



BOY SCOUTS OF AMERICA®  
NATIONAL CAMP ACCREDITATION PROGRAM

## ***National Camp Standards Replacement Pages***

On behalf of the Outdoor Programs/Properties Department and the National Camp Accreditation Program Committee, thank you for requesting an update of the National Camp Accreditation Program standards. We appreciate you recycling dated pages in your current edition and replacing them with the enclosed updates.

You will find all content changes made to the standards as of January 1, 2014, attached. Please use the attached pages to replace their corresponding pages in the 2013 printing.

Also, please don't use the appendix from the 2013 printing of this book. The COPE/climbing standards are now included within the body of the book.

For any additional information, please refer to [www.scouting.org/ncap](http://www.scouting.org/ncap). Thanks for your commitment to the program.





## **NATIONAL CAMP STANDARDS**



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## **Acknowledgments**

The Boy Scouts of America would like to acknowledge the following individuals for their service on the National Camp Standards Task Force: Eric Hiser, chair; Frank Reigelman, John Van Dreese, Keith Christopher, and Brian Gray, advisers; and Dave Anderson, Mark Anderson, Linda Baker, Cal Banning, Steve Gerber, Dan Johnson, Richard Koch, Ed McLaughlin, Jim Miles, Andrew Miller, Bob Miller, Tim O'Donnell, Cecil Piggott, Dan Segersin, and Michael Sulgrove, members of the task force. The task force extends its appreciation to the other Outdoor Programs committees and task forces that supported its work.



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ACCREDITATION PROGRAM

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# INTRODUCTION TO NATIONAL CAMP STANDARDS

## PURPOSE OF THE STANDARDS

The BSA national camp standards are established to:

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

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

## THE NATIONAL CAMP ACCREDITATION PROGRAM

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

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

### Multiyear Authorization Cycle

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

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



there is a basis to revoke the Authorization to Operate or to issue an Authorization to Operate for fewer than five years.

In addition, the Authorization to Operate may clarify how a particular standard applies to a camp or may include a variance or waiver from a standard. If questions arise on the application of a standard to a camp, the authorization should be consulted to determine if it provides resolution. The Authorization to Operate is binding on both the council and the camp assessment team. Effective no later than May 1, 2016, a council must have an Authorization to Operate for its camp to be accredited.

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

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

### **The Annual Continuous Camp Improvement Program**

The continuous camp improvement program is an annual process during which the local council and camp staff develop goals to maintain and to improve the quality of the camp experience for participants, consistent with Scouting's commitment to continuously improve the camp experience. The council and camp staff identify areas of strength that should be maintained and then identify areas of improvement. The council and camp staff should consider improvements across all facets of camp operation, including:

- Program/communications
- Facilities
- Finances
- Staff
- Attendees and participation

The council and camp staff identify the goals and measurable criteria to measure success in maintaining or improving them. These measurable criteria are then tracked during the camping season to evaluate whether the desired strengths are maintained or hoped-for improvements obtained. This information is then reported to measure progress.

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

### **Annual Assessment and Accreditation Cycle**

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

#### **1. Intent to Operate**

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

## **2. Postcamp/Precamp Inspection**

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

## **3. Declaration of Readiness**

The Declaration of Readiness is typically filed around May 15, although the area may adjust the date. The declaration is a statement by the council that the camp is ready to open and will comply with the standards. Councils are encouraged to attach much of the paperwork required for demonstrating compliance with the standards to the Declaration of Readiness to save time during the assessment.

## **4. Assessment and Accreditation**

Each year, the area camp assessment team (for resident, trek, specialty-adventure and high-adventure camps, COPE and/or climbing courses and associated camp properties) or the council self-assessment team (for day camps, family camps, and any camp properties not hosting a resident, trek, specialty-adventure, or high-adventure camp) will visit the camp to ensure that the safety and quality of the camp qualify for accreditation. If the camp assessment team finds that the camp continues to comply with the standards and Authorization to Operate (if issued) and is implementing the continuous camp improvement program, it will confirm the camp's accredited status. If there are issues, the team will work with the council to address them. A camp that promptly corrects items that are not serious will maintain its accredited status. A camp that cannot correct promptly is placed into conditional accreditation or, in serious cases, the camp assessment team may recommend to the regional camp accreditation committee the possible reopening or revocation of its Authorization to Operate. In cases of possible threat to life or health, the camp assessment team may direct that the program causing such threat be closed until the threat is removed. The area director will be notified immediately and will provide leadership in this situation.

Camps that perform at superior levels and meet the requirements in the current pamphlet "Requirements for Accreditation with Silver or Gold Recognition" will be recognized with the appropriate silver or gold device.

## **5. Annual Reporting**

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

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

# APPLICABILITY

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

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

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

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

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

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

**Resident camp** is defined as follows:

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

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

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

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

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

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

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

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

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

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

# VARIANCES AND WAIVERS

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

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

## **PROCEDURE FOR VARIANCE**

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

## **PROCEDURE FOR WAIVER**

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

# ASSESSING COMPLIANCE

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

## SCORING: THE OBJECTIVE REVIEW OF COMPLIANCE

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

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

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

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

### Passing Scores

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

**Deviation.** A standard, authorization term or commitment, variance, or waiver is scored as a “deviation” if the exact terms are not met, but the facility has met the substantial intent of the standard, authorization term or commitment, variance, or waiver with adequate levels of safety and quality. Deviations are particularly appropriate where the camp property or camp has incidentally missed an item, but other aspects of the camp suggest that the camp's program is generally in good

shape. An example might be a single incidence of a dead battery or a single missing utility cut-off drawing. Multiple instances, which suggest a systemic problem, should be scored noncompliant. The score sheet should reflect the nature of the deviation and any comments from the camp assessment team on how the deviation could be remedied.

## **Failing Scores**

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

## **Other**

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

## **Examples**

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

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

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

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

- Compliant
- Noncompliant
- Not applicable



A recommended practice either is met or is not met. The camp's authorization will identify the recommended practices that the camp has stated it will meet (particularly if it is seeking accreditation with Silver or Gold Recognition). In addition, the camp may meet additional recommended practices. As long as the camp meets the required minimum number of recommended practices, it may be accredited with recognition status, assuming all other requirements are met.

## **THE NARRATIVE: THE SUBJECTIVE ASSESSMENT AND RECOMMENDATIONS TO IMPROVE PROGRAM**

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

### **The Narrative Assessment**

The narrative assessment should address:

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

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

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



## The Recommendations

The recommendations should address:

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

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

## CAMP RESPONSE TO NONCOMPLIANT AND DEVIATION FINDINGS

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

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

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

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

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

# THE ACCREDITATION DECISION

The accreditation decision is based upon the results of the scoring of the standards, authorization terms and commitments, variances, and waivers. If the camp is seeking Gold or Silver Recognition, the camp assessment team must also consider whether the requirements for recognition are met.

## **Accredited**

A camp is accredited if it meets all of the following conditions:

1. All applicable standards are scored “compliant” or “deviation.”
2. If issued, all terms, conditions, and commitments of the Authorization to Operate listed on the score sheet are scored “compliant” or “deviation.”
3. The conditions of any variance or waiver are scored “compliant” or “deviation.”
4. 20 percent or fewer of the total scores are “deviations.”

If these conditions are met, the camp is accredited and the camp assessment team should present the accreditation certificate and pennant in an appropriate fashion unless the camp indicates it is seeking Silver or Gold Recognition, in which case the accreditation team should proceed to the next part of the accreditation decision.

## **Accredited with Silver or Gold Recognition**

Camps may seek accreditation with Silver or Gold Recognition, which represents an acknowledgement by the National Council of superior program design and implementation. The current criteria for Gold and Silver Recognition are published on the NCAP website (<http://www.scouting.org/NCAP>) and are subject to periodic revision as camps elevate their level of performance.

A camp is accredited with Silver or Gold Recognition if it meets all of the following conditions:

1. It meets the accreditation criteria (previous section).
2. If its Authorization to Operate is issued, the authorization provides for accreditation with recognition. (If the Authorization to Operate is not yet issued, this condition does not apply.)
3. The additional requirements set forth in the current “Requirements for Accreditation with Silver or Gold Recognition” pamphlet are met.

The area camp assessment chair will provide the camp assessment team leader with a worksheet to assist in determining whether a camp is eligible for accreditation with Silver or Gold Recognition and, if it is, will also provide the appropriate recognition items. If the accreditation with recognition requirements are met, the camp is accredited with the appropriate recognition and the camp assessment team should present the accreditation with recognition in an appropriate fashion and with its hearty congratulations for a job well done.

### **Conditionally Accredited**

A camp is conditionally accredited if any of the following conditions are met:

1. Any applicable standard is scored “noncompliant.”
2. If issued, any terms, conditions, and commitments of the Authorization to Operate listed on the score sheet are scored “noncompliant.”
3. The conditions of any waiver state that the camp must be “conditionally accredited,” which may occur if the waiver addresses a substantial deficiency.
4. The conditions of any variance or waiver are scored “noncompliant.”
5. More than 20 percent of the total scores are “deviations.”

As noted under the subsection *Camp Response to Noncompliant and Deviation Findings*, if the camp corrects a noncompliant finding while the assessment team is present, the finding should be scored as a deviation and not noncompliant. If this is not possible, but the findings are relatively minor and the camp’s program and corrective action plan is strong, the assessment team may request that the area camp assessment chair obtain a waiver of mandatory conditional accreditation from the region camp assessment coordinator or designee. If the waiver is granted, the camp may be accredited but not with recognition until such time as the corrective action plan is completed.

As discussed in *Camp Response to Noncompliant and Deviation Findings*, the council and camp leadership should develop a corrective action plan with the camp assessment team to correct any noncompliant findings or an excessive number of deviations. Most noncompliant findings should be addressed within a week or two, unless the council demonstrates that more time is needed and the additional time will not adversely affect the health or safety of the campers or result in an unacceptable level of program delivery. If a mutually agreed upon schedule cannot be developed while the assessment team is onsite, the assessment team should consult with area leadership. Once the schedule is established, or upon direction from area leadership granting more time to develop the corrective action plan, conditionally accredited credentials should be granted.

A camp may terminate its conditionally accredited status by submitting to the area camp assessment chair proof of completion of its corrective action plan. The area camp assessment chair will schedule a reassessment, if necessary, restore accredited status, restore accredited status with the same or reduced recognition status, or deny the request.

### **Denial of Accreditation**

A camp may be denied accreditation if:

1. Any applicable standard, term or commitment of its Authorization to Operate on its score sheet, or the conditions of any variance or waiver is scored “noncompliant” and
2. Either the camp is already conditionally accredited or the camp poses an imminent danger to life or health, and this danger cannot be eliminated by closing parts of the camp or program.

If the camp assessment team believes that denial of accreditation may be appropriate, it must consult immediately with area leadership. Area leadership will work with council leadership to develop a corrective action plan to restore either conditionally accredited or fully accredited status.

A camp that is denied accreditation is not required to close during its current season, unless there is imminent danger to life or health, but it may not reopen the following season using the name, trademarks, or trade dress of the Boy Scouts of America without approval from the area and region.

Any denial of accreditation is subject to automatic review by the regional camp accreditation committee.

#### **Request for Review of Authorization**

If a camp assessment team determines that there are pervasive problems at a camp that draw into question whether its program delivers the promise of Scouting or may injure the Scouting brand—whether or not the camp meets the criteria for accreditation or conditional accreditation—the camp assessment team shall document those findings in the narrative assessment and request that the region review the authorization. **A camp assessment team is not authorized to issue a conditional accreditation or denial of accreditation unless the conditions outlined in the section on “The Accreditation Decision” are met.**

# REOPENING AND REVOCATION OF ACCREDITATION OR AUTHORIZATION

## REVOCATION OF ACCREDITATION

A camp that has been conditionally accredited and fails to comply with the terms of the conditional accreditation may have its accreditation status revoked at any time by the area president, area director, and area vice president of outdoor adventure or by the regional camp accreditation committee. The area or region will provide written notice of such revocation.

A camp that has been conditionally accredited for three years in a row, regardless of the reason, may have its accreditation status revoked at any time by the area president, area director, and area vice president of outdoor adventure or by the regional camp accreditation committee. The area or region will provide written notice of such revocation.

Appeal of any such revocation shall be to the regional camp accreditation committee.

Accreditation is automatically lost if the council loses its charter as a local council of the Boy Scouts of America. Automatic loss of accreditation in this circumstance is not appealable under NCAP.

## REOPENING OR REVOCATION OF THE AUTHORIZATION TO OPERATE

Conditional accreditation of a camp may require reopening of the Authorization to Operate to incorporate additional terms and conditions that the camp must meet to restore full accredited status. Revocation of accreditation of a camp will require reopening of the Authorization to Operate to eliminate the authorization for the camp. Revocation of any camp accreditation will trigger reopening of the entire Authorization to Operate and may result in additional conditions or potential revocation of the Authorization to Operate.

Reopening or revocation of an Authorization to Operate may be initiated at any time by the area camp assessment chair, area president, or area director or by the regional camp accreditation committee.

Any such reopening or revocation will occur only after notice and an opportunity to respond by the local council and will be decided by a panel of the regional camp accreditation committee.

# APPEALS PROCEDURE

***Informal resolution of a camp assessment disagreement.*** If a council disagrees with the decision of the camp assessment team, it should contact the area camp assessment chair for informal resolution. If informal resolution is not successful, an appeal should be filed.

***Appeal of a camp assessment team accreditation decision.*** An appeal of a camp assessment team accreditation decision must be filed in writing with the area director within two weeks of the camp assessment and should set forth the basis for the council's argument for why the findings of the camp assessment team should be set aside or its accreditation decision changed. The appeal will be decided by the area president, area director, and area vice president of outdoor adventure after consultation with the area camp assessment chair, or, at the area's discretion, the appeal may be referred to the regional camp accreditation committee. The area or region, as appropriate, will determine whether any additional conference or submittals are needed and will communicate its decision to the council and the area camp assessment chair.

***Appeal of an area accreditation decision to the region.*** If the area president, area director, and area vice president of outdoor adventure uphold the action of a camp assessment team to conditionally accredit, or if the area determines to revoke an accreditation, this action may be appealed to the regional camp accreditation committee. The appeal must be filed in writing with the area director within two weeks of the decision of the area and should set forth the basis for the council's argument for why the decision of the area should be set aside or its accreditation decision changed.

***Appeal of an accreditation decision referred to the region.*** If a panel of the regional camp accreditation committee upholds a camp assessment team action conditionally accrediting a camp upon referral from the area, or if a panel of the regional camp accreditation committee reopens, conditions, or revokes an Authorization to Operate, this action may be appealed to the regional camp accreditation committee. An appeal to the regional camp accreditation committee must be filed in writing with the area director within two weeks of the initial decision and should set forth the basis for the council's argument for why the findings of the region should be set aside or its accreditation decision changed. The appeals will be heard by a different panel of the regional camp accreditation committee.

***Discretionary review of the decision of the regional camp accreditation committee.***

The decision of the regional camp accreditation committee is final unless a discretionary review by the regional board is allowed by the region director or region president. There is no appeal from the decision of the regional board.

# NATIONAL CAMP STANDARDS AND RECOMMENDED PRACTICES

The national camp standards consist of two parts: the standards, which are mandatory for any covered facility or activity; and the recommended practices, which are best practices that all camps are encouraged to follow. Camps will need to meet a certain number of recommended practices to attain Silver or Gold Recognition.

Standards are designated by a two-letter code indicating the type of standard:

PD = Program Design; PS = Program Substantive; PT = Trek Camp; SQ = Staff Qualification and Training; HS = Health and Safety; FS = Commissary and Food Service; FA = Facilities; and AO = Administration and Operational Management. Recommended practices are designated RP and are included at the end of the standards category to which they apply.

The national camp standards and recommended practices are organized in the following manner to assist with review and interpretation:

**Title.** A brief descriptive title for the standard or recommended practice, used for reference.

**Revised date.** The date the standard or recommended practice becomes effective; assures that the most current standard or recommended practice is being used.

**Applies to.** This section describes which camp properties and camps are subject to the standard or recommended practice. A standard that applies to a camp property also applies to all camps and/or COPE or climbing courses located on the camp property.

**Standard or Recommended Practice.** This section sets forth the standard or recommended practice in declarative form.

**Specified Requirements of the Standard.** This section provides more detailed requirements for what the standard requires. Both the standard and the specific requirements of the standard must be met to satisfy a standard unless the camp has a variance or waiver from a standard.

**Interpretation.** This section, when present, provides additional interpretative assistance to councils and camp assessment teams in applying the standard or recommended practice to real-world situations.

**Verification.** This section describes the steps that the council should take, and the camp assessment team review, to demonstrate compliance with the standard or recommended practice.



**STANDARD:**

The camp practices, teaches, and demonstrates BSA outdoor ethics.

**INTERPRETATION:**

The camp program incorporates elements of the BSA outdoor ethics program (e.g., the Outdoor Code, principles of Leave No Trace) into camp activities or programs. BSA outdoor ethics, including the Outdoor Code, principles of Leave No Trace, or Tread Lightly!, could be included in a first-year camper program or camp craft skills or a separate program, such as offering BSA Leave No Trace 101. Alternatively, including an outdoor ethics theme in a camp activity would also meet the standard.

**VERIFICATION:**

- Director/staff description of procedures in practice
- Evidence of Outdoor Code and principles of Leave No Trace in practice (e.g., absence of litter, minimization of erosion, reducing visible impact where reasonable, and similar steps)

**Applies to:**

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing



# PROGRAM ACCESSIBILITY FOR PERSONS WITH SPECIAL NEEDS

(Revised January 1, 2014)

## STANDARD:

The council has a plan for making the camp's programs accessible to Scouts, leaders, and visitors with special needs to the extent feasible.

### Specific Requirements of the Standard:

- A. To the extent practical and safe, Scouts with special needs are included in camp programs. An individual familiar with the conditions and abilities of participants is available to assist.
- B. For new construction, sleeping areas, dining areas, toilets, bathrooms, and program facilities should be designed to be available to Scouts and leaders with special needs to the extent practicable. For existing facilities, the council has a plan for making the camp's campsites and other physical facilities accessible to Scouts and leaders with special needs to the extent reasonably feasible.

## INTERPRETATION:

Specific Requirement A means that the program of the camp is made available to Scouts with special needs whenever possible. If access is difficult, the camp should evaluate whether the program can be offered to the Scout in a different location or way. The camp should ensure that an individual familiar with the conditions and abilities of a participant with special needs is available to assist when needed. This individual can be a professional caregiver, a family member, or an individual designated by the participant's parent or legal guardian who is familiar with the condition of the participant.

## VERIFICATION:

- Discussion of how the camp makes its programs available to persons with special needs

## Applies to:

Camp  
properties

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing



**STANDARD:**

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

**SPECIFIC REQUIREMENTS OF THE STANDARD:****A. Program Equipment**


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

**Applies to:**


Day  
camp



Family  
camp



Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp



COPE/  
Climbing

# COPE AND/OR CLIMBING PROGRAMS

PS-206

(Revised January 1, 2014)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

- B. Participant Requirements. Participation in COPE and climbing activities shall comply with the Age-Appropriate Guidelines for Scouting Activities available in the *Guide to Safe Scouting*. Additionally, program staff shall ensure that all participants have adequate maturity to participate in the activities.
- C. Program Operation
1. All COPE and climbing staff use written procedures for:
    - Opening and closing the program site
    - Conducting a site and safety orientation before the program activity
    - Safety during program operation
    - Equipment use
    - Disabling or limiting access to program sites
  2. No participant is ever coerced or pressured into attempting an activity. A participant may be encouraged to take the next small step, but the final choice of participation and performance is left entirely up to the individual.
  3. The technique of spotting is explained, demonstrated, and practiced before any activity requiring that skill.
  4. Prior to any activity using life safety systems, participants are trained in:
    - Proper belaying technique
    - Belay transfers
    - Signal use
    - Equipment use
  5. The Level II instructor or director determines if a participant's safety might be compromised by course conditions, staffing, weather or any other factor, and is empowered to open and close the COPE or climbing program. Staff members are trained to monitor environmental conditions and their effect on participants during challenge activities. Alternative weather-appropriate activities should be available.
  6. All participants are top-roped when climbing. When transferring from one belay system to another, a consistent process is used to ensure that the new belay attachment is secure before the old system is disconnected. All rappelling participants use an acceptable rappel belay method.

7. Only trained COPE and climbing staff climbs using lobster claws or similar tether systems to self-belay above the anchor, such as during a staple climb. Load-limiting or fall-arresting devices shall be used in these situations.
  8. Measures are in place to provide for the safety of everyone at the program site, including observers. Everyone must be belayed or anchored when within 8 feet of an edge where a fall of more than 6 feet could occur.
  9. A consistent process is used by all COPE and climbing staff to ensure that clothing, head protection, environment, connections, and knots are double-checked in any belayed events for staff members and participants. This requirement must also be followed by staff at all times, including setup and takedown of life safety systems.
  10. Written incident resolution plans identifying likely emergencies, including rescues, and procedures for resolving them are reviewed with COPE and climbing staff members and rehearsed annually. Plans must address emergency access (see Standard AO-805).
  11. At least one person at the program site must have a valid certificate of training in first aid and CPR, and be physically present whenever the program is in operation. If the program site is more than 30 minutes away from an emergency vehicle-accessible roadway, then a person trained to a minimum level of wilderness first aid must be present on the program site.
  12. Rescue equipment and medical supplies appropriate for likely incidents must be on-site and accessible when the program is in operation, and at least one person must be trained in the use of all supplies.
- D. Temporary Anchor Systems
1. All temporary anchor systems must be fail-proof or backed up and the load equalized. Anchors are placed to provide the most effective protection for both the climber and the belayer.
  2. Trees used as anchor points in an anchor system must be well-rooted, healthy, at least 6 inches in diameter at the point of attachment, and protected from damage.

**Applies to:**Day  
campFamily  
campResident  
campTrek  
campSpecialty-  
adventure  
campHigh-  
adventure  
campCOPE/  
Climbing

# COPE AND/OR CLIMBING PROGRAMS

PS-206

(Revised January 1, 2014)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

## INTERPRETATION:

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

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

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

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

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

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



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

### VERIFICATION:

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

### Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing



# SCOUTCRAFT, WOODCRAFT, AND OUTDOOR SKILLS PROGRAM

(Revised January 1, 2014)

## STANDARD:

If offered, Scoutcraft, woodcraft, and outdoor skills activities are led by qualified staff, meet appropriate safety standards, use maintained equipment, and provide opportunities for learning, growth, and advancement.

### Specific Requirements of the Standard:

- A. Equipment used for this program area must be in serviceable condition and is checked to avoid potential injury.
- B. Appropriate safety equipment, skills training, and supervision are provided in the programs where risk must be managed.
- C. Pioneering projects where participants are elevated more than 6 feet above the ground are permitted only after review by the council enterprise risk management committee.

## INTERPRETATION:

Scoutcraft, woodcraft, and outdoor skills activities include camping, outdoor cooking, wilderness survival, pioneering, and other Scoutcraft opportunities.

Prepared/trained staff will offer specific outdoor learning skills as selected by the program leadership.

Scout camp structures such as monkey bridges, obstacle courses, and pioneering towers are expected to meet safety standards in equipment and supervision comparable to COPE but are not subject to COPE standards, do not require COPE inspection, and do not require an on-site COPE Level II instructor.

## VERIFICATION:

- Observation of procedures in practice
- If a project has participants elevated more than 6 feet above the ground, evidence of council enterprise risk management approval. This approval may be part of the general program design review in Standard PD-112.

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp



**STANDARD:**

If a tot lot is offered for children and dependents of camp staff (including volunteer staff) at no additional fee, then adult supervision and guidance are provided by two-deep leadership. Preschool-age children in the tot lot are covered by accident/sickness insurance.

**Specific Requirements of the Standard:**

- A. The tot lot supervisor is at least 21 years of age.
- B. The assistant tot lot supervisor is at least 18 years of age.
- C. The tot lot supervisor and the assistant tot lot supervisor are qualified to oversee dependent youth and have taken Camp Staff Youth Protection Training, No. 430-149; and the staff training described in SQ-402 General Camp Staff Training).

**INTERPRETATION:**

Councils should verify whether state day-care licensing requirements apply.

Camp Staff Youth Protection Training, No. 430-139, is available online at <http://www.scouting.org/NCAP>.

**VERIFICATION:**


- Review of staff ages, training, and certifications

**Applies to:**A dark gray circle with a thin white border. Inside, the words "Day camp" are written in white, with "Day" on the top line and "camp" on the bottom line.

Day  
camp

A dark gray circle with a thin white border. Inside, the words "Family camp" are written in white, with "Family" on the top line and "camp" on the bottom line.

Family  
camp

A dark gray circle with a thin white border. Inside, the words "Resident camp" are written in white, with "Resident" on the top line and "camp" on the bottom line.

Resident  
camp




**RECOMMENDED PRACTICE:**

The CHECK program is utilized.

**INTERPRETATION:**

CHECK materials are available from BSA National Supply as follows:

- COPE/climbing safety CHECK poster, No. 616833
- CHECK helmet sticker, No. 616234
- COPE/climbing safety CHECK hangtag, No. 616832

**Applies to:**A dark gray circle with a thin white border containing the text "Resident camp" in white.

Resident  
camp

A dark gray circle with a thin white border containing the text "Trek camp" in white.

Trek  
camp

A dark gray circle with a thin white border containing the text "COPE/Climbing" in white.

COPE/  
Climbing





# STAFF QUALIFICATION AND TRAINING STANDARDS

(Revised January 1, 2014)

## STANDARD:

- A. All camp *staff* are registered members of the Boy Scouts of America. All other camp *personnel* either are registered members of the Boy Scouts of America or meet alternative criteria pursuant to Standard PD-109.
- B. Resident camp employees must be 15 years of age or older, except lifeguards for swimming activities other than in swimming pools must be 16 years of age. Trek, specialty-adventure, and high-adventure camp employees must be 16 years of age or older. Resident camp counselors-in-training (CITs) and day camp staff must be 14 years of age or older.
- C. The camp complies with all federal and state child labor laws. (Federal child labor laws set a limit of eight hours per day that a paid worker 15 years of age or younger may work. Minors (14 or 15 years of age) cannot perform hazardous duty, such as working on or operating a motor vehicle and maintenance and operation of power-driven equipment.)
- D. All camp personnel—employees and CITs—complete a camp staff application and receive a letter of agreement along with a written position description and camp staff manual prior to starting work.
- E. If present, international camp staff members must be 18 years of age or older, have been processed and approved by the BSA International Department, and may not hold any camp staff position for which National Camping School training is mandatory. International youth visitors/guests or volunteers may not serve on camp staff.
- F. The complete, approved uniform is worn by camp staff during formal ceremonies such as campfires, evening meals, retreats, etc., as determined by the council. A staff shirt with uniform shorts/pants may be approved informal staff attire.
- G. The camp has a staff organization chart and a policy specifying minimum staff requirements.

## Applies to:

Day  
campFamily  
campResident  
campTrek  
campSpecialty-  
adventure  
campHigh-  
adventure  
campCOPE/  
Climbing

## INTERPRETATION:

- *Camp staff* includes all personnel, paid or volunteer, retained by the council or camp management, who interact with camp participants. Camp staff includes employees, CITs, and continuing volunteers (e.g., camp commissioners, volunteers asked by the camp management to assist program on an ongoing basis).

# STAFF QUALIFICATION AND TRAINING STANDARDS

(Revised January 1, 2014)

SQ-401

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

- *Camp personnel* includes all other personnel, retained by the council or camp management or by contractors working at the camp, who do not typically interact with camp participants as part of their assigned duties. Examples might include kitchen staff, commissary or warehouse staff, or ranger staff without program responsibilities.
- Camp staff and camp personnel do not include (1) third parties who come on-site to offer a program to camp participants, are accompanied by camp staff while present, and do not remain on-site overnight; and (2) parents and volunteers in day camps and family camps who assist in program while staff are present and provide supervision. In any camp, an unsupervised volunteer must meet the requirements for camp staff.
- Day camp den chiefs may be under the age of 14 only if they are serving as a den chief for the same Cub Scout/Webelos den they serve in the local pack.
- Boy Scouts under the age of 14 may volunteer to help at day camp if under the direct supervision of a parent, guardian, or Boy Scout troop leader. However, they are not considered staff members.
- The camp staff manual should include such items as the staff organization chart, position descriptions, purpose and philosophy of camp, policies and regulations, unacceptable behavior, dress code, and other stipulations of the council.
- Formal and informal staff uniform requirements are consistent for all staff in camp, depending on duties. Trek camp staff wears the trek uniform prescribed by the camp while on trek. Theme-based costumes are an acceptable substitute for themed-camp programs. Consistent with the methods of Scouting, the official BSA uniform is used where appropriate as determined by the council.
- The staff organization chart should clearly define the chain of command. The camp has a policy specifying which key staff members cannot be out of camp at the same time. The camp has a policy specifying the minimum number of staff members who must be present in camp at all times.

## VERIFICATION:

- Sample staff application and letter of agreement. Copies of position descriptions and camp staff manual (may be submitted with declaration).
- Camp staff organization chart indicating chain of command. Policy regarding key staff in camp requirements and minimum number of staff required in camp at all times (may be submitted with declaration).
- Observation—uniform, staff manual, signed agreements.

**STANDARD:**

**Camp staff and camp personnel have received training commensurate with their responsibilities in accordance with a written training plan approved by the appropriate council committees.**


**Specific Requirements of the Standard:**

- A. The camp has a written training plan approved by the appropriate council committees that sets forth the training requirements and general syllabus for each staff position or group of positions. Training includes training in the plans and procedures required under Standards AO-804 Camper Security and AO-805 Emergency Procedures.
- B. For all camps, the training plan includes the required presentation Camp Staff Youth Protection Training, No. 430-149. A roster of participants and those completing Youth Protection training is forwarded to the council office at the completion of training.
- C. For day camps and family camps, the training plan provides, and the camp director and program director (day and family camps) and area leads (day camps) received, eight hours of training prior to the start of the camp's program. Other staff received appropriate training as set forth in the training plan approved by the appropriate council committee.
  1. The training plan includes the National Camping School Camp Security and Stress Management sessions.
  2. For Cub Scout day camps, training should follow the agendas in the *Day Camp Administration Guide*, No. 430-338, and/or the *Cub Scout Day Camp Staff Training Guide*, No. 13-166.
- D. For resident camps and trek camps, the training plan provides and the staff received a minimum of 28 hours of staff training. This training must be over and above any physical setup of camp, e.g., tents for campsites, cleaning of buildings, etc. Training sessions for the development of outdoor skills, leadership, teaching, and other position-related skills are included in the written staff training plan.
  1. The training is supervised by key personnel trained at a National Camping School.

**Applies to:**


 Day  
camp


 Family  
camp


 Resident  
camp


 Trek  
camp


 Specialty-  
adventure  
camp


 High-  
adventure  
camp

# GENERAL CAMP STAFF TRAINING

SQ-402

(Revised January 1, 2014)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

2. A minimum of 10 more hours of staff training is required for each additional type of resident camp. A written outline that is program-specific (Cub Scout, Boy Scout, or Venturing) is used and conducted by key camp personnel and/or council personnel. If the same staff that was used for a Cub Scout or Boy Scout resident camp is used for the Venturing camp, staff must be briefed as to the methods and practices of Venturing, how Venturing relates to Cub Scouts and Boy Scouts, gender-related issues, and the Venturing awards program.

- E. Staff first-aid training. At least 50 percent of staff must be currently certified in American Red Cross CPR/AED or approved equivalent. At least 50 percent of staff must be currently certified in American Red Cross Standard First Aid or approved equivalent. The total ratio of trained staff (or volunteers) to campers must not be less than 1:40 effective 2014 and 1:25 effective 2017.
- F. All staff complete Weather Hazard training (valid for two years). Proof of training is required for staff completing the course in advance. Training is available at <http://www.scouting.org> and <http://www.myscouting.org>.
- G. For *all* camps, the training plan communicates that all employees must go online and take Unlawful Harassment Prevention training. A roster of participants who have completed the online training is maintained at the council office. Prior to, or upon arrival at camp, each employee must provide a copy of the certificate showing his or her successful completion of the training.

## INTERPRETATION:

For purposes of Requirement E, staff required to have CPR and first-aid training excludes volunteers, CITs, den chiefs, and similar individuals. In cases of doubt, the council should request clarification of training requirements in its Application for Authorization.

Camp Staff Youth Protection Training, No. 430-139, is available online at <http://www.scouting.org/NCAP>.

## VERIFICATION:

- Review of training received through interviews and questions of staff
- Review of completed training rosters

**STANDARD:**

**Camp managers meet current BSA qualification criteria.**

**Specific Requirements of the Standard:**


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

**Applies to:**


Day  
camp



Family  
camp




Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp

# CAMP MANAGEMENT

SQ-403

(Revised January 1, 2014)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

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

## INTERPRETATION:

The director of a subcamp in a multiple-camp facility possesses a valid certificate of training from the current Resident Camp Administration section of either the former Resident Camp Management or Program sections of National Camping School.

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

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

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

## VERIFICATION:

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



**STANDARD:**

Medical care is under the direction of the council health supervisor, who is a currently licensed physician practicing medicine in the state in which the camp is located. The camp health officer is at least 18 years of age, lives on-site, is on property and on call at all times, and holds qualifications appropriate for the nature of the camp and its proximity to emergency medical care.


**Specific Requirements of the Standard:**

- A. When access to an emergency medical system (EMS) is 10 minutes or less, American Red Cross Standard First Aid and CPR/AED for Professional Rescuers and Health Care Providers, or equivalents, is required.
- B. When access to EMS is greater than 10 minutes, the camp health officer must be one of the following:
  - a. Licensed physician
  - b. Licensed nurse practitioner
  - c. Nurse (RN, LPN, or LVN). Nurse's aides, Certified Nursing Assistants (CNAs), and assistants do not qualify.
  - d. Licensed physician assistants
  - e. Paramedic
  - f. Emergency medical technician (basic, intermediate, or paramedic)
  - g. Emergency medical responder (i.e., current state license from the state in which the camp is located or current Nationally Certified First Responder listed on the National Registry of Emergency Medical Technicians ([www.nremt.org](http://www.nremt.org)) or, until 2017, eligible for certification on the National Registry.
- C. When access to emergency medical services (EMS) is greater than 60 minutes, the camp health officer must additionally have a current certification in American Red Cross Wilderness and Remote First Aid or equivalent.
- D. The camp health officer has completed the one-time self-study Camp Health Officer's Training Course (available at <http://www.scouting.org/training/adult.aspx>) or has completed National Camping School Camp Health Officer Training.


**Applies to:**


 Day  
camp


 Family  
camp


 Resident  
camp


 Trek  
camp


 Specialty-  
adventure  
camp


 High-  
adventure  
camp

# CAMP HEALTH OFFICER

SQ-405

(Revised January 1, 2014)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

## INTERPRETATION:

EMS service includes both Basic Life Support (BLS) and Advanced Life Support (ALS) services.

An emergency medical responder is an individual who either has a current license as an emergency medical responder from the state in which the camp is located or is currently a Nationally Certified First Responder listed on the National Registry of Emergency Medical Technicians ([www.nremt.org](http://www.nremt.org)) or, until January 1, 2017, an individual who is eligible for listing in the National Registry of Emergency Medical Technicians by having (1) completed a state-approved Emergency Medical Responder course or equivalent current work experience as set forth by NREMT; (2) current CPR for health care providers with demonstrated competence; and (3) successful completion of a state-approved psychomotor exam.

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

When the camp health officer is unavailable, another adult at least 18 years of age with a current and appropriate level of first-aid training (see standard above) is available, or emergency coverage is available within 10 minutes, as provided in the standard.

National Camping School Camp Health Officer Training is no longer offered, and all cards will expire no later than the start of 2016.

## VERIFICATION:

- Documentation of age
- Description of camp program and camp health officer qualification requirements
- Statement from EMS provider as to response time or Google maps or Mapquest printout showing response time to nearest EMS
- Relevant certificates on file

All may be submitted with the declaration.



**STANDARD:**


The archery range must be supervised by trained and qualified persons at least 18 years of age. A National Camping School-trained shooting sports director or USA Archery/National Field Archery Association instructor must train the archery range master and issue a training course pocket certificate. The certificate must be renewed every two years.

**INTERPRETATION:**

Camp shooting sports positions and qualifications are outlined in the *BSA National Shooting Sports Manual*, No. 30931, and *Camp Program and Property Management*, No. 20-920B, Section VI.

**VERIFICATION:**

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

**Applies to:**A dark gray circle with a light gray border containing the text "Day camp".A dark gray circle with a light gray border containing the text "Family camp".A dark gray circle with a light gray border containing the text "Resident camp".A dark gray circle with a light gray border containing the text "Trek camp".A dark gray circle with a light gray border containing the text "Specialty-adventure camp".A dark gray circle with a light gray border containing the text "High-adventure camp".



**STANDARD:**


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

**Applies to:**


Day  
camp



Family  
camp




Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp



COPE/  
Climbing

**SPECIFIC REQUIREMENTS OF THE STANDARD:**

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

# COPE AND/OR CLIMBING STAFF

SQ-409

(Revised January 1, 2014)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

3. Region COPE/climbing chair, regional camp assessment coordinator, or area camp assessment chair calls for a reevaluation

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

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

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

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

**COPE and Climbing Program Staff Member Qualifications and Training**

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

## Applies to:

Day  
campFamily  
campResident  
campTrek  
campSpecialty-  
adventure  
campHigh-  
adventure  
campCOPE/  
Climbing

## COPE and Climbing Program Staff Member Qualifications and Training

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

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

## COPE and Climbing Program Staffing and Participant Requirements

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

# COPE AND/OR CLIMBING STAFF

SQ-409

(Revised January 1, 2014)

## Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

### COPE and Climbing Program Staffing and Participant Requirements

No.	Program	Minimum Program Supervision Requirements	Qualified Staff	Min. Staff	Ratio
3	Artificial vertical climbing structure	COPE Level II instructor or COPE director or climbing Level II instructor or climbing director or artificial vertical climbing structure	Level II instructor Artificial vertical climbing structure instructor, COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	6:1
4	Natural rock climbing	Level II instructor or climbing director	Climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	6:1
5	Bouldering	Bouldering facilitator or COPE Level I instructor or climbing Level I instructor	COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	1	Determined by council policy
6	Portable climbing wall	Portable climbing wall facilitator or COPE Level II instructor or climbing Level II instructor	COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	Determined by council policy

### INTERPRETATION:

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

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

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

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

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

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

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

### VERIFICATION:

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

### Applies to:

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing





**STANDARD:**


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

**Applies to:**


Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp

**Specific Requirements of the Standard:**

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

**INTERPRETATION:**

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

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

**VERIFICATION:**

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



# SPECIALTY-ADVENTURE AND HIGH-ADVENTURE STAFF

(Revised January 1, 2014)

## STANDARD:

All specialty-adventure and high-adventure program leaders and staff must have appropriate age, experience, and training to safely operate a quality program.

## Applies to:

Specialty-  
adventure  
camp

High-  
adventure  
camp

## Specific Requirements of the Standard:

- A. The staff member responsible for day-to-day operation of a specialty-adventure or high-adventure program must be at least 21 years of age, hold a current certificate of training from the Trek Leader section of National Camping School or equivalent training approved in the authorization, and have evidence of training in the specialty-adventure or high-adventure program activity consistent with that approved in the authorization for the program.
- B. Staff members leading specialty-adventure or high-adventure activities have evidence of training in their area of responsibility consistent with that approved in the authorization for the program.

## INTERPRETATION:

- The staff member responsible for managing the program (e.g., the trek leader in a trek program or a department manager in a resident camp program) must be 21 years of age. The application for a specialty-adventure or high-adventure program must address how equivalent training will be provided or ensured if the trek leader training is not used. In addition, the Application for Authorization should address specific training for competency in the specialty-adventure or high-adventure program activity or activities. **The authorization will include minimum training requirements.**
- Staff members leading specialty-adventure programs have evidence of training in the area of responsibility. Training must be set forth in the application and will be approved in the authorization. The following training is generally acceptable:

Adventure	Training Resources
Backpacking	Philmont Scout Ranch ranger training, college-accredited course, or the equivalent
Boardsailing	BSA Aquatics Instructor, U.S. Sailing Boardsailing instructor, local dealer using BSA boardsailing guidelines
Bicycle motocross, touring, mountain biking	Bike shop using Bike Safe BSA guidelines or college-accredited course
Black powder	Shooting sports director or NRA Instructor, Muzzle Loading Rifle or Shotgun or Pistol

# SPECIALTY-ADVENTURE AND HIGH-ADVENTURE STAFF

SQ-411

(Revised January 1, 2014)

## Applies to:

Specialty-  
adventure  
camp

High-  
adventure  
camp

Canoeing	Aquatics Supervision: Paddle Craft Safety or American Canoe Association training
Caving	National Speleological Society local caving grotto
Cross-country skiing, snowshoeing	BSA OKPIK or KANIK, or college-accredited course
Mountaineering	National Outdoor Leadership School, Wilderness Education Association, Outward Bound, American Mountain Guide Association
Rock climbing/rappelling	BSA climbing director or BSA climbing Level II instructor who is at least 21 years of age
Sailing	BSA Aquatics Instructor, U.S. Sailing Instructor, American Sailing Association Instructor, or college accredited course
Snorkeling	BSA Aquatics Instructor; Scuba Instructor as required under PS-203 for scuba; complete the requirements for BSA Snorkeling, No. 19-176B.
Snow and ice climbing	National Outdoor Leadership School, Wilderness Education Association, Outward Bound
Snowmobiling	Local snowmobiling dealer
Swimming	BSA Aquatics Instructor; BSA Lifeguard or equivalent
Trail horse riding	Philmont horsemanship training, Certified Horsemanship Association, American Association for Horsemanship Safety, or experienced (at least one year) instructor using BSA standards
Whitewater canoeing/kayaking	American Canoe Association or American Whitewater Association training
Winter camping	Has completed BSA OKPIK or KANIK staff training

## VERIFICATION:


- A specialty-adventure or high-adventure camp including a COPE and/or climbing course must also meet the requirements for COPE and/or climbing courses in Standards PS-206 and SQ-409.
- Documentation of age
- Description of training/certifications held by staff leading specialty-adventure or high-adventure programs
- Authorization approval for specialty-adventure or high-adventure training
- Relevant certificates on file (may be submitted with declaration)
- Observation of program implementation during visitation

**RECOMMENDED PRACTICE:**

A full- or part-time chaplaincy service is provided by a person who is recognized as a qualified clergyman or seminarian by his or her own religious body and who is 21 years of age or older. Chaplains either participated in the Chaplain section of National Camping School or have prior camp chaplain experience.

**VERIFICATION:**

- Demonstration of qualification or National Camping School card (may be provided with declaration) or explication of prior camp chaplain experience

**Applies to:**A dark gray circle with a thin white border. Inside, the text "Resident camp" is written in white, with "Resident" on the top line and "camp" on the bottom line.


Resident  
camp

A dark gray circle with a thin white border. Inside, the text "Trek camp" is written in white, with "Trek" on the top line and "camp" on the bottom line.

Trek  
camp

A dark gray circle with a thin white border. Inside, the text "Specialty-adventure camp" is written in white, with "Specialty-" on the top line, "adventure" on the second line, and "camp" on the third line.

Specialty-  
adventure  
camp

A dark gray circle with a thin white border. Inside, the text "High-adventure camp" is written in white, with "High-" on the top line, "adventure" on the second line, and "camp" on the third line.

High-  
adventure  
camp



**RECOMMENDED PRACTICE:**

The council operates a COPE and/or climbing committee or task force that is led by a trained COPE and climbing program manager.

**VERIFICATION:**

Current National Camping School card for COPE and climbing program manager.

**Applies to:**

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing





**STANDARD:**

The camp supplies or ensures that adequate first-aid kits are available.

**Specific Requirements of the Standard:**

- A. *Day camp, family camp, resident camp, specialty-adventure camp (resident camp election), and COPE/climbing course.* The camp supplies first-aid kits to all on-site program areas. All first-aid kits provided by the camp have adequate supplies and equipment. All camp first-aid kits are kept in easily identifiable, accessible containers and locations.
- B. *Trek camp, specialty-adventure camp (trek election), and high-adventure camp.* The camp supplies first-aid kits or requires them to be provided for all off-site travel or treks. Every crew or other traveling group carries a prescribed first-aid kit. All first-aid kits provided by the camp have adequate supplies and equipment.

**INTERPRETATION:**

Supplies and equipment included in council-supplied first-aid kits should be reviewed and approved by the council's health supervisor in consultation with the enterprise risk management committee. Checking of first-aid kits should be supervised by the camp health officer.

The supplies and equipment included in the first-aid kit must be inventoried and checked/restocked periodically. "Use by" dates should be checked. All first-aid kits must include means for protection from contact with bloodborne pathogens.

It is recommended that first-aid kits in camp program areas, vehicles, etc., be marked with a large red cross or otherwise marked for easy identification.


For offsite treks, the supplies in the first-aid kit should be geared to the type of injury or illness most likely to occur on the trek, as documented in the risk assessment performed as part of Standard AO-805 Emergency Procedures. For basic first-aid kit contents, see *Passport to High Adventure*, No. 34245.

**VERIFICATION:**

- Director/staff description of procedures in practice
- Observation of procedures in practice

**Applies to:**


Day  
camp




Resident  
camp



Trek  
camp



Specialty-  
adventure  
camp



High-  
adventure  
camp



COPE/  
Climbing



# CAMP FACILITY EVALUATION AND POSTCAMP/PRE CAMP INSPECTION

(Revised January 1, 2014)

## STANDARD:

The council conducts a postcamp/precamp review.

### Specific Requirements of the Standard:

- A. The council assembles a postcamp/precamp review team. The team visits the camp to:
  1. Assess the readiness to open for the next season and develop a work list that needs to be completed to open.
  2. Assess ongoing maintenance and establish a list of maintenance projects for the short and long term.
  3. Assess the health and safety of the facility and plan needed corrections.
  4. Assess the quality of the facility using the BSA Camp Facility Evaluation tool, if needed.
- B. Based upon this evaluation, a schedule is established to ensure that short-term corrective actions necessary for safe camp operation are addressed promptly. Additionally, at least at the beginning and end of each authorization period, the team assigns a grade to each facility and the overall camp using the Camp Facility Evaluation Tool. This scoring system is used by the council to develop both short-term corrective actions and long-term development plans for the camp property. The budget is reviewed for adequacy and recommendations prepared for action by the appropriate council committees.

## INTERPRETATION:

The postcamp/precamp inspection process should be completed before the Declaration of Readiness. For camp properties that serve solely as year-round camps, the review may be scheduled at the convenience of the council, so long as it is conducted annually. The inspection of a COPE/climbing course may be combined with the COPE/climbing course inspection required in Standard FA-715, Specific Requirements B through E, as appropriate.

## VERIFICATION:

- Council documentation of the process in the Declaration of Readiness

## Applies to:

Camp  
properties

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing



**STANDARD:**

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

**SPECIFIC REQUIREMENTS OF THE STANDARD:**

- A. Program sites on BSA property are located where access is controlled or monitored and warning signs are posted.
- B. The COPE course, climbing area (natural and/or constructed), bouldering walls, and portable climbing structures are properly inspected annually by members of the council.
- C. The COPE course and artificial climbing structures where the climber's feet can exceed 6 feet above the ground surface must have an annual professional inspection.
- D. Portable climbing walls are set up, operated, maintained, and inspected according to manufacturer's recommendations.
- E. Climbing bolts and hangers installed on BSA property must have written council approval and have been properly installed and inspected twice annually by a qualified person and be specifically designed for climbing purposes. Pitons are never used in BSA climbing.

**INTERPRETATION:**

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

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

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

**Applies to:**

Camp properties

Day camp

Family camp

Resident camp

Trek camp

Specialty-adventure camp

High-adventure camp

COPE/  
Climbing

# COPE AND CLIMBING FACILITIES

FA-715

(Effective January 1, 2014)

## Applies to:

Camp  
properties

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

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

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

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

## VERIFICATION:

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

**STANDARD:**

The camp has completed an assessment of risks to its participants and staff and uses written emergency procedures that address them.

**Specific Requirements of the Standard:**

The assessment and procedures include:

- A. Lost or missing persons
- B. Extreme weather conditions
- C. Fire
- D. Communicable diseases and infections
- E. Hazardous materials exposure
- F. Dangerous encounters with wildlife
- G. Natural and manmade hazards at the specific sites
- H. Equipment that, due to the use and risks presented, is limited to authorized personnel using specified safety procedures, as identified in a written risk assessment
- I. Additional items as noted in the written risk assessment

The camp will conduct training and appropriate practice for staff (and other participants when appropriate) on the procedures for items noted above. The camp has communicated its emergency needs to its responder agencies, such as hospital, fire, and law enforcement.

**INTERPRETATION:**

The written assessment should address the activities that the camp will offer and the risks to participants and staff from those activities and related environmental and other factors. Where the written assessment identifies a reasonable risk, the council will determine steps to reduce the risk to acceptable levels. These steps should be identified in writing and reduced to policies or procedures. The written assessment should identify which plans require communication to staff, participants, and/or visitors and how such communication will occur.

Plans should be easily accessible in the camp and council.

All incidents, accidents, and injuries that occur should be documented and a written action plan developed with the steps to be taken to reduce the potential for recurrence.

**Applies to:**

Camp  
properties

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

# EMERGENCY PROCEDURES

AO-805

(Revised January 1, 2014)

## Applies to:

Camp  
properties

Day  
camp

Family  
camp

Resident  
camp

Trek  
camp

Specialty-  
adventure  
camp

High-  
adventure  
camp

COPE/  
Climbing

Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) for hazardous materials must be immediately accessible. MSDS/SDS sheets should be available at the specific area where the material is used, and a composite set of MSDS/SDS sheets should be maintained at the camp office.

An appropriate emergency drill is held within 24 hours of each group's arrival at camp.

## VERIFICATION:

- Review of written agreements (may be submitted with declaration)
- Director/staff description of procedures in practice
- Observation of procedures in practice
- Incident and near-miss action plan (See also reporting requirements in AO-808.)