

#### SA001 - National Camp Standards Applicability

Verification of compliance by a council with this standard will be determined during the zone conducted council NCAP program administration assessment and not individual camp assessments.

#### SA002 - Authorization to Operate Required

Short-term camps must produce a copy of their NCAP Local Council Authorization and Assessment Declaration for signature by the short-term camp administrator prior to program start when the camp is assessed.

#### SA003 - Assessment Required

Completion of the NCAP Local Council Authorization and Assessment Declaration is required and the file retained at the Council Service Center for review by the national NCAP committee when requested.

#### SA004 - Accreditation of Camps and Camp Properties

All Council properties are assessed annually and the Authorizations to Operate are submitted annually as required by National. Any non-compliant findings will be addressed by the Ranger and Professional Staff.

Camp Programs will be accredited according to the camp type.

#### SA005 - Variances, Waivers, and Relief from National Camp Standards

All variances and waivers will go through the Council Scouting Professionals. There are no variances or waivers for Council Properties.

#### SA006 - NCAP Trained and Certified Personnel

The council shall maintain a list of currently certified NCAP assessors and will provide the training for Short Term Administrators at least twice a year.

#### SA007 - RESPONSIBILITY OF PERSONNEL WITH CAMP RESPONSIBILITIES

The council works through the volunteers and professional staff to uphold all of the NCAP standards. Each year the camps and procedures for the council are assessed by the NCAP committee and program committees.

#### PD110 - PROGRAM ACCESSIBILITY FOR PERSONS WITH SPECIAL NEEDS

The council is a part of the Special Needs Scouting Pilot at Camp Soule and Flaming Arrow Scout Reservation. All camp programs have a space on the registration to denote special needs and we work with the ranger staff on accommodations for campers.

#### PD112 - COUNCIL PROGRAM DESIGN, SAFETY, AND RISK REVIEW

The council ERM committee has a review plan in place and works with the committees to implement the action plans. Verification documents are at the council office.

**SQ-403**      **Camp Management**

Each camp is assigned a Short Term Administrator who assesses the camp setup and opening (beginning) of the camp program. The NCAP Local Council Authorization and Assessment Declaration is turned into the Council Office along with an annotated Standards at a Glance with comments.

**SQ-404**      **Camp Ranger**

All council camps employ full time rangers that meet this requirement.

**SQ-405**      **Camp Health Officer**

Access to EMS is under 10 minutes at all of our camp properties. Naming the camp health officer is part of the camp director agreement.

**SQ-406**      **Aquatics Staff**

All events will coordinate with the Council Aquatics committee to get properly certified and approved staffing for the aquatics areas. The Council Aquatics committee maintains a copy of the credentials of members and can provide them upon request. These are reviewed yearly with the council professional staff.

**SQ-407**      **RANGE AND TARGET ACTIVITIES PROGRAM STAFF**

All events will coordinate with the Council Shooting Sports committee to get properly certified and approved staffing for the Firearms and Throwing sports areas. The Council Shooting Sports committee maintains a copy of the credentials of members and can provide them upon request. These are reviewed yearly with the council professional staff.

**SQ-409**      **COPE and/or Climbing Staff**

All events will coordinate with the Council climbing committee to get properly certified and approved staffing for the archery areas. The Council climbing committee maintains a copy of the credentials of members and can provide them upon request. These are reviewed yearly with the council professional staff.

**SQ-410**      **Trek Leadership and Activity Staff**

Any trek programs need to be individually reviewed by the Council per event and will have an attached sheet.

**SQ-411**      **Adventure Program and Activity Staff**

Any adventure programs need to be individually reviewed by the Council per event and will have an attached sheet.

**SQ-412**      **Other Program Staff Qualifications**

H. All events will coordinate with the Council professional staff and/or council Culinary committee to get properly certified and approved staffing for council kitchens.

For all other program areas – these need to be individually reviewed by the Council per event and will have an attached sheet.

HS-501 Youth Protection

Camp directors agree to follow the youth protection policies set forth in the Guide to Safe Scouting. All volunteers are required to have a current Youth Protection certificate.

HS-502 Unit Leadership

Unit registrations are checked for adequate adult leadership prior to the event. At check-in they are verified. If needed volunteer leaders are assigned to the units to make sure we have 2-deep leadership.

HS-503 Medical Information

This is part of the camp director agreement. Units will be required to maintain their own medical forms for short term camps. Volunteers will maintain their own.

HS-504 Medical Screening and Follow-Up

This is part of the camp director agreement. Unit leaders will be asked by the medical officer or designee if any participants have medical issues that we need to be aware of.

HS-505 Medical Care Policies (Council and Camp)

A copy of the policies are at each camp. The current policies are available online at: <https://tampabayscouting.org/short-term-admin>.

HS-506 On-Site Treatment Procedures

Each camp has a medical officer first aid bag and the current GTBAC medical procedures in a binder. The current procedures are available online at: <https://tampabayscouting.org/short-term-admin>.

HS-507 Medical Recordkeeping and Reporting

Link to the First Aid Log Sheet is located at: <https://tampabayscouting.org/short-term-admin>. Camp directors are instructed to report all incidents beyond basic first aid to the staff advisor for further reporting. Also signs with a QR code for incident reporting are located at every building and pavilion.

HS-508 Medication Control and Recordkeeping

For short term camps, camper medication is distributed by the unit leaders. Staff medication and camp medication is distributed by the health officer.

HS-509 Medical Care Area

Each camp has a medical care area. There are AEDs located throughout the camps.

HS-510 First-Aid Kits

The camps have first aid kits at the program areas and they have a jump bag for the health officer.

HS-511 Buddy System

Camp directors are required to give a safety brief at the opening of the camp to leaders that includes the use of the buddy system.

FA-701      [Camp Facility Evaluation and Postcamp/Precamp Inspection](#)

For council camps, these inspections are handled by the NCAP committee on a yearly basis. Other properties are inspected using the NCAP short term site assessment. For locations that are used frequently the site is inspected yearly and at each event as part of the pre-camp inspection.

FA-702      [Drinking Water](#)

The drinking water at council camps is tested regularly. For other locations, the drinking water will be assessed as part of the NCAP short term site assessment.

FA-703      [Fire Detection and Protection](#)

The council camps are regularly inspected by county fire inspectors. For other locations, the fire safety will be assessed as part of the NCAP short term site assessment.

FA-704      [Conservation Plan](#)

This does not apply to Short Term Camps

FA-705      [Utility Emergency Shutoff](#)

This does not apply to Short Term Camps

FA-706      [Stationary Fuel-Fired and Electromechanical Equipment](#)

This does not apply to Short Term Camps

FA-707      [Toilets and Latrines](#)

At council camps, toilets and latrines are inspected and cleaned regularly. The council does bring in port-o-let with hand washing stations to supplement as needed. The council has relationships with several port-o-let vendors should more seats be required for an event.

FA-708      [Showers](#)

This does not apply to Short Term Camps

FA-709      [Refrigeration Unit Maintenance and Temperature Control](#)

These standards are met at all council camps. The ranger maintains their refrigeration equipment.

FA-710      [Garbage and Sewage Removal](#)

This is maintained by the ranger at all council camps.

FA-711      [Motor Vehicles](#)

- A. Camp motor vehicles are maintained by the ranger staff and compliance is checked annually by the Council NCAP committee.
- B. Each camp has designated parking areas
- C. Council vehicles are checked out by the ranger
- D. Personal LTVs/golf carts are only allowed with ranger approval after discussing operating parameters. Council LTV/golf cart use requires the ROHVA online training course and ranger approval.
- E. The council has a ROHVA trainer for UTV training. The ROHVA certification is required before using any UTV.

- F. Vehicle usages is for 18 and older and the ranger clears the individuals after they have taken the online ROHVA course
- G. The council does not own ATVs
- H. The council does not own ATVs
- I. No one is allowed to ride in the beds of vehicles.
- J. That is practiced when Hayrides are given.
- K. The council does not own 15 passenger vans and our insurance does not allow us to transport.

FA-712      [Tree Removal and Chain Saws](#)

Only the ranger staff are approved to use chain saws. They have been certified in their use.

FA-713      [Hazardous Materials](#)

Each site has a hazardous materials area with SDS sheets.

FA-714      [Shelter in Inclement Weather](#)

There is a hazardous weather plan in place for each camp. Each campsite and program area has a sign with the emergency contact numbers and the closest severe weather shelter location

FA-715      [COPE and Climbing Facilities](#)

All COPE and Climbing courses are inspected annually.

FA-716      [ATV Course and Facility Standards](#)

The council does not own ATVs.

FA-717      [SLEEPING/CHANGING QUARTERS](#)

- A. Bunk Beds have been measured and are below the requisite height for needing guard rails or they have have guard rails in place.
- B. The ranger and camp masters inspect the changing areas throughout the day during events.

AO-801 Permits and Compliance

The council maintains the proper permits and the Council NCAP committee reviews them annually as per the NCAP standards.

AO-802 BSA Authorization to Operate

The council follows the guidelines for the NCAP authorizations to operate.

AO-803 Insurance

The council carries insurance including council-wide accident and sickness insurance.

AO-804 Camper Security

The council has a written camper security plan that camp directors agree to abide by. It can be found at <https://tampabayscouting.org/council-emergency-procedures>.

AO-805 Emergency Procedures

The procedures can be found at <https://tampabayscouting.org/council-emergency-procedures>.

AO-806 Camp Budgeting, Analysis, and Financial Controls

The council has an annual budget and all camps are part of that process.

AO-807 Communication Systems

Current telephone numbers and QR codes for emergency procedures and incident reporting at are all camp site pavilions and all camp buildings. For offsite events, these will be in the leader's guide and all leaders are instructed to call 911 in the case of an emergency.

AO-808 Requirements for Council Reporting

These reports are handled by the Director of Support Services.

AO-811 Requirements for Council Programs & Site Approvals

The council is following these procedures and the implementation can be found at: <https://tampabayscouting.org/short-term-admin>.