

**CAMPMASTER MANUAL**  
CENTRAL NEW JERSEY COUNCIL, BSA  
2245 Rt. 130  
Dayton, NJ 08810-2420  
(609) 419-1600  
Camp Ranger Craig Richards 908-295-0385  
Raymond Koperwhats, Campmaster Chair  
[Rtk37@aol.com](mailto:Rtk37@aol.com) 732-331-4598

Dear Central NJ Council Campmaster:

The camping committee welcomes you to another year of camping. We appreciate your assistance in administering the Scout camping program in our council and thank you for your time spent serving as a campmaster. Occasionally, all of us need the written word to refer to in order to do a good job. The following is a summary list of those duties that we ask you to follow during your time at a council property.

It is very important that the underlying and ever-present thought to be impressed upon all our campers is "clean, safe, fun." This also holds true for your stay at KMSR or Yards Creek.

The following pertains mainly to your time and schedule during your weekend.

1. You should arrive before the first group checks in on Friday evening. The Council Office will have sent the information to the lead campmaster three days (3) days prior to your weekend. If a problem arises that you will be late or can't arrange a substitute, please call the camp ranger Craig Richards directly so that he can receive the arriving group(s).

**The Campmaster Chair or Camp Ranger will contact the lead campmaster on Monday or Tuesday prior to the weekend, to remind him of their weekend assignment.**

2. **If you plan to arrive at camp earlier than Friday 3 P.M., you must notify the Camp Ranger, Craig Richards.** After arriving at KMSR, see the Ranger and settle in at Kapica Lodge. At Yards Creek obtain the campmaster keys from the guard and proceed to the Ranger's House [campmaster headquarters].

There should always be at least two campmasters and preferably three, at headquarters in the event of an emergency.

3. Greet the arriving campers as they come in. Check their local tour permit (if BSA Unit), confirmation letter, and ask for a roster of youth and adults. Collect a \$100.00 deposit for each site.
4. Escort all groups to their reserved site and use the check-in/check-out form to check on the condition of the site. All deficiencies and problem areas MUST be noted on the form.
5. Allow one vehicle at a time to drive to their site, drop off their gear, then return to the parking lot. One vehicle may be left at the campsite or building overnight.
6. **DURING THE WEEKEND, STOP BY AND VISIT ALL GROUPS.** If they have free time, they may be interested in doing a project such as cleaning rocks and debris out of our various culverts so that draining water may flow, or sweeping out the showers or any number of latrines (lists of possible projects are available at each camp). You may also see an important project just waiting to be done. **ALSO TOUR AND INSPECT ALL UN-OCCUPIED SITES AND BUILDINGS DURING THE WEEKEND.**
7. When a group is ready to check out, try to make sure that the same campmaster that checked a group in handles the group's checkout. You should have made notes if any windows were cracked or any boards on the picnic tables were broken or bed springs sprung. We don't like to think people are dishonest, however, sometimes devious deeds are done to conceal damage, such as covering a window with cardboard. This is why it is important to try to have the same campmaster at checkout as check-in.
8. During check out, if no damages are found, return the \$100 deposit. If any damage occurs, notify THE RANGER IMMEDIATELY. Retain the \$100 deposit and turn the deposit in to the Camp Ranger or Council Office. Make sure the damage report is completed and signed by the camping group's leader.
9. Remember, you are there to be of service to our camping groups during their stay and to enforce all our rules and policies.
10. Do not allow anyone to bring up and leave any material, chairs, appliances etc. even if it seems like a good idea. The only exception are articles that have been previously approved by the camping committee. If in doubt, call Bob Clark at (609) 419-1600. At KMSR, the Ranger will have knowledge of any materials that have been authorized to be delivered.

11. Explain that the Central New Jersey Council has three camping areas, KMSR, YCSR, and Thompson Park which can be used for weekend camping.
12. Before leaving on Sunday, follow these checkout steps at either camp:
  - A. **LEAVE NOTHING IN THE REFRIGERATOR**
  - B. **DO NOT LEAVE ANY COFFEE CUPS, MAGAZINES, PAPERS, FRYING PANS, CEREAL OR ANYTHING ELSE THAT WASN'T THERE WHEN YOU GOT THERE.**
  - C. Take any trash out to the dumpster.
13. Once the last group leaves and all buildings and gates are secure, **TAKE THE TIME TO FILL OUT COMPLETELY THE CAMPMASTER SUMMARY REPORT.** This is a very important duty. Leave the report on the office desk if the Ranger is not at camp.
14. If you have the weekend duty and run out of forms please call the Camp Ranger and inform him of needed forms.
15. If a campmaster is also an adult leader and their unit is in camp, the campmaster's primary duty will be to the duties of a campmaster. Every effort should be made so that this situation does not occur.
16. Campmasters may not bring any guest to stay at the campmaster building. Upon request of the Chair, a Campmaster may bring his family to camp, and perform the duties of Campmaster.
17. *The campmasters' keys must not be loaned to anyone.*
18. *All camp keys must be returned to the Ranger or power station guard in person.*
19. No walk-in campers are permitted in the camps.

Once again, many thanks for being an informed, involved campmaster. Have a safe and peaceful stay at YCSR or KMSR.

### **KMSR WATER INFORMATION**

Water is available all year round at only two locations. (1) the lake-side pump house, and (2) the hydrant on the right side of Chapel Road by Dan Beard parking lot. **DO NOT ALLOW ANYONE TO TURN ON ANY MAIN WATER VALVE. IF WATER IS NOT AVAILABLE AT A REMOTE SITE, IT HAS BEEN WINTERIZED AND BLOWN OUT FOR WINTER.**

### **YARDS CREEK WATER INFORMATION**

Water is available year-round at the frost-free pump next to the pump house and at the ranger's house. Troops must provide their own means of transporting the water.

### **KMSR TRADING POST INFORMATION**

The campmaster or Ranger should operate the Trading Post from 11:00 AM to NOON and 1:30 PM to 3:00 PM on Saturday. The trading post may be opened at any other time at the discretion of the campmaster. Be sure to promote the Trading Post hours to the units in camp.

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