

CAMP FACILITIES USE POLICY

May 2007

**Theodore Roosevelt Council
Boy Scouts of America
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Massapequa, NY 11758-5010**

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PREFACE

The Theodore Roosevelt Council Executive Board has adopted these policies at a meeting on _____ based upon the recommendations of the Council Camping, Properties and Risk Management Committees to ensure:

- The safety of campers, leaders and staff at our properties;
- Compliance with the New York State Health Code, New York State Department of Environmental Conservation and other applicable government code requirements for a Children's Camp;
- Compliance with the camping standards of the Boy Scouts of America;
- And to provide a positive camping experience for all.

While it is impossible to anticipate every possible situation and/or questions that the use of our camps will raise, real time on-site decisions related to situations not covered by these policies will be guided by the safety of the participants, and The Scout Oath and Law.

Abbreviations used within this document are:

ARC – American Red Cross	NAA - National Archery Association
BSA - Boy Scouts of America	NRA - National Rifle Association
DEC – Dept. of Environmental Conservation	OSR - Onteora Scout Reservation
GTSS - Guide to Safe Scouting (Current Version)	SSR - Schiff Scout Reservation
	TRC - Theodore Roosevelt Council

Policies of the National Council BSA that are the same as TRC Policies shall be incorporated by reference. Thus if National Policy changes, the TRC Policy does not have to be updated. The words “must” and “will” used in this policy require absolute fulfillment and are not discretionary by the unit. The words “may” or “can” used in this policy require discretionary consideration by the unit. The terms “are available” or “may be available” require supportive and collective actions and efforts. Waivers to any of policies herein must be applied for at the time the application is submitted to the TRC Service Center.

The policies herein supersede all other TRC “Use of Properties” Policies/Rules and Regulations that have been established in the past.

TRC welcomes your comments related to these Policies, as well as suggestions for additions, changes and/or clarifications. Comments and/or suggestions should be made in writing and addressed to the:

COUNCIL PROPERTIES COMMITTEE
Theodore Roosevelt Council
Boy Scouts of America
544 Broadway
Massapequa, NY 11758-5010

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1 GENERAL ADMINISTRATION

1.1 OPERATIONAL

1.1.1 SUPERVISION

1.1.1.1 The Camp Rangers at Onteora Scout Reservation and Schiff Scout Reservation are employees of the Theodore Roosevelt Council, B.S.A. They are graduates of the National Rangers Camp School of the Boy Scouts of America. During the short-term camping season the Camp Rangers have final authority on the reservation, in terms of health and safety matters. It is their responsibility to enforce all Theodore Roosevelt Council and Boy Scouts of America policies and procedures. During the summer camping season this authority resides with the Summer Camp Director.

1.1.1.2 Campmaster Program: The Campmaster program at SSR is administered by the Sagamore Service Troop in accordance with the guidelines of the National Council of the Boy Scouts of America. Campmasters are trained, experienced volunteer leaders who spend weekends at camp to:

1.1.1.2.1 Assist the Ranger in administering the weekend program

1.1.1.2.2 Assist in the checking in and out of units.

1.1.1.2.3 Inspect unit campsites as part of the check out process.

1.1.1.2.4 Assist units upon request with program advice and guidance.

1.1.1.2.5 Provide (or secure from the Ranger if necessary) transportation for any physically challenged camper or leader.

1.1.2 PROPERTY IMPROVEMENTS AND MAINTENANCE

1.1.2.1 No one is authorized to make repairs to any camp equipment or property, without the prior approval of the Camp Ranger.

1.1.2.2 No one is authorized to install, upgrade or modify any equipment or facility or authorize expenditures for facilities improvements without the prior recommendation of the Properties Committee and approval of the Scout Executive. Purchases for immediate repair work needs the Camp Ranger's approval.

1.1.2.3 Post Camp Inspections

1.1.2.3.1 The post-camp inspection specified by BSA resident camp standards shall be conducted by the Camp Rangers and submitted to the Scout Executive for review by the Properties Committee by September 15 of each calendar year.

1.1.2.3.2 At SSR, the following submission will be made to the Scout Executive for review by the Properties Committee:

a. The respective religious committees will submit by September 1 of each calendar year a maintenance plan for their chapel and provide a schedule of resources (financial, volunteer, or in-kind services) to maintain the facility in a manner consistent with the GTSS and BSA risk management and resident camp standards.

b. The Sagamore Service Troop will submit by September 1 of each year a maintenance plan for the Sagamore Cabin, the Sagamore Council Ring, and accessory facilities to maintain the facility in a

manner consistent with the GTSS and BSA risk management and resident camp standards.

1.1.2.4 All improvements must be planned, reviewed and constructed in accordance with the NYS Sanitary Code, Children's Camps and the prevailing state and local building codes.

1.1.2.5 Volunteers who knowingly violate paragraph 1.1.2 and its subparagraphs will not be indemnified in accordance with the approved By-Laws of the Theodore Roosevelt Council.

1.1.3 GENERAL CONDUCT

1.1.3.1 The use of the "Buddy System" is required for youth campers leaving their unit's campsite. All campers must check out of their site with one of the adult leaders.

1.1.3.2 Occupied campsites and cabins must not be entered, except with the permission of the adult leader in charge of the unit occupying the facility.

1.1.3.3 Out of campsite unit and individual activities are limited to the hours of 7:00 A.M. through 10:00 P.M. except for special activities. At all other times campers should be in their assigned campsites and must restrict noise, lights and movement in consideration of others in camp.

1.1.3.4 Dogs, cats and other pets except "working" dogs are prohibited in camping and program areas. While in the parking area, they must be on a leash and under complete control.

1.1.3.5 Property Closings

1.1.3.5.1 Properties will be closed, with no short-term camping permitted in accordance with the annual TRC calendar adopted by the council or at the direction of the Scout Executive.

1.1.3.5.2 The Camp Ranger will close properties when there is an excessive natural hazard. The Ranger will notify the Scout Executive of said closing.

1.1.3.5.3 During the camping season period, some areas of TRC properties may be closed to camping as a conservation measure.

1.1.3.5.4 During the gun and bow hunting season camping areas will be closed to camping at both camps.

1.2 ACCESS AND LEADERSHIP

1.2.1 SHORT-TERM CAMPING RESERVATIONS

1.2.1.1 Reservations for short-term (day or overnight) use of properties are made with the TRC Service Center, using the appropriate form, starting in June for the following program year.

1.2.1.2 The "normal" short-term (weekend) camping period is from Friday at 6 P.M. through Sunday, at 2 P.M. Requests for variations from this camping period, may be approved when necessary to accommodate religious concerns.

1.2.1.3 On three (3) day extended weekends, the camping period will be extended through 2 P.M. on Mondays approved by the Camping Committee. The facility and participant fee for units extending their camping period will be an additional 30% of the base fees.

- 1.2.1.4 A copy of the approved application will be returned to the unit and becomes its "permit". The council reserves the right to cancel permits on twenty-four (24) hours notice to the unit, in the event of any unusual situation.

1.2.2 CHECK IN AT TRC PROPERTIES

- 1.2.2.1 Units will be expected to adhere as closely as possible to the arrival time on the permit. Unless prior approval is secured and the time indicated on the permit so states, units should plan to arrive and check-in as follow:

- 1.2.2.1.1 Friday Evening: 6:00 P.M. to 10:00 P.M.

- 1.2.2.1.2 Saturday Morning: 8:00 A.M or later

- 1.2.2.2 No one will be permitted to enter the property until the unit/individual formally registers with the Ranger or the designated representative. Under no circumstances are campers to be dropped off at the camp early to await the arrival of the unit.
- 1.2.2.3 Access to the property will be denied to any unit without two deep leadership as required in the GTSS.
- 1.2.2.4 At the time of check-in, each unit must submit a written roster of all leaders and campers who are on the property.
- 1.2.2.5 During check-in, all units will advise the Ranger or Campmaster, of their planned time of departure.
- 1.2.2.6 Wristbands, identifying the individual as being authorized to be on TRC properties, will be issued and worn while on TRC property.

1.2.3 CAMP CHECKOUT

- 1.2.3.1 Units must check out by 2:00 P.M. on the scheduled date of the departure.
- 1.2.3.2 The entire unit must remain in the camping area until the unit site is inspected, any equipment issued to the unit returned, and the unit is formally checked out by the Ranger/designee with a checkout ticket to be turned in to the Ranger.
- 1.2.3.3 Units will ensure adult supervision is available until all youth campers have departed with parents or adults authorized to transport them home. Youth campers cannot remain at the parking area or at the campsite for pickup without two deep leadership.

1.3 PARKING AND VEHICLE MANAGEMENT

1.3.1 PARKING

- 1.3.1.1 All personal vehicles must be parked in the central parking area.
- 1.3.1.2 For adult only events held at SSR (training weekends, etc.) vehicles may be parked in "dead storage" for the weekend at an area designated by the Camp Ranger if they are brought in prior to the event beginning and leave after the event is over. The dead storage area must be confirmed at least one month before the event by the event leadership or event staff adviser.

1.3.2 VEHICLE ACCESS AND USE

- 1.3.2.1 Roads in camp are restricted to service vehicles and vehicles authorized by the Camp Ranger. During year round weekend camping, all personal gear must be carried in by youth and adult campers to their campsite.

- 1.3.2.2 Authorization for use of personal vehicles may be granted as follows:
 - 1.3.2.2.1 Vehicles may be driven in at SSR for meetings of the Sagamore Service Troop (3 meetings per year).
 - 1.3.2.2.2 Vendors, contractors, and volunteers providing services for repair or improvement of camp properties will be allowed to enter at both camps, for work managed by the Ranger..
 - 1.3.2.2.3 Units with troop trailers to carry unit gear will reserve sites in the Hendrickson Family Camp area only and will be allowed to drop-off and park the trailer for the weekend in the Family camp parking lot.

1.3.2.3 VEHICLE ACCESS AT DISTRICT AND COUNCIL EVENTS

- 1.3.2.3.1 During district or council activities, the Camp Ranger will provide to the event chairperson a camp vehicle (subject to availability) for use to transport equipment, supplies, and individuals with disabilities. The event chairperson will confirm availability at least one month in advance of the event.
- 1.3.2.3.2 During district or council activities, where ten or more units are arriving at camp for the weekend (at about the same time), the district may request from the Camp Ranger authority to allow one vehicle per unit to drive the event area. The vehicle must stay on the paved road and may unload at a point on the paved road closest to their campsite. The district will appoint a "gate keeper" who will issue passes and give the vehicle thirty (30) minutes to drive into camp and unload. No more than three vehicles will be in camp at any time. If there are violations of this procedure, the district will require all units to carry their gear to and from the event area at future events.
- 1.3.2.3.3 If units or individuals have transportation needs different than those outlined in the policy, the Camp Ranger should be contacted at least two weeks prior to their arrival at camp.

1.3.3 VEHICLE OPERATION

- 1.3.3.1 Vehicles while on TRC properties will follow the following rules:
 - 1.3.3.1.1 Operator of the vehicle is a licensed driver aged 18+.
 - 1.3.3.1.2 The camp speed limit of 10 mph is strictly observed.
 - 1.3.3.1.3 Passengers may only ride in permanently installed seats equipped with seat belts. (No riding in back of vans or pickup trucks).
 - 1.3.3.1.4 Vehicle use is limited to essential travel as defined by the Camp Ranger.
 - 1.3.3.1.5 The keys are removed from the vehicle and the vehicle locked when not in use.
- 1.3.3.2 Skateboards, scooters (all types), roller blades, roller skates and motorized dirt /trail bikes are prohibited from use on TRC properties. ATVs can only be used with the permission of the Camp Ranger for Camp Administration purposes. Helmets must be worn at all times that the ATV is being operated.

- 1.3.3.3 Bicycles that are used as transportation to TRC properties must be parked in a central parking area designated by the Camp Ranger and locked until they are removed from the property. TRC bicycle equipment for mountain and trail biking will be used as noted by the GTSS. Non-TRC bicycles can be used on TRC properties for special program purposes if a request is made at the time of the application. Everyone riding a bicycle on TRC properties must wear bicycle helmets.

1.4 OFF LIMITS AREAS ON TRC PROPERTIES

- 1.4.1 The following areas are off limits to all campers;
 - 1.4.1.1 All buildings, unless specified on the camping permit.
 - 1.4.1.2 Chapels, unless it is part of program authorized by the respective religious committee concerned.
 - 1.4.1.3 Campsites occupied by other units.
 - 1.4.1.4 Camp maintenance buildings and yards.
 - 1.4.1.5 COPE Course, unless part of an approved activity.
 - 1.4.1.6 Camp Ranger's Home.
 - 1.4.1.7 Special areas designated by the Ranger during hunting season
 - 1.4.1.8 Deep Pond (SSR) and Orchard Lake (OSR) are off-limits:
 - 1.4.1.8.1 Except when used as part of a TRC approved and supervised aquatic activity.
 - 1.4.1.8.2 Except for fishing from the shore in designated areas.
 - 1.4.1.8.3 Except for ice fishing and skating, in designated areas, only after the Camp Ranger has determined that the ice is safe for these uses.

1.5 VANDALISM

- 1.5.1 Vandalism of any sort will not be tolerated and will result in the immediate expulsion of the individual(s) concerned from the TRC property, as well as possible civil lawsuit or criminal prosecution. It is the responsibility of the unit leader to remove the individual concerned.
- 1.5.2 Individuals must immediately report any violations of security, destruction of property, unusual activity or individuals on the property to their leaders so proper action may be instituted.
- 1.5.3 Adult leaders must attempt to stop and identify any individual(s) committing acts of vandalism and to report such acts immediately to the Camp Ranger or his designee.
- 1.5.4 Leaders must report IMMEDIATELY to the Camp Ranger or Campmaster any violations of security, destruction of property, unusual activity or unauthorized individuals on the property.
- 1.5.5 Identification of violators will result in charges equal to the cost of all labor and materials required to repair the damage to an as-designed condition as described in the appended schedule of damages. This includes:
 - 1.5.5.1 The carving, painting, scraping, etc. of initials, names, unit numbers, etc. on any surface is prohibited.
 - 1.5.5.2 The marring in anyway including the driving of nails into buildings, shelters, tent

platforms, signs, trees, etc. is prohibited.

- 1.5.5.3 The forced entry into any building, breaking of windows, removal or defacing of signs, patrol tables or program equipment, etc. is prohibited.
- 1.5.5.4 The moving of patrol tables or program equipment to another area or into a cabin is prohibited without the express permission of the Ranger.
- 1.5.5.5 The installation of temporary trail markers for activities/events must be made in such a way as to preclude marring or damage to trees or camp facilities. All temporary trail markers will be removed at the conclusion of the activity/event.

1.6 ALCOHOL AND CONTROLLED SUBSTANCES

- 1.6.1 Alcoholic beverages, controlled substances used in an non-prescribed manner and illegal substances are prohibited on TRC properties. Use and/or possession of them on TRC properties will result in the immediate expulsion of the individual concerned. It is the responsibility of the unit leader to remove the individual concerned.

1.7 FIRE SAFETY

- 1.7.1 In the event of a fire the Camp Ranger must be notified immediately.
- 1.7.2 Fire buckets, hand fire pumps, or fire extinguishers are available at check-in.
- 1.7.3 Open flames are prohibited in all tents and structures. This includes but is not limited to candles, propane lanterns, LP stoves, charcoal stoves and heaters.
- 1.7.4 Fireworks - GTSS Section VII is incorporated by reference.

1.7.5 CAMPFIRES AND COOKING FIRES

- 1.7.5.1 The Camp Ranger will limit the size of cooking and campfires or restrict their use, if weather and fire conditions warrant.
 - 1.7.5.2 Cooking fires and campfires will be permitted when proper safeguards are taken and;
 - 1.7.5.3 The fire area must be cleared of flammable materials prior to the laying of the fire.
 - 1.7.5.4 Liquid fire starters or accelerants are forbidden in the lighting of fires.
 - 1.7.5.5 Fires may not be left unattended at any time.
 - 1.7.5.6 Ashes and coals must be drowned, stirred and re-drowned, dead out and cold to the touch.
- 1.7.6 LIQUID FUELS The use of liquid fuel stoves and lanterns on TRC properties will be permitted, but the Ranger or Campmaster must be notified when checking in. The use of liquid fuel must be under the direct supervision of an adult leader.

- 1.7.6.1 **Liquid fuel containers must be BSA approved "red" containers of 22 ounces or smaller,** and kept, except when being used to fuel stoves and lanterns, in a secure, lockable, vented container, away from any source of ignition or heat in excess of 100 degrees F. Liquid fuel containers must be under the control of the adult leader. These containers may not be stored in any personal sleeping accommodations.

- 1.7.6.2 Liquid fuel for equipment being used for maintenance projects will be stored in containers approved by the Ranger.

- 1.7.7 Propane (LP) lanterns and stoves may be used under the direct supervision of an adult leader. Empty cylinders must be returned to the Camp Ranger for disposal.

1.8 CAMP SANITATION

- 1.8.1 Units using common toilet or latrine facilities must share in maintaining the cleanliness of these facilities.
- 1.8.2 Cooking equipment, plates, cups, utensils, etc. must be washed, rinsed, and sanitized in the unit's campsite. The washing and/or rinsing of these items at the water hydrants or in one of the sanitary facilities or in any body of water in the camp, is prohibited.
- 1.8.3 Garbage and solid waste must be placed in unit supplied plastic bags, securely tied and deposited in the dumpster designated by the Camp Ranger. All cans and cartons should be crushed first to reduce the volume of the refuse. SSR units not on District/Council events must carry out their refuse.

1.9 COMMUNICATIONS

- 1.9.1 An internal camp telephone system is available at each camp. Check with the Camp Ranger for operational status when the unit checks in. Use of this system for emergency purposes will be in accordance with New York State law.
 - 1.9.1.1 At SSR, an internal camp telephone system is located in all buildings, in select program areas and outside the Campmasters Cabin. When the system is in operation, the emergency in-camp telephone number is 333.
 - 1.9.1.2 At OSR, an internal camp telephone system is located in all buildings and select program areas. When operational, the emergency in-camp telephone number is 33 Check with the Ranger for operational status when the unit checks in.
- 1.9.2 Each camp has FM radios. The radios are available for council and district events only, and must be reserved with the Camp Ranger at least two weeks prior to the event.

1.10 FEES AND RESERVATIONS

1.10.1 GENERAL

- 1.10.1.1 Each camp shall be rented to multiple users whenever possible. Sole use of camp will be available on a case-by-case basis. The camp will be reserved for event use and summer camping from May 15 of each year to September 15 of each year.
- 1.10.1.2 Unit deposits for major activities or events are often non-refundable. Individual fees for major events (fees of \$ 100 or more) have a \$50 non-refundable deposit.
- 1.10.1.3 Refund requests must be made in writing to the TRC Service Center and be received by the Council staff at least two (2) weeks prior to the event.

1.10.2 SCHIFF SCOUT RESERVATION

- 1.10.2.1 Individual Facilities And Sites
 - 1.10.2.1.1 Cabins And Lodges (Reserved)
 - 1.10.2.1.2 Campsites (Reserved)
- 1.10.2.2 Dining Halls (Reserved)
- 1.10.2.3 Training Facilities (Reserved)

- 1.10.2.4 Camp Event Areas (Reserved)
 - 1.10.2.4.1 Central Training And Cope Area
 - 1.10.2.4.2 Cub World Area (Reserved)
 - 1.10.2.4.3 Schiff Camping Area (Reserved)
 - 1.10.2.4.4 Hendrickson Family Camp (Reserved)

1.10.3 ONTEORA SCOUT RESERVATION

- 1.10.3.1 Individual Facilities and Sites
 - 1.10.3.1.1 Cabins And Lodges (Reserved)
 - a. Health Lodge
 - b. Staff Alumni Lodge
 - c. Administration Building
 - 1.10.3.1.2 Campsites (Reserved)
 - 1.10.3.1.3 Long House Dining Hall (Reserved)

2 PROGRAM MANAGEMENT

2.1 LEADERSHIP REQUIREMENTS IN CAMP:

- 2.1.1 Trips and outings must be staffed by adults in accordance with the GTSS.
- 2.1.2 Male/Female Policy: Leadership and sleeping areas for units with males and females will be staffed and supervised in accordance with the GTSS.
- 2.1.3 In camps where separate bathing facilities are not available, times for male and female use should be scheduled and posted for showers. Use the buddy system for latrine use by having a person wait outside the entrance, or use "Occupied" and "Unoccupied" signs or door latches.
- 2.1.4 Youth Protection Policy: GTSS Section I Youth Protection in Scouting is incorporated by reference
- 2.1.5 Cub Scout Packs are subject to BALOO program guidelines.
- 2.1.6 Family Camping: Family camping will be conducted in accordance with the GTSS and BSA program guidelines

2.2 DISTRICT/COUNCIL ACTIVITIES AND EVENTS

- 2.2.1 A district or council committee holding an event at SSR or OSR must ensure compliance of the following policies. The event chairperson or designee is responsible for:
 - 2.2.1.1 Comply with parking and vehicle use policies.
 - 2.2.1.2 Designation of persons authorized to use camp vehicles through the Camp Ranger. A list of individuals with photocopies of drivers' licenses and valid insurance coverage will be submitted.
 - 2.2.1.3 General event cleanliness at all facilities used, including but not limited to toilet and shower facilities, dining hall and kitchen facilities, campsites, cabins and lodges, and program areas designated in the reservation.
- 2.2.2 Units participating in District/Council Activities and Events are required to meet the

leadership requirements in accordance with the GTSS.

- 2.2.3 When District/Council Activities and Events permit individual (rather than unit registration) the Activity/Event leadership is required to provide provisional leadership that meets the requirements of the GTSS.
- 2.2.4 A district or council event may reserve a building or site at no cost for use as headquarters for registration, staff support, and storage/distribution of program equipment. District or council committee's use of cabins for staff sleeping will be paid for at the standard weekend cabin fee.
 - 2.2.4.1 Buildings available at SSR for the event headquarters are a) Hickox Dining Hall (not kitchen) b) Shapiro Cabin c) Hayden Hall, d) TR Pavilion or e) Smith.
 - 2.2.4.2 Buildings available at OSR, a) Long House Dining Hall (not kitchen) or b) Administration Building may be used as headquarters for an event.
- 2.2.5 Tent or lean-to sites can be reserved for units. If units attending a district or council event wish to reserve a cabin they must do so through the regular reservation procedure and pay the standard fee.
- 2.2.6 Units not attending the district or council event may reserve open cabins, lean-to sites or tenting areas on the property the same weekend as an event.
- 2.2.7 Joint use areas are for the enjoyment of all camp users and are scheduled on a first come – first served basis. If an area has been booked but is not being used, the Camp Ranger may allow another group to use the area provided that they meet all required special conditions. If more than one group wishes to use a joint area, the Camp Ranger will work out a schedule so all can use the facilities. All groups and campers must abide with and be subject to all other terms and conditions as outlined in this Policy governing the use of the properties.

2.3 NON - B.S.A. USE OF CAMP

- 2.3.1 Organizations desiring to use TRC property facilities, who are not members of the Boy Scouts of America, must make application in writing to TRC Service Center sixty days in advance of the event.
- 2.3.2 If the application for use is approved, the group will be required to:
 - 2.3.2.1 Submit a standard national BSA Hold Harmless Agreement,
 - 2.3.2.2 Provide an acceptable Certificate of Insurance,
 - 2.3.2.3 Pay the fee established at the time the application was approved.
 - 2.3.2.3.1 Not-for-Profit groups - the participant fee will normally be the same as that established for Scouting groups.
 - 2.3.2.3.2 For-Profit groups - the facility fee will normally be twice (2X) the established facility fee for Scouting groups.
- 2.3.3 Leadership requirements will be specified when the permit application is approved. It is expected that non B.S.A. groups must follow the B.S.A. GTSS at a minimum.

2.4 ACCIDENTS, INJURIES AND ILLNESSES

2.4.1 INDIVIDUAL UNIT CAMPING

- 2.4.1.1 First Aid is the responsibility of the unit, and all units are must come to camp prepared with proper first aid equipment and trained personnel. Units must bring a BSA Personal Health and Medical Record Form for each individual according to the current rules and regulations of the BSA.
- 2.4.1.2 In the event of an injury, the Camp Ranger must be notified
- 2.4.1.3 All illnesses are to be reported to the Camp Ranger and a TRC incident report needs to be completed.
- 2.4.1.4 If the services of a local physician or hospital are required, the responsibility for payment of any fees is that of the injured person. Every unit is expected to have a current accident and sickness policy that may cover partial medical expenses for the unit's members. The council does not provide medical insurance and will not accept responsibility for any fees or bills.

2.4.2 FIRST AID SUPPORT FOR DISTRICT OR COUNCIL EVENTS

- 2.4.2.1 All District, Council and Special events must designate a Medical Officer (EMT or higher) and an alternate, and will follow all procedures for notification and response to accidents and/or injuries as established by the standing orders of the Camping Committee. Events without a Medical Officer must be cancelled and rescheduled.
- 2.4.2.2 There must be a BSA Personal Health and Medical Form on site for each individual according to the current rules and regulations of the BSA.
- 2.4.2.3 All incident reports must be submitted as soon as possible to the Camp Ranger.
- 2.4.2.4 If the District or Council committee running the event has opted to take out the National B.S.A. Accident Insurance Policy, the hospital should be provided with the policy number and instructed to bill the council office. If this accident policy was not secured for the event, the hospital must be advised to bill the injured person. In the event the unit has an accident insurance policy of its own, the billing can be submitted to them by the injured person.

2.5 SUPPORT FACILITIES

2.5.1 KITCHEN AND DINING HALL USE: The kitchen must be operated under the leadership of a 1) certified food manager approved by the Suffolk County Department of Health for SSR and 2) a certification approved by TRC or the local authority for OSR.

- 2.5.1.1 The cost of hiring any and all kitchen personnel must be borne by the district, organization, or group reserving the kitchen.
- 2.5.1.2 The Camp Ranger is authorized to close the kitchen operation if practices not conforming to the local or state sanitary code and regulations are observed. A report shall be submitted by the Ranger to the Scout Executive, the Vice President overseeing the Camping Committee and Properties Committee, and the Council Properties and Council Camping Committees.

2.5.2 SHOWER FACILITIES Shower facilities are not normally available except during summer camp operation. Council and District Groups may request, at the time of their reservation submission, that the shower facilities be made available. The event facilities chairperson for the event must ensure the facilities are cleaned prior to check out.

- 2.5.3 **AQUATIC ACTIVITIES:** Aquatic activities must be conducted in accordance with the New York State Health Code. The Health Code requires that a certified BSA Aquatic Instructor or ARC Water Safety Instructor supervise all aquatic activities within the camp.
- 2.5.3.1 If aquatic activities (in season) are desired, the unit must arrange for the services of a council approved, certified lifeguard.
 - 2.5.3.2 The request for aquatic activities must be made in writing at the time the event registration is made.
 - 2.5.3.3 When the use of rowboats, canoes or sailboats on the lake is approved, all occupants, regardless of swimming ability, will be required to wear an approved Personal Floatation Device (PFD), at all times.
 - 2.5.3.4 Only commercially manufactured canoes, rowboats, kayaks and sailboats will be permitted to be used on the property.
 - 2.5.3.5 No boat propelled by a combustion engine will be permitted at either camp. Use of an electric motor propelled boat is permitted with the Camp Ranger's approval. All occupants must wear an approved PFD at all times.

2.6 CONSERVATION

- 2.6.1 All units and campers must restrict their activities in such a way as to disturb, as little as possible, the wildlife residents of the property.
- 2.6.2 Standing timber (trees) living or dead are not to be cut without the express permission of the Camp Ranger. Damaged or dead trees and limbs must be reported to the Camp Ranger.
- 2.6.3 Natural water features such as lakes and streams must not be polluted in any way. The throwing of any natural or foreign item or substance into natural water features is forbidden.
- 2.6.4 The introduction of non-native and invasive plants and species at SSR and OSR is prohibited in order to preserve the ecological integrity of the properties.
- 2.6.5 All units are encouraged to include an approved property improvement or conservation project in their program. The Camp Ranger should be contacted at least two weeks prior to ensure that such a project is available.

2.7 SAWS AND EDGED TOOLS

- 2.7.1 The Camp Ranger or Campmaster will insist on safe and proper use of all edged tools and saws in camp. They may restrict, limit or prohibit the use of edged tools and saws, whenever their use is deemed unsafe or unnecessary.
- 2.7.2 The use of "edged tools" must be carefully supervised. Units must establish a safe "axe yard" within their camping area and the use of axes will be restricted to within this area. Safety precautions must be taken at all times.
- 2.7.3 Sheath knives, axes and saws are to be worn or carried by campers only when actually engaged in scheduled activities requiring their use.
- 2.7.4 The use of chain saws on the properties is prohibited, except when authorized by the Camp Ranger in accordance with BSA resident camp standards.

2.8 SHOOTING SPORTS

- 2.8.1 The use or possession of personal firearms, archery equipment, sling shots, gas or air guns is prohibited on TRC properties except by special permission when the reservation is made.
- 2.8.2 The archery and rifle ranges may be used only under the supervision of a NAA, NRA or BSA Camp School approved Field Sports Director and requires prior approval when the event registration is made.
- 2.8.3 Any archery, rifle or B-B program must satisfy both B.S.A. policy and New York State Penal and Health Codes.

2.9 FISHING AND HUNTING

- 2.9.1 Fishing by registered campers and leaders is permitted, when in accordance with applicable state law. A valid NYS fishing license is required by anyone 16 years of age and older.
- 2.9.2 Fishing is prohibited at all times in the swimming area (whether or not the area is set up at the time).
- 2.9.3 The Camp Ranger, when in accordance with applicable State Law may approve hunting from time to time. All hunters require a valid NYS Hunting license. If approved, it will be limited to designated periods only and subject to the following policy:
 - 2.9.3.1 That during the "big game rifle season", OSR will be closed to all scout camping, and that during the January special Monday through Friday season (if held) in Suffolk County, SSR be closed to all scout and other camping for the time indicated, and that a restricted number of permits will be issued, to permit hunting only on Monday through Thursday, with no permits granted for Friday hunting. The restricted number of permits will be issued as outlined below.
 - 2.9.3.2 A maximum of 20 permits per day be issued for hunting at OSR and a maximum of 10 permits per day be issued for hunting at SSR.
 - 2.9.3.3 All applicants for hunting permits will be required to sign a hold harmless agreement and be asked to pay a fee at the time of the submission of the application, to help defray the cost of administering the program and posting of the property.
 - 2.9.3.4 Priorities for the issuance of hunting permits will be as follows:
 - 2.9.3.4.1 Individuals who have donated services or funds for the maintenance or improvement of camps facilities.
 - 2.9.3.4.2 Registered Scouters of TRC, B.S.A.
 - 2.9.3.4.3 Local law enforcement, local volunteer fire department and NYS DEC personnel
 - 2.9.3.4.4 Non TRC Scouters
 - 2.9.3.4.5 Neighboring property owners and supporters
 - 2.9.3.4.6 Others (if space is still available two weeks prior to the requested date)
 - 2.9.3.5 All hunters will be required to check in and out with the Camp Ranger and complete the council hunting permit application. The Camp Ranger will keep the

permits on file for two (2) years.

2.9.3.6 Minors with small game license may be issued permits only if hunting with their parent or guardian. Minors under the age of 12 cannot hunt in NYS.

3 SPECIAL CONDITIONS

3.1 ACCESS AT DEEP POND:

- 3.1.1 Limited public access to and use of Deep Pond at SSR will be provided subject to the following conditions outlined in subparagraphs 3.1.1 to 3.1.6.
- 3.1.2 Access to Deep Pond by the public or the NYS DEC will be by entering SSR at a parking area adjacent to the camp's main gate and utilizing the camp's main trail. Said parking area will be provided by TRC for up to five (5) vehicles; Buses will be prohibited from this parking area.
- 3.1.3 Deep Pond will be accessible for fishing during the fishing season or at Councils discretion from September 15 of each calendar year to June 15 of each following calendar year. Access will be daily between the hours of sunrise and sunset Monday through Thursday and Friday from sunrise until three o'clock (3:00) p.m. Such access will be by permit only, said permit system to be established and operated by the DEC or its assigns. DEC or its assigns will provide a sign-in log at the trailhead. DEC or its assigns will provide routine patrols to verify compliance with parking and permit requirements. No permit holder will be permitted use of any of TRC's facilities for any reason at the camp at any time, except for fishing. No boating by combustion engine will be permitted; but use of electric motors on Deep Pond is permitted. Use of approved PFD is required of all boat occupants. In the event electric powered boat equipment, being used by the permitted public, should be lost into the pond, the DEC or its assigns will provide divers to retrieve same within five (5) days written notice thereof.
- 3.1.4 The DEC or its assigns will have the right to conduct fishery surveys at a date and time mutually agreed upon by the parties, as well as provide the technical assistance to TRC in the management and protection of Deep Pond. Any such assistance and activities including the stocking of Deep Pond will be conditioned upon and subject to the express written consent and reasonable approval of TRC for, among other reasons, to protect fish species now in the pond and to further BSA scouting programs.
- 3.1.5 TRC reserves all lawful rights and privileges in and to the use of the Deep Pond, and nothing in this Access Agreement or any amendment thereto will be construed to limit curtail or alter TRC's current or future uses of Deep Pond. TRC is subject to all applicable sections of the laws of New York.
- 3.1.6 Fishing and boating and the responsibility for the acts of such users is provided for in The New York State *General Obligations Law* ('9-103), and any revisions thereto and any other applicable laws.

3.2 ONTEORA SCOUT RESERVATION USE

- 3.2.1 **GARBAGE REMOVAL:** Garbage removal or disposal is not available from camp. The wilderness ethic of carrying out all your garbage must be applied to your camping at OSR. Units must bring their own garbage bags.
- 3.2.2 **WINTER ROAD ACCESS:** It is required that units camping at OSR in December through March call the Camp Ranger prior to departing for camp to ascertain the road conditions in

and near camp. The camp road to the Long House Dining Hall is kept plowed and passable as long as possible each winter.

3.2.2.1 If there is an extremely heavy snow, or if ice conditions develop, it may become necessary to restrict all vehicles to the top of the hill by the Camp Ranger's house.

3.2.2.2 The Camp Ranger can postpone or cancel the weekend, if severe weather and or road conditions dictate.

3.2.3 DISTRICT AND COUNCIL USE OF ONTEORA SCOUT RESERVATION: In addition to the specific rules outlined, the following is applicable to group use of OSR

3.2.3.1 Groups may request the use of the following buildings. They will be required to bear the cost of LP gas if heating of the building if necessary.

3.2.3.1.1 Administration

3.2.3.1.2 Health Lodge

3.2.3.1.3 Staff Alumni Lodge

3.3 FACILITIES NOT APPROVED FOR SLEEPING ACOMMODATIONS

3.3.1 In accordance with NYS Sanitary Code for Children Camp, BSA Resident Camp Standard and BSA GTSS, facilities lacking carbon monoxide detectors or smoke detectors; where the numbers of exits are inadequate; or where youth protection guidelines can't be complied with; are deemed unsuitable for sleeping accommodations. The following facilities can not be used for sleeping:

3.3.1.1 Onteora Scout Reservation

3.3.1.1.1 Long House

3.3.1.1.2 Council House

3.3.1.1.3 Jewish Chapel

3.3.1.2 Schiff Scout Reservation

3.3.1.2.1 Hickox Hall

3.3.1.2.2 Hayden Hall

3.3.1.2.3 TR Pavilion

3.3.1.2.4 Nature Lodge

3.3.1.2.5 Caboose

3.3.1.2.6 Smith Building

Appendix 1 - Schedule of Charges for Property Damages

Vandalism and carelessness ruins the use or camping properties for all Scouting units. The Camp Ranger and/or Campmaster staff will inspect all reserved facilities to make sure all units have access to facilities that should be used and maintained by camp users in accordance with the Scout Oath and Scout Law. These charges have been recommended by the Council Properties Committee and approved by the Council Executive Board. Cost shall adjusted every two years.

- Units will be financially responsible for any and all damage to camp facilities or equipment caused by a member of your unit. All damages charges will be paid BEFORE the unit leaves camp.
- Units may appeal charges to the Properties Committee but they must pay at the time of the damage; refunds will be made if the Properties Committee determines after investigation the charges cannot be substantiated.
- The Scout or Scouter responsible for the damage will prepare and send a letter of apology to be place on file at the Council Service Center, with a copy to the Properties Chairman, the Camping Chairman, the District Chairman, and the Council Vice President.

Description	Charge	Comment
Carved initials or graffiti -	Charges based on restoring material or finished to as designed condition.	
Wall panels	\$ 5 per inch	Plus cost of panel - materials and labor
Doors	\$ 5 per inch	Plus cost of door panel - materials and labor
Ceilings	\$ 5 per inch	Plus cost of ceiling panel - materials and labor
Broken or cracked windows	\$ 10 per SF	
Broken window screen	\$ 50 per screen	
Broken smoke detector	\$ 25 per unit	
Torn mattress	Actual replacement cost	Based on previous cost+ 5%
Torn cot cover	Actual replacement cost	Based on previous cost+ 5%
Damaged table	\$ 75 per board	
Fire extinguisher with broken seal - no fire event	Actual refill and test cost	Based on previous cost+ 5%
Trees cut or hacked	\$ 50 per inch	Based on the diameter 30 inches above grade.
Remove unauthorized fire rings and restore area	\$ 50 per site	

Appendix 2 – No Hunting Zone at Schiff Scout Reservation

