



Sea Scout Adult Leader Talks

Sea Scout Leadership Experience, Entertainment and Training

March 1-3, 2019

Catoctin Mountain National Park

Rev 0.1

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Introduction

Since 1995, The Friends of Sea Scouts of Maryland, Inc, in cooperation with the Boy Scouts of America, Sea Scout Chesapeake Flotilla, has offered the annual Sea Scout Winter Training. Bringing together Scouts, Leaders, and Parents from across the Northeast and Mid-Atlantic the event is a combination of skills, philosophy and fun.

The event is volunteer-run and the support and enthusiasm of all participants is needed to provide the best possible program.

Mission Statement

The mission of the Sea Scouts Winter Training Weekend is to:

- Help Sea Scouts advance in ranks through courses in specific seamanship and boating skills;
- To improve the ability of adult leaders to effectively guide and mentor the Scouts; and
- To advance and grow the Sea Scout program through community building.

General Information

Dates and Times

- Instructor Submissions Due: December 1, 2018
- Publication of Final Boarding Manual: December 20, 2018
- Registration Opens: January 13, 2019
- Registration Closes: February 14, 2019 or when capacity reached.
- Arrivals and Departures:
- Arrivals should begin no earlier than 6pm on Friday, March 1, 2019.
- Departure: Units will be dismissed after their berthing area is cleared by the National Park Service. Estimated time is 10am.
- Publication of Individual Schedules is dependent upon the new NCAC registration system. SCOUTS SHOULD KEEP A COPY OF THEIR REGISTRATION. The Catoctin Staff do not have the time or resources to research and print schedules on site for 120 Scouts.

Location

- Catoctin Mountain National Park
- Camp Round Meadow, 14840 Manahan Road, Sabillasville, MD 21780
- Cabin assignments will be issued on site upon registration.

Registration and Fees

Registration will be conducted online through the National Capital Area Council. This website will be released when available. A change in web hosting systems may impact this process.

Cost:

Overnight: (Full Registration) is \$55 per person, both Scouts and Adults. Costs include:

- Overnight Accommodations from Friday through Sunday
- Breakfast Saturday through Breakfast on Sunday.
- Social Events on Saturday.

Day Program: is \$35 per person, both Scouts and Adults. Costs include:

- All classes and social program
- Lunch and Dinner Saturday
- No overnight accommodations

Course Overview and Registration

Courses are organized by Sea Scout rank as described in the 2016 Sea Scout Manual and cover topics such as safety, boat handling, communication, marlinespike, environment, and piloting and navigation. Participants may be able to participate in the Small Boat Handler and Virginia Safe Boating training, as well as programs for adults. Specific curriculum will be announced by January depending on instructor availability. The initial course listing will be published in December.

Registration Process

The link to registration will be available at:

www.ncaCBSA.org/seascouts

Registration Process will be announced in December. Registration will be online only.

Payment

Individual Registrations are not complete until payment received by the Course Director.

Payment can be made one of two ways:

- Payment should be made by a single check for the unit payable to “Friends of Sea Scouts of Maryland”. Please try to consolidate unit payments under a single check and include a memo noting the Ship number.
- Payment can be made online by credit card at fossom.org under “Store”.

Once payment is received, the Course Director will mark the registration Final and send confirmation to the unit leader for the event. Registrations are final. Substitutions may be made by coordinating with the Course Director. Refunds are not given except in extreme circumstances such as medical or civil emergency.

Instructors

Adults and especially senior level scouts are asked to volunteer as instructors. Emphasis should be placed on scouts who are Quartermaster, Eagle, or Able Sea Scouts. Youth instructors require their skipper or other trained adult to audit the class to provide support if needed.

Supply Depot

Units are asked to assist with instruction and provide any training materials or supplies needed. If possible, bring extra items which can be placed “on loan” in the event of technical failure or missing components. (Projectors, speakers, cables, etc.) Items should be marked with the unit and leader. These items will be kept in the Director’s Office for sign-out. Special attention is given to:

- Projectors
- Screens
- Power Cables
- Surge Protectors
- Extension Cords
- Video Cables (VGA or HDMI)
- Speakers
- Minijack cords

It is critical that all items be labeled with the owners’ information. Unattended supplies should be returned to the Director’s Office for logging into the Course Inventory and to be returned to the owner.

In Processing

Tour Plan

As of 2018 Tour Plans are no longer required by the Boy Scouts of America. Units should ensure their adult leaders meet all BSA requirements for travel and overnight program of 40 hours in duration.

Medical Forms

Ships must bring current BSA Medical Forms (part A & B) for every participant. Units will keep their medical forms in unit possession but must confirm with the Course Director that they have the forms. The BSA Medical Form is available at:

- <https://www.scouting.org/health-and-safety/ahmr/>

Uniform

Sea Scouts should always present themselves professionally in public. Scouts and Leaders should arrive in the prescribed uniform for their unit. The recommended uniform is the “Sea Scout Official Uniform” previously known as “New Century Universal”. Those traveling should always be prepared to answer the question “What is a Sea Scout?” during your trip to Catoctin.

During the course of the weekend, Sea Scouts may wear their work uniforms or activity shirt. Torn, dirty or otherwise unprofessional attire will not be allowed. A Scout is Clean.

Personal Packing List

Pack for cold weather and snow. This is a winter mountain environment and significant snow is common. The cabins have beds and full bathrooms with showers. Additional showers in the gym are available for adult use only due to the open stalls. Cabins are heated but participants should be prepared for walking between buildings or cold floors. Heavy socks are encouraged. Specific items to pack include:

- Duffle bag to contain personal gear. Cabins double as classrooms and it is critical that all gear be stowed and secured during the day. A Scout is Trustworthy, but a Scout should Be Prepared as well.
- Sleeping Bag. For late registrants, a sleeping pad may be useful. Limited Cots may be available for overflow registration.
- Pillow as preferred
- Personal Hygiene Kit
- Sea Scout Manual
- Pen, Pencil, Paper
- Work Uniform
- Activity Shirts
- Extra undergarments and heavy socks
- Casual attire for Saturday Social Event
- Closed-toe shoes (cold weather appropriate)
- Rain jackets
- Cold-weather coat

Arrival and Check-In

Check-in begins at 6pm, Friday. Upon arrival, Skippers and Boatswains should proceed to the check-in desk in the back of the Galley Wardroom. Due to space and organization constraints, only the Skipper and Boatswain should report to the Course Director.

Offsite Berthing

There are a limited number of berths available. Once the limit is reached, participants may register as “Day Program” and consider offsite berthing. Information about local availability should be consulted on the internet.

Code of Conduct

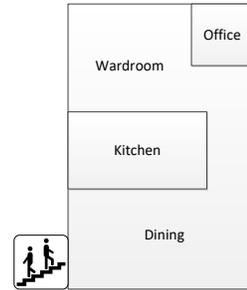
All participants are expected to behave according to the Scout Law and Oath.

Rules and conditions of permit to use Camp Round Meadow are provided in Appendix B. Violators may be asked to leave. Refunds will not be issued for misconduct.

Duty Assignments and Rules

Ships are expected to share in service duties including serving food, cleaning up the mess hall after meals, and cleaning the camp before departure. Ships are encouraged to keep their cabins and bathrooms clean throughout the weekend.

- Full details of the **National Park Service rules** are defined in Appendix B.
- Full details of **Sea Scout Duty Assignments and Rules** are provided in Appendix C.



Schedule

FRIDAY

1800-2300	Check-in at Dining Hall (Gym will be open also).
2200-2230	ALL Adult Leader and Bos'n Meeting in Mess Hall.
2200	Return to cabins (except those in adult meeting), start quiet time.
2300	Lights out

SATURDAY

0630	Reveille
0700-0745	Breakfast Seating
0800-0820	ALL HANDS muster in gym
0830-0920	Class Session # 1
0930-1020	Class Session # 2
1030-1120	Class Session # 3
1130-1220	Class Session # 4
1220-1330	Lunch Seating
1330-1420	Class Session # 5
1430-1520	Class Session # 6
1530-1620	Class Session # 7
1630-1720	Class Session #8
1800-1900	Dinner Seating
1900-1930	Bos'n Meeting (Gym Conference Room)
1930-2015	ALL Adult Meeting (Gym Conference Room)
1945 –2230	YOUTH TIME: Social Program around camp.
2015-2200	ADULT TIME: Flotilla Scrabble Playoffs and other activities.
2130-2200	Discussion: SEAL Orientation – Adult Wardroom
2200-2300	Cleanup and Reset (All Units)
2300	Return to cabins
2330	Lights out

SUNDAY

0630	Reveille
0730-0800	ALL HANDS Muster in Gym
	Change of Command, Chesapeake Flotilla
0800-0900	Religious Observance
0900-1000	Cleanup and Cabin Clearing
1100	Inspection, and Check-out

Check-out and Departure

Ships must clean their cabins, bathrooms, and other assigned facilities at the end of the event. An inspection is required before check-out and departure.

Appendices

Appendix A – Camp Round Meadow Directions

For GPS Use Only:

The street address is 14840 Manahan Road, Sabillasville, MD. This is NOT a mailing address. The mailing address for Camp Round Meadow is: Catoctin Mountain Park, Camp Round Meadow, 6602 Foxville Road, Thurmont, MD 21788

From Washington DC: Take the George Washington Memorial Parkway north to I495 to I270 north 27 miles to Frederick, MD. Take Route 15 17 miles north to Thurmont, MD. Take Route 77 West, the exit sign is marked Catoctin Mountain Park. Travel approximately 6 miles west on 77 (you will pass Park Central Road and the park Visitor Center) and turn right onto Foxville-Deerfield Road. As the road forks, turn right onto Manahan Road. Continue approximately 3/4 mile and turn left into Camp Round Meadow. Park in the large gravel parking lot.

From Baltimore, MD:

Take I695 beltway to I70 West to Frederick, MD. Take Route 15 North to Thurmont, MD. Take Route 77 West (the exit sign says Catoctin Mountain Park.) Travel approximately 6 miles west on 77 (you will pass Park Central Road and the park Visitor Center) and turn right onto Foxville-Deerfield Road. As the road forks, turn right onto Manahan Road. Continue approximately 3/4 mile and turn left into Camp Round Meadow. Park in the large gravel parking lot.

From Hagerstown, MD: Take I70 East to Route 66 North for 7 miles. Turn right onto Route 64 (East) for 1 mile then turn right at a traffic light onto Route 77 East for approximately 4 miles. Turn left onto Foxville-Deerfield Road. As the road forks, turn right onto Manahan Road. Continue approximately 3/4 mile and turn left into Camp Round Meadow. Park in the large gravel parking lot.

From Gettysburg, PA: Take Route 15 South. In Thurmont, MD, exit onto Route 77 West (the exit sign says Catoctin Mountain Park.) Travel approximately 6 miles west on 77 (you will pass Park Central Road and the park Visitor Center) and turn right onto Foxville-Deerfield Road. As the road forks, turn right onto Manahan Road. Continue approximately 3/4 mile and turn left into Camp Round Meadow. Park in the large gravel parking lot.

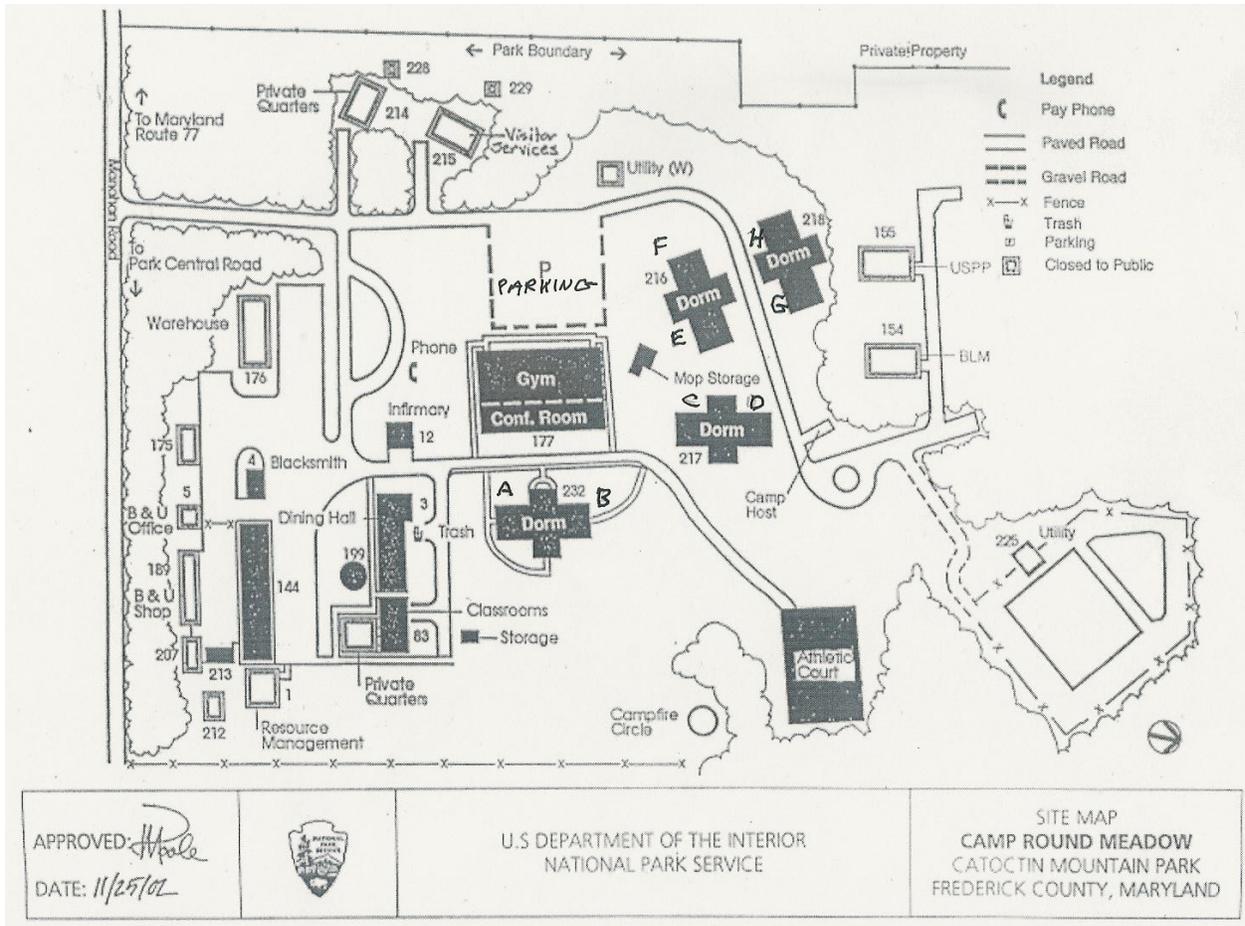


Figure 1 Camp Round Meadow Map

Appendix B – National Park Service Rules and Conditions of Permit.

1. The Sea Scouts agree to exercise the privileges granted by this permit, subject to the supervision of the Superintendent of the park or his authorized representative.
2. The group representative shall assume responsibility for seeing that all members of the group are informed of, and comply with, park rules, regulations, and all applicable special conditions.
3. The rights of the permittee to conduct their program without outside interference must be respected and the National Park Service will not sanction any intrusion.
4. This permit is not transferable and may be revoked at the discretion of the Superintendent. All arrangements must be finalized when submitting application; no changes will be made after confirmation is received.
5. Buildings excluded from use will not be entered at any time.
6. All permitted vehicles must be parked in the designated parking lot.
7. No camping trailers are permitted nor is it permissible to pitch tents within the camp.
8. Weapons of all descriptions are prohibited.
9. Destruction, defacing, or removal of buildings and improvements, trees, shrubs, and flowers are prohibited.
10. Rearrangement of furniture and fixtures within the camp is prohibited.
11. All alcoholic beverages and pets are prohibited.
12. The use of any electrical appliances is prohibited in all buildings with exception of personal care appliances use in the dorm bathrooms.
13. Quiet hours are from 10 p.m. to 6 a.m.
14. The camp shall be subject to inspection at any time by the Park Superintendent or his representative. Upon termination of permit, the camp will be inspected for cleanliness and damages before the group may vacate. The group representative and the person in charge of the kitchen facility must accompany the Ranger or Host during the inspection. The permittee agrees to assume responsibility for damages occurring during their use.
15. Permittee waives and releases all claims against the U.S. Government for any injury to person or damage to property which may occur in connection with the use of camp facilities.

Note: Trespassing on private property will not be tolerated.

Appendix C – Duty Assignments and Rules

Kitchen Rules

- Inspections of the kitchen facilities in Camp Round Meadow by U.S. Public Health Officials are made and standards are enforced.
- We will use disposable plates and utensils; large sinks are available for washing. Instruction for dishwasher use or for hand wash/rinse/sanitize procedures using sodium hypochlorite (Clorox or purex bleach) will be available at check-in. Garbage is to be placed in the centrally-located dumpster.
- In addition, a designated person will be in charge of the kitchen. The person will be the contact for all kitchen problems and is entirely responsible to the park for this facility. He/she will meet with the Ranger or Host during the group's check-in and check-out along with the group representative.
- Only kitchen staff will be allowed in the kitchen. Smoking is not permitted. Separate toilet and hand-washing facilities for kitchen staff are available.
- To insure that proper cooking temperatures and food storage temperatures are maintained, we will bring a suitable metal stem-type numerically scaled thermometer having a range of 0-220 F.
- Chlorine test papers for checking dish sanitizing solutions will be available at check-in.
- After each meal, all food preparation surfaces must be cleaned. The large grill is extremely difficult to clean when left for longer periods.
- All surfaces of the range hood and filters must also be cleaned regularly. Weekend groups need to do this once, prior to check-out.
- Sweeping and mopping of the kitchen and dining hall are needed after meals. Best results are obtained by frequently wringing the mop and changing water when dirty. When finished mopping, rinse the mop, then sanitize and whiten it by soaking in sodium hypochlorite (Clorox or purex) and allow it to dry. Dining hall tables should be cleaned and wiped after each meal.

Bunkrooms and Bathrooms

Facilities should be kept swept and clean throughout the weekend. Bunkrooms and bathrooms will be inspected by a staff member prior to the unit departing camp. Use the following as a guide in preparing the unit for inspection. **CLEANING SUPPLIES CAN BE PICKED UP AND RETURNED AT THE BACK PORCH OF THE KITCHEN.** Leave the building in better condition than you found it.

Bathrooms

- Empty trash cans and take trash to dumpster outside kitchen.
- Remove all personal items (including soap in the showers).
- Clean and sanitize shower stalls and curtains.
- Tile walls will require cleaner and brushes – walls should be free of white powder when dry.
- Clean and scrub counter tops and mirrors.
- Mirrors and chrome fixtures should be clean of residue.

- Scrub and sanitize toilets.
- Sweep and mop floors to include shower stalls. Floors should be relatively dry without puddles.
- **Tests:**
 - Dry hand wipe of shower and stall walls for white powder indicating soap scum.
 - Glass should be clear and clean.
 - Smell test. Bathrooms should have a generally clean smell.
 - Floors should be dry, or minimally damp. Puddles are not permitted. Footprints are not permitted.
 - No amount of trash or personal gear should be left behind.

Bunk Rooms

- Mattresses cleaned with damp cloth and mild soap if necessary.
- Bunks arranged in a neat and orderly fashion.
- Floors swept and wet mopped.
- All personal items removed (before first class on Sunday, if possible).
- Trash removed from storage closets and camp equipment returned.
- Remove any paper material posted on bulletin boards by Sea Scouts.
- Trash cans emptied and trash taken to dumpster outside kitchen.
- **Tests:**
 - Beds placed as found
 - Smell test. Bathrooms should have a generally clean smell.
 - Floors should be dry, or minimally damp. Puddles are not permitted. Footprints are not permitted.
 - No amount of trash or personal gear should be left behind.
 - All inventoried cleaning gear should be in the maintenance closet.

Building Exterior

- Sweep all porches.
- Pick up trash on all sides (the distance from the building to the sidewalk).
- Contents of exterior trash can placed in dumpster outside kitchen.
- Have staff member inspect facility before departing.
- Return cleaning supplies to the back porch of the kitchen.
- Report any malfunctioning equipment to the Sea Scout Office in the Mess Hall.

Gym Floor

- The Gym floor must be swept and dust mopped. No liquids may be used in the gym. Lobby must be vacuumed. Entry to the gym must be through the ramp entrance and lobby. To avoid damage to the floor, no entry from the parking lot is permitted.

Conference Room

- The Conference Room floor must be vacuumed and all equipment used returned to the proper storage place.

Gym Classrooms

- The classroom floors must be swept and wet mopped.
- All equipment must be returned to its proper place.

Gym Bathrooms

- Empty trash cans and take trash to dumpster outside kitchen.
- Remove all personal items (including soap in the showers).
- Clean and sanitize shower stalls and remove temporary curtains. Walls must be free of white residue when wiped with a dry hand.
- Tile walls will require cleaner and brushes.
- Clean and scrub counter tops and mirrors.
- Mirrors and chrome fixtures should be clean of residue.
- Scrub and sanitize toilets.
- Sweep and mop floors to include shower stalls.
- **Tests:**
 - Dry hand wipe of shower and stall walls for white powder indicating soap scum.
 - Glass should be clear and clean.
 - Smell test. Bathrooms should have a generally clean smell.
 - Floors should be dry, or minimally damp. Puddles are not permitted. Footprints are not permitted.
 - No amount of trash or personal gear should be left behind.