

Seneca Waterways Council, BSA

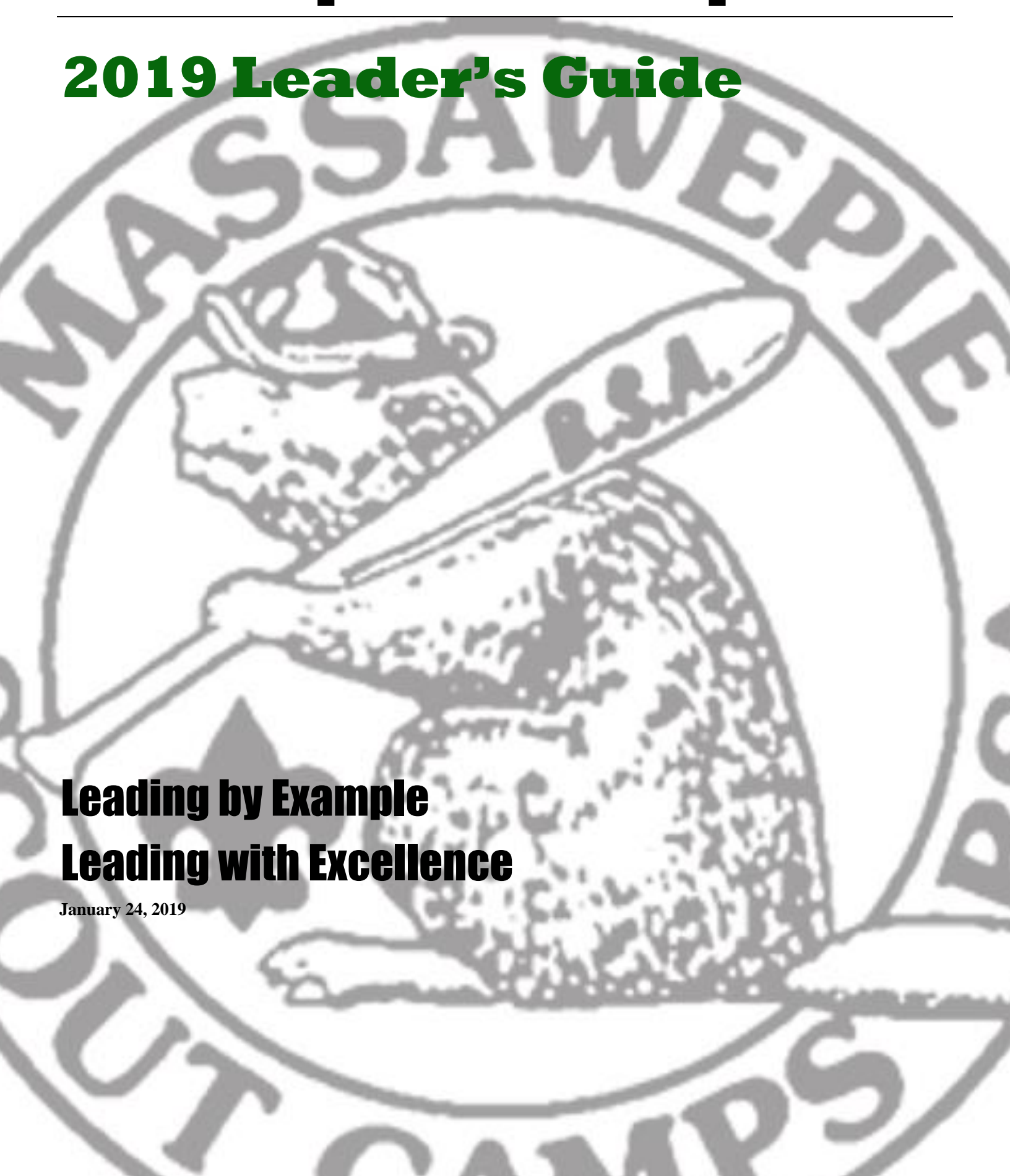
# Massawepie Scout Camps

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## 2019 Leader's Guide

**Leading by Example**  
**Leading with Excellence**

January 24, 2019



# The Boy Scouts of America Mission Statement

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It is the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

## Mission Statement

**It is the mission of the Seneca Waterways Council summer camping program to provide each Scout with an outdoor experience through which he/she has opportunities to: be challenged; work toward advancement; be active with his/her troop, patrol and others; achieve while learning; develop as a person; enjoy the Outdoors; and have fun. This booklet outlines the possibilities toward mission fulfillment.**

## Contacts

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The Guide for Unit Leaders and all forms are available online at the Seneca Waterways Council website camping page at

### Seneca Waterways Council

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### Massawepie Scout Camps

#### Before Camp:

Camping Desk

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Rochester, NY 14623

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Massawepie Scout Camps, BSA

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## Leading by example... Leading with Excellence

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It's hard to believe it's already time to start thinking about summer camp 2019! We are extremely excited to begin the planning process with you. This summer we are planning to introduce a variety of new programs while continuing to build on our lasting traditions.

This leader's guide is your first resource to answering your summer camp questions. If you have any further questions, please feel free to contact us. We are always open to your input, suggestions and ideas. For more information, check out our website: [www.senecawaterways.org](http://www.senecawaterways.org).

The 2019 Massawepie Scout Camps Summer Camp Program will be better than ever, with our new programs and a mix of the old. We the staff are looking forward to serving you again this year. So come on out and join in the Massawepie experience.

Check the website, [www.senecawaterways.org](http://www.senecawaterways.org) for Merit Badge information, program schedules, and details on other activities happening during your week of summer camp.

On behalf of the entire 2019 Massawepie Scout Camp staff, we'd like to thank you for choosing Massawepie Scout Camps. We look forward to sharing a memorable summer with you and your entire unit.

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# Summer Camp

## 2019 Camp Pioneer Season

Session 1: June 30 to July 6

Session 2: July 7 to July 13

Session 3: July 14 to July 20

Session 4: July 21 to July 27

Session 5: July 31 to August 3

Session 6: August 4 to August 10

**\*All traditional camp weeks begin at 1:00pm on Sunday and end by 10:00 am on Saturday. Troops should not plan to arrive on Saturday or before 12:00 noon on Sunday. Requests for special arrangements must be made in writing with advance notice to the Camp Director.**

## 2019 Camp Fees

### Massawepie Scout Camps – Camp Pioneer & Camp Babcock-Hovey

	<b>Early Bird Fee Schedule</b> Early Registration applies if: <ul style="list-style-type: none"> <li>• Unit campsite Deposit paid by 10/01/2019</li> <li>• Scout &amp; Adult commitment deposit paid by commitment deadline</li> <li>• Remaining Scout balances paid by early bird deadline.</li> </ul>	<b>Regular Registration Fee Schedule</b> Regular Registration applies if: <ul style="list-style-type: none"> <li>• All Scouts in the unit if the unit commitment is not turned in by 10/01/2019</li> <li>• Scouts added after the commitment deadline or to all Scouts if Scout &amp; Adult commitment deposits are unpaid after the commitment deadline.</li> <li>• Scouts not fully paid by the early bird full payment deadline</li> </ul>
<b>October 01, 2019 – Campsite Deposit Deadline</b> After 10/01/2019	<b>\$100 Site Deposit</b> \$200 for site + \$10 per scout	<b>\$100 Site Deposit</b> \$200 for site + \$10 per scout
February 28, 2109 – Camper Commitment Deadline	\$150 per committed spot for each Scout	\$150 per committed spot for each Scout
March 20, 2019 – Early Bird Payment Deadline	\$400 total paid per Scout	
April 24, 2019 – Regular Registration Deadline		\$435 total paid per Scout
April 25– Late Registration Period Begins		\$475 total paid per Scout
Brother Discount	\$40 per sibling attending after 1 <sup>st</sup> sibling pays full fee	\$40 per sibling attending after 1 <sup>st</sup> sibling pays full fee
Second Week of Camp (Provisional)	\$200 total paid per Scout	\$300 total paid per Scout
<b>Adult Fees:</b> \$200 total for 1 week of camp. Due by June 1 2019 <b>Adult Discounts:</b> 1 free adult for every 8 youth attending camp <b>Adult Daily Rate:</b> \$41 per evening ( <i>for adults who are unable to stay full week</i> )		
Scouts that join between February 1 and the start of camp will receive early bird prices. When registering be sure to select <b>“New Scout in Spring”</b>		

### Early Bird Pricing – Plan ahead for great Savings!

Early bird pricing is a significant discount for Scouts and Adults attending camp. In order for a unit to qualify for early bird pricing three steps must be completed.

- 1) Turn in the campsite reservation form/online by 10/01/2019 with estimated number of youth and adults attending. This step should be completed with the paper Campsite Reservation form/online and include site deposit.
- 2) Make a deposit payment of \$150 for each Scout and Adult that is attending camp. The Camper Commitment Deadline (02/28/2019) is when your estimated attendance is locked in. After the deadline the unit is responsible for paying the deposit for each Scout and in the commitment. All deposits must be paid before the system begins to credit early bird payments. Unit estimates can be adjusted online through the registration website. Lowering adjustment can be done online prior to the deadline. Adjustments can be increased at any time but adjustments increased after the deadline are at the regular registration rate.
- 3) Make final early bird payments for Scouts and Adults by the Early Bird Payment Deadline (03/20/2019). This step should be completed online.

### Adult Discounts:

1 free adult is credited for every 8 youth attending a session of Boy Scout Resident Camp. If your unit brings 800 Scouts you will have 100 free adults, easy as that!

## Traditional Camping

Six weeks of Traditional Camp are offered. Campers are housed in two-man canvas tents on wooden platforms or four-man wooden lean-tos. All are furnished with a bed and mattress for each camper and leader. All meals are prepared by the food service staff and are served in the camp's dining hall.

## Provisional Camping

– Scouts not attending camp with Unit

Scouts can attend Camp even if their units will not be in camp. Provisional campers function as a troop for the week under the direction of the Provisional Scoutmaster in camp. If provisional campers are too low to form a troop, scouts will be paired with another troop in camp for the duration of their time in camp.

Often, Scouts may choose to come back for a second week after their troop has already attended camp for a week. Any Scout may attend a second week at Camp for the reduced additional week camp fee. Provisional camping is a new and exciting experience for Scouts and we highly encourage any Scouts interested to register for a second week at camp.

## Campsite Reservations

Troops made campsite reservations when they turned in their deposit. We reserve the right to make changes necessary to best accommodate campers.

## Out of Council Units

All out of council units must provide a properly completed tour plan on arrival at camp. In addition, the unit must acquire a unit roster print out from their home council that lists currently registered youth and adults. This ensures that participants are covered by their home council's accident and sickness policy. Please see your local council service center for forms and information.

## Refund Policy

### Initial Per-Camper Deposit:

A \$150 per camper deposit is due by Feb 28, 2019. This initial per-camper deposit is not refundable under any circumstances; however, this fee may be transferred to another camper within your unit.

There are situations in which a camper's fee may be refunded, either in whole or in part to the unit. Please note that checks will not be written to individual families.

### Full Refund (less initial \$150 deposit):

The complete balance of a camper's fee (less the initial deposit) may be refunded up until two weeks prior to the start of your week at camp for the following reasons if accompanied by appropriate documentation:

- Medical issue regarding the camper
- Summer School
- Extreme family emergencies

### Partial Refunds:

Partial refunds of \$150 per camper may be refunded to the unit for reasons other than the above, up until two weeks prior to the start of your week at camp. Please be aware that Seneca Waterways Council cannot provide full refunds after this timeframe as certain expenditures have been made (e.g. food and program-related items) based upon the unit's projected attendance.

Requests for refunds must be made in writing no later than two weeks prior to the start of your week at camp in order to be considered. Please submit requests to the Seneca Waterways Council,

## Camperships

The Seneca Waterways Council believes that all Scouts should be able to attend summer resident camp, regardless of their financial situation. Campership funds are available from the council to assist local Scouts who may have difficulty affording the full camp fee. Applications are now submitted online at [www.senecawaterways.org/campership](http://www.senecawaterways.org/campership). Questions about the online application can be made at the Council Service Center (585-244-4210).

**Deadline for Campership Application submissions is March 1st, 2019.**



# Preparing for camp

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## Required Medical Forms

Upon entering camp, each leader, scout, and staff member will undergo a recheck of their health care provider's physical. Any physical limitations or conditions are to be noted and followed. Medical examination forms are available from the council service center. Each camper must have a current BSA Annual Medical Form including the New York State required addendum (see form section). **All forms must be signed by a doctor and filled out completely (including month & year of inoculations).** All participants, youth & adults must have had a physical in the past year. While we prefer the standard medical form, adults who are camping less than 72 hours may substitute a "Health Survey and Waiver".

## Accommodating Special Needs

The staff of Massawepie is committed to fully including all Scouts in all aspects of the summer camp program. Often, meeting the needs of all campers requires minor adaptations of our facilities, staffing, and instructional plans. Special menus, one-on-one instruction, accessible campsites, individual counseling, and other provisions can be made for Scouts or leaders because of physical disabilities, learning disabilities, diagnosed psychological or social difficulties, severe medical conditions, particular dietary requirements, religious practices, or other special needs. Whenever possible, unit leaders should contact the camp director well in advance to outline the specific needs of Scouts and leaders in their troop.

## Food Service

Massawepie Scout Camps employs qualified food service personnel to provide high-quality food for all campers and leaders. Three meals per day are served in the central dining hall, beginning with Sunday dinner and ending with Saturday breakfast. A licensed dietitian has reviewed the menus for balanced nutrition. If Scouts or leaders have special dietary needs, please contact the camp office ***two weeks prior*** to your troop's arrival. Send all request to [msc-food@senecawaterways.org](mailto:msc-food@senecawaterways.org). **Requests made at the time of arrival may not be accommodated.** We want your stay at camp to be enjoyable; please communicate your needs as soon as possible.

### Food Sanitation and Safety for Patrol Cooking Units

1. Wash hands, table and utensils before and after each meal. All food handlers must wear sanitary gloves.
2. Fire and Knife Safety - refer to your Boy Scout Handbook.
3. Frying - should always be done on low flame. Always place food gently into hot grease; never drop or throw. If grease splatters, cover and adjust heat.
4. When working with hot foods or utensils, always look before you move. Let people know you are moving hot items such as pans of water or grease. Always use proper cooking tools when handling hot items.
5. When draining water, use a colander and drain water away from yourself.
6. When draining grease, drain into grease bucket, let cool and remove from camp.
7. Keep hot foods hot and cold foods cold.
8. When using a cooking grate, be sure that it can support water buckets or other heavy items.
9. Follow the instructions on the sheet you'll get with every meal.
10. ***No food, candy, or snacks should ever be brought into tents, sleeping bags, or packs.***

### Outpost Meals or Bag lunches

Units are encouraged to participate in outpost activities. If a unit is interested in an outpost and need trail food they need to check with the Trek Center. Bag Lunches are also available for outpost meals, and those requests are made at the Dining Hall. Units can also request bag lunches for your trip home on Saturday. All bag lunches must be requested at least 24 hours in advance of their order. This is required for both Outposts and departures for home.

## Troop Leadership

All troops must have at least two adult leaders in camp at all times, one of whom must be 21 or older. The New York State Department of Health requires Seneca Waterways Council to maintain records at camp of the qualifications of all adult leaders.

All adults in camp must be registered members of BSA (i.e. have submitted a properly filled out BSA Adult Registration Application, with all required approval signatures, and been accepted). Registration in the BSA satisfies the background check requirement of the NYS DOH.

**All leaders must bring with them to camp verification that they have completed youth protection training.** All adults in camp must have completed Youth Protection Training prior to attending camp. Youth Protection Training can be taken in a class format through your district or council or can be taken online by visiting [www.senecawaterways.org](http://www.senecawaterways.org) or <http://olc.scouting.org>.

**IMPORTANT - This includes any/all adults, parents, or visitors who are staying overnight in camp. Adults not registered will be not allowed to remain on the property.**

If troops are going to use “Rotating Leaders, i.e. if the same two adults will not be present all week, a leadership roster indicating anticipated arrival and departure times must be filed with the camp office at registration. At no time may a troop be left without two-deep leadership in place.

### Out of Council Unit Requirements:

**YPT & Registration** - Out of Council Units, who are attending an Seneca Waterways Council summer program, should bring to camp a printout of the unit's roster. The roster can be printed from [my.scouting.org](http://my.scouting.org) or obtained from your Scout Service Center. All adults attending camp should be on the roster and be marked as Youth Protection trained. **Adults not on the roster will not be able to remain on property.**

**Insurance** - Out of council units must be able to show their unit's or council's policy for both accident and sickness insurance. If your unit does not have insurance, you must secure it prior to your unit's arrival at camp. In addition, the unit must acquire a unit roster print out from their home council that lists currently registered youth and adults. This ensures that participants are covered by their home council's accident and sickness policy.

**Sex Offender Registry Check** - *Section 7-2.5(l) of the New York State Sanitary Code and Article 13-B of the Public Health Law* requires children's camp operators to determine whether an employee or volunteer at the camp is listed on the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry. Checks of the Registry must be completed prior to the day the employee or volunteer starts work at the camp and annually thereafter prior to their arrival at camp. The law applies to all children's camps (day, traveling day and overnight) and to all prospective employees and volunteers at the camp regardless of their job title/responsibilities or employment status (full or part time).

## Merit Badge Advance Preparation

Some merit badges offered at camp require advance preparation. Scouts should bring materials for completed requirements or partial cards to camp. Merit Badge Counselors will collect any completed written work during their first merit badge class. No Scout should come to camp without knowing beforehand what merit badges he plans to take, what the requirements are and which requirements should be completed prior to camp.

**Specific Merit Badge and other program information will be found in the Program Guide**

## Online Merit Badge Registration

Massawepie Scout Camps uses an online system to manage payments and schedule merit badges. In order to register a Scout for Merit Badge Classes there must be enough funds paid to register a Scout in full for camp. Merit Badge classes open for registration on May 1, 2019. The unit can only register Scouts for Merit Badge Classes after they are paid in full. Some classes have additional fees for supplies when scouts register.

## Order of the Arrow

Thursday is OA Day at camp. OA members are encouraged to show their lodge spirit by wearing any OA T-shirts throughout the day and displaying their OA sash with their field uniform. Tschipey Achtu Lodge hosts an ice cream social and OA trading post open to all OA members on Thursday night. There will also be an opportunity for Tschipey Achtu members to take the Brotherhood Challenge. All OA members are encouraged to participate in the service project and ceremonies.

# Camp Facilities

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## Good Stewardship

Massawepie Scout Camps is a year-round camping facility maintained by the Seneca Waterways Council, Boy Scouts of America. The Camp Ranger, Council Camping Committee, and volunteers work to maintain and improve the facilities. The continued existence and improvement of the Boy Scout summer camp program is dependent on the care of our camp facilities. Scouts and Leaders must be good stewards of the facilities of Massawepie Scout Camps so that they may remain for others to enjoy them in future years.

## Campsite Equipment

Each site is equipped with canvas tents, platforms, cots and mattresses or lean-tos, bunks, and mattresses based on the recommended capacity for your site. In addition, sites contain a picnic table, dining fly, bulletin board, and a latrine or port-a-potty. It is the responsibility of each Troop to keep foreign material **out of the latrine** (this includes **feminine hygiene products**). Additional supplies for the latrine are available from the Commissioners. Equipment such as rakes and shovels may be signed-out from the Commissioners and must be returned prior to departure. Unit leaders are responsible for proper use and care of all equipment in your site. Your staff host will inspect the site at the beginning of the week for damage and determine if any special arrangements or repairs need to be made. The site will also be inspected at the end of the week. **Units will be charged for repair or replacement of property and equipment damaged due to misuse.** Please inform the camp office of accidental damage as soon as it occurs.

## Tent Care

In order to maintain the quality and durability of our tents, please follow the guidelines below:

- Loosen tent ropes when it rains (Canvas shrinks when drying and will tear if the ropes are too tight).
- Do not put clothes hangers over ridgepoles; it causes tears and leaks (Hang a clothesline or improvise a method that will not damage tents).
- Do not put nails in tents poles or platforms.
- Aerosol sprays damage waterproofing and are not permitted in camp.
- No flames of any kind are allowed in tents (battery-powered flashlights and lamps should be used).
- Tent platforms may not be moved.
- No staples, electrical staples, fence staples, or any type of screws or nails will be put into lean-tos or any of the latrines without the Camp Ranger's authorization.
- Units violating this policy will be charged a fee for this infraction.
- Please notify the Camp Office if a tent is leaking or has a hole in it. To make it easier for repairs please use a sharpie marker and mark the hole once the canvas is dry.
- Do not use any duct tape to make any repairs to the tents. The glue on duct tape makes it harder to repair a tent properly and much more effort has to go into fixing the tent properly.

# Unit Services

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**The camp staff exists to supplement and support – (not to replace) – your troop camping program. We will seek to meet your needs in all areas of programming. A strong working relationship between the staff and the troop leaders is essential.**

Massawepie Scout Camps employs a highly qualified staff of instructors to present a well-rounded camp program. Merit badge and rank instruction is a key part of the summer resident camp experience. Merit badge sessions are offered each day. Also each program area is open for Scouts to attend special programs, work on additional requirements, or just enjoy the fun aspects of camp. Campers are strongly encouraged to take advantage of the full camp experience, including hiking, fishing, swimming, boating, shooting sports, and fellowship with other Scouts and leaders.

## Camp Leaders Orientation

On Sunday after dinner (8:30pm SHARP!), all Scoutmasters are **Required** to attend an important camp orientation meeting at the Dining hall. Information about camp policies and procedures and new program offerings will be presented, and announcements about the weekly schedule will be made. It is also a chance to meet the key camp staff and leaders from other units. Assistant Scoutmasters should report with the troop back to the campsite until it is time to assemble for the campfire.

## Camp Leader's Meeting

Each morning at 10:00, Scoutmasters should send at least one adult representative to a leaders meeting in the dining hall. This meeting has an agenda to go over the program of the next 48 hours. This meeting runs for about an hour and gives out all of the information the troop needs. Special meetings with program guests will be held on Tuesday and/or Friday. We value your feedback; all camp leaders are encouraged to attend these meetings.

## Senior Patrol Leader Meetings

Senior Patrol Leaders are invited to meet with the Program Director and Camp Commissioners to receive important information and plan camp-wide activities. These meeting will conclude quickly so Senior Patrol Leaders can meet their units back at their campsites and share this information before afternoon program begins. There are only two meeting during the week: Sunday 8:30pm & Tuesday 1:00pm.

## Camp Commissioners

The Commissioners are your troop's primary connection to the camp staff and your front-line troubleshooter. **A commissioner will visit your site each day to perform a health, safety and cleanliness check and talk with campers and leaders.** Please use the commissioners as a resource to obtain equipment or supplies; schedule special activities, cookouts, or outposts; and solve problems or answer any questions about camp. Each day a unit will be recognized for the highest "Clean Campsite" score. Leaders may choose to volunteer as a camp commissioner for the week they are at camp. Please contact the camp director of further details

## Camp Health Services

### Allergies and limitations:

If a Scout or leader has special dietary needs or allergies, a Food Allergy and Religious Dietary Information form must be completed and sent to the Camp Director two weeks prior to your arrival so the staff has proper time to prepare accommodations. A copy of this form can be found in the appendix

### CPAP Machines:

More and more adult leaders are using CPAP machines. As we understand that this machine is important to individuals. Please understand that access to electric is limited at camp. Leaders needing electric may need to stay in another campsite to help accommodate them. Otherwise battery powered systems are recommended.

### Medical Services:

Massawepie Scout Camps has a well-equipped health lodge staffed with a qualified health officer. A non-resident doctor and ambulance service are on call. Hospital facilities are close to the camp, should additional medical attention be required.

### **IMPORTANT**

***If the camp health officer determines that a Scout or leader requires advanced medical attention or care, the individual may be sent home for health reasons.***

# In Camp

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## Check in

### **Early Arrival: MUST HAVE PRIOR APPROVAL FROM CAMP DIRECTOR:**

Units may arrive earlier on Saturday after 1:00PM for an additional cost of \$100.00 per unit. There will be an on-duty Assistant Camp Director from 1:00PM till 6:00 PM on Saturday. This person will help with your early check-in and help units with any needs. Any units checking in after 6:00 PM will need to check in with the Health Lodge. There will be NO meal services until Sunday Dinner. There will be no planned programs from Saturday 1:00 PM till Sunday 12:00 PM so units are responsible for their Scouts. **Scouts should not travel in and around camp with-out adult leader supervision.**

### **Sunday Check-In & Arrival:**

The designated arrival time for units is between 1:00-4:00 PM on the Sunday beginning each week. Please do not arrive any earlier than 1:00 PM as Scouts will not be admitted into camp until their unit leadership has arrived and the troop officially checks in. Please instruct all Scouts and their families to arrive at one time and as a unit. Troops will be checked-in as a single unit, not by individual camper. All vehicles must park in the upper or lower parking lots. Please do not walk or drive into camp until your site guide meets you at the lower parking lot.

While you are waiting, you should; consolidate troop and personal equipment into one vehicle. One vehicle from each unit will be allowed to make one trip into their campsites. All other vehicles must unload in the parking lots. All units should be prepared to transport heavy equipment with hand trucks or wagons. Promptly at 1:00 PM, a site guide will be in the lower parking lot to meet you and guide the troop through the check-in process. The troop will go to the campsite to unload and change into swimsuits. There will be medical rechecks, followed by swim test, a dining hall orientation, and a camp tour. Scouts and leaders must bring medical forms and any prescription medication with them.

## Physical Exams and Re-Checks

A physical re-check is given to each person to make sure he or she can participate in all camp activities. All prescription and non-prescription drugs must be reviewed by the Health Officer. All medication will then be placed in a lockable box, if the unit does not have one the Health Lodge can provide one. A designated leader will receive an orientation from the Health Director in the proper control of the medication and the daily unit medication logs. The locked box is then given to a designated unit leader for safekeeping. Adult leaders are responsible to remind campers of their medication times..

## Swim Checks

Each person will be given a swim check at the waterfront. They will also be given basic information such as waterfront rules and how to use the Buddy System. This check will allow the staff to determine who can use the rowboats, canoes, sailboats, and sections of the waterfront. If your troop has done a pre-camp swim check bring it to the Waterfront Director for review. **Scouts taking waterfront merit badges must take the swim check at camp.**

## Identification

Each camper, adult leader, and visitor must wear camp-issued identification (wristband). Campers and leaders staying in camp will receive their wristband from the waterfront, which will identify their swimming ability group as well. Visitors will be issued a wristband when they arrive at camp. Camp Staff do not wear wristbands, as their staff uniform identifies them as staff. Any person without a wristband or staff uniform will be stopped and questioned about their business in camp. If your wristband becomes lost or damaged please see a waterfront staff member to be issued a new one.

## Dining Hall Orientation

Scouts and Leaders will review the procedures of the dining hall. Scouts will learn how the Gopher system works inside the dining hall and outside in the car-port dining areas. Troops will have the seating rotation explained to them and where they will be sitting for their first meal. Patrol cooking units will also have a patrol cooking orientation. Units will learn where they can pick-up their food, where to return patrol buckets, proper sanitation, and how to prevent bears in camp.

## The Camp Tour

If it's your first time or your fifty-first time at camp, ask for a camp tour. Often there are changes to camp that you may not know about. Every year your troop should have new scouts who have never been to camp. Ask your site guide for a quick tour, it will help you and the rest of the troop find where they need to be during your stay.

## Sunday Flag Retreat

Once your Troop has settled in to your campsite it will be time to get ready for evening flag retreat. Your Site Guide will meet you at your campsite and will guide you to our parade field. Everyone in the Troop should be wearing their field (class A) uniform. Only official BSA head gear can be worn during flag retreat. Every unit will line up on the parade field and will give an all present report to the Program Director. Units will be dismissed to dinner immediately after the flags have been lowered.

## Camp Wide Orientation

After dinner, there will be a camp wide orientation. Leaders and Scouts must attend. The orientation will cover the importance of proper footwear, the Buddy System, off limits areas, shooting sports rules, waterfront rules, and much more. Please be sure to have everyone attend and take notes. **This will be held at the campfire circle.**

## The Add/Drop MB Session

No matter how hard we try there is always something that happens with the merit badge schedule. The Drop/Add session is where we can address these issues. Whether it is a Scout did not pass the swim test or the class needs more than one Scout to run, we can take care of it here. At 7:45 PM Scout Leaders should come to the dining hall and review their schedules. Area directors will be in the dining hall to help fix issues and make a schedule that your scouts will enjoy.

## Leaders/SPL Meeting

A Scout Leaders meeting will be conducted in the Dining hall at 8:30 PM. Please ensure that your unit is represented. We will preview the week and address any concerns as well as an introduction to key staff. SPLs will meet with the Program director in the August Lounge at the same time to go over many of the same things as well as other items that pertain to only them.

## Scout Uniforms at Camp

The official Scout Uniform or Field Uniform (Class "A") consists of the official shirt, belt, shorts, and socks. This uniform is worn each day for evening retreat and dinner, as well as for Vespers. It is also appropriate for opening and closing campfires.

The Activities Uniform (Class "B") consists of Scout shorts and a Scout T-shirt with belt and socks and is appropriate at all other times. The content of all clothing and hats should be consistent with the principles of the Boy Scouts of America.

## Trading Post

A full service trading post is operated at camp. Regular business hours are posted at the Trading Post. Generally, the Trading Post is closed during meals, camp-wide campfires, and vespers services. Massawepie Scout Camps' Trading Post is open most of the day and includes many items Scouts will want to purchase. Scouts will find a wide variety of items including camping supplies, Massawepie Scout Camps T-shirts and apparel, craft kits, merit badge pamphlets, books, snacks, ice cream, slushies, drinks, and much more. Some merit badges may require additional costs for craft kits or other supplies (see our program guide for details). The trading post is an excellent opportunity for Scouts to practice real-world financial and personal management while at camp. Please be sure Scouts have spending money as to not feel left out. We recommend around *\$50 per person* (or \$10 a day) spending money.  
CASH, CREDIT CARDS, AND CHECKS ARE ACCEPTED.

## Contacting Scouts and Leaders by US Mail

Parents may wish to send mail or packages to their child at Massawepie Scout Camps can be sent to them anytime. Mail is available for leaders to pick up every day after 10:00 am at the Central Office. It takes about 3-4 days for mail to reach a Scout once it is mailed (so plan accordingly). Mail should be addressed in the following manner:

**Massawepie Scout Camps, BSA**

**Scout's Name**

**Troop #**

**65 Massawepie Road**

**Tupper Lake, NY 12986**

An out-going mailbox is provided in camp for use by Scouts and leaders. Postage stamps are available at the Trading Post. United Parcel Service (UPS) makes daily deliveries.

## Concerning Telephone Usage

**The Camp Business Telephone is: 518-359-2281**

Please use the camp telephone number for business and emergency calls only. The camp clerk will take a message and deliver it to the camper or leader at the next meal. **Individuals will be summoned to the phone only in cases of emergency.** Massawepie Scout Camps has fax capabilities if the urgent need arises. Wifi is available for the convenience of leaders attending camp.

## Cell Phones & Other Electronic Devices

While the camp does not officially prohibit the use of cell phones by Scouts, we do support and encourage Troops to adopt such a policy while at Summer Camp. The use of cell phones and other electronic equipment can distract a Scout from the numerous outdoor program opportunities available to him at camp.

The use of cell phones by Scouts may also encourage homesickness and allows a Scout to circumvent the responsible unit and camp leadership when upset. The Camp Staff is trained in how to support the troop leadership when dealing with cases of homesickness, but can do so only when informed before a parent arrives to take the boy home. The camp phone is always available for any Scout who wishes to call home (with the approval of his Scoutmaster), and many Scoutmasters are happy to allow Scouts to use their personal cell phones when needed to contact home. Staff members will not tolerate the use of cell phones, MP3 players or other electronics by Scouts in program areas. **Massawepie Scout Camps will not be responsible for the lost or damaged electronics.**

## Visitors in Camp

Visitors are welcome in camp, as long as they have been invited by a unit and have been approved by the unit leader. Visitors must sign-in at the camp office and pick-up a visitor's pass (which must be displayed, at all times), immediately upon their arrival in camp. Families are encouraged to come on Friday for closing ceremonies. If a Scout needs to leave camp for any reason during the week, they must have documented permission from their parent/guardian and verification from their unit leader before they will be released. If a visitor plans on staying for any meals, they must purchase a meal ticket at the camp office before going to the dining hall. **Costs of each meal is \$8.00 (Breakfast, Lunch or Dinner)**

## Wildlife Encounters

It is recognized that in a summer camp facility there can be encounters with a variety of wildlife. Staff, leaders and all campers should adhere to the following procedures. All wildlife that might be encountered (in campsites, program areas, or on the road/trails) should be avoided. Campers should be removed from the area until the animal leaves or the Ranger dispatches the animal. (The exception would be merit badge classes where Scouts are working on observations: Environmental Science, Mammal Study, etc.). If an animal is acting strange (aggressive or friendly), contact the Ranger to remove the animal. In most cases if people leave the wild animal alone, it will leave them alone. This pertains to all mammals, especially bears, deer, raccoons, skunks, woodchucks, squirrels, bats, and wild cats and dogs. All avian species (birds) should be avoided also. This includes dead, dying and live animals and birds. No one (without authorization of the Ranger) should pick up a dead animal or bird. If anyone should come across a dead animal or bird contact the Ranger or the main office.

- Keep a clean campsite
- Keep food and smellables out of your tent
- At night lock food and smellables up tight
- Never approach or follow wild animals
- Do not feed wild animals
- Do not mistake a passive animal as a sign of safety
- Never tease or attempt to pick up wildlife
- Leave young animals alone; a protective mother is usually nearby
- Notify Camp Ranger or Camp Director of strange animal behavior
- Never act aggressively toward wild animals



# Leaving Camp

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## Billing Meeting

On Monday/Tuesday each unit will be given a time to visit with the Camp Director to review your camp bill. Unit leaders should bring a revised roster and any information concerning additional leadership or scouts that will be late or leaving camp early. Also bring copies of receipts for camp fees paid, camperships awards, and other financial transactions that may have a bearing on the balance of your camp fees. All payments and changes made prior to the start of camp, can be viewed in your online registration account. If you are not familiar with the online registration system, please review this with your Camp Coordinator before you leave for camp. Be sure to bring a blank check to pay any outstanding camp costs.

**At this conference you will exclusive rights to reserve your site for the following summer. Be sure to bring a separate check for your campsite deposit.**

## Blue Cards

On Friday night, the staff diligently goes over the blue cards and put them into envelopes marked with your unit number on them. Hopefully this can be done quickly but we promise that any time after midnight your unit's blue cards will be ready for you to pick up at the August Lodge. On Saturday immediately after breakfast every area director will be in the August Lodge to answer questions and help resolve any issues with your blue cards. **ONLY OPEN PROGRAM MERIT BADGES WILL NEED PRESIGNED BLUE CARDS.** All scheduled Merit Badge sessions you do NOT need a blue card for, we will supply one or a PDF for you to take home.

## Saturday Schedule

### Bag Lunch:

Bag lunches for your trip home on Saturday are available upon request. Bag lunches usually consist of a sandwich, chips, fruit, and bottled water. **All bag lunches must be requested at least 24 hours before departure or Friday morning 9am.**

### Site Inspections:

Shortly after breakfast on Saturday a Site Guide will meet you in your site. The Site Guide will complete a final campsite inspection and inventory report with a unit leader to ensure there are no damages or issues. If any damage is found that is not regular wear and tear, the Camp Director and Ranger will assess the damages and the unit may be charged.

### Before departing, the unit leader should:

- Ensure the campsite is clean and in better condition than you found it
- Return a camp evaluation form to camp office
- Pay any outstanding fees to the Camp Director
- Make Resrvations for next year, if they have not done so

# Appendix A- Forms

## Massawepie Scout Camps Check-in Checklist

**Council:** \_\_\_\_\_ **Unit:** \_\_\_\_\_

**Session/Week #:** \_\_\_\_\_ **Site:** \_\_\_\_\_

- Completed youth roster – Total number of youth: \_\_\_\_\_
- Completed adult leader roster – Total number of adults: \_\_\_\_\_
- Copy of tour permit and insurance (out of council units only)
- All Medical Forms
- All Routine Drug Administration Form

### Suggested equipment to bring:

#### All Troops/Crews

- US flag
- Troop flag
- Patrol flags
- First Aid Kit
- Lantern (battery)
- Tents for Outpost Camping Trips

#### Patrol Cooking Troops

- Plates, Utensils & Cups
- Saws & Axes
- Dutch Oven
- Spices
- Percolating Coffee Pot

### Suggested equipment for troop leader to bring

- Alarm clock (wind-up/battery)
- Radio for weather (battery)
- Lawn chair
- Lantern (battery)
- Clip board
- Thumb tacks
- Troop Merit Badge Pamphlets
- Blue Merit Badge Cards
- Troop advancement records
- Medical form copies for ALL (must bring)
- Photo copies of Scouts insurance cards
- Personal medication forms
- Swim test records
- Camp Payment records
- Troop insurance information
- Pre-camp planning paperwork
- Troop Check Book



# Seneca Waterways Council | Massawepie Scout Camps – Camp Pioneer

## Camp Food Accommodation Request

The foodservice departments at the Seneca Waterways Council Scout Camps are committed to ensuring that all participants have the best meals that we could provide. We understand that many people are allergic to foods that we use every day in our kitchens or have religious dietary requirements. Our food service team will make all reasonable accommodations for our campers.

**Please select the camp being attended:** Dates / Session Attending Camp: \_\_\_\_\_

Massawepie Scout Camps: \_\_\_\_ Camp Babcock-Hovey: \_\_\_\_ Cub Scout Adventure Camp: \_\_\_\_\_

National Youth Leadership Training (NYLT): \_\_\_\_ Cub Scout Resident Camp: \_\_\_\_\_

Girls Adventure Camp: \_\_\_\_ Eagle Flight: \_\_\_\_\_

Participant's name: \_\_\_\_\_ Unit: \_\_\_\_\_

Council: \_\_\_\_\_ District: \_\_\_\_\_

Home contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

### Food Allergies:

Describe: \_\_\_\_\_

How severe is the allergy?  Moderate  Strong  Severe

Any other information that we need to know?

### Religious Dietary Requirements:

What can we do to help accommodate your needs?

***Please return this form no later than two weeks prior to your arrival at camp.***

Please e-mail forms to:

Summer Program	Contact Address
Massawepie Scout Camps / Adirondack Treks	<a href="mailto:msc-food@senecawaterways.org">msc-food@senecawaterways.org</a>
Cub Scout Adventure Camp / Girls Adventure Camp	<a href="mailto:cutler-food@senecawaterways.org">cutler-food@senecawaterways.org</a>
Camp Babcock-Hovey / Eagle Flight / Expedition Camps / Explorer First Responder Camp / Cub Scout Resident Camp	<a href="mailto:hovey-food@senecawaterways.org">hovey-food@senecawaterways.org</a>
National Youth Leadership Training (NYLT)	<a href="mailto:nylt-food@senecawaterways.org">nylt-food@senecawaterways.org</a>

Questions? Please give us a call at Camping and Program Support - 585-241-8545.

**Seneca Waterways Council | Massawepie Scout Camps**

## Checklist - Countdown to Camp

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### The following is a list of things that should have been accomplished before camp:

- \_\_\_ You have reserved your week at camp: Dates \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_ The Troop Committee has selected Leadership.
- \_\_\_ The Scout Troop has identified camperships needed.
- \_\_\_ A Troop parents' night has been held regarding camp information.
- \_\_\_ Camp brochures were handed out and all scouts received letter for camp.
- \_\_\_ Staff and CIT application forms were handed out to prospective staff.
- \_\_\_ Medical Forms were handed out for boys to get a Physician/or PA signature
- \_\_\_ Troop Committee has contacted boys who have not turned in \$150 deposit.
- \_\_\_ Troop Treasurer cuts a check for \$150 per boy and is submitted by February deadline.
- \_\_\_ Graduated Webelos are invited to camp.
- \_\_\_ Leader has discussed equipment list to Scouts. It is clear what not to bring.
- \_\_\_ Leadership has reviewed Scout Leaders manual thoroughly.
- \_\_\_ Pre-program planning forms are handed out and discussed. (April)
  - \_\_\_ Age appropriate merit badges are reviewed. New Scouts get signed up to take First year camper Program. (Check MB books for current requirements).
- \_\_\_ Patrol Leader's Council inventories troop supplies needed
- \_\_\_ Camp leaders complete youth protection.
- \_\_\_ Final payment, Revised Roster, and Pre-program planning are turned in (March)
- \_\_\_ Final fees paid via mail (if not at orientation) by May deadline.
- \_\_\_ Signed Medical forms are collected. Finalized roster is prepared & sent to Council.
- \_\_\_ Senior patrol leader is provided a copy of the roster.
- \_\_\_ (Out of Council) - Certificate of insurance and tour permit is completed.
- \_\_\_ Parents are reminded to not bring Scouts before noon check-in.

### The following is a list of things done at Camp:

- \_\_\_ Unit reports to coordinator immediately on arrival in parking lot
- \_\_\_ Unit & gear are taken to the campsite by coordinator while.....
- \_\_\_ Unit Leader checks in with roster, absentee "no show" forms are complete, and reviews finances, **and pick up wrist bands.**
- \_\_\_ Medical rechecks are conducted. BRING ALL MEDS in **original containers!**
- \_\_\_ Swim checks are completed for adults and youth
- \_\_\_ Coordinator completes check-in procedures and orientation
- \_\_\_ A great week of camp begins...

## Seneca Waterways Council | Massawepie Scout Camps -Camp Pioneer

### *Absences/No Shows Verification*

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Week \_\_\_\_\_ Date \_\_\_\_\_ Camp \_\_\_\_\_ Pack/Troop \_\_\_\_\_

Camper Name \_\_\_\_\_

Phone # (Camper) \_\_\_\_\_

Pack/Troop Leader Name \_\_\_\_\_

Time/Date of Call to Scout Household \_\_\_\_\_

Contact Person \_\_\_\_\_

Reason for not attending camp \_\_\_\_\_

\_\_\_\_\_

Camp Director Signature \_\_\_\_\_

The Scout is attending camp but will be attending late:

If for any reason the Scout cannot make check-in on time whether it be a game, family obligation, or other reason a parent/legal guardian's signature will put a hold on the verification process. If the Scout does not arrive in camp on the time specified verification of the Scout's whereabouts would be initiated. Please complete the information below.

Reason for being late: \_\_\_\_\_

\_\_\_\_\_

Person accompanying Scout at check in: \_\_\_\_\_

Expected time of arrival in camp:

\_\_\_\_\_

Parent's Signature \_\_\_\_\_

## Summer Camp – Camper Release Verification

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Week \_\_\_\_\_ Pack/Troop \_\_\_\_\_ Date \_\_\_\_\_

Camper's Name \_\_\_\_\_

Return Time/Date \_\_\_\_\_

Person Picking up Camper \_\_\_\_\_

If pick up by person other than parent / guardian, Camp Director may only sign out a Scout to adults identified on the health and medical form or have verbal or specific written permission from the parent / guardian that acknowledges that Scout is leaving camp.

Camp Director certification of non-parent / guardian pickup: Adult authorized on medical form  
Parental permission obtained in writing (attach copy)

Parental permission obtained over phone

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Verbal Instructions: \_\_\_\_\_

Driver's License Number of Person Picking up Camper: \_\_\_\_\_

Reason/Destination \_\_\_\_\_

Returning to Camp: Yes / No

Estimated Time of Return and Date: \_\_\_/\_\_\_/\_\_\_ \_\_:\_\_\_

Pack/Troop Leader Signature \_\_\_\_\_

Camp Director Signature \_\_\_\_\_

The Unit Leader, Adult Picking up the Scout and the Scout must be present at the Camp Office in order to sign out a Scout. Adults that are picking up a Scout must be listed on the Scout's Health and Medical record as approved by the parent / guardian. Parental verification may be required by the Camp Director so please leave plenty of time for sign-out.

Please remember to sign in upon returning to Camp

Thank You!!!

# Appendix B Camp Policies

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## *Smoking policy*

It is the responsibility of the BSA to protect the health and safety of the boys in our program. It is the policy of the BSA and New York State law that leaders should not use tobacco products in any form in the presence of youth members. Extreme care should be exercised to provide a smoke-free environment for all Scouting participants. To that end:

- No smoking will be allowed in any structure owned by Seneca Waterways Council.
- No smoking will be allowed in tents on Seneca Waterways Council property.
- Smoking will be prohibited near the entrances/exits of council owned structures.
- All Scouting functions will be conducted on a smoke-free basis.
- Smokers will go to the designated area to smoke, which is at the discretion of the MSC Admin team.

## *Prohibited Items in Camp*

The following items are prohibited in camp. There is a zero tolerance policy regarding these items. Scouts and units who are found in possession of these items may be sent home, and possibly turned in to local authorities.

- Alcohol
- Drug
- Fireworks
- No liquid fuels are allowed on council property.
- No sheath knives are allowed.
- No Projectile Launching (Shooting Devices) shall be brought to camp unless prior arrangements are made with the Camp Director, Shooting Sports Director, and Program director.

## *Bullying in Camp*

The Scout Oath and Law are expected to be followed throughout your entire visit at camp. Massawepie Scout Camps has a **NO** tolerance policy for bullying. Bullying is grounds for immediate dismissal from camp at the discretion of the Camp Director. Any form of verbal abuse, physical abuse, or threats will result in immediate dismissal from camp; authorities may be contacted at the Camp Director's discretion.

## *Motor Vehicles and Parking*

Parking is **restricted** to the designated parking lots. For safety and to comply with BSA National Policy, campsites and program areas are NOT designated parking lots. Handicapped and persons with disabilities may be granted special consideration. Only those vehicles authorized by the health director will be permitted to park in the campsites (Special permits will be issued by the Health Director). Please drive slowly and carefully at all times. The camp speed limit is 10 mph. This applies to all roads in camp. **Per BSA Policy, Under no circumstances are Scouts or leaders to ride in the back of a vehicle pick-up truck.** One vehicle from each unit can be driven into campsites to unload and load as needed.

## *Bikes in Camp*

Massawepie Scout Camps allows the use of bicycles within camp. Safety is a must. Helmets and proper attire must always be worn when riding. The buddy system is still in effect when riding. Bikes are only to be used on marked trails. Massawepie Scout Camps is not responsible for damage to bikes. Please enforce safe biking and courtesy to pedestrians when riding bikes in camp.

## *Wildlife in Camp*

### **Animal Bites and Scratches**

In the event of a wild animal bite or scratch, notify the Health Lodge immediately. This is especially important when raccoons, skunks, and bats are involved. Any contact with a wild animal should be reported, no matter how minor.

If you are bitten, get help immediately. Someone should try to watch the animal from a safe distance. After the Ranger arrives, an attempt will be made to capture the animal. The Seneca County Health Office will be notified immediately.

**Please keep clear of all animals.** Under no circumstances is the baiting of animals allowed. Any animal that is overly tame or aggressive will be suspect. Daytime activity is also an indication that an animal may be rabid. Notify the nearest staff member if you see any animal that you suspect is rabid.

### *Pets*

No pets, except service animals, are allowed in camp. Pets can pose a safety hazard to some campers. Therefore, in keeping with BSA policy, no pets are allowed in camp. This includes extended stay or daily visits. Even if a pet is well behaved, issues can happen. This policy is in place for the safety of all parties involved. Please inform your parents and visitors of this.

### *Storms & Lightning*

Bring raingear - be prepared! In the event of precipitation, camp-wide activities will proceed as normal and the staff will make appropriate changes if necessary. In the case of a severe weather situation, Scouts will be moved to a safe structure and given further instructions from the staff..

### *General Safety Rules*

- Staves (walking sticks) may only be used in the manner for which they were intended.
- Stoves and lanterns are allowed in camp. However, they are only to be operated by the unit's leaders. Lanterns may not be inside of any tents. Fuel must be stored in a secure location.
- Scouts or leaders should not enter another unit's campsite unless granted permission.
- Bare feet are not allowed in camp with the exception of the waterfront and Showerhouses.
- Fires are to be built in designated areas only. Do not cut live or dead standing trees unless it is part of an approved conservation project.
- The COPE, Climbing, Waterfront, BMX, and Shooting areas are closed at all times unless the proper personnel are staffing it and permission to enter has been granted.
- Scouts must be in their campsites by call to quarters (9:45 pm).
- Driving off the main roads is not permitted unless the Camp Director, Camp Ranger, or Health Officer has granted permission to do so.
- Everyone must conform to the health and safety regulations of the BSA and the New York State Health Dept.

### *Youth Protection at Camp*

Troop Scoutmasters should review youth protection guidelines with all adults who will be serving as leaders in camp. The following barriers to abuse within Scouting are used at camp to ensure the safety of our youth campers. We expect adult leaders to follow these guidelines at all times:

- **Two deep leadership is required at all times.**
- **No one-on-one contact:** Personal conferences must take place in plain view of others.
- **Respect of privacy:** Separate shower facilities are provided for youth (under 18) and adults (18 and older). Adults may intrude only as required for health and safety.
- **Separate accommodations:** Youth Scouts may not share a tent with an adult unless the adult is a parent. Male and female leaders may not share a tent unless they are married.
- **Proper preparation for high-adventure activities:** Activities with elements of risk should only be undertaken with proper equipment, clothing, supervision, and safety measures.
- **No secret organizations are recognized by the Boy Scouts of America.**
- All aspects of the Scouting programs are open to observation by parents and leaders.
- **Appropriate attire:** Proper clothing is always required
- **Constructive discipline:** Discipline should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Hazing prohibited:** Physical hazing and initiations of any type are prohibited and may not be included as part of any Scouting activity.
- **Junior leader training and supervision:** Adult leaders must monitor and guide the leadership techniques used by junior leaders to ensure that Boy Scouts of America policies are followed.



## *Child Abuse*

If at any time you suspect a scout has been mistreated, neglected, or physically or emotionally abused **notify the Camp Director immediately**. If the Camp Director is not available, report the situation to the Program Director, Business Manager, or Scout Executive. Do not investigate any situations that may occur. Keep information confidential and share only with the appropriate authorities.

## *Procedures for Intrusion of Unauthorized Persons*

All participants and visitors must check into camp by signing in the camp office. They will be issued a wristband, the color of which will identify their purpose in camp. Someone who does not have an ID wristband should be directed to sign in at the camp office. The following procedures have been established for the safety of the campers. It is important that everyone, campers, leaders and staff work together to insure camp safety.

- 1) If an unauthorized person is suspected, please notify the closest program area director or staff member. The staff member will direct them to sign in at the camp office.
- 2) If the individual resists this directive, the Camp Director will immediately question the person as to their purpose in camp.
- 3) If the person flees camp, the Camp Director will file the designated report regarding unauthorized persons.
- 4) If the Camp Director determines it is necessary to account for all campers, leaders, and staff, the siren will be sounded.
- 5) The Scout Executive will immediately be notified of the situation. The Scout Executive will determine if it is necessary to notify the Seneca County Sheriff's Dept.

## *Procedures for the Release of Minors from Camp*

All participants must sign out at the camp office. The following steps have been established to protect the child.

1. If a parent or legal guardian wishes to pick up their child during camp they must inform their troop leader prior to the pick up. The parent or legal guardian must take their child to the camp office to sign out.
2. If a person other than a parent or legal guardian wishes to pick up a child during camp they must also inform the troop leader. The troop leader, child, and person picking up the child must sign out at the camp office. A Camper Release Verification form (shown in the Forms section) needs to be completed before the child is released. Proper identification must be furnished. The Camp Director reserves the right to call and confirm with the parent or legal guardian regarding their child's release from camp.

## *Absentee or No Show Verification*

When units arrive at camp they are to check in at the camp office immediately. The troop leader will present a current roster of boys attending camp. Any camper whose name is on the roster and who is not present will be verified. The Absentees/No Shows Verification Form (included in the Forms section) will be used. A parent may use the bottom portion of this form to provide the camp with signed permission for their child's absence. The troop leader upon check in should present the signed form. The following steps have been established to protect the child.

- 1) If a reason is not known for the camper's absence, the Camp Director or a designee will make a phone call to determine the camper's whereabouts.
- 2) If contact has not been made within 24 hours of the start of this process, the Camp Director will notify the Scout Executive. The Scout executive will determine if it is necessary to notify the local Police Dept.

**Leaders are encouraged to read their "Guide to Safe Scouting" for additional information.**

## Appendix C - Procedures

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### *When the Emergency Alarm Sounds*

All areas are linked to the camp office via cell phones. When an emergency alarm sounds, directors will take charge immediately and close all program activities. Unless instructed otherwise by the area director, all campers and adult leaders are to return to their campsites and take a head count. The campsite will send two runners to the camp office to report that everyone is accounted for. Campers will be able to resume activity when the all clear has been given.

### *Missing Persons*

If a person is believed to be missing, the following steps should be taken.

1. The nearest staff member should be notified immediately.
2. The camp office will immediately be informed.
3. All information about the last whereabouts will be gathered.
4. Runners will be sent to program areas and other likely places the person may be found. These include special activities, a friend's campsite and their own tent. Do not venture into heavily wooded areas looking for the person.
5. If the person has not been found after the initial check, the **Lost Person Procedure** will begin.

### *The Lost Person/Swimmer Procedure*

1. The emergency alarm will be sounded. All staff are to close their areas and report to the Parade Field. The Waterfront staff will remain at the lake. Campers and leaders will return to their campsites, take a head count, and send two runners to report the status of their unit at the Camp Office.
2. Staff will be given instructions upon arrival to the office. The Waterfront staff will begin a Lost Bathers Search at the lakefront.
3. If the person has not been found in a reasonable amount of time, local authorities will be notified.

### *SERIOUS INJURY OR DEATH*

The Camp Director should be notified as quickly as possible after the accident or discovery of the situation. Medical help will be dispatched.

### *CHILD ABUSE*

Notify the Camp Director immediately upon suspicion. The report is to be kept confidential. Give the Camp Director as much information as you know. Don't conduct a personal investigation yourself; protect the dignity and privacy of all involved.

### *CHEMICAL SPILLS*

The Camp Director should be notified as quickly as possible after the spill or discovery of the spill. The Camp Ranger will direct correcting the situation.

### *Fire Safety Plan*

If a fire should occur in your campsite, follow these steps:

1. Immediately alert the staff. The alarm will be sounded.
2. Clear everyone away from the fire. Do not risk injury in order to fight the fire.
3. The staff will arrive to fight the fire.
4. The fire dept. will be alerted if the fire cannot be easily controlled.

**Be sure to use your Troop Fireguard Plan.**

## *WEATHER RELATED EMERGENCIES*

Troops will be instructed as necessary depending on conditions.

- 1) **Flood**
  - a) See general procedures.
  - b) When storm is over, resume activities.
  - c) Camp staff should be prepared to act at any time during flood danger.
- 2) **Lightning Storm**
  - a) Take cover and stay low.
  - b) Fire fighting teams should be prepared to act at any time during the storm.
  - c) No aquatics or showers during thunderstorms.
- 3) **Tornado**
  - a) Take immediate cover in any nearby ravine or low area.
  - b) See general procedures in effect after the storm has passed.
- 4) **Hurricane/High Winds**
  - a) Take immediate cover in a building or ravine.
  - b) See general procedures in effect after the storm has passed.
- 5) **Hailstorm**
  - a) Take immediate cover in the nearest shelter or tent and let the storm run its course.
  - b) See general procedures in effect after the storm has passed.
- 6) **Earthquake**
  - a) See general procedures.

## *Evacuation Plan*

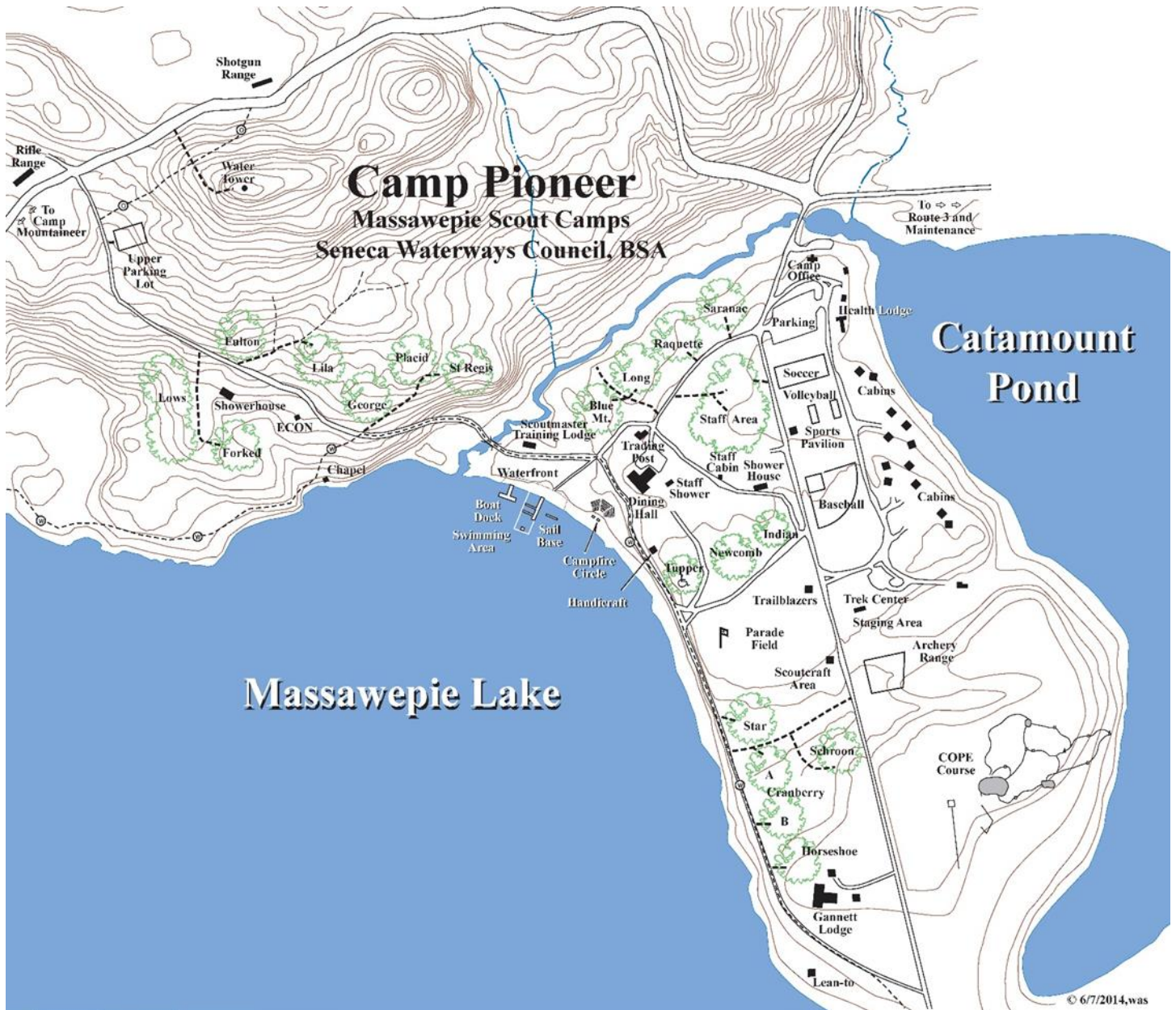
If at any time while camp is in session it is deemed necessary to evacuate the camp, follow these steps:

- The emergency alarm will be sounded.
- Proceed to the Parade Field
- The Program Director shall be in charge of the evacuation. Area Directors will serve as assistants.
- The Camp Director and Ranger will remain behind to secure the camp.

## *Illness and Injury Reporting*

It is important that ALL illness or incidents get reported to the Health Officer immediately. The Health Officer and Camp Director shall determine if any further reporting needs to be done. Reporting procedures require that any accident or illness that results in death, requires resuscitation, admission to a hospital, injuries such as broken bones, lacerations/cuts requiring stitches, and other injuries and illnesses.

# MSC-Camp Pioneer Map





## Directions to Massawepie Scout Camps

**Massawepie Scout Camps is located on Route 3 just west of Tupper Lake**

### From Rochester to Massawepie via Syracuse and Route 81 North

- Take the NYS Thruway (I-90) East to Syracuse for about 70 miles.
- Take Exit 36, and follow I-81 North toward Watertown for 69 miles.
- Just past Watertown take Exit 48, turning right onto Route 342. Follow Route 342 East for 7 miles to Route 3.
- Turn left onto Route 3 and go East for 6.5 miles. Turn Left onto Route 3A and go East for 6 miles. When you meet Route 3 again, turn left (The Route 3A "shortcut" avoids the longer route through Carthage).
- Continue East on Route 3 for 64 miles. After passing Cranberry Lake and Childwold, the entrance to Massawepie will be on your right, marked by a large camp sign. (If you see Piercefield or Tupper Lake, you went too far!).

### From Utica to Massawepie

- From Utica, take Routes 12 & 28 North. When they split after about 25 miles, follow Route 28 North and East about 63 miles through Old Forge to Blue Mountain Lake.
- Turn left onto Route 30 North, and go 33 miles to Tupper Lake.
- Turn left at Route 3, and follow 3 West for 12 miles. The entrance to Massawepie will be on your left, marked by a large sign. (If you see Childwold, you went too far!)

### From Albany to Massawepie

- Just West of Albany on the Thruway (I-90) take Exit 24 and follow I-87 North for 78 miles.
- Take Exit 30, and follow Route 73 North and East through Keene and Lake Placid to Saranac Lake.
- Turn left onto Route 3 West, and go 21 miles to Tupper Lake. Then follow Route 3 West for 12 more miles. The entrance to Massawepie will be on your left, marked by a large sign. (If you see Childwold, you went too far!)

**NOTE:** For units arriving Sunday (after 1:00 PM please). Continue on the dirt entrance road until you see staff directing traffic. Other days: Check in at the Camp Office on the left. They can tell you where to park and what campsite your unit is using.