

Central New Jersey Council Camping Policies and Procedures (Non-Summer Camp Activities)



This document is designed to give a general guideline of the rules, regulations and procedures that regulate operations at Yards Creek Scout Reservation (YCSR) and Kittatinny Mountain Scout Reservation (KMSR).

These policies and procedures are largely based on the regulations set by the Boy Scouts of America through the Guide to Safe Scouting, Camp Health and Safety and Camp Program and Property Management manuals as well as the District Activities Guidebook published by the Central NJ Council. This document will be changed and updated as needed due to changes in BSA or CNJC policies.

Although we have tried to be as complete and thorough as possible, this document may not cover every specific circumstance that may arise at camp. For full details, please refer to the above-mentioned documents.

Camp Reservations

All campsite reservations must be made through the Central New Jersey Council office. A reservation can only be made by completing a campsite reservation form (available at www.cnjcsouting.org or council office) as well as making a full payment. Payment can be made through cash, check or credit card. The Council will not hold a campsite without full payment being made.

Camp reservations are limited to district and council level events through June 30th each year. These reservations must be made through the Professional Staff Advisor. The staff advisor will complete a Council/District Reservation form and submit it to the Council Program Director. When approved, the Council Program Director will sign the reservation form and return a copy to the staff advisor. The staff advisor will then give the reservation form to the Program Assistant to be entered into the reservation spreadsheet.

Council events take precedence over district-level events until May 31st each year.

The use of either camp from June through August 31st can only be made with the approval of the Program Director. The short-term reservation form will not be accepted during this time period without the approval of the Council Program Director.

On July 1st of each year, all other campsites and cabins become available for rental to the general public. These sites are available on a first come first serve basis. As mentioned earlier, a reservation must include full payment at the time the reservation is made. Confirmation of your reservation will be sent to the trip leader through email.

Check-In at Camp

On non-event weekends, campers must check in with the campmaster prior to going to their campsite or cabin. During check-in units should be prepared to give the campmaster a roster (including emergency contact information) of all scouts and adults camping, a copy of your approved tour permit and the appropriate campsite deposit (returned upon satisfactory checkout inspection of the site). No Scouts or leaders may go to the campsite until check-in is completed.

During council/district events, it is the responsibility of the event staff to check units in and out of campsites/cabins. It is recommended that the event staff perform check-in and checkout inspections with their units. One member of the event staff is responsible for arriving prior to all units and performing a camp wide pre-inspection with the camp ranger. Units are not permitted to go to campsites prior to this pre-inspection. A post-event inspection will also occur. The event will be responsible for any damages.

Yards Creek Scout Reservation specific requirements: In addition to the above regulations, a roster of all units attending the council/district events must be given to the Council Program Director three days prior to the event. This list will be forwarded to the guardhouse at the Yards Creek Power Station. During check-in for events at Yards Creek, the event staff should provide at least one adult to assist the Power Station guard with logging in of all vehicles.

Tour Permits

All units participating in a trip or outing need an approved tour permit. Tour permits are not needed for one-day trips that are within your district boundaries. A tour permit is always needed if a unit is:

- Camping overnight
- Involved in high risk activities (aquatics, climbing, caving, etc.), even if a one-day trip.

All tour permit applications must be submitted to the CNJC office no less than two weeks prior to your event. During the approval process, we must assure that at least one adult on the trip is currently trained in Youth Protection and Hazardous Weather Training. To ease this process we recommend that you include a copy of a participating adult's youth protection card and hazardous weather training with your tour permit application.

General Camp Rules

The following policies are in effect for both Yards Creek and Kittatinny Mountain Scout Reservations and may also be found on the back of the campsite reservation forms:

- No alcoholic beverages of any type, no hunting, no illegal drugs of any kind, no fireworks, no personal firearms (without prior approval), no paintball guns, no slingshots, no weapons are permitted at the camps. Violators are subject to removal from camp and/or prosecution by local authorities.
- No pets, no gambling, no personal bicycles, no skateboards, no roller blades, no throwing debris into the lake, no swimming, no RV's or campers, no private heaters (kerosene, electric, propane, etc.) are permitted at camps. Violators are subject to removal from camp.
- There must be at least two adults present at all times while youth are attending camp. The minimum for BSA groups is at least one registered adult 21 years of age or older and a parent of a participating Scout.
- Groups are allowed one vehicle at a time to enter their campsite or building upon check-in and checkout. A vehicle pass will be provided by the campmaster upon check-in. Please consolidate camping gear as much as possible in order to minimize trips to the site. *Due to road conditions, access to some roads may be limited at the discretion of the campmaster or ranger. This policy states that each cabin or campsite is permitted one vehicle to drive to the site one time, all other gear must be carried in.*
- Parking is permitted in designated areas only. Parking lots are provided in different areas of the camps for convenience and safety. Parking along any road is prohibited. Vehicles must stay on established roadways to avoid damage to pipes, structures, vehicles and the environment.

- One vehicle or trailer is permitted to remain in a designated location near the campsite. This vehicle or trailer is for the storage of food and smellable items and should not be moved throughout the weekend. Due to conditions of the roads or campsites, vehicle access may be limited at the discretion of the campmaster or ranger. Additional parking facilities are provided.
- The Central NJ Council is not authorized to use any council vehicle to tow, push or jump-start another vehicle.
- Groups will cook on open wood, charcoal, white gas (commonly used in backpacking stoves) or propane fires only. With safety in mind, white gas fuel is limited to 1 gallon per camping group per weekend. White gas may only be used under the supervision of adult leadership. The campmaster or ranger may limit the use of any fuels if they feel the usage is unsafe. Be courteous of the next group to use your campsite by making sure that your group replenishes the courtesy woodpile in your area.
- All propane lights are to be in a fixed location. Propane lights are not to be carried within the area of the campsite at any time.
- Only battery-operated lanterns are permitted in tents. Absolutely no propane lights, candles, etc. are permitted inside any tent.
- No smoking inside any tent or building. In accordance with BSA standards, the use of any tobacco product is not allowed in the presence of any youth member.
- After the evening meal there is to be only one fire per group site. Fires are to be confined to the established fire rings. No fire is to be left unattended at any time. All fires must be completely out before the last adult leader retires for the night. There will be times, when due to environmental conditions, fires will not be permitted. Campmasters and rangers will advise campers when this condition exists.
- Each group must provide a water container. Water is available in camp, but not at each site.
- Each group must provide a shovel/rake for their outdoor fire area. Also, a fire bucket with water must be in the area of every fire.
- Only folding knives are permitted for personal use at camp.
- Each group will assume responsibility for any injury involving group members. All injuries must be reported to the Campmaster or ranger.
- Each group will assume responsibility for any and all damages to their group equipment as well as to any camp equipment or facilities that they may damage.

- There is no fishing on the small lake on the north side of Struble Road (KMSR). Shore fishing is permitted around the rest of the lakes. All fishing regulations of the State of New Jersey, including licensing, must be followed.
- Radio, CD and tape recorder use is strongly discouraged. However, if used they are restricted to the group's campsite only, and must be played at low volume. They are not permitted to be used after 10:00 PM.
- The camp follows a "pack in / pack out" policy. Please plan to take all of your refuse with you when you leave camp at the end of your stay.
- Sleeping is only allowed in buildings designated and inspected for overnight accommodations. This does not include the KMSR Dining Hall. No one is permitted to sleep on the floor of any building at any time (NJ Fire and Health codes). Units may not exceed the rated capacities of buildings.

Youth Protection Guidelines

All Youth Protection Guidelines of the BSA must be followed while on camp property. This includes, but is not limited to:

- Two deep leadership at all times
- Separate facilities for youth and adult
- Separate facilities for male and female leaders
- BSA anti-hazing policy

Aquatic Policies

All policies of the BSA Safe Swim Defense and Safety Afloat are enforced at the camps. Details can be found in the Guide to Safe Scouting. If a district event will involve aquatic activities, it is the responsibility of the district to provide lifeguards in a ratio of 1 guard to every 10 swimmers/boaters. Boaters must enter and exit watercraft utilizing docks or ramps as designated or provided.

No personal watercraft are allowed at either camp property. The council does have canoes available for rent. Rental of canoes must be coordinated through the council office at least two weeks prior to your arrival at camp. Rentals are on a first come, first served basis at the cost of \$25 per canoe (paddles and PFD's are included).

There is no swimming allowed at Yards Creek Scout Reservation. Swimming at Kittatinny Mountain is limited to the summer camp swim front area. Due to the need for the council to perform state mandated water testing, any swimming activity must be cleared with the Council Program Director one month prior to the activity.

Driving in Camp

In much of our camp property, the roads are also the trails for the Scouts to walk on. Therefore in the interest of the safety of the Scouts, vehicle usage in the camps is very limited.

- During check-in and check-out, each unit will be allowed to take one vehicle at a time to their campsite. It is recommended that the unit load gear into as few vehicles as possible. The campmaster will give each unit a vehicle pass upon check-in. **This policy states that each cabin or campsite is permitted one vehicle to drive to the site one time, all other gear must be carried in.**
- Approved vehicles involved in program support or maintenance will be allowed to drive in camp. Approval is at the discretion of the camp ranger or campmaster.
- *Some roads may be closed to all vehicle travel due to condition of the road or environmental conditions. These limitations will be at the discretion of the camp ranger or campmaster.*
- Passengers are NEVER permitted to ride in the back of an open pick-up truck.
- Camp roads can be rocky and rough; trucks or vehicles with a high clearance are recommended. At their discretion, the campmaster or ranger may choose to not allow a vehicle on certain roads in camp.

Trailers in Camp

Unit equipment storage trailers are permitted in camp. They must be brought to the appropriate campsite and left in designated parking areas. The vehicle that towed the trailer must be removed and left in the parking lot. If a unit does not use a trailer, one vehicle will be allowed to remain at the designated parking area near the campsite. The trailer or vehicle is to be used for food storage and may not be moved throughout the entirety of the camping trip. *Some campsites may be closed to trailers due to their location or environmental conditions. These limitations will be at the discretion of the camp ranger or campmasters.*

Climbing Tower

All use of the KMSR Climbing/Rappelling Tower must be coordinated through the council office prior to arrival at camp.

All use of the climbing tower must be within the guidelines of the BSA Climb On Safely program and must be supervised by a currently certified BSA Climbing Director or Instructor.

No personal climbing equipment is permitted to be used on the KMSR Climbing/Rappelling Tower.

First Aid/Injuries

All units are expected to provide first aid equipment while at camp. The camps do have minimal first aid supplies available if needed.

During district/council events, the event committee should provide emergency medical staff for the event. Remember that the summer camp Health Lodge is packed up at the end of the season and first aid equipment is not available.

Any serious injuries should be reported immediately to the campmaster/ranger. They will work with the unit leadership/event leadership to complete an incident report form that will be forwarded to the CNJC Risk Management Committee. All 911 calls should be coordinated with Campmasters/rangers when possible to ensure safe access of Emergency Services to the property.

Wildlife/Environmental Procedures

Our camps have a great variety of wildlife including deer, black bear and snakes. All campers should take care to avoid any direct contact with wildlife. This includes any sort of chasing or harassing of the wildlife. Picking and gathering of plants and other natural materials should be kept to a minimum. Gathering in quantity for removal from the property is prohibited.

Report any unusual incident involving wildlife to the campmaster or ranger. Examples of an unusual incident would include bears that you could not scare from your campsite or raccoons spotted around camp during the daylight.

Shooting Ranges

Cub Scout archery and BB equipment is available for rent. Rental of equipment must be arranged through the council office prior to your arrival at camp. Any Cub Scout shooting sports activities must be supervised by a BSA trained archery or BB range officer. The range officer must have their certification card and be present at all times the range is open.

Boy Scout and Venturer use of archery equipment is permitted under the supervision of a BSA-trained archery range officer. Rental of equipment must be coordinated through the council office prior to arrival at camp.

Use of the rifle and shotgun ranges is limited to Boy Scouts and Venturers under the supervision of an NRA Certified Rifle (Shotgun) Instructor and all shooting must be supervised by an NRA Range Safety Officer.

Use of the ranges and firearms must be coordinated through the council office at least two weeks prior to arrival at camp.

No personal firearms or archery equipment are permitted in camp, except as noted below.

Venturers are allowed to use any rifle such as a high power rifle. The use of any such rifles must be coordinated with Council and a BSA Shooting Sports Director to insure range safety at least 2 weeks prior to their use. The program must be conducted by an NRA Certified Rifle Instructor

and the range supervised by a NRA Certified Range Safety Officer. The Council does not own any high power rifles.

Venturers are also allowed to use handguns. The program must be coordinated with Council and a BSA Shooting Sports Director at least two weeks prior to their use. The Venturers must pass the NRA basic pistol course before they can use handguns on a range. In accordance with New Jersey Statute each Venturer under 18 years of age must be instructed by one coach or instructor over the age of 21 while firing. The ratio for Venturers age 18 or older is three Scouts per instructor or coach. All range firing must be done under the supervision of an NRA Certified Range Safety Officer. It is strongly suggested that any initial pistol program be limited to pistols of .22 caliber. The Council does not own any handguns.

All ranges are off-limits when closed. They are not to be used for any other programs.

The Council Program Director may establish additional off-season shooting programs in accordance with The Guide to Safe Scouting.

Use of Camp Kitchens

The kitchens at both KMSR and Yards Creek are shut down and drained for the winter seasons. Use of these facilities for unit, district or council events is dependent upon the weather and time of year. Any request to rent the kitchens must be coordinated through the council office at least two weeks in advance of the camp activity.

Available Facilities

Certain camp facilities are not available for use during district/council events. They are as follows:

Kittatinny Mountain

- Kapica Lodge: used as a living quarters for the campmasters
- Shower Houses (except for the comfort station): closed during the non-summer months
- Boathouse: closed and used as storage during the non-summer months

Yards Creek

- Ranger's Residence: used as a living quarters for the ranger
- CampMaster Quarters: used as living quarters for the campmasters

In both facilities, overnight camping is limited to established campsites, plus in the case of Yards Creek the large field near the entrance to camp (provided that sanitary facilities are available). These areas receive an annual inspection to assure that they meet the safety standards set by the BSA. Other areas of camp, such as the COPE courses or open wooded areas, are not inspected and approved for camping.

Any area roped off with yellow cord is designated a High Risk area and may not be entered other than by its established entry point and only for the purpose for which it has been established.

When these areas are closed they are Off-Limits.

These areas are:

- Rifle and Archery Ranges
- Swim Fronts
- Boat Yards
- Cope Courses

Clean-Up of Camp

All district and council events that utilize the camp facilities are expected to clean-up after themselves. This includes cabins, campsites, kitchen, dining hall and all camp open areas used by the event. Facilities should be properly cleaned and checked out by the Campmaster or Camp Ranger. Any cleaning that the Camp Ranger needs to complete after the event will be charged to the event at a rate of \$15.00/hour.