
3. **Short-term camps and day camps.** Completion of the NCAP Local Council Authorization and Assessment Declaration is required and the file retained at the Council Service Center for review by the area when requested.

INTERPRETATION:

All terms are defined in Standard SA-001. All long-term camps must be assessed by the National Council. All other camps must be assessed by the local council. “Other camps” as defined in Standard SA-001 are assessed as provided in the variance issued by the National Council.

Standard-by Standard Discussion of 2021 Changes

VERIFICATION:

- During the council NCAP program administration assessment, the lead council assessor will review the council’s self-assessment plan to verify that all day camps were properly assessed and that all short-term camps were assessed by the short-term camp administrator and the NCAP Site Appraisal Form and the NCAP Local Council Authorization and Assessment Declaration forms were completed.
- Verification of compliance with Standard AO-802.

Rationale for the changes

BSA and its local councils has conducted short-term camps for many years. Accordingly, NCAP has determined that a full assessment is unnecessary and what is needed is an audit function that assesses conformance with the national camp standards procedures and provides an opportunity to improve performance where needed. All short-term camps are assessed by the NCS trained short-term camp administrator. All day camps and camp properties are assessed by the council self-assessment team. These assessments are verified by the NCAP lead council assessor during the NCAP program administration assessment. All long-term camps and COPE/Climbing courses must be assessed annually by the area in all circumstances. The council may coordinate its local assessment with the ACCT assessment, the area assessment or conduct a separate assessment as the council deems best.

SA-004. Accreditation of Camps and Camp Properties

[Add new section]

VERIFICATION:

- Compliance with Standard SA-

004 by a camp or camp property is demonstrated by the issuance of the camp assessment score sheet for long-term camps and camp properties and the issuance of the on-site verification for day camps and short-term camps.

- Verification of compliance by a council with this standard for its self assessed day camps, short-term camps and camp properties will be determined during the area-conducted council NCAP program administration assessment and not individual camp assessments.

Rationale for the change:

While assessment teams will use Standard SA-004 to assess and accredit individual camps, the assessment of how well a local council’s self-assessment and short-term camp program is working will be completed by the National Council’s lead assessor during the NCAP program administration assessment. This assessment will review the council’s program to verify that the council is following proper procedures, that authorizations are being issued and assessments conducted to verify compliance with the National Camp Standards. As indicated in the introductory section, this process will start no sooner than 2022.

SA-005. Variances, Waivers, and Relief from National Camp Standards

[Add new “D” and renumber accordingly]

D. Equivalency Determinations.

Applications for an equivalency determination under Standards SQ-404 through SQ-412 should be completed using the “waiver” form and following the equivalency instructions. The committee may issue an equivalency

letter finding that an individual meets the relevant SQ standard training or experience requirements (other than age). The equivalency determination shall remain in effect while that individual is employed by that council at that camp unless the relevant standard or NCAP equivalency determination provides otherwise. An equivalency determination is binding on the camp and the assessment team.

[add new section as follows]

VERIFICATION:

Verification of a variance, equivalency determination, waiver or other relief occurs in two steps:

- A. The NCAP committee will verify the appropriateness of the request by issuing a written determination.
- B. Camp assessors will verify compliance with the written determination during assessment.

Rationale for the change

Certain NCAP standards, such as SQ-412, allow councils to develop qualification criteria equivalent to the training specified in the standard. Specific Requirement D is added to ease this process and eliminate the need for councils to apply repetitively for an individual who fills a position for several years, where allowed under the applicable national camp standard. For certain standards, such as aquatics directors seeking approval under SQ-406, Specific Requirement A.2, a waiver is still required.

SA-006. NCAP Trained and Certified Personnel

STANDARD:

All NCAP authorization reviewers, NCAP assessment personnel, and council NCAP chairs and their respective staff advisors shall have current NCAP training and a current NCAP Assessment training certificate, if required, appropri-

Standard-by Standard Discussion of 2021 Changes

ate to their responsibilities. NCAP leadership may revoke a certification at any time for cause.

Specific Requirements of the Standard:

- A. **Lead Assessors.** All NCAP area lead assessors shall have completed current-year lead assessor training from the National Council and hold a current NCAP assessor certification. Lead assessors at a local council shall have completed assessor training from the National Council and hold a current NCAP assessor certification.
- B. **Assessors.** All NCAP area assessors shall have completed NCAP assessor training provided by the National Council and hold a current NCAP assessor certification. Assessors at a local council shall have completed NCAP assessor training provided by the National Council or the local council.
- C. **Others.** Other NCAP personnel shall review relevant NCAP training materials and participate in training as directed by the region, area, or council.

Rationale for the change:

Card is changed to certification to reflect corresponding changes in National Camping School nomenclature.

PD-101. General Program Design

PD-102. Cub Scout Program Design

PD-103. Scouts BSA Program Design

PD-104. Venturing and Sea Scouting Program Design

Specific Requirements of the Standard:

...

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

Rationale for the PD-101 through PD-104 change

Many camps do not last for a week. The wording is changed to reflect that evaluation should be conducted at the end of each session to allow improvements, preferably as early as in following sessions. An annual review of all end of session surveys is required.

PD-106. Skills Progression and Advancement

INTERPRETATION:

[revise paragraph]

For day camps and long-term camps, advancement is not the primary objective of the program. In a short-term camp where advancement is a primary objective, advancement activities are interspersed with other activities consistent with Scouting goal of fun with a purpose. [balance unchanged]

Rationale for the change

The guidance that camps should not have advancement as the primary objective is relaxed for short-term camps, which may, in fact, have primarily an advancement objective such as special programs tied to improvements in first aid or aquatics skills, wilderness survival or basic camping to assist Scouts with completing adventures in Cub Scouting, ranks or merit badges in Scouts BSA, and special awards in Venturing. Day camps and long-term camps retain the more tradi-

tional requirement that Scouting is a game with a purpose and that fun must be an integral part of any activity.

PD-107. Outdoor Ethics

[Add Camp Property to Applies to]

INTERPRETATION:

[add new initial sentence]

The camp property uses signage or other means to reinforce Scouting's outdoor ethics message. [balance unchanged].

Rationale for the change

The standard has always applied to camp properties, which are to "demonstrate" Scouting's outdoor ethics by design, signage and upkeep. The interpretation is updated to reflect the standard.

PD-108. Communication with Units, Participants, and Parents

STANDARD:

The camp property and/or camp provides sufficient information to unit leaders, participants, and parents to help them plan for and participate in the camp's program.

INTERPRETATION:

[Revise third and fourth paragraph]

For **day camps** and **short-term camps**~~family camps~~, an orientation is held during registration or on the first day of camp.

For camp properties not being used for day camp, ~~family camp~~, or long-term camp, a leaders' guide is not required, but adequate information should be available to assist units and participants in understanding the camp property's rules and regulations, facilities, and

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program opportunities.

The camp posts activity schedules, maps, and rules/reminders in central locations ~~and in campsites~~ (if present).

Rationale for change

The interpretation has long addressed camp properties and the standard was changed to reflect the interpretation, which is closer to the intent of the standard.

The elimination of the requirement that the camp post schedules, map and rules/reminders in the campsite is to reduce burdens on camps and is consistent with Scouting's outdoor ethics to reduce visual impacts and litter.

PD-111. New Programs and Activities

STANDARD:

When a camp develops a new activity not addressed by these standards or part of current BSA program, it must develop the program following the guidelines in the BSA's Guide to Safe Scouting, Youth Protection policies, program hazard analysis process, and age-appropriate guidelines

Rationale for the change:

Clarifies that programs addressed in the program handbook and leaders' guides are also allowable under this standard.

RP-151, RP-152, RP-154, RP-157, RP-160, RP-161, RP-162, RP-163

[Replace "program" with "camp" in standard language]

Rationale for the change:

Makes terminology consistent.

RP-153. Adult Participant Training Opportunities

[Add]

Safety Afloat

Rationale for the change:

The aquatics committee recommended adding Safety Afloat and the national NCAP committee agrees.

PS-206. COPE and/or Climbing Programs

INTERPRETATION:

[Revise as indicated]

Proper belaying technique:

Belayer's position must be in direct line with a potential fall and allow for no slack between the anchor point, if used, and the belayer. Horizontal traversing elements require either a movable dynamic belay system with a belay team or a static belay system using an observer. Backup belayers or backup belay systems are required. In rare 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 while using an assisted-braking device, or requiring consistent demonstration of belay proficiency prior to belaying alone while using an assisted-braking device. In the rope industry, "back up belayer" may also be referred to as a "rope tailer."

[At the end of Interpretation section add:]

Some activities employ life safety

provisions similar to COPE or climbing (e.g., caving, canyoneering, ice climbing, via ferratas, 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 must 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.

Rationale for the changes:

The definition of "proper belaying techniques" is clarified by giving the alternative rope industry terminology to assist with understanding when working with professionals who work outside of just BSA. The additional paragraph provides a cautionary note that BSA instructor training does not cover all possible activities and that camps and councils should consult with appropriate experts before developing programs beyond the skill sets taught by BSA. See Standard PD-111 for guidance on how to develop an appropriate program safety and quality outline.

Standard PS-213. Shooting Sports: Archery Programs

Specific Requirements of the Standard:

[Requirements B- is substantially revised for clarity and to conform more closely to the standard approach used for firearms and aquatics activities in format]

B. Appropriate standard operating procedures are developed and implemented for the range and activities offered. The standard operating procedures shall address:

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1. Qualified supervision, which must be present at all times the range is in operation and may vary depending upon program activity. Qualified supervision must meet the requirements of Standard SQ-408.
 2. Proper lock up and storage of equipment when not in use.
 3. Required safety equipment. Properly sized safety equipment such as finger tabs or gloves and forearm guards must be used by all youth and others as specified by the standard operating procedure unless discretion is given to the range master.
 4. Access to communication.
 5. First aid at the range.
- C. Properly sized and age-appropriate equipment is available and maintained in good repair. First aid equipment and supplies required by the standard operating procedure is readily available.
- D.1 Qualified supervision is present at all times the range is in operation.

2. Properly sized safety equipment such as finger tabs or gloves and forearm guards are used by all youth and for all others as specified by the range master. There is ready access to communication and first aid at the range.

E. Sporting Arrows Program [*unchanged*]

Rationale for the change:

The standard is reorganized without substantive change to make clearer what is required.

PS-214. Shooting Sports: Firearms Programs

Specific Requirements of the Standard:

- B. Age-appropriate restrictions on firearms used:
2. At long-term camp only, Webelos Scouts may use pellet rifles on a council-operated range meeting the requirements of paragraph A of this standard.

Rationale for the change:

The change restates more clearly existing BSA policy applicable to shooting by Webelos.

PS-217. Camp Outpost Activities

Specific Requirements of the Standard:

- D. **Requirements for Group Outpost Camping.** ...
2. The outpost activity is subject to all BSA National Camp Standards requirements and all BSA policies and procedures.

INTERPRETATION:

A unit outpost occurs when a registered BSA troop, crew, or ship goes on an activity with its own leadership and members, plus any additional camp staff. ~~Youth from other units may be added with the consent of the unit leadership leading the outpost experience and the unit leadership of the youth.~~

~~If a unit is short of leadership to conduct an outpost, the camp may supply a staff member 18 years of age or older, but the unit must supply at least one leader 21 years of age or older.~~

Rationale for the change:

The changes are made to state BSA Youth Protection Policies more clearly as they apply to outpost camping. The more strin-

gent provisions of "group outpost camping" apply if any youth from a camp are merged into a group for purposes of outpost camping. All BSA policies and procedures must be met.

PS-218. Trek Programs

STANDARD:

If offered, the camp administers and operates a trek program that is properly supervised and conducted in a safe manner. A "trek program" is any program where participants are separated from the primary camp area and their unit leadership for two or more consecutive nights.

Specific Requirements of the Standard:

- D. All participants and leaders are given a pre-trek skill test by the trek ~~program~~camp staff to determine the crew's level of skill proficiency. If necessary, additional training is conducted by the staff before the crew departs on the trek.

Rationale for the changes

The change in the standard is to make it clear that when camper depart from the primary camp area for two or more consecutive nights, whether or not accompanied by unit leadership, they are participating in a trek program. Specific requirement D is adjusted to reflect current language.

RP-251. Conservation Projects.

[Limit this standard to camp properties

]

SQ-401. Camp Staff Qualification: General and Training Standards

STANDARD:

- A. All camp staff are registered members of the Boy Scouts of America. All other camp person-

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nel either are registered members of the Boy Scouts of America or meet alternative criteria pursuant to Standard PD-109.

1. Long-term camp youth staff and personnel 17 and under must complete a youth application using Code 68 even if registered in another capacity.
2. Long-term camp adult staff and personnel must complete an adult application using Code 49 even if registered in another capacity.

- ...
- D. The camp complies with all federal and state labor laws. This may include a All long-term camp and multi-day day camp personnel—employees and CITs—complete a seasonal camp staff application, and receive a letter of agreement along with a written position description and having access to camp staff manual prior to starting work.

E. [No change]

VERIFICATION:

[Revise third bullet as follows]

- Observation—uniform, staff manual, signed agreements at long-term and day camps as required.

Rationale for the Changes

The principal change is to break out which staff require the special camp staff registration. The other changes are conforming to accommodate short-term camps and recommendations from BSA Legal.

SQ-402. General Camp Staff Training: General

Specific Requirements of the Standard:

- A. **Training plan for long-term camps and day camps.** The camp has a written training plan approved by the appropriate council committee(s) that sets

forth the training requirements and general syllabus for each staff position or group of positions. The training plan must address all training required by the National Camp Standards and whether the training is provided at camp or elsewhere and, if elsewhere, how training will be verified.

B. Training requirements for all camps.

...

2. *Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff.* ... [revise last sentence as follows] A roster of those completing training shall be maintained for long-term camps.
5. *Workplace Harassment Prevention for Employees.*
 - a. For ~~family camp and~~ long-term camp—*All staff and personnel must have completed current Workplace Unlawful Harassment Prevention for Employees online training, which includes reading and agreeing to the Scouter Code of Conduct. Copies of each staff member’s Unlawful Harassment Prevention Workplace Harassment Prevention for Employees online training certificates are retained on-site and at the council office. ~~Online training link: www.skillssoftcompliance.com/academy/default.aspx?orgid=551502~~*
 - b. For day camps—Only paid staff and personnel must have completed current Workplace Harassment Prevention for Employees Unlawful Harassment Prevention online training, which includes reading and agreeing to the Scouter Code of Conduct. Copies of each staff member’s Unlawful Harassment Prevention

online training certificates are retained on-site and at the council office. ~~Online training link: www.skillssoftcompliance.com/academy/default.aspx?orgid=551502~~

C. Additional training requirements for day camps and family camps.

[no further changes to Specific Requirements]

REFERENCES:

Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff, No. 430-149, is available online at www.scouting.org/NCAP.

Hazardous Weather Training is available at my.scouting.org. Login. Select Menu in upper left. Select “My Training”. Select “Training Center” on top bar. Select “Expanded Learning” on bottom (arrow at right). Select “Program Safety” in list (arrow at right). Select “Hazardous Weather Training.”

Unlawful Harassment Training Workplace Harassment Prevention for Employees is available at <https://www.skillssoftcompliance.com/academy/default.aspx?orgid=551502>

Rationale for the changes

Training references are updated to current names and locations. Short-term camps are NOT subject to these training requirements.

SQ-403. Camp Management

Specific Requirements of the Standard:

- A. **Camp director.** Long-term camps and day camps must have a camp director, base director, or reservation director (in multiple camp facilities) meeting the following requirements:

1. Is at least 21 years of age.
2. Meets the following training requirements:

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- a. For long-term 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.~~
- c. For long-term camps, has completed Camp Director Understanding and Prevention of Youth-on-Youth Abuse training.
3. [no changes]
- B. Program director of a long-term or day camp.**
1. Is at least 21 years of age.
 2. Training:
 - a. For long-term 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 long-term camps, has completed Camp Director Understanding and Preventing Youth-on-Youth Abuse training.
 3. [No change]
 4. [No change]
- C. The professional staff advisor for ~~or volunteer~~ Cub Scout and Webelos day camps administrator:**
1. Is at least 21 years of age.

2. Possesses a valid certificate of training from the Resident Day Camp Administration, Resident Camp Director, or Resident Camp Program Director ~~or Resident 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.~~
- D. Short-term camp administrator.** Short-term camps must have a short-term camp administrator meeting the following requirements:

1. Is at least 21 years of age.
2. Possesses a valid certificate of training from the Resident Camp Director or Short-Term Camp Administration sections of National Camping School.
3. The short-term camp administrator must be present at a short-term camp during set up and opening but does not need to live on-site. The short-term camp administrator must complete the Local Council Authorization and Assessment Declaration before the start of short-term camp program activities and before departing from the camp.

INTERPRETATION:

Under SQ-403, all long-term camps and day camps are required to have an on-site camp director and program director,

~~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~~

Rationale for the changes

NCAP is seeking to ease the burden on councils by creating a new, more focused training on short-term camps that can be delivered outside the normal National Camping School environment. NCAP and National Camping School hope that this approach will facilitate local council camping programs by relieving some of the burden. A short-term camp requires only a short-term camp administrator and does not require a program director. The council or district committee charged with developing the program will exercise the program direction function. The changes also clarify that the professional staff advisor for Cub Scout day camp requires an NCS card and removes the confusing reference to Webelos, as they are part of the Cub Scout program.

SQ-404. Camp Ranger

STANDARD:

If the camp employs a full-time, year-round resident ranger or property superintendent ~~or a full-time, year-round resident ranger~~, this person meets the age and training requirements set forth in the Specific Requirements.

Specific Requirements of the Standard:

- A. **Age.** The lead on-site property superintendent or ranger is at least 21 years of age. Assistants at the same site are at least 18 years of age.
- B. **Training.** Each superintendent, ranger or assistant has completed the following training:
 1. 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;
 2. Evidence of 12 learning hours

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of continuing education in prior year;

3. Current Understanding and Preventing Youth-on-Youth Abuse Training for Camp Directors, No. 721-143
4. Current American Red Cross Standard First Aid
5. Current American Red Cross CPR/AED for Professional Rescuers (or equivalent)
6. Current Planning and Preparing for Hazardous Weather training

INTERPRETATION:

Camp Ranger Basic training from Scouting U must be obtained within 12 months of date of employment. All rangers must complete 12 “learning hours” of continuing education annually. Continuing education obtained in the current year applies to the following year. For example, hours earned in 2020 apply to 2021. Continuing education hours are not required the first 12 months of a ranger’s employment but must be started during the ranger’s first 12 months.

Understanding and Preventing Youth-on-Youth Abuse Training for Camp Directors, No. 721-143, 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. ~~Continuing education hours must be obtained in the prior year.~~

VERIFICATION:

[Revise third bullet]

- Evidence of continuing education hours obtained in the prior

year, starting with the ranger’s second year of employment.

Rationale for the changes:

The primary requirement of Standard SQ-404 is that the principal ranger lives on-site and is 21 years of age or older. If this requirement is met, other rangers may be 18 years of age or older. If there is only one on-site individual living on-site, that person must be 21 years of age and meet the standards of SQ-404.

SQ-405 Camp Health Officer

Specific Requirements of the Standard:

D. The camp health officer has completed the one-time self-study Camp Health Officer’s Training Course. ~~(available at www.scouting.org/training/adult/)~~

INTERPRETATION:

[Revise third paragraph as follows]

For day camps and short-term camps, the requirement that the camp health officer “lives on-site, is on property and on call at all times” is met if the camp health officer is on property and on call at all times that any staff or participants are present on property.

REFERENCES:

The Camp Health Officer’s Training Course is located at: <http://www.scouting.org/health-and-safety/training>

Rationale for the changes:

The changes incorporate short-term camps into the camp health officer requirements.

SQ-406 Aquatics Staff

Specific Requirements of the Standard:

Camp properties are only subject to Specific Requirement F and only

if they have a pool.

A. Program Supervision

1. The aquatics director is 21 years of age or older and holds a current certificate of training as a BSA Aquatics Instructor from a National Camping School. The aquatics director also is currently certified as a BSA Lifeguard, American Red Cross Lifeguard, or equivalent training recognized by state legislation or regulation (a “valid lifeguard certification”), and is currently trained in American Red Cross First Aid and Basic Life Support (BLS) for Health Care Providers, or equivalents. For long-term camps, the aquatics director holds no other staff position and lives on-site if youth participants or staff remain on the premises overnight. (Note: State or local regulation may require previous lifeguard experience and should be reviewed to ensure compliance.)

2. [unchanged]

- D. **Outside providers.** If a Cub Scout long-term camp, Cub Scout day camp, or Cub Scout short-term camp family camp conducts a swimming program at a non-BSA– owned or –operated swimming facility, supervision may be provided by facility employees whose training is regulated by state authorities, in lieu of the supervision required as above. This specific requirement applies to established pools, water parks, or lake front swimming areas with lifeguards provided by the venue. In this case, the requirements of the Safe Swim Defense must be implemented in accordance with Standard PS-201 Aquat-

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ics: General. If lifeguards are not provided, then the requirements of this Standard must be met.

INTERPRETATION:

[Revise third paragraph]

American Red Cross Basic Life Support (BLS) and is the current name of the former American Red Cross CPR/AED class, are equivalent. Similarly, BLS for Healthcare Providers and is the current name of CPR/AED for the Professional Rescuer or Health Care Worker are equivalent. Cards with the either prior name remain valid until expiration. Equivalents for BLS and BLS for Healthcare Providers include any training recognized in SQ-405 for the camp health officer or equivalent courses approved for lifeguards by state legislation or regulation.

Rationale for the change

The change clarifies confusion over whether BLS and CPR/AED are the same. They are. Similarly, BLS for Healthcare Providers and CPR/AED for the Professional Rescuer or Health Care Worker are the same.

SQ-407 Firearms Range Staff

[The standard is reorganized as follows]

Specific Requirements of the Standard:

A. *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.

1. 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.

2. *For long-term camps:* 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 for one season only by currently certified instructors from military, law enforcement, or 4-H, or NRA instructors for the discipline in which they hold such certification. Evidence of certification shall include a current military range control card, law enforcement instructor credentials from the NRA or state certifying entity, 4-H instructor credentials and/or NRA civilian (other than LE) instructor credentials.

3. *For short-term camps and day camps only:* 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 for a specific camp only by currently certified instructors from 4-H, or NRA instructors for the discipline in which they hold such certification. Evidence of certification shall include a current instructor credentials from the NRA or state certifying entity, 4-H instructor credentials and/or NRA civil-

ian (other than LE) instructor credential.

4. The shooting sports director must be in camp when any firearms range is in use.
5. 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.

B. Firearms range supervision.

Each firearms range must have an individual who has either a current certificate of training from the Shooting Sports section of National Camping School or a current certificate of training as an NRA Instructor in the firearms offered on the range and who is 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 E in lieu of this requirement. An airsoft range is subject to Specific Requirement G in lieu of this requirement.

C. Firearms range instructor ratios. Except as specified otherwise in the standard:

1. When loading or firing rifles, pellet guns, or BB guns, there is a ratio of one qualified staff member instructor per eight shooters (1:8 staff-to-pupil ratio). For each additional eight points, or fraction thereof, the minimum requirement is an 18-year-old or older staff member trained by the shooting sports director using at a minimum the NRA FIRST Steps three-hour training or the Cub Scout standard in

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Publication No. 430-938 as applicable.

2. When loading or firing shotguns or muzzleloaders, there is a ratio of one instructor per shooter (1:1 instructor-to-pupil ratio).
3. For Venturing/Sea Scout pistol ranges, the ratio is one qualified staff member per three shooters (1:3 staff-to-shooter ratio).
4. The firearms range supervisor (see paragraph A.2 above) at a long-term camp only may serve as one of the instructors for purposes of the instructor-to-shooter ratios in this standard.

D. Scouting Pistol Safety and Marksmanship program instructor requirements (Scouts BSA, Venturing, Sea Scouts only)

1. Each instructor must be an NRA-certified pistol instructor.
2. At least two individuals holding the Scouting Pistol Safety and Marksmanship certification card must be on the range at all times. One individual acts as the chief instructor and the other individual acts as the range safety officer.
3. 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.
4. Only a Range Safety Officer (RSO) holding the Scouting Pistol Safety and Marksmanship

program certificate may serve as the range supervisor/Range Safety Officer (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/Range Safety Officer (RSO).

5. 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.

E. Cowboy Action Shooting program instructor requirements

1. Each shooting position will have an NCS or NRA-certified pistol, rifle, or shotgun instructor, depending on the firearm at the shooting position.
2. Notwithstanding Specific Requirement A.2, the range supervisor must hold a current NRA RSO certification in addition to any other required certifications.

F. 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.

G. Multi-Gun Airsoft Experience

1. 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 certification valid for two years.

2. 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.

H. Cub Scout day, short-term and long-term 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 from an authorized instructor, as outlined in the BSA National Shooting Sports Manual, No. 30931. Additional adult supervision is required for each additional eight shooters.

[Balance of standard unchanged]

Rationale for the change:

The standard is reorganized to better correspond with other program standards and make it easier to understand. In addition, provisions are added for short-term camps which reduce the burden compared to a long-term camp given that intensive merit badge instruction is not typically the goal of a short-term camp. If a short-term camp is offered for the purpose of shooting sports instruction, NCAP would expect a shooting sports director and appropriate instruction to be provided.

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SQ-409. COPE and/or Climbing Program Staff

Specific Requirements of the Standard:

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 the approved COPE and/or climbing training syllabi, ~~core, technical, and interpersonal/program management~~, staff competencies for ~~a course~~ 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 ~~multi-council~~ collaborations) electing to provide local training programs for Level II instructors shall meet the following requirements:
 - a. Have at least one trained Program Trainer in place who supervises the training.
 - b. The training program must be evaluated and approved by a peer review process. The regional COPE/Climbing chair or area advocate will assign an approved COPE or Climbing peer reviewer who is not affiliated with the training program

being evaluated.

- i. The council Level II training program shall be reviewed and approved before valid training cards can be issued.
- ii. Re-evaluation shall occur at least every five years thereafter or when conditions warrant, including but not limited to the following:
 1. Abnormal or unusual ~~Higher than normal incidents rates~~ in COPE and/or climbing programs as identified by the local, regional or National Council.
 2. Council appoints a new Program Trainer
 3. Region COPE/climbing chair, regional camp assessment coordinator, or area camp assessment chair calls for a re-evaluation.
- iii. Documentation needed during a Program Trainer Course, and during peer review may include, but not limited to, the following:
 1. A current National Camping School Director COPE or Climbing Card
 2. A document approving the Program Trainer(s) to train for the council or ~~multi-council~~ collaboration signed by the scout executive for that council or all scout executives of a ~~multi-council~~ collaboration.

3. Planned council training syllabus and material ~~training activities while in session~~.
4. Any council assessment instruments for documenting testing and/or evaluation
5. Council instruments for documenting operation of facilities as specified in Standard PS-206, Specific Requirement C.
- c. Report training rosters to region COPE/climbing chair per region chair instructions.

[Make the following change in the Table for Specific Requirement C]

SQ 409 - C 16 staff box – COPE and Climbing Program Manager/Trainer

SQ 409 – C 16 – Prereq box – NCS COPE or Climbing Director only

SQ 409 - C 16 Training – NCS COPE and Climbing Program Trainer Course

SQ 409 – C 17 – Training – NCS Program Manager or Program Trainer Training

VERIFICATION:

[Revise C as follows]

C- Documentation of staffing ratios

Rationale for the changes

The changes are made to reflect changes in the structure of the Program Trainer program. The principal difference is that all program trainers must also be NCS trained COPE or climbing directors.

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SQ-410 Trek Leadership and Activity Staff

Specific Requirements of the Standard:

- A. The trek director of a trek program 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 section, former Resident Camp Administration section, or Resident Camp Program Director section of National Camping School and have prior trek leadership training or experience.

- F. Provision must be made for the NCAP assessment team to observe this program during the assessment.

Rationale for the changes:

The standard is updated to reflect changes in NCS course names. Specific Requirement F is added to ensure that trek programs may be assessed by assessment teams.

SQ-411 Adventure Program and Activity Staff

Specific Requirements of the Standard:

A. Adventure Programs.

3. A climbing-based adventure program or activity leader must have a current card from the Climbing section of National Camping School or ~~trek training from the American Mountain Guides Associa-~~

~~tion, or a Level II Climbing Instructor, or completion of state or other agency licensing requirements for professional whitewater guides.~~

6. An ice-climbing activity program leader must have successfully completed the American Mountain Guides Association Ice Instructor course and exam. An ice-climbing activity program leader on an artificial ice structure must have specific ice climbing training, experience and/or certification that could include AMGA, NOLS, REI, EMS or similar. An ice-climbing activity program leader on natural ice must have specific ice climbing training from AMGA.

8. Provision must be made for the NCAP assessment team to observe this activity.

INTERPRETATION:

[Add new paragraph]

Some activities employ life safety provisions similar to COPE or climbing (e.g., caving, canyoneering, ice climbing, via ferratas, 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:

[No changes]

REFERENCES

AMGA is the American Mountain

Guides Association

EMS is Eastern Mountain Sports

NOLS is the National Outdoor Leadership School

REI is Recreational Equipment, Inc.

Rationale for the Changes

Based upon feedback from the field, NCAP has determined that for artificial ice structures, a broader variety of training and experience is recognized as able to deliver a safe and quality program. For natural ice climbing, AMGA certification is still required. The other change clarifies that these programs must be subject to assessment.

SQ-412 Other Program Staff Qualifications

- A. In a Scouts BSA, Venturing, or Sea Scout long-term 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 shall meet one of the following criteria:

1. Be 18 years of age and have a valid certificate of training from the Resident Camp Administration, Resident Camp Director or Resident Camp Program Director or Camp Commissioner sections of National Camping School; or
2. Be 21 years of age and have six months' service as an active and trained commissioner in the BSA. They also have the Council Commissioner's approval in writing and have been trained by the Camp Director with NCS training program found at www.scouting.org/ncap.

[Add new H and I as follows]

- H. Food service supervisor. If a camp offers food or commissary service, the supervisor(s) of such service shall meet all applicable state or local age, training

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and certification programs. If no such programs exist, the supervisor of such service shall have a current ServSafe Manager training certificate.

- I. Equivalency determinations. If a council wishes to qualify other training or experience as equivalent to National Camping School, it must submit a waiver/equivalency application to NCAP@scouting.org and receive a written waiver or equivalency determination.

[Renumber former H as J]

INTERPRETATION:

[Revise Outdoor Skills as follows:]

- Outdoor skills—"Equivalent life skills" may include but are not limited to Scouting experience as a Scouts BSA or outdoor Venturing crew leader **and** having earned and taught merit badges offered in outdoor skills area **or** having earned the National Medal for Outdoor Adventure **or** the Venturing Ranger Award **or** similar life experience; **OR** completion of college courses in outdoor skills topics. Mere completion of the outdoor skills merit badges is not sufficient by itself.

Rationale for the change:

The camp commissioner provision is changed to clarify the differences between the two routes to camp commissioner: NCS and prior-service as a commissioner.

New subsection H is added because food service is a major potential source of liability for the local council and BSA. This provision requires councils to verify local health code requirements and conform to them. If there are no applicable provisions, then the supervisor of the food service program(s) (kitchen and dining hall, commissary, trading post if food is prepared and served there) must have current ServSafe Manager training. Current ServSafe Food Handler training is recommended

for kitchen and dining hall staff and can be obtained on-line.

New subsection I is added to clarify that NCAP concurrence is required for equivalent determinations for positions otherwise requiring completion of NCS training.

The revised Interpretation provides additional guidance to councils in choosing a qualified outdoor skills director who will bring quality and safety to their program.

RP-456 Shooting Sports Staffing

RECOMMENDED PRACTICE:

The council follows the guidelines for additional camp shooting sports positions and qualifications as outlined in the BSA National Shooting Sports Manual, No. 30931. For example, additional instructors have NRA Instructor or Assistant Instructor credentials for the discipline they are instructing or providing range supervision. An Assistant Instructor may assist a certified NRA Instructor, but may not supervise the range by themselves.

The camp also qualifies for this recommended practice if each range safety officer (RSO) has completed NRA RSO training.

The camp also qualifies for this recommended practice if each range is staffed with an NRA Instructor other than the shooting sports director.

Rationale for the Change:

The change clarifies that the benefit is having instructors trained in the discipline that they are instructing or supervising and reminds camps that Assistant Instructors

do not meet the standard for range supervision.

RP-463. COPE/Climbing Program Support

RECOMMENDED PRACTICE:

The council operates a COPE and/or climbing committee ~~or task force~~ that is led by a trained COPE and climbing Program Trainer.

VERIFICATION:

- Current National Camping School card for COPE and climbing program trainer.
- Review roster of the committee members and/or minutes of meetings

Rationale for the change:

The change clarifies the requirements and conforms to the new staffing approach.

HS-502. Unit Leadership

[Revise paragraph under gray box]

A camp that is not organized to provide service to BSA units, but rather to serve individuals, must provide for adequate adult supervision given the age of the youth and the planned activities. Supervision can be provided by a combination of staff and volunteers. See Barriers to Abuse for additional guidance on adequate adult supervision.

Rationale for the change:

While Scouting is a unit-based program, there are some activities where youth participate as individuals and are thereafter grouped into a unit. In this case, the camp is responsible for providing the supervision, either with staff or by recruiting volunteers who knowingly accept this responsibility. The camp must consider Standards SQ-401 and SQ-402 in training individuals who will provide this supervision.

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HS-503. Medical Information

STANDARD:

The camp requires ~~and maintains~~ the current BSA medical forms for all staff and participants and has parent/guardian authorizations for emergency treatment of all minors.

Specific Requirements of the Standard:

A. Long-term camps and day camps.

1. Upon arrival, each camper, adult leader, and staff member must present to the camp health officer or designee an up-to-date BSA-approved health history and a health examination form signed by a licensed medical professional, as indicated on the current BSA Annual Health and Medical Record. Parts A and B are required for day camps. ~~family camps, short-term camps of 72 hours or less, and COPE and climbing courses.~~ Parts A, B, and C are required for long-term camps of greater than 72 hours (and are recommended for all camps regardless of length).
2. Health forms and permission forms must be on file in a secure location accessible to appropriate staff members while the camper, adult leader, or staff member is in attendance.

B. Short-term camps.

1. Upon arrival, each leader of a unit must have for each camper and adult leader an up-to-date BSA-approved health history and a health examination form signed by a licensed medical professional, as indicated on the current BSA Annual Health and Medical Record. Staff members, adult volunteers, and youth not attending with a unit must present to the camp health officer or designee an

up-to-date BSA-approved health history and a health examination form signed by a licensed medical professional, as indicated on the current BSA Annual Health and Medical Record. Parts A and B are required for short-term camps. ~~family camps, short-term camps of 72 hours or less, and COPE and climbing courses.~~ Parts A, B, and C are required for short-term camps of greater than 72 hours duration ~~and are recommended for all camps regardless of length~~).

2. Health forms and permission forms must be kept in a secure location accessible to the unit leader and camp staff while the camper or adult leader is in attendance. For those not attending with a unit, health forms and permission forms must be on file in a secure location accessible to appropriate staff members while the camper, staff member or volunteer is in attendance.

C. Campers' medical forms, including parental permission for treatment, must be available to adults authorized to provide camp health care and to adults accompanying minors off-site where emergency health care may be needed.

D. Health information is shared only on a need-to-know basis.

REFERENCES

The BSA Annual Health and Medical Record, No. 680-001 available at <https://www.scouting.org/health-and-safety/ahmr/>

Rationale for the changes

With the extension of NCAP to short-term camps, some historic procedures are not appropriate. For short-term camps, it is better for the unit leader, where present,

to maintain control of the Annual Health and Medical Record (AHMR) as the youth and unit leaders are accustomed to this practice and it will facilitate more rapid retrieval in most short-term camp situations. In a non-unit-based camp, the camp health officer or designee must collect and hold the AHMRs as there is not a similar circumstance. The standard is reorganized for clarity.

HS-504. Medical Screening and Follow-up

STANDARD:

As part of the check-in process at long-term camps and day camps, each participant is given an individual medical screening by a qualified adult. As part of the check-in process for short-term camps, the unit leader informs the camp health officer or designee of campers with limitations, special needs or life-threatening circumstances. Staff or those attending without a unit are referred to the camp health officer or designee for screening. Reasonable steps are taken to maintain privacy.

Rationale for the change

For unit-based short-term camps, unit maintenance of the health care records is deemed more protective than centralized maintenance because of the short time period and unit training to look to unit leadership for these forms on a typical camping trip. For non-unit based camps, the traditional approach must be used.

HS-505. Medical Care Policies

Specific Requirements of the Standard:

B. Written policies for medical care services provided at each camp or class of camps include:

[no change]

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INTERPRETATION:

[Add new paragraph]

For short term camps, the council may adopt a generic set of policies/procedures applicable to such camps. For example, a council or camp property may have a camporee protocol that applies to all camporees that is reviewed and approved in writing by its health supervisor.

Rationale for the change

Clarifies application of standard in short-term camp and clarifies that a template may be used for similar classes of camps, such as some short-term events, if reviewed and approved in writing by the council health supervisor. This provides councils and council health supervisors additional flexibility in meeting the needs of particular situations.

HS-507. Medical Record-keeping and Reporting

Specific Requirements of the Standard:

- A.
1.
 - a. Day camps and short-term 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.

Rationale for the change:

Adjusts nomenclature to current practice.

HS-508. Medication Control and Recordkeeping

Specific Requirements of the Standard:

- A.
2. Reasonable exceptions to this general policy may be made in writing by the council health supervisor for particular camps and situations, consis-

tent with state law. An exception is made during a trek, where the trek adults must keep the medications and log in a secure, protected container under their control.

Rationale for the Changes

The intent of the change is to provide council health supervisors greater flexibility in addressing unique situations that may arise in their camps. Any exception must be in writing, consistent with applicable law, and approved by the council health supervisor in writing.

HS-509. Medical Care Area STANDARD:

B. For long-term camps and day camps, lockable medical storage system (dry and cold)

Rationale for the change:

It is not always feasible to provide dry and cold storage at some short-term camp locations. It is recommended that it be provided where possible.

HS-510. First-Aid Kits

Specific Requirements of the Standard:

- A. ~~Properties,~~ Day camps, family camps, long-term camps, and COPE/ climbing programs. The camp supplies first-aid kits to all on-site program areas more than 100 yards from the medical care area. All first-aid kits provided by the camp have adequate supplies and equipment. All camp first-aid kits are kept in easily identifiable, accessible containers and locations
- B. *Trek programs and short-term camps.* The camp supplies first-aid kits or requires them to be provided for all off-site travel or treks. Every crew or other traveling group carries a prescribed first-aid kit. All first-aid kits provided by the camp have

adequate supplies and equipment.

C. Camp Properties. Each camp property with a full-time superintendent or ranger provides a first aid kit at a fixed location made known to participants. Visitors to a camp without a ranger or superintendent or advised of the need to provide their own first aid kit.

Rationale for the Change

The change clarifies the application of the standard to short-term camps and camp properties. In short-term camps, the unit first aid kit may remain in the campsite. In trek situations, the first aid kit is to be available during the trek program and may remain in the trek camp site during program.

HS-511. Buddy System

Specific Requirements of the Standard:

[Revise second paragraph as follows]

The safety rule of four requires that no fewer than four individuals (always with a minimum of two adults) stay together on any backcountry expedition. ~~If an accident occurs, one person always stays with the injured and two go for help.~~ The rule of four is used for Scout trek-type travel by vehicle, watercraft, bicycle, animal, or on foot.

Rationale for the change

The rule of four is revised to provide more flexibility for a common-sense application in unforeseen circumstances.

Division FS Food Service

NCAP has determined that the existing BSA National Camp Standards addressing sanitation and food safety are mostly duplicative of existing local health codes, which may also be more tailored to local needs. Accordingly, NCAP

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has determined to replace the current sanitation and food safety standards found in the FS division by compliance with the requirements of the local authority having jurisdiction. If there is no such local authority, then the camp should continue to comply with the 2020 FS Standards and apply for a variance during 2021 that will cover the camp going forward.

FS-601 Menu Planning

Specific Requirements of the Standard:

- C. Reasonable efforts are made to reduce excess sugar and fat, provide whole grains and adequate fiber when appropriate, and provide fruit or vegetables at least twice a day.
- ~~C. Food items are used and consumed within "use by" date or other indicators of suitability.~~
- ~~D. Food items that are reusable are stored at the proper temperature and are marked as to date prepared or opened.~~

VERIFICATION:

- ~~Interview with the on-site head of food service on how the transportation, storage, and "use by" date requirements are met. For trek camp programs, these questions may also be answered by the camp director, program director, or trek director.~~

Rationale for the change

New Requirement C. Research has shown the importance of reducing excess sugar and fat and providing whole grains, adequate fiber and fruits and vegetables with most meals. The proposed standard requires the dietician to consider these steps in the development of the final menu.

Deleted Requirements C and D. These requirements are being replaced by new FS-602.

FS-602. [New] Food Service

STANDARD:

If the camp operates a kitchen, dining hall, commissary or a trading post where it prepares and serves food, the camp meets all applicable federal, state and local food storage, handling, preparation, service and facility standards and must have any required licenses. All food service areas are kept clean and sanitary to avoid contamination of food, beverage, utensils or servingware. Proper arrangements are made for disposal of garbage and maintaining garbage receptacles in a clean condition.

Specific Requirements of the Standard:

- A. All equipment, utensils, and surfaces used in the preparation and serving of food are clean and sanitary. Dining hall tables, benches, and serving facilities are clean and in good repair. The dining hall has good ventilation and adequate room to walk freely between tables.
- B. Smoking is not allowed in the dining hall nor is it permitted in the kitchen. A smoking zone away from any food preparation, serving, dining, and camping areas may be designated if local ordinances permit.
- C. For patrol/unit cooking, the same standards are applied to the preparation of the food prior to its delivery to the unit and instructions for any further preparation are provided upon delivery.
- D. Cub Scouts/Webelos Scouts are fed in a dining hall, though special program features may include an occasional cookout or bag lunch.

INTERPRETATION:

Standard AO-801 requires compliance with all applicable laws. Standard FS-602 emphasizes the critical importance of maintaining code compliant food service facilities and keeping them clean and sanitary. If the camp has no applicable local health department exercising jurisdiction over food service operations, for 2021 and 2022 it may comply with the 2020 standards and must apply for a variance from NCAP to establish appropriate procedures to ensure food safety and health. Such a camp must keep a copy of the 2020 Standards for reference by the camp assessment team. If a camp has a local authority exercising jurisdiction, but cannot obtain proof of approval, the camp may arrange with a certified individual meeting local standards or a ServSafe Manager to review its operations and provide written approval of the camp's operations as complying with local code (and ServSafe guidelines, if a ServSafe Manager is used).

VERIFICATION:

- Review of local approval of food service operations. If no local approval is possible, review of appropriate locally-certified or ServSafe Manager approval.
- Review of cleanliness and sanitary appearance of facilities.

Rationale for change

Food safety is a matter of increasing urgency in the United States. Many jurisdictions are converging on the USDA Food Code, but there are substantial differences in local application. Given the numerous conditions and climates in which camps operate, NCAP has determined that deferring to local health authorities with jurisdiction provides a stronger assurance of safe and healthful food delivery and sanitation than trying to administer a separate set of BSA

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sanitary standards. Accordingly, the BSA standard is to comply with local authority having jurisdiction requirements and to keep all areas clean and sanitary. BSA assessors will continue to check cleanliness of all food service areas.

FS-603 through 607 eliminated

FS-603. [New] Camps/Programs Without Dining Halls

STANDARD:

A camp that does not serve food in a dining hall shall provide sufficient guidance to participants on food storage, preparation and garbage disposal provisions so that participants are adequately prepared.

Specific Requirements of the Standard:

- A. Food preparation, if any, prior to distribution to participants meets the requirements of Standards FS-601 and FS-602.
- B. Guidelines for safe food preparation, storage, and disposal are provided in the camp literature to the participants in advance of arrival.
- C. The camp makes adequate provision for collection of unavoidable food preparation waste at reasonable frequencies and locations and this information is communicated to participants in advance.
- D. For trek programs and outpost camps:
 1. The camp provides guidance on proper food preparation, storage and disposal as part of the trek or outpost instruction or during initial meal preparation on the trek or outpost.
 2. The camp makes adequate provision, either at the trek location or by portable methods, for food storage that

will maintain food safe from reasonable animal or vermin intrusion.

3. The camp makes adequate provision for collection of unavoidable food preparation waste at reasonable frequencies and locations on the trek or outpost and this information is communicated to trek participants in advance.

INTERPRETATION:

This standard is met if the camp provides sufficient guidelines in its written program materials provided to participants on how food must be transported, stored, prepared, and disposed to maintain hygiene and health. For trek programs, staff must accompany the program participants on their initial trek meals to ensure proper understanding and ability to properly transport, store, prepare, and dispose of food wastes.

VERIFICATION:

- Review of literature to ensure required information provided.
- Visual review of camp garbage collection procedures and handling.
- Review of trek crew equipment provision for food and garbage handling.
- Review of trek staff training crew members, when possible.

Rationale for the change

Most food codes do not clearly address food service in a dispersed setting, as is practiced at some BSA camps. The standard sets forth minimum expectations about communicating the camps facilities and restrictions and providing for reasonable handling of garbage.

FA-701. Camp Facility Evaluation and Postcamp/Pre-camp Inspection

VERIFICATION:

- For short-term camps not held on NCAP accredited camp properties, the NCAP site appraisal form is signed by the Scout executive or their designee.

Rationale for the change:

The change clarifies that short-term camps that are not held on NCAP accredited camp properties must also have the NCAP site appraisal form completed.

FA-705. Utility Emergency Shutoff

Note that this standard now applies only to camp properties. Access to utility shutoff for camps held off a camp property should be included in the emergency planning under standard AO-805.

FA-706. Stationary Fuel-Fired and Electromechanical Equipment

Note that this standard now applies only to camp properties. Any site safety issues should be addressed during the Local Council Authorization and Assessment Declaration process and appropriate safety measures taken.

FA-707. Toilets and Latrines

Specific Requirements of the Standard:

- B. For day camps and short-term camps, at least one seat is required for every 30 campers. Hand-washing or sanitation facilities are provided near each facility.

INTERPRETATION:

[Add]

Short-term camps held on a camp property may supplement the fixed

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toilets and latrines with portable toilets to achieve the required ratio without requiring the camp property to increase the number of fixed toilets or latrines, if consistent with applicable law.

Rationale for the change

Short-term camps may be held in other locations than fixed camp properties. The shorter term reduces the need for certain facilities. The change in interpretation allows use of short-term facilities to meet the need for more toilets for short-term camps. Any applicable more stringent local regulation must still be met pursuant to SQ-801.

FA-708. Showers

Note that this standard is now limited to long-term camps only.

FA-709. Refrigeration Unit Maintenance and Temperature Control

INTERPRETATION:

This standard does not cover kitchen and dining hall refrigeration equipment, health lodge medical refrigeration equipment, or trading post perishable food refrigeration equipment, which are covered by Standards FS-601 through FS-603. This standard covers other refrigeration that is used for program purposes or community refrigerators made available to participants. This standard does not cover ice machines, vending machines (unless containing perishable items), or personal refrigeration appliances (e.g., a refrigerator in a family or staff cabin), unless covered above. Original equipment supplied thermometers are acceptable if they are nonmercuric, accurate, and visible, and can meet the range requirements in Specific Requirement A.

Rationale for the change:

Most refrigerators at a camp are part of food service and subject to specific requirements under local code. There is no reason to provide duplicative requirements for such units under the NCAP standards. Other refrigerators that are used for program use do require maintenance and checking and this standard is retained for them. As before, it does not apply to "personal" refrigeration devices in a family or staff cabin that is used for personal use by camp or council staff and not participants.

AO-802. BSA Authorization to Operate

STANDARD:

Each camp property and camp shall comply with the current Authorization to Operate and meet notification and declaration requirements as defined in the specific requirements. A council chartered by the National Council is granted authorization to issue an NCAP Local Council Authorization and Assessment Declaration program and site approvals for approve and operate day camps and short-term and voluntary or family camps in accordance with these standards programs as long as they adhere to the National Camp Accreditation Program standards and any other provisions required by the council's authorization to operate camping programs.

Specific Requirements of the Standard:

A.

3. A day camp or short-term camp family camp, or voluntary camp shall have a current NCAP Local Council Authorization and Assessment Declaration and a NCAP Site

Appraisal Form for the camp and location issued program and site approval for the camp and location issued by the council in accordance with Standard AO-812, unless forbidden by its Authorization to Operate. An NCAP Site Appraisal form is required only if the day camp or short-term camp occurs on a non-NCAP authorized camp property.

D. Notification. Each council has filed the required Notice of Intent to Operate for camp properties and long-term camps with the National Council, Outdoor Programs.

E. Declaration. Each council has submitted its declaration of readiness for long-term camps to its area camp assessment chair or assessment team lead (as directed by the area).

INTERPRETATION:

The National Council, through its region, will issue an Authorization to Operate to each council. The Authorization to Operate will identify those camp properties and long-term camps that the council may operate using the trademarks and trade dress of the BSA. ~~The Authorization to Operate shall also state whether the council is authorized to operate a day camp, family camp, or voluntary camp program.~~

Unless otherwise stated in the Authorization to Operate issued to a council, the council may issue a NCAP Local Council Authorization and Assessment Declaration form program and site approval that that authorizes the operation of a day camp or short-term camp family camp, or voluntary camp. The process for issuing the NCAP Local Council Authorization and Assessment Declaration form program and site approval shall follow the procedures and meet the conditions of these standards.

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An Authorization to Operate is current if it has not expired or been terminated. If the Authorization to Operate has expired, but the council timely applied for a renewal, the existing Authorization to Operate remains in effect until such time as the National Council issues or denies the renewal authorization to operate. A day camp or short-term family camp, or voluntary camp has a current Authorization to Operate if both the council's Authorization to Operate and the Local Council Authorization and Assessment Declaration form program and site approval are current.

A corrective action plan and plan of improvement are defined in Standard SA-004.

VERIFICATION:

[Revise second bullet]

- For day camps or short-term family camps, and voluntary camps, review a copy of the council Authorization to Operate to ensure that it does not forbid the council to operate such camps. Review the NCAP Local Council Authorization and Assessment Declaration forms. Ensure that the camp (and camp property, if located on one) are complying with any applicable terms, conditions, or commitments of the Authorization to Operate or the NCAP Local Council Authorization and Assessment Declaration.

Rationale for the change

Updates language to reflect current names and process. NCAP has determined to simplify the process for day camps and short-term camps by eliminating the requirement to include them in the council's annual Notice of Intent as these camps may not be known at that time and eliminating the requirement gives local councils more freedom to operate program.

AO-804. Camper Security

Specific Requirements of the Standard:

Written procedures include:-

A. All camps and camp properties shall have written procedures that address:

1. Steps to be taken in the event of a possible intruder; unauthorized person seeking release of a minor; or other circumstance as identified by the camp.
2. Training for staff (and other participants when appropriate) on the procedures for items required by this standard noted above

B. Long-term camps and day camps shall have written procedures that include:

1. Verification of campers attending at check-in time.
2. Release of campers who are minors to a parent or guardian or to a person other than the legal parent or guardian.
3. Annual review of security concerns regarding the site.
4. Methods for discouraging and/or distinguishing possible unauthorized persons.

C. Short-term camps have written procedures that include:

1. Verification of campers attending at check-in time by their unit leader or camp staff, if not a unit-based camp.
2. Release of campers who are minors to a parent or guardian or to a person other than the legal parent or guardian.

Rationale for the change

The standard is reorganized to make its application to the various

classes of facilities clearer.

AO-805. Emergency Procedures

Specific Requirements of the Standard:

B. Swimming pool and aquatic emergencies. If aquatics features are present, as applicable the camp has conducted an assessment and established procedures for the following:

[no change to list]

INTERPRETATION:

[Revise the final paragraph as follows:]

An appropriate emergency drill is held within 24 hours of each group's arrival at long-term camp or multi-day day camp.

Rationale for the change

It is often not feasible to conduct a full scale drill in a single day event or short-term camp. In such a case, emergency procedures should be discussed with units or campers as part of check in procedures.

AO-808. Requirements for Council Reporting

STANDARD:

The camp has completed required BSA reports in a timely manner.

Reports include:

A. Annual National Camping Report

B. A. National BSA incident and near miss reports.

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B. Interim Progress Reports, as required in the Authorization to Operate or upon request of the BSA region.

INTERPRETATION:

The council completes the annual National Camping Report, which includes basic statistical and quality information, in accordance with the instructions issued. Reports are timely if submitted by the date specified in the instructions.

Rationale for the change:

The National Council has determined that it can collect information previously collected in the National Camping Report in another way. NCAP has eliminated the reporting burden previously associated with this report. First aid logs from each camp should be turned in to the council office at the end of each camp or as directed by the council.

AO-809. Customer Survey

INTERPRETATION:

Camps use a written or electronic survey of adult and youth leaders to assess their experience and impressions of camp. The survey's length and content are determined by the camp, and it contains questions that satisfy the following requirements:

Rationale for the change

The change recognizes that electronic surveys may be the most effective way to get information in some circumstances.

AO-811. REQUIREMENTS FOR COUNCIL PROGRAM AND SITE APPROVALS

STANDARD:

Each council exercising delegated authority to authorize a day camp ~~family camp, voluntary camp~~ or short-term camp shall verify, to the best of its ability, that the camp as planned will comply with the requirements of the National Camp

Standards applicable to the proposed camp. ~~Each approval of a program site by a council NCAP Local Council Authorization and Assessment Declaration issued by a council shall be executed on an approved form, signed by the Scout executive or designee and council NCAP chair. Only day camps and short-term camps not held on NCAP authorized camp properties are required to complete an NCAP Site Appraisal Form. Each grant shall be submitted to NCAP@scouting.org within seven days and at least 10 days prior to the start of camp.~~

[Note: all of the Specific Requirements were eliminated in favor of a simple form that the council complete as part of the process described in the Interpretation below. This greatly simplifies local authorization of day camps and short-term camps.]

INTERPRETATION:

[The Interpretation is replaced with an explanation of the process. The Local Council Authorization and Assessment Declaration will be available on the NCAP website at www.scouting.org/NCAP]

Prior to issuing an NCAP Local Council Authorization and Assessment Declaration, the council shall review the proposed camp's site and program for consistency with the National Camp Standards, BSA and local council policy, health and safety, and other risks.

An additional site review and completion of the NCAP Site Appraisal Form is not required if the camp will be located on an NCAP-accredited camp property. The NCAP Site Appraisal Form must be completed individually for each day camp and short-term camp location due to the individuality of each event and site.

The program review shall be completed using the NCAP Local Council Authorization and Assessment Declaration form.

After required review is completed, the Scout executive and the council NCAP chair must sign the NCAP Local Council Authorization and Assessment Declaration. The Scout executive may designate another member of the council's management team as designee.

For short-term camps: Prior to the start of camp, the short-term camp administrator must review the camp and complete the Declaration part of the NCAP Local Council Authorization and Assessment Declaration. At the conclusion of the camp, the short-term camp administrator must complete the "camp report" section of the NCAP Local Council Authorization and Assessment Declaration and place it in the file maintained by the council to be used during the council's yearly NCAP assessment review.

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For day camps: During the camp assessment led by the local council assessment team, the assessment team leader should complete the “camp report” section of the NCAP Local Council Authorization and Assessment Declaration and place it in the file maintained by the council to be used during the council’s yearly NCAP assessment review.

VERIFICATION:

- During an assessment, the camp must produce a copy of NCAP Local Council Authorization and Assessment Declaration signed by the Scout executive or designee and council NCAP chair. The team should assess whether the camp is complying with the requirements of the NCAP Local Council Authorization and Assessment Declaration.

- During the council NCAP program administration assessment, the council must produce a copy of the complete NCAP Local Council Authorization and Assessment Declaration for all completed camps since the last NCAP administration assessment for review by the lead council assessor appointed by the area assessment chair. The lead assessor will review each document for completeness and timeliness and submit an NCAP administration score sheet to NCAP@scouting.org with a copy to the council president and Scout executive.

Rationale for the change:

The intent of this change is to update the terminology from program site approvals to NCAP Local Council Authorization and Assessment Declaration. The new term more accurately reflects what this document does. First,

it asks some simple questions about program preparation. Then it asks whether the camp will be located on an NCAP accredited property. If not, then an NCAP Site Appraisal Form is needed to ensure safety. Once these steps are completed, the Scout executive or designee signs the NCAP Local Council Authorization and Assessment Declaration after including any conditions needed to ensure safe and proper operation of the program and compliance with local council policies and procedures. This constitutes the council’s grant of “authorization” to operate the day camp or short-term camp. It was determined that the form approach is much simpler and less burdensome than the prior narrative process while achieving the same goals or program safety and quality. The reduced burden should also encourage councils to develop and implement more programs benefitting their youths’ program experience.

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Guidance on Seeking FA-711 Waivers

The National NCAP committee reminds councils that under Standard FA-711, Motor Vehicles, training requirements are now in place for golf carts, light terrain vehicles (LTVs), utility terrain vehicles (UTVs) and all terrain vehicles (ATVs) that are used in camp operations. Here is a quick summary of the Standard FA-711 requirements:

Council policy. The council must have a policy on vehicle access, parking and use and which should address when and where the vehicles may be used, permissions if any, handling of keys, and safety and associated operational requirements. Councils may wish to address whether they will allow or not allow private vehicles and under what conditions. This policy requirement dates back many years.

Golf carts and LTVs. Users must be trained in the specific manufacturer’s training requirements and understand the operating limitations of these vehicles. Proof of training must be retained in the council’s files. If the golf cart or LTV is older and the council does not have manufacturer’s training instructions, the council should contact the manufacturer or a dealer and get appropriate instructional materials. This training requirement went into effect January 1, 2020.

UTVs. Users must be trained in the following: (1) manufacturer’s training requirements; (2) on-line Recreational Off-Highway Vehicle Association (ROHVA) E-Course; and (3) hands-on ROHVA Basic DriverCourse. On-line training alone is not sufficient. UTV users must be 18 years old or older. Information on the ROHVA courses is available at www.rohva.org/learn-to-drive.

ATVs. ATVs used for program purposes are subject to Standards PS-205, SQ-412, Specific Re-

quirement H, and FA-711, Specific The national NCAP committee Requirements G & H. ATVs used by maintenance or staff requires staff to be 18 years of age or older and have completed an All-Terrain Vehicle Safety Institute (ASI) safety training program in its entirety. No passengers are allowed on an ATV. These training requirements went into effect January 1, 2020.

NCAP understands that some councils were planning to complete necessary UTV training in 2020 in anticipation of the “hands-on” ROHVA training coming into effect in 2021. If a council had planned to attend such training, but it was cancelled due to the pandemic and the council does not have the training, the council must either ground its UTVs until the training is obtained or else seek an appropriate waiver until the training can be obtained. NCAP expects councils to expeditiously seek and obtain the training if they plan to use UTVs. In order to seek a waiver, a council should:

- Explain why it was unable to timely obtain the necessary training;
- Demonstrate that it has a policy, trains its personnel using UTVs in the manufacturer’s recommended safety precautions and operating limits;
- Require that all users complete the ROHVA E-Course;
- Demonstrate that a trained council employee supervises or tests competency in the proper use of the UTV, unless an individual presents an appropriate ROHVA Basic DriversCourse certificate;
- Keep records of the individuals trained under the waiver or that obtain the ROHVA training;
- Arrange to obtain the necessary ROHVA Basic DriverCourse as expeditiously as pos-

sible. All individuals trained under the waiver will need to obtain the ROHVA Basic DriversCourse if they will continue to drive a UTV after the waiver period is over.

More information on waivers and required forms are available at www.scouting.org/NCAP. NCAP anticipates that councils will also exercise supervision over driving activity and take corrective action should golf carts, LTVs, UTVs or ATVs be used in an unsafe manner.

When applying for a Standard FA-711 waiver, please ensure that you submit the updated waiver form, shown below, as this greatly facilitates review and prompt action by eliminating time to look up email addresses and camp names.

Application for Waiver or Other Relief

Action requested (check all that apply):
 Waiver (temporary) EQ Equivalency Determination Variance (permanent) Other

Applicant Information:

Council: _____ No. _____
 Address: _____
 Region: Choose One - Area: Choose One -
 Name of Camp(s) Affected: _____
 NCAP chair: _____ Email: _____
 Scout executive: _____ Email: _____
 Technical contact: _____ Email: _____
 Contact phone: _____

List the standard(s) for which the waiver, equivalency determination, variance or other relief is sought (list number and title; for example, FA-708 Showers):

Please attach additional supporting information in Word or similar. See instructions, next page.

If seeking an equivalency determination for an SQ standard, please list the name of the individual(s), the position, and the camp(s) for which the equivalency determination is sought. NCAP does not give waivers or equivalency for age requirements:

Request approved by:
 Camp Director: _____ Council NCAP Chair: _____ Scout Executive: _____



2021 Application for Waiver or Other Relief is shown above.

The new form can be identified by the four check boxes at the top and the additional email entries. Helpful guidance on what is needed is included on the second page. Available at www.scouting.org/NCAP as No. 430-083 (2021).

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Area 9 Assessment Chair	NA	NA	Bobby Bloodworth <i>RBloodworth@reagan.com</i>	NA

New Waiver, Equivalency, Variance and Relief Application Form

As part of the rollout of the 2021 National Camp Standards, NCAP has also updated the “Waivers and Variances” application form to allow council to designate whether it is seeking:

- A waiver
- An equivalency determination
- A variance; or
- Other relief.

The new form also provides additional guidance on the information required and requests emails for the Scout executive, NCAP chair and technical contact, the name of the camp involved in the request (when applicable), and the names of individuals (when applicable). Completing the requested information and, where seeking an equivalency or waiver

for a staff position, attaching copies of the relevant certificates or transcripts will greatly expedite NCAP’s review and approval by the Standards chair and ultimately the NCAP committee.

Camps and councils can obtain the current form at www.scouting.org/NCAP, where it is listed as “Request for NCAP Waiver or Variance,” No. 430-083 (2021). See image on page 28.