Winter Camp Policies Guide

Camp Urland,
Three Rivers Council,
Boy Scouts of America

Dewight Taylor
(Rev01)
Boy Scouts of America

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

### Scout Oath

- On my honor I will do my best
- To do my duty to God and my country
- And to obey the Scout Law;
- To help other people at all times;
- To keep myself physically strong,
- Mentally awake, and morally straight.

### Scout Law

- A Scout is:
  - Trustworthy
  - Loyal
  - Helpful
  - Friendly
  - Courteous
  - Kind
  - Obedient
  - Cheerful
  - Thrifty
  - Brave
  - Clean
  - Reverent

### Camp Urland - Three Rivers Council

The purpose of the Scout Camp is to provide Scouting experiences, which strengthen your Troop operation, by supporting the efforts of your Troop’s leadership - both youth and adult - and by fulfilling the promise of Scouting, in the outdoors! It is our goal at Camp Urland to provide Nationally Accredited Camp Facilities and Programs for the use of Scouting youth year-after-year! Camp Staff and Facilities are also resources for you to use in achieving your own Troop's goals, and in fulfilling the mission of the Boy Scouts of America.

### Non-Discriminatory Policy Statement - Three Rivers Council, BSA

"No person shall be denied participation in Scouting on grounds of race, color, national origin, disability, political beliefs, or religion nor be denied benefits of or otherwise subjected to any discrimination. Every registered Scouter must subscribe to the principles and by-laws of the Boy Scouts of America."

The following membership standard for youth members of the Boy Scouts of America is hereby adopted and approved, effective January 1st 2014:

Youth membership in the Boy Scouts of America is open to all youth who meet the specific membership requirements to join the Cub Scout, Boy Scout, Varsity Scout, Sea Scout, and Venturing programs. Membership in any program of the Boy Scouts of America requires the youth member to (a) subscribe to and abide by the values expressed in the Scout Oath and Scout Law, (b) subscribe to and abide by the precepts of the Declaration of Religious Principle (duty to God), and (c) demonstrate behavior that exemplifies the highest level of good conduct and respect for others and is consistent at all times with the values expressed in the Scout Oath and Scout Law. No youth may be denied membership in the Boy Scouts of America on the basis of sexual orientation or preference alone.
# Table of Contents

- Youth Protection & Child Abuse ................................................................. 4
- Child Abuse Reporting Procedures at Camp Urland ........................................ 4
- BSA Anti-Harassment .................................................................................. 5
- Council Insurance Policy Review ................................................................... 6
- Camp Leadership / Staff ............................................................................... 6
- Troop Leadership ......................................................................................... 7
- Scout Leadership ......................................................................................... 7
- Discipline ..................................................................................................... 8
- Checking In & Out of Camp ......................................................................... 8
- Visitors ......................................................................................................... 9
- Open Toed Shoes .......................................................................................... 9
- Camp Vehicle Use Policy ............................................................................. 10
- UTV/ATV Use Policy .................................................................................... 11
- Vehicle/ATV/UTV Use Form ......................................................................... 12
- Three Rivers Council – Tobacco Use Policy . .............................................. 13
- Mail ............................................................................................................. 13
- Camp Staff Area .......................................................................................... 13
- Tents & Platforms ........................................................................................ 14
- Personal Equipment ..................................................................................... 14
- Portable Generators ..................................................................................... 14
- Fires ............................................................................................................. 15
- Trash Disposal ............................................................................................. 15
- Damage to Council Tools/Equipment ........................................................... 15
- Sheath Knives .............................................................................................. 16
- Fireworks ..................................................................................................... 16
- Flammables & Explosives ............................................................................. 16
- Pets .............................................................................................................. 16

---

*Camp Urland – Three Rivers Council, BSA*
Youth Protection & Child Abuse

Camp should always be a safe place for our Scouting Youth. All adults must have completed the State of Texas and BSA Youth Protection Trainings prior to arriving at Camp Uurland. Youth Protection & Buddy System measures will be observed at all times and should contain the following (at a minimum):

1. Scouts should utilize the "Buddy System" of two (2) or more Scouts who proceed to & from activities and stay together.
2. One-on-one activities between a youth and an adult are not permitted.
3. Youth and adults are not permitted to share the same tent or sleeping quarters, unless in the case of a parent and their child.
4. Youth & adult privacy is to be maintained in all shower and dressing areas.

Units are encouraged to utilize a "checkout board" in their campsite area. If any Scout is missing then the Key-4 Staff are to be immediately notified so that the Scout can be located, and if necessary the Emergency Procedures will be activated.

Protection of our members requires vigilance in observing Scout activities and immediate intervention when a policy violation occurs.

All persons involved in Scouting must report to local authorities - without undue delay - any good faith suspicion or belief that a child has been subjected to abuse or neglect. You should not delegate this responsibility to anyone else and no one should interfere with this reporting responsibility or attempt to delay or dissuade you from making a report to the authorities.

Child Abuse Reporting Procedures at Camp Uurland

1. All persons involved in Scouting must report to the Tyler County Sheriff Office, without any undue delay, any good faith suspicion or belief that a child has been subjected to abuse or neglect.
2. Additionally, if a person, including a member of Camp Staff, a Camp Counselor, or Camp Director has cause to believe an incident of abuse or neglect of a child at a Camp in the State of Texas, they shall immediately report to the Texas Department of Health & Human Services Commission Office of the Inspector General via Fax (512-833-6493) or Online (https://oig.hhsc.state.texas.us/Fraud_Report_Home.aspx).
3. Contact the Camp Director immediately to inform him/her of any report to authorities that relates to suspected abuse at Camp.
4. Contact the Three Rivers Council Scout Executive to inform him/her of any report to authorities that relates to suspected abuse in the Scouting Program. In addition, you are responsible for informing the Council of any violation of the BSA Youth Protection Policies so that appropriate action may be taken. Failure to Report: It is the law in the State of Texas that suspected abuse or neglect of a child must be reported. Failure to do so is a crime punishable by fine, imprisonment or both.
5. Note: Contact Information Listed on Page 5 of the Leaders Guide.
BSA Anti-Harassment

Our organization is committed to providing all employees with a working environment that is free from harassment, discrimination, and retaliation.

Illegal Discrimination

Laws prohibit discrimination and harassment based on employees' protected characteristics:

- Employers usually can't hire, assign duties, or fire employees based on any protected characteristic
- Harassment refers to offensive misconduct, and can include verbal or physical misbehavior, and abusive pictures or other items

The law only prohibits severe or pervasive behavior. The abuse must not only offend an individual victim, but it must also be bad enough to offend a reasonable person.

Sexual Harassment

Sexual harassment includes unwelcome sexual conduct that interferes with an employee's work performance and creates a hostile work environment:

- It may be caused by supervisors, subordinates, co-workers, or even non-employees
- The law protects everyone from unwelcome sexual misconduct, no matter your job, sex, or gender

However, the law only prohibits unwelcome discriminatory conduct that interferes with a reasonable employee's ability to work.

Preventing & Responding to Problems

When there is a problem:

- A person being harassed is expected to follow the organization's complaint procedures
- Once an organization knows (or should know) about misconduct, it has a duty to respond promptly and appropriately

Unlawful harassment prevention training is required for all adult staff (18 years of age and older). This training meets the legal requirements for unlawful harassment prevention training. This training also provides the foundational knowledge for greater understanding of this topic. Although this training focuses on legal requirements, adult staff is also held to the standards contained in the Code of Conduct, as well as all other requirements found in your leaders guidebook.
Council Insurance Policy Review

A copy of your unit’s health insurance policy is to be submitted to the Camp Management during your Check-In procedure when you arrive at Camp. Any out-of-council units shall have their own Health & Accident Insurance prior to arriving at Camp Uurland. The Council can provide Health & Accident Insurance to units having no insurance, but the unit will be billed for this coverage.

If this coverage is required, please contact the Three Rivers Council office a minimum of two (2) weeks before arriving at Camp Uurland. In order to receive benefits, any sickness or accident must be promptly reported to the Camp Health Officer for immediate treatment and/or disposition.

The Health & Accident Insurance policy carried by the Council only applies to registered members of the Three Rivers Council, and is a secondary insurance covering expenses per policy not covered by the individual’s primary insurance.

Camp Leadership / Staff

A carefully selected, resident staff will be recruited to serve as our personnel resources at Camp. Troop Leaders are encouraged to recommend Scouts and Adults, who are available, to apply at the Council Office for a position with the Camp Uurland Staff. The Three Rivers Council Office has Camp Staff Applications available for anyone wishing to be involved with Camp Uurland Staff.

Camp Staff Applications are also available on-line at the Three Rivers Council Website: www.3riversbsa.org

Many of the personnel on Camp Staff have been working together for many years and they take great pride in trying to make each Camp the best Camp possible for the participants in the Program. We are always open to increasing our Camp Staff family with others who want to join us on our quest to serve the Youth in the Boy Scouts of America.
**Troop Leadership**

All Troops in Camp must be under the leadership of two (2) adults at all times, one of whom must be 21 years of age or older, and the other whom must be 18 years of age or older. Leaders may rotate if necessary, but at least two (2) adults must be with the Troop twenty-four (24) hours a day. Anyone arriving and/or leaving Camp property at any time must check-in and check-out with the Camp Office.

It is desirable for the regular Scoutmaster to be the Camp Leader, but in the event that specific person is unable to attend full-time, the Troop Committee should name a “Camp Scoutmaster”. The Camp Scoutmaster works closely with the Senior Patrol Leader in developing and scheduling the Troop’s programs and activities. He or she should also be present for any Camp Leaders’ roundtable meetings and they will assign/coordinate the responsibilities of all adult leadership for the Troop.

**Scout Leadership**

Each Troop’s Senior Patrol Leader is a part of the “Camp Troop Leaders Council” which meets regularly with the Program Director. At these regular meetings, patrol activities and other Camp-wide activities are scheduled. The Troop SPL should work closely with the Camp Scoutmaster to guide the Troop through the Weekly Camp Program and activities. If your Troop SPL is unable to attend Camp, your Troop should elect a “Camp SPL” to act as the SPL during the duration of your Troop’s time at Camp.

Patrol Leaders are the keys to making the Patrol Method work effectively. Some of the areas that the Patrol Leaders can take charge in are as follows:

- Each patrol should have its own distinct campsite within the Troop’s campsite.
- Each patrol should serve at the Program Patrol on a rotating basis.
- Each patrol should serve as the Service Patrol on a rotating basis.
- Each patrol should display and carry their Patrol Flag at Camp activities and demonstrate Patrol Spirit through their Patrol Yell, Song, etc.
**Discipline**

The twelve (12) points of the Scout Law are the basic guidelines for proper conduct at Camp. The Troop Leader and his assistants are responsible for the discipline and order of their Troop. The Camp Staff will not assume responsibility for, nor interfere with Troops unless it directly involves the Health & Safety of persons, or if the Scout Leaders are not present at the time of the situation. Staff members who notice any problem, will refer the problem back to the Troop Leader, and will inform the Camp Director as well. No arrangements or decisions will be made to send a Scout home before informing the Camp Director of the situation at all relevant details. Scouting is designed to provide a safe and healthy environment for all youth, therefore, per BSA policy, no initiations or hazing activities are permitted in Camp.

**Checking In & Out of Camp**

Anyone entering or leaving Camp Uland property must Check-In and Check-Out with the Camp Office. There will be clipboards in the Camp Office with the Check-In and Check-Out forms.

Please locate the correct form and filled it out. There are separate forms for participants, adult leaders, visitors, and staff members. All groups leaving Camp by foot, car, or other form of transportation must be under the supervision of their own adult leaders and/or approved adult supervision.

These policies and procedures are in place to ensure the safety of all persons in Camp. In the event of an emergency we must have up-to-date information to ensure an accurate head count and to allow us to coordinate our emergency activities efficiently. Please assist us by following these procedures and communicating their importance to your fellow Scouters.
Visitors

We are always pleased to welcome visitors to Camp Urland and we want to ensure that their stay is safe and enjoyable.

All visitors must Check-In at the Camp Office and communicate to the Camp Management the purpose and duration of their visit. All guests are required to depart Camp property by 9:30pm, unless specific arrangements have been made with the Camp Director. Camp Management personnel will brief any visitors upon their arrival and make sure that everyone is aware of the updated Emergency Procedures and are provided an escort if necessary.

Any visitors wishing to participate in meal time at the Dining Hall can see the Camp Director to receive a meal-ticket for each meal that they will be participating in. A meal-ticket is required in order to pass through the serving line. The pricing for a meal-ticket is as follows:

- Youth (10 years of age and under): Free
- Youth (11 – 18 years of age): $5.00
- Adults (18 years of age and over): $10.00

Open Toed Shoes

No open toed shoes are allowed in Camp Urland at any time.
Camp Vehicle Use Policy

Vehicle use at Camp Uland during the Winter Camp event will fall under the guidelines as outlined in the Camp Uland Policies document (Section 1.4 - Parking & Vehicle Management). This includes, but is not limited to, the following:

1.4.2.1 - Roads in camp are restricted to service vehicles. [...] 

1.4.2.2 - [...] Youth under 18 years of age with a valid driving license must park in the main parking lot at the entrance to Uland Scout Reservation, lock their vehicles, and may not drive them until they leave Uland Scout Reservation at the end of the designated activity. [...] 

1.4.2.3 - Units with troop trailers to carry unit gear will reserve sites with the authorized trailer parking areas. At family camp activities, adult leaders and parents may drive to their designated camp site, unload gear, and then they must park their vehicle in a Three Rivers Council Camping Committee designated parking lot until the event is over or they are finally leaving camp. 

1.4.3.2 - Individuals with disabilities may obtain permission for special transport, if needed. The event chairperson will confirm this need at least two (2) weeks prior to the event to allow time to facilitate any special needs. It must be understood that no other person than the individual with the disability, a caregiver if needed, and a driver may be transported in the vehicle. 

1.4.4.1 - Vehicles while on Three Rivers Council Property will follow these rules:
   a. Operators of vehicles must have a current valid state driver's license.
   b. All operators of vehicles on camp property must be 18 years of age or over.
   c. The speed limit in Uland Scout Reservation is 10 miles per hour and must be strictly observed and violation of this policy will result in the individual's expulsion from Uland Scout Reservation.
   d. Passengers must ride in permanently installed seats equipped with seat belts. There must be a seat belt for each passenger.
   e. No one is allowed to ride on the outside of any motor vehicle or in the open back of any van or pickup truck.
   f. Vehicle use is limited to essential travel as defined by the Camp Ranger or Campmaster.
   g. All parked vehicles must have the keys removed and the doors locked.
**UTV/ATV Use Policy**

Personal ATVs, Quad-runners, UTVs, golf carts, or motorized scooters are not allowed on Camp Uraland property unless properly authorized in advance of an official event or activity.

ATVs and UTVs may be authorized for use at Camp Uraland but are restricted to Maintenance and Administrative use only.

Drivers of these vehicles must be approved by the Scout Executive, Council Camping Chairman, or Camp Ranger. The vehicle will be inspected and approved by the Camping Chairman or Camp Ranger and then be issued identification authorizing its use in camp.

The operation of an off-road vehicle without possession of evidence of completion of the required safety program for that vehicle is strictly forbidden. The course may be found online at: [https://cbt.svia.org/moodle/login/index.php](https://cbt.svia.org/moodle/login/index.php) and a certificate of completion of the course must be carried at all times while operating the vehicle.

Authorized drivers of ATVs and UTVs:

1. Drivers must be at least 21 years of age and have a valid driver's license.
2. All drivers must be certified by successfully completing the on-line ATV/UTV training course and download successful proof of completion. The course requires 2-1/2 hours for completion.
3. Drivers must observe camp speed limits (10 mph) and must drive in a courteous manner and yield right-of-way to pedestrians.
4. All UTV Drivers must wear a seat belt and helmets are strongly recommended.
5. It is mandatory that ATV drivers wear helmets at all times while operating the vehicle.
6. Only authorized passengers may be carried in the vehicle and there must be a seat available for each passenger.
7. ATVs are prohibited from traveling off established roads except in response to an emergency.
8. UTVs may go off road to reach maintenance sites.
9. Drivers are responsible for the safe operation and condition of the vehicle.

Any violation of these rules and regulations may result in loss of privilege of vehicle use.
Camp Policies Guide - Winter Camp

Vehicle/ATV/UTV Use Form

<table>
<thead>
<tr>
<th>Driver Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver License #:</td>
<td></td>
</tr>
<tr>
<td>Vehicle Type:</td>
<td>Passenger Vehicle</td>
</tr>
<tr>
<td>(circle one)</td>
<td></td>
</tr>
<tr>
<td>Year:</td>
<td>Color:</td>
</tr>
<tr>
<td>Make:</td>
<td>Model:</td>
</tr>
<tr>
<td>License Plate #:</td>
<td>(if applicable)</td>
</tr>
</tbody>
</table>

Driver

Printed Name:  
Signature:  

Camp Director

Printed Name:  
Signature:  

By signing this document you certify that the information listed is correct to the best of your knowledge and you agree to abide by the Camp Urland policies regarding Vehicle Use and ATV/UTV Use while at Urland Scout Reservation.

- Vehicle/ATV/UTV Use Forms must be turned in to the Camp Director by December 12th for review. Authorization or Vehicle Passes will not be authorized on-site without prior consideration & review.
- Drivers of an ATV or UTV vehicle must present a copy of their certificate of completion for the required safety course upon registration.
- All vehicles must be safe operating condition (passenger vehicles must have complete insurance coverage as required by the registered state).
- The Camp Director reserves the right to revoke Vehicle Authorization at his discretion at any time during the Winter Camp event.
Three Rivers Council – Tobacco Use Policy

The Three Rivers Council Executive Board has adopted the policy set forth by the National Executive Board concerning the use of tobacco products at Scouting functions. The policy is as follows: “All buildings and/or facilities under control of the local council are to be designated as smoke-free and tobacco-free facilities. In addition, all Scouting functions, meetings, or activities should be conducted on a smoke-free and tobacco-free basis with permitted smoking and tobacco use areas located away from all participants.”

At Camp Urland, our designated areas for smoking and tobacco use are as follows:
1. Behind the Hearn Lodge, on the back porch, out of the view of any classes or participants.
2. Behind the Dining Hall, on the back porch, out of the view of any classes or participants.
3. In the Main Parking Lot area, at/around the designated picnic table on the East side, out of the view of any classes or participants.

Mail

Letters, packages, and parcels can be mailed to Camp for anyone who is participating in the Camp activities. Please use the following format when mailing any items to Camp Urland:

Individual’s Name & Unit Number
C/O: Camp Urland
110 Camp Urland
Woodville, Texas 75979

Camp Staff Area

The Camp Staff have designated areas within Camp Urland that are setup as their living facilities for their extended time in Camp. Please communicate to your Troop members that they are not allowed in any Camp Staff areas at any point in time, no exceptions. The Camp Staff relies on the assistance of the Troop Leaders to see that this is communicated and enforced. If anything is required from a Staff Area or if there are any questions, comments, or concerns regarding a Staff Area, please contact the Camp Director.
Tents & Platforms

Tents and wooden platforms will not be supplied by the Camp. Therefore, upon your arrival there will be no platforms and/or tents setup in your campsite area. Please contact the Camp Director for any questions, comments, or concerns.

Personal Equipment

Absolutely no personal firearms, ammunition, archery equipment, canoes, boats, travel trailers, etc. are to be brought into Camp Uurland boundaries. Each program area contains Council and Camp approved equipment to be utilized for each areas program and activities.

In the event that personal equipment is mistakenly brought into Camp Uurland boundaries, bring this to the attention of the Camp Director privately so that the situation can be reviewed and appropriate action can be taken. It may be necessary to secure any questionable items in the Camp Ranger’s safe until the persons involved are ready and approved to depart Camp Uurland property at the end of Camp.

Portable Generators

No portable electric generators are allowed for personal use in any Troop site, Patrol site, or Campsite area.
Fires

Any and all campsite fires must be confined to the fire-ring within each Campsite. If you have an issue, or the fire-ring for your campsite is not suitable for use, please bring this to the attention of the Camp Management so that appropriate action can be taken. Please note and heed any special fire restrictions due to dryness or weather. Camp Urland observes strict compliance with any and all Local and State burn-bans and/or fire restrictions. If you have any questions please ask your Camp Management for clarification.

Trash Disposal

Trash cans & trash bags are provided for each campsite. All trash should be picked up daily to limit the activities of local wildlife in the campsites area. Trash pickup days will be identified at the beginning of your Camp session and Camp Commissioners will make rounds with the Camp Ranger to see that all trash is properly picked up and taken to a designated facility/location. If you trash gathering activities exceeds the limitations of your trash can and/or trash bags, please notify one of the Camp Commissioners so that an early pickup can be performed for your location and you can be restocked with trash bags. Remember that a Scout always leaves an area better than he found it. Please secure all of your trash so that we can continue to enjoy Camp Urland for many years into the future.

Damage to Council Tools/Equipment

Any Troops/personnel using any tools or equipment provided by Camp Urland personnel will be responsible for maintaining and returning it in the same or better condition that when it was provided. If any Camp Urland tools or equipment are damaged, whether by neglect or willful abuse, the Troop/personnel using the tools or equipment will be responsible for the cost of repair or replacement – in fair value, as determined/reviewed by the Three Rivers Council Camping Committee Chairman.

Any issues, questions, comments, or concerns regarding this issue of “Damage to Council tools/equipment” are to be directed to the Camp Director for review and analysis.

Camp Urland – Three Rivers Council, BSA
Sheath Knives

Any type of fixed blade knives (non-folding), throwing stars, or martial arts weapons are not allowed in Camp Urland.

Fireworks

No fireworks of any kind, shape, or type are allowed within Camp Urland Boundaries.

Flammables & Explosives

Any and all flammable material must be checked-in to the Camp Ranger upon arrival at Camp Urland and may not be kept in the Campsite. After you arrive at Camp and check-in at the Camp Office, please visit Equipment Issue to address any issues you may have regarding flammable material. The Camp Ranger has a secure on-site facility for the storage and control of any and all flammable material. Gasoline or kerosene lanterns are not allowed in any tents.

Pets

Pets are not allowed within the Camp Urland boundaries.