



Campmaster Manual

Seneca Waterways Council, BSA

Todd-Hale Service Center 474 East Avenue Rochester NY 14607
585-424-4210

Camp Babcock-Hovey 7294 County Road 132 Ovid NY 14521
607-869-3841

Camp Ranger Conrad Wedding 607-869-9410 ewedding@rochester.rr.com

Campmaster Chief Admiral Lord 585-755-8813 glord001@rochester.rr.com

2013 Revision of the 2010 Edition

Manual will be reviewed annually.

Send additions or revisions to Campmaster Chief Admiral Lord at glord001@rochester.rr.com

Table of Contents

Topic	Page
✓ What is the Campmaster Corps	3
✓ Campmaster Characteristics	3
✓ How Campmasters are Selected	4
✓ General Duties of Campmasters	4
✓ The Campmaster and the Ranger	4
✓ Campmaster Knowhow improves Weekend Camping	5
✓ Results Possible through the Campmaster plan	5
✓ Typical Helps	6
✓ Campmaster Procedures	6
✓ Parking and Access	7
✓ Firewood Regulations	7
✓ Chemical Fuels	9
✓ Sweet 16 of BSA Safety	11
✓ Other Camp Policies	13
✓ Local Churches	13
✓ Friday night meeting sample agenda	14
✓ Trading Post procedures	15
✓ Map of Babcock-Hovey	16
✓ Accident and close call report form	17
✓ Incident Report	19
✓ Description of Facilities	21
✓ Camp Rules	22
✓ Campmaster weekend report form	23
✓ BH Nature Trail	24
✓ Short-term camp check-out forms	25
✓ Directions to Geneva General Hospital	26
✓ Overview of Outdoor Program Continuum of the BSA	27
✓ Youth Protection pamphlet	29
✓ Tour Permit	31
✓ Archery Procedures	33
✓ Geocacheing at Babcock-Hovey	35

What Is the Campmaster Corps?

As Campmasters, we have several vital roles. These include:

Supporting the program of our short-term campers.

Ensuring that health and safety policies are upheld.

Assisting with the security of Camp facilities.

The Babcock-Hovey Campmaster corps is a group of selected, trained, and registered Scouters who serve at camp whenever Packs, Troops, Teams, Webelos Dens, or Crews are using any part of the camp property. Campmasters select their own time and frequency of service, but they usually serve two to four times a year. The group is organized under the leadership of the Babcock-Hovey properties committee. The entire project and its personnel are responsible to the Scout executive or camping director, or someone appointed by the Scout executive or camping director. The corps generally meets annually to evaluate its program, schedule ahead, and arrange for the training of any new members.

Campmasters are selected on the basis of their ability in several areas: outdoor skills, specialized knowledge of nature and conservation, and leadership skills. All Campmasters must have a record of demonstrated ability to get along with people, to lead, and to act in an emergency. All Campmasters must have a working knowledge of Scouting, Pack, Troop and Team operations, advancement, and progressive camping. Experienced and registered Scouters, with the exception of unit leaders, are eligible for consideration as Campmasters. (It is generally conceded that a unit leader's major concern must be the particular unit served.)

Campmasters either attend Campmaster training or personal coaching with the Campmaster Chief or designee.

Campmaster Characteristics

1. Would have an interest in assisting Packs, Troops, Teams, Webelos Dens, Crews, and other visitors at camp two to four weekends a year.
2. Is not presently a unit leader or assistant.
3. Has ability in outdoor Scouting skills—not necessarily an expert in all.
4. Has the ability to get along with people (very important).
5. Has acceptable character traits (Scout Oath and Law).
6. Would be eligible and willing to become a registered Scouter, if not one now.
7. Must take training or personal coaching on how to be a successful Campmaster.
8. Has leadership ability and can get results.
9. Can size up a situation and provide necessary support.
10. Is dependable.
11. Has completed Youth Protection Training.
12. Is certified in First Aid/CPR.

How Campmasters are Selected

Possible candidates for the Campmaster corps are given to the Campmaster Chief. Suggestions may come from the Council Executive Board, District Committee Chairs, Commissioners, professional staff, and others. A careful appraisal should be made of these names before the candidates are invited to serve. The District Executive or Commissioner may assist in this appraisal.

General Duties of Campmasters

These principles will serve to guide the work of Campmasters.

1. Each Campmaster serves one to four units per weekend.
2. They render Commissioner-type service to the units in camp, working with and through the youth leaders and adult leaders.
3. An annual schedule is made up with Campmasters assigned for each weekend camp. In case of schedule conflict, the Campmaster arranges his own substitute among other corps members and notifies the Campmaster Chief and the Camp Ranger of any change.
4. Campmasters supply their own transportation, bedding, and food.
5. Campmasters serve two to four times a year.
6. The corps is a select group and should not be limited to a fixed number.
7. Campmasters must be trained in the Scout method of camping, purposes of Scout camping, and the patrol method in camping. They should have completed Introduction to Outdoor Leader Skills.
8. Campmasters coordinate the work of any program specialists or merit badge counselors present so that units receive the maximum benefit from these skilled people.
9. Campmasters submit a report to the Camp Ranger and Council on their experience with each unit.
10. While in camp, Campmasters are responsible to the Camp Ranger. The Campmaster Chief serves on the properties committee.
11. Campmasters must attend Campmaster training before performing their duties.

It is best to have two or more Campmasters per weekend for companionship, coverage for more groups, and to have a backup Campmaster in the event one would have to leave camp in an emergency.

The Campmaster Corps and the Camp Ranger

At the very outset, a cooperative and close relationship must exist between all Campmasters and the Ranger. The Camp Ranger is responsible for the upkeep, maintenance, and proper use of all camp facilities; any support he can receive in this endeavor is welcome.

Campmasters work closely with the Camp Ranger. It should be understood that the camp ranger, as a full-time employee, is responsible to the Scout Executive and/or director of camping; therefore, no other person should give directives.

Campmaster Know-How Improves Weekend Camping

All Campmasters should have or acquire a basic knowledge of the following so that they may properly assist units:

1. The methods of Cub Scout camping (BALOO).
2. How the patrol method is set up and used in a Troop.
3. How the Scout advancement program works and why we have it; know the advancement program and how to assist leaders in this.
4. The place of the chartered organization in Scouting and its responsibilities.
5. How the general program of Scouting, particularly the outdoor program, contributes to the ideals of Scouting.
6. How a Campmaster counsels group leaders in Scouting, using the methods common in Commissioner service to units.
7. The basic skills in Scouting and simple methods for teaching them.
8. The basics of health and safety in Patrol and Troop camping
9. The camping rules and regulations of the local camp
10. What to do in a camp emergency; when and where Campmaster authority begins and ends
11. The religious policy of the Boy Scouts of America as related to groups in camp
12. The fundamentals of a good campfire program and how to coach units in this activity
13. Intelligent methods and procedures in dealing with discipline problems through the group leaders

Results Possible Through the Campmaster Plan

1. More interest in weekend camping
2. More advancement in units
3. Unit leaders receiving program ideas and training
4. Wider interest and more attendance at resident camp
5. Greater respect for council property and facilities, an understanding of ecology and nature
6. More skills training in high-adventure activities for Ventures/Explorers
7. Much informal training of leaders
8. More units going to camp year-round
9. Camp regulations respected (enforced)
10. More program features in camp
11. Less maintenance expense
12. More interest in the spiritual aspects of outdoor living
13. Greater pride in camp appearance, neatness
14. Unit leaders acquiring some leadership skills

Some Typical Helps by a Campmaster

1. Assist new leaders in getting the unit set up.
2. Assist two units in holding an inter-unit campfire.
3. Help develop and carry out plans for religious services, unit or camp wide.
4. Advise unit leaders and administer first aid.
5. Meet with leaders in regard to conservation and related camp Good Turns.
6. Be the supper guest of a unit.
7. Organize and conduct a program feature for units.
8. Arrange convenient check-in/check-out schedules.
9. Secure loan of camp equipment for units.
10. Operate the camp trading post.

Campmaster Procedures

Before you come to camp:

Contact leaders of units coming to camp to introduce yourself and provide any help you can for the weekend. You will receive the list of units in camp about 3 days before by e-mail. Contact the Council Service Center if you do not receive any information.

Accommodations:

The Campmasters live in the dining hall annex in what is basically a one bedroom furnished apartment. Campmasters are responsible for bringing their own bedding and food for the weekend. Campmasters should be in camp by 6 pm Friday and stay until the last unit has left on Sunday (usually noon at the latest). Campmasters are responsible for leaving the annex clean for the next weekend. Please clean out the fridge and empty the garbage so there are no "science projects". Mop the floor as necessary. Campmasters should be in "Class A's" for check-in and check-out, leader meetings, and trading post. Wear "Class B's" or work clothes, as necessary, at other times.

Check-in:

Campmasters should check units in at their site. Please note the condition of the unit's campsite or cabin on arrival. Review with units where they should unload their gear and where their vehicles should be parked. THIS MAY VARY DUE TO WEATHER CONDITIONS AND CHANGE AS THE WEATHER CHANGES FROM DAY TO DAY!!! Consult with the Ranger if you have any questions. In *optimal weather conditions*, the following chart shows where units may unload and park.

Site/Cabin	Drop off Gear	Park
Lamoka, Delaware, Mohican, Oneida, Cherokee, Health Lodge Pavilion, Stage	Memorial Bridge	Main Lot
Pederson Lodge	Pederson*	Pederson Lot*
Winter Cabins	Winter Cabins*	Winter Cabins*/Main Lot
Memorial Lodge, Mohawk, Nature Pavilion, BBQ Pit	Near dining hall	East of Penn Yan Lodge/Main Lot
Eagle Conference Center	Eagle CC Lot	Eagle CC Lot/Main Lot
Tuscarora, Cayuga	Eagle CC Lot	Main Lot
Onondaga, Algonquin	Main Lot	Main Lot
Seneca	Winter Cabins*	Winter Cabins*/Main Lot
<i>THIS MAY VARY DUE TO WEATHER CONDITIONS!!!</i> <i>*not recommended for cars with low ground clearance</i> <i>Handicapped parking is available near Penn Yan Lodge</i>		

Friday night leader's meeting

At 9:00 Friday night, have a meeting of one representative from each unit in the annex. This is where they can meet each other, find out who is in camp, and learn about any special program features available for the weekend. You can also learn what they have planned and make suggestions, as appropriate. You may provide snacks and coffee if you wish. A sample agenda is in the appendix.

FIREWOOD ALERT - "DON'T MOVE FIREWOOD"

A NEW REGULATION is now in effect that prohibits the import of firewood into New York unless it has been heat treated to kill pests. The regulation also limits the transportation of untreated firewood to less than 50 miles from its source. Pests transported into camp via firewood could defoliate the camp.

Campers should not bring untreated firewood into camp. Any firewood brought into camp should be burned to ash during the unit's stay. For more information on the NYSDEC firewood regulations, consult the following website: <http://www.dec.ny.gov/animals/28722.html>

Firewood is available for purchase at a nominal fee.

Saturday visit

Campmasters should visit each unit at least once on Saturday. Ask how things are going, and provide any help you can for their program. If it is an out-of-council Troop, ask them where they go for summer camp. Let them know about our summer programs. Re-confirm their check-out time.

Trading Post

The Babcock-Hovey trading post should be made available 10 am until 12 noon (or by appointment with the Campmaster). It is in the same location as summer, Shenandoah Shelter. Detailed procedures are in the appendix.

Check-out

Campmasters should check units out at their site. Please note the condition of the unit's campsite or cabin upon departure. If there is any damage, detail it on the check-out sheet. Photo-document damage, if possible. Use the departure check-out sheet (see appendix) to guide you. Make sure fires are dead-out, furnaces are turned down or off, lights are off and the building is secured.

Campmaster Weekend Report

At the conclusion of your weekend, we ask that you fill out a Campmaster Weekend Report form (see appendix). Please detail any issues you think need to be acted upon by the Ranger or the Campmaster Chief. Attach any accident/close call reports, maintenance issues, etc.

If you can't make it

It is your responsibility to arrange for your own substitute, from the Campmaster roster. Please let the Ranger and the Campmaster Chief know who will be taking your place.

Policy on Use of Chemical Fuels:

BACKGROUND

There are three factors that influence the establishment of Scouting's policy on the use of fuel other than natural wood: (1) the basic purpose of Scouting and its camping program, (2) the protection from hazards of chemical fuels, and (3) the necessity of safely adapting to local conditions and practices.

First, it is essential to Scouting's purpose that a boy learn and practice the skills of primitive living. A boy develops a personal confidence, initiative and preparation for life as he advances through the Scouting program.

In building a fire, a boy needs to learn the care and use of tools; he must know about tinder, types of fuel and how to prepare the fire. The correct principles of building a fire to cook his food and warm his body, containing fire and putting it out are essential for his training in campcraft, self-reliance and preparedness.

The need for adapting to special circumstances, such as lack of natural wood for fuel or the regulations of specific areas where open fires are prohibited for safety or environmental reasons, makes it necessary for Scouts and Scout leaders to learn the skills and safety procedures in using chemical fuel stoves.

Convenience is one of the joys of modern life, but with it goes the necessity of precaution against many hazards.

When any chemical fuel is used for cooking and lighting, it is the fuel that is dangerous - not the stove and lanterns.

POLICY AND GUIDELINES

For safety reasons, knowledgeable adult supervision must be provided when Scouts are involved in the storage of chemical fuels, the handling of chemical fuels in the filling of stoves and lanterns, or the lighting of chemical fuels.

Battery-operated lanterns and flashlights should be used by Scouts in camping activities, particularly in and around canvas tents. No chemical-fueled lantern or stove is to be used inside a tent.

Kerosene, gasoline, or liquefied petroleum fuel lanterns may, when necessary, be used inside permanent buildings or for outdoor lighting. When used indoors, there should be adequate ventilation. Strict adherence to the safety standards and instructions of the manufacturers in fueling and lighting such stoves and lanterns must be carried out under the supervision of a responsible and knowledgeable adult.

Both gasoline and kerosene shall be kept in well-marked approved containers (never in a glass container) and stored in a ventilated locked box at a safe distance (minimum 20 feet) from buildings and tents.

Empty liquid petroleum cylinders for portable stoves and lanterns should be returned home or to base camp. They may explode when heated and therefore must never be put in fireplaces or with burnable trash.

The use of liquid fuels for starting any type of fire is prohibited, including lighting damp wood, charcoal and ceremonial campfires. Solid-type starters are just as effective, easier to store and carry, and much safer to use for this purpose.

All types of space heaters that use chemical fuels consume oxygen and must be used only in well-ventilated areas. When used in cabins, camper-trucks and recreational vehicles, there is not only a fire danger, but also lives can be lost from asphyxiation if not well ventilated. Use of charcoal burners indoors can be lethal by causing carbon monoxide poisoning.

GUIDELINES FOR SAFELY USING CHEMICAL STOVES AND LANTERNS

1. Use compressed or liquid-gas stoves and/or lanterns only with knowledgeable adult supervision, and in Scouting facilities only where and when permitted.
2. Operate and maintain them regularly according to the manufacturer's instructions included with the stove or lantern.
3. Store fuel in approved containers and in storage under adult supervision. Keep all chemical fuel containers away from hot stoves and campfires, and store them below 100 degrees Fahrenheit.
4. Let hot stoves and lanterns cool before changing cylinders of compressed gas or refilling from bottles of liquid gas.
5. Refill liquid-gas stoves and lanterns a safe distance from any flames, including other stoves, campfires and personal smoking substances. A commercial camp stove fuel should be used for safety and performance. Pour through a filter funnel. Recap both the device and the fuel container before igniting.
6. Never fuel a stove or lantern inside a cabin; always do this outdoors. Do not operate a stove or lantern in an unventilated structure. Provide at least two ventilation openings, one high and one low, to provide oxygen and exhaust for lethal gases. Never fuel, ignite, or operate a stove or lantern in a tent.
7. Place the stove on a level, secure surface before operating. On snow, place insulated support under the stove to prevent melting and tipping.
8. With soap solution, periodically check fittings for leakage on compressed-gas stoves and on pressurized liquid-gas stoves before lighting.
9. When lighting a stove keep fuel bottles and extra canisters well away. Do not hover over the stove when lighting it. Keep your head and body to one side. Open the stove valve quickly for two full turns and light carefully, with head, fingers and hands to the side of the burner. Then adjust down.
10. Do not leave a lighted stove or lantern unattended.
11. Do not overload the stovetop with extra-heavy pots or large frying pans. If pots over 2 quarts are necessary, set up a freestanding grill to hold the pots and place the stove under the grill.
12. Bring empty fuel containers home for disposal. Do not place them in or near fires. Empty fuel containers will explode if heated.

The Sweet Sixteen of BSA Safety

Few youth organizations encompass the breadth, volume and diversity of physical activity common to Scouting, and none enjoy a better safety record. **The key to maintaining and improving this exemplary record is the conscientious and trained adult leader who is attentive to safety concerns.**

As an aid in the continuing effort to protect participants in Scout activity, the BSA National Health & Safety Committee and the Council Services Division of the BSA National Council have developed the "Sweet Sixteen" of BSA safety procedures for physical activity. These 16 points, which embody good judgment and common sense, are applicable to all activities. For further information concerning BSA requirements for specific activities, consult the Guide to Safe Scouting at the following web address:

<http://www.scouting.org/scoutsorce/HealthandSafety/GSS/toc.aspx>

Additional policies specific to Camp Babcock-Hovey are included in the appendix.

- 1. QUALIFIED SUPERVISION:** Every BSA activity should be supervised by a conscientious adult who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced and skilled in the activity to be confident of his/her ability to lead and to teach the necessary skills and to respond effectively in the event of an emergency. Field knowledge of all applicable BSA standards and a commitment to implement and follow BSA policy and procedures are essential parts of the supervisor's qualifications.
- 2. PHYSICAL FITNESS:** For youth participants in any potentially strenuous activity, the supervisor should receive a complete health history from a health care professional, parent or guardian. Adult participants and youth involved in higher-risk activity (e.g., scuba) may require professional evaluation in addition to the health history. The supervisor should adjust all supervision, discipline and protection to anticipate potential risks associated with individual health conditions. Neither youth nor adults should participate in activity for which they are unfit. To do so would place both the individual and others at risk.
- 3. BUDDY SYSTEM:** The long history of the "buddy system" in Scouting has shown that it is always best to have at least one other person with you and aware at all times as to your circumstances and what you are doing in any outdoor or strenuous activity.
- 4. SAFE AREA OR COURSE:** A key part of the supervisor's responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.
- 5. EQUIPMENT SELECTION AND MAINTENANCE:** Most activity requires some specialized equipment. The equipment should be selected to suit the participant and the activity and to include appropriate safety and program features. The supervisor should also check equipment to determine that it is in good condition for the activity and is properly maintained while in use.
- 6. PERSONAL SAFETY EQUIPMENT:** The supervisor must ensure that every participant has and uses the appropriate personal safety equipment. For example, activity afloat requires a PFD properly worn by each participant; bikers, horseback riders, and whitewater kayakers need helmets for certain activity; skaters may need protective gear; and all need to be dressed for warmth and utility depending on the circumstances.

7. SAFETY PROCEDURES AND POLICIES: For most activities there are common sense procedures and standards that can greatly reduce the risk. These should be known and appreciated by all participants, and the supervisor must ensure compliance.

8. SKILL LEVEL LIMITS: There is a minimum skill level requirement for every activity, and the supervisor must identify and recognize this minimum skill level and be sure that none are put at risk by attempting activity beyond their ability. A good example of skill levels in Scouting is the venerable "swim check" which defines conditions for safe swimming based on individual ability.

9. WEATHER CHECK: The risk factors in many outdoor activities vary substantially with weather conditions. These variables and the appropriate response should be understood and anticipated.

10. PLANNING: Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks and also anticipates contingencies that may require emergency response or a change of plan.

11. COMMUNICATIONS: The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.

12. PERMIT AND NOTICES: BSA tour permits, council office registration, government or landowner authorization, special permission slips, and any similar formalities are the supervisor's responsibility when such are required. Appropriate notification should be directed to parents, enforcement authorities, landowners, and others as needed, before and after the activity.

13. FIRST AID RESOURCES: The supervisor should determine what first aid supplies to include among the activity equipment. The level of first aid training and skill appropriate for the activity should also be considered. An extended trek over remote terrain obviously may require more first aid resources and capabilities than an afternoon activity in the local community. Whatever is determined to be needed should be available.

14. APPLICABLE LAWS: BSA safety policies generally parallel or go beyond legal mandates, but the supervisor should confirm and ensure compliance with all applicable regulations or statutes.

15. CPR RESOURCE: Any strenuous activity or remote trek could present a cardiac emergency. Aquatic programs may involve cardiopulmonary emergencies. The BSA strongly recommends that a CPR-trained person (preferably an adult) be part of the leadership for any BSA program. Such a resource should be available for strenuous outdoor activity.

16. DISCIPLINE: No supervisor is effective if he or she cannot control the activity and the individual participants. Youth must respect their leader and follow his or her direction.

In addition to these general rules, safety concerns in certain BSA activities, including most of the aquatics programs, have been specifically addressed in more detailed guidelines. All leaders should review and comply with such guidelines in the respective activities.

Other Camp Policies

Alcohol, Smoking, Other Drugs

Camp, like school, is a drug-free zone. Alcohol and other mind altering substances have no place in Scouting. Babcock-Hovey is a smoke-free facility. Tobacco products should not be used in the presence of youth. The area behind the Rotary storage building is the designated smoking area.

Non-folding knives are not to be carried in Camp.

Bows, arrows, fireworks, firearms, and ammunition are not to be brought into camp. There is no hunting in camp.

ATV's & snowmobiles are prohibited. All motorized vehicles must be registered, licensed, and insured, and operated by a licensed driver aged 18 or over. They are transportation to and from camp only and should be parked during your stay. People are not to ride in truck beds or in any location not equipped with a seat belt.

A Scout is Reverent

Campmasters should encourage units to do their duty to God and obey the 12th point of the Scout Law while in camp. The camp chapel is available for their use. Some local churches are listed here for your information. Please have units call ahead as schedules may change.

Holy Cross Roman Catholic Church Mass Sat. 5:00 & Sun. 10:30	607-869-2261	7231 Main Street Ovid
Ovid Federated Church (Methodist/Presbyterian) Service Sunday 10:00	607-869-2794	7137 Main Street Ovid
Christ Church (Episcopal) Call for times	607-869-9250	1393 Main St. Willard
Church of Jesus Christ of the Latter-Day Saints Service Sunday 9:30	315-539-8167	1451 Aunkst Rd Waterloo
Jewish Synagogue Temple Beth-El Services vary	315-789-2945	755 S. Main St. Geneva

Camp Babcock-Hovey

Sample Friday Night Meeting Agenda

1. Welcome & Introductions

Go around and introduce all . . . name, unit, home town, unit program highlights for the weekend

2. Weather Report/Check of Unit readiness

Are units prepared for the weather? Did they forget anything? How can we help?

3. Program features in camp

Suggest nature trail, orienteering course, etc., and program theme available this weekend.

4. Trading Post Hours

10 AM to 12 noon or by appointment.

5. Volunteers to raise and lower US Flag at main flagpole:

Raise by Unit: _____ Time: _____

Lower by Unit: _____ Time: _____

6. Safety reminders

Perimeter of camp during hunting season, ravines, road conditions, work areas.

7. Unit needs

What can the Campmaster do to help?

8. Summer Camp information

Make sure all have it.

9. Check-out times

10. Other items

Camp Babcock-Hovey

Campmaster Trading Post Procedures

Effective immediately, we will be offering a trading post to our short-term campers. We are asking Campmasters to be trading post clerks during this time. During major events (Camporees, etc.), the event staff will have their own trading post staff. Procedures for the trading post are as follows.

Hours: The Babcock-Hovey trading post should be available 10 am until 12 noon (or by appointment with the Campmaster). It is in the same location as summer, Shenandoah Shelter.

Cash box: Count the change box and sign it out from Conrad. Record the amount & sign on the ledger.

Count the change box and return it at the end of the weekend. Record the amount & sign on the ledger.

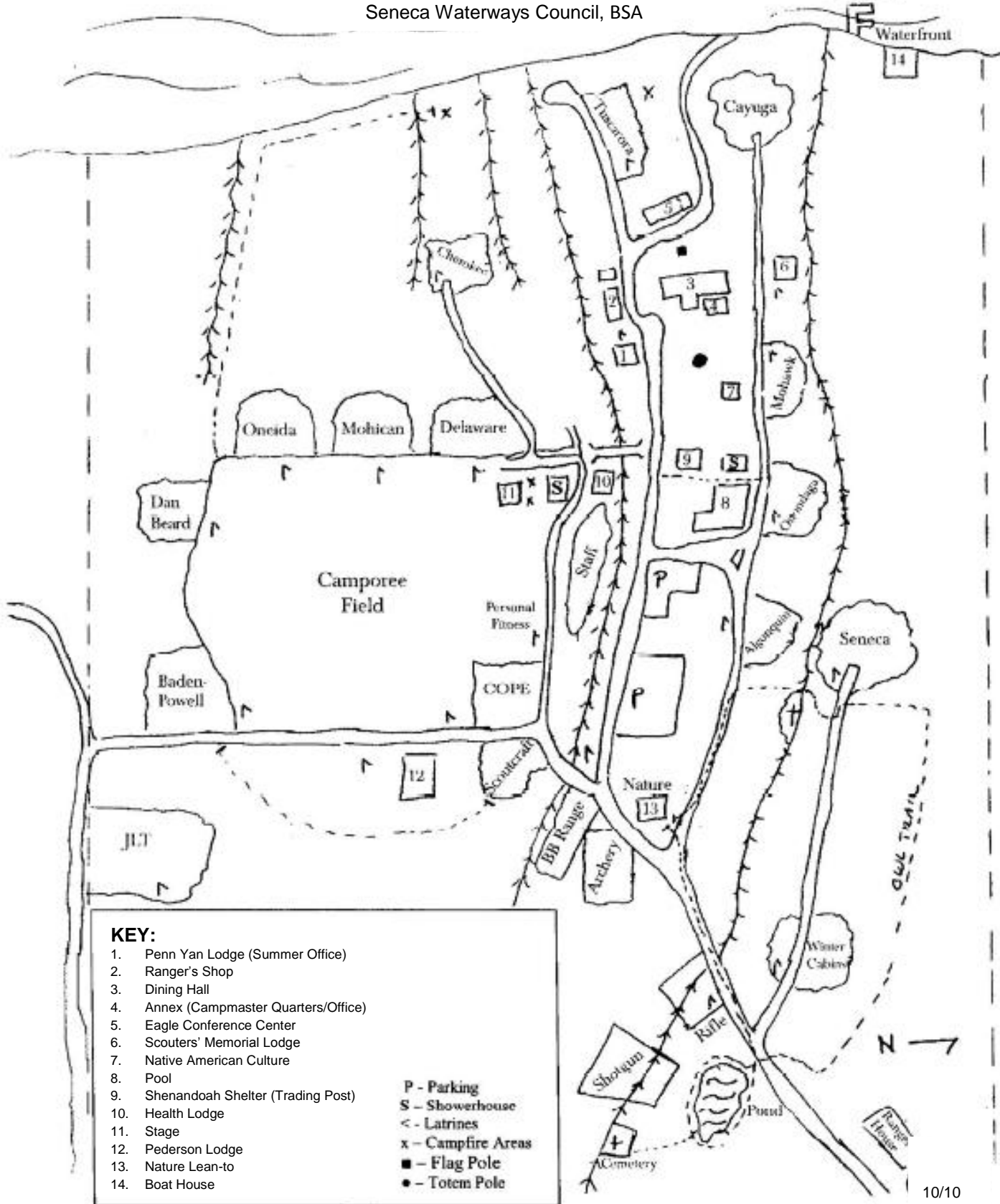
Checks are acceptable, made payable to **Seneca Waterways Council BSA**. Please make sure checks have name, address, phone number and the name of the Troop/Group that the person is from.

Inventory: Please note for Conrad any item that you run out of or that seems in short supply. He can then have more of the product transferred from East Ave., Geneva, Cutler, or Massawepie, or have it ordered.

Hovey is our home away from home! This is another way we can help out!

Camp Babcock-Hovey

Seneca Waterways Council, BSA



- KEY:**
- 1. Penn Yan Lodge (Summer Office)
 - 2. Ranger's Shop
 - 3. Dining Hall
 - 4. Annex (Campmaster Quarters/Office)
 - 5. Eagle Conference Center
 - 6. Scouters' Memorial Lodge
 - 7. Native American Culture
 - 8. Pool
 - 9. Shenandoah Shelter (Trading Post)
 - 10. Health Lodge
 - 11. Stage
 - 12. Pederson Lodge
 - 13. Nature Lean-to
 - 14. Boat House
- P - Parking
 - S - Showerhouse
 - < - Latrines
 - x - Campfire Areas
 - - Flag Pole
 - - Toten Pole

ILLNESS - CLOSE CALL - ACCIDENT REPORT FORM

DIRECTIONS

Complete all sections of this form with specific facts only. Use additional pages if needed.

TO BE FILLED OUT WHENEVER:

- A medical problem has had a significant effect on an individual's participation
- An individual receives medical attention
- An incident occurs which does not result in injury but reveals a potential safety problem (a close call)

EVENT INFORMATION Council if not SWC:

Pack-Troop-Crew-Post #	District	Date	Time	Location of Activity
Activity/Event				
Environmental Conditions				
Name of Person Supervising Activity			Telephone Number	
Address				
Names of Others Supervising Activity				
Names of Witnesses				

VICTIM INFORMATION

Name of Victim (each victim separate form)	Age	Rank	Telephone Number
Council if not SWC			
Address			
Description of Incident			

ILLNESS - CLOSE CALL - ACCIDENT REPORT FORM

VICTIM INFORMATION, continued

Resultant Injury, if any	First Aid Given and by Whom
Other Medical Treatment, Action Taken (Transport to Hospital? How? Where? By Whom?)	

FILING INFORMATION

List Possible Causes, Including Safety Rules or Procedures not Followed by Victim or Others		
Describe victim's Previous Level of Participation (Behavior, Attitude, etc.)		
Preventing Recurrence (Any Additional Information, Contribution Factors, Pre-Event Factors, or Recommendations)		
Print Name of Person Filing Report	Date Filed	Council Accident & Sickness Claim Form <input type="checkbox"/> YES Files? <input type="checkbox"/> NO
District Signature	Signature of Committee Chairperson	
Signature of Scout Executive	Signature of District Executive	
Signature of Health & Safety/Risk Management Committee Chairperson		

DIRECT THIS FORM TO THE SENECA WATERWAYS COUNCIL OFFICE AT YOUR EARLIEST OPPORTUNITY

Seneca Waterways Council BSA
 474 East Avenue
 Rochester NY 14607

Incident Report

Please use this form to report any inappropriate behavior, by youth or adults towards others or property and then submit it to the council service center, care of Health & Safety/Risk Management Chairperson (examples include – biting, hitting, malicious activities)

1. Incident Type (Inappropriate Behavior): _____

2. Date of Incident: _____ 3. Time of Incident (am/pm): _____

4. Location of Incident: _____

5. Unit (type & #) _____ Activity or District Activity: _____

6. Persons Involved:

Codes: W-Witness, V-Victim, P-Perpetrators, PK-Person with Knowledge

Name	Age	Address	Phone #	Rank	CODE

*Use back of sheet or additional attached sheet with other persons involved.

7. Damage incurred by Incident to persons/property: _____

8. Narrative (describe in detail, what happened [instigation, inappropriate action, action taken by leadership, adult or youth, etc])

9. Law Enforcement: Called _____ Responded: _____

10. Photos of damage or inflicted wounds taken (yes or no): _____

11. Any injuries and outcome (treatment): _____

12. Reporter(s): Give name, address, phone # and date

COUNCIL:

- A. Routing:
1. District Executive (signature and date): _____
 2. Scout Executive (signature and date): _____
 3. Health & Safety/Risk Management Chair (signature and date): _____

B. Action Taken: (by District or Council) *[disciplinary, dismissal, etc.]

Published; April 2007

Description of Facilities Available for Short-Term/Weekend Camp

Winter Cabins: 4 Cabins with a capacity for 8 people each
Electricity Propane Heater 1 Latrine Frost-free Water Spigot (bring own jugs)
Pedersen Lodge: Capacity for 24 people
Covered Deck Electricity Woodstove (firewood used will need to be replaced) 2 Latrines nearby Frost-free Water Spigot (bring own jugs) Has a Refrigerator (check availability with Ranger)
Memorial Lodge: Capacity for 10 people
2 Rooms, one for eating/cooking, one for sleeping Electricity Propane Heater (fully insulated) Latrine nearby Frost-free Water Spigot (bring own jugs) Parking available at Penn Yan Lodge Has Cook Stove and Refrigerator
4 Leanto Sites (4 people per leanto)
Seneca - Capacity for 32 people
Tuscarora - Capacity for 28 people
Cayuga - Capacity for 36 people
Cherokee – Capacity for 16 people
Electricity in each site Latrine in each site Established Fire Rings in each site Frost-free Water Spigot (bring own jugs)
7 Tent Sites (bring own tents)
Electricity in each site Latrine in each site (except Lamoka) Established Fire Rings in each site Frost-free Water Spigot (bring own jugs)
Seneca Lake-Eagle Conference Center: Capacity for 32 people
Full Building Consists of: 5 Showers with flush Toilets (1 Handicapped Accessible) Kitchen with Refrigerator, Cook Stove, Sink with running water Patio Fully Heated (furnace) Assembly Hall with capacity for 75 people, Partitions available to make 3 meeting rooms Folding Chairs & Tables available
Assembly Hall with 1 Bathroom: Patio Fully Heated (furnace) Handicapped Accessible Bathroom (shower and flush toilet) Assembly Hall with capacity for 84 people, Partitions available to make 3 meeting rooms Folding Chairs & Tables available

Firewood at Camp: Downed wood is available at camp. You should not be transporting wood to camp if over 50 miles, one-way. Bring own bow saws and axes. Thank you for your cooperation.

Rev. January 2010

CAMP BABCOCK-HOVEY REGULATIONS

“THE SCOUT LAW is the LAW of CAMP”

1. An application must be filed at the council office and approved in writing. There will be no weekend camping on Holidays - Thanksgiving, Christmas, Memorial Day, Easter or Labor Day.
2. All units must have 2-deep adult leadership. Out-of Council units must have a Tour Permit and proof of Health & Accident Insurance.
3. Leaders are responsible for their campers and should know what they are doing at all times.
4. Units must camp only in designated area, and park vehicles only in areas designated by the Campmaster/Ranger (Be prepared to walk-in).
5. No pets are ever allowed in camp.
6. Cooking only in fire rings provided, campfires only in areas provided.
7. No trees are to be cut down or damaged. No saplings are to be removed.
8. Any damage found while you are in camp or after you leave will be charged to you.
9. No trespassing in any building, COPE Course area, Shooting Sports warning areas, or any flagged (temporary) area.
10. No Alcoholic beverages or non-prescription drugs are allowed in camp.
11. No firearms of any kind, no air guns, and no bow & arrows are allowed in camp.
12. Units are expected to bring cooking, eating and camping gear, also saws.
13. Facilities and perimeter areas must be cleaned before leaving, including bathroom facilities.
14. All trash, bottles, & cans **MUST BE TAKEN HOME.**
15. **A SUPPLY OF FIREWOOD MUST BE LEFT FOR THE NEXT UNIT.**
16. Leave camp better than you found it. Do a good turn project for **YOUR CAMP.**
17. Please report to Campmaster/Ranger any damage to building or equipment either before or as a result of your unit's use of the camp facilities.
18. The Campmaster/Ranger has the responsibility to see that these rules are carried out.
19. Leader in charge is responsible to see that these regulations are enforced. If violations occur, future permission **WILL NOT BE GRANTED** to use the facilities.

I HAVE READ & AGREE TO ABIDE BY THE ABOVE RULES

Leader in Charge	Position in Unit	Date
------------------	------------------	------

Campmaster/Ranger	Date
-------------------	------

This form is to be included with confirmation of your camp reservation. To be signed and turned in to Campmaster/Ranger at check in. Campmaster/Ranger is to keep on file with Check-in/Check-out sheet.

Revised January 2010

Camp Babcock-Hovey Check-In/Check-Out List

Unit: _____

District: _____

	<u>Check-In</u>	<u>Check-Out</u>
1. Beds & Mattresses (# _____)	_____	_____
2. Smoke Detector (s)	_____	_____
3. Fire Extinguisher	_____	_____
4. Carbon Dioxide Detector	_____	_____
5. Broom & Dust Pan	_____	_____
6. Ash Bucket (Pederson only)	_____	_____
7. Wood Supply	_____	_____
8. Floors Clean	_____	_____
9. Grounds Clean	_____	_____
10 Stoves/Refrigerators Clean	_____	_____
11 Windows Unbroken & Closed/Locked	_____	_____
12. Rubbish & Garbage Removed (plastic liners replaced)	_____	_____
13. Lights (Heaters in Cabins & Memorial Lodge)	_____	_____
14. Walls & Doors Not Defaced	_____	_____
15. Latrine/Showers/Toilets Clean	_____	_____

In addition to above, Seneca Lake-Eagle Conference Center includes the following:

- | | | |
|--|-------|-------|
| 1. Floors Clean
(Swept and mopped, all trash is removed from under the beds, access by Campmaster to furnace room for mops) | _____ | _____ |
| 2. Bathrooms Clean
(Sinks and Showers wiped down, hair is removed from showers, toilets clean, paper towels and toilet paper replaced, trash cans emptied and plastic liners are replaced, floors are swept and mopped) | _____ | _____ |
| 3. Kitchen Clean
(Stove clean and wiped down, refrigerator empty and wiped out, sink clean, trash removed and plastic bag replaced, dishes and cooking utensils are clean and put away) | _____ | _____ |
| 4. Mattress Covers (on the mattresses & not ripped) | _____ | _____ |
| 5. Windows Closed & Locked | _____ | _____ |
| 6. Porch Swept & Tables/Benches Replaced | _____ | _____ |
| 7. Folding Tables & Chairs (placed in storage room) | _____ | _____ |
| 8. Folding Accordion Doors (hooked back & not defaced) | _____ | _____ |
| 9. Venetian Blinds (working & not defaced) | _____ | _____ |
| 10. Thermostats Set Properly
(When areas are occupied thermostats set to 68 degrees during off-season)
(When areas are not occupied thermostats set to 55 degrees during off-season)
(Thermostat key is on Campmasters' ring) | _____ | _____ |

Comments

All Units MUST check out with the Ranger/Campmaster before leaving camp. If you do not check out with a Council Representative you will be charged a \$100 penalty fee.

Camp Ranger/Campmaster

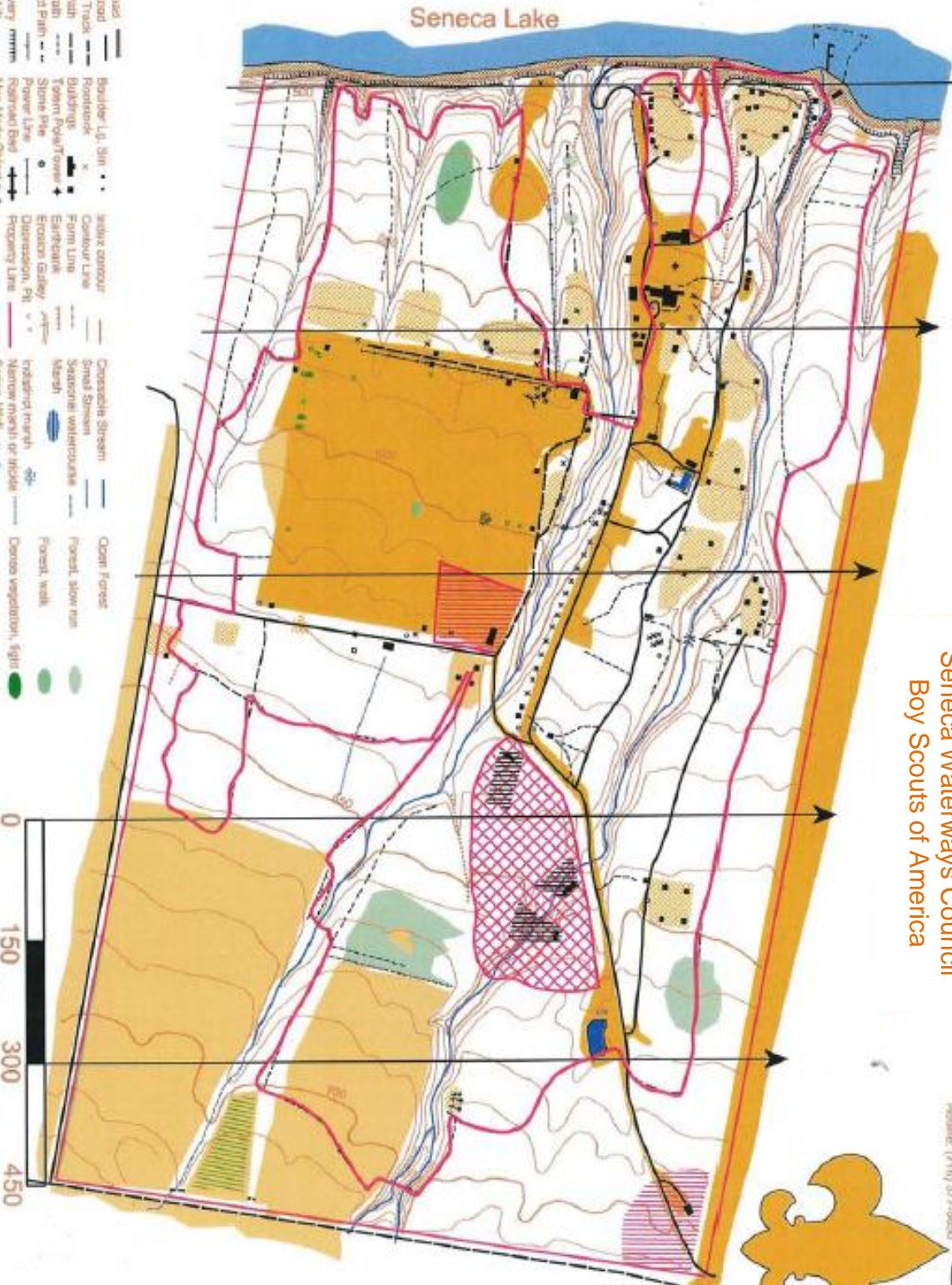
Unit Leader

Camp Ranger/Campmaster to keep on file with "Short Term Camp Agreement to Abide by Rules".

January 2010

Camp Babcock-Hovey

Seneca Waterways Council
Boy Scouts of America



- | | | | | |
|--------------------------|-----------------|-----------------|-------------------------|-----------------------------------|
| Main Road | Boulder Lg. 5in | Contour Line | Crossable Stream | Open Forest |
| Minor Road | Boardwalk | Contour Line | Small Stream | Forest, slow run |
| Vehicle Track | Bloddy | Form Line | Seasonal watercourse | Forest, walk |
| Large Path | Town Road/Town | Entrance | Marsh | Dense vegetation, light |
| Small Path | Stone Pile | Erosion Gully | Narrow marsh or trickle | Forest, runnable in one direction |
| Indication Path | Power Line | Distention Pit | Springs, Well | Underbrush, slow run |
| Fence | Roadside Dike | Frequency Line | Lake, Pond | Disturb tree, scatter, obstacles |
| Cliff or very steep hill | Men Made Object | Out of Bounds | | |
| | | Dangerous Area | | |
| | | Keen Out | | |
| | | Open | | |
| | | Rough Open | | |
| | | Scattered trees | | |

Scale: 1:7500
Meridians drawn to Magnetic North

Base map: BSA, Topographic Service 1991
Field Work (2001) J. Russell
Computer Drafting 2001 - J. Russell
OCAD 7

Directions to Geneva General Hospital

Camp Babcock-Hovey 7294 County Road 132, Ovid, NY 14521

- | | | |
|---|---------------|-----------------------------|
| Head left on County Rd 132 toward Willard | About 2 mins | go 0.9 mi
total 0.9 mi |
| Continue North onto County Road 132A | About 1 min | go 0.4 mi
total 1.3 mi |
| Ⓞ96A Slight left at New York 96A North | About 23 mins | go 14.9 mi
total 16.2 mi |
| ⑤ Turn left at NY-5/US-20 West -- Waterloo Geneva Rd | About 3 mins | go 1.9 mi
total 18.1 mi |
| ↗ Turn right at Lake St. | | go 466 ft
total 18.2 mi |
| ↘ 6. Turn right at Exchange St | About 1 min | go 0.4 mi
total 18.6 mi |
| ↙ 7. Turn left at North St Destination will be on the right | About 1 min | go 0.5 mi
total 19.1 mi |

Geneva General Hospital
196 North St, Geneva, NY 14456-1694
(315)787.4000



North from B-H
 ↑
NORTH

AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES

Age- and rank-appropriate guidelines have been developed based on the mental, physical, emotional, and social maturity of Boy Scouts of America youth members. These guidelines apply to Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews.



TIGER CUBS
(WITH ADULT PARTNER)



WOLF/BEAR
CUB SCOUTS



WEBELOS
SCOUTS



BOY SCOUTS



OLDER BOY SCOUTS,
VARSITY SCOUTS,
AND VENTURERS



OUTDOOR SKILLS

Camping—Day					
Camping—Family					
Camping—Resident					
Campfires			Visit Only		
Conservation Projects					
Cooking Outdoors					
Fire Building					
Fishing					
Foiled Devices					
Hiking—Day					
Hiking—Multiple Day					
Horseback Riding					
Hunting					Venturers Only
Map and Compass	Map Only				
Mountain Bike Day Rides					
Mountain Biking/Scrambling/ Cross-Country Travel					
Orienteering					
Pioneering					
Rope Bridges (Check requirements for height restrictions)					
Survival Training					
Winter Camping					



SPORTS

Field/Wide Games					
Flag Football					
Gymnastics					
Ice Hockey					
Ice Skating					
Martial Arts—Defensive					
Roller Blades/Skates					
Rollers—Nonmotorized					
Skateboarding					
Skiing/Snowboarding					
Sledding/Tubing					
Soccer					
Street Hockey					



TOOLS

Axes					
Bow Saws					
Hand Ax					
Hand Tools					
Pocketknife					
Power Tools					

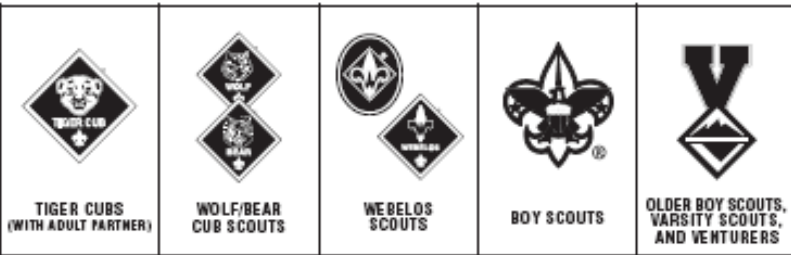


TREKING

Backpacking—Overnight, Backcountry					
Bike Treks—Day Ride					
Bike Treks—Multiple Overnights					
Horse Treks					
Search and Rescue Missions					
Search and Rescue Practice					
Ski Touring—Multiple Days and Nights Carrying Gear					

AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES

Age- and rank-appropriate guidelines have been developed based on the mental, physical, emotional, and social maturity of Boy Scouts of America youth members. These guidelines apply to Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews.



	TIGER CUBS (WITH ADULT PARTNER)	WOLF/BEAR CUB SCOUTS	WEBELOS SCOUTS	BOY SCOUTS	OLDER BOY SCOUTS, VARSITY SCOUTS, AND VENTURERS
VEHICLES					
Driving Derbies					
Motorized Off-Road Bikes		(ATVs are banned from program use and unit activities.)			
Snowmobiles					
AIRCRAFT					
Commercial Flight Experience					
Ground School					
Hands-On Flying Experience					
Orienteering Flight					
SHOOTING					
.22 Rifle					
Archery—Field					
Archery—Target, Aclim (jacking target)		Council/District Outdoor Programs Only			
BB Guns		Council/District Outdoor Programs Only			
Catapults					
Shotgun					
Silagshots		Council/District Outdoor Programs Only			
AQUATICS					
Canoeing—Flat Water		Council/District Outdoor Programs Only			
Canoeing—Flowing Water					
Kayaking—Flat Water			Council/District Outdoor Programs Only		
Kayaking—Flowing Water					
Motorboating—Adult Operated		Council/District Outdoor Programs Only			
Motorboating—Youth Operated					
Rafting—Flat Water		Council/District Outdoor Programs Only			
Rafting—Flowing Water					
Rowing—Flat Water		Council/District Outdoor Programs Only			
Rowing—Flowing Water					
Sailboarding					
Sailing—Adult Operated		Council/District Outdoor Programs Only			
Sailing—Youth Operated					
Discover Scuba Training					
Scuba					
Snorkeling (For swimmers only)					
Surfing					
Swimming					
Tubing (Floating in an inner tube)					
Waterskiing					
CLIMBING					
Belaying					
Bouldering					
Caving (Other than simple rescue activities)					
Climbing—Commercial or Horizontal Wall					
Climbing—Rock					
Climbing—Vertical Wall or Tower					
Initiative Games					
Lead Climbing					
Project COPE				A Few Low-Course and High-Course Activities	
Rappelling					
Snow and Ice Climbing					

This pull-out sheet is designed to be easy to photocopy when you need multiple copies.

Sexual Molestation by Peers

Approximately one-third of sexual molestation occurs at the hands of other children. If a child tells you about club initiations in which sexual activity is included, or if a child tells you about inappropriate (deception, pressure, or force) sexual activity by other children, this is a form of sexual abuse and you need to take steps to stop the activity. This form of sexual misconduct is serious and cannot be ignored.

Children who molest other children need professional help. They are much more likely to respond to treatment when young than as adults (who were molesters as children and received no intervention).

Signs of Sexual Abuse

The clearest indication that a child has been sexually abused is disclosure of the incident. Children often do not report their abuse, so camp leaders must be alert for the other signs, such as:

- Hints, indirect messages
- Seductive or provocative behavior
- Physical symptoms

The following are common signs that children are upset, and if present for more than a few days, these signs could indicate that something is wrong and the child needs help. They might also be signs that the child is being sexually abused.

- Self-destructive behavior
- Unhappiness
- Regression
- Difficulty at school

Three R's of Youth Protection

- **Recognize** that anyone could be a child molester and be aware of situations that could lead to abuse.
- **Resist** advances made by child molesters to avoid being molested.
- **Report** molestation or attempted molestation to authorities.

Reporting Requirements

Each state has specific reporting requirements. Camp leaders will be instructed in the proper procedures for their local council. In all cases, allegations of abuse in the program must be reported to the Scout executive.

At some point, a youth in your care may disclose that he or she has been abused.

- DON'T panic or overreact to the information disclosed by the child.
- DON'T criticize the child.
- DO respect the child's privacy.
- DO make sure the child feels that he or she is not to blame.



BOY SCOUTS OF AMERICA
1305 West Walnut Hill Lane
P.O. Box 152079
Irving, Texas 75015-2079
<http://www.scouting.org>

6223-127



7 30176 30688 9

2009 Printing

Camp Leadership— Youth Protection Begins With You

A Guide for Camp Staff and Unit Leaders



BOY SCOUTS OF AMERICA

An abused or neglected child is a child who is harmed, or threatened with physical or mental harm, by the acts or lack of action of a person responsible for the child's care.

Unit leaders and camp staff must accept the responsibility to provide a safe and healthy camp setting where Scouts are free from the worries of child abuse. Youth protection begins with caring leaders and staff who *above all else* pledge to uphold the Boy Scouts of America policies regarding Youth Protection. These policies protect youth members from abuse by creating barriers to abusive situations. These same barriers protect leaders and staff from false allegations and provide a framework to interact with youth members in positive, nurturing settings.

Barriers to Abuse in Scouting

The Boy Scouts of America believes that its top priority is to protect the safety of our children. We have developed effective policies that create a safe environment for young people involved in Scouting activities. Youth Protection policies and training are essential for all leaders and staff.

- Two-deep leadership
- No one-on-one contact
- Respect privacy
- Separate accommodations
- Proper preparation for high-adventure activities
- No secret organizations
- Appropriate attire
- Constructive discipline
- Hazing is prohibited
- Youth leader training and supervision
- Member responsibility
- Unit responsibilities

Physical contact between adults and youth should be kept to a minimum. Using common sense, it is acceptable to shake hands, pat a boy on the back, touch while demonstrating/teaching a skill such as first aid, or taking action to prevent an accident. Long hugs, wrestling, or giving a massage are examples of inappropriate contact with a child.

All members are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, ethnic slurs, crude or sexual jokes, pornography, demeaning behavior, and drugs and alcohol have no place in Scouting and may result in discipline up to and including revocation of membership.

Cameras and Imaging Devices

While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.

Camp Staff Conduct

Service on camp staff is one of the most rewarding experiences available to young adults. Few employment settings offer such a unique opportunity to serve in a responsible position, teaching Scouts important skills while having tremendous personal growth experiences. Staff members are often only slightly older than campers, yet they must conduct themselves in an appropriate manner at all times. Still, you are a role model for young and inexperienced campers.

Technology also affects how staff interacts with campers. Text messages, email, and community and personal Web sites and blogs are all popular forms of communication. However, as a staff member and a representative of the BSA, you must be especially careful how you use these and other forms of communication. Under no circumstance should you discuss or exchange personal or inappropriate information with a camper, leader, or staff member. These forms of communication can be misinterpreted and can be widely dispersed. It is even possible that such postings will resurface many years later, resulting in embarrassment.

Staff are also members of a "community" for the summer and must adhere to a code of conduct that promotes a safe and healthy environment for all. This applies on or off duty. The Scout Oath and Scout Law are excellent guidelines for conduct in all settings.

Staff members will receive specific training in the following topics:

- Policies for reporting alleged abuse
- Guidelines for personal behavior, including the appropriate use of technology
- Policies for fraternization and proper relationships with campers
- Expectations for social relationships between staff when on or off duty

Child Abuse: Basic Information

There are several forms of abuse: neglect, physical abuse, emotional abuse, and sexual abuse.

■ Neglect

A child is neglected if the person(s) the child depends on does not provide food, shelter, clothing, medical care, education, or supervision. When these basic needs are deliberately withheld, it is considered neglect. Often, parents or caregivers of neglected children are so overwhelmed by their own needs that they cannot recognize the needs of children in their care.

■ Physical Abuse

Physical abuse is any act that results in nonaccidental injury to the child and usually involves physical violence in which the parent or other person responsible for the care of the child is out of control. Such abuse may be due to severe and unreasonable corporal punishment. It could also occur as a result of physical hazing and initiations.

Some possible signs of physical abuse are:

- Bruises, cuts, or lacerations on areas of the body that are not usually injured as a part of normal childhood activities, such as the back of arms and legs. Sometimes they have distinct shapes indicating the weapon used. Bruises may be of different colors indicating injuries that occurred at different times.

- Cigar or cigarette burns, especially on the soles of the feet, palms of the hands, or back. There could also be rope burns on the wrists or ankles. Some burns may leave marks indicating the instrument used to inflict the burn, such as a steam iron.
- Injuries that are inconsistent with the story of how they occurred.

■ Emotional Abuse

Emotional abuse is harder to recognize but is just as harmful to a child as other forms of abuse. Emotional abuse damages a child's self-esteem and in extreme cases can lead to developmental problems and speech disorders. A child suffers from emotional abuse when constantly ridiculed, rejected, blamed, or compared unfavorably with siblings or other children.

Note: Emotional abuse at camp may be committed by adults, camp staff, or other campers. Derogatory nicknames, belittling, threatening, and bullying may constitute emotional abuse, are violations of the Scouting spirit, and are not to be tolerated.

■ Sexual Abuse or Sexual Molestation

Child sexual abuse involves any sexual act between a child and an adult or between a child and another child, one of whom is perceived to have more power based upon physical maturity, size, strength, or social status. The age of the aggressor is not a determining factor in considering whether the sexual acts are abusive. Any sexual acts that are forced, coerced, or involve pain or any kind of penetration are abusive. Even age-appropriate, mutual, peer sexual exploration to satisfy curiosity can be problematic and not appropriate in camp, even though it may not constitute sexual abuse.

Signs of possible sexual abuse include:

- Age-inappropriate understanding of sex
- Reluctance to be left alone with a particular person
- Inappropriate sex play
- Suggestive drawings
- Fear of being touched

Here are facts you should know about child sexual abuse:

- Child abuse occurs to as many as 25 percent of girls and 14 percent of boys before the age of 18.
- Boys or girls can be sexually abused at any age.
- Children are most likely to be abused by someone they know and trust.
- Eighty to 90 percent of sexually abused boys ages 7 to 13 are molested by acquaintances who are nonfamily members.
- Few sexually abused children tell anyone that they have been abused. Children are usually told to keep the abuse secret by a series of threats, bribes, or physical force.
- Children might feel responsible for abuse and fear an angry reaction from their parents.

Preteen and teenage boys are especially at risk for sexual abuse. The physical and hormonal changes caused by puberty and their natural curiosity about their new emotions and feelings make these youth likely targets for child molesters. The normal desire of boys this age to show their independence from their parents' control adds to the risk. This combination might keep boys this age from asking their parents or trusted adults for help when faced with sexual abuse.



TOUR PERMIT APPLICATION

FOR TRIPS AND CAMPS UNDER 500 MILES

Local permit No. _____ Date received _____ Date approved by council _____

A local tour permit is granted by the council for trips of less than 500 miles or travel to a council-owned camp. A National Tour Permit is granted by the region after approval of the council and is required for trips in excess of 500 miles one way or for any trips outside the United States of America. A council needs the application at least two weeks in advance of the activity for local permits. Councils may require additional time for special activities, and unit leaders completing this application should plan accordingly. Units are strongly encouraged to utilize [MyScouting](#) to file all permits electronically. Print or reproduce on legal or ledger-size paper.

Unit title _____ Unit No. _____ Chartered organization _____
 Council name/No. _____ / _____ District _____
 Purpose of this trip is _____
 From (city and state) _____ to _____
 Mileage round trip _____ Dates _____ to _____ Total days _____
 Is accident/sickness insurance in force for this unit? Yes No Company name and policy No. _____

Itinerary: It is required that the following information be provided for each day of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared)	✓
	From	To			

Type of trip: Day trip Short-term camp (less than 72 hours)
 Long-term camp (longer than 72 hours) (Furnish copy of program and menus.) High-adventure activities

Leadership and Youth Protection Training: Boy Scouts of America policy requires at least two adult leaders on all camping trips and tours. Coed Venturing crews must have both male and female 21-year-old leaders for overnight activities. All registered adults participating in any nationally conducted event or activity must have completed **BSA Youth Protection training**. At least one registered adult who has completed BSA Youth Protection training must be present at all other events and activities that require a tour permit. Youth Protection training is valid for two years from the date completed.

1. The adult leader in charge of this group must be at least 21 years old.
 Name _____ Age _____ Scouting position _____ Expiration date _____
 Address _____
 City _____ State _____ Zip code _____
 Phone _____ E-mail _____ Youth Protection trained Yes No

As the tour leader, I certify that appropriate planning has been conducted, qualified and trained supervision is in place, **permissions** are secured, and I have read and have in my possession a copy of **Guide to Safe Scouting** and other appropriate resources. **Signature**

2. Assistant adult leader name(s) (minimum age 18, or 21 for Venturing crews)
 Name _____ Age _____ Scouting position _____ Expiration date _____
 Address _____
 City _____ State _____ Zip code _____
 Phone _____ E-mail _____ Youth Protection trained Yes No

Attach a list with additional names and information as outlined above.

Signature _____ **Signature** _____
 Signed by member of unit committee Signed by tour leader

Signatures must be from two different people.

RETAIN IN COUNCIL SERVICE CENTER

**OFFICIAL LOCAL TOUR OR CAMP PERMIT
 BOY SCOUTS OF AMERICA**

This permit should be in the possession of the group leader at all times and displayed when requested by Scouting officials or other duly authorized people.

Permit issued to _____

Type of unit	No.	Chartered organization

Name of tour leader	Age	Address

Assistant tour leader	Age	Address

Permit covers all travel between _____ and _____
 Dates of trip from _____, 20____, to _____, 20____
 Total youth _____ Total adults _____

This group has given the local council every assurance that they will conduct themselves according to the best standards of Scouting and observe all rules of health, safety, and sanitation as prescribed by the Boy Scouts of America and as stated in the Pledge of Performance on the reverse side of this permit.

These spaces are for the signatures and comments of officials where the group camps or stays for one night or more. Signatures indicate that the cooperation and conduct of the Cub Scout, Boy Scout, Varsity Scout, or Venturing group were satisfactory in every way.

Date	Place	Signature	Comment

Local Permit No. _____
 Date Issued _____

 Council Stamp

Not official unless council stamp appears here.

 Council name and address

 Council phone no.
Signature _____
 Signed for the council

Revised December 2008



3. Party will consist of (number):		4. Party will travel by:			
<input type="checkbox"/> Cub Scouts	<input type="checkbox"/> Boy Scouts	<input type="checkbox"/> Car	<input type="checkbox"/> Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Plane
<input type="checkbox"/> Venturers—male	<input type="checkbox"/> Venturers—female	<input type="checkbox"/> Canoe	<input type="checkbox"/> Van	<input type="checkbox"/> Boat	<input type="checkbox"/> Foot
<input type="checkbox"/> Adults—male	<input type="checkbox"/> Adults—female	<input type="checkbox"/> Bicycle			
		Total <input type="text"/>			

If traveling by other methods, please specify: _____

Party will travel with another unit/crow that has a male or female (circle one) leader. This leader will be responsible for the Venturers of my crew.

Advisor _____ Other crew's No. _____ Council _____

Tour involves: Swimming Boating Climbing Orientation flights (attach Flying Permit No. 19-072, required)
 Wilderness or backcountry (must carry Wilderness Use Policy and follow principles of Leave No Trace camping)

Activity Standards: Where swimming or boating is included in the program, Safe Swim Defense and/or Safety Afloat standards are to be followed. If climbing/rappelling is included, then Climb On Safety must be followed. At least one person must be trained in CPR from any recognized agency for Safety Afloat and Climb On Safety. At least one adult on a pack overnighter must have completed Basic Adult Leader Outdoor Orientation (BALOO). At least one adult must have completed Planning and Preparing for Hazardous Weather training for all tours. The listed BSA training is valid for two years.

		Expiration date of certification card/training (two years from completion date)								
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	BALOO	Safe Swim Defense	Safety Afloat	Paddlecraft Safety	Swimming and Water Rescue		
Name	Age	CPR Certification Agency	CPR Expiration Date	First Aid Certification Type/Agency		First Aid Expiration Date				
Name	Age	NRA Instructor and/or FSO		No. _____	No. _____					
		<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun								

INSURANCE

All vehicles **MUST** be covered by a liability and property damage insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit.) Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

KIND, YEAR, AND MAKE OF VEHICLE	NUMBER OF SEAT BELTS	OWNER'S NAME	DRIVER'S LICENSE NUMBER	WILL EVERYONE WEAR A SAFETY BELT?	LIABILITY INSURANCE COVERAGE		
					Each Person	Each Accident	PROPERTY DAMAGE
					\$	\$	\$

The local council may allow a list of the above information to be attached to or transmitted with the permit in order to expedite the process. Each unit may circle the names of the drivers for an event or an activity.

TRANSPORTATION GUIDELINES

- You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
 - If by motor vehicle:
 - Driver Qualifications: All drivers must have a valid driver's license and be at least 18 years of age. **Youth Member Exception:** When traveling to an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (21+) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to leader, driver, and riders.
 - If the vehicle to be used is designed to carry more than 15 people (including driver) the driver must have a commercial driver's license (CDL). In some states (including California), this guideline applies to 10 or more people.
- Name: _____
CDL expiration date: _____
- Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreational stops.
 - Safety belts are provided, and must be used, by all passengers and driver. Exception: A school or commercial bus, when not required by law.
 - Passengers will ride only in the cab if trucks are used.

OUR PLEDGE OF PERFORMANCE

- We will use the Safe Swim Defense in any swimming activity, Safety Afloat in all craft activity on the water, and Climb On Safety for climbing activity.
- We will use trucks only for transporting equipment—no passengers except in the cab. All passenger cars, station wagons, recreational vehicles, and vans of trucks will have a safety belt for each passenger.
- We agree to enforce reasonable travel speed (in accordance with national, state, and local laws) and use only vehicles that are in safe mechanical condition.
- We will be certain that fires are attended at all times.
- We will apply for a permit from local authorities in all areas where it is required.
- We will at all times be a credit to the Boy Scouts of America and will not tolerate exceptions or un-Scoutlike conduct, including constant checks on all members of our group.
- We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp, leaving it in a better condition than we found it.
- We will not litter or bury any trash, garbage, or in cans. All rubbish that cannot be buried will be placed in a tote-litter bag and taken to the nearest sewage or trash disposal or all the way home, if necessary.
- We will not deface trees, rock faces, or other objects with initials or writing.
- We will respect the property of others and will not trespass.
- We will not cut standing trees or shrubs without specific permission from the landowner or manager.
- We will collect only souvenirs that are gifts to us or that we purchase.
- We will pay our own way and not expect concessions or entertainment from any individual or group.
- We will graciously member of our party an opportunity to attend religious services on the Sabbath.
- We will observe the courtesy to write thank-you notes to persons who assisted us on our trip.
- We will, in case of backcountry expeditions, abide and abide by the Wilderness Use Policy of the BSA.
- We will notify, in case of serious trouble, our local council service center, our parents, or other local contact.
- If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of each day and not attempt to have drivers closely follow the group vehicle in front of them.

Procedures for using archery range – Camp Babcock-Hovey – only if approved by SWC Field Sports Committee

1. Go to the ranger/campmaster to pick up keys for the range.
2. Open archery range pavilion.
3. Three archery target stands are on the outside of the pavilion. Place these down range at the distance you want.
4. The archery targets are in the shed. Take these out and mount them on the stands. (There are clean targets in the pavilion. You can attach these to the target backs using the nails and foam on the targets.) There are wrist guards on the shelving in the pavilion.
5. Check the line to ensure that the area is clear. Raise “red” flag at archery to indicate range is in operation.
6. Unlock the locks on the chains going through the bows. Select the bows you want to use. (Green bows are for left-handed shooters, red bows for right-handed shooters, minis- for small Scouts) Put bows in bow holders on the line.
7. Unlock the lock on the box containing the arrows. (Select appropriate length arrows for the bows being used.) Put arrows in “quivers” on the range.
8. Raise “red” flag at archery to indicate the range is in operation.
9. Review safe bow handling, archery shooting review, and range procedures. (Range procedures are stated below.)
10. Run range.

Procedures for shutting down range – Camp Babcock-Hovey

1. Collect arrows from quivers and put back in the arrow box in the pavilion. Check down range for any lost arrows. Lock the box once all arrows are returned/accounted for.
2. Collect the bows and re-hang them in the pavilion. Run the chain through the bows and secure with the padlock.
3. Collect wrist guards and place in box on shelf in shed.
4. Gather the target backs and replace them in the archery pavilion.
5. Gather the target stands and put them on the outside of the archery pavilion.
6. Drop the “red” flag.
7. Return the keys to the ranger/campmaster.

Range procedures for archery range – Camp Babcock-Hovey

1. Direct the desired number of shooters to enter the range and stand at the back rail behind the bow they want to use.
2. The range officer tells shooters to advance to the shooting line to check the backstop. The shooters should straddle the shooting line. (No shooters should be touching the bows at this time.)
3. Once the range officer determines the backstop is clear he/she tells the shooters they may pick up the bow, nock an arrow and fire when ready.

4. When the shooter has finished firing his/her round of arrows he/she should replace the bow in the rack, then go to the back rail to wait until told to retrieve arrows.
5. When all shooters have hung their bows on the racks and are standing at the back rail, the range officer will say "Cease Fire" and instruct the shooters to WALK to retrieve their arrows. There should be (Shooters should place their hand against the target back with the arrow "between" their fingers. Then grasp the shaft, close to the target back, with their other hand and pull straight back. If the hand pulling the arrow out gets too far away from the target back, re-grip the arrow close to the target back and finish pulling the arrow out of the target.) As each arrow is removed, they should be dropped on the ground in front of the target. They will be picked up when all arrows have been removed from the target back.
6. If there are any arrows which have missed the target, the shooter should leave the arrows removed from the target in front of the target back and look for the other arrows. Once these have been found the shooter will retrieve the remainder of the arrows from in front of his/her target and take them back to the firing line and place them back in the quiver. The shooter should then go to the back rail and wait for the range officer to tell them to leave the range.

WHISTLE COMMANDS (If used)

TWO Blasts – Move up to the firing line.

ONE Blast – Fire the proper number of arrows for the round.



THREE Blasts – CEASE firing. Move to the target; retrieve and score arrows.

FOUR OR MORE Blasts – Cease Fire and stay where you are! EMERGENCY!

SWC Field Sports Committee 2011

Waypoint Name	Easy-Hard 1-5	Latitude North	Longitude West	Comments
Flagpole		42.666476	76.871566	Always set a "home base" waypoint. Here is one for you to pre-program, if you wish.
Hermit Cabin	2	42.665211	76.874078	The stone foundation east of this location is the last remains of the farm that was here before Camp was opened in 1937.
Bigfoot Falls . . . and gets up!!	2	42.667056	76.870588	Legend has it that when Bigfoot fell, creating the falls in the ravine between the Memorial Lodge and Cayuga, he put his hand here to get up, causing these hand prints!!
Patch Trading Paradise	4	42.662096	76.865869	Come trade a patch with your fellow cachers in a place where few Scouts go. Between you and the lake is a section of Babcock-Hovey known as "The Garden of Eden, because, if you go there, you can almost imagine yourself being the first person to ever set foot here!!!
Picture Perfect	3	42.667002	76.859688	The Smith Family were the first settlers of camp, after the Iroquois. The first Smith received it as payment for fighting in the Revolutionary War. If cameras had been invented then, do you think the Smiths might have taken pictures here? Take a picture of you and your fellow geocachers! Maybe you'll see your picture posted in camp the next time you come!!!



Geocaching at Babcock-Hovey

Geocaching is a high-tech treasure hunting game played throughout the world by adventure seekers equipped with GPS devices. The basic idea is to locate hidden containers, called geocaches, outdoors and then share your experiences online. Geocaching is enjoyed by people from all age groups, with a strong sense of community and support for the environment.

Here is a short movie clip to give you an idea about Geocaching:
<http://www.youtube.com/watch?v=1FxrMY91jJU&feature=related>

Geocaches at Camp Babcock-Hovey are private, and not listed on the Geocaching.com website. They are intended for our campers ONLY. Within a short drive of camp, there are public caches that anyone can look for.

Before You Go

- Select a geocache that will meet your immediate goals. Are you looking for a difficult hike or an easy adventure?
- If you're headed out on the trail, pack any needed supplies such as water, food and extra clothing. Bring both a map and a compass. Check geocache terrain and difficulty ratings. All the rules apply as with any hike in the woods.
- For safety, let someone know where you are going.
- Do not forget your GPS and extra batteries.

Get Out and Play

- Mark your campsite as a waypoint to ensure your safe return.
- Be mindful of the environment, and practice Cache In Trash Out.
- Remember that distances can be deceiving. A geocache can take longer to find depending on trails, rivers and other obstacles.

Share Your Experience

- If you take something from the geocache, leave something of equal or greater value.
- Write about your experience in the geocache logbook.

If you wish to place a cache, contact the Ranger or Campmaster at camp, or in the community, consult the geocaching.com website.

Geocaching Merit Badge Requirements

1. Do the following:

- Explain to your counselor the most likely hazards you may encounter while participating in Geocaching activities and what you should do to anticipate, help prevent, mitigate, and respond to these hazards.
- Discuss first aid and prevention for the types of injuries or illnesses that could occur while participating in Geocaching activities, including cuts, scrapes, snakebite, insect stings, tick bites, exposure to poisonous plants, heat and cold reactions (sunburn, heatstroke, heat exhaustion, hypothermia), and dehydration.
- Discuss how to properly plan an activity that uses GPS, including using the buddy system, sharing your plan with others, and considering the weather, route, and proper attire.

2. Discuss the following with your counselor:

- Why you should never bury a cache.
- How to use proper Geocaching etiquette when hiding or seeking a cache, and how to properly hide, post, maintain, and dismantle a geocache.
- The principles of Leave No Trace as they apply to Geocaching.

3. Explain the following terms used in Geocaching: waypoint, log, cache, accuracy, difficulty and terrain ratings, attributes, trackable. Choose five additional terms to explain to your counselor.

4. Explain how the Global Positioning System (GPS) works. Then, using Scouting's Teaching EDGE, demonstrate the use of a GPS unit to your counselor. Include marking and editing a waypoint, changing field functions, and changing the coordinate system in the unit.

5. Do the following:

- Show you know how to use a map and compass and explain why this is important for Geocaching.
- Explain the similarities and differences between GPS navigation and standard map reading skills and describe the benefits of each.
- Explain the UTM (Universal Transverse Mercator) system and how it differs from the latitude/longitude system used for public geocaches.
- Show how to plot a UTM waypoint on a map. Compare the accuracy to that found with a GPS unit.

6. Describe the four steps to finding your first cache to your counselor. Then mark and edit a waypoint.

7. With your parent's permission*, go to www.Geocaching.com. Type in your zip code to locate public geocaches in your area. Share the posted information about three of those geocaches with your counselor. Then, pick one of the three and find the cache.

8. Do ONE of the following:

- If a Cache to Eagle® series exists in your council, visit at least three of the 12 locations in the series. Describe the projects that each cache you visit highlights, and explain how the Cache to Eagle® program helps share our Scouting service with the public.
- Create a Scouting-related Travel Bug® that promotes one of the values of Scouting. "Release" your Travel Bug into a public geocache and, with your parent's permission, monitor its progress at www.geocaching.com for 30 days. Keep a log, and share this with your counselor at the end of the 30-day period.
- Set up and hide a public geocache, following the guidelines in the *Geocaching* merit badge pamphlet. Before doing so, share with your counselor a six-month maintenance plan for the geocache where you are personally responsible for the first three months. After setting up the geocache, with your parent's permission, follow the logs online for 30 days and share them with your counselor.
- Explain what Cache In Trash Out (CITO) means, and describe how you have practiced CITO at public geocaches or at a CITO event. Then, either create CITO containers to leave at public caches, or host a CITO event for your unit or for the public.

9. Plan a geohunt for a youth group such as your troop or a neighboring pack, at school, or your place of worship. Choose a theme, set up a course with at least four waypoints, teach the players how to use a GPS unit, and play the game. Tell your counselor about your experience, and share the materials you used and developed for this event.

