

# Council Day Camp Meeting April 20, 2022

## Announcements

Supply Orders – Last minute orders submitted by Thursday, 4/21

### Shooting Sports –

RSO cannot supervise a Cub Scout range. Only Cub Scout Shooting Sports trained Scouters can supervise/operate a range.

1 Person's set of Shooting Sports Training Cards = 1 box of archery or BB guns

## Speaker: Wayne McLeland, Council Membership Standards Specialist

Wayne's Direct Phone: 713.756.3309

### Background Checks

- Registration is a 2-step process
  - Step 1 collects the information needed for the camp
  - Step 2 collects information and approval to process the background checks (1 entry per adult)
- Adult In-Camp Compliance [AIC] (successful completion of background check and clearance to attend)
  - Report of names of people that have cleared AIC sent by Wayne to Field Director/District Executive and Camp Director
  - Camp Director needs to compare the AIC list to the registered adults
- If an adult is not cleared for camp, Wayne will reach out to the Field Director or District Executive who will pass the info on to the Camp Director
- If an adult asks if something in their record could prevent them from attending, forward them to Wayne at the Council Office
- Background checks typically return in a day or two. The closer you are to your camp, expect longer delays.
- Background checks are required for every camp/event lasting more than 72 hours.
- What to do if someone has a pending background check?
  - Tag them as a visitor and follow the visitor standards.
- Do SHAC employees need to have a background check to attend camp?
  - Yes, anyone entering camp must be background checked!

## Certificates of Insurance

- Camp Directors need to complete the 2022 Request for Certificate of Insurance form and send it to Wayne ASAP.
- Be sure to provide the facility contact: name, phone, and address
- Send a copy of the unsigned usage agreement with the request to Wayne so that it can be forwarded to Brandon. Camp Staff and District/Field Executives cannot sign agreements.
  - Any that have been signed by the DE/FD do not need to be resigned this year.
- PRINT Proof of Coverage - [2022-council-hsr-proof-description-of-coverage.pdf](https://www.samhoustonbsa.org/2022-council-hsr-proof-description-of-coverage.pdf) ([samhoustonbsa.org](https://www.samhoustonbsa.org))

## Incident Reports

- If an accident happens, treat it on-site when possible.
- Advanced medical care:
  - Send the injured to seek needed care
  - Fill out the Incident Reporting Tool within 24 hours and send it to Wayne so that he can follow up and provide additional information on the Council-paid secondary insurance policy that covers up to a maximum of \$15,000 after the family's primary insurance has been properly billed.
- Complete IRT for seizures and any other known illnesses, even if the parents communicate it in advance.
- Complete the IRT for YPT-related incidents, security events, COVID conduct violations, arrests, custody issues at camp, etc.
- It is better to complete the IRT and have a document trail than let it go undocumented.

## Medical Insurance

- If a family does not have medical insurance during camp:
  - SHAC's secondary insurance becomes primary
  - Contact Wayne and let him know so that he can provide you with a copy of the claim form that MUST be destroyed after the event ends.
    - The form can only go to the injured family without insurance in the event of an injury requiring medical care.

## Quartermaster Supply Information

Speaker: Denis Olheiser

- Quartermaster Requests should be turned in ASAP
- Use the Day Camp Quartermaster form: [Quartermaster Order — Day Camp, SHAC](#)
- Where to get your items:
  - North – Spring area (George Strake, Iron Horse, Orion, Phoenix)
  - West – Camp Brosig
  - South – Stafford

- East
- Newer Items available:
  - Mistng stations – provides a light amount of mist
    - Brosig has Cub Washes
  - Circulation Fans – Add to additional items at the bottom of the forms
  - Sanitation Stations – SHAC is ordering specific hand wash stations with hold open spouts; 2 per camp; put on your order form!
- Items that need to be picked up from Council:
  - Shooting Sports equipment
  - Radios/Walkie Talkies
  - Target Faces
  - Binoculars
  - Leatherwork Kits
  - Compasses
  - Stop Watches
  - Potable water hose
  - Hand Wash Stations
  - Measuring Wand (for measuring linear distance for marking ranges)
- Pickup info:
  - Always bring ample vehicles and helpers!
  - Expect a load to take about 45 minutes
- Submit a supplemental QM request if you need additional items
  - Only put in the extra items.
- Pop-up Canopies
  - Pull them down if a storm is expected, fully collapsed is better or at least fully lowered
  - Use stakes, ask for extra during pickup

## Shooting Sports Equipment

Speaker: Becca Franco

- Demonstrated the Shooting Sports equipment checkout form to be used during pickup.
- Barricades, traffic cones (quivers), T-Posts, T-Post Pullers

Items supplied by the camp:

- BBs
- Targets
- String
- Caution Tape
- Painters/Masking Tape
  - To mark damaged/malfunctioning equipment

## Texas Badge

Revision is near completion and will include Lions and Tigers!

## NCAP Assessment Team Presentation

Speaker: Doug Zimmerer

Assessors review the book to ensure the camp has met the verification portion of the standards applying to Day Camps

The goal of the assessment team is to ensure: Safety, a Fun and Exciting Program, and Delivering the Scout brand

Get ahead and have your binder reviewed on Saturday, May 21 at 9a or 11a! Book it with Connie per her emailed instructions.

Declaration of Readiness does not need to be returned after it is filled out and put in the NCAP book.

“Gift” Order Form

Carabiners

String Bags

Color Changing Mugs