



# NCAP Circular No. 6

NCAP elevates camps to new levels of excellence...

National Council, Boy Scouts of America

Issued October 30, 2015

## 2016 National Camp Standards Revisions

At its October 6, 2015 meeting, the NCAP Committee considered and adopted revisions to the BSA National Camp Standards that will take effect in 2016. All of the changes are considered to be clarifications of existing Standards and Recommended Practices, so a delayed effective date was not deemed necessary.

The first change reflects a decision of the National Executive Board to require all camp staff employees to abide by the "Scouter Code of Conduct." In the Standards, this change is being incorporated into Standard SQ-402.

The second change adds the "Interim Progress Report" to the BSA Authorization process. The Interim Progress Report is an opportunity for the council to report on its camps' progress after the the third year of Authorization. This report is submitted through NCAP to the area and region.

The third change expands the Continuous Camp Improvement Program to reflect the simplifying changes in the Authorization process. Revised Standard AO-810 reflects the process where council's will prepare a camp strategic improvement plan covering a 4-7 year period. Councils will then submit the then-current five year plan with their Application for Authorization. This camp strategic improvement plan sets forth steps that the council will be taking to achieve longer term, continuing improvement at the camp and should cover six of the seven categories over the period. The current seasonal camp improve-

ment plan is renamed the "annual camp improvement plan" and is unchanged.

Some conforming changes are made to introductory materials of the National Camp Standards manual to delete references to Accreditation with Gold and Silver Recognition and to reflect the changes in the Continuous Camp Improvement Program. NCAP will be proposing for comment an Accreditation with Recognition program for comment by the field in the near future. Please stay tuned!

This edition of the **NCAP Circular** sets forth the final changes to the National Camp Standards for 2016, which are shown with new language shown in ***bold italic*** and deleted language shown in ~~through~~:

### Standard Revision

#### **SQ-402. General Camp Staff Training**

##### **Specific Requirements of the Standard:**

G. For *all* camps, the training plan communicates that all employees must ***annually*** go online and take Unlawful Harassment Prevention Training, ***which includes reading and agreeing to the "Scouter Code of Conduct."*** A roster of participants who have completed the online training is maintained at the council office. Prior to, or upon

arrival at camp, each employee must provide a copy of the certificate showing his or her successful completing of the training.

### Rationale

As part of the change in membership standards of BSA as a whole, the National Executive Board has determined that the conduct standards for BSA employees needs to be made more explicit. The Board thus adopted the "Scouter Code of Conduct." All parts of Scouting, including NCAP, were directed to implement this national policy decision by our National Executive Board. Based on input from legal, it was determined to include this material in Standard SQ-402, Specific Requirement G.

### Standard Revision

#### **SQ-403. Camp Management INTERPRETATION**

[Add new paragraph at start] ***Under SQ-403, all camps are required to have an on-site camp director and a program director, except trek camps 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).***

In this issue . . .	
2016 NCAP Standards Revisions .....	1-3
Call for Recommendations for Revisions to Standards and Recommended Practices .....	4-5
Interpreting and Assessing Standards PD-111 and PD-112 .....	5-6
NCAP Leadership Changes .....	7
Directory of National, Regional and Area NCAP Leadership .....	7

## 2016 National Camp Standards Revisions

### Rationale for the Change

Recently, several camps have advised assessment teams that Standard SQ-403 does not require that a camp have a camp director or program director, but merely sets forth the requirements that exist if the camp has such a position. This is incorrect. The Standards require that camps have both a camp director and a program director or meet one of the alternative conditions established in the Standard or its Interpretation. NCAP will consider a Standard wording change as part of the 2017 revision if confusion remains on this point.

### Standard Revision

#### **AO-808. BSA Reporting STANDARD**

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

- A. Annual National Camping Report;
- B. National BSA incident reports, as necessary; *and*
- C. *Interim Progress Reports, as required in the Authorization to Operate or upon*

*request of the BSA region.*

#### **INTERPRETATION:**

[no change to existing language]

[Add new paragraph] ***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 program, facilities, and sustainability. 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:**

[no change to existing]

- [Add new bullet] ***Review copy of Interim Progress Report (required for councils after third year of authorization, beginning 2017 camping season)***

### Standard Revision

#### **AO-810. Continuous Camp Improvement Program 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 stakeholders **and involved them** in gathering information on areas of possible improvement and areas of strength.
- B. **Effective January 1, 2017, 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 four of the continuous camp improvement categories. For each identified area the plan sets forth improvement measures, an approximate time frame 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 plan that identifies **one or more** areas of improvement and **one or more** areas of strength that the camp will address during the year. **Some of these measures may be based on the camp strategic improvement plan and some should be based on post-camp/pre-camp 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

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## 2016 National Camp Standards Revisions

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 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, metrics and completing them that will elevate camp performance.

Specific 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.

***Specific Requirement B is the multi-year 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. As councils start this process in 2016 and thereafter, they will be rolled into this process. Until then, councils are asked to develop a plan that takes them to or beyond their next application period. This requirement will become an enforceable part of the Standard in 2017, but councils are encouraged to start well before January 1, 2017.***

Specific Requirement C is the annual or seasonal improvement

plan. 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 Specific 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, realistic and have a targeted metric that can be tracked to show progress. The annual plan 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 non-council 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 on whether steps called for in the camp strategic plan were timely implemented in the report, but an explained failure or delay is not the basis for a noncompliant or deviation finding if the council has made other improve-***

***ments.***

- 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. ***Effective January 1, 2017, 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.***

### NCAP Website Update

The NCAP website has been updated to include additional information useful to participants in the NCAP process. New information on the website includes:

- Camp Staff Youth Protection Training resources, including *Camp Staff Youth Protection Training*, No. 430-149 and *Managing Youth Protection* powerpoint
- Camp Standards applicability templates, by camp type, including Cub Scout day camp and resident camp
- The current *Camp Facilities Evaluation Tool* (CFET)
- Links to current Health and Safety information
- Training and other resources, including past **NCAP Circulars**

## Call for Recommended Revisions to the National Camp Standards

The National Camp Accreditation Committee plans to undertake a comprehensive review of all facts of the BSA National Camp Standards for the 2017 program year. The committee will be evaluating whether the Standards are clear, achieving BSA's objectives of quality, exciting program that is safe and advances the BSA brand while encouraging councils to continuously improve their camps and activities. NCAP remains committed to the goal that each summer, participants will have a better experience than the prior summer. Any recommendations to help the NCAP program achieve this goal are urgently sought.

### Recommendations Sought

The committee is considering changes to and seeking input on the following issues:

- Additional program activities that should be included in the Standards. Current candidate programs include the BSA Boy Scout pistol pilot program, cowboy action shooting, chalk guns and/or arrows. Other ideas and programs are solicited.
- NCAP is considering revising the Commissary and Food Service Standards (FS-6xx series) to move towards adoption of the 2013 U.S.D.A. Model Food Code, at least as it applies to food safety and contamination control. The 2013 Food Code can be found at the following link: <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm374275.htm>
- NCAP is considering revising the aquatics program, staffing and possibly the facility standards to move towards partial adoption of the Model Aquatic Health Code proposed by the U.S. Centers for Disease Control. This potentially could involve changes in aquatics staffing and training requirements and different, somewhat more stringent requirements for water turnover, filtration and disinfection in pool settings. The Model Aquatic Health Code can be found at the following link: <http://www.cdc.gov/healthywater/swimming/pools/mahc/structure-content/index.html>.
- NCAP is considering restructuring the aquatics and archery Standards to reflect the structure used in the shooting sports staffing standard, Standard SQ-407, of specifying program supervision, venue supervision, and instruction.
- NCAP is considering whether any of the existing age restrictions found in the SQ Standards should be revised or relaxed in light of the changes discussed above.
- NCAP is considering adding additional Recommended Practices to the BSA National Camp Standards, particularly in the area of Staff Quality and potentially adding a new section on Sustainability, defined as both financial and biological/ecological sustainability of the camping operation.
- NCAP solicits comments on possible additional Recommended Practices that could be incorporated into the Program Substantive, Trek Program, Health and Safety, Commissary and Food Service and Facilities Standards sections. Additional Recommended Practices may help councils and camps identify bestmark measures that they can adopt to improve their camps and programs.
- NCAP is considering releasing an Accreditation with Recognition program that would recognize those camps that go "above and beyond" the basic National Camp Standards. This recognition program will be released for comment from the field, likely before the end of 2016 in **NCAP Circular No. 7**.
- NCAP is considering adjusting the formatting of the NCAP Standards Manual. For example, NCAP is considering freezing the "Applicability" buttons in a standardized order so it is more readily apparent which camps are covered when flipping through the Manual.
- NCAP will take comments and suggestions on any other aspect of the National Camp Standards or Recommended Practices

### How to Submit Recommendations to NCAP

NCAP encourages any council or interested Scouter to submit recommendations for consideration. Recommendations should give the reference to the Standard or Recommended Practice (if proposing changes to an existing Standard or RP) or note that a new Standard or Recommended Practice is recommended. It should outline the issue, why it is important to address the issue to improve program qual-

## Call for Recommended Revisions to the National Camp Standards

ity, safety or other NCAP goals, proposed a specific resolution, and explain how that resolution meets NCAP goals.

Recommendations should be submitted by **December 15, 2015** to the following email addresses:

NCAP@scouting.org

ehiser.BSA@gmail.com

Please put "NCAP Standards recommendation" in the subject line to help ensure that the email is routed to the proper individuals. Your assistance will lead to a higher quality Scout camping program!

### Next Steps

NCAP is currently reviewing all recommendations and proposed revisions to the National Camp Standards that it has received from

program inception in 2013. Any revisions from the prior list of comments received, plus the additional recommendations received as a result of this call will be evaluated by the Standards chair and referred, when appropriate to an advisory group for consideration and revision.

If all goes as planned, at the February 2016 meeting, the NCAP Committee will review the recommended draft changes to the National Camp Standards and Recommended Practices. The proposed changes approved for release to the field for comment will then be circulated for comment to the field in an **NCAP Circular**. Councils and Scouters will have an opportunity to comment on all of

the proposed revisions and potential time lines prior to their final adoption by NCAP.

Once these comments are received and review, the Standards Chair will recommend to the NCAP Committee any final changes to be made to the National Camp Standards. The goal is to release the final Standards shortly after the National Annual Meeting in May 2016. This will provide ample time for councils and camps to evaluate the changes in preparation for the 2017 season.

Any questions on the Standards revision process should be directed to Eric Hiser, NCAP Standards Chair, at ehiser.BSA@gmail.com or Brian Gray, NCAP Staff Advisor, at brian.gray@scouting.org.

## Interpreting and Assessing Standards PD-111 and PD-112

Standards PD-111 and PD-112 deal with new program development and council review for health, safety and risk issues.

### Standard PD-111

Standard PD-111 (New Programs and Activities) states that when a new program or activity is developed that is not covered by any other National Camp Standard, then the new program or activity must meet the following guidelines and policies:

- Age Appropriate Guidelines
- BSA's Guide to Safe Scouting
- Youth Protection policies
- BSA's Program Hazard Analysis

### What is a "new program"?

In NCAP, a new "program" could be a program area or a significant subdivision of a program area, such as adding a pool at a camp

that has previously only had a lake or waterfront. An "activity" is an activity that the camp sponsors and includes activities in program areas as well as additional activities, such as camp games, night time activities, nature trails, and ceremonies that enrich the camp environment. Addition of a new activity at an existing program area, such as paintball shooting as an afternoon activity at a rifle range, is covered by the Standard.

### Goal of PD-111

What does the Standard seek to achieve? While NCAP hopes that councils consider program needs, program equipment, facilities, and sustainability in choosing to offer a program, NCAP requires that at a minimum a safety analysis be done using the BSA Program Hazard Analysis system. Resources for performing a Program Hazard Analysis are at:

- The form (or tool) is at <http://scouting.org/filestore/pdf/680-009.pdf>

- The narrative on how to complete a Program Hazard Analysis is at <http://scouting.org/filestore/HealthSafety/doc/Narrative.doc>

- The chart that helps define the risk or frequency and severity of injuries is at: <http://scouting.org/filestore/HealthSafety/doc/ProgHazAn.doc>

### Program Hazard Analysis

The Program Hazard Analysis is a useful tool to determine the risk level and help to list what actions can be taken to mitigate or minimize the frequency and severity of accidents or injuries possible with the new program or activity. The new program or activity with the above documents should be reviewed by your council's Enterprise Risk Management (ERM or Health & Safety Committee) for

## Interpreting and Assessing Standards PD-111 and PD-112

their approval.

If your council does not have an ERM committee, then a Camping Committee or Executive Board should review and approve/disapprove of this activity prior to camp. A copy of the approval should be made available to the Camp Assessment Team Leader and members.

### **When is National concurrence required for a new program or activity?**

If the new program area or activity ranks, before adopting controls, as certain designated risk levels set forth in Specific Requirement B, then BSA requires that the council submit the proposed activity to the National Council for review. Please contact Brian Gray, NCAP Staff Advisor, for guidance. The National Council acts as the insurer and thus needs to ensure that all activities have been carefully vetted.

Once approved, the council may proceed with the planned activity. If the program area or activity does not trigger Specific Requirement B, then the council may proceed to implement the program or activity area on its own. It is useful to let your camp assessment team lead know.

### **Camp assessment preparation**

For camp assessment teams, the new program or activity should be provided in advance of their visit and provide details as to:

- Who the activity is for (age-appropriate guidelines – found with the Guide to Safe Scouting).
- What the purpose of the activity will be (such as how it improves the camp, the values the activity

promotes within Scouting, etc.).

- How the activity is operated (i.e., training of participants, equipment used/needed, etc.)
- Where the activity will be held (such as an open field, marked trails, set up range, etc.)
- When the activity will be run (daylight, rainy weather, winds, water front, etc.)
- What actions and/or procedures are to be taken to minimize or mitigate the risks to the staff, visitors and participants.

Ideally, this new program or activity should be outlined in your camp Leader's guide after obtaining any necessary pre-clearance. At the pre-camp meeting between the camp director and the Camp Assessment Team Leader, the new program or activity should be discussed.

### **Standard PD-112**

Standard PD-112 (Council Program Design, Safety and Risk Review) covers all programs and activities for your camps (see the listing of applicable camps in the right hand column) that should have standing committees review and approve of them. The council committee(s) should:

- review all camp programs and activities
- consider the process and procedures involved with each program (including campsites, facilities, etc.)
- health and safety for all program areas and activities

The Interpretation section of this standard provides a sample listing of committees that could be part of the review process. An ERM committee review can be very

useful in determining any needed practices or procedures that will help to minimize or mitigate risks to the participants, visitors and staff.

### **Response to deficiencies**

If deficiencies or practices/procedures are found during this review, then consideration should be made to:

- request that the camp director and applicable program director(s) review and provide updated procedures or practices with measures to mitigate or minimize any hazards
- Discontinue and/or NOT approve of that particular program or activity if appropriate measures cannot be taken to minimize or mitigate the hazard to acceptable levels (see the Program Hazard Analysis form No. 680-009)

As part of the verification of this standard, the following are acceptable forms:

- a written document of the review and approval from the council scout executive or the standing committee(s) for the camp
- issuance of the Authorization to Operate\*

\* Authorizations to Operate is applicable for a 5 year period. However, it is always a good idea to perform an annual review of the camp programs, particularly as part of your Continuous Camp Improvement Program (CCIP). This annual review and approval should be made available to the Camp Assessment Team.

*Thanks to Southern Region, Area 2/3 camp assessment chair Jay Cash for this article. Jay also serves on the National Health and Safety Support Committee.*

## NCAP Leadership Changes

Several changes were announced in the NCAP national and area leadership at the October meeting.

First, Doyle Parrish, NCAP chair, was promoted to Vice President, National Adventures. Congratulations to Doyle for this significant promotion and his greater role in promoting BSA camping!

Second, Mark Rose, NCAP Authorization chair, was promoted to NCAP chair to replace Doyle.

Congratulations to Mark on this promotion and for his leadership in implementing NCAP's authorization process during its initial period.

Third, Mark has done such a good job in authorization that he will continue serving as the Authorization chair, at least for the immediate future.

Fourth, Brad Haddock, who was National Adventures chair, was promoted to lead Scouting

University. Brad hopes to remain active with NCAP, as well, and we look forward to collaboration with Scouting University.

The regional accreditation chairs and regional camp assessment coordinators announced several changes in area leadership. Please be sure to check the area leadership roster below to see if any of the changes affected your region or area. Please contact Brian Gray or the regional leadership if questions.

### NCAP National Leadership Team

**NCAP Chair:** Mark Rose  
*Mark.Rose@BuschGardens.com*

**Authorization:** Mark Rose  
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**Assessment:** Jack Hess  
*jhess@geosociety.org*

**Standards:** Eric Hiser  
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**Analysis:** Terry Bramlett  
*tbramlett@tds.net*

**Nat'l Adv Chr:** Doyle Parrish  
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**Out Prog Chr:** Mark Stinnett  
*mstinnett@stmasterslaw.com*

**Camping TF Chr:** Jim Blair  
*jeblair@msn.com*

**NCAP Staff Lead:** Brian Gray  
*Brian.Gray@scouting.org*

**Analysis Staff Ld:** John Stewart  
*John.Stewart@scouting.org*

**Outdoor Program Staff Lead:** Keith Christopher  
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**Region Ops:** Ron Timmons  
*Ronald.Timmons@scouting.org*

### NCAP Region and Area Leadership Team

NCAP Position	Northeast	Central	Southern	Western
Accreditation Chair	Bill Downey bdownowl@aol.com	Dr. Denis Ward drdenisward@gmail.com	Steve Gerber stevegerber68@gmail.com	Carl Nicolaysen cnicolaysen@esoen.com
Assessment Coordinator	Bob Dealaman r.dealaman@stny.rr.com	Rich Koch richard.a.koch@boeing.com	Bob Miller* RAMAG64@aol.com	Marty Webb mjwebb240@sbcglobal.net
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Area 4 Assessment Chair	Jay Zimmerman jzimmerman1@atlanticbb.net	Allen Hoy allen.hoy@att.net	Jeffrey Kosic Jeffrey.kosik@Disney.com	Rick TerBorch rterborch@earthlink.net
Area 5 Assessment Chair	Alan Rissmiller alanriss@gmail.com	Jay Oakman; Tom Sheely; Brent Worley bsafox@yahoo.com; tsheely@sbcglobal.net; BrentW@wallties.com	Jose Meier gmeier@att.net	Don Paul DonPaulNCAP@gmail.com
Area 6 Assessment Chair	Glenn Achey glennachey@comcast.net	David Williams david.williams.h@gmail.com	Alan Watts logeagle@gmail.com	Randy Driscoll driscollsanran@cox.net
Area 7 Assessment Chair	NA	Mark Orlovsky markporlovsky@gmail.com	Benton Neese bneese@triad.rr.com	NA
Area 8 Assessment Chair	NA	NA	Rick Woodbridge drjw@ardmore.com	NA
Area 9 Assessment Chair	NA	NA	Austin Landry austinlandry@charter.net	NA
			Jim Miles, Reg. Vice Coord* jim9miles@aol.com	