



# NATIONAL CAMP ACCREDITATION PROGRAM



## National Camp Standards



BOY SCOUTS  
OF AMERICA®





## **NATIONAL CAMP STANDARDS**



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# INTRODUCTION TO THE NATIONAL CAMP STANDARDS

## PURPOSE OF THE STANDARDS

The BSA national camp standards are established to:

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

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

## THE NATIONAL CAMP ACCREDITATION PROGRAM

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

In addition to the national camp standards, the NCAP involves three separate but interrelated cycles that both support the standards and ensure that camps meet continuous improvement goals: (1) the multiyear Authorization Cycle; (2) the continuous camp improvement program, which has multiyear and annual components; and (3) the annual Assessment and Accreditation Cycle.

### Multiyear Authorization Cycle

The multiyear Authorization cycle starts with the council submitting an application to the National Council for National Council–operated camp properties and camps or to the BSA region for local council–operated camp properties and 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 property and camp (or group of camps for day camps, family camps, or short-term camps), 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 councils will also submit a Camp Strategic Analysis Short Form. Based on the short form, the region may request that the council submit additional information 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 camp properties and camps meet the requirements for accreditation. The Authorization to Operate identifies additional commitments, if any, made by the council concerning the operation of its camp properties and camps. Specified terms and conditions of the Authorization to Operate are treated in the same



fashion as standards. Authorizations to Operate remain valid for 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.

As part of the continuous camp improvement program (discussed below), the council will submit a camp strategic improvement plan for its camps. The camp strategic improvement plan will be attached to the Authorization to Operate to record the council's plans. A council may amend the camp strategic improvement plan by submitting changes or alternatives to the regional camp accreditation committee. Camp strategic improvement plans are not terms or conditions of the Authorization to Operate, but are evidence of the council's commitment to continuous camp improvement.

In addition, the Authorization to Operate will include the terms of any variances issued to a camp property or camp. 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.

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.

If a council wishes to add a new camp property or a new long-term camp, or start a day camp, family camp, or short-term camp program when the council has not previously been authorized to conduct such a program, it must submit an application for authorization to the BSA region. If this occurs, the council should consult with the regional camp accreditation committee for guidance. A new application is not required to add sessions of an existing long-term camp, day camp, family camp, or short-term camp.

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

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

The continuous camp improvement program is a process during which the council, after consultation with affected stakeholders and camp staff, develops 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 identifies areas of strength that should be maintained and then outlines areas of improvement. The continuous camp improvement program should identify improvements across all facets of camp operation, including:

- Staff
- Program
- Program equipment
- Facilities
- Sustainability
- Marketing and communication
- Attendees and participation

The continuous camp improvement program has two components: a multiyear camp strategic improvement plan, and an annual camp improvement program. The camp strategic improvement

plan identifies one or more areas of improvement and one or more areas of strength that the council will address over the next four to seven years, which collectively should address at least five of the continuous camp improvement categories.

For each identified area, the camp strategic improvement plan sets forth improvement measures, an approximate time for initiation and completion, and how the camp will determine the success of its measures. This plan can be revised as needed by the council by submitting a letter to the regional camp accreditation committee. Councils are encouraged to review this plan as part of the application process and then again at the annual progress review (and may do so more frequently).

The annual camp improvement program identifies one or more areas of improvement and one or more areas of strength that the camp will address during the year or camping season, which collectively address at least four of the continuous camp improvement categories. Some of the measures may come from the camp strategic improvement plan, while others may come from camp staff reports, postcamp and precamp inspections, or customer surveys. These programs are intended to be living documents used by the camp staff. Like the camp strategic improvement plan, they should include definite goals, metrics, and success criteria to help the camp evaluate progress toward improvement.

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 to be completed by November 30 the year prior to operation for long-term camps and at least three months prior to the event for day camps and family camps. It is the application for approval for the camp to operate on behalf of the council. Long-term camps are approved by the area director, and the Intents to Operate for properties, day camps, and family camps are approved by the council's Scout executive. The long-term Intent to Operate is used by the area or the council leadership to facilitate the scheduling of the assessments of the camps and properties.

### **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.

### **3. Declaration of Readiness**

The Declaration of Readiness is due to the assessment team leader by May 15. The declaration is a statement by the council that the camp property or 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. Councils will also include in their Declaration of Readiness their

prior-year annual camp improvement program goals, metrics, success criteria, whether the camp achieved the goals, and if not, the lessons learned. The Declaration of Readiness will also present the initial annual camp improvement program goals, metrics, and success criteria for the current year, which collectively address at least four of the continuous camp improvement categories.

#### **4. Assessment and Accreditation**

Each year, the area camp assessment team (for long-term camps and COPE/climbing courses and associated camp properties) or the council self-assessment team (for day camps, family camps, and camp properties) will visit the camp property or camp to assess whether it qualifies for accreditation. If the camp assessment team finds that the camp property or camp complies with the standards and Authorization to Operate and is appropriately implementing the continuous camp improvement program, it will confirm the camp property's or 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.

#### **5. Annual Report**

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

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

# 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 ([www.scouting.org/NCAP](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 council seeking a waiver must demonstrate that it will achieve substantial compliance with the intent of the standard for which the waiver is sought. 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. All waivers will be scored as deviations unless the waiver specifies otherwise. 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 ([www.scouting.org/NCAP](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.

**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.

**Upgraded from noncompliant.** A standard, initially scored as noncompliant, is corrected by the camp prior to the departure of the assessment team to the assessment team's satisfaction. If the deficiency cannot be corrected prior to departure, but the camp has a corrective action plan approved by the area director and area camp assessment chair, this score may also be used. The score sheet should reflect the nature of the noncompliance and the camp's steps to correct it.

## **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. In addition, the camp may meet additional recommended practices.

## **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 "upgraded from noncompliant" 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 10 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.

## **Accredited**

1. A camp property or camp shall be accredited if it has no noncompliance and 10 or fewer deviations.
2. A camp may be accredited if it has one noncompliance that is “upgraded from noncompliance” (UNC) in accordance with Standard SA-004 and has five or fewer deviations and UNC findings.

If these conditions are met, the camp is accredited and the camp assessment team should present the accreditation certificate and pennant (if applicable) in an appropriate fashion.

## **Conditionally Accredited**

A camp property or camp shall be conditionally accredited if any of the following conditions are met:

1. Any applicable standard, term, condition, or commitment of an Authorization to Operate, variance, or waiver is scored noncompliance.
2. More than 10 standards, terms, conditions, or commitments are scored “upgraded from noncompliance” or “deviation.”
3. A waiver or letter of relief requires conditional accreditation.

As noted under the subsection *Camp Response to Noncompliance and Deviation Findings*, if the camp corrects a noncompliance finding while the assessment team is present, the finding should be scored as a deviation and not noncompliance. 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 approval for full accreditation from the area camp assessment chair or area director or, if necessary, an approval of a corrective action plan allowing full accreditation with the concurrence of the area camp assessment chair and area director. The camp may be accredited until such time as the corrective action is completed.

As discussed in *Camp Response to Noncompliance and Deviation Findings*, the council and camp leadership should develop a corrective action plan with the camp assessment team to correct any noncompliance findings. Most noncompliance 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, or deny the request.

### **Denial of Accreditation**

A camp may be denied accreditation if:

1. Any applicable standard, any term or commitment of its Authorization to Operate, 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 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.

The Authorization to Operate is automatically lost if the council loses its charter as a local council of the Boy Scouts of America. Automatic loss of the Authorization to Operate in this circumstance cannot be appealed under NCAP.

# 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 five working days 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 five working days 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 five working days 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.

***Discretionary transfer to the National Camp Accreditation Committee.*** The regional camp accreditation committee may transfer an appeal to the National Camp Accreditation Committee at its discretion and with the acceptance of the national committee. There is no appeal of a decision of the National Camp Accreditation Committee.

# 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.

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

SA = Standards Applicability; Program Design; PS = Program Specific; 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.

# STANDARDS APPLICABILITY (SA)

This part of the BSA national camp standards defines the camp properties and camps that are subject to the national camp standards and defines the basic parameters of the National Camp Accreditation Program: Authorization to Operate, and Assessment and Accreditation.

This section also defines the requirements for councils seeking a variance or waiver from the national camp standards and the training and certification requirements for individuals participating in the National Camp Accreditation Program.





**STANDARD:**

The BSA National Camp Standards apply to any BSA-branded *camp property* or *camp*. All *camp properties* and *camps*, regardless of type, must comply with the standards applicable to the facilities and programs offered.

**Specific Requirements of the Standard:**

The BSA National Camp Standards apply to each of the following camps or *camp properties*:

- A. **Camp property.** A *camp property* includes any property over which a BSA council exercises long-term control that is made available to BSA units or individuals for use in BSA-branded program activities. A BSA camp property does not include the following:
1. Property held for use, investment, or sale which is not made available to BSA units or youth for use in BSA program activities;
  2. Service centers and Scout shops where activities of a primarily office or sales nature occur, except that Scout shops located in conjunction with a BSA camp (e.g., a camp trading post) are covered by the standards. A COPE or climbing course located at a service center or Scout shop is subject to the standards.
- B. **Camp.** *Camp* includes any program that provides a BSA-branded program to individuals or youth using the same or substantially the same personnel. Except as provided below, a camp is a program of three nights or 72 hours or more and includes the following classifications (all repetitions of a program with substantially the same staff within a rolling 30-day period are counted in determining program length):
1. **Day Camps.** A day camp is a council-organized program designed for Scouts for two or more days, under council-retained leadership at an approved site with no overnight. The program may operate at the Tiger Scout, Cub Scout, Webelos Scout, Scouts BSA, Venturer, or Sea Scout level.
  2. **Family Camps (retired effective December 31, 2020).** A family camp is a one-time, council-approved one-or-two-night camp at an approved site for Lion Scouts, Tiger Scouts, Cub Scouts and/or Webelos Scouts, Scouts BSA, Venturers, or Sea Scouts and their families that involves more than one unit, where the council or its agents provide the staffing and may provide program and food service.

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

# NATIONAL CAMP STANDARDS APPLICABILITY

SA-001

(Effective January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

**Short-Term Camps (effective January 1, 2021).** A short-term camp is any council-organized overnight camping program, whether one-time or continuing, that is one or two nights in length and that involves more than one unit where the council or its agents provide the staffing and may provide program and food services, including those conducted off council properties.

3. **Long-Term Camps.** A long-term camp is a council-organized camp of three nights or more that operates under council-retained leadership and can include static campsites, transient campsites, adventure or trekking programs, or some combination thereof. A long-term camp may operate at age-appropriate Tiger Scout, Cub Scout, Webelos Scout, Scouts BSA, Venturer, or Sea Scout levels, but each program level must be offered a separate camp experience meeting the relevant program design standards and cannot be combined into a single camp experience.
  4. **Other Camps.** Any other BSA-branded camp program operated by an entity other than a BSA-chartered council or by a BSA council that does not fit the prior definitions. These programs must file an application with the National Council for a variance.
- C. **Voluntary Camps.** A council may elect to include an event that meets the definition of a “camp” other than the duration requirement under Specific Requirement B by including the event in its Notification of Intent as the appropriate type. A voluntary camp must meet the applicable standards for its class. A council making this election may include the participants in such voluntary camps among its camping numbers.
- D. **Exclusions from National Camp Standards.** The world Scout jamboree, national Scout jamboree, and the National Order of the Arrow Conference are excluded from coverage under the BSA National Camp Standards. The following programs are excluded from coverage under the BSA National Camp Standards, except when conducted on a camp property, in which case the *camp property* must meet the standards applicable to a *camp property*:
1. BSA council meetings
  2. Events. An event is a council-sponsored activity that is not overnight and not a day camp. Events at a *camp property* are subject to the national camp standards applicable to the *camp property*.

3. An NYLT course or Wood Badge course offered by a BSA council in accordance with the approved BSA syllabus. An NYLT course or Wood Badge course at a *camp property* is subject to the national camp standards applicable to the *camp property*.
4. Any activity by a BSA unit, except as provided in Specific Requirement D.5.
5. Any activity by a group of BSA units (other than packs)—except that any activity that is 72 hours or more in duration and would meet the definition of a *camp* if conducted by a BSA council is not covered by this exclusion.

### INTERPRETATION:

**BSA council** includes the National Council and its subdivisions and subsidiaries and any BSA-chartered local council and its subdivisions and subsidiaries.

**BSA-branded program** includes any program offered using the name, trademarks, copyrights, or trade dress of the BSA.

**Long-term control** means that a council or affiliated entity owns or leases the property or has a multiyear permit or license to operate a camp on the property. A council or affiliated entity that makes non-trivial improvements to facilities at a property is presumed to exercise long-term control over that property.

**A council meeting** is a meeting of a council executive board, any of its committees, subcommittees, or task forces, or of council members in a governance capacity.

**Events.** An event may not be subdivided to avoid application of the BSA National Camp Standards. For example, a camp that runs over five days cannot be split into daily activities to avoid the standards. *Events* not subject to the National Camp Standards are subject to the *Guide to Safe Scouting* and Youth Protection policies. Events at a camp property are subject to the standards applicable to the camp property, including any requirements of an applicable Authorization to Operate, for that camp property.

**Exclusions.** The world Scout jamboree, national Scout jamboree, and National Order of the Arrow Conference are mass events subject to additional health and safety requirements specific to those events which are equivalent to or more stringent than the national camp standards. The Wood Badge and NYLT curricula provide program guidelines and appropriate health and safety provisions for those activities. Unit activities are subject to the *Guide to Safe Scouting*.

### Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



# AUTHORIZATION TO OPERATE REQUIRED

(Effective January 1, 2020)

## STANDARD:

**No camp property or long-term camp shall operate without a current Authorization to Operate as provided by these standards. No day camp or family camp shall operate without a current Authorization to Operate and current council program site approval. Camps shall operate only at approved locations.**

### Specific Requirements of the Standard:

- A. **Camp Properties.** Each *camp property* shall have a current Authorization to Operate issued by the National Council.
- B. **Day Camps and Family Camps.** A council operating day camps and family camps shall have a current Authorization to Operate from the National Council, and each day camp and family camp shall have a current council program site approval.
- C. **Long-term Camps.** Long-term camps shall have an Authorization to Operate from the National Council.
- D. **Other Camps.** Other camps shall have a variance from the National Council.
- E. **Voluntary Camps.** A voluntary camp shall be of a type authorized by the council's current Authorization to Operate and shall have a current council program site approval.

## INTERPRETATION:

All camp properties and long-term camps must be authorized by the National Council. If the National Council Authorization to Operate authorizes the council to offer day camp or family camp programs, or if the council has interim Authorization to Operate such camps pursuant to Standard AO-802, the council must issue a council program site approval for each such day camp or family camp and for any voluntary camps. Until such time as the national camp standards set forth further requirements, the council program site approval shall mean a declaration of readiness signed by the Scout executive and NCAP chair.

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**STANDARD:**

**No camp or camp property shall operate without an assessment conducted in accordance with the national camp standards.**

**Applies to:**

**Camp  
properties**

**Day camp**

**Family  
camp**

**Long-term  
camp**

**Specific Requirements of the Standard:****A. Camp properties.**

1. Each camp property shall be assessed at least annually by the local council using NCAP trained personnel.
2. Each COPE/climbing course shall be assessed at least annually by the National Council area assessment team. This assessment may be coordinated with a long-term camp assessment.
3. Camp properties used for long-term camps shall also be assessed by the National Council area assessment team during the long-term camp assessment.

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

1. **Day camps, family camps, and voluntary camps** shall be assessed by the local council using NCAP trained personnel.
2. **Long-term camps** shall be assessed by the National Council area assessment team using NCAP certified personnel.
3. **Other camps** shall be assessed as directed in the variance using NCAP certified personnel.

**C. Reporting.** Each assessment shall be reported as follows:

1. **Camp Properties.** A copy of each camp property assessment conducted pursuant to Specific Requirement A.1 shall be submitted to the camp ranger (if present), council president, Scout executive, and council NCAP chair within five working days of completing the assessment and to NCAP with the National Camping Report.
2. **Day Camps, Family Camps, Long-term Camps, and Voluntary Camps.** A copy of each camp assessment conducted pursuant to Specific Requirements B.1 and B.2 shall be provided to the camp director, council president, Scout executive, council NCAP chair, area assessment chair, and to NCAP at [NCAP@scouting.org](mailto:NCAP@scouting.org) within five working days of completion of the assessment. A preliminary copy shall be given to the camp director and local council representative before leaving the camp.

# ASSESSMENT REQUIRED

SA-003

(Effective January 1, 2020)

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

3. **Other Camps.** A copy of the camp assessment conducted pursuant to Specific Requirement B.3 shall be provided to the camp director, area camp assessment chair, others as directed in the variance authorizing the camp, and to NCAP at [NCAP@scouting.org](mailto:NCAP@scouting.org) within five working days of completion of the assessment. A preliminary copy shall be given to the camp director before leaving camp.

## INTERPRETATION:

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



# ACCREDITATION OF CAMPS AND CAMP PROPERTIES

(Effective January 1, 2020)

## STANDARD:

Each camp and camp property shall be accredited in accordance with the specific requirements of this standard. A camp or camp property denied accreditation may continue to operate using BSA trademarks and trade dress only pursuant to an approved plan of improvement, corrective action plan, or letter of authorization from the region director.

### Specific Requirements of the Standard:

- A. **Authorization to Operate.** No camp or camp property shall be accredited unless it has current Authorization to Operate and local council program site approval, if required, as set forth in Standards SA-002 and AO-802.
- B. **Accredited.** A camp or camp property *shall* be accredited if it receives no noncompliant findings and not more than 10 deviation findings. A camp or camp property *may* be accredited if it receives not more than one noncompliant finding and a total of not more than five deviation findings *if and only if*:
1. The camp or camp property corrects the noncompliant finding prior to departure of the assessment team to the team's satisfaction *and* the team receives the approval of the area camp assessment chair (or area director, if the area camp assessment chair cannot be contacted). Any standard scored "noncompliant" during the assessment and corrected while the assessment team is onsite shall be scored as an "upgraded from noncompliant" ("UNC") on the assessment score sheet with an explanation of the circumstances; or
  2. The camp or camp property commits to a corrective action plan to correct the noncompliant finding as soon as possible, the plan is approved by the Scout executive (or designee), *and* the plan is approved by the area camp assessment chair and area director. Any noncompliant findings adjusted under this procedure shall be scored as "UNC" on the assessment score sheet. An explanation for any adjustments must be provided in the score sheet. A conditional accreditation may be issued if the assessment team believes the program is safe while the necessary plan approvals are obtained.
  3. Notwithstanding Specific Requirements B.1 and B.2, if the total number of UNC and deviation scores exceeds 10, the camp or camp property must be conditionally accredited.

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

# ACCREDITATION OF CAMPS AND CAMP PROPERTIES

(Effective January 1, 2020)

SA-004

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

- C. **Conditionally Accredited.** A camp or camp property shall be conditionally accredited if either of the following conditions occur:
1. One or more standards is scored noncompliant and the conditions in Specific Requirements B.1 or B.2 are not met; or
  2. If there are more than 10 deviations or UNCs scored.
- A conditionally accredited camp must prepare a plan of improvement to address the deficiencies leading to conditional accreditation as directed by the area or region.
- D. **Denied Accreditation.** A camp or camp property shall be denied accreditation if any of the following conditions are met:
1. The local council's charter from BSA is revoked
  2. The local council's Authorization to Operate is revoked or terminated in whole or with respect to the camp or camp property
  3. The camp or camp property was conditionally accredited in the prior assessment and cannot satisfy the conditions for full accreditation in Specific Requirements B.1, B.2, or B.3.
  4. The camp is conditionally accredited and does not timely comply with its corrective action plan or plan of improvement.
- E. **Appeal.** An accreditation decision may be appealed informally and then formally as follows:
1. An accreditation decision may be appealed informally by the camp or an assessment team member to the area camp assessment chair, who will hear the camp's position and the assessment team's position and issue a final decision or defer a decision to the formal appeal process. This is the only appeal route for an assessment team member.
  2. An accreditation decision may be appealed by a camp to area leadership within five working days, unless the area president or area director grants an additional time. The camp's appeal must be in writing and must set forth the basis for appealing the assessment team's decision. The area camp assessment chair and assessment team shall have five working days, or more if granted by the area president or area director, to respond in writing. The area leadership team (area president, area vice president of program or outdoor adventure, and area director) may decide the appeal on the written submissions or may hold a hearing in person or telephonically and

# ACCREDITATION OF CAMPS AND CAMP PROPERTIES

(Effective January 1, 2020)

decide the appeal. This decision shall be in writing. Copies of the appeal, response, and decision shall be provided to the NCAP Committee at NCAP@scouting.org within three working days.

3. A decision of area leadership may be appealed in writing within five working days to the regional camp accreditation committee, which shall decide the appeal in accordance with current guidance published by the National Council. A copy of this appeal shall be provided to NCAP@scouting.org at the same time.
- F. **Plan of Improvement.** A camp that is conditionally accredited shall prepare a plan of improvement to address the noncompliant and deviation findings and submit it to the area camp assessment chair for approval by area leadership. Failure to implement the plan of improvement constitutes grounds for denial of accreditation. Conditions in a plan of improvement may be appealed pursuant to Specific Requirement E.3.
- G. **Reinstatement After Denial of Accreditation.** A camp that was denied accreditation may petition the region for approval of a plan of improvement to reopen the camp. Approval of a plan of improvement is at the region's discretion.

## INTERPRETATION:

Local council program site approvals may be issued by a council in accordance with Standard AO-811. All councils have interim authorization to issue such program approvals until they receive their Authorization to Operate specifically addressing this authority or receive written notice from the National Council or NCAP stating affirmatively that they do not have such authority.

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



# VARIANCES, WAIVERS, AND RELIEF FROM NATIONAL CAMP STANDARDS

(Effective January 1, 2020)

## STANDARD:

The National Camp Accreditation Committee may grant a variance, waiver, or other relief from the national camp standards in accordance with the specific requirements of this standard.

### Specific Requirements of the Standard:

- A. **Application.** All applications for a variance, waiver, or other relief shall be made in writing and submitted to NCAP@scouting.org using the required form in accordance with the instructions on the form and supported by such additional information as needed to allow the National Camp Accreditation Committee to act in the best interest of Scouting. An incomplete application may be denied.
- B. **Variations.**
1. An application for variance must conform to the instructions and show (a) that the proposed alternative will achieve at least the same or preferably a higher level of program quality and safety as the existing national camp standard and (b) a need for the variance. The application must address each aspect of the standard for which a variance is sought, including the specific requirements, interpretation, and compliance verification. The application must demonstrate how the variance will meet Scouting's aims, safety requirements, quality goals, and intended results.
  2. A variance is usually granted for the life of a camp or program. A variance may be surrendered by the camp or council or terminated or modified by the national camp accreditation committee after notice and an opportunity for hearing.
- C. **Waivers.**
1. An application for waiver must conform to the instructions and show (a) that the council has exercised reasonable "best efforts" to comply with the standard; and (b) that the proposed alternative will achieve substantially the same level of program quality and safety as the existing national camp standard. This demonstration must address each aspect of the standard, including specific requirements, interpretation, and compliance verification provisions, for which a waiver is sought.
  2. A waiver is issued for the current camping season and may be renewed once.

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

# VARIANCES, WAIVERS, AND RELIEF FROM NATIONAL CAMP STANDARDS

SA-005

(Effective January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

3. Unless otherwise specified in the waiver, the national camp standard for which a camp has obtained a waiver shall be scored as a deviation during assessment.

D. **Other Relief.** Applications for other relief should be completed using the “waiver” form and following waiver instructions. The committee may grant such other relief from the standards as may be required by the best interests of Scouting.

E. **Committee Action.**

1. The committee may grant, deny, modify, or condition a variance, waiver, or request for relief. The committee may request additional information from the applicant.
2. If granted, a variance, waiver, or other relief will be in writing over the signature of the NCAP chair or the National Camp Standards chair. The variance, waiver, or relief is binding upon the council, camp(s), and assessment teams it covers in the same manner as a national camp standard. A camp may elect to comply with the standard in lieu of a waiver or relief, but must comply with a variance unless it obtains a waiver or relief from the variance.
3. The committee may delegate action on certain classes of waivers to its officers, a group of designated members, or staff.

F. **Modification and Termination.** A variance, waiver, or other relief may be reviewed at any time at the discretion of the committee, during reauthorization, or upon request. The committee will provide notice and an opportunity to respond before modifying or terminating a variance, waiver, or other relief except in exceptional circumstances.

## INTERPRETATION:

NCAP will grant a waiver for initial hire of staff not meeting minimum age requirements only in the most exceptional circumstances. Any application will need to detail how the council and camp have exhausted all possible alternatives and how the council will address all risk elements and supervision requirements.

NCAP is distinct from National Camping School and therefore cannot “continue” an expired National Camping School certification. NCAP may consider an applicant’s prior experience and training in determining whether to grant a waiver from the National Camping School requirement. Councils seeking such a waiver should be sure to detail any such experience and training in appropriate detail with supporting evidence, where possible.

(Effective January 1, 2020)

## STANDARD:

All NCAP authorization reviewers, NCAP assessment personnel, and council NCAP chairs and their respective staff advisors shall have current NCAP training and a current NCAP card, if required, appropriate to their responsibilities. NCAP may revoke a card at any time for cause.

### Specific Requirements of the Standard:

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

## INTERPRETATION:

NCAP assessment lead means a regional camp assessment coordinator, area camp assessment chair, or the team leader of a camp assessment team at any camp.

Appeal from revocation of cards is to the Key 3 of the BSA area or region that revoked the card, unless they transfer the issue to the regional or national committee (e.g., if an area camp assessment chair revokes a card, appeal is to the area Key 3; if the regional camp assessment coordinator revokes a card, appeal is to the regional Key 3 or the regional camp accreditation committee as the regional Key 3 directs). There is no appeal of a decision of the national NCAP committee, although reconsideration may be requested.

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp





# PROGRAM DESIGN (PD) STANDARDS

This part of the BSA national camp standards sets forth the requirements for program design for a BSA camp or program. The purpose of the standards is to encourage each BSA council to develop a safe, high-quality program that meets the needs of the youth in the area it serves. The standards have been designed to give councils substantial latitude in the design of their camp programs.

The program design (PD) standards apply to camps or programs based upon the intended audience. All camps or programs offering program are subject to Standards PD-101 General Program Design; PD-107 Outdoor Ethics; PD-108 Communication with Units, Participants, and Parents; PD-110 Program Accessibility for Persons with Special Needs; PD-111 New Programs and Activities; and PD-112 Council Program Design, Safety, and Risk Review.

PD-102 Cub Scout Program Design, PD-103 Scouts BSA Program Design, and PD-104 Venturing, Sea Scouting, and Exploring Program Design apply to camp programs designed for those Scouting programs. The Application for Authorization should identify the target programs for each camp or program.

PD-106 applies to any camp offering Cub Scouting, Scouts BSA, Venturing, or Sea Scouting advancement opportunities.

**All applicable standards must be met for accreditation.**



**STANDARD:**

The overall program supports Scouting's aims using methods appropriate to the youth being served.

**Specific Requirements of the Standard:**

- A. Camp programs support the aims and methods of Scouting as appropriate to the youth being served. The camp has a written statement of overall goals for participants, including desired behavioral outcomes. This statement is provided in the leaders' guide.
- B. The camp provides a description of the overall program, showing how it implements the following camp program essentials and the applicable requirements of PD-102, PD-103, or PD-104, depending on the participants served.

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

**INTERPRETATION:**

The methods appropriate to the various ages of youth are detailed in Standards PD-102 (Cub Scouts), PD-103 (Scouts BSA) and PD-104 (Venturers and Sea Scouts).

**VERIFICATION:**

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

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**STANDARD:**

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

**Applies to:****Specific Requirements of the Standard:**

- A. Specific activities offered are designed to meet unit and youth needs (e.g., safety, variety, fun, advancement), to support the philosophy that Scouting is fun with a purpose and to be appropriate for participants' ages. Programs stress adventure and fun over just advancement. Program resources are allocated based on participant characteristics. In designing camp program activities, the camp reviews relevant national publications, links to other council camps, and consults with the appropriate council committees (e.g., camping, aquatics, shooting sports).
- B. Where appropriate, the camp uses the methods of Cub Scouting to achieve its goals:
1. Living the ideals
  2. Belonging to a den
  3. Advancement
  4. Family involvement
  5. Activities
  6. Serving the neighborhood
  7. Uniform
- C. Cub Scout programs meet the following requirements:
1. Day camps use a special fun-based theme (e.g., sea adventures, athletes, space explorers, folklore). Themes are rotated annually so that no youth experiences the same theme twice. Program staff members are encouraged to wear costumes appropriate to the theme. The themes are very visible, hands-on programs that are available to all participants.
  2. Provide progressive, age-appropriate program opportunities for Cub Scouts and Webelos Scouts.
  3. Provide hands-on activities. Provide a variety of activities, such as water activities, shooting sports, games, ceremonies, songs, and ecology/conservation elements.
  4. Offer indoor programs for inclement weather.

Day camp

Family  
campLong-term  
camp

# CUB SCOUT PROGRAM DESIGN

PD-102

(Revised January 1, 2020)

## Applies to:

Day camp

Family  
camp

Long-term  
camp

5. Emphasize games and sports under the basic principle that each youth gets to learn the rules and play, regardless of ability.
6. Begin and end the daily program with a meaningful patriotic or Cub Scout ceremony.
7. Allow ample time for rest and lunch breaks, especially a half-hour quiet program following lunch. For overnight programs, at least nine hours of sleeping time is scheduled.
8. Involve parents or family as appropriate.

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

## VERIFICATION:

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

## REFERENCES:

- *Day Camp Administration Guide*, No. 430-338
- Guidance on using the methods of Cub Scouting is available at [www.scouting.org/programs/cub-scouts/aims-and-methods/](http://www.scouting.org/programs/cub-scouts/aims-and-methods/).

**STANDARD:**

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

**Applies to:****Specific Requirements of the Standard:**

- A. Specific activities offered are designed to meet unit and youth needs (e.g., safety, variety, fun, advancement), to support the philosophy that Scouting is fun with a purpose and to be appropriate for participants' ages. Programs stress adventure and fun over just advancement. Program resources are allocated based on participant characteristics. In designing camp program activities, the camp reviews national publications, links to other council camps, and consults with the appropriate council committees (e.g., camping, aquatics, shooting sports).
- B. Where appropriate, the camp uses the methods of Scouting to achieve its goals:
1. Patrols
  2. Ideals
  3. Outdoor programs
  4. Advancement
  5. Adult association
  6. Personal growth
  7. Leadership development
  8. Uniform
- C. Scouts BSA programs meet the following requirements:
1. Offer activities that strengthen the patrol method (e.g., patrol cooking, patrol competitions, patrol leaders' council meetings). Long-term camps offer at least three opportunities of different types over the course of a week.
  2. Provide a strong Order of the Arrow program. Examples include a campfire presentation, OA members wearing their sashes to a retreat ceremony, a Brotherhood ceremony, a call-out ceremony, or an OA gathering.

Day camp

Family  
campLong-term  
camp

(Revised January 1, 2020)

## Applies to:

Day camp

Family camp

Long-term camp

3. Stimulate troop program by offering campwide program events (e.g., aquatics events, intertroop campfire, sports, intertroop/patrol Scoutcraft competition). Long-term camps offer at least two of these events over the course of a week.
4. Offer a separate first-year camper program at long-term camps that emphasizes the adventure of Scouting. This program should be fun and active, and should support the patrol method. The program should expose Scouts to different program areas in camp. If part of the program, rank advancement focuses on requirements that are appropriate for the camp environment and are difficult for the troops attending camp to accomplish on their own. At least one age-appropriate, non-Eagle-required merit badge is offered, either as part of the first-year camper program or from the general camp program.
5. Include at least two special program opportunities at long-term camps for second-, third-, and fourth-year campers that are not available to first-year campers and are of an advanced nature. Examples include wilderness survival, COPE, climbing/rappelling, scuba, mountain biking, and mountain boarding, or specific merit badge-oriented themes.

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

## VERIFICATION:

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



# VENTURING AND SEA SCOUTING PROGRAM DESIGN

(Revised January 1, 2020)

## STANDARD:

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

## Applies to:

- A. **General.** Specific activities offered are designed to meet unit and youth needs (e.g., safety, variety, fun, advancement), to support the philosophy that Scouting is fun with a purpose, and to be appropriate for participants' ages. Venturing and Sea Scouting programs stress adventure and fun over just recognition. Program resources are allocated based on participant characteristics. In designing camp program activities, the camp reviews national publications, links to other Venturing or Sea Scout programs, and consults with the appropriate council committees (e.g., camping, aquatics, shooting sports).
- B. **Venturing Programs.** Venturing programs should be designed with the following considerations:
1. Use the methods of Venturing: leadership and mentoring; group activities and adventure; recognition; adult association; ideals; group identity; and service.
  2. Offer young adult-oriented programs and social programs.
  3. Provide ample unstructured time for leisure activities.
  4. Offer adventure activities relative to the teenage level, including such things as climbing/rappelling, caving, sailing, board sailing, scuba diving, orienteering, fishing, wilderness survival, mountain biking, cycling, waterskiing, hunter education, backpacking, horseback riding, Leave No Trace, COPE or climbing, and Venturing Introduction to Leadership Skills course.
  5. Offer programs that assist the Venturer in completing requirements and challenges for the Venturing, Discovery, Pathfinder, and Summit awards; Ranger, Quest, or TRUST awards; or Shooting Sports Outstanding Achievement, or religious awards.
  6. Provide adequate opportunities for individual leadership and growth.
- C. **Sea Scouting Programs.** Sea Scouting programs should be designed with the following considerations:
1. Use the methods of Sea Scouting: ideals, group activities, advancement, adult association, high adventure, outdoors and nautical activities, uniform, teaching others, and leadership.

Long-term  
camp

# VENTURING AND SEA SCOUTING PROGRAM DESIGN

PD-104

(Revised January 1, 2020)

## Applies to:

Long-term  
camp

2. Offer young adult-oriented programs and social programs.
  3. Provide ample unstructured time for leisure activities.
  4. Offer adventure activities relative to the teenage level, including such things as climbing, sailing, board sailing, scuba diving, orienteering, fishing, waterskiing, and Sea Scouts Introduction to Leadership Skills for Ships course.
  5. Offer programs that assist the Sea Scout in completing requirements and challenges for the apprentice, ordinary, and able ranks; the Quartermaster Award; or the Small-Boat Handler bar.
  6. Provide adequate opportunities for individual leadership and growth.
- D. **Program review.** All areas of camp program are re-examined annually and compared with the results of end-of-program surveys to validate program effectiveness.

## VERIFICATION:

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





## STANDARD:

If offered, advancement opportunities are appropriate for the age group and facility, emphasize that Scouting is fun with a purpose, are presented by qualified personnel, and are consistent with BSA advancement policies.

## INTERPRETATION:

Camps that offer advancement opportunities ensure that they are appropriate for the age, skill level, and maturity of the age group. Advancement opportunities are appropriate for the facilities at camp and the outdoor environment.

When offered, advancement opportunities focus on the fun and adventure of the Scouting program. All advancement must be consistent with BSA advancement policies.

Advancement is not the primary objective of the program. Recognizing that an important part of the merit badge program is that the Scout meets with a qualified counselor, due care is taken to ensure that all merit badge requirements are met. Some merit badges may not be appropriate for offering at summer camp. Advancement offered and camp personnel instructing advancement programs are approved, as appropriate, by the council advancement committee.

## VERIFICATION:

- Observation of proposed program implementation
- Written approval from council advancement committee (may be part of general program design approval pursuant to Standard PD-112)
- Discussion with camp director and/or staff

## REFERENCES:

- The *Guide to Advancement* for the current year may be found at: <https://filestore.scouting.org/filestore/pdf/33088.pdf>

## Applies to:

Day camp

Family  
camp

Long-term  
camp



**STANDARD:**

The camp property demonstrates BSA outdoor ethics. 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  
campLong-term  
camp





# COMMUNICATION WITH UNITS, PARTICIPANTS, AND PARENTS

(Revised January 1, 2020)

## STANDARD:

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

## INTERPRETATION:

The camp communicates with unit leaders, participants, and parents prior to camp via promotional literature and a leaders' guide containing ideas, methods, and procedures for the unit to build its in-camp programs and youth growth. The literature must describe the conditioning, experience, and training required to successfully complete the program and must include a risk advisory statement, where appropriate. The program delivers fully on the promises delivered in the promotional literature and leader's guide.

For **day camps and long-term camps**, the council conducts a camp information meeting, which may include webinars and similar electronic communication prior to the start of camp. The camp conducts an on-site orientation for those arriving at long-term camp. Daily in-camp communication opportunities help camp leadership to support the building of unit leadership.

For **day camps and family camps**, an orientation should be held on the first day of camp.

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

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

## VERIFICATION:

- Leaders' guide shown at assessment (may be included in declaration)
- Observation of posted notices
- Discussion of communication practices with staff or adult participants

## REFERENCES:

- *Day Camp Administration Guide*, No. 430-338
- *Preparing Troop Leadership for Summer Camp*, No 20-114
- Council Supplemental Risk Advisory Template — <http://www.scouting.org/wp-content/uploads/2019/11/680-67519-Council-Risk-Advisory-Template-WEB.pdf>

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp



# OUTSIDE PROVIDERS OF PROGRAM, ACTIVITIES, AND SERVICES

(Revised January 1, 2020)

## STANDARD:

If a council uses public or private outside (non-BSA) providers of programs or activities, the council has a written agreement with each provider that outlines the responsibilities of both parties.

### Specific Requirements of the Standard:

The council selects only providers who:

- A. Present programming in keeping with BSA standards.
- B. Provide an adequate number of instructors/guides with verified qualifications.
- C. Use equipment that is safe, age-appropriate, and in good repair.
- D. Provide evidence that they meet or exceed BSA insurance requirements.
- E. Meet or exceed the requirements outlined in the Guide to Safe Scouting.
- F. If outside vendor personnel will remain at the camp overnight, will be present regularly at the camp, or will have unsupervised contact with camp participants, the camp must either conduct criminal background checks on such personnel or obtain a written certification from the vendor that such personnel have received a criminal background check.

The council requires staff to accompany campers participating in outside programs and ensures that these staff members are well-informed of their responsibilities for camper supervision.

## INTERPRETATION:

When accompanying campers to programs or activities presented by outside private or public providers, staff supervisory responsibilities include, but are not limited to, camper behavior management, communication, and health and safety-related matters.

On-site and overnight off-site program providers, or providers providing service exclusively to camp participants, should demonstrate compliance with Youth Protection policies. Day off-site providers providing service at a place of public accommodation (e.g., general public swimming pool, public beach) should meet as many of these policies as is reasonably possible, and accompanying staff should ensure maintenance of Youth Protection at all times.

Where compliance with the standard as written cannot be achieved due to unusual circumstances, the council should seek a variance pursuant to Standard SA-004.

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

# OUTSIDE PROVIDERS OF PROGRAM, ACTIVITIES, AND SERVICES

(Revised January 1, 2020)

PD-109

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

## VERIFICATION:

- Review of the agreement and discussion with staff and/or director
- Review of list(s) of outside vendor personnel who will remain at the camp overnight, will be present regularly at the camp, or will have unsupervised contact with camp participants on council or vendor letterhead stating that criminal background checks have been completed and all personnel cleared for work at camp

## REFERENCES:

- *The Guide to Safe Scouting* is available at <https://filestore.scouting.org/filestore/pdf/34416.pdf>.

# 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. 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

Long-term camp



**STANDARD:**

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

**Specific Requirements of the Standard:**

- A. Written procedures set forth criteria for success, staff skill levels and training, safety considerations and procedures, equipment required, needed property support, and site-specific considerations.
- B. If the risk assessment for the new activity, before controls are developed in the risk management process, is classified as IA, IB, IC, ID, IIA, IIB, IIC, IID, IIIA, or IIIC on the Risk Assessment Chart in Program Hazard Analysis, No. 680-009, the council will submit a variance request prior to commencing the new activity.

**INTERPRETATION:**

Camp leadership is actively encouraged to create new, exciting, and dynamic nontraditional camp activities. Care must be exercised to ensure maximum camper and staff safety, securing necessary certificates and training (as needed), and should include procedures for care of equipment and grounds.

The BSA's program hazard analysis process is available at <http://scouting.org/filestore/pdf/680-009.pdf>.

The Program Hazard Narrative Form is at <http://scouting.org/filestore/HealthSafety/doc/Narrative.doc>.

The Program Hazard Analysis Chart is at <http://scouting.org/filestore/HealthSafety/doc/ProgHazAn.doc>.

Variance requests should be submitted to [NCAP@scouting.org](mailto:NCAP@scouting.org) at least three months prior to the proposed program or activity.

**VERIFICATION:**

- Observation of program in process and/or leader and staff evaluations and staff leadership comments to help review the program
- Observation of program hazard analysis narratives and chart for the new activity

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp





# COUNCIL PROGRAM DESIGN, SAFETY, AND RISK REVIEW

(Revised January 1, 2020)

## STANDARD:

Council standing committees review camp properties and camp program design and activities to ensure they support the council program, conform to BSA and council risk management and health and safety policies, and meet council quality objectives. The camp director is responsible for implementing the program and supervising staff and program activities in accordance with approved policies during camp.

## INTERPRETATION:

The strongest program is developed through collaboration of volunteers and professionals. Council and seasonal staff develop the program, which is vetted through council standing committees to ensure that the program meets the council's objectives for a safe, high-quality, dynamic, and relevant program and that it conforms to BSA and council requirements for safety, risk management, and related concerns.

The camp director and the camp staff are then responsible for implementing the program as developed and approved. Council committees should support the camp director and staff as requested by the Scout executive or camp director.

Each council should carefully choose the most appropriate committees to conduct this important review. Relevant committees and task forces found in many councils may include:

- Camping and outdoor program (program design)
- Properties (facilities support for program)
- Aquatics (program, safety, and risk management review)
- COPE/climbing (program, safety, and risk management review)
- Conservation (program and camp resource support for program)
- Shooting sports (program, safety, and risk management review)
- Advancement (consistency with advancement policies)
- Outdoor ethics (program review)
- Health and safety/risk management (safety and risk management)
- Interfaith/relationships (chaplaincy)
- Commissioners (camp commissioners)
- Exploring and/or Learning for Life

If a council chooses to offer a camp program including any of these enumerated areas, the council must have one or more individuals, other than seasonal staff, with relevant professional experience or BSA or outside provider certification or training, participate in the review.

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

# COUNCIL PROGRAM DESIGN, SAFETY, AND RISK REVIEW

(Revised January 1, 2020)

PD-112

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

## VERIFICATION:

- Certification from the Scout executive and a council officer that the relevant council committees have reviewed and approved, as necessary, the camp program
- Either (a) minutes of the relevant council committee meeting or meetings where the program, safety, and risk review were conducted (the minutes must reflect the participation of individuals with relevant competencies); or (b) a signed certification statement that such review was conducted from individuals in each of the following competencies if the camp offers a program including those activities: (i) aquatics; (ii) COPE/climbing; (iii) shooting sports; and (iv) enterprise risk management (formerly health and safety)

**RECOMMENDED PRACTICE:**

The program has a marketing strategy that reaches its customers and conveys an exciting program.

**INTERPRETATION:**

Through the customer needs assessment performed as part of the Application for Authorization, the program has an identified list of customers. The program develops a marketing strategy that reaches these identified customers. The marketing strategy includes messaging that describes the program in fun and exciting terms. Visual materials convey action, excitement, and adventure.

**VERIFICATION:**

- Review of marketing strategy and associated materials

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**RECOMMENDED PRACTICE:**

The program encourages participants to perform projects that improve the camp property or community.

**INTERPRETATION:**

The camp has a list of service projects covering conservation, facilities, and program items. The list is available to staff and participants. The camp incentivizes units or groups of participants to participate in service opportunities.

**VERIFICATION:**

- Review of list of projects

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



# ADULT PARTICIPANT TRAINING OPPORTUNITIES

(Revised January 1, 2020)

## RECOMMENDED PRACTICE:

Adult leaders are provided the opportunity to participate in supplemental training opportunities, including three or more of the following:

- A. Youth Protection Training
- B. Understanding and Preventing Youth on Youth Abuse for Unit Leaders and Staff
- C. Safe Swim Defense
- D. Swimming and Water Rescue
- E. Climb on Safely
- F. Paddlecraft Safety
- G. Planning and Preparing for Hazardous Weather
- H. Other training approved by the council training committee

## Applies to:

Long-term  
camp

## INTERPRETATION:

Training completion cards are issued for each course completed, and the camp keeps a record of all courses completed.

## VERIFICATION:

- Written records of training offered and completed
- Director/staff description of procedures in practice
- Observation of procedures in practice





**RECOMMENDED PRACTICE:**

The program offers some different merit badges each year.

**INTERPRETATION:**

Scouts BSA programs that offer merit badges rotate offerings such that new merit badges are offered every year and some merit badges from previous years are not offered. This recommended practice does not require that certain merit badges be retired.

**VERIFICATION:**

- Schedules posted during visit or commitment in application

**Applies to:**

Long-term  
camp



# MERIT BADGE AND PROGRAM COUNSELOR TRAINING

(Revised January 1, 2013)

## RECOMMENDED PRACTICE:

There is an on-site visit by the council advancement committee or other relevant council committee personnel, as appropriate, to meet, review example programs, and counsel advancement program counselors to ensure quality, appropriateness, and consistency with BSA advancement policies.

## INTERPRETATION:

Examples of relevant committees might include camping, aquatics, COPE/ climbing, and shooting sports.

## VERIFICATION:

- Discussion with camp staff

## Applies to:

Long-term  
camp



**RECOMMENDED PRACTICE:**

Merit badge coursework should not consume the majority of a youth's waking time on any program day.

**Applies to:****INTERPRETATION:**

While merit badges are an important part of the long-term camp program, they are not the main purpose of Scout camp. A Scout should have the opportunity to try new skills and activities just to learn about it or to have fun. Are the Scouts sitting in class all day (like school), or are they experiencing a true outdoor Scouting program working with their peers? The measure of a Scout's experience in camp is what he comes home with in his head (values, growth)—not in his hands (badges). Does the camp program recognize this distinction and provide opportunities for growth, leadership, and group development?

**VERIFICATION:**

- Review of camp schedule and discussion with staff, youth, and unit leaders

Long-term  
camp



**RECOMMENDED PRACTICE:**

The program provides inspirational programs, including starting and ending ceremonies.

**VERIFICATION:**

- Review of program schedule

**Applies to:****Day camp****Family  
camp****Long-term  
camp**





**RECOMMENDED PRACTICE:**

Cub Scout camps contain special programs that emphasize the mystique of camp.

**INTERPRETATION:**

Cub Scout camps include several elements that make camp memorable in the minds of the youth. Elements may include:

- OA involvement
- Excellent campfire programs
- Special evening programs
- Pack photos
- Digital video of the experience
- Returning camper recognitions

**VERIFICATION:**

- Observation and/or description by staff

**Applies to:****Day camp****Family  
camp****Long-term  
camp**



**RECOMMENDED PRACTICE:**

Trading post operations support the aims of Scouting and program objectives.

**INTERPRETATION:**

A trading post, if present, supports character, citizenship, and physical fitness, as well as the program's objectives. Specific trading post practices include the following:

- Offer healthy foods, including fresh fruits or vegetables.
- Minimize sugary and fattening foods, including candy bars and sodas. Elimination of sugary and fattening foods is not required.
- Provide items that are age-appropriate to the participants.
- Provide program- or camp-specific memorabilia/merchandise.

At least three of the items must be met.

**VERIFICATION:**

- Visit to trading post

**Applies to:****Day camp****Family  
camp****Long-term  
camp**



**RECOMMENDED PRACTICE:**

The program recognizes campers who have spent more than one season in the program.

**INTERPRETATION:**

The program encourages camper retention through the use of a camper recognition program. The camper recognition program promotes the mystique of camp by incorporating local/natural history elements and/or folklore, using elaborate ceremonies, and using unique recognition items (e.g., patches, regalia). The Order of the Arrow may be involved in this program, or the program may be unique to the camp.

**VERIFICATION:**

- Staff description of camper recognition program

**Applies to:****Camp  
properties****Day camp****Long-term  
camp**



## RECOMMENDED PRACTICE:

The program fosters involvement of alumni for fundraising, service, staffing, and/or recruitment purposes.

## INTERPRETATION:

The program has an alumni association program fostering involvement of former staff and participants. The alumni association's structure and activities provide additional sources of funding, perform service projects to the benefit of the program, and recruit both staff members and participants.

## VERIFICATION:

- Staff description of alumni association program from camp staff

## Applies to:

Camp properties

Family camp

Long-term camp





**RECOMMENDED PRACTICE:**

The program exposes participants to the next BSA program the participant is eligible to join.

**INTERPRETATION:**

The program encourages retention in the Boy Scouts of America via exposing participants to the next level of the Scouting program. Cub Scouts are exposed to Webelos Scout programs. Webelos Scouts are exposed to the Scouts BSA program. Members of Scouts BSA are exposed to the Venturing program. The exposure is age-appropriate and does not dilute enthusiasm for continuing in the Scouting program.

**VERIFICATION:**

- Staff description of exposure plan and how it is implemented

**Applies to:****Day camp****Family  
camp****Long-term  
camp**



**RECOMMENDED PRACTICE:**

The program provides fellowship opportunities for participants.

**INTERPRETATION:**

The program encourages fellowship and fosters social interaction through fellowship events (e.g., cracker barrels, cookouts). Fellowship opportunities may be for specific groups (e.g., Order of the Arrow, Eagle Scouts, Venturing Silver Award, Sea Scout Quartermaster Award).

**VERIFICATION:**

- Staff description of fellowship events

**Applies to:****Day camp****Family  
camp****Long-term  
camp**



# PROGRAM SPECIFIC (PS) STANDARDS

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

**All applicable standards must be met for accreditation.**



**STANDARD:**

If provided, swimming pools, waterfront facilities, and aquatics equipment (including watercraft) are safe, neat, clean, and operated in compliance with the policies of the Boy Scouts of America, U.S. Coast Guard, and other governing jurisdiction regulations.

**Specific Requirements of the Standard:**

- A. Safe Swim Defense and Safety Afloat procedures are used for all on-site and off-site swimming and boating activities. All campers and staff adhere to the buddy system and restrictions based on swim classifications. Life jackets are worn by everyone aboard small craft. In addition, emergency action plans specific to aquatics must be developed along with training as described in the staff qualification (SQ) standards.
- B. Life jackets, paddles, and other equipment are properly sized for all participants.
- C. Reach poles, rescue tubes, ring buoys, backboard with straps and head restraint, and other emergency items such as radios or communication gear are present in sufficient numbers, are in good repair, and are easily accessible for use by appropriately trained staff. Safety and emergency equipment, including rescue tubes, personal protective equipment (PPE), backboards, sun protection, and communication gear, is provided as specified by the CDC Model Aquatic Health Code (MAHC) or local authority having jurisdiction over swimming activities, whichever is more stringent.
- D. Aquatics amusement features, such as floats and water slides, are operated in accordance with manufacturers' guidelines, as well as local and state regulations. All points of Safe Swim Defense and Safety Afloat are followed.
- E. Long-distance swimming in open water must follow Mile Swim safety guidelines as set forth in the Guide to Safe Scouting, No. 34416.
- F. Pools and/or pool shower systems, including sanitation, are overseen by and documentation is maintained by personnel trained according to state regulations. (Note: The camp ranger may need pool operator certification in your state.)
- G. All motorboats, sailboats, and watercraft are in good repair, are licensed if required, and meet U.S. Coast Guard regulations. Council-owned boats 26 feet or greater in length and/or 40 HP or greater must be registered with Risk Management at the National Council.

**Applies to:**

Day camp

Family  
campLong-term  
camp

# AQUATICS: GENERAL

PS-201

(Revised January 1, 2020)

## Applies to:

Day camp

Family  
camp

Long-term  
camp

- H. Campers may not operate motorboats without an adult or staff member who meets state requirements on board. Proper safety and environmental precautions are taken for fueling and fuel storage.
- I. Proper training and equipment, including helmets, are in use for whitewater activities (Class II and above). Note: Trips above Class IV are not allowed in any Scouting program.
- J. If a swimming program is conducted at a licensed swimming facility operated by another vendor not on council property (established pool, spray park, water park, or lakefront swimming area, for example), the council and the provider must prepare a written agreement noting their respective responsibilities. Facility employees with state-regulated training may provide aquatics supervision. Participants are assigned buddies and limited to water depths appropriate to their ability unless approved life jackets are worn. Roll is taken at the beginning and end of the activity. Special precautions indicated by medical conditions are shared with facility staff. In areas from which the public is excluded, Safe Swim Defense policies are implemented as they would be at a council-staffed facility.
- K. Personal watercraft (PWC) used for program must be approved in advance in writing from National Council Outdoor Programs using the Personal Watercraft (PWC) Program Application, No. 430-045, and a copy must be available for the assessment team. The program follows the BSA PWC Lesson Plan. No deviation is permitted from the course outline. The program must comply with local and state laws and adhere to manufacturers' instructions at all times. The program must follow the BSA-approved lesson plan for instruction and practical experience. PWC used for program must be owned or leased by the council. Personal PWCs are not authorized.

## INTERPRETATION:

Boats under 26 feet or under 40 HP are automatically covered under BSA liability insurance.

Personal watercraft (PWC) are motorized vehicles for personal use and subject to this standard. See the Personal Watercraft (PWC) Program Application, No. 430-045, for additional information on this program.



**VERIFICATION:**

- Check of water quality records as required by applicable regulation
- Review of watercraft licenses, if applicable
- Check of emergency action plan (plans in place and staff trained in them)
- Review of emergency equipment against MAHC or local requirements (facility must have copy of current code or MAHC section)
- Observation of procedures in practice and program implementation
- If PWC program is offered, review of National Council approval and PWC operation manual, with staff assurance that the nationally approved operational plan and lesson plan are followed

**REFERENCES:**

Specific requirements for aquatics emergency action plans are found in Standard AO-805. Staff training requirements are found in Standard SQ-406.

The CDC Model Aquatic Health Code (MAHC) may be found at [www.cdc.gov/mahc/index.html](http://www.cdc.gov/mahc/index.html).

MAHC 5.8.5.3 specifies safety equipment required for facilities with lifeguards.

General information on aquatics program supervision is found in *Aquatics Supervision*, No. 34346.

**Applies to:**

Day camp

Family  
campLong-term  
camp



# AQUATICS: LARGE “LIVING-ABOARD” OR CHARTERED BOAT PROGRAMS

(Revised January 1, 2013)

## STANDARD:

If offered, large boat (>20 foot) living-aboard or chartered boat programs are conducted in a safe manner and to provide a quality program for all participants. All boats and applicable equipment are inspected, operated, and licensed in accordance with local state and U.S. Coast Guard requirements and specific standard requirements as described herein. Insurance coverage for vessels must be provided per BSA requirements.

### Specific Requirements of the Standard:

- A. Written safety rules and guidelines establish the parameters for each activity. The reasons for the rules are reviewed with all participants.
- B. Captains of vessels review man overboard, abandon ship, fire, and radio procedures with each crew (as applicable). Safety Afloat and Safe Swim Defense are also reviewed with the crews. These requirements will be applicable to all program participants.
- C. Captains of vessels addressed by this standard are trained in the proper operation of their vessel and on how to explain emergency procedures to passengers. A pre-trip checklist is in use that includes an inspection of the vessel’s safety and emergency equipment as well as the fuel and oil levels prior to each trip.
- D. All chartered vessels are operated by U.S. Coast Guard–licensed captain. For the Florida Sea Base, captains must have attended a Sea Base Captain’s Training Seminar to ensure safe operation of the vessel and a quality program for the participants.
- E. All chartered vessels are inspected by authorized program personnel prior to operation to ensure their seaworthiness and that all required Coast Guard equipment is aboard and in good working order. All chartered vessels hold a current U.S. Coast Guard documentation for coastwise trade certificate and/or appropriate state registration. U.S. Coast Guard “inspected” vessels adhere to the restrictions of their current certificate of inspection.
- F. All chartered vessels are properly insured as per BSA National Council requirements and list the BSA as additionally insured.

### VERIFICATION:

- Review of written rules (may be submitted with declaration)
- Director/staff description of procedures in practice
- Observation of procedures in practice
- Inspection of captain’s USCG license
- Review of vessel’s documentation for coastwise trade certificate and/or appropriate state registration and insurance certificate per BSA National Council requirements

Long-term  
camp



**STANDARD:**

If offered, scuba programs are conducted in a safe manner and in accordance with the *Guide to Safe Scouting* scuba policy and applicable industry requirements.

**Applies to:****Specific Requirements of the Standard:**

- A. Any person possessing, displaying, or using scuba (self-contained underwater breathing apparatus) in connection with any Scouting-related activity must be either currently certified by a recognized agency or enrolled in an instructional scuba program, such as Scuba BSA or Scuba Diving merit badge, which must be conducted by an insured recreational diving instructor in good standing with a recognized agency and approved by the council.
- B. When scuba diving is taught in connection with any local council program, instructors should provide the training on a contract basis. Such instructors should have dive store or other commercial affiliation that provides liability insurance coverage. Direct employment of scuba instructors is not recommended.
- C. Diving using surface-supplied air systems is not authorized in connection with any BSA activity or facility except when done under contract by commercial divers.
- D. Local council programs may not compress or sell air for scuba use, or sell, rent, or loan scuba equipment (scuba cylinders, regulators, gauges, dive computers, weights, or BCDs). All air and equipment for local council program use must be obtained from professional sources (dive stores, resorts, dive boats, etc.) affiliated with a scuba agency recognized by the BSA. Use of personal air or equipment is not authorized.
- E. Youth members in Cub Scouting, including Webelos Scouts, are not authorized to use scuba in any activity.
- F. Scouts BSA members may participate in the introductory Scuba BSA program and may obtain open-water certification as part of earning the Scuba Diving merit badge.
- G. Venturing groups may participate in introductory and certification scuba programs conducted by recognized agencies appropriate to their age and current level of certification.
- H. Standards of the recognized scuba agencies require students for open-water certification programs to be at least 15 years of age but allow special certification programs for younger students. Because all

Long-term  
camp

# AQUATICS: SCUBA PROGRAMS

PS-203

(Revised January 1, 2013)

## Applies to:

Long-term  
camp

instruction for BSA scuba programs must be conducted by professionals certified by a recognized agency, additional agency-specific, age-related restrictions, and protocols apply to students under 15 years of age.

- I. Scouts BSA members and Venturers may participate in recreational group dives as unit, district, or council activities, provided such dives are consistent with their certifications and are under direct, on-site supervision of a responsible adult currently certified as a divemaster, assistant instructor, or higher rating from a recognized agency. All such activities must meet all requirements of the scuba policy in the *Guide to Safe Scouting*, No. 34416.
- J. The divemaster or instructor supervising a recreational dive by a BSA group must implement the following policies for all divers under 15 years of age, as well as any additional junior diver restrictions and protocols adopted by that person's certifying agency:
  - Depths are limited to 40 feet for divers under 12 years of age and to 60 feet for divers 12 to 14 years of age.
  - Each diver under 15 years of age must have an adult buddy certified as an open-water diver who is either the junior diver's parent or an adult approved by the parent.
  - Additional divemasters or instructors are present to maintain a ratio of one trained supervisor to four buddy pairs (eight divers) containing one to four divers under 15 years of age.
- K. All scuba participants must submit a current (within one year) BSA Annual Health and Medical Record. In addition, all scuba participants taking scuba certification courses while attending a scuba program must submit a current (within one year) medical statement approved by the Recreational Scuba Training Council (RSTC). Each scuba training agency recognized by the BSA requires a specific health history form prior to enrollment in a certification program. The BSA requires review and approval of the completed form by a physician even if the scuba agency itself does not require physician approval. Various risk factors identified on the forms may exclude a person from scuba training, either temporarily or permanently. Risk factors include but are not limited to ear and sinus problems, recent surgery, spontaneous pneumothorax, asthma or reactive airway disease (RAD), seizure disorders, diabetes, leukemia, sickle-cell disorder, pregnancy, panic disorders, and active psychosis.

Scuba diving is prohibited for people with the following conditions:

- Use of medication to control seizures or seizure occurrence within the past five years
- Use of insulin to control diabetes
- History of asthma or RAD unless resolution is confirmed by methacholine testing (Persons who have been asymptomatic and medication-free for the previous five years are exempt from the methacholine testing requirements.)

L. All scuba programming is accomplished within the standards and guidelines of BSA recognized agencies and the *Guide to Safe Scouting* scuba policy.

Recognized agencies are:

- Professional Association of Diving Instructors (PADI)
- National Association of Underwater Instructors (NAUI)
- Scuba Schools International (SSI)
- International Diving Educators Association (IDEA)
- Professional Diving Instructors Corporation (PDIC)
- Scuba Diving International (SDI)
- YMCA Scuba Program (discontinued in 2008, but certification cards are still recognized)
- National Association of Scuba Diving Schools (NASDS; merged with SSI, but certification cards are still recognized)

In addition to the agencies listed by name, any current member of the World Recreational Scuba Training Council (WRSTC), which includes all RSTC members, is also recognized.

### VERIFICATION:

- Review of certifications
- Review of provision of cylinders to ensure in accordance with standard
- Assurance that proper health forms are collected and reviewed
- Evidence that certifying agency is on approved list

**Applies to:**

**Long-term  
camp**





# AQUATICS: NATIONALLY APPROVED SCUBA ADVENTURE PROGRAMS

(Revised January 1, 2013)

## STANDARD:

If offered, the nationally approved scuba adventure program is conducted in a safe manner and in accordance with applicable industry and state requirements. In addition to the specific requirements of this standard, the scuba requirements from the *Guide to Safe Scouting* are used to provide supplemental guidance where applicable.

## Applies to:

Scuba adventure programs operating pursuant to specific written authorization from the National Council, such as the Florida Sea Base

### Specific Requirements of the Standard:

- A. Scuba instructors are 18 years of age or older and hold a current, active, NAUI or PADI Open Water Instructors certification or certification from RSTC-approved organizations. Duties include providing quality instruction on PADI standards for scuba certification, maintaining safety standards, assisting in scuba staff development, and assisting in the maintenance and supervision of all equipment use and diving activities.
- B. Scuba divemasters are 18 years of age or older and hold a current PADI-, NAUI-, or RSTC-approved organization's Dive Master certification. Duties include assisting the scuba instructors in instruction, equipment maintenance, and application of safety standards, and supervising diving activities. Other scuba staff are 18 years of age or older and hold a current Rescue Diver certification. The scuba staff is kept current on changes in industry standards related to instruction, maintenance procedures, and safety.
- C. All scuba programming is accomplished within the standards and guidelines of BSA-recognized agencies.

Recognized agencies are:

- Professional Association of Diving Instructors (PADI)
- National Association of Underwater Instructors (NAUI)
- Scuba Schools International (SSI)
- International Diving Educators Association (IDEA)
- Professional Diving Instructors Corporation (PDIC)
- Scuba Diving International (SDI)
- YMCA Scuba Program (discontinued in 2008, but certification cards are still recognized)
- National Association of Scuba Diving Schools (NASDS; merged with SSI, but certification cards are still recognized)

# AQUATICS: NATIONALLY APPROVED SCUBA ADVENTURE PROGRAMS

PS-204

(Revised January 1, 2013)

## Applies to:

Scuba adventure programs operating pursuant to specific written authorization from the National Council, such as the Florida Sea Base

In addition to the agencies listed by name, any current member of the **World Recreational Scuba Training Council (WRSTC)**, which includes all RSTC members, is also recognized.

- D. All scuba participants must be 14 years of age by the date of arrival. They must submit a current (within one year) BSA Annual Health and Medical Record and a waiver for participating in scuba programs. In addition, all scuba participants taking scuba certification courses while attending a scuba program must submit a current (within one year) medical statement approved by the RSTC.
- E. All scuba medicals are reviewed by the scuba program director or their designee, and any advisable treatment reflected is forwarded to the camp health officer or referred to Divers Alert Network or a licensed hyperbaric physician.
- F. All scuba staff members are trained to render first aid for diving-related accidents. All scuba staff review safety and rescue standards and procedures during staff training.
- G. All diving activities follow industry-recommended procedures and safety practices. All scuba divers must be screened and evaluated by a certified Diving Instructor, Divemaster, or Assistant Instructor, before participating in BSA-related activities.
- H. The maximum allowable diving depth does not exceed 60 feet.
- I. Appropriate ratios of scuba instructors, Divemasters, and other staff to participants is followed as per standards prescribed by recognized agencies (see item C above).
- J. There is an up-to-date inventory maintained of all scuba equipment. Records on gear sold are kept for two years, and disclaimer forms are received from purchasers where applicable.
- K. There is a written maintenance and replacement schedule for all scuba equipment. A maintenance log is kept for all gear. During program season, all scuba equipment is inspected monthly by a qualified inspector.
- L. Qualified inspectors supervise the visual inspection of all scuba dive cylinders and tank valves annually. Official inspection stickers are affixed to each cylinder. Scuba dive cylinders are filled to a maximum of 3,000 PSI by trained staff members only.
- M. All gear dispensed to crews is suitably labeled to be the property of the nationally approved scuba adventure program.

# AQUATICS: NATIONALLY APPROVED SCUBA ADVENTURE PROGRAMS

(Revised January 1, 2013)

- N. All scuba equipment is kept in a locked, dry location. Scuba cylinders are stored in a secure location and are freshwater pressure-cleaned for off-season storage.
- O. All vessels carrying scuba participants carry oxygen-administering equipment. Oxygen equipment is stored in a safe and accessible location.
- P. Repair and maintenance of equipment is performed by trained or certified staff or technicians.
- Q. Timely routine maintenance of the air compressor such as filter and oil changes is accomplished by a trained staff member, and a maintenance log is kept. An annual inspection of the compressor is performed by a certified service center. The compressor area and fill station are enclosed and the door locked when not in use. There is an "Authorized Personnel Only" sign posted.
- R. Air produced by the compressor is tested a minimum of four times per year or as required by state law. Results are sent to the applicable state health department or other regulatory authority as required.

## VERIFICATION:

- Written records of training offered and completed (may be submitted with declaration)
- Director/staff description of procedures in practice
- Observation of procedures in practice

**Applies to:**  
Scuba adventure programs operating pursuant to specific written authorization from the National Council, such as the Florida Sea Base



**STANDARD:**

If offered, the camp provides a safe introductory program into all-terrain vehicle use and operation following the safety training program of the All-Terrain Vehicle Safety Institute.

**Applies to:****Specific Requirements of the Standard:**

- A. Only four-wheel, all-terrain vehicles (ATVs) may be used for program, and they must be owned or leased by the council. Personal ATVs are not authorized.
- B. The program must comply with local and state laws and adhere to manufacturers' instructions at all times.
- C. The use of ATVs for program must be approved in writing in advance by the National Council Outdoor Programs using the All-Terrain Vehicle (ATV) Program Application, No. 430-044, and a copy must be available for the camp assessment team.
- D. The course or program must follow the All-Terrain Vehicle Safety Institute (ASI) safety training program in its entirety. No deviation is permitted from the course outline.

**VERIFICATION:**

- Approval for the program presented on the All-Terrain Vehicle (ATV) Program Application, No. 430-044
- Review of the ASI safety training program and course outline, with staff discussion of how the program follows the outline

**Long-term  
camp**



**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:**

Camp  
properties

Family  
camp

Long-term  
camp

# COPE AND/OR CLIMBING PROGRAMS

PS-206

(Revised January 1, 2020)

## Applies to:

Camp  
properties

Family  
camp

Long-term  
camp

- 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 may climb 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 tethered when within 8 feet of an edge where a fall of more than 6 feet could occur. All zip line staff who are working on launch or landing areas where the staff member can come in contact with a moving participant must be tethered.
  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 built in such a means and such a strength as to be considered fail-proof, and the load must be 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:**

**Camp  
properties**

**Family  
camp**

**Long-term  
camp**

# COPE AND/OR CLIMBING PROGRAMS

PS-206

(Revised January 1, 2020)

## Applies to:

Camp  
properties

Family  
camp

Long-term  
camp

## 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 [www.scouting.org](http://www.scouting.org).

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

**Life safety systems:** Life safety systems are generally required where a fall of more than 6 feet could occur. Some low COPE course elements such as “The Wall” may have a fall potential of more than 6 feet. Proper spotting techniques or life safety systems may be acceptable practices on these elements.

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

**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.

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

### REFERENCES:

- Many states regulate some or all COPE elements and may require permits. See Standard AO-801.
- Staffing requirements are set forth in SQ-409.
- Facilities requirements are set forth in FA-715.
- Additional information on COPE and Climbing programs may be found in *Belay On!*, No. 300-530.

### Applies to:

Camp  
properties

Family  
camp

Long-term  
camp



**STANDARD:**

If fishing is offered, the camp provides appropriate instruction and safe equipment and facilities.

**INTERPRETATION:**

If a camp offers fishing as a formal program offering (e.g., Fishing merit badge, Fly-Fishing merit badge, or as part of a fishing camp), the camp provides instruction and fishing gear as appropriate or clearly communicates the need to bring such equipment in its leaders' guide. Camp-provided equipment is well-maintained, and instruction on its use is available to campers.

Campers wishing to fish are provided reasonable access to aquatics facilities if necessary to enable their experience.

**VERIFICATION:**

- Observation of procedures in practice

**Applies to:**

Day camp

Family  
campLong-term  
camp



**STANDARD:**

If offered, handicraft programs focus on typical camper learning opportunities, are properly supervised, and promote the safe use of equipment.

**Specific Requirements of the Standard:**

- A. Staff members understand the specific skills and safety concerns of the crafts offered.
- B. All equipment is serviceable and checked to meet safety concerns.
- C. Campers and staff are provided safety equipment and skills training as appropriate.

**VERIFICATION:**

- Observation of program implementation
- Discussion with staff concerning equipment and safety procedures

**Applies to:**

Day camp

Family  
campLong-term  
camp





**STANDARD:**

If a horseback riding or stock program is offered, all aspects of the program are safe, fun, and learning-based for campers while providing proper care and recordkeeping for horses and stock.

**Specific Requirements of the Standard:**

- A. A formal training plan is in place for horseback riding and stock staff. The rules and procedures for the horseback riding or stock activity must be in writing and clearly understood by staff and participants.
- B. Instructions for the ongoing care, feeding, and maintenance of horses and other stock are in writing. There are adequate arrangements for veterinary and farrier care.
- C. Before use by participants, each horse must be ridden by staff members and properly classified for appropriate activities. Records on each horse are kept in a bound book and show all problems, accidents, and activities.
- D. Proper facilities and fenced areas (in good repair) are used for the animals. Adequate shelter for storing all equipment and feed is provided. The horse corral or stock facilities are located away from central camp facilities and campsites. Adequate fresh water is available. The area is reasonably free of accumulated manure.
- E. All tack used in the program is in good repair, with a formal schedule of inspection and repair in place.
- F. Riders should wear suitable attire for the activity, including long pants, shirts, and riding boots with heels (if stirrups are covered with tapederos, tennis shoes or similar shoes without heels could be permitted). Riders, including staff, are required to wear properly fitting protective headgear that meets or exceeds ASTM-SEI standards and that is maintained and replaced according to manufacturer's instructions or if damaged in a fall.
- G. When using English saddles, breakaway safety stirrups and Devonshire or Peacock style stirrups are acceptable.

**Applies to:**

Day camp

Family  
campLong-term  
camp

# HORSE AND STOCK PROGRAMS

PS-209

(Revised January 1, 2013)

## Applies to:

Day camp

Family  
camp

Long-term  
camp

## INTERPRETATION:

This standard applies where the horseback riding program is provided at the camp or is offered in a vendor-provided program.

If the camp provides for camper participation in a horseback riding program offered to the general non-Scouting public (i.e., not exclusive to Scouts during the time of the presentation), camp leadership is responsible for selecting providers who ensure safety and Scout experience in keeping with the requirements noted above.

*Tapaderos* are leather coverings on Western stirrups that can help prevent the shoe or boot from sliding too deeply into or going all the way through the stirrups.

## VERIFICATION:

- Confirmation of training in accordance with plan
- Observation of procedures in practice

# MOUNTAIN BIKING AND MOUNTAIN BOARDING PROGRAMS

(Revised January 1, 2013)

## STANDARD:

If offered, mountain biking and/or mountain boarding program must be operated with appropriate training, supervision, safety procedures, and consideration of site-specific conditions.

### Specific Requirements of the Standard:

Camp programs that offer mountain biking and/or mountain boarding programs must ensure:

- A. Adult staff supervision is required during program operation to assure participants have adequate skill level.
- B. Youth staff receive training for skill and safety.
- C. Equipment is in serviceable condition and checked to ensure safety and follow manufacturer's recommendations and the Guide to Safe Scouting, No. 34416, and the Sweet 16 of BSA Safety.
- D. Biking/boarding courses must be inspected annually to ensure safe operation.
- E. Camp must provide camper training/safety learning opportunities prior to unlimited participation.
- F. Safety equipment for mountain biking must include helmets and shoes.
- G. Safety equipment for mountain boarding must include helmets, knee pads, elbow pads, shoes, and eye protection for participants actually on the course.

### INTERPRETATION:

Course trails, equipment, and staff must be continuously monitored to ensure proper safety, maintenance, and skill levels are in compliance. The standards provide the minimum; additional safety gear may be necessary depending upon the course.

### VERIFICATION:

- Review of last annual inspection (may be submitted with declaration)
- Observation of procedures in practice
- Review overall condition of mountain bikes/boards

## Applies to:

Day  
camp

Family  
camp

Long-term  
camp



**STANDARD:**

If offered, qualified staff provide hands-on opportunities for conservation and ecological learning projects and provide opportunities for observation of the natural world. Instruction is provided on proper tool use and safety, when needed.

**VERIFICATION:**

- Observation of program implementation
- Discussion with staff concerning elements of instruction

**Applies to:**

Day camp

Family  
campLong-term  
camp



# SCOUTCRAFT, WOODCRAFT, AND OUTDOOR SKILLS PROGRAMS

(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

Long-term  
camp





## STANDARD:

If offered, the camp operates a safe, age-appropriate archery program.

## Applies to:

### Specific Requirements of the Standard:

Requirements include:

- A. The range shall be designed and posted in accordance with Design Guideline 313. Ranges and programs that will use compound bows or crossbows must review age-appropriateness and complete a risk assessment per Standards PD-111 and PD-112 before starting the program. Crossbows are only allowed at the Summit.
- B. Properly sized and age-appropriate equipment is in good repair. Equipment is locked up when not in use. Appropriate standard operating procedures should be developed.
- C. Qualified supervision is present at all times the range is in operation. Properly sized safety equipment such as finger tabs or gloves and forearm guards are used by all youth and for all others as specified by the range master. There is ready access to communication and first aid at the range.
- D. Sporting Arrows Program. This program is authorized for Scouts BSA members, Venturers, Sea Scouts, and Explorers.
  1. Participants shoot Flu Flu arrows at foam disks launched into the air or rolled along the ground by a disk launcher manufactured by LaPorte or Atlas, or equivalent. The program may not be offered if ambient wind speeds are greater than 30 mph. The program area must be outfitted with a means of determining approximate wind speed.
  2. Only the Laporte Bowtrap or Atlas Apollo foam disk throwers for projecting the disks are authorized.
  3. Only the Flu Flu arrows are authorized.
  4. Bows are limited to a maximum 26-pound pull.
  5. In addition to the basic design in Design Guideline 313, the following requirements for BSA Design Guideline 316—Sporting Arrows must be maintained:
    - a. An inner 90-degree primary fall area, which must be cleared of trees and tall vegetation.
    - b. An outer 180-degree safety fall area. The outside perimeter of this area must be clearly marked by a fence or a temporary fence/caution line that is well maintained.
  6. Council review and approval.

Day camp

Family  
camp

Long-term  
camp

# SHOOTING SPORTS: ARCHERY PROGRAMS

(Revised January 1, 2020)

PS-213

## Applies to:

Day camp

Family  
camp

Long-term  
camp

- a. Prior to seeking council executive board or executive committee approval, the council has convened a task force to review all local, state, and federal guidelines, including age restrictions; licensing and/or certification courses; equipment and personal protective equipment standards, and any other standards recommended by the original equipment manufacturer or other governing body; costs; risks to participant and staff safety; impact on other camp programs; and impacts on the camp environment. This task force must complete a risk and safety review consistent with PD-111 and ensure that the program conforms to BSA's Sweet Sixteen of Safety.
- b. The council executive board or executive committee must have reviewed the costs and risks of the proposed program prepared by the task force prior to authorizing the program. A copy of the executive board or executive committee resolution authorizing the program must be available.
- c. The council has submitted its board resolution to Outdoor Programs at the National Service Center (email to [outdoorprograms@scouting.org](mailto:outdoorprograms@scouting.org)) and has written approval before conducting the course.

## INTERPRETATION:

The council should specify whether it will allow personal equipment and, if so, under what conditions, in its literature.

The proper layout of a Sporting Arrows course is demonstrated in Design Guide 316—Sporting Arrows (updated January 2016).

## VERIFICATION:

- Observation of procedures in practice
- Councils operating Sporting Arrows courses pursuant to this standard must produce a copy of the Board resolution, national service center approval, any landowner approvals (if located off council property).
- Review the safety areas to ensure properly marked.
- Ensure safety equipment present.

## REFERENCES:

- Design Guidelines 313 and 316 are available at [www.scouting.org/outdoor-programs/properties/resources/design-guidelines/](http://www.scouting.org/outdoor-programs/properties/resources/design-guidelines/).
- Staffing requirements are set forth in Standard SQ-408.

## STANDARD:

If offered, the camp operates a safe, age-appropriate firearms shooting sports program.

## Applies to:

### Specific Requirements of the Standard:

- A. Shooting is confined to approved ranges. Each range is designed in accordance with guidelines at [www.scouting.org/outdoor-programs/shooting-sports/](http://www.scouting.org/outdoor-programs/shooting-sports/), which provides examples of approved range layouts.
- B. Age-appropriate restrictions on firearms used:
  1. Cub Scouts and Webelos Scouts may use BB guns in council-operated programs.
  2. Webelos Scouts may use pellet rifles on a council-operated range meeting the requirements of paragraph A of this standard.
  3. Scouts BSA members may use BB guns, pellet rifles, .22-caliber rimfire, bolt-action rifles, shotguns, and muzzle-loading rifles. If magazines are used, range commands must include “magazines out after firing all your shots” to ensure the firing line is safe after shots are fired, if repeaters are used.
  4. Venturing youth, Sea Scouts, and Scouts BSA members who are 14 years of age or older, or are 13 and have completed the eighth grade may participate in the Scouting pistol safety and marksmanship program.
  5. Venturing youth and Sea Scouts may use BB guns; pellet rifles; any cartridge-firing rifle with open, scope, or dot sights; shotguns; pistols; and muzzle loading rifles and pistols.
- C. Safe, age-appropriate equipment is maintained in good repair. Firearms modified to fit the size of the shooters are desirable:
  1. Bolt-action .22-caliber rifles used in BSA shooting sports must have a trigger pull in excess of 3 pounds and are tested with a 3-pound weight or scale at least once a week while in use. If any mechanism fails, the firearm is immediately removed from service. Test documentation is maintained.
  2. All pellet rifles (CO<sub>2</sub>, pump, break barrel, etc.) are limited to single-shot, designated for target shooting, velocity of 500 to 540 feet per second, with a minimum of 2.5 pound trigger pull. Pellet rifle propellant is limited to CO<sub>2</sub> cylinders or air compressor/scuba tanks. If scuba tanks are used, each tank must be labeled appropriately, visually inspected annually, and hydrostatically tested every five years by a qualified technician. Refilling of scuba tanks used for shooting sports

Day camp

Family  
camp

Long-term  
camp

# SHOOTING SPORTS: FIREARMS PROGRAMS

(Revised January 1, 2020)

PS-214

## Applies to:

Day camp

Family  
camp

Long-term  
camp

only is conducted by qualified adults with appropriate controls. Scuba tanks used for shooting sports purposes may not be used for scuba purposes.

3. Use of approved shooting safety glasses and ear protection is required for all shooters and instructors. Ear protection is not required for BB guns and air rifles. All personal protective equipment and standard operating procedures required pursuant to Specific Requirement D shall be followed at all times the program is in operation.
  4. Safe, separate, and locked storage (can be the same building) is provided for firearms, ammunition, and CO<sub>2</sub> cylinders and bulk tanks.
  5. Qualified supervision (see SQ-407) and appropriate ratio of adult coach/instructor to youth participants is present at all times.
  6. Ready access to communication and first aid is required.
- D. Prior to initiating the program in Specific Requirements E, F, G, or H, the council has convened a task force to review all local, state, and federal guidelines; age restrictions; licensing and/or certification courses; equipment and personal protective equipment standards, and any other standards recommended by the original equipment manufacturer or other governing body; costs; risks to participant and staff safety; impact on other camp programs; and impacts on the camp environment. This task force must complete a risk and safety review consistent with Standard PD-111 and ensure that the program conforms to BSA's Sweet Sixteen of Safety. Appropriate standard operating procedures must be developed. The complete program, including standard operating procedures, must be specifically named and approved pursuant to Standard PD-112.
- E. Scouting Pistol Safety and Marksmanship Program. Instruction shall follow the *Scouting Pistol Safety and Marksmanship Program Instructor Syllabus* as written. No sections shall be moved or changed. Participant range instruction must occur in the order assigned in the syllabus.
1. Each youth participant shall be provided a copy of *Scouting Pistol Safety and Marksmanship* for the course. It is recommended that each youth take this copy with them as a reference for safety and maintenance of pistols at the conclusion of the course.
  2. Only one type of pistol action shall be demonstrated and used per course session.

# SHOOTING SPORTS: FIREARMS PROGRAMS

(Revised January 1, 2020)

3. Only .22-caliber handguns are authorized for this program.
  4. The council must submit the Shooting Sports Application to the National Council, Outdoor Programs, and retain a copy of the application identifying that the council will operate this program.
- F. Cowboy Action Shooting Program. Instruction shall follow the “level 2” open shooting experience guidelines in the *BSA Shooting Sports Manual*, No. 430-938.
1. Before moving to the shooting positions, each participant shall participate in a cowboy action shooting safety briefing using the outline in *BSA Cowboy Action Shooting Program Guide*, No. 530-318 (2016), Appendix 4.
  2. The course of fire must be clearly explained during the safety briefing so that the participants understand what they are to do at each station and when and where they are to move. No variation from the course of fire is allowed.
  3. Each youth participant shall be assisted by an instructor at each shooting position.
  4. No variation in the course of fire is authorized during any session. Different courses of fire consistent with the *BSA Cowboy Action Shooting Program Guide* may be used at different sessions.
  5. Only .22-caliber handguns, bolt-action or lever action .22 rifles, and 12- or 20-gauge shotguns are authorized for this program. Only council-maintained firearms and ammunition shall be used.
  6. In addition to Specific Requirement A, each cowboy action shooting range is designed in accordance with Appendix 2 of the *BSA Cowboy Action Shooting Program Guide*, No. 530-318 (2016). Each shooting position shall have a “red” ready line behind each shooting position.
  7. The instructor responsible for each shooting position shall load the firearms prior to the participant arriving. Participants shall not load the firearms in this program.
  8. The council must submit the Shooting Sports Application to the National Council, Outdoor Programs, and retain a copy of the application identifying that the council will operate this program.
- G. Chalk Ball Programs. Venturers, Sea Scouts, and Scouts BSA members may participate in the chalk ball program. Instruction shall follow the “level 2” open shooting experience guidelines in the *BSA Shooting Sports Manual*, No. 430-938.

## Applies to:

Day camp

Family  
camp

Long-term  
camp

# SHOOTING SPORTS: FIREARMS PROGRAMS

(Revised January 1, 2020)

PS-214

## Applies to:

Day camp

Family  
camp

Long-term  
camp

1. Pointing any type of firearm or simulated firearm at any individual is prohibited. Participants shall shoot at targets that are neither living nor human representations.
2. Before moving to the shooting positions, each participant shall participate in a safety briefing using the outline in the *BSA Chalk Ball Program Guide*, No. 530-317 (2016), Appendix 4.
3. The trail and rules of the trail must be clearly explained during the safety briefing so that the participants understand what they are to do at each station and when and where they are to move. No variation from the trail and its defined shooting areas is allowed.
4. No variation in the trail and stations is authorized during any session. Different trails and stations consistent with the *BSA Chalk Ball Program Guide* may be used at different sessions.
5. Range staff must accompany the participants along the trail and at each station. Range staff shall carry the markers in a box between shooting stations; they will also carry the markers between shooting positions.
6. Only paintball markers using chalk balls or paintballs are authorized for this program. The camp will need an adequate number of chalk ball containers (15 recommended) and targets (10 metal targets and six cowbell targets recommended). Only council-maintained equipment and chalk balls shall be used.
7. The camp will need a supplier/vendor to refill 20-ounce CO2 canisters. Alternatively, the camp will need an approved CO2 cylinder (two 50-pound cylinders are recommended) and several 20-ounce CO2 canisters (a minimum of eight is recommended). If the alternative is chosen, the camp must follow training and safety requirements outlined in its risk review (see Specific Requirement D).
8. The Laporte throwing system and Flashball® program, or any program shooting a flying target, are not authorized under this Standard.
9. Each range is designed in accordance with Appendix 2 of the *BSA Chalk Ball Program Guide*. A “red” ready line shall be placed behind each shooting position.

# SHOOTING SPORTS: FIREARMS PROGRAMS

(Revised January 1, 2020)

10. Each chalk ball course shall have a radio or telephone, a first-aid kit, and adequate eye protection for the number of participants. Each pair of safety glasses must be cleaned before a new participant uses it.
  11. The council must submit the Shooting Sports Application to the National Council, Outdoor Programs, and retain a copy of the application identifying that the council will operate this program.
- H. Multi-Gun Airsoft Experience Program. Venturers, Sea Scouts, and Scouts BSA members may participate in the multi-gun airsoft experience program. The program shall follow the *Multi-Gun Airsoft Experience Operations Guide*, No. 510-316.
1. Only airsoft guns and accessories listed in Appendix 7 of the *Multi-Gun Airsoft Experience Operations Guide* are permitted. All airsoft guns must be obtained from an approved supplier listed in Appendix 6.
  2. Fully automatic operation of airsoft guns is not authorized. All guns must be set to semiautomatic or single shot position. A gun that fires multiple airsoft pellets at a trigger pull, but does not continue to fire, is not considered fully automatic.
  3. Each range is designed in accordance with the section "Airsoft Range Layout" and Appendices 8 and 9 of the *Multi-Gun Airsoft Experience Operations Guide*. Each shooting position shall have a ready line and a control line behind each ready line. The coach and instructor must be able to see all areas at all times.
  4. Each range shall have a radio or telephone, a first-aid kit, and an adequate number of safety glasses for the number of participants.

## INTERPRETATION:

A .22-caliber rimfire, bolt-action rifle is defined as either (1) a breech-loading, single-shot, bolt-action rifle or (2) a repeater bolt action rifle with a box magazine. Tubular, extended, or high-capacity magazines are not allowed. Trigger pull will be three pounds.

A pistol is defined as: (1) .177-caliber air pistol with a 2.5-pound trigger pull; open, scope, or dot sights; air, CO<sub>2</sub>, or precharged pneumatic; or (2) a cartridge-firing pistol with a three-pound trigger pull; open, scope, or dot sights.

It is recommended that 20-, 16-, or 12-gauge semiautomatic shotguns be used.

The council should specify whether it will allow personal equipment and, if so, under what conditions, in its literature. Consult the *BSA National Shooting Sports Manual*, No. 30931, for additional guidance.

## Applies to:

Day camp

Family camp

Long-term camp

# SHOOTING SPORTS: FIREARMS PROGRAMS

(Revised January 1, 2020)

PS-214

## Applies to:

Day camp

Family  
camp

Long-term  
camp

The current *Scouting Pistol Safety and Marksmanship Program Syllabus* is available at the BSA Advanced Pistol Safety and Marksmanship Class.

Paintballs are authorized as an alternative to chalk balls under Specific Requirement G.

## VERIFICATION:

- Observation of procedures in practice
- Review of the Shooting Sports Application, the council's Standard PD-112 risk-and-safety review, and standard operating procedures and compliance with cited manuals and guides—if programs pursuant to Specific Requirements E, F, G, or H are offered
- Review of course operation consistency with the FIRST Steps Syllabus and standard operating procedures
- Verification of age, equipment, and permission slip controls

## REFERENCES:

Staffing standards are set forth in Standard SQ-407. Sample standard operating procedures are available in Appendix 3 of the BSA *Shooting Sports Manual*.

Please note that the manual has not yet been fully updated to reflect the programs in Specific Requirements E, F, G, and H.

Program information for the Scouting pistol safety and marksmanship program, including sample budgets and permission forms, is available at [https://filestore.scouting.org/filestore/Outdoor%20Program/pdf/430-607\(16\)\\_WEB.pdf](https://filestore.scouting.org/filestore/Outdoor%20Program/pdf/430-607(16)_WEB.pdf).

Participant completion cards may be purchased by the council from National Supply using SKU 623012. The current BSA *Cowboy Action Shooting Program Guide* is available at [https://filestore.scouting.org/filestore/Outdoor%20Program/pdf/510-318\(16\)\\_WEB.pdf](https://filestore.scouting.org/filestore/Outdoor%20Program/pdf/510-318(16)_WEB.pdf).

The current BSA *Chalk Ball Program Guide* is available at [www.scouting.org/wp-content/uploads/2018/04/510-31716\\_ChalkBall.pdf](http://www.scouting.org/wp-content/uploads/2018/04/510-31716_ChalkBall.pdf).

The current BSA *Multi-Gun Airsoft Experience Operations Guide* is available at <https://filestore.scouting.org/filestore/pdf/mga.pdf>.



**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. Tot lot participants do not participate in the program of the camp.

**Specific Requirements of the Standard:**

- A. Tot lot supervision complies with Scouting's Barriers to Abuse, [www.scouting.org/health-and-safety/gss/gss01/#a](http://www.scouting.org/health-and-safety/gss/gss01/#a) for Adult Supervision.
- B. Two registered adult leaders at least 21 years of age (plus female, if female youth)
- C. The tot lot supervisor and the assistant tot lot supervisor are qualified to oversee dependent youth and have taken *Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff*, 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.

*Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff*, No. 430-149 is available online at [www.scouting.org/NCAP](http://www.scouting.org/NCAP).

**VERIFICATION:**

- Review of staff ages, training, and certifications

**Applies to:**

Day camp

Family  
camp



**STANDARD:**

If a camp provides transportation service to its participants, it does so in a safe fashion, complying with applicable laws.

**INTERPRETATION:**

Councils that include transportation costs in their fees for camp programs (for example, to transport passengers to and from a camp or trek site) are subject to regulations for nonbusiness private motor carrier of passengers (PMCPs). The *Guide to Safe Scouting*, No. 34416, provides additional information on PMCP limitations. If outside contractors are used, the council must also comply with Standard PD-109 Outside Providers of Program, Activities, and Services.

A person who operates a vehicle as part of a PMCP must have a commercial driver's license to drive a vehicle designed to carry 16 or more passengers, including the driver; or that has a gross vehicular weight of more than 10,000 pounds.

All vehicle operators who are required to have a commercial driver's license are subject to drug and alcohol testing. There are no exceptions within the nonbusiness PMCP category, which includes Scouting volunteers. Local councils should establish guidelines for volunteer drivers based on the requirements of the state where they are located.

It is essential that drivers be thoroughly familiar with the bus or vehicle they will be driving, including knowing the location of emergency exits and fire extinguishers and how to operate them. To be prepared, a driver is expected to:

- Be able to handle and brake a fully loaded vehicle.
- Transport no more passengers than there are seating locations and working seat belts.
- Ensure that luggage and equipment are safely secured.
- Check that emergency exits are clear of people and things.
- Conduct a pre-trip inspection of critical systems (signals, fuels, tires, windshield wipers, horn, etc.).

Satisfactory driving record and appropriate insurance for each driver should be evaluated as part of the hiring process.

**VERIFICATION:**

- Observation of contract (may be submitted with declaration)
- Documentation of current required general or commercial driver's licenses

**Applies to:**

Day camp

Family camp

Long-term camp



**STANDARD:**

If offered, outpost programs and activities are conducted in a fun and safe manner and in accordance with the specific requirements of this standard.

**Specific Requirements of the Standard:**

- A. **Definition.** An outpost activity is any activity where a unit or group leaves the primary camp program area for an overnight experience. The outpost activity may last at most one night and any individual participant may not participate in more than three nights of outpost camping in any week.
- B. **Requirements Applicable to All Outpost Programs.** The following requirements apply to all outpost programs, whether unit-based or group-based.
1. Outposts must comply with the BSA National Camp Standards, Age-Appropriate Guidelines for Scouting Activities, and any additional requirements outlined in the council risk review pursuant to Standard PD-112. Minimum and maximum size for groups attending an outpost shall be established. If program beyond camping is offered, the camp must supply appropriate program equipment in good condition with appropriate instruction. *If an activity subject to the standards will be offered, staff meeting the requirements of the standards must be supplied either traveling with the unit/group or at the outpost location.*
  2. The camp communicates about its outpost program in its camp materials.
  3. An NCS-trained camp director, program director, trek leader, or an adventure program leader with relevant training and experience must review the route(s), outpost location, water, sanitation, and safety conditions of the outpost area prior to the start of the season and after any significant storm.
  4. Outpost leaders, whether unit-based or group-based, must be advised of the proper route, location, applicable safety procedures, and how to summon aid from camp in an emergency.
  5. The camp must log any units or groups going on an outpost program in and out of the camp and take reasonable steps to ensure that the requirements of the standards and Youth Protection Training are met before the unit or group departs for the outpost. If a unit or group

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

# CAMP OUTPOST ACTIVITIES

PS-217

(Effective January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

fails to log in, the camp must have procedures for locating the unit or group and retrieving it, with appropriate communication between camp leadership and staff engaged in the location and retrieval.

### 6. Medical requirements:

- a. If the outpost camp is within one hour's hiking time from the primary camp area, the outpost camp may rely upon the camp's medical personnel. At least two leaders in the outpost camp must have American Red Cross (ARC) Standard First Aid or equivalent, and ARC CPR training or equivalent.
- b. If the outpost camp is beyond one hour's hiking time from the primary camp, then at least one leader must have ARC Wilderness First Aid or equivalent, in addition to one other leader with ARC Standard First Aid or equivalent. Two leaders must have AR CPR training or equivalent.
- c. All incidents occurring on an outpost activity must be logged in accordance with Standard HS-507.

**C. Requirements for Unit Outpost Camping.** Unit outpost camping is when a Scout unit (Scouts BSA troop, Venturing crew, or Sea Scout ship) leaves the primary camp for an outpost activity as defined above.

1. An outpost activity is subject to all *Guide to Safe Scouting* and Youth Protection Training guidelines as a regular troop, crew, or ship activity.
2. The camp may supply a staff member as a guide, but the unit leaders shall be principally responsible for unit health and safety and youth protection. A staff member serving as an outpost guide must be at least 16 years of age.

**D. Requirements for Group Outpost Camping.** Group outpost camping is when the camp assembles a group of participants from multiple units or individuals to participate in the outpost camp. A group outpost is led by camp staff and not by unit leaders.

1. The camp must supply leadership meeting Youth Protection Training guidelines and any additional guidelines in the camp's approved training plan.
2. The outpost activity is subject to all BSA National Camp Standards requirements.

**INTERPRETATION:**

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

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

**VERIFICATION:**

- Review of camp literature to confirm that outpost activities are adequately described
- Review of log of units leaving/returning to camp to confirm that logging has occurred and that numbers and leadership conform to standards requirement
- Discussion with camp leadership on program objectives

**REFERENCES:**

Age-Appropriate Guidelines for Scouting Activities—  
<https://filestore.scouting.org/filestore/HealthSafety/pdf/680-685.pdf>

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**





**STANDARD:**

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

**Applies to:****Specific Requirements of the Standard:**

- A. All crews will have a minimum of six persons and a maximum of 12, or the number specified by the administering land management agency. Larger crew sizes are acceptable when the nature of the activity (e.g., crewing a ship) requires a larger crew.
- B. All crews must meet BSA Youth Protection Training requirements. If the trek program relies upon unit-based leadership to fulfill these requirements, adults from outside the core unit may only be added with the consent of the core unit leaders. Youth from outside the core unit may only be added with the consent of both the core unit leaders and the youth’s unit leaders or parents.
- C. At least one member of each crew, preferably two or more, must hold a current American Red Cross Wilderness and Remote First Aid certification, or equivalent, and current CPR certification.
- D. All participants and leaders are given a pre-trek skill test by the trek camp staff to determine the crew’s level of skill proficiency. If necessary, additional training is conducted by the staff before the crew departs on the trek.
- E. A staff member shall conduct a shakedown for each crew and accompany the crew for at least 48 hours where the trek is not on council-owned property to ensure that the crew has the necessary expertise to successfully complete the experience. If not, the staff member shall accompany the crew for the duration.

Long-term  
camp

**INTERPRETATION:**

A trek program can be based on a BSA property but shall not be conducted within the traditional framework of a Scouts BSA/Venturing summer camp. For programs based on an individual rather than a unit basis, the critical element is whether participants in the trek program are separated from the other participants for the relevant time period.

A trek program may be conducted on or off council property and may be conducted on land and/or water. The staff must be trained in the outdoor specialties offered in the trek camp as specified in these standards. Crew numbers include accompanying staff. Minimum and maximum crew sizes

# TREK PROGRAMS

PS-218

(Effective January 1, 2020)

## Applies to:

should be established to maximize safety and minimize resource damage and to comply with applicable land manager requirements. Adventure programs that require a larger number (e.g., tall ship crews that may require more than 12) may apply for a variance from this standard.

## VERIFICATION:

- Documentation of staff ratios and certifications
- Literature describing the skill test, shakedown, and other preparation
- Discussion with staff members

**History:** Formerly PT-301.

Long-term  
camp

**STANDARD:**

If a trek program is offered, a regular program of pre-trek conditioning and training is recommended in literature sent to participants and leaders, and participants receive appropriate training prior to departing on their trek or adventure.

**Applies to:****Specific Requirements of the Standard:**

- A. All campers and staff participate in a pre-trip orientation, conducted by a key member of the trek program staff that is knowledgeable about the program, that includes at least the following:
1. Safety regulations and emergency procedures for all activities the participants will experience
  2. First-aid, health, sanitation, and backcountry hygiene practices
  3. Environmental impact practices to be followed
  4. Location and procedures for accessing medical and emergency assistance while on the trip
  5. Principles of Trek Safely
  6. Local environmental safety precautions including terrain, weather, insects, poisonous plants, animals, etc., and how to respond to adverse situations
  7. How to select a safe campsite that is protected from dead trees or limbs, wind, falling rock, excessive sun, etc.
  8. Crews trained in procedures for securing food from animals
- B. Training sessions for the development of outdoor skills, leadership, teaching, trek guiding, and other position-related skills are included in the written staff training plan and may require additional time.
- C. Participants are instructed in the proper use, refueling, and packing of all chemical fuel devices and fuels, if used in the program. Youth participants may use chemical fuel devices when supervised by an adult knowledgeable in their use. Flames or chemical fuel devices are not permitted in or near tents. Empty cartridges are safely disposed of upon returning from the trek. Fuel is carried in designated fuel bottles. Fuel bottles are clearly distinguishable from water bottles so that both can be safely identified even in darkness.

Long-term  
camp

# TREK PROGRAMS: PRE-TREK

PS-219

(Effective January 1, 2020)

## Applies to:

### VERIFICATION:

- Review of literature for program (may be submitted with declaration)
- Director/staff description of procedures in practice
- Observation of equipment and procedures in practice

**History:** Formerly PT-302.

Long-term  
camp

**STANDARD:**

If a trek program is offered, trip planning and documentation of the plan is prepared and a copy retained at the camp headquarters.

**Applies to:****Specific Requirements of the Standard:**

- A. The camp has a written plan to periodically review all trail camps and program areas, staffed or unstaffed, to ensure safety and appropriateness for the age and experience level of program participants. The camp maintains written documentation that the review was completed and any necessary changes or revisions to the program or its facilities made.
- B. A staff member familiar with the trek program assists the crew leader and adult leader advising the crew leader in developing a trek plan showing each campsite, intended routes, and difficult portions. The itinerary is planned to match the experience to the crew's ability. One copy of the itinerary and a list of the names, addresses, and home phone numbers of all leaders and crew members must be kept on file at the base of operations. See the *Fieldbook*, No. 33104.
- C. A master map is maintained at the base and/or the trek leader knows the locations of difficult portions of treks such as rapids, steep trails, cliffs, portages, windswept ridges, areas without water, etc. Crews that will participate in a trek are trained in the use of map and compass and/or global positioning system (GPS).

**VERIFICATION:**

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

**History:** Formerly PT-303.

Long-term  
camp



**STANDARD:**

If a trek program is offered, participants are provided with sufficient safe program equipment for use in the trek and are trained in its proper use.

**Applies to:****Specific Requirements of the Standard:**

- A. Every crew carries a prescribed first-aid kit on the trail. The supplies and equipment included in this kit must be geared to the type of injury or illness most likely to occur in the area and include means for protection from contact with bloodborne pathogens. Crews shall document all first-aid performed during the trek to be recorded in the First Aid Log, No. 33681, at the completion of the trek.
- B. Crew equipment for a successful experience is provided by the camp. A list of personal equipment needed is provided in the leaders' guide.
- C. Specialized equipment, such as rope, life jackets, carabiners, and figure eights, is acquired new and is carefully inspected for defects prior to and after each session of use. Defective and severely worn equipment is retired from service. Appropriate safety equipment, staff training, and supervision is provided for activities where risk should be managed, e.g., mountain biking, climbing/rappelling, and kayaking/whitewater canoeing. Equipment is maintained and replaced in accordance with applicable industry standards.
- D. All staff and campers are properly equipped and trained in proper use of the specialized equipment that is used on the trek or program.

Long-term  
camp

**INTERPRETATION:**

First-aid kit contents should be approved by the council's health supervisor.

**VERIFICATION:**

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

**History:** Formerly PT-304.





**STANDARD:**

If offered, adventure programs or activities are exciting, dynamic, and appealing to today's youth; meet the needs of participating youth; are challenging; allow for personal reflection and growth; and are conducted in a safe manner and in accordance with the national camp standards and program- and activity-specific procedures.

**Specific Requirements of the Standard:****A. Definitions.**

1. *Adventure program* is any program lasting two nights, or 48 hours or more, with the same or substantially the same group. An adventure program that meets the definition of a "trek program" must also meet the requirements of Standards PS-218 through PS-221.
2. *Adventure activity* is any activity lasting less than two nights or 48 hours. An adventure activity that meets the definition of an "outpost" (see Standard PS-217) must also meet the requirements of Standard PS-217.

**B. Participant Eligibility.** Participation in adventure programs must conform to the Age-Appropriate Guidelines for Scouting Activities or more stringent guidelines established by the council or camp.

**C. Programs and Activities Covered.** The following adventure programs and activities are covered by this standard:

1. BMX bike programs
2. Boardsailing or standup paddleboarding beyond introductory merit badge or BSA aquatics award training
3. Caving, except in a guided cave program open to the general public
4. Cross-country or downhill skiing and snowshoeing.
5. Mountain bike adventure programs where the trail is not smooth and participants are expected to jump obstacles, thread between obstacles with less than 18 inches of tread clearance or 36 inches of body clearance, or descend grades greater than 15 percent. A trail meeting IMBA's Black Diamond or Double Diamond rating is subject to this standard.
6. Rock climbing, rappelling, or bouldering off of a council-controlled course.
7. Scuba or snorkeling in waters not controlled by the camp, unless conducted in accordance with Standard PS-204.

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

# ADVENTURE PROGRAMS AND ACTIVITIES

PS-222

(Effective January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

8. Snow and ice climbing.
9. Snowmobiling.
10. Whitewater canoeing/kayaking/rafting.
11. Any of the following activities when they also meet the definition of a “trek program”:
  - a. Backpacking or mountaineering.
  - b. Bicycling or mountain biking.
  - c. Canoeing or kayaking.
  - d. Sailing or motorboating, unless conducted in accordance with Standard PS-201.
  - e. Sledding or sledging.
  - f. Trail horse riding.
  - g. Winter camping.
12. Any activity, other than those described above, during which a participant will do any of the following:
  - a. Travel through the air at heights greater than 4 feet above ground, other than in a COPE or climbing course, obstacle course, or tower or bridge built as part of a pioneering class or on a bridge or walkway open to the general public.
  - b. Travel at speeds greater than 10 mph, other than in a licensed vehicle or in a boating, biking, or horse program addressed in these standards.
  - c. Requires respiratory assistance or may be subject to significant impact damage to the body.
13. Any activity for which a national approval or variance is required pursuant to Standard PD-111 or where the risk is classified as ID, IIC, IID, IIIB, or IIIC using the BSA Program Hazard Analysis before controls are implemented and remains higher than IVC, IVD, or IVE after controls are implemented.
14. Any activity which the council’s enterprise risk management committee directs be classified as an adventure activity or which the National Council so provides in an Authorization to Operate.

### D. Program Design Requirements.

1. The adventure program or activity includes action, adventure, challenge, a risk factor for excitement, and vigorous activity.

2. The program design shall set limits on the minimum and maximum number of participants. Unless otherwise specified by law, the minimum group size shall be four, unless Standard PS-218 (Trek Programs), HS-501 (Youth Protection) or HS-511 (Buddy System) requires six.
3. Participants in an adventure program have an opportunity to reflect on personal goals and to apply what they have learned as a result of their adventure experience.
4. Camps offering an adventure program or activity provide participants a risk advisory and an outline of physical and other preparations that should be completed prior to arrival so that they are prepared for the adventure experience.

**E. Program Safety Elements.** A camp offering an adventure program or adventure activity shall complete a program risk analysis pursuant to Standard PD-111, including a variance if required, and obtain a specific risk clearance for the program or activity pursuant to Standard PD-112. Program safety elements must address:

1. Staff training
2. Program equipment
3. Staff and participant personal protective equipment
4. Other safety equipment
5. Required safety protocols

**F. Procedures and Training.** The camp will develop the appropriate level of training required based on the complexity of the task and minimum trainee qualifications contained in training requirements specified for the program or activity. Procedures must address the instruction in and use of personal protective equipment. Precautionary notations in manuals will be standardized. Safety critical tasks, duties, and activities related to the program or activity will require evaluation of staff proficiency, which shall be documented. The training guidelines shall clearly specify the training to be provided to program or activity staff and the training to be provided to participants, if any.

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

### Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

# ADVENTURE PROGRAMS AND ACTIVITIES

PS-222

(Effective January 1, 2020)

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

## INTERPRETATION:

Camps that were operating as a high adventure or specialty adventure camp prior to January 1, 2020 shall continue to meet the minimum program quality and design specifications that they were meeting before that date until they receive a new Authorization to Operate that addresses the former high adventure or specialty adventure programming, the camp receives an appropriate variance or waiver, or the program is discontinued.

## VERIFICATION:

- Review of eligibility screening procedures
- Review of the Program Hazard Analysis conducted pursuant to Standard PD-111 and the council's approval pursuant to Standard PD-112. The council's approval must specifically identify the adventure program or activity.
- Review of the program to ensure that it is following the requirements set forth in the Program Hazard Analysis and the council's approval as it relates to procedures, program equipment, and safety equipment
- Discussion with staff concerning elements of risk, challenge, adventure, and personal reflection time

## REFERENCE:

The staff must be trained in the outdoor specialties offered in the program as specified in Standard SQ-411.

# OTHER CAMP PROGRAMS AND ACTIVITIES

(Effective January 1, 2020)

## STANDARD:

If offered, other programs and activities are conducted in a fun and safe manner, in accordance with the BSA National Camp Standards, *Guide to Safe Scouting*, and Age-Appropriate Guidelines for Scouting Activities, and with any program- or activity-specific procedures specified by the council pursuant to Standard PD-112.

## INTERPRETATION:

Starting with the January 1, 2025 round of authorization review, councils will be asked to submit a comprehensive list of programs and activities for each camp with appropriate PHAs (see Standards PD-111 and PD-112) no more than five years old supporting each activity.

All activities must comply with law. See Standard AO-801.

## REFERENCES:

*Guide to Safe Scouting*—[www.scouting.org/health-and-safety/gss/](http://www.scouting.org/health-and-safety/gss/)

Age-Appropriate Guidelines for Scouting Activities—  
<https://filestore.scouting.org/filestore/HealthSafety/pdf/680-685.pdf>

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**RECOMMENDED PRACTICE:**

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

**INTERPRETATION:**

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

**VERIFICATION:**

- Review of plan
- Discussion with staff

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**





## RECOMMENDED PRACTICE:

The camp provides a self-guided nature trail, which is clearly labeled, or nature exhibit, which is clearly labeled, introducing participants to local soils, plants, and animals.

## VERIFICATION:

- Observation of trail or museum and signage

## Applies to:

Day camp

Family camp

Long-term camp



**RECOMMENDED PRACTICE:**

At least one staff member is trained as a Leave No Trace Trainer or Leave No Trace Master Educator. A Leave No Trace Trainer course, Leave No Trace awareness course, or other outdoor ethics awareness workshop is offered to leaders and campers.

**VERIFICATION:**

- Review of certificate (may be included in declaration)
- Review of schedule and discussion with staff

**Applies to:**

Long-term  
camp



**RECOMMENDED PRACTICE:**

BSA Aquatics Supervision—Swimming and Water Rescue and BSA Aquatics Supervision—Paddle Craft Safety training courses are offered to adult leaders and those meeting minimum age requirements where camps have aquatics facilities to provide these programs. The camp is not required to offer these programs if the council offers them at alternative times and locations throughout the year. The Swimming and Water Rescue pocket card, No. 34471, and the Paddle Craft Safety pocket card, No. 34472, are issued to those completing the program requirements. See Aquatics Supervision, No. 34346.

**VERIFICATION:**

- Discussion with staff at camp offering course or review of council calendar showing course offering dates

**Applies to:****Long-term  
camp**



**RECOMMENDED PRACTICE:**

The camp meets the requirements of the Certified Horsemanship Association (CHA).

**Applies to:****VERIFICATION:**

- Review of approval letter from CHA (binding if present) (may be included in declaration)
- If no CHA approval or disapproval letter, review of CHA standards (provided by camp) and camp practices

**Long-term  
camp**





**RECOMMENDED PRACTICE:**

The CHECK (Clothing, Helmet and Harness, Environment, Connection and Knots) checklist 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

Prior to using the CHECK stickers on helmets, camps should check to ensure that use of the stickers will not violate any applicable manufacturer warranty.

**VERIFICATION:**

- The CHECK logo is displayed at the COPE and/or climbing area.

**Applies to:**

Camp  
properties

Long-term  
camp

**Trek Programs (formerly standards PT-301 through PT-304) have been revised and moved to PS-218 through PS-221. The 300 series is reserved for future use.**

# STAFF QUALIFICATION AND TRAINING (SQ) STANDARDS

Staff quality is one of the leading indicators of quality programming and an exceptional camp. The staff qualification and training (SQ) standards establish the minimum requirements for operating a BSA-accredited camp or outdoor program.

In addition to the minimum standards set forth in this part, councils are strongly encouraged to develop staff qualification and training requirements that apply specifically to the programs and facilities that they offer. These requirements should be addressed in the Application for Authorization. Critical requirements for the safety and the quality of the programs may be included in the authorization.

**All applicable standards must be met for accreditation.**



# STAFF QUALIFICATION AND TRAINING STANDARDS

(Revised January 1, 2020)

## 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. Youth camp staff and personnel 17 and under must complete a youth application using Code 68 and adults must complete an adult application using Code 49 even if registered in another capacity.
- B. Long-term 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 and adventure program and activity employees must be 16 years of age or older. Long-term 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 seasonal 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 camp

Family  
camp

Long-term  
camp

# STAFF QUALIFICATION AND TRAINING STANDARDS

(Revised January 1, 2020)

SQ-401

## Applies to:

Day camp

Family  
camp

Long-term  
camp

## 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).
- *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.
- Scouts BSA members under the age of 14 may volunteer to help at day camp if under the direct supervision of a parent, guardian, or 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. 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.

# STAFF QUALIFICATION AND TRAINING STANDARDS

(Revised January 1, 2020)

## 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

## Applies to:

Day camp

Family  
camp

Long-term  
camp





**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.

**Applies to:****Specific Requirements of the Standard:**

A. **Training plan.** The camp has a written training plan approved by the appropriate council committee(s) that sets forth the training requirements and general syllabus for each staff position or group of positions. The training plan must address all training required by the National Camp Standards and whether the training is provided at camp or elsewhere and, if elsewhere, how training will be verified.

B. **Training requirements for all camps.** The training plan for all camps must include the following elements:

1. *Camp Staff Youth Protection Training.* All camp staff must complete current Youth Protection training before or at camp and submit proof of training.
2. *Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff.* All camp staff must also complete *Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff*, No. 430-149, during staff training and prior to commencing work with youth campers. A roster of those completing training shall be maintained.
3. *Staff first-aid training.* At least 50 percent of staff must be currently certified in American Red Cross CPR/AED or approved equivalent. The total ratio of trained staff (or volunteers) to campers must not be less than 1:25.
4. *Weather Hazard training.* All staff must complete Weather Hazard training. Proof of training is required for staff completing the course in advance.
5. *Harassment training:*
  - i. For family camp and long-term camp—*All* staff and personnel must have completed current Unlawful Harassment Prevention online training, which includes reading and agreeing to the Scouter Code of Conduct. Copies of each staff member's Unlawful Harassment Prevention online training certificates are retained on-site and at the council office. Online training link: [www.skillssoftcompliance.com/academy/default.aspx?orgid=551502](http://www.skillssoftcompliance.com/academy/default.aspx?orgid=551502)

Day camp

Family camp

Long-term camp

# GENERAL CAMP STAFF TRAINING

SQ-402

(Revised January 1, 2020)

## Applies to:

Day camp

Family camp

Long-term camp

- ii. For day camps—*Only paid* staff and personnel must have completed current Unlawful Harassment Prevention online training, which includes reading and agreeing to the Scouter Code of Conduct. Copies of each staff member's Unlawful Harassment Prevention online training certificates are retained on-site and at the council office. Online training link: [www.skillssoftcompliance.com/academy/default.aspx?orgid=551502](http://www.skillssoftcompliance.com/academy/default.aspx?orgid=551502)

### C. Additional training requirements 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) receive, a minimum of four hours training (for an overnight family camp or a one-day day camp) or a minimum of eight hours of training (for all family and day camps of greater duration) prior to the start of the camp's program. Other staff receive appropriate training as set forth in the training plan approved by the appropriate council committee.

For day camps, the training plan shall include the agendas in the *Day Camp Administration Guide* and/or the *Cub Scout Day Camp Staff Training Guide*.

### D. Additional training requirements for long-term camps.

For long-term camps, the training plan provides and the staff receives 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.
2. A minimum of 10 more hours of staff training is required for each additional type of long-term camp. A written outline that is program-specific (Cub Scouting, Scouts BSA, or Venturing) is used and training is conducted by key camp personnel and/or council personnel.

### E. Training for multiple camps sharing staff and facilities.

If the same staff that was used for one type of camp is used for another type of camp, staff must be briefed as to the methods and practices of the other type of camp and, if a different program group (e.g., Cub Scouts, Scouts BSA, or Venturers), differences between the methods used for the different program groups, including gender- and age-related issues.

F. **No limitation.** The specification of minimum training hours in this standard does not relieve the council and camp from fully complying with training and testing specified elsewhere in these standards. Such training and testing may occur during pre-week, prior to camp, or as part of a year-round council program.

### INTERPRETATION:

For purposes of Specific Requirement B.2, 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.

*Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff*, No. 430-149, is available online at [www.scouting.org/NCAP](http://www.scouting.org/NCAP).

### VERIFICATION:

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

### Applies to:

Day camp

Family camp

Long-term camp



**STANDARD:**

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

**Applies to:****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 long-term camps, possesses a valid certificate of training from the Resident Camp Director or Resident Camp Administration section of National Camping School.
    - b. For day camps, possesses a valid certificate of training from the Day Camp Administration section of National Camping School.
    - c. For family camps, is trained annually by the council family camping administrator in family camping management.
    - d. For long-term camps, has completed Camp Director Understanding and Prevention of Youth-on-Youth Abuse training.
  3. Camp/reservation directors have no other camp duties.
    - a. At a long-term 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 long-term camp or day camp:
1. Is at least 21 years of age.
  2. Training:
    - a. For long-term camps, possesses a valid certificate of training from the Resident Camp Program Director or Resident Camp Administration section of National Camping School.
    - b. For day camps, possesses a valid certificate of training from the Day Camp Administration section of National Camping School.
    - c. For long-term camps, has completed Camp Director Understanding and Prevention of Youth-on-Youth Abuse training.

Day camp

Family camp

Long-term camp

# CAMP MANAGEMENT

SQ-403

(Revised January 1, 2020)

## Applies to:

Day camp

Family  
camp

Long-term  
camp

3. In a long-term 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. Long-term camps that only offer trek programs do not require a program director and may use an individual as both program director/ trek director if appropriately certified.
- C. The professional staff advisor or volunteer Cub Scout and Webelos day camp administrator:
1. Is at least 21 years of age.
  2. Possesses a valid certificate of training from the Cub Scout/Webelos Scout Day Camp Administration section of National Camping School.
- D. The council's family camp administrator:
1. Is at least 21 years of age.
  2. Possesses a valid certificate of training from the Resident Camp Director or Resident Camp Administration section of National Camping School.

## INTERPRETATION:

Under SQ-403, all camps are required to have an on-site camp director and program director, except long-term camps offering a trek program as described below. In reservation settings where multiple camps are present at the same camp property, the overall reservation may share a camp director (or a program director), but each camp must have its own program director (or camp director).

The director of a subcamp in a multiple-camp facility possesses a valid certificate of training from one of the following National Camp School sections: Long-term Camp Director, Long-term Camp Program Director, former Resident Camp Administration, former Resident Camp Management, or former Program section.

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

Camps offering only treks 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 long-term camp may share a camp director with the long-term 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

**Applies to:****Day camp****Family  
camp****Long-term  
camp**





**STANDARD:**

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

- A. Proof of successful completion of Camp Ranger Basic from Scouting U or, if hired prior to January 1, 2018, a current certificate of training from the Ranger section of National Camping School
- B. Evidence of 12 learning hours of continuing education in prior year
- C. *Understanding and Preventing Youth-on-Youth Abuse Training for Camp Directors*, No. 721-143
- D. American Red Cross Standard First Aid
- E. American Red Cross CPR/AED for Professional Rescuers (or equivalent)
- F. Planning and Preparing for Hazardous Weather training

**INTERPRETATION:**

Camp Ranger Basic training from Scouting U must be obtained within 12 months of date of employment. All rangers must complete 12 “learning hours” of continuing education annually. Continuing education obtained in the current year applies to the following year.

*Understanding and Preventing Youth-on-Youth Abuse Training for Camp Directors*, No. 721-143, must be obtained prior to the ranger having unsupervised or overnight access to campers. American Red Cross Standard First Aid, CPR/AED, and hazardous weather training must be obtained within six months.

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

Continuing education hours must be obtained in the prior year. For example, hours earned in 2020 apply to 2021.

**VERIFICATION:**

- Documentation of age
- Evidence of required certifications (if no card, inquire as to date of hire)
- Evidence of continuing education hours obtained in the prior year

**Applies to:**

Camp properties

Day camp

Family camp

Long-term camp



**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, are 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 [www.scouting.org/training/adult/](http://www.scouting.org/training/adult/))

**Applies to:**

Camp properties

Day camp

Family camp

Long-term camp

# CAMP HEALTH OFFICER

SQ-405

(Revised January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term 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)).

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.

For camps that do not have a base camp but operate solely in a trek environment, the camp health officer does not need to live on-site but must be on-call at all times. The on-trek medical support is provided by trek staff and participant training as provided in standards PS-218.B and SQ-410.D. Reasonable provision should be made for trek staff to contact the camp health officer in case of need.

## 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 aquatics program is properly staffed and supervised by qualified individuals.

**Specific Requirements of the Standard:****A. Program supervision.**

1. The aquatics director is 21 years of age or older and holds a current certificate of training as a BSA Aquatics Instructor from a National Camping School. The aquatics director also is currently certified as a BSA Lifeguard, American Red Cross Lifeguard, or equivalent training recognized by state legislation or regulation (a “valid lifeguard certification”), and is currently trained in American Red Cross First Aid and Basic Life Support (BLS) for Health Care Providers, or equivalent. For long-term camps, the aquatics director holds no other staff position and lives on-site if youth participants or staff remain on the premises overnight. (Note: State or local regulation may require previous lifeguard experience and should be reviewed to ensure compliance.)
2. If an individual trained as a BSA Aquatics Instructor is not available, the camp may apply for and be issued a waiver that would allow a person 21 years of age or older, currently trained by the American Red Cross as a Lifeguard Instructor, in Lifeguard Management, and as a Water Safety Instructor (all three required) to fill the position for one season. The waiver will require the individual to review the Swimming and Water Rescue and Paddle Craft Safety PowerPoint presentations at [www.scouting.org/outdoor-programs](http://www.scouting.org/outdoor-programs) under the Aquatics tab and to review the relevant sections of Aquatics Supervision, No. 34346.

- B. Camps with separated aquatics areas.** Each aquatics area shall be supervised by a person, 18 years of age or older, who holds the following training and credentials when the aquatics director is not present at the area:
1. A valid lifeguard certification
  2. Current certification in American Red Cross BLS for Health Care Providers and American Red Cross First Aid (or equivalents)
  3. For a swimming area, either a current BSA Aquatics Instructor card from National Camping School or American Red Cross Lifeguard Management training
  4. For a boating area, at least one of the following: (a) a current BSA Aquatics Instructor card from National Camping School, (b) current BSA Paddle Craft Safety training, or (c) an instructor rating from the American Canoe Association or other national boating organization appropriate for the activity

**Applies to:**

Camp properties

Day camp

Family camp

Long-term camp

# AQUATICS STAFF

SQ-406

(Revised January 1, 2020)

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

- C. **Aquatics area staff.** The following requirements apply to aquatics area staff:
1. All aquatics lifeguarding staff are tested for competency by the aquatics director before assuming lifeguarding or instructional duties. The aquatics director shall keep written documentation of staff and the areas and activities for which they are qualified. Staff in training may not work unsupervised until approved in written documentation by the aquatics director. The required skill competencies for lifeguarding include:
    - a. All lifeguards can reach the bottom at the deepest part of the swimming area.
    - b. All lifeguards can reach the furthest extent of their assigned zones within 20 seconds.
    - c. All lifeguards can currently perform water rescue skills (possession of a lifeguard training certificate is not enough; each aquatics director must check that they can still perform to standards).
    - d. All lifeguards can currently perform BLS and first-aid skills (possession of a card is not enough; each aquatics director must check that they can still perform to standards).
    - e. All lifeguards must be trained to execute written emergency action plans specific to local camp swimming areas and activities.
    - f. All lifeguards respond to bloodborne pathogen incidents according to the OSHA-mandated exposure control plan.
  2. At least 50 percent of the aquatics staff members, excluding CITs, hold a valid lifeguard certification and current American Red Cross BLS for Health Care Providers, or equivalent.
  3. In accordance with Department of Labor regulations, 15-year-old paid staff members with valid lifeguard certifications may work as lifeguards only for swimming activities in a swimming pool. Lifeguards for swimming activities not at a swimming pool must be at least 16 years of age and have a valid lifeguard certification appropriate for the venue.
- D. **Outside providers.** If a Cub Scout long-term camp, Cub Scout day camp, or family camp conducts a swimming program at a non-BSA-owned or -operated swimming facility, supervision may be provided by facility employees whose training is regulated by state authorities, in lieu of the supervision required as above. This specific requirement applies to established pools, water parks, or lake front swimming areas with lifeguards provided by the venue. In this case, the requirements of the

Safe Swim Defense must be implemented in accordance with Standard PS-201 Aquatics: General. If lifeguards are not provided, then the requirements of this Standard must be met.

- E. **Personal watercraft (PWC) program.** If a personal watercraft program is offered, staff must successfully complete the prescribed state safe boating training program and any additional requirements prescribed by the National Council, Outdoor Programs, in the program approval.
- F. **Pool operator.** When required by applicable law or regulation, the camp shall have a licensed pool operator, who shall be responsible for pool operation and maintenance as established by law. The aquatics staff shall comply with directions from the licensed pool operator within the scope of the license.

### INTERPRETATION:

Cub Scouting aquatics activities must fully comply with the requirements of Standards PS-201 and SQ-406.

“Valid lifeguard certification” means current certification as a BSA Lifeguard, American Red Cross Lifeguard, or equivalent training recognized by state legislation or regulation.

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

### VERIFICATION:

- Relevant certificates on file (may be submitted with declaration)
- Documentation of ages
- Observation of aquatics program implementation
- If PWC program offered, review of National Council approval for additional training requirements and staff assurance that requirements are met

### Applies to:

Camp properties

Day camp

Family camp

Long-term camp





**STANDARD:**

The firearm range must be adequately supervised by qualified persons.

**Applies to:****Specific Requirements of the Standard:**

A. *Scouts BSA or Venturing day, family, and long-term camps*

1. *Program supervision.* The firearms program is supervised by a shooting sports director, at least 21 years of age, who holds a valid certificate of training from the Shooting Sports section of National Camping School.
  - a. The shooting sports director must hold current NCS and NRA or USAA credentials in each discipline (rifle [also includes pellets and BBs], shotgun, muzzleloading, pistol, and archery) offered at the camp.
  - b. If an individual trained as a BSA shooting sports director is not available, the camp may be granted a waiver so that the shooting sports program may be operated for one season only by certified instructors from military, law enforcement, or 4-H, or NRA instructors.
  - c. The shooting sports director must be in camp when any firearms range is in use.
  - d. An NCS trained shooting sports director is not required if the camp offers only a chalk ball, paintball, or airsoft program and no other shooting sports program.
2. *Firearms range supervision.* Each firearms range must have an NCS shooting sports director or NRA Instructor 21 years of age or older in charge of the firing line at any time it is in operation. A chalk ball/paintball course is subject to Specific Requirement A.6 in lieu of this requirement. An airsoft range is subject to Specific Requirement A.7 in lieu of this requirement.
3. *Firearms range instructor ratios.*
  - a. When loading or firing rifles, pellet guns, or BB guns, there is a ratio of one instructor per eight shooters (1:8 instructor-to-pupil ratio). For each additional eight points, or fraction thereof, the minimum requirement is an 18-year-old or older instructor trained by the shooting sports director using at a minimum the NRA FIRST Steps three-hour training.
  - b. When loading or firing shotguns or muzzleloaders, there is a ratio of one instructor per shooter (1:1 instructor-to-pupil ratio).

Day camp

Family camp

Long-term camp

# FIREARMS RANGE STAFF

SQ-407

(Revised January 1, 2020)

## Applies to:

Day camp

Family  
camp

Long-term  
camp

- c. For pistols, the ratio of one instructor per three shooters (1:3 instructor-to-shooter ratio).
  - d. The firearms range supervisor (see paragraph A.2 above) at a long-term camp only may serve as one of the instructors for purposes of the instructor-to-shooter ratios in this standard.
4. **Scouting Pistol Safety and Marksmanship program instructor requirements**
- a. Each instructor must be an NRA-certified pistol instructor.
  - b. At least two of the instructors or RSOs on the range must also hold a Scouting Pistol Safety and Marksmanship program certificate.
  - c. Only an instructor holding the Scouting Pistol Safety and Marksmanship program certificate may serve as lead instructor for the classroom portion of the course and shall present the material. Other NRA-certified pistol instructors may assist participants, but may not present material.
  - d. Only an RSO holding the Scouting Pistol Safety and Marksmanship program certificate may serve as the range supervisor/RSO for this program. This individual may not serve as an instructor for purposes of the instructor-to-student ratio. No more than six participants shall be supervised by the range supervisor/RSO.
  - e. The instructor-to-student ratio when on the range working with the firearms in this program is one NRA-certified pistol instructor to every two participants.
5. **Cowboy Action Shooting program instructor requirements**
- a. Each shooting position will have an NCS or NRA-certified pistol, rifle, or shotgun instructor, depending on the firearm at the shooting position.
  - b. Notwithstanding Specific Requirement A.2, the range supervisor must hold a current NRA RSO certification in addition to any other required certifications.
6. **Chalk Ball program instructor requirements**
- Notwithstanding Specific Requirements A.1, A.2, and A.3, the chalk ball trail/course shall be under the supervision of an NRA-certified RSO.

**7. Multi-Gun Airsoft Experience**

- a. Each bay in a multi-gun airsoft experience must be supervised by an airsoft instructor, who must be a BSA BB-gun range master, a BSA shooting sports director, or an NRA instructor, and all of whom also require an airsoft endorsement. An airsoft endorsement may be granted by the local Scout executive (or designee) if the requirements of Appendix 5 of the *Multi-Gun Airsoft Experience Operations Guide* are met. The endorsement is evidenced by a card good for two years.
  - b. It is recommended that each bay also have a coach who is an individual authorized by the airsoft instructor. If there is no coach, the airsoft instructor shall perform the duties of coach.
- B. *Cub Scout day, family, and long-term camp (BB range only)*. BB-gun range masters must be at least 18 years of age and have successfully completed the BB-gun safety and training program for an authorized instructor, as outlined in the *BSA National Shooting Sports Manual*, No. 30931. Additional adult supervision is required for each additional eight shooters.

**INTERPRETATION:**

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

Shooting at camp properties other than as part of a camp subject to this Standard must meet the requirements of the *Guide to Safe Scouting*. The *Guide to Safe Scouting* requires different supervision outside of the supervised camp environment. Information on obtaining the Scouting Pistol Safety and Marksmanship Program training certification may be obtained from Outdoor Programs or NCAP.

For the multi-gun airsoft experience, the instructor must hold a current airsoft endorsement. An NRA range safety officer (RSO) is not considered a qualifying certification because the training differs from that of an NRA Instructor. For purposes of the alternative criteria in Specific Requirement A.1.b, the individual must be currently recognized as an instructor and have range safety officer training or experience.

**Applies to:**

Day camp

Family  
campLong-term  
camp

# FIREARMS RANGE STAFF

SQ-407

(Revised January 1, 2020)

## Applies to:

Day camp

Family  
camp

Long-term  
camp

## VERIFICATION:

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

## REFERENCES:

Additional recommendations for operating a shooting sports program are found in the *BSA Shooting Sports Manual*.

**STANDARD:**

The archery range must be supervised by trained and qualified staff.

**Applies to:**

Day camp

Family  
campLong-term  
camp**Specific Requirements of the Standard:**

- A. **Program Supervision.** The archery program must be under the supervision of a shooting sports director meeting the requirements of Standard SQ-407, Specific Requirement A, unless there is only a single archery range and one or more BB gun ranges, in which case the respective range supervisor shall provide program supervision for the archery and BB gun programs, respectively.
- B. **Range Supervision.**
1. The range supervisor and any staff supervising the firing line must be 18 years of age or older.
  2. The range supervisor and archery staff must be trained by a National Camping School–trained shooting sports director or USA Archery instructor, who must issue a training course pocket certificate. The certificate must be renewed every two years.
  3. A Sporting Arrows range operated pursuant to Standard PS-213, Specific Requirement D, must be supervised by a USA Archery Level 1 instructor at least 18 years of age who has successfully completed the Sporting Arrows module and who may supervise a maximum of three participants at a time.
- C. **Archery range staff.** All staff must be trained by a range supervisor or firing line supervisor who is a USA Archery Level 1 or higher instructor.

**INTERPRETATION:**

The range supervisor and staff supervising the firing line must be 18 years of age, but other staff assisting with the program may be younger.

The Sporting Arrows training module is available on the Outdoor Programs website.

**VERIFICATION:**

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

**REFERENCES:**

Design Guidelines 313 and 316 are available at [www.scouting.org/outdoor-programs/properties/resources/design-guidelines/](http://www.scouting.org/outdoor-programs/properties/resources/design-guidelines/).



**STANDARD:**

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

**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 the approved COPE and/or climbing training syllabi; core, technical, and interpersonal/program management staff competencies for a course identified in the current ACCT operations standards; and specific knowledge and skills required for local COPE and/or climbing program operations. In addition, the COPE or climbing program shall be supervised in accordance with either (1) or (2) below:
1. The program is supervised by an NCS-trained COPE or climbing director, as appropriate.
  2. The program is supervised by a Level II COPE or climbing instructor, as appropriate. Councils (or multicouncil collaborations) electing to provide local training programs for Level II instructors shall meet the following requirements:
    - a. Have at least one trained program trainer in place who supervises the training.
    - b. The training program must be evaluated and approved by a peer review process. The regional COPE/Climbing chair or area advocate will assign an approved COPE or Climbing peer reviewer who is not affiliated with the training program being evaluated.
      - i. The council Level II program shall be reviewed and approved before valid training cards can be issued.
      - ii. Re-evaluation shall occur at least every five years thereafter or when conditions warrant, including but not limited to the following:

**Applies to:**

Camp properties

Day camp

Family camp

Long-term camp

# COPE AND/OR CLIMBING STAFF

SQ-409

(Revised January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

1. Higher than normal incident rates in COPE and/or climbing programs as identified by the local, regional, or National Council

2. Council appoints a new program trainer

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

iii. Documentation needed during the Program Trainer Course, and during peer review, may include but is not limited to the following:

1. A document approving the program trainer(s) to train for the council or multi-council collaboration signed by the Scout executive for that council or all Scout executives of a multi-council collaboration

2. Training syllabus and materials

3. Planned training activities while in session

4. Any assessment instruments for documenting testing and/or evaluation

5. Instruments for documenting operation of facilities as specified in PS-206 C

6. Documentation of completed training

c. Report training rosters to region COPE/Climbing chair per region chair instructions

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	Re-evaluation	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



## COPE and Climbing Program Staff Member Qualifications and Training

No.	Staff Member	Prerequisite	Primary Training	Re-evaluation	Min. Age
4	COPE director	Familiarity with local council course	NCS COPE director training	5 years	21
5	Low COPE Level I instructor	None	COPE and climbing foundation Level I + low COPE Level I instructor training	Yearly	18
6	Low COPE Level II instructor	Low COPE Level I instructor	COPE and climbing foundation Level II + low COPE Level II instructor training	3 years	21
7	Low COPE director	Familiarity with local council course	NCS low COPE director training	5 years	21
8	Climbing instructor in training	None	COPE and climbing foundation Level I + climbing Level I instructor training	Yearly	16
9	Climbing Level I instructor	None	COPE and climbing foundation Level I + climbing Level I instructor training	Yearly	18
10	Climbing Level II instructor	Climbing Level I instructor	COPE and climbing foundation Level II + climbing Level II instructor training	3 years	21
11	Climbing director	Familiarity with local council course	NCS climbing director training	5 years	21
12	Artificial climbing structure Level I instructor	None	COPE and climbing foundation Level I training	1 year	18
13	Artificial climbing structure Level II instructor	Artificial climbing structure Level I instructor	COPE and climbing foundation Level II training	3 years	21
14	Portable challenge structure facilitator	None	COPE and climbing foundation Level II training + manufacturer authorized training	Yearly	21
15	Bouldering facilitator	None	Bouldering facilitator training	Yearly	16
16	COPE and climbing program trainer	COPE or climbing Level II instructor or director	NCS Program Trainer course	5 years	21
17	COPE and climbing peer reviewer	Regional appointment	NCS COPE and climbing program manager or program trainer	5 years	21

### Applies to:

Camp properties

Day camp

Family camp

Long-term camp

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

# COPE AND/OR CLIMBING STAFF

SQ-409

(Revised January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

by a Level I or Level II instructor or a director. **A Level II instructor or director directly supervises the program and must be present at the program site except for bouldering or portable challenge structure sites. The second staff member shall be a minimum of a Level 1 instructor.**

### 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
3	Artificial vertical climbing structure	COPE Level II instructor or COPE director or climbing Level II instructor or climbing director or artificial vertical climbing structure	Level II instructor, artificial vertical climbing structure instructor, COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	6:1
4	Natural rock climbing	Level II instructor or climbing director	Climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	6:1
5	Bouldering	Bouldering facilitator or COPE Level I instructor or climbing Level I instructor	COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	1	Determined by council policy
6	Portable challenge structure	Portable challenge structure facilitator	Portable challenge structure facilitator, COPE Level I instructor, COPE Level II instructor, COPE director, COPE IIT, climbing Level I instructor, climbing Level II instructor, climbing director, climbing IIT	2	As recommended by manufacturer, but not to exceed 6:1

### INTERPRETATION:

The term “qualified person” is defined in the Association for Challenge Course Technology standards as: “An individual who, by possession of a recognized degree, certificate or professional standing; or who, by possession of extensive

knowledge, training and/or experience in the subject field; has successfully demonstrated ability in design, analysis, evaluation, installation, inspection, specification or training in the subject work, project or product, to the extent established by this Standard.”

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

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

Peer review evaluators are assigned by region COPE/Climbing chairs or area advocates and send their reports to the region COPE/Climbing chair per instructions on the COPE and Climbing Program Trainer Peer Review form.

Re-evaluation 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 re-evaluation using an assessment instrument
- Monitored performance while delivering the program
- Approved retraining workshops
- Retaking of the original training

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

**Program site:** For the purposes of this standard, *program site* is defined as the general location of COPE and/or climbing activities, which may be separated by a reasonable distance but still able to be supervised by a single director or Level II instructor.

### Applies to:

Camp properties

Day camp

Family camp

Long-term camp

# COPE AND/OR CLIMBING STAFF

SQ-409

(Revised January 1, 2020)

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

## 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 trainer (for local Level II training)
    - Directors
    - Level II instructors
    - Level I instructors
  - C: Staffing ratios

**STANDARD:**

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

**Applies to:****Specific Requirements of the Standard:**

- A. The trek director of a trek program must be at least 21 years of age and hold a current certificate of training from the Trek Leader section of National Camping School. If another member of the staff holds a current certificate of training from the Trek Leader section of National Camping School, then the trek director may hold a current certificate of training from the Resident Camp Director section, former Resident Camp Administration section, or Resident Camp Program Director section of National Camping School and have prior trek leadership training or experience.
- 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 trek or high-adventure programs have evidence of training in their area of responsibility consistent with Standard SQ-411. Activities offered during a trek must comply with the national camp standards, including relevant staff qualification.

Long-term  
camp

**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 an adventure or activity, the additional requirements of the staff qualification and training standard, SQ-411 Adventure Staff, must also be met.

Effective January 1, 2021, provision must be made for assessment team review of trek program on trek.

# TREK LEADERSHIP AND ACTIVITY STAFF

SQ-410

(Revised January 1, 2020)

## Applies to:

### VERIFICATION:

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

Long-term  
camp

## STANDARD:

All adventure program and activity leaders and staff shall have appropriate age, experience, and training to safely operate a quality program.

## Applies to:

### Specific Requirements of the Standard:

- A. **Adventure Programs.** The staff member responsible for day-to-day operation of an adventure program must be at least 21 years of age and hold a current certificate of training from the National Camping School or equivalent training approved in this standard, a variance, or an Authorization to Operate.
1. A pool or lake-based aquatics adventure program leader must have a current certificate from the Aquatics section of National Camping School and have specific training provided in the adventure.
  2. A boating-based aquatics adventure program leader must have appropriate U.S. Coast Guard training and certification plus
    - a. If canoeing, appropriate training from the American Canoe Association, or equivalent
    - b. If whitewater canoeing, kayaking, or rafting, appropriate training for the class of water and type of craft from the American Canoe Association or American Whitewater or completion of state or other agency licensing requirements for professional whitewater guides
    - c. If large boat, training satisfying the requirements of Standard PS-203.
  3. A climbing-based adventure program or activity leader must have a current card from the Climbing section of National Camping School or rock training from the American Mountain Guides Association.
  4. A mountaineering-based adventure activity leader must have trek leader training if only backpacking is involved. If off-trail mountaineering is included, the adventure activity leader must have Philmont Ranger Training or Alpine Guide course from the American Mountain Guides Association, or equivalent.
  5. A winter-based adventure activity leader must have Okpik or Kanik training or Alpine Guide course from the American Mountain Guides Association, or equivalent.
  6. An ice-climbing activity program leader must have successfully completed the American Mountain Guides Association Ice Instructor course and exam.

Long-term  
camp

# ADVENTURE PROGRAM AND ACTIVITY STAFF

(Revised January 1, 2020)

SQ-411

## Applies to:

Long-term  
camp

7. A camp or council proposing an activity not clearly addressed above must apply for a variance for approval of its staff training plan.

B. **Adventure Activities.** Staff members supervising an adventure activity must be 18 years of age or older and have evidence of training in their area of responsibility consistent with that approved in this standard, a variance, or the Authorization to Operate. Other staff assisting with an adventure program or activity do not need to be 18 years of age.

## INTERPRETATION:

An adventure activity that meets the definition of a trek program must also meet Standard SQ-410. An adventure program or activity 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.

Effective January 1, 2021, provision must be made for assessment team observation of an adventure activity.

## VERIFICATION:

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



**STANDARD:**

All camp activity leadership staff is qualified by age and training or acceptable experience to safely lead a quality program. Supporting staff meets age and training requirements as necessary.

**SPECIFIC REQUIREMENTS OF THE STANDARD:**

- A. In a Scouts BSA, Venturing, or Sea Scout long-term camp, at least one adult camp commissioner (at least 18 years of age) is on staff. These individuals may be assigned other duties. Camp commissioners have a valid certificate of training from the Resident Camp Administration, Resident Camp Director, Resident Camp Program Director, or Commissioner sections of National Camping School; or have six months' service as an active and trained commissioner in the BSA. They also have the Council Commissioner's approval in writing and have been trained by the Camp Director with NCS training program found at [www.scouting.org/ncap](http://www.scouting.org/ncap).
- B. If an ecology program is offered, the ecology/conservation director is 18 years of age or older with a valid certificate of training from the Ecology/Conservation section of National Camping School or has equivalent training in conducting an outdoor education program and has a waiver from the NCAP Committee.
- C. If an outdoor skills program is offered, the outdoor skills director is at least 18 years of age and holds a valid certificate of training from the Outdoor Skills section of National Camping School or has equivalent skills and a waiver from the NCAP Committee.
- D. If a first-year camper program is offered, the first-year camper director is at least 18 years of age and holds a valid certificate of training from the Outdoor Skills section of the National Camping School or has equivalent skills.
- E. If a full-time or part-time chaplaincy service is provided, the chaplain should have current NCS chaplain training or be a person who is recognized as a qualified clergyman, seminarian, or layman by his or her own church body and is 21 years of age or older. Alternatively, an individual who is at least 21 years of age, possesses mature judgment, and is approved by the Scout executive may fulfill this role, with responsibilities not to include "specific ordained responsibilities" or tasks such as sacraments.

**Applies to:**

Day camp

Family camp

Long-term camp

# OTHER PROGRAM STAFF QUALIFICATIONS

SQ-412

(Revised January 1, 2020)

## Applies to:

Day camp

Family  
camp

Long-term  
camp

- F. If a horse or stock program is conducted at camp,
1. The horse or stock program director is to be at least 21 years of age, with documented experience and/or training for at least two years or more in the safe conduct of appropriate riding activities. The horse or stock program director must be qualified to provide leadership to the program staff and supervision in the proper care, handling, feeding, and grooming of horses and other stock.
  2. Horse and stock activity instructors, trail guides, and wranglers are at least 18 years old and are qualified by experience and training to safely conduct the horse or stock program.
  3. Assistant wranglers are at least 16 years of age, are qualified by experience and examination, and work at all times under the supervision of instructors, trail guides, which are wranglers who are 18 years of age or older.
- G. If an ATV program is offered,
1. Two staff members must participate in ATV activities. At least one must be 21 years of age or older; the other must be 16 years of age or older.
  2. The 21-year-old or older ATV staff member must hold a valid current ATV Safety Institute's instructor certification. All other ATV staff must have been trained by an ATV Safety Institute certified instructor.
  3. All ATV staff must be familiar with applicable outdoor ethics principles and conservation limits on ATV activities.
- H. Councils will establish safety and quality criteria for other activity leaders in the Application for Authorization. These criteria, once approved in the authorization, become part of this standard.

## INTERPRETATION:

- Ecology/conservation director—College students or teachers trained in such fields as forestry, soil and water conservation, fish and wildlife, earth science, ecology, environmental specialties, etc., are considered to have equivalent training. Students who have completed their sophomore year in college with a major in one of the above fields and have worked actively for one or more summers in a nature center or conservation-oriented staff position in a summer camp may be considered to have equivalent training.

- Outdoor skills—"Equivalent life skills" may include but are not limited to Scouting experience as a Scouts BSA leader, earning merit badges offered in outdoor skills area, or completion of college courses in outdoor skills topics.
- Chaplains are encouraged to participate in the Chaplain section of National Camping School or Chaplain's course at the Philmont Training Center.
- For horse and stock programs, "experience and training" includes care, feeding, grooming, and packing of horses, ponies, mules, burros, and other domesticated ungulates (llamas and other farm animals).

**VERIFICATION:**

- Documentation of age
- Relevant certificates on file (may be submitted with declaration)
- Authorization for approved alternatives
- Interviews with camp director and staff leadership
- Observation of program implementation during assessment

**Applies to:****Day camp****Family  
camp****Long-term  
camp**



# RESERVATION, CAMP, OR BASE DIRECTOR EXPERIENCE

(Revised January 1, 2013)

## STANDARD:

The camp, base, or reservation director is at least 25 years of age and has at least two seasons of prior Scout camp administrative or supervisory experience.

## VERIFICATION:

- Review of age and experience (may be submitted with declaration)

## Applies to:

Family  
camp

Long-term  
camp



# PERMANENT RANGER EXPERIENCE

(Revised January 1, 2013)

## RECOMMENDED PRACTICE:

The ranger is at least 25 years of age with prior maintenance or camp staff experience.

## Applies to:



## VERIFICATION:

- Review of age and experience (may be submitted with declaration)





# CAMP HEALTH OFFICER EXPERIENCE

(Revised January 1, 2013)

## RECOMMENDED PRACTICE:

The camp health officer is at least 25 years of age or is 21 years of age with prior camp medical staff experience.

## VERIFICATION:

- Review of age and experience (may be submitted with declaration)

## Applies to:

Day camp

Family camp

Long-term camp



**RECOMMENDED PRACTICE:**

The camp has a business manager with a job description, experience, and qualifications approved by the relevant council committee.

**INTERPRETATION:**

Multiple camps that share a common reservation may share a common business manager and satisfy the conditions of this recommended practice. It is recommended that this individual be 21 years of age or older, attend the Resident Camp Director section or Resident Camp Administration section of National Camping School (NCS), and hold a valid certification from NCS.

**VERIFICATION:**

- Review of council-approved job description and verification that business manager meets requirements

**Applies to:****Day camp****Family  
camp****Long-term  
camp**



**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 and have met with the camp director and completed the chaplain orientation found at [www.scouting.org/ncap](http://www.scouting.org/ncap).

**VERIFICATION:**

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

**Applies to:**

Long-term  
camp



**RECOMMENDED PRACTICE:**

The council follows the guidelines for additional camp shooting sports positions and qualifications as outlined in the *BSA National Shooting Sports Manual*, No. 30931. For example, additional instructors have NRA Instructor or Assistant Instructor credentials.

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

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

**VERIFICATION:**

- Range safety officer and NRA Instructor training by verification of current NRA cards (may be submitted with declaration)
- Other by discussion with camp director and/or shooting sports director

**Applies to:**

Day camp

Family  
campLong-term  
camp





## RECOMMENDED PRACTICE:

The camp staff should consist of at least 50 percent individuals 18 years of age or older (excluding food service, CITs, and den chiefs).

## VERIFICATION:

- Review of ages (may be submitted with declaration)

## Applies to:

Day camp

Family camp

Long-term camp



# CAMP LEADERSHIP EXPERIENCE

(Revised January 1, 2019)

## RECOMMENDED PRACTICE:

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

## VERIFICATION:

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

## Applies to:

Day camp

Family camp

Long-term camp



**RECOMMENDED PRACTICE:**

A written counselor-in-training (CIT) program under the direction of an adult staff member includes a variety of supervised experiences. A CIT serving in a program position or as a den chief must be at least 14 years of age. CITs do not replace staff members; they are there to experience program areas to determine where they might serve in the future.

**VERIFICATION:**

- Review of written CIT program (may be submitted with declaration)
- Discussion with camp director

**Applies to:**

Day camp

Family  
campLong-term  
camp



**RECOMMENDED PRACTICE:**

Staff accompanying a trekking crew hold Leave No Trace Trainer certificate of training.

**INTERPRETATION:**

This recommended practice applies to trek programs.

**VERIFICATION:**

- Review of certificates (may be supplied with declaration)

**Applies to:**

Long-term  
camp





# CUB SCOUT LONG-TERM CAMP COMMISSIONER

(Revised January 1, 2020)

## RECOMMENDED PRACTICE:

In a Cub Scout long-term camp, at least one adult camp commissioner (at least 18 years of age) is on staff. These individuals may be assigned other duties. Camp commissioners have a valid certificate of training from the Commissioner section of National Camping School or equivalent skills.

## INTERPRETATION:

Equivalent skills include experience as a unit, district, or council commissioner. See Standard SQ-412 for additional discussion of qualifying individuals.

## VERIFICATION:

- Review of age and experience

## Applies to:

Cub Scout  
long-term  
camp



# NATIONAL CAMPING SCHOOL CERTIFIED STAFF

(Revised January 1, 2013)

## RECOMMENDED PRACTICE:

The camp has at least two national camping school certified individuals beyond the camp director, program director, aquatics director, and shooting sports director.

## VERIFICATION:

- Review of National Camping School cards (may be submitted with declaration)

## Applies to:

Day camp

Family camp

Long-term 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 trainer.

**VERIFICATION:**

- Current National Camping School card for COPE and climbing program trainer.

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**



# HEALTH AND SAFETY (HS) STANDARDS

Parents expect the highest standards of safety at a BSA-accredited camp. The health and safety (HS) standards ensure that these expectations are met. The first standard, Youth Protection, applies to all camp properties and camps. The majority of the health and safety standards apply to all camp properties and camps.

**All applicable standards must be met for accreditation.**





(Revised January 1, 2020)

**STANDARD:**

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

**INTERPRETATION:**

Youth protection policies will be interpreted according to current guidance on the BSA Youth Protection website at [www.scouting.org](http://www.scouting.org).

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

**VERIFICATION:**

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

**REFERENCES:**

Additional Youth Protection training for camp directors and program directors is specified in Standard SQ-403. Additional training for rangers is specified in Standard SQ-404.

The BSA's Youth Protection website and guidance on state child abuse reporting statutes is available at [www.scouting.org/training/youth-protection/](http://www.scouting.org/training/youth-protection/).

The *Guide to Safe Scouting* is available at [www.scouting.org/health-and-safety/gss/toc/](http://www.scouting.org/health-and-safety/gss/toc/).

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**



(Revised January 1, 2020)

**STANDARD:**

Each camp will ensure that units participating in its program have adequate adult supervision.

**INTERPRETATION:**

A unit leader has no other duties that would detract from responsibilities as the unit leader.

The minimum leadership requirements for any Cub Scout unit attending long-term camp is a ratio of two adults to a maximum of eight youth and one additional adult for each four youth (or part thereof).

All other camps and programs must have at least two leaders with each unit as guided by BSA Youth Protection policies, including having one registered female adult, age 21 or older, in every unit serving female youth. If a unit cannot meet these standards, then the council may arrange leadership.

A camp that is not organized to provide service to BSA units, but rather to serve individuals, may apply for an exception to this requirement either as part of the application process or by variance.

**VERIFICATION:**

- Observation
- Discussion with camp director, staff members, and others

**REFERENCES:**

- The *Outdoor Programs and Properties Manual* is available at [www.scouting.org/outdoor-programs/](http://www.scouting.org/outdoor-programs/).

**Applies to:**

Day camp

Family  
campLong-term  
camp



(Revised January 1, 2020)

**STANDARD:**

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

**Applies to:**

Day camp

Family camp

Long-term camp

**Specific Requirements of the Standard:**

- A. Upon arrival, each camper, adult leader, and staff member must present an up-to-date BSA-approved health history and a health examination form signed by a licensed medical professional, as indicated on the current BSA Annual Health and Medical Record. Parts A and B are required for day camps, family camps, short-term camps of 72 hours or less, and COPE and climbing courses. Parts A, B, and C are required for long-term camps of greater than 72 hours (recommended for all camps regardless of length).
- B. Campers' medical forms, including parental permission for treatment, must be available to adults authorized to provide camp health care and to adults accompanying minors off-site where emergency health care may be needed.
- C. Health forms and permission forms must be on file in a secure location accessible to appropriate staff members while the camper, adult leader, or staff member is in attendance.
- D. Health information is shared only on a need-to-know basis.

**INTERPRETATION:**

Part C of the BSA Annual Health and Medical Record is to be completed and signed by a certified and licensed health care provider, which is a physician (MD or DO), nurse practitioner, or physician assistant, or as stated on the current Annual Health and Medical Record, No. 680-001. If only Parts A and B are required, then the signature of a certified and licensed health care provider is *not* required.

The camp has a written policy that addresses the health form requirements for parents and visitors who will spend less than 72 hours at the camp and not participate in activities with a risk element.

The camp has written policy setting forth how staff and participant privacy interests in their medical information will be protected.

**VERIFICATION:**

- Observation of the file of medical forms and spot-check of completeness, without excessive intrusion into the privacy of an individual
- Discussion with the camp director or a member of the camp medical staff regarding the procedures for maintaining confidentiality of the records balanced by accessibility on a need-to-know basis



**STANDARD:**

As part of the check-in process, each participant is given an individual medical screening by a qualified adult. Reasonable steps are taken to maintain privacy.

**Applies to:****Specific Requirements of the Standard:**

- A. For long-term camps, the medical screening process complies with the guidance in *Camp Health Officer Training*, No. 19-141.
- B. At the time of the screening, arrangements are made for the secure storage and dispensing of any medications.
- C. The camp director, appropriate staff members, and unit leaders are informed of campers with limitations, special needs, or life-threatening conditions.
- D. All circumstances affecting participation in camp activities or requiring ongoing medication or other follow-through are immediately documented and presented to the health officer, who then informs other staff members or unit leaders on a need-to-know basis.

Day camp

Long-term  
camp**INTERPRETATION:**

“Qualified adult” is defined as a physician, health officer, or other adult approved and trained by the camp physician or health officer.

The screening process is an appropriate time for camp medical staff to consult with unit adults on the proper storage and distribution of medications for which the unit adults will be responsible.

For day camps and standalone COPE and climbing courses that do not operate as part of a camp, a current (within 12 months) Annual Health and Medical Record (Parts A and B) for each camper, leader, and staff member is on file in camp during the camping period and the camp has a procedure for reviewing them to ensure the camp meets Specific Requirements B through D.

**VERIFICATION:**

- Written medical screening protocol, including the categories of designees who will conduct the screening and how they will be prepared (may be submitted with declaration)
- Medical staff description of procedures in practice
- Observation of procedures in practice (including proper storage of medications)





# MEDICAL CARE POLICIES (COUNCIL AND CAMP)

(Revised January 1, 2020)

## STANDARD:

Clearly written council/camp medical care policies and procedures shall be available, shared for all council camps and reviewed annually by the council’s health supervisor in conjunction with the enterprise risk management committee.

## Applies to:

Day camp

Family camp

Long-term camp

## Specific Requirements of the Standard:

- A. The council’s health supervisor is a licensed physician practicing medicine in the applicable states.
- B. Written policies for medical care services provided include:
  - 1. EMS contact information
  - 2. Qualifications and location of camp medical staff
  - 3. Written instructions from the council’s health supervisor as to authority, limits, and responsibility of medical care staff
  - 4. Leadership and expectations of nonmedical camp staff (adult and youth) to provide medical care
  - 5. Equipment needed for camp medical service
  - 6. Camper health screening, medication management, sanitation, and health log expectations and procedures
- C. The camp has clear written authorization and procedures including operation, scope, procedures, expectations, and management of medical care. These are reviewed annually by the council’s health supervisor. These include review of medical log books from previous years.
- D. The council health supervisor clearly defines the roles of the camp health officers and staff based upon the qualifications and experience of the individuals in those positions.

## INTERPRETATION:

The enterprise risk management committee includes the former health and safety and risk management committees nationally and would include their local equivalents. “Applicable states” means each state in which the council operates a camp. It may be necessary to have multiple health supervisors if no single individual is licensed in all applicable states.

## VERIFICATION:

- Review of the council’s written instructions and standard orders and council health supervisor’s written approval
- Careful observation of compliance with the council health supervisor’s instructions



**STANDARD:**

Medical care staff is continuously on call to meet routine medical needs and special medical needs in accordance with written council health care procedures and to maintain health and medication logs. Health care policies for medical care services must be approved annually by the council's health supervisor in conjunction with the enterprise risk management committee.

**Specific Requirements of the Standard:**

Specific written policies required by this standard include:

- A. Camp health operations—To include scope of care; procedures for the health lodge/first-aid station; operating practices (hours of service, emergency care, standard orders (if any); and provision of first-aid kits, AEDs, and other medical equipment.
- B. Camp treatment procedures (standing orders)—Should delineate what is treated at camp and how; when EMS should be used; and procedures for any emergency medications and equipment that may be used by qualified staff (epinephrine, albuterol, nitroglycerine, AED, oxygen).
- C. EMS services—Procedures for calling, contact information, and providing orientation to the EMS services providing service to the camp.
- D. Authority, limits, required experience and training, medical control, and responsibilities for the camp health officer.
- E. Leadership and expectation of nonmedical camp staff to provide medical care—especially first aid and understanding when an injury should be referred to a higher level of care.
- F. Equipment and supplies needed for camp including procedures for verifying expiration dates and discarding expired medication and a formulary of medications maintained for use at camp must be included; should also include maintenance and storage of AEDs.
- G. Health screening for participants and staff.
- H. Medication management—Administration, storage, security (see Standard HS-508 Medication Control and Recordkeeping for specifics).
- I. Sanitation of health facilities with procedures for dealing with contaminated waste and sharps.
- J. Medical recordkeeping and maintenance (see Standard HS-507 Medical Recordkeeping and Reporting).
- K. Selection and maintenance of camp first-aid kits.

**Applies to:**

Day camp

Family  
campLong-term  
camp

# ON-SITE TREATMENT PROCEDURES

HS-506

(Revised January 1, 2020)

## Applies to:

Day camp

Family  
camp

Long-term  
camp

## INTERPRETATION:

Council health supervisor is defined in Standard HS-505. Camp property/program treatment procedures (also known as “standing orders”) are written and reviewed by the council’s health supervisor for minor illness and injury that may routinely occur in camp. Clearly written directions should clarify what is normally expected and what situations require that EMS be contacted.

The appropriate council committee is the enterprise risk management committee, health and safety committee, and/or risk management committee, as appropriate.

Treatment procedures may be tailored to proven experiences and credentials of camp property/program adult (age 18 or older) caregivers.

“Continuously on call” means qualified staff are present on the property and can reach the health care facility promptly anytime campers/staff are on the property/program.

## VERIFICATION:

- Review of written treatment procedures
- Observation of compliance with procedures

## STANDARD:

All health-related interactions and incidents are promptly and appropriately recorded and reported.

## Applies to:

### Specific Requirements of the Standard:

- A. Daily records of all first-aid and medical treatments (written in ink) are kept in the First Aid Log books, maintained separately for campers and for staff members.
1. Except as provided below, the BSA First Aid Log, No. 33681, must be used for recording all first-aid and medical treatments as well as administration of all medications.
    - a. Day camps and family camps may use the First Aid Log for Council/District Activity or Event, No. 680-127WB, in lieu of the First Aid Log, No. 33681.
    - b. Trek crews shall keep daily documentation of all first aid performed during the trek, which shall be recorded in the program's official First Aid Log at the completion of the trek.
  2. The camp health officer shall review the First Aid Log with the camp director during each camp session, not less often than once a week, to determine trends to be analyzed and any corrective actions to be taken. The camp director shall sign or initial the book during each review to indicate that the records have been reviewed.
- B. All injuries, illnesses, and incidents requiring the intervention of a medical provider beyond basic Scout-rendered first aid are reported promptly following BSA guidelines. The camp health officer or his/her designee shall follow the procedures outlined in the First Aid Log to report incidents involving the intervention of a medical provider beyond camp resources. The camp director shall be immediately informed, and reports shall be filed in accordance with MyBSA/Resources/Incident reporting system.
- C. Fatalities or other catastrophic incidents, including multiple serious injuries or illnesses, are immediately reported using the BSA's Incident/Near Miss Reporting protocol. Nonfatalities or catastrophic events that require more than Scout-rendered first aid are reported within the following week.

Day camp

Family  
camp

Long-term  
camp

# MEDICAL RECORDKEEPING AND REPORTING

(Revised January 1, 2020)

HS-507

## Applies to:

Day camp

Family  
camp

Long-term  
camp

- D. In the event of a fatality or catastrophic injury or illness, the camp director is in charge, and the camp health officer supports the camp director in following BSA procedures and any applicable state or federal regulations.
- E. At the close of camp, all First Aid Logs and incident reports are made available to the enterprise risk management committee for review and are stored in a secure site, to be retained for 18 years or longer as required by applicable law.

## INTERPRETATION:

Medical logs must be in a bound book with prenumbered pages. Separate books for staff and for campers shall include both medical treatment and medications administered. Electronic systems may be approved by application for variance. At a camp that does not operate for a full week, the camp health officer and camp director must meet at the end of each camp session to conduct the review required in Specific Requirement A.2.

## VERIFICATION:

- Medical staff description of procedures in practice
- Observation of procedures in practice (where applicable)

## REFERENCES:

The BSA's Incident/Near Miss Reporting protocol is available at [www.scouting.org/health-and-safety/incident-report/](http://www.scouting.org/health-and-safety/incident-report/).

## STANDARD:

The camp has policies and procedures to ensure the proper storage, administration, dispensing, and disposal of medications.

## Applies to:

### Specific Requirements of the Standard:

- A. The camp requires that all prescription and over-the-counter (OTC) medications be stored under lock (including those requiring refrigeration), except when in the controlled presence of health care staff or other adult leader responsible for administration and/or dispensing medications.
1. An exception may be made for a limited amount of medication to be carried by a camper, leader, parent, or staff member for life-threatening conditions, including epinephrine injector, heart medication, and inhalers, or for a limited amount of medication approved for use in a first-aid kit.
  2. An exception is made during a trek, where trek adults must keep the medications and log in a secure, protected container under their control.
- B. Medications must be
1. Kept in their original containers; or
  2. Labeled and maintained in a fashion approved by the council health supervisor.
- C. Medications must be administered and/or dispensed as follows:
1. For prescription medications, in accordance with the prescribing health care provider's directions or a parent/guardian's signed summary thereof.
  2. For OTC medications, in accordance with the original label, except as otherwise provided by the council's health supervisor, or a prescribing health care provider's directions, or a parent/guardian's signed summary thereof.
  3. Camp-supplied medications must be administered and/or dispensed in accordance with preapproved medical procedures approved by the council's health supervisor.
- D. All administration or dispensing of medication must be recorded in accordance with the council's written policies approved by the council health supervisor.

Day camp

Long-term  
camp

# MEDICATION CONTROL AND RECORDKEEPING

(Revised January 1, 2020)

HS-508

## Applies to:

Day camp

Long-term  
camp

- E. All camp-owned medications are periodically assessed and properly disposed of upon their expiration date in accordance with procedures approved by the council's health supervisor.

## INTERPRETATION:

Council health supervisor is defined in standard HS-505. An "adult leader responsible for administering and recording disbursement" includes both camp staff and unit adults who have been instructed by camp medical staff concerning any medicines they may administer.

Council treatment procedures defining what medications may and may not be administered/dispensed by camp health officers and other adults must be readily available. Medications not appropriate for administration/dispensing by others than the camp health officer or qualified physician must be identified, controlled, and unavailable to unqualified individuals.

Council written medical care procedures/policies must be posted as to what medical care staff (or other approved adult leaders) may administer or dispense without a physician's call.

Unit leaders, trek leaders, or other adult leaders may distribute medications while on property/program if the council has written medical procedures that approve distribution and all other mandated controls are in place (secured, recorded, etc.). A limited amount of medicine for life-threatening conditions (as noted on medical form by a physician) may be carried by a camper/staff for immediate care (nitroglycerin, inhalers, epinephrine injectors, etc.). Any use of these medicines or devices must be reported to camp medical care staff.

Unlabeled or expired medications must be properly destroyed.

The council must have written policies that address how administration or dispensing of medications by its medical staff and by participants will be recorded. These procedures must be approved by the council health supervisor and communicated to the participants, if applicable.

Expired drugs should not be disposed of in the sanitary sewer without express approval of the sanitary sewer authority.

## VERIFICATION:

- Council's written policies/procedures for medication control, recording, administration, and dispensing (may be submitted with declaration)
- Evidence of medication logs and locked containers for clearly marked prescription and OTC medications
- Discussion with medical staff members as to how procedures are followed



**STANDARD:**

The camp shall provide a clearly marked health care area that is appropriately equipped and includes:

- A. For long-term camps, an automated external defibrillator (AED)
- B. Lockable medical storage system (dry and cold)
- C. Available toilets, washing water, and drinking water
- D. Space for medical treatment
- E. Protection from outside elements

**INTERPRETATION:**

- A. "Clearly marked" means that the camp has adequate signs and building/station signage that point to where medical care is located. The facility itself should be clearly marked.
- B. The council should have a health policy that addresses where AEDs should be located and which camp staff should be trained in their use to maximize the likelihood of successful application. AEDs are required for long-term camps and recommended for all other camps.
- C. Trek programs must meet this requirement at their base of operations only.

**VERIFICATION:**

- Observation of medical care area
- Discussion with medical staff members

**Applies to:****Day camp****Family  
camp****Long-term  
camp**



(Revised January 1, 2020)

**STANDARD:**

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

**Specific Requirements of the Standard:**

- A. Properties, day camps, family camps, long-term camps, and COPE/ climbing programs.** The camp supplies first-aid kits to all on-site program areas more than 100 yards from the medical care area. All first-aid kits provided by the camp have adequate supplies and equipment. All camp first-aid kits are kept in easily identifiable, accessible containers and locations.
- B. Trek programs.** 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 off-site programs, the supplies in the first-aid kit should be geared to the type of injury or illness most likely to occur in the program, as documented in the risk assessment performed as part of Standard AO-805 Emergency Procedures.

**VERIFICATION:**

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

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



(Revised January 1, 2020)

**STANDARD:**

All programs stress the use of the buddy system, whereby campers engage in activities with at least one other person so that they can monitor and help each other. Using a formalized buddy system is mandated in certain adventurous or potentially dangerous activities.

**Specific Requirements of the Standard:**

Aquatics, backpacking, and off-camp activities require use of the buddy system in accordance with procedural guidelines for each type of program. For swimming and boating, the buddy system must be used in accordance with the Safe Swim Defense and Safety Afloat buddy requirements. Activity afloat requires not only that each individual have a buddy but also that every craft should have a “buddy boat” when on the water.

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

**INTERPRETATION:**

Camp programs should include reminders to campers that the buddy system is an important safety requirement. Cub Scouts should be given orientation in how the buddy system works. Elements of the buddy system specific to particular programs should be reviewed with participants of adventurous or potentially dangerous activities.

This standard should be applied in a common-sense fashion. There may be some in-camp situations in which a buddy is not needed.

**VERIFICATION:**

- Observation of procedures in practice

**Applies to:**

Camp properties

Day camp

Family camp

Long-term camp



# COMMISSARY AND FOOD SERVICE (FS) STANDARDS

Food service is an important function in all BSA activities. The planning, preparation, storage, and disposal of food items are critical to the health of individuals participating in BSA activities.

The commissary and food service standards apply to all BSA activities where food is prepared either in a common kitchen, patrol or unit site, or for a trek.

**All applicable standards must be met for accreditation.**





**STANDARD:**

**A camp that provides food to staff or participants has a food plan that provides for safe and nutritious food.**

**Applies to:**

Day camp

Family  
campLong-term  
camp**Specific Requirements of the Standard:**

- A. Menus are checked for suitability by a dietician for:
1. Calories are suitable for the age groups and activity level.
  2. Types of food selected can be safely kept during transportation, storage, and preparation given the location and type of camp or program activity.
  3. Foods selected will appeal to the majority of the participants.
- B. Reasonable provision is made to ensure food is available to meet special dietary needs (such as allergies or diabetic requirements), or, if the camp is unable to meet these needs, the need for the participant to bring such food is clearly communicated to the participants in published materials in advance.
- C. Food items are used and consumed within “use by” date or other indicators of suitability.
- D. Food items that are reusable are stored at the proper temperature and are marked as to date prepared or opened.

**INTERPRETATION:**

A “dietician” is a licensed dietician, an individual with college-level training in diet and/or nutrition, or an individual with five or more years of experience in food planning for institutional or camp settings with continuing education in nutrition.

The dietician should either approve the menus offered or approve guidelines to be followed by the food service staff. The menu approval or guidelines for food service staff must be in writing.

**VERIFICATION:**

- Review of dietician credentials
- Documentation of approval of menus or guidelines
- Interview with the on-site head of food service to assess understanding of the guidelines and how they are followed
- Interview with the on-site head of food service on how the transportation, storage, and “use by” date requirements are met. For trek camp programs, these questions may also be answered by the camp director, program director, or trek director.



# KITCHEN, DINING HALL, AND COMMISSARY FACILITIES

(Revised January 1, 2020)

## STANDARD:

Kitchen, dining hall, and commissary facilities and equipment are clean and sanitary. Insect and pest control are satisfactory.

### Specific Requirements of the Standard:

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

### VERIFICATION:

- Visual observation of facilities

### Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**STANDARD:**

A camp that provides food shall ensure that its food service personnel meet health and sanitation requirements and that food preparation, serving, and dining areas are clean and sanitary.

**Specific Requirements of the Standard:**

- A. All food service personnel shall be knowledgeable of state and local health department regulations.
- B. All food service personnel in the kitchen, dining hall, or commissary exhibit good personal hygiene and wear clean clothing. Aprons, hats, gloves, and other protective items are worn as required.
- C. Personnel with cuts or sores on their hands or with colds or other sickness must not be on duty unless the camp health officer gives approval.
- D. Adequate instruction is provided to kitchen personnel and is available to individuals preparing food in the field to ensure prepared meals conform to standards of sanitation.
- E. Food is cooked in accordance with the Food Safety Cooking Chart, No. 34310.
- F. Cooking and storage utensils are clean and are checked for contamination before use.
- G. Reasonable portion control is exercised consistent with the dietician's directions. Instruction on portion size is provided to servers and/or packers.

**VERIFICATION:**

- Observation of cleanliness of food preparation, serving, and dining areas
- Discussion of procedures with the food service staff

**Applies to:**

Day camp

Family  
campLong-term  
camp



**STANDARD:**

Food is stored safely.

**Specific Requirements of the Standard:**

- A. Unprepared foodstuffs are stored at the proper temperature range and separated from prepared food to minimize chances for contamination.
- B. Storage areas for dry goods are within the proper temperature range and pest-free.
- C. Perishable food is kept at the proper temperature range and logged by food service staff. Policies are in place to minimize the time that perishable foods remain in the danger zone of 40 degrees F to 140 degrees F.
- D. Disposal dates are established and all stored raw, prepared, or opened foods are disposed of by the disposal date.

**VERIFICATION:**

- Observation of cleanliness and temperature control of food storage areas
- Discussion of procedures with the food service staff

**REFERENCES:**

The BSA's Keep It Cold temperature chart, No. 34230, may be ordered for keeping the log.

**Applies to:**

Day camp

Family  
camp

Long-term  
camp





**STANDARD:**

The camp provides for timely, safe, and sanitary food disposal.

**Specific Requirements of the Standard:**

A camp that provides food to staff or participants meets the following criteria for food disposal:

- A. Food preparation scraps are properly and promptly disposed of away from the food preparation area.
- B. Individual food items not consumed by participants at a meal are disposed of properly.
- C. Items past their disposal date are disposed of properly.
- D. Disposal of garbage conforms to state and local rules and is reasonably animal- or vermin-proof.
- E. Pickup of garbage is adequate for the amount of garbage generated.

State or local law or health code may prescribe more stringent requirements, which must be met.

**INTERPRETATION:**

At a minimum, garbage must be picked up with sufficient frequency to avoid rotting either at a food preparation facility or in a campsite, if food is to be prepared in a campsite by the participants.

**VERIFICATION:**

- Observation of food disposal areas and practices for cleanliness and vermin and pest control
- Discussion of procedures with the food service staff

**Applies to:****Day camp****Family camp****Long-term camp**



**STANDARD:**

All dishes, silverware, cookware, and cooking utensils are properly cleaned and sanitized in accordance with state and local regulations.

**Specific Requirements of the Standard:**

- A. A temperature log chart for dishwashers requiring high-temperature rinse water is completed daily by food service staff and monitored and signed daily by the food service director. Approved chemical additives for rinsing are used to properly disinfect and provide for drying when using low-temperature dishwashing equipment or when hand-washing. Low-temperature chemical cleaning and sanitizing methods are in accordance with the manufacturer's specifications. Documentation, either provided by the manufacturer or locally developed, is posted near the equipment and completed daily to ensure proper function.
- B. Only air-drying is permitted, and the clean dishes, silverware, and utensils are neatly stored in a clean and sanitary facility with protection from insects and pests.

**INTERPRETATION:**

Trek programs must meet this requirement at their base of operations, if applicable.

**VERIFICATION:**

- Observation of dishwashing and sanitizing procedures and charts

**REFERENCES:**

The BSA's Keep It Hot temperature chart, No. 34321, may be ordered for keeping the log.

**Applies to:**

Day camp

Family  
campLong-term  
camp



**STANDARD:**

A trek program shall provide training on proper food preparation, storage, and disposal.

**Applies to:**

Camp  
properties

**Specific Requirements of the Standard:**

- A. Food preparation prior to distribution to participants meets the standards of FS-602 Kitchen, Dining Hall, and Commissary Facilities.
- B. Guidelines for safe food preparation, storage, and disposal are provided in the camp literature to the participants in advance of arrival.
- C. Camp staff provide guidance on proper food preparation, storage, and disposal during initial meal preparation while on the trek.
- D. The camp makes adequate provision, either at the trek location or by portable methods, for food storage that will maintain food safe from reasonable animal or vermin intrusion.
- E. The camp makes adequate provision for collection of unavoidable food preparation waste at reasonable frequencies and locations on the trek, and this information is communicated to trek participants in advance.

Long-term  
camp

**INTERPRETATION:**

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

**VERIFICATION:**

- Observation of cleanliness in commissaries for dispersing food
- Spot-checking of meals to ensure consistency with dietician-approved menu or guidelines
- Evidence of staff training in food transport, storage, preparation, and disposal
- Observation of staff interaction with participants for consistency with printed materials



# FACILITIES (FA) STANDARDS

The facilities standards set forth the minimum requirements expected of a BSA-accredited facility. They apply to all BSA camp properties and all camps as specified in the specific standard.

Facilities standards may be assessed at the initial camp assessment visit during the year and carried over for subsequent programs.

**All applicable standards must be met for accreditation.**





# 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

Long-term  
camp



**STANDARD:**

Adequate access to safe drinking water is provided to all participants.

**INTERPRETATION:**

Drinking water is from an approved public water system source or is tested regularly during the season for bacteriological quality, and meets governmental health standards. In the absence of an applicable health code, piped or provided water supplies are tested at least once a year at the start of camp.

Except for primitive backcountry camps used during treks or for outpost camping, drinking water is provided at appropriate locations via sanitary fountains or portable water coolers. Personal (individual use only) water bottles or disposable cups (no shared cups) may be used.

For trek camps and outpost camps, suitable locations and practices for obtaining safe drinking water must be provided to participants, including training on how to obtain and treat the water. All untreated sources of water must be disinfected with an approved water filter, appropriate chemical treatment with adequate contact time, or approved equivalent. Crews are instructed to ensure that everyone consumes adequate liquid and to carry enough water disinfectant and containers to maintain proper hydration based upon available water sources.

**VERIFICATION:**

- Review of certificate and records where needed
- For all camps except trek camps, spot-checking of water availability
- For trek camps, staff member explanation of participant training on water treatment

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**STANDARD:**

Adequate provision is made for fire detection and protection.

**Specific Requirements of the Standard:**

All subparts must be met, except as indicated.

A. *Campwide.* A camp fire protection plan is in effect that addresses campsite, building, and area fires. Camp staff training includes specific instructions related to the staff's roles during a fire emergency. Campers and leaders are oriented in the fireguard plan, and a campwide drill is held within 24 hours of arrival in camp. Central firefighting equipment is neatly placed and is in good condition, ready for immediate use if included in the fire plan. Examples of such equipment include hoses, back pumps, rakes, shovels, and mattocks.

B. *Buildings.*

1. Fire extinguishers of an approved size and type commensurate with the hazard are required. Extinguishers should be mounted near a doorway or adjacent to specific hazards and at approximately shoulder level. Current inspection tags will be evident on each extinguisher and inspection will be performed by a professional trained in their maintenance in accordance with the requirements of local codes. Refer to the current edition of NFPA 10 and OSHA 1910.157 for required placement, type, and size of extinguishers.
2. All doors on buildings comply with local codes. Generally, code requires doors in buildings that serve 50 people or more to open in the direction of escape travel.
3. Operating smoke detection is required in every enclosed permanent structure where people work, gather, or sleep. The quantity and location of detectors shall be in accordance with recognized national and local codes (NFPA, local fire codes, etc.).
4. Carbon monoxide detection is required in every enclosed permanent structure where people sleep and there is a device fueled by an energy source that produces carbon monoxide. The quantity and location of detectors shall be in accordance with recognized national and local codes.

C. *Kitchens.* Kitchens will have approved fire extinguishers commensurate with the hazard. If a fire-suppression system is used for cooking hood(s), these systems along with extinguishers will have current inspection tags evident, and inspection will be performed by a professional trained in their maintenance in accordance with the requirements of local codes.

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

(Revised January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

### D. *Tents.*

1. All camp-provided tentage used in the camp meets or exceeds fire-retardant specifications by the manufacturer (CPAI-84).
2. At long-term camps, “No Flames in Tents” is marked on, or adjacent to, each camp-provided tent. Where unit- or personally-supplied tents are used, the campsite displays a prominent “No Flames in Tents” sign.

E. *Bulk flammable storage.* Bulk containers of flammable liquids are properly located, vented, secured, and connected in accordance with the supplier’s recommendation and local codes. Fuel pumps are locked; all flammable fuels are safely stored in approved containers that are locked or located in a controlled locker area or facility. Fire extinguishers will be provided in accordance with Section B.1 above.

F. *Signage.* “Danger—No Smoking” signs are posted at fuel storage locations where required by code or established by council policy.

## INTERPRETATION:

The primary requirement is that the camp conduct a risk assessment for fire and carbon monoxide risks and develop an appropriate fireguard plan. The camp fire protection plan should be coordinated with the emergency plans addressed in Standard AO-805 Emergency Procedures. Where smoke detection is a problem due to hot work such as welding, local codes may provide for alternatives such as heat detection.

Backpacking-type fuel bottles and consumer-use propane and LPG cylinders up to 30 pounds used for grills and lanterns are not considered to be bulk containers for purposes of this standard.

## VERIFICATION:

- Visual inspection and check of inspection tags and signs

(Revised January 1, 2020)

**STANDARD:**

There is an approved and current conservation plan for the camp property. The plan addresses the protection and stewardship of biological, ecological, and cultural resources of the camp property.

**Applies to:****Camp  
properties****INTERPRETATION:**

The conservation plan should be approved by the appropriate council officer or committee. A conservation plan is current if it has been reviewed by the appropriate council officer or committee within the past five years and it is not obsolete (e.g., most actions referenced occur in the past) or fails to address an obvious issue (e.g., fire that burned significant portion of camp more than six months before).

Refer to the *Council Conservation Committee Guidebook*, No. 430-022, available online.

**VERIFICATION:**

- Documentation of the plan and appropriate approvals
- Observation of the plan in action

**REFERENCES:**

The *Council Conservation Committee Guidebook*, No. 430-022, is available at [www.scouting.org/outdoor-programs/conservation-and-environment/conservation-resources/](http://www.scouting.org/outdoor-programs/conservation-and-environment/conservation-resources/).

**Long-term  
camp**





**STANDARD:**

Current drawings are available on-site showing all electric, gas, water, and sewer systems and lines, with locations of shutoff switches or valves to interrupt service should the need arise. Key staff have access to and know how to operate the shutoffs.

**INTERPRETATION:**

Simple drawings indicate locations of shutoffs for safe shutdown of utilities. Drawings must be accessible to key staff. Locations of shutoffs are labeled on simple drawings, and instructions are provided for safe shutdown. A hard copy of these documents is accessible to key staff. Photos of each shutoff may be included in the hard copy documents.

For nonowned property, a phone number of the individual to contact for immediate shutoff of utilities is immediately accessible to key staff.

**VERIFICATION:**

- Observation of the drawings and instructions
- Discussion of the plan with key staff

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**



# STATIONARY FUEL-FIRED AND ELECTROMECHANICAL EQUIPMENT

(Revised January 1, 2013)

## STANDARD:

All stationary fuel-fired or electromechanical equipment is maintained in good condition and is properly secured.

### Specific Requirements of the Standard:

For all stationary fuel-fired and electromechanical equipment:

- A. Each appliance is maintained in good repair and in safe operating condition.
- B. Either the manufacturer's recommendations for maintenance or an approved maintenance plan is followed. Records documenting maintenance are available.
- C. All boilers, pressure tanks, and on-demand and standard water heaters are equipped with operating pressure relief valves that discharge within 6 inches of the appliance base or as provided by code. Exhaust gases are vented to the outside of the building, and the vent pipes are maintained to avoid leaks. Each piece of this equipment is inspected by a qualified person during the current year before camp opens. A tag noting the date of inspection is affixed to the appliance.
- D. All mechanical equipment guards are in place. Electrical equipment should use ground fault protection.
- E. All hazardous areas due to the presence of stationary fuel-fired or electromechanical equipment are properly secured from access by campers and visitors.

### INTERPRETATION:

Stationary equipment is defined as equipment that is permanently mounted or affixed. Fuel-fired equipment is typically boilers and water heaters but may also include fixed generators and similar equipment. Electrical boxes are included. Hand tools are not included.

### VERIFICATION:

- Visual observation and review of records

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp



**STANDARD:**

Toilets and latrines are clean, well-ventilated, in good repair with adequate insect and pest control, and located throughout camp and/or in each campsite. Procedures for separate use of restroom facilities by males and females and by youth and adults are in effect.

**Specific Requirements of the Standard:**

- A. For long-term camps and family camps, at least one seat is required for every 15 campers. Hand-washing or sanitation facilities are provided near each facility.
- B. For day camps, at least one seat is required for every 30 campers. Hand-washing or sanitation facilities are provided near each facility.
- C. Trek programs must meet the long-term standard in a base camp. In the field, toilets and latrines must meet the standard if provided.

**INTERPRETATION:**

Multiple toilets in a single location do not require redundant hand-washing or sanitation facilities.

All procedures must comply with Youth Protection policies. It is preferred to have separate facilities for staff and campers.

COPE/climbing courses should ensure some toilet facilities are available if located on a camp property.

**VERIFICATION:**

- Visual inspection

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**STANDARD:**

All campers, leaders, and staff members have access to clean shower facilities and comfortably warm showers on a regular basis throughout the week. At least one operable showerhead is provided for each 20 participants (including staff). Procedures for separate use of shower facilities by males and females and by youth and adults are in effect.

**INTERPRETATION:**

All procedures must comply with Youth Protection policies. It is preferred to have separate facilities for staff and campers.

Trek programs must have sufficient showers to meet staff and camper needs in the base camp(s).

**VERIFICATION:**

- Visual observation

**Applies to:****Family  
camp****Long-term  
camp**





# REFRIGERATION UNIT MAINTENANCE AND TEMPERATURE CONTROL

(Revised January 1, 2020)

## STANDARD:

All camp refrigeration units are clean, sanitary, and able to achieve required temperatures.

### Specific Requirements of the Standard:

- A. A temperature of not more than 40 degrees F or 4 degrees C must be maintained for refrigerators. A temperature of not more than 0 degrees F or -18 degrees C must be maintained for freezers.
- B. When a refrigeration unit is in use, a temperature log is completed daily at each refrigerator and freezer. These logs must be verified and signed each day by the food service director.
- C. A nonmercuric thermometer is used in each refrigeration unit.
- D. Walk-in refrigerators and/or freezers have an opening device on both sides of the door and are self-closing.

## INTERPRETATION:

This standard covers kitchen and dining hall refrigeration equipment, health lodge medical refrigeration equipment, trading post perishable food refrigeration equipment, and community refrigerators. This standard does not cover ice machines, vending machines (unless containing perishable items), or personal refrigeration appliances (e.g., a refrigerator in a family or staff cabin), unless covered above. Original equipment supplied thermometers are acceptable if they are nonmercuric, accurate, and visible, and can meet the range requirements in Specific Requirement A.

## VERIFICATION:

- Visual inspection of the refrigeration units, thermometers, and charts
- Discussion with staff on procedures followed

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**STANDARD:**

Disposal of garbage, refuse, and sewage meets the demand of the maximum number of campers in attendance. Garbage storage facilities are clean, and pest control is adequate.

**INTERPRETATION:**

It is anticipated that raw garbage should be removed from the individual campsites daily. Trek programs should provide guidance on garbage handling and provide reasonable options for garbage handling, consistent with the nature of the program. The use of commercial portable toilet facilities, if used and maintained in accordance with manufacturer's directions and local code, is acceptable.

**VERIFICATION:**

- Visual inspection of garbage-handling practices
- Review of sewage-handling practices

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**



(Revised January 1, 2020)

**STANDARD:**

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

**Specific Requirements of the Standard:**

- A. A first-aid kit and fire extinguisher are carried in all camp service motor vehicles (UTV/golf cart/LTV, etc.) Operators and passengers must use safety belts and rollover protective structures, if provided by the original manufacturer, following the manufacturer's guidelines.
- B. Vehicles owned by staff members, leaders, and visitors are parked in designated camp parking areas.
- C. The council has established a vehicle access, parking, and use policy that provides guidelines for when and where vehicles may be used, handling of keys, and safety requirements for vehicle use.
- D. Training for golf carts or LTVs must follow the specific manufacturer's training requirements and include operating limitations. Training must be documented and maintained on file.
- E. Training for UTVs must follow specific manufacturers' training requirements and include blended or hands-on certification of all operators via [www.rohva.org](http://www.rohva.org). Online training only is not adequate. (For 2020, the online component of [www.rohva.org](http://www.rohva.org) is accepted, but for subsequent years, drivers must also complete the hands-on Basic Driver Course component certified by the Recreational Off-Highway Vehicle Association.)
- F. UTVs and golf carts may be used by maintenance personnel or to transport disabled or other individuals on camp property when the operator is 18 years of age or older and is trained in the safe operation of the vehicle according to the council usage policy and sections C and D above.
- G. ATVs may be used by maintenance personnel or other staff on camp property when the operator is 18 years of age or older and has completed an All-Terrain Vehicle Safety Institute (ASI) safety training program in its entirety. No deviation is permitted from the course outline in the safe operation of the vehicle. Proper personal protection equipment is used at all times during ATV operation by staff. No passengers are allowed.

**Applies to:**Camp  
properties

Day camp

Family  
campLong-term  
camp

# MOTOR VEHICLES

FA-711

(Revised January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

- H. ATVs may only be used for program if the camp is part of the official BSA ATV program.
- I. Passengers may not be carried in the beds of trucks or in UTVs or trailers.
- J. Hayrides may be provided following the guidelines in the *Guide to Safe Scouting*, No. 34416.
- K. Fifteen-passenger vans, regardless of ownership, may be used for camp purposes only if all of the following conditions are met:
  - 1. The van is of 2005 or later model year manufacture, as indicated in the owner's manual.
  - 2. The van is equipped with Electronic Stability Control.
  - 3. The van is equipped with seat belts for the driver and each passenger.

## INTERPRETATION:

"Motor vehicles" include:

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

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

Unlicensed vehicles are to be maintained to applicable state standards.

## VERIFICATION:

- Visual observation
- Verification of training records if UTVs or golf carts/LTVs are used
- Verification of council UTV/golf cart usage policy
- Discussion of motor vehicle use with key staff
- Inspection and documentation of vehicle maintenance
- Verification of All-Terrain Vehicle Safety Institute training for ATV usage
- Visual observation of appropriate use of personal protection equipment

## STANDARD:

Trees must be felled and chain saws used in a safe manner.

### Specific Requirements of the Standard:

- A. Persons felling trees more than 6 inches in diameter by any means must be approved by the council designee. All tree cutting must be properly supervised, and a spotter must be present.
- B. Any person who operates a chain saw must be approved by the council designee.
- C. Chain saw operators must be at least 21 years old and meet one of the following requirements:
  1. Be a professional forester with current credentials and liability insurance.
  2. Be a certified arborist with credentials.
  3. Have written documentation of training in chain saw techniques from one of the following: (a) a state or federally recognized chain saw training course approved by the council; or (b) the BSA Chain Saw Basic Training course, No. 430-136.
- D. Individuals using chain saws are equipped with the following safety gear:
  1. An appropriate first-aid kit is within easy access
  2. High-top boots, preferably leather
  3. Long pants
  4. Leather work gloves (or equivalent)
  5. Eye protection—ANSI-compliant safety glasses, goggles, or face shield
  6. Hearing protection
  7. Hard hat
  8. Chain saw chaps

## INTERPRETATION:

Camps that fell trees off camp property must comply with the requirements of the land owner or land manager and this standard. A state or federally approved chain saw course is, for example, training offered to U.S. Forest Service or state forestry personnel or volunteers in chain saw use.

## VERIFICATION:

- Discussion with camp staff

## REFERENCES:

- The BSA Chain Saw Basic Training course is available on the Outdoor Programs website at [www.scouting.org/outdoor-programs/](http://www.scouting.org/outdoor-programs/).

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp





**STANDARD:**

All hazardous materials are used under prescribed methods and stored under correct methods.

**INTERPRETATION:**

If hazardous materials such as pesticides, insecticides, fungicides, rodenticides, herbicides, paints, and chlorine are used, they are government-approved. Use and storage instructions on the labels and Safety Data Sheets (SDS) of all hazardous materials must be strictly followed. SDS sheets should be available to staff where the materials are used or stored, including trek situations. Disposal of hazardous materials or their containers is done according to label instructions or in accordance with applicable regulation. The camp complies with all of OSHA's hazard communication standards.

**VERIFICATION:**

- Observation of on-site materials and SDS sheets

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



# SHELTER IN INCLEMENT WEATHER

(Revised January 1, 2013)

**STANDARD:**

The camp provides adequate shelter and has a plan for continuing program in inclement weather; activities are adjusted as needed.

**VERIFICATION:**

- Visual observation and discussion with camp staff

**Applies to:**

Day camp

Family  
camp

Long-term  
camp



**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. All COPE course and artificial climbing structures shall be inspected annually by a qualified professional inspector.
- D. Portable challenge structures (e.g., portable climbing walls, portable challenge courses) shall be set up, operated, maintained, inspected, and recertified according to manufacturer's recommendations. All custom fabricated portable challenge structures shall be inspected by a qualified professional inspector prior to use and annually thereafter.
- 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.
- F. All newly constructed COPE and climbing facilities must have an initial acceptance inspection by a qualified inspector.

**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.

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

# COPE AND CLIMBING FACILITIES

FA-715

(Revised January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

**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.

**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: Inspection documents
    - Qualified inspector report for constructed facilities
    - Documentation of corrective actions
    - Access to a current edition of ACCT standards through a verified ACCT member
  - D: Manufacturer’s documentation for portable climbing walls
  - E: Bolt and hanger installation and inspection records

**REFERENCES:**

The Association for Challenge Course Technology (ACCT) standards are available to members online. The council must have at least one ACCT member to access the online standards.

The BSA has arranged for local councils to become members of ACCT for a discounted rate. Contact [NCAP@scouting.org](mailto:NCAP@scouting.org) for guidance on obtaining the discounted rate.

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**





## STANDARD:

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

## Applies to:

Camp  
properties

## SPECIFIC REQUIREMENTS OF THE STANDARD:

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

Long-term  
camp

## INTERPRETATION:

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

## VERIFICATION:

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

## REFERENCES:

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

The following reference from the National Off-Highway Vehicle Conservation Council provides design guidance for ATV trails: *Great Trails: Providing Quality OHV Trails and Experiences* by Dick Duford. NOHVCC, 2015. Copies are available at [www.americantrailsstore.org/shop/great-trails-providing-quality-ohv-trails-and-experiences](http://www.americantrailsstore.org/shop/great-trails-providing-quality-ohv-trails-and-experiences).



## RECOMMENDED PRACTICE:

Each campsite has a current Unit Fireguard Chart, No. 33691, completed and on display in its campsite.

## VERIFICATION:

- Observation of completed Unit Fireguard Chart

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp



## RECOMMENDED PRACTICE:

The camp has prepared a plan assessing the risk of invasive species (e.g., emerald ash borer, “rock snot,” thistle, etc.) movement into its resource area and has developed appropriate mitigation measures to prevent such movement.

## VERIFICATION:

- Observation of plan and review of practices in effect

## Applies to:

Camp properties

Day camp

Long-term camp



**RECOMMENDED PRACTICE:**

The camp uses the BSA recommended documents “Request for Proposal for BSA Challenge Course Inspections” and “Suggested Agreement with Independent Contractors and Consultants” to secure professional inspection services by qualified professional inspectors who are certified and/or accredited by a national accrediting organization.

**VERIFICATION:**

- The camp produces the appropriate request and suggested agreement form.

**REFERENCES:**

These documents are located at [www.scouting.org/outdoor-programs](http://www.scouting.org/outdoor-programs) in the COPE and Climbing section.

**Applies to:**

Camp  
properties

Family  
camp

Long-term  
camp





# FACILITY AND MAINTENANCE PLAN SOFTWARE

(Effective January 1, 2020)

## RECOMMENDED PRACTICE:

The council utilizes a computer maintenance management system (CMMS) for managing maintenance and assets. Fiix is the official CMMS partner with the Boy Scouts of America.

## Applies to:

Camp  
properties

## VERIFICATION:

- The camp can provide verification of the program's usage to the assessment team.

## REFERENCE:

For more information, refer to the BSA National Outdoor Program and Properties Team website at [www.scouting.org/outdoor-programs/properties/](http://www.scouting.org/outdoor-programs/properties/).



# ADMINISTRATION AND OPERATIONAL MANAGEMENT (AO) STANDARDS

The administration and operational management (AO) standards set forth the minimum administrative and operational practices expected of a BSA-accredited camp. In general, each standard applies to all camp properties and camps.

**All applicable standards must be met for accreditation.**



**STANDARD:**

The council has all necessary federal, state, and local permits, certificates, licenses, and agreements to lawfully operate a camp property, camp, or COPE/climbing course at this location during this time period and has completed a review of legal requirements for operation within the past three years.

**INTERPRETATION:**

BSA camps comply with all applicable federal, state, and local laws and regulations.

Compliance with this standard requires two steps. First, the council must complete a comprehensive review of legal requirements governing the operation of its camp properties and camps within the past three years. Typically, this review should occur as part of the initial application and at the midpoint of the authorization period.

The review should include licensing requirements for youth camps, health and safety regulations, child labor laws, planning and zoning requirements, environmental regulations, and business licensing requirements. The review should be completed by council legal counsel or similarly qualified professionals.

Second, the council must obtain and maintain all required permits, certificates, licenses, or other approvals required by applicable laws and regulations identified in the legal review. All permits, certificates, licenses, and authorizations should be available for review at the council office and at the site of the camp if in a fixed location.

**VERIFICATION:**

- List of required permits and approvals (with authorization)
- Visual observation of paper or electronic copies of each current permit, certificate, license, or other approval noted in the written authorization

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**



**STANDARD:**

Each camp property and camp shall comply with the current Authorization to Operate and meet notification and declaration requirements as defined in the specific requirements. A council chartered by the National Council is granted authorization to approve and operate day or family camps in accordance with these programs as long as they adhere to the National Camp Accreditation Program standards and any other provisions required by the council's authorization to operate camping programs.

**Specific Requirements of the Standard:**

- A. Authorization to Operate. Each camp property or camp must comply with the following:
1. A *camp property* shall have a current Authorization to Operate issued by the National Council and shall comply with the applicable terms, conditions, and commitments of that Authorization to Operate.
  2. A *long-term camp* shall have a current Authorization to Operate issued by the National Council and shall comply with the applicable terms, conditions, and commitments of the Authorization to Operate for both the camp and camp property.
  3. A *day camp, family camp, or voluntary camp* shall have a current program site approval for the camp and the site issued by a council in accordance with the terms and conditions of its Authorization to Operate.
- B. Corrective action plan or plan of improvement. Each camp or camp property shall have completed, or be in compliance with, any corrective action plan or plan of improvement issued for the camp or camp property.
- C. Publication of accreditation status. Each council, camp property, or camp has published its accreditation status in its leaders' guide, website, and registration materials.
- D. Notification. Each council has filed the required Notice of Intent to Operate with the National Council, Outdoor Programs.
- E. Declaration. Each council has filed the front page of the required Declaration of Readiness or combined program site approval/ Declaration of Readiness with [NCAP@scouting.org](mailto:NCAP@scouting.org) and the front

**Applies to:**Camp  
properties

Day camp

Family  
campLong-term  
camp

# BSA AUTHORIZATION TO OPERATE

AO-802

(Revised January 1, 2020)

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

page and remainder of the form with its area camp assessment chair or assessment team lead (as directed by the area) and its council **NCAP chair**.

## INTERPRETATION:

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

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

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

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

## VERIFICATION:

- For long-term camps, review a copy of the council Authorization to Operate identifying the camp property and long-term camp, and ensure the camp and camp property are complying with any applicable terms, conditions, or commitments.
- For day camps, family camps, and voluntary camps, review a copy of the council Authorization to Operate to ensure that it does not forbid the council to operate such camps. Review the council program site approval. Ensure that the camp (and camp property, if located on one) are complying with any applicable terms, conditions, or commitments of the Authorization to Operate or the program site approval.
- For camp properties, review a copy of the council Authorization to Operate identifying the camp property, and ensure the camp property is complying with any applicable terms, conditions, or commitments.



(Revised January 1, 2020)

**STANDARD:**

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

**INTERPRETATION:**

Relevant insurance typically includes:

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

Additional insurance may be required for trek or high-adventure programs.

Examples of additional insurance councils may wish to consider include business interruption, flood insurance (if relevant), and crime/theft of funds.

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

**VERIFICATION:**

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

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**



**STANDARD:**

The camp uses adequate written security procedures to ensure camper security from reasonably foreseeable risks.

**Specific Requirements of the Standard:**

Written procedures include:

- A. Verification of campers attending at check-in time
- B. Release of campers who are minors to a parent or guardian or to a person other than the legal parent or guardian
- C. Annual review of security concerns regarding the site
- D. Methods for discouraging and/or distinguishing possible unauthorized persons
- E. Steps to be taken in the event of a possible intruder; unauthorized person seeking release of a minor; or other circumstance as identified by the camp
- F. Training for staff (and other participants when appropriate) on the procedures for items noted above

**INTERPRETATION:**

Families sending their children to BSA camps expect that the BSA will exercise due care for the security of their children.

**VERIFICATION:**

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

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**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:**

- A. **General.** The camp has conducted an assessment and established procedures for the following:
1. Lost or missing persons
  2. Extreme weather conditions, including appropriate shelter
  3. Fire (both structure and wildfire)
  4. Communicable diseases and infection outbreaks
  5. Hazardous materials exposure
  6. Dangerous encounters with wildlife
  7. Intrusions (including active shooters)
  8. Natural and manmade hazards at the camp and program/ camp sites
  9. 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
  10. Additional items noted in the written risk assessments conducted pursuant to Standards PD-111 and PD-112
- B. **Swimming pool and aquatic emergencies.** The camp has conducted an assessment and established procedures for the following:
1. Types of emergencies (drowning, spinal injury, fecal release, chemical exposure, bloodborne pathogen exposure, inclement weather, etc.)
  2. Communication among victims, responders, emergency services, and bystanders
  3. Identification of each anticipated responder
  4. Outline of tasks for each responder
  5. Required equipment for each task
  6. Emergency closure requirements (out-of-range chemicals, fecal incidents, equipment failure, etc.)
- C. **Vehicular emergencies.** The camp has conducted an assessment and established procedures for ATV, biking, boating, PWC, and camp or camper vehicle accidents on or off camp property while on camp business.

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

# EMERGENCY PROCEDURES

AO-805

(Revised January 1, 2020)

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

## 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.

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

## REFERENCES:

The BSA's lightning risk reduction policy is available at [www.scouting.org/health-and-safety/gss/gss03/#g](http://www.scouting.org/health-and-safety/gss/gss03/#g).

Camps are encouraged to contact local law enforcement to assist in development of an active shooter policy.

# CAMP BUDGETING, ANALYSIS, AND FINANCIAL CONTROLS

(Revised January 1, 2013)

## STANDARD:

The council annually prepares a year-round camp budget and conducts an annual camp analysis based on year-round data on all camp operations and properties.

### Specific Requirements of the Standard:

- A. Budget and financial data are entered in accordance with BSA accounting directives.
- B. Financial controls are approved by the council executive board or appropriate committee and shared with key staff.
- C. Inventory and commissary food controls are in place approved by an appropriate council committee.

## INTERPRETATION:

Statistical data gathered and analyzed should include both year-round and program-specific information on:

- Camp capacity, attendance, and occupancy rates
- Revenue and expense detail, including program costs, maintenance, depreciation, and profit/loss
- Impact of camp operations on council finances
- Review of leader evaluations

Each camp or group of camps should have its own written budget, with information on expected revenue and expenses related to each aspect of the program. To the extent possible, all camp expenses should be placed in financial code 21.

The camp director should determine key staff members who will help to administer the budget and identify the processes for sharing ongoing budget information and controls.

Trading post operations should be addressed by the financial and inventory controls.

Commissary, kitchen, and dining hall food supplies and use should be controlled and inventories maintained.

## VERIFICATION:

- The council's camp analysis and budget process is verified during the application and authorization process.
- The camp's implementation of financial and inventory controls is discussed with the camp director or business manager.

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp





**STANDARD:**

Operating telephones or another reliable communication system must be accessible to designated staff members at all times.

Information and procedures must be in place for emergency communications with

- Medical providers, police, fire, and other rescue personnel
- Scout executive and other key professional staff
- Parents of campers

**INTERPRETATION:**

Designated staff members must have immediate access, through posting or other means, to the current emergency telephone numbers for fire, police, hospital, rescue squad, and camp physician. They must have immediate access to communication with the Scout executive. Alternatives should be provided for the camp physician and Scout executive if they cannot be reached.

Policies and procedures should be in place for contacting parents and communicating with the media.

A backup or alternative communication system must be available at all times.

**VERIFICATION:**

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

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



## STANDARD:

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

Reports include:

- A. Annual National Camping Report
- B. National BSA incident and near miss reports.
- C. Interim Progress Reports, as required in the Authorization to Operate or upon request of the BSA region.

## INTERPRETATION:

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

### Incident/Near Miss/Youth Protection/Membership Standards Infraction Reporting

Camps shall utilize the BSA incident reporting system Riskconnect via either a license through MyBSA or the public portal. A paper Incident Reporting Tool (No. 680-026) or Near Miss Reporting Tool (No. 680-017) should be completed when access to the internet or mobile-device connectivity is not available, but entry is required following the BSA's incident reporting requirements below to meet the standard. Near misses in ATV, PWC, Pistol Safety and Marksmanship Program, Cowboy Action Shooting, Sporting Arrows, Airsoft, COPE, climbing/rappelling programs, or pilot programs shall also be reported using this method.

More information on incident reporting is available in the Incident Reporting Kit (No. 680-147) or online at [www.scouting.org/health-and-safety/incident-report/](http://www.scouting.org/health-and-safety/incident-report/).

### Serious Incident Reporting Requirements (Notice ASAP and Report Within 24 Hours)

- Serious incidents occurring in connection with Scouting activities, including travel to or from an activity, must be reported by the Scout executive by phone or email as soon as reasonably possible to the regional director and area director and by email to [pr@scouting.org](mailto:pr@scouting.org). (A copy of an email to the regional director/area director is also acceptable for the PR notification.)
- Serious incidents include, but may not be limited to the following:
  - Sexual or physical abuse (after ensuring the victim is cared for and reporting to law enforcement)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

# REQUIREMENTS FOR COUNCIL REPORTING

AO-808

(Revised January 1, 2020)

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

- Fatalities
- Potentially life-threatening injuries (e.g., any amputation, brain injury, loss of sight, paralysis, etc.) or injuries requiring air-ambulance transportation
- Accidents resulting in the hospitalization of three or more people
- Communicable disease outbreaks (e.g., measles, norovirus, etc.)
- Mass casualties (10 or more people who are injured or sick at a Scouting activity)
- Explosions or events resulting in significant damage to property
- Incidents where media attention is anticipated
- An incident report on serious incidents must be submitted through the online reporting system within 24 hours. (See Incident Reporting, [www.scouting.org/health-and-safety/incident-report/](http://www.scouting.org/health-and-safety/incident-report/).)
- In cases of sexual abuse, the Scout executive or designee must also report the incident through the online reporting system within 24 hours. If immediate assistance is needed in the handling of a matter, contact the Scouts First Helpline (1-844-SCOUTS1).
- Do not delay reporting in order to collect additional information. Report the information that is available as soon as you learn that a serious incident has occurred.

### **Serious Youth Protection Policy Violations and Membership Standards Infraction Reporting Requirements (Report Within 72 hours)**

- Applies to all infractions—not limited to Scouting activities
- Serious violations of Youth Protection policy or membership standards infractions where a member, leader, parent, or volunteer is required to cease participation pending an investigation or submission of a request to designate them ineligible. These include but are not limited to the following:
  - Serious violations of the Scouter Code of Conduct
  - Assaults
  - Threats or acts of violence
  - An arrest for a crime that, if convicted, would disqualify the individual from participation in Scouting
  - Listing on a sex offender registry, etc.
- Reports on serious violations of Youth Protection policy or membership standards infractions must be submitted through the online reporting

system within 72 hours. (See Incident Reporting, [www.scouting.org/health-and-safety/incident-report/](http://www.scouting.org/health-and-safety/incident-report/).)

## Less Serious Medical Treatment and Incident Reporting Requirements (Report Within 72 hours)

- Less serious medical incidents are those occurring in connection with Scouting activities, including travel to or from an activity, that require medical treatment beyond Scout-given first aid.
- Any incident where an accident or sickness claim can be filed fits into this category.
- Reports on less serious medical treatment incidents must be submitted through the online reporting system within 72 hours.

## Other Incidents and Near Misses

- Should be reported in accordance with published guidelines at Incident Reporting, [www.scouting.org/health-and-safety/incident-report/](http://www.scouting.org/health-and-safety/incident-report/).
- Online reporting is available 24/7/365.

**Note:** It is important to conduct complete and thorough reporting. **Medical treatment documented in the First Aid Log is not equivalent to injury, illness, or incident reporting. It is merely documentation of the treatment provided or the routine drugs administered.**

## Additional Reporting

The Interim Progress Report is filed by councils, typically after the third year of authorization, to report on whether they are making continuous progress on improving staffing, program and program equipment, facilities, sustainability, marketing and communication, and attendance and participation. It may also be used to revise the camp strategic improvement plan discussed in standard AO-810. The Interim Progress Report may also be required at other times by the regional camp accreditation chair or regional director, typically upon request by the area.

## VERIFICATION:

- Review submitted incident and near-miss reports via Riskconnect, with corresponding incident numbers associated with each Incident Reporting Tool or Near Miss Reporting Tool completed within the timeframe required.
- Program area discussions on the types of incidents reported and logged for those programs requiring near-miss reporting.
- Review copy of Interim Progress Report (required for councils after third year of authorization).

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp



**STANDARD:**

The camp surveys its customers to assess satisfaction.

**INTERPRETATION:**

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

- Open-ended questions that solicit a wide range of input (e.g., what did you like the most about camp, what did you think of the campfire programs, what area of camp could be most improved for next year)
- Objective rating questions (e.g., on a scale of 1 to 10, please rate the dining hall facility)
- Questions identified by the National Council that will be provided as part of the application package

The council provides the National Council with aggregate data on the specified questions.

**VERIFICATION:**

- Observation of survey form and results from previous year (if applicable)

**Applies to:****Day camp****Family camp****Long-term camp**





**STANDARD:**

The camp participates in the BSA Continuous Camp Improvement Program that addresses improvements in:

- Staff
- Program
- Program equipment
- Facilities
- Sustainability
- Marketing and communication
- Attendees and participation

**Specific Requirements of the Standard:**

- A. The council has performed an analysis to identify its stakeholders and involved them in gathering information on areas of possible improvement and areas of strength.
- B. The camp has a camp strategic improvement plan that identifies one or more areas of improvement and one or more areas of strength that the council will address over the next four to seven years, which collectively address at least five of the continuous camp improvement categories. For each identified area, the plan sets forth improvement measures, an approximate time for initiation and completion, and how the camp will determine the success of its measures.
- C. Each year, the council will develop an annual camp improvement program that identifies one or more areas of improvement and one or more areas of strength that the camp will address during the year, which collectively address at least four of the continuous camp improvement categories. Some of these measures may be based on the camp strategic improvement plan and some should be based on postcamp/ precamp inspections, camp staff reports, customer satisfaction surveys, or other feedback. For each area identified, the council determines a goal, a quantitative metric, and success criteria.
- D. Annually, the council collects data that indicates progress on the measures, and at the start of the following season includes in the Declaration of Readiness a report on the goals, their success criteria, and whether the goals were achieved.

**INTERPRETATION:**

The continuous camp improvement program is the heart of Scouting's effort to provide a better experience to each camper each year. Detailed guidance on the continuous improvement process is provided in the *Guide to the*

**Applies to:**

Camp  
properties

Day camp

Family  
camp

Long-term  
camp

# CONTINUOUS CAMP IMPROVEMENT

AO-810

(Revised January 1, 2020)

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp

*Continuous Camp Improvement Program.* The standard requires that the council and camp participate in the process contemplated by the standard and does not require the camp to successfully complete each goal. It is the process of identifying goals, measures, and metrics, and completing them that will elevate camp performance.

Specifically, Requirement A emphasizes that all stakeholders should have a role in the process. The best program is a collaboration of the council professionals, volunteers, camp staff, and camp users.

Requirement B is the multiyear camp strategic improvement plan. It is intended that this plan ultimately work in concert with the Application and Authorization to Operate process, where the plan is prepared and submitted with the application and then updated during the Interim Progress Report. Councils are to develop a plan that takes them to or beyond their next application period. The camp strategic improvement plan is not a term or condition of the Authorization to Operate.

Requirement C is the annual or seasonal improvement program. These are the specific steps that the council will take during the year. Some of these may come from the camp strategic improvement plan identified in Requirement B, while others will be items that come up from camp staff, customer satisfaction surveys, or the work of council professionals or committees. The goals should be specific, measurable, attainable, and realistic, and have a targeted metric that can be tracked to show progress. The annual program should be revised as needed during the season to address customer feedback and improve the camper experience.

Camps that operate off camp property should review the existing facilities for adequacy and may propose steps (such as negotiating for improvements or relocating), but are not expected to provide for physical improvements to noncouncil property.

## VERIFICATION:

- The authorization writer will review the camp strategic improvement plan for consistency with BSA standards and continuous camp improvement goals. The approved plan will be attached to the Authorization to Operate.
- The camp assessment team should review the Authorization to Operate and any attached camp strategic improvement plan, and comment in the report on whether steps called for in the camp strategic plan were implemented in a timely manner. However, an explained failure or delay is not the basis for a noncompliant or deviation finding if the council has made other improvements.

- On the annual plan, the camp assessment team should review the Declaration of Readiness to ensure it includes: 1. the prior year's goals, metrics, and success criteria, and whether the goals were successfully achieved and, if not, any lessons learned; and 2. the current year's goals, metrics, and success criteria. Failure to have prepared and measured goals in the prior year reported in the Declaration of Readiness or failure to have prepared and be measuring goals in the current year by the date of assessment warrants a noncompliant finding. Partial or late compliance should be noted with a deviation.

## REFERENCES:

The *Guide to the Continuous Camp Improvement Program* is available at [www.scouting.org/NCAP](http://www.scouting.org/NCAP).

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



# REQUIREMENTS FOR COUNCIL PROGRAM SITE APPROVALS

(Effective January 1, 2020)

## STANDARD:

Each council exercising delegated authority to authorize a family camp, day camp, or voluntary camp shall ensure, to the best of its ability, that the camp as planned will comply with the requirements of the national camp standards applicable to the proposed camp. Each approval of a program site by a council shall be executed on an approved form, signed by the Scout executive and council NCAP chair. Each grant shall be submitted to [NCAP@scouting.org](mailto:NCAP@scouting.org) within seven days and at least 10 days prior to the start of camp.

## Specific Requirements of the Standard:

- A. Prior to issuing a program site approval, the council shall ensure that the proposed site location is reviewed by NCAP personnel for suitability. A camp property that has been assessed in the current or prior year does not require follow-up review unless the council knows that conditions have changed (e.g., flood, change in ownership, etc.).
- B. Prior to issuing a program site approval, the council shall review the proposed program for consistency with the national camp standards, BSA and local council policy, health and safety, and other risks. This program review may be done once for similar programs (e.g., day camp in a box or programs that share a common program at different locations) or once for all programs at a camp property or single approved site.
- C. Proof of prior site review and program review shall be attached to the Authorization to Operate and shall be assessed by the lead assessor designated to conduct such review by the area assessment chair. Completion of the NCAP Program Site Approval document, found at [www.scouting.org](http://www.scouting.org), is to be signed by the Scout executive and the council NCAP chair.
- D. Program site approvals are valid for one season and must be reissued for each season.

## INTERPRETATION:

It is recommended that the site review use either a prior NCAP assessment (when available) or a pre-camp assessment sheet signed by the assessment team (for NCAP assessments) or an on-site review team member.

It is recommended that the program review be documented in the program review required under PD-112.

## Applies to:

Camp  
properties

Day camp

Family  
camp



# REVIEW OF COUNCIL IMPLEMENTATION OF THE NCAP PROGRAM

(Effective January 1, 2020)

## STANDARD:

The National Council periodically shall review the assessment reports submitted pursuant to Standard SA-003 and any reports submitted pursuant to Standards AO-808, as well as other relevant information concerning a council's or individual's implementation of the NCAP program, and shall take such action as may be appropriate to ensure program safety, quality, and the integrity of the BSA brand.

### Specific Requirements of the Standard:

- A. NCAP may compile and publish statistical data concerning council implementation of the NCAP program.
- B. NCAP may use statistical data to determine when a council or camp is an outlier in terms of program quality, attendance, reporting, administration, or sustainability. NCAP may require such a camp or council, after an opportunity to be heard, to implement a corrective action plan or a plan of improvement to address such outlier findings.
- C. NCAP may use data gathered through such review to reopen, revoke, modify, or condition a council's Authorization to Operate. NCAP may also use such data to terminate a council interim Authorization to Operate day, family, and voluntary camps. NCAP will provide a council notice and an opportunity for hearing on such reopening, revocation, modification, or conditioning of its Authorization to Operate or termination of its interim authorization.
- D. If NCAP's assessment determines that an individual subject to NCAP has acted intentionally, knowingly, or in an unacceptably negligent fashion in violation of NCAP standards, NCAP may, after notice and an opportunity for hearing, revoke any NCAP or National Camping School card, declare such individual ineligible for further work in the BSA outdoor programs, or, in appropriate cases, revoke the individual's commission and/or membership in the BSA.

## VERIFICATION:

- Verification of compliance with this standard shall be undertaken by the national or regional camp accreditation committee or delegated staff at the direction of the national camp accreditation committee.

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp





**RECOMMENDED PRACTICE:**

Council committees provide support to camp staff, as requested by the camp director, to ensure continuity, quality of training, and resources for high-quality programming.

**INTERPRETATION:**

All councils are organized differently but when possible should have council committees support their camp staff upon request of the camp director.

Committee members may:

- Provide expert advice.
- Provide resources.
- Assist in identifying qualified staff members.
- Assist in training staff before camp.
- Provide program continuity from year to year.
- Involve camp staff in the council's year-round program.
- Provide coordination between long-term camp and year-round programs.

Relevant committees and task forces are identified in PD-112 Council Program Design, Safety, and Risk Review.

Committee members should be careful not to intrude into the employer/employee relationship, and any concerns should be addressed to the camp director or, if necessary, to the Scout executive.

**VERIFICATION:**

- Written report outlining steps taken to support the camp program

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**



# ON-SITE CONTRACT PERSONNEL BACKGROUND CHECK

(Revised January 1, 2013)

## RECOMMENDED PRACTICE:

Camps employing outside food service contractors or other vendors whose function requires that their personnel are regularly on-site should request certification that criminal background checks have been conducted.

## INTERPRETATION:

This recommended practice does not require that delivery personnel be addressed.

## VERIFICATION:

- Discussion with camp director
- Review of letter of agreement between camp and vendor (letter may be submitted with declaration)

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp



**RECOMMENDED PRACTICE:**

There is a current long-range plan adopted by the council's executive board or responsible committee that addresses quality assurance, program development, promotional plans, health and safety concerns, sustainability, and land and facilities use (where the camp is located on council-controlled property).

**INTERPRETATION:**

A long-range plan is "current" if it has been reviewed within the last five years.

**VERIFICATION:**

- Review of plan; observation of application

**Applies to:****Camp  
properties****Day camp****Family  
camp****Long-term  
camp**



## RECOMMENDED PRACTICE:

The council funds or has developed a plan to fund depreciation for the camp property and camp equipment and is progressing on its plan.

## VERIFICATION:

- Council certification verified during application review

## Applies to:

Camp  
properties

Day camp

Family  
camp

Long-term  
camp





# OPENING AND CLOSING PROCEDURES

(Revised January 1, 2013)

## RECOMMENDED PRACTICE:

The camp has an opening and closing procedures plan or manual that sets forth how the camp is opened at the beginning of the season and closed at the end of the season. The plan or manual sets forth written procedures for the following:

- Review of evaluations from previous or current year
- Review of check-out reports from staff
- Physical setup and takedown requirements
- Inventory, condition, and location of equipment and supplies
- Weatherproofing or reactivation of camp facilities and utilities
- Design and layout of program areas
- End-of-season maintenance
- Equipment and supply purchase needs

## VERIFICATION:

- Review of plans

## Applies to:

Camp properties

Day camp

Family camp

Long-term camp



# GLOSSARY

**Accreditation.** Accreditation is granted to a camp that meets the requirements of the national camp standards and its Authorization to Operate. Accreditation may be conditional.

**annual camp improvement plan.** The annual list of one or more areas of improvement and one or more areas of strength, the improvement goal for each such area, the metrics used to measure progress toward the goal, and the criteria by which success will be measured. Collectively, at least four of the seven categories should be addressed in the plan.

**AO-8xx** is an administration and operational management standard.

**Application to Operate.** The Application to Operate is filed by the council and lays out the business plan, program design, and quality and sustainability commitments for the council's camping programs. It forms the basis for the Authorization to Operate.

**applies to.** Lists the types of camps to which the standard or recommended practice typically applies. Final decisions on applicability are included in the Authorization to Operate.

**assessment.** The process used to determine whether a camp is complying with the national camp standards and its Authorization to Operate (if issued).

**Authorization to Operate.** The Authorization to Operate is issued by the region (for local councils) or the National Council (for national camping programs) and authorizes the camping and outdoor program offered by the council. It contains the specific requirements for the camp and the council's sustainability and quality commitments. Authorizations to Operate may be conditional.

**camp.** Camp includes any day camp, family camp, long-term camp, COPE course, or climbing and rappelling course. COPE courses and climbing and rappelling courses are sometimes referred to collectively as "COPE/climbing courses."

**camp assessment.** Camp assessment is an on-site review of camp operations, conducted by the National Council (for national camps), the area (for local council camps), or the council (for Cub Scout day camps and family camps) to assess conformance with the standards and make recommendations for program improvement.

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

**camp strategic analysis.** Camp strategic analysis is a process to review components of camp program, facilities, and financial quality and sustainability. All councils participate in the Camp Strategic Analysis Short Form. Based on the short form, some councils will undertake full camp strategic analysis.

**camp strategic improvement plan.** The four- to seven-year plan developed by a local council for each camp that lists one or more areas of improvement and one or more areas of strength that the council seeks to address. Each area is given a goal for improvement, a metric, and criteria for how

# GLOSSARY

success will be determined. Over the course of the plan, at least five of the seven continuous camp improvement categories will be addressed.

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

**commitments.** Commitments are discrete, measurable goals that are made by the council on program quality, facilities quality, and council camping program sustainability and that are incorporated into the Authorization to Operate.

**compliant.** A compliant finding is a passing finding issued during a camp assessment and recognizes that the camp fully meets the requirements of a standard.

**conditional accreditation.** A conditional accreditation is issued as a result of a camp assessment or self-assessment where there is a noncompliant finding for a standard or where more than 20 percent of assessed items are graded as deviations.

**conditional authorization.** A conditional authorization is issued as a result of either an Application to Operate or upon recommendation of a camp assessment team where serious questions have been raised about the quality and safety of the council's camping program or a particular camp. A conditional authorization will establish terms and conditions that the council must meet to continue to operate the camping program or camp.

**COPE course.** 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 component unless included in a challenge course program.

**corrective action plan.** A corrective action plan is developed by the council in consultation with the camp assessment team or area leadership to address any noncompliant findings or excessive deviations. Based on a corrective action plan, the camp may continue its accredited status, be conditionally accredited, or if the plan is insufficient, have its accreditation denied.

**day camp.** Day camp is a council-organized program of two 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 Scout, Cub Scout, Webelos Scout, Scouts BSA, Venturer, or Sea Scout level.

**deviation.** A deviation is a passing finding issued during a camp assessment and is a nonconformity with the standards that does not rise to the level of a noncompliant finding (failure). Deviations are used to apprise the council of weaknesses in its program that it should consider. Correction of the deviation is strongly recommended as soon as possible and not later than the next camping season. Repeated deviations of the same standard will be classified as noncompliant.

# GLOSSARY

**FA-7xx** is a facilities standard.

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

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

**HS-5xx** is a health and safety standard.

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

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

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

**long-term camp (formerly resident camp).** A council-organized camp that is three nights or more and operates under council-retained. This can include static campsites, transient campsites, high-adventure or trekking programs, or some combination thereof. These programs may operate at the Tiger Scout, Cub Scout, Webelos Scout, Scouts BSA, or Venturing level. However, Cub Scout, Scouts BSA, and Venturing programs cannot be combined into a single camp experience.

**NCAP** is the National Camp Accreditation Program.

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

**PD-1xx** is a program design standard.

**PS-2xx** is a program specific standard.

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

# GLOSSARY

**standards.** A standard is a mandatory part of the national camp standards. It consists of the standard and the specific requirements of the standard. Standards are supplemented by interpretation, which provides guidance on how the standard or specific requirements are to be applied in practice.

**template authorization.** In reference to day camp or family camp, template authorization 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.

**terms and conditions.** Terms and conditions are requirements set forth in an Authorization to Operate.

**trek program.** A trek program is a council-organized overnight program 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.

**variance.** A variance is issued in writing by the National Standards Commission that allows a camp to permanently vary from a requirement of the national camp standards upon demonstration that the variance provides equivalent program quality and safety. A variance may be conditioned. See also waiver.

**verification.** A section of the standard or recommended practice that provides guidance to an assessment team or the council on how to determine whether the camp is complying with a standard or recommended practice.

**waiver.** A waiver is issued in writing by the region that allows a camp to vary for one season from a requirement of the national camp standards. A waiver may be conditioned upon meeting similar safety and quality goals. See also variance.

# NOTES

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# NOTES

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NATIONAL CAMP  
ACCREDITATION PROGRAM



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