



CAMP

HOWARD M. WALL

LEADER'S
GUIDE

Milord Point

Boy Scout Camp

FAREH

ST. CROIX, US VIRGIN ISLANDS

WWW.ScoutParadise.org

1. INTRODUCTION

We hope you find the information in this guide helpful in planning an outstanding summer camp experience. As the adult Leader, you can make your job a lot easier if you start to prepare for camp in a systematic manner now that you have this Leaders' Guide--your key to becoming familiar with the camp program and the mechanics of bringing a unit to Camp Wall.

2. ATTENDANCE REQUIREMENTS

Tour Plans

All Out of Council (Non-NCAC) units must file a tour plan with their local council at least 3 weeks prior to arriving at Wall. Out of Council units must also file a National Tour Permit. Upon arrival, the approved tour permit must be presented to the Camp Director. (NCAC units do not have to file a Tour Permit when attending Wall).

Leadership Required

According to BSA policy, each unit registering for summer camp is required to have at least two adult Leaders attending at all times. The unit Leader in camp must be a registered adult Scouter at least 21 years of age and preferably either the unit's year-round Leader or assistant Leader. Unit Leaders are responsible for the good behavior and good practices of their Scouts at all times and are expected to be available to assist their Scouts and camp staff in assuring the best camping experience. The second Leader must be at least 18 years of age.

It is also strongly encouraged that each unit have one leader training in Safe Swim Defense and Safety Afloat. Many of the programs that Camp Wall offers occur in and around ocean conditions. This can create a different set of issues not seen on fresh water.

Medical Requirements

Every Scout and adult Leader must submit a *Personal Health and Medical Record - Class A-B-C* - upon arrival. This is BSA Form #680-001, which is now the only form allowed by BSA for summer camps. A medical examination by a doctor within the 12 month period prior to arriving at camp is now required for all campers, regardless of age. This is a BSA requirement that we must enforce. It is a wise health practice to get an annual physical and many young people have such physicals for school-related activities annually anyway so we would expect that this would not be a hardship for families.

Leaders should provide a copy of the medical form (available on line at www.Scouting.org) to each youth and adult planning to come to camp as soon as possible so that they can get their physicals completed and forms filled out properly.

Any persons taking prescription medication must bring the medication to camp in the **original prescription container**. A lock box will be provided to each unit to store their prescription medications in their site.

Any person arriving at camp without a properly completed medical form will be restricted to the unit site until transported to the nearest doctor to have a physical **at their own expense** or until a completed form is emailed to camp. **No one is allowed to stay in camp more than 24 hours without a medical form.**

Before you leave for camp, make sure that all medical forms have been completed and signed by the examiner and either the parent or guardian. Make sure your unit number and district name are on the forms to help the

camp staff. Place all forms in an envelope and be sure to bring the forms with you. **Please do not mail your medical forms to the council office!**

3. THE ADULT LEADER'S ROLE AT CAMP

All adult Leaders should expect to assist the camp staff in providing a safe, fun experience for the Scouts. Leaders are:

- Responsible for maintaining unit safety and discipline at all times. This includes safe travel to and from camp.
- Responsible for coordinating all unit and individual activities to ensure *maximum* benefit to participants.
- To be aware of each youth's personal goals and objectives in order to promote Scouting's advancement program.
- To participate in camp activities on a daily basis. This should include most program related outings, punctual attendance at roundtables and designated meetings and conferences. There must always be two (2) leaders on each trip that is taken off of Camp Wall property.
- To be prepared to help and assist others, specifically other camping units and staff personnel, as needed. Assistance should be given in a spirit of mutual cooperation and support but not at the expense of one's own unit.
- To monitor and evaluate unit and individual progress in camp and to provide counseling, guidance, and encouragement.
- To be sure that each adult Leader and the Senior Patrol Leader complete and turn in camp evaluations. These forms are the primary means of evaluating the program and staff at each camp and they are used each week by the camp and program directors to determine if there is a problem needing immediate attention. In addition, they are studied in great detail by members of the Camping Committee of the National Capital Area Council to recommend improvements for the next year.

General Discipline

Discipline and conduct of all youth and Leaders is the responsibility of the unit Leaders in camp. The camp administration is ready and willing to assist at any time with problems that might arise. Unit committees should be sure that the camp Leaders are trained and they understand their responsibilities while in summer camp.

Criminal Offenses

When a criminal act has been committed, the following procedures apply:

Category I Offenses

When a camper or staff member commits any infraction that includes the following categories of criminal offenses, he or she will be disqualified from membership in the Boy Scouts of America and immediately removed from camp, regardless of any other factors:

- A. Crimes involving sexual deviancy, sexual abuse, sodomy, sexual assault, rape, sexual misconduct, pornography, soliciting prostitution, or any other sex-related crime.
- B. Any criminal offense involving a child or a dependent adult.
- C. Manufacture, distribution, or possession with intent to deliver drugs or illegal substances.
- D. Crimes of violence against anyone, including aggravated or felony assault, aggravated or felony battery, manslaughter, homicide, and any offense in which a weapon was used.

Immediate Procedures to be followed as quickly as possible.

1. The immediate health and safety of both parties must be secured. Please ensure that the parties are separated to stop any further actions.
2. Receive the victims report without bias and write notes for the record. Time, date, place, exact actions, witnesses, any weapon description, other pertinent descriptions aiding in the situation.
3. Call the parents/guardians of both the victim and alleged perpetrator and advise them of the current situation and our required steps as a youth camp.
4. Call local law enforcement and notify the council Leadership for notification and membership revocation. Since the BSA is only a location, the victim or the victim's parent or guardian must make the report with law enforcement in the jurisdiction of occurrence. If they decided to not pursue the report, that is always their option to drop it at a later date. Law enforcement will be called and a case opened. Law enforcement has the option to remove a party into their custody and that must not be stopped if they deem it necessary for everyone's health and safety.
5. The victim will provide their statement with or without the parent or guardian. It will be written and signed by the victim and/or parent. It can be later reviewed by the parent for any additions and review.
6. The alleged perpetrator will provide their statement with or without the parent or guardian. It will be written and signed by the alleged perpetrator and/or parent. It can be later reviewed by the parent for any additions and review.
7. The alleged perpetrator will be removed from camp, but no determination of future return is to be granted. Future return to a BSA camp is dependent of the legal outcome of the report. Record the date and time of departure.
8. All other witness statements are to be written, signed and collected. Please include other youth, adults, and camp staff. It is imperative that these be collected as soon as possible to be as close to the actual time of incident.
9. Forward all reports received in #2, #3, #4 (include case number), #5, #6, #7, and #8.

Category 2 Offenses

When a camper or staff member commits any infraction that includes the following categories, he or she will enter into a protected phase of camp involvement: A. Assault not classified as an aggravated assault

- B. Bullying
- C. Theft from any person, the camp
- D. Vandalism, destruction of property, arson
- E. Excessive verbal abuse, not related to a documented medical condition

Off Limit Areas

For safety reasons, certain areas of Camp Wall are OFF LIMITS.

- Campers may not enter the shooting sports area unless it is specifically being used for program.
- The maintenance shed area may not be approached at anytime. If campers need program supplies from the shed, they may ask a Camp Director to gather it.
- The kitchen area may not be entered at anytime unless specific permission has been given by a staff member.
- The residence apartment is OFF LIMITS at all times.

- The buddy system must be used at all times and constant communication from the scouts to leaders must be followed at all times.
- All campers must be in the camp site by 10:00 pm, unless engaged in evening program.

4. STANDARDS OF CONDUCT FOR ADULT LEADERS

Boy Scouts of America Policy

Preventing child abuse has been adopted as a critical objective of the Boy Scouts of America. The assistance of every Adult Leader is essential to success. The guidelines listed below are designed to protect Scouts against child abuse and Adult Leaders against misinterpretation of their intentions. Anyone who has questions should consult with the Camp Director. If faced with difficulty in complying with the guidelines and no advice is available, use common sense and the principles of the Scout Oath and Scout Law.

Guidelines for Adult Leaders and Parents

All adults in camp must endeavor to protect Scouts from (1) physical abuse, which is understood to mean the sustaining of physical injury as the result of cruel and inhumane treatment or as the result of a malicious act and, (2) sexual abuse, *i.e.*, any act involving sexual molestation or exploitation of a Scout, by any person who has permanent or temporary care, custody or responsibility for the supervision of Scouts or a Scout.

- All adults in camp, whether registered Scouters, parents of Scouts, or other qualified personnel, must understand their responsibilities and the limitations placed on their relationship with Scouts. Care in selection, training and supervision is critical.
- Adult Leaders and Scouts never sleep in the same tent, unless the adult is the parent or guardian of the Scout.
- Adult Leaders must always shower separately from Scouts.
- Adult Leaders and Junior Leaders must not permit activities involving group nudity, such as skinnydipping.
- Adult Leaders must avoid unnecessary contact with Scouts, such as placing hands on the legs and patting backsides.
- Scouts must always have at least one tent mate.
- In accordance with National Council policy, **a minimum of two Adults** must be present on camping trips and other group activities.
- Adult Leaders must never tell off-color stories to boys. A Scouter, as well as a Scout, is clean in mind and body.
- Adult Leaders must hold conferences with Scouts in open settings, where they may be seen (but not heard, if discussion is confidential) by others. Avoid rooms with closed doors, closed tents or other secluded locations.
- If a Scout complains or comments about an experience with an adult that may suggest physical abuse or sexual molestation or an invitation to molestation, take him or her seriously. Remember that the

Scout is not likely to articulate his or her complaint in an adult manner. It may take the form of declining to associate with a particular Leader for no apparent reason or abruptly leaving the unit.

- k. An Adult Leader who observes another adult relate to a Scout in a manner that is not clearly objectionable, but which might be misconstrued as leading to child abuse, should warn the person so observed to avoid conduct that may be misunderstood.
- l. At Goshen, we would like to serve as many youth members of Scouting as we can. When possible, please do not bring so many Leaders as to create a 1-1 ratio. It is wholly acceptable for Leaders to share a week and therefore allow for more Scouts to attend.

Reporting Child Abuse

Our camp staff has received training to deal with potential victims of any kind of child abuse. If you suspect that a Scout in camp is a victim, report this to the Camp Director immediately. All discussion will be kept confidential.

BSA Policy on Smoking

Smoking is only allowed for adults over the age of 18. You may smoke in designated areas only. At camp Wall, this designated smoking spot is on the Northwest side of the main administrative building. Smoking is not allowed in any campsites, camp building or structure, including tents. Cigarette butts are to be collected and disposed of properly. Please speak with your camp director if you have any questions.

5. PRE-CAMP PLANNING

Parent Meetings

Within 30 days of your initial adventure, it is a good idea to have a meeting with the parents of the Scouts who are going to camp. This allows you to review the camp program, camp physical examination requirements, flight information, and what each Scout needs to bring. Many unit Leaders put together guides tailored to their unit's particular requirements based upon information contained in this guide and questions asked of the Camp Directors.

6. CAMP SERVICES

Camp Chaplain and Religious Services

Camp Wall does not have a full time Chaplain on staff; however, each unit may create a Scout's Own Service or other ceremony throughout the week and the Camp Staff would be happy to assist.

First Aid

During main operating hours, the camp's First Aid room will be accessible by camp staff. If there are any medical situations that occur while at camp, camp staff will treat these situation if possible. If at any time a situation arises where professional medical services are needed, camp staff will alert local resources. Leaders and Adults should ***NOT*** call 9-1-1 or other Emergency Services. Instead, please inform a Camp Staff Member who will enact the Camp Emergency Plan.

Night Assistance

If problems arise during the night that you cannot handle alone, proceed to the camp administration building and knock firmly on the door to the residence apartment. One of the camp staff will come out to assist. In case of an emergency such as a fire, get all Scouts out of the immediate area and go to the Administration Building.

Valuables/Lost & Found

The camp is not responsible for personal items. All valuables, such as money, cameras, watches, etc. should be carefully secured and labeled. Many unit Leaders find it useful to bring along a container that can be locked for the storage of their campers' valuables. If a Scout reports a lost item, the Scout should check with lost and found in the camp office, to see if the item has been found. It is recommended that all items brought to camp be labeled with the Scout's name and unit number.

Mail

Mail can be very unreliable on the island and getting to the island from the mainland. For this reason, it is not advisable to send mail to the camp at any time.

Showers

A schedule is posted for hot showers for Scouts and Adult Leaders. Scouts and Leaders should adhere to the showering schedule set by the Camp Director. Per National BSA Youth Protection Policy, adults must ensure youth member privacy. *Scouts and Leaders never shower together.*

Camp Phones

If there is an emergency situation at home, parents and/or family members should call the main office at Camp Wall 301-202-5958, to notify their campers.

Parents may contact unit Leaders, but should be advised that it may take an hour or more to return phone calls. **Scouts will be allowed to call home ONLY in case of emergency.** Two Adult Leader must accompany a Scout when he is making an emergency call (remember youth protection guideline requirements).

Cell phone service is spotty across the island and many carriers charge international rates for calls on St. Croix. Our Camp Directors prefer that phones be used discreetly, away from others and for short periods of time. We encourage Leaders to strictly monitor any phone usage by Scouts who might bring them.

Trading Post

Camp Wall has a small trading post that sells a variety of souvenir shirts, hats, and other apparel. The trading post is open most evenings for a half hour after dinner and may open by request. The location of the trading post is the same as the main office. Souvenir apparel can also be bought before or after camp. Please contact the camp staff for more details.

Service Projects

During your week at Camp Wall, there will be plenty of opportunity to perform a service project in camp. These projects are wide-ranging from small projects like refurbishing a sign or raking the beach, to very large projects like rebuilding a fence, routing a trail or painting a building.

7. FOOD SERVICE

Special Dietary Needs

Special dietary needs must be shared with camp Leadership prior to arriving at camp. We will do our best to accommodate most food allergies but cannot be held accountable for the management of these allergies. Notice of severe allergies that require special food items must be provided at least 3 weeks prior to your Scout's arrival at Camp. Due to the complexity of Gluten Free diets, these types of meals cannot be provided by the Food Service Department. Parents should contact the Council Office before registering their Scouts for Camp to discuss options available to ensure that all food service needs are met. We are able to store food for you in our refrigerator or dry storage area if requested. Equipment such as microwaves and stoves will be available for reheating at camp. The best person to contact for these needs is our Food Service Director, Drac Peyton who can be reached at Drac.Peyton@Scouting.Org.

8. HEALTH AND SAFETY

Firearms, Ammunition, Illegal Drugs, Alcoholic Beverages, and Fireworks

Boy Scouts of America policy states that the items listed above are prohibited in Camp. If any of these items are found in the possession of any troop member, either adult or youth, those involved will be dismissed from camp and law enforcement officials contacted if necessary.

9. TRANSPORTATION

Air Transportation to Camp

American Airlines runs most flights to and from the island of St. Croix. This flight comes in twice daily from Miami International Airport. For more information on these flights, visit aa.com. Other airlines operate flights to San Juan. Once in San Juan you can catch a short flight to St. Croix International Airport.

Ground Transportation at Camp

Ground transportation to all camp activities is provided as part of the top two adventure packages offered at Camp Wall. Respect must be paid to the vehicles and the drivers while campers are being transported.

10. HEADED FOR HOME

Final Inspection and Checkout

Your last evening, everyone should begin packing up his or her gear. Everything should be packed that night except for sleeping bags and clothes needed for Saturday. A staff member will go to each site with an inspection form for the purposes of checking tents, equipment and campsite cleanliness. Sites must be clean before a group checks out. **Any damaged equipment is the responsibility of the unit.**

11. PACKING LIST

The following is a list of materials that are recommended be brought to camp. Most airlines charge extra for each checked bag. As a result, combining gear in luggage is recommended.

Required Forms

- ☀ Medical Form
- ☀ Medication Form & Medication

Clothing

- ☀ Class A Uniform
- ☀ Troop Activity Shirt
- ☀ Jacket or Windbreaker
- ☀ Socks - Change Daily!
- ☀ Underwear - Change Daily!
- ☀ T-shirts
- ☀ Pairs of Shorts
- ☀ Belt
- ☀ Handkerchiefs
- ☀ 2 Swimming Trunks & Beach Towel
- ☀ Hiking Boots or sturdy shoes
- ☀ Boat Shoes
- ☀ Poncho or Rainsuit
- ☀ Hat
- ☀ Personal Scuba Gear (Optional- Camp has sets to provide)

Personal Toiletries

- ☀ Soap
- ☀ Shampoo
- ☀ Washcloth
- ☀ Toothbrush & Toothpaste
- ☀ Insect Repellant
- ☀ Sunscreen (SPF 25 or higher)

Required Gear

- ☀ Light Sleeping Bag or 2 Warm Blankets
- ☀ Pillow
- ☀ Flashlight & Extra Batteries
- ☀ Canteen or Water bottle

