

PURPOSE

The purpose of the Campmaster Corps is to first provide a program to the units using the camps for the weekend. Your direct involvement with the youth will be important to their weekend enjoyment. Second, you are relieving the Rangers of unit responsibilities for the weekend, freeing them for other work, as well as personal time. The camp Rangers are responsible for the upkeep, maintenance, and proper use of all camp facilities. The support you give to the Rangers will greatly add to the overall effectiveness of the Rangers and the quality camping experience of the units. And last, you are acting as the council/camp representative to the units for the weekend. Your presence will make a world of difference as to how the scouts and leaders perceive our camps and council. You are a crucial part of the units' camping experience through your direct interaction with the youth, assisting the units in their camp experience and representing the council and camps to our thousands of scouts and scouters. Please remember that in the relationships with units in the camps on weekends, it must be kept in mind that a unit should maintain its own identity and be encouraged to carry out its own programs.

WHAT IS THE CAMPMASTERS CORPS?

Campmasters comprise a group of registered and trained scouters who volunteer to serve at our council camps whenever troops, venture groups, or webelos dens are using the camps on a short-term basis. The Campmasters are a select group of volunteers, who are chosen to serve in this capacity by the chairperson of the Campmasters Corps and the Council Camping Committee. Campmasters are selected on the basis of their ability in several areas: outdoor skills, specialized knowledge of nature and conservation, and leadership skills. All Campmasters must have a record of demonstrated ability to get along with people, to lead and to act in an emergency. All Campmasters must have a working knowledge of Scouting, troop, team and den operations, scout advancement and Webelos camping. Experienced and registered scouters, with the exception of unit leaders, are eligible for consideration as Campmasters. (It is generally conceded that a unit leaders' major concern must be the particular unit served.)

Training is held once a year for all involved persons and all members are expected to attend. The Campmaster schedule operates from the second weekend in September to the last weekend in May. Campmasters select their frequency of service, serving one or two weekends per year.

REQUIREMENTS FOR CAMPMASTER CORPS

1. Must attend Campmaster training before performing duties.
2. Be willing to serve as a Campmaster a minimum of one or two weekends per year at the J. E. Mack Scout Reservation and/or the Bashore Scout Reservation.
3. Must be a registered Scouter.

4. While serving as a Campmaster for weekends assigned must be willing to stay in the Campmasters cabins. Immediate family members only are welcome to stay with the Campmaster.
5. Campmasters will provide their own food and bedding for the weekend assigned.

GENERAL DUTIES OF A CAMPMASTER

1. To render “commissioner” type service to units in camp, working with and through the boy leaders and adult leaders.
2. An annual roster and schedule is developed by the Corps in conjunction with the chairperson of the program providing the names, addresses and telephone numbers of the Corps members as well as the dates assigned to serve the camps. The camp Rangers and chairperson of the Council Camping Committee maintain a copy of the roster and schedule. In the event of a conflict in scheduling the individual assigned for the specific weekend will arrange for their substitute among other corps members. Notification to the chairperson of the change is recommended.
3. Campmasters are responsible to the chairperson of the program. They are directly responsible when assigned to the camps to the camp Rangers. Campmasters are not by their position members of the Council Camping Committee but through their chairperson have representation on the Committee.
4. Campmasters serve a minimum of one or two weekends per year. (Rotation depends naturally on the number of members in the Corps.)
5. Campmasters supply their own transportation, bedding and food on the weekends assigned.
6. In addition to the required Campmasters training, the individuals must be familiar with Scouting, troop, team, and den operations, advancement and Webelos camping requirements.
7. Campmasters coordinate the work of any specialties or merit badge counselors present for the weekend assigned.
8. Campmasters will provide a written evaluation of the weekend experience to the Camp Ranger and the chairperson of the program.

DUTIES OF A CAMPMASTER FOR NON SCOUTING UNITS

Non scouting units will on occasion be using the camps on weekends during the Campmasters stay. These groups will register with the Council Service Center and follow and abide by all the rules and regulations covering camp use. The Campmasters

role in interfacing with these groups will be the same as afforded to scouting units with the following exceptions:

1. Campmaster will not be providing program assistance to the group.
2. Camp work projects are not made available to the groups.
3. These groups are not covered under the BSA insurance programs so in the event of an accident or emergency the Campmaster does not issue insurance forms. The groups provide their own insurance and hold harmless agreements to the Council Service Center as part of their registration.

CAMPMASTER'S WEEKEND INSTRUCTIONS

FRIDAY

1. Campmaster contacts Ranger early in the day to inquire as to which units will be in camp for the weekend. This is done to determine the arrival time of the earliest unit.
2. Arrive in camp before units do. If this is not possible arrangements must be made with the Rangers to cover until you arrive.
3. Upon arrival meet with the Ranger to pick up keys, check in and check out sheets, trading post cash box (if prearranged with units) any possible work projects that could be done over the weekend and any other additional details.
4. Checkin at your Campmaster cabin and await the arrival of units while preparing yourself for your program or activities.
5. Checkin units (see forms enclosed for complete procedure). Be sure the forms are filled out completely.
6. While checking in units:
 - Fill out check in form.
 - Arrange if requested by units trading post hours with the units. Try to keep it the same for all units.
 - Establish your program time, place and length with unit leaders.
 - Tell units (and show them if needed) where to find you in the event of an emergency.
 - Make such announcements and give instructions to each unit as are necessary and advisable for the weekend.
 - Inform unit leaders that trash is to be bagged and set along the road nearest your site.
 - Provide any special instructions pertaining to lodge use.

- Inquire as to checkout times.
 - Offer each unit the opportunity to work on a camp project.
 - Answer any questions the unit may have.
7. Meet with any unit that may have come prior to your arrival and cover number six above.
 8. Settle in to your cabin for the night and RELAX!!!!

SATURDAY

1. Provide your program at the prearranged time.
2. Open and operate trading post at scheduled time.
3. Handle any problems that may come up for the units.
4. The rest of the day and night should be yours, ENJOY.

SUNDAY

1. Check the units out preferably at scheduled times.
2. Turn all monies, paper work and keys back to the Ranger.
3. Provide Ranger with evaluation form (Ranger will route evaluation forms to the Chairperson of the Corps).
4. THANKS FOR A JOB WELL DONE!!! NOW GO HOME AND BRACE YOURSELF FOR THE REAL WORLD!!!

EMERGENCY TELEPHONE NUMBERS

J. E. Mack Scout Reservation Ranger	717-626-5674
Bashore Scout Reservation Ranger	717-865-6758
Campmaster Chairperson (Tom Baylor)	717-865-4977
Council Scout Executive (Ed Rasmuson)	717-898-7936
Ambulance – J. E. Mack Scout Reservation	911
Ambulance – Bashore Scout Reservation	911
Police – J. E. Mack Scout Reservation	911
Police – Bashore Scout Reservation	911
Fire – J. E. Mack Scout Reservation	911
Fire – Bashore Scout Reservation	911

USE OF CAMPMASTER'S CABINS

Both the J. E. Mack Scout Reservation and Bashore Scout Reservation have assigned cabins as Campmasters quarters for the weekends. We ask that you treat the cabins as you would your own home. Please carry out the following list of chores before you leave.

1. Cleaning materials are provided for the kitchen areas. Please keep the kitchen areas clean and sanitary. Don't forget to clean the refrigerator and take unused food home.
2. Bathroom areas must be kept free of mildew. Please clean sinks, toilets, showers and floors.
3. Sweepers, brooms, dust pans, etc. is provided to keep floors and carpets clean. Please wipe feet before entering cabins.
4. The furniture isn't the finest in town, it does suffice. Please help us make it last.
5. Take all personal garbage to the dumpsters.
6. At last, remember "Leave a place a little better and a litter cleaner then you found it."

All chores should not take more than 15 or 20 minutes. This is a small investment. If you have any problems with the cabins contact the camp Rangers.

CAMP POLICIES AND PROCEDURES

TRASH

All garbage is to be bagged, tied and placed along the road nearest the campsite or lodge. The Ranger and the Campmaster will coordinate trash pickup and delivery of trash to the camp dumpsters.

CAMP PROJECTS

The Ranger will provide you with ideas for camp projects. The tools to accomplish these and other chores around camp will be located at the barn for Camp Bashore and the maintenance shop at Camp Mack. All tools and gear must be returned to these areas prior to checkout. The Campmaster is responsible to assure that tools and gear are returned and in good shape.

VANDALISM AND DESTROYED PROPERTY

All vandalism and destruction of property will be reported to the camp Ranger. The Campmaster will fill out an incident report and route the form to the Ranger. Units responsible for vandalism and destruction of property will be billed through the Council Service Center for the replacement cost of the damage.

INSURANCE

All units are covered under Council insurance. If an accident should occur send an insurance form with the unit leader. A supply of these forms is on hand at the Campmasters cabin. Non-Scouting units that may be using the camp during the weekend have provided to the Council Service Center their insurance information and Hold Harmless Agreements so no forms need to be issued.

PARKING AND VEHICLES

All Vehicles should be parked at the camps' parking lots. Vehicles may be used to transport gear to the campsites and lodges but should be returned to the main parking lot after the job is done. Scouts are NOT PERMITTED to ride in the back of trucks.

LAKE AND POOL USE

Any use of the camps' lakes for boating and canoeing must be prearranged. Pool facilities are not available at either camp as part of the Campmasters schedule.

EMERGENCIES

If a camper has an accident and must leave camp for medical attention send an adult with them, take an insurance form and assure that adequate adult leadership is available for the rest of the unit. Should the Campmaster have to leave due to an emergency the Ranger, Council Executive or Chairperson must be contacted.

TELEPHONES

A public pay phone is located at the barn at Camp Bashore. No public phone is available at Camp Mack but in the event a call must be placed, telephones are located at the camp office and maintenance shop but the Campmaster will need to unlock these buildings for access.

FIREWOOD

The Rangers attempt to keep sites and lodges supplied with firewood on a regular basis. Units may collect and burn down wood but in no instance may they cut down a tree dead or alive without the Rangers consent. Units should replace what they use.

RULES AND REGULATIONS FOR WEEKEND USE

1. All units must be under the direction of two deep leadership. One of these leaders must be at least 21 years of age.
2. All units must formally checkin, and checkout with the Ranger or the Campmaster. This person along with the unit leader, will inspect the facility before and after use. Any damage incurred between check-in and checkout will be billed to the unit.
3. Before checkout, the cabins/lodges should be swept, stoves cleaned and bunks and mattresses in order.
4. Liquid fuel lanterns and stoves will not be permitted for use in cabins/lodges.
5. All trash and garbage will be bagged, tied and placed by the road nearest the campsite.
6. Woodburners in the cabins and lodges are not to be used as cooking stoves. You may heat water for washing on the stoves.
7. Scouts in camp are expected to conduct themselves in accordance with the Scout Oath and Scout Law. Leaders are responsible for the conduct of their scouts.
8. Vehicles are to be parked in the camp parking lots but may be used to transport gear.
9. Units are to replace firewood used.

CAMPMASTER FORMS

The following is a list of forms, which will be on hand at the Campmaster cabins. Following the list is a sample of each for your reference.

- Unit Camp Registration Form
- Checkin and checkout Form
- Incident Report
- Insurance Form
- Camp Maps

PENNSYLVANIA DUTCH COUNCIL, BSA CAMPING GUIDELINES

These guidelines are meant to help all of us preserve the camping facilities for the future use of the Scouts and Scouters of the Pennsylvania Dutch Council and it's guests. The rules of Scout camps everywhere are based on the Scout Oath, Scout Law, and common sense. Please insure you and your unit follows these basic guidelines and enjoys your stay in our camps.

AQUATIC PROGRAMS

1. Swimming

Bashore Lake – swimming is allowed in the designated area of the lake. Units must meet the requirements as set forth in the Safe Swim Defense plan. The unit must request the use of the swimming area in their camp use permit, before arriving in camp. Normal time frame for use will be May 15 to September 15.

The Pool at both Camp Mack and Camp Bashore can be available during the period the pool is in operation, outside of the time of summer camp programs or camp rentals. A fee for the use of the pool will be charged. Unit must meet all requirements of the Safe Swim Defense Plan, including a qualified lifeguard.

2. Canoes, Rowboats and Tubes

At both camps the canoes and rowboats can be used on the lakes in the camp with prior arrangements and with proper leadership (Safe Swim Defense Plan and Safety Afloat programs must be completed and followed). A nominal fee will be charged for their use.

Tubes are available at Camp Bashore. Request for use at Camp Mack must be filed at least two weeks prior on a use permit. A nominal fee will be charged for their use, including lifejacket. Safe Swim Defense and Safety Afloat plans must be completed and followed.

Rental of Canoes for Scout use off of camp properties is available, but is limited to six, specifically dedicated canoes. A fee will be charged for the rental of the canoes, lifejackets, and paddles, for off property use. Safe Swim Defense and Safety Afloat plans must be completed and followed, including the presence of a currently certified lifeguard for all aquatic activities.

3. Ice Skating and Ice Fishing

Ice-Skating and Ice Fishing in designated areas on the lakes at either camp will be permitted only if the ice depth meets safety requirements and is approved by the Camp Ranger. Adult supervision on shore must be present for any activities.

SHOOTING RANGES

1. Rifle/Shotgun Range

Use of the ranges at camp is available under properly certified supervision (certified NRA Instructor and 21 years of age). Use of camp supplied equipment only, for a fee set by the Camping Committee. Prior approval must be secured from the Council Program Director. Equipment is to be returned cleaned to the Camp Ranger or a deposit per gun will be forfeited.

2. Archery Range

May be made available under special request through the Council Support Center. Equipment must be stored under lock and key when not in use.

CABIN RENTALS

The cabins at both camps are available for rent from Labor Day to the weekend of Memorial Day. Camps will be closed during the regular big game hunting season and certain holidays, as determined by the Camping Committee and approved by the Executive Board.

GENERAL ITEMS

- All units must have an approved, in advance Camp Permit to use the camp facilities. This must be presented to the Ranger/Campmaster, when you arrive in camp. (Before you go to your reserved campsite or cabin, not after!). You need to physically check out with the Camp Ranger/Campmaster before you leave the camp.
- Tent platforms are not to be used for short-term camping.
- No live trees are to be cut. (No chain saws are permitted in camp without prior approval).
- No alcoholic beverages, illegal drugs, or fireworks are permitted on camp properties.
- Units/Rental groups must adhere to the Council's Tobacco Use Policy.
- Parking: All vehicles need to be parked in designated parking areas. Parking along camp roads is not permitted to keep lanes clear for fire emergencies.

- Other Camp Equipment may be available upon request.

DINING HALL AND KITCHEN

These facilities at both camps are available for use by District/Council events or special approved functions and are available pending some restrictions throughout the year. (No water is available from October 15 to April 15 – weather restricted).

A SCOUT IS COURTEOUS:

- Make sure you leave behind a wood supply.
- Respect the property of others, note the camp property lines, and stay within them.
- Leave your campsite better than you found it – remove your trash to the proper disposal areas. (Ask Ranger/Campmaster for location).
- All unit trips must meet the requirements as stated on the back of the local council tour permit. (#4426)

SNOW SKIS, SNOW SHOES, SLEDDING, SNOW BOARDING

- Snow skis and shoes are available for rent from the camp. For use on the camp.
- Snow skis, sledding and snowboarding are to be done only in designated areas of the camp. Check with the Ranger/Campmaster before engaging any of these activities.

RAPPELLING TOWER

Use of the rappelling/climbing tower at Camp Mack must be approved by the Council Support Center. Properly certified individuals must have letter of qualifications on file at the Council Support Center. Hold Harmless Agreement must be filed for each use. Camp rappelling equipment is not available for use.

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