

STONEWALL JACKSON AREA COUNCIL, BSA
CAMP SHENANDOAH
CURRENT FACILITY USE POLICY & PROCEDURES
Revised: December 20, 2005

All Scouting Units and other user groups will need to submit a Camp Shenandoah Facility Use Application to the Council Office a minimum of two weeks in advance of intended use.

Camp Ranger

The Camp Ranger is a Council staff member on site at the camp. Some of the duties and responsibilities of the ranger are:

- Maintain security and protect camp property.
- Enforce Council Camp Shenandoah Camping Policy and Procedures
- Check units or groups into and out of the Camp including campsite assignment and inspecting physical conditions of the campsite area or areas at check-in and prior to departure of the unit or group from camp. (These duties may be assigned to a Campmaster under the guidance of the Ranger.)
- Perform general Camp maintenance and protect camp facilities from damage and improper use.

Campmasters

A Camp Master is a volunteer scout leader who serves at the request of the Council Camping Committee. They perform weekend check in and check out of Scout Units and other user groups in Camp. They are responsible for enforcing Camp Policies & Procedures and also serve as a resource person for weekend users of Camp. While at camp the Campmaster serves under the supervision of the Camp Ranger.

GENERAL REGULATIONS FOR USE OF COUNCIL FACILITIES

Guide to Safe Scouting

Policies, Procedures, & Guidelines found in the guide to Safe Scouting will be enforced at Camp Shenandoah.

Archery Equipment

Prohibited at Camp without prior approval from the Council Service Center. Any approved use must be in conformance with National BSA Policy including supervision by a trained, BSA certified instructor.

Canoes

The Council owns a limited number of canoes, a trailer, paddles, and life jackets that are available for Council Scout Troop and Crew use off camp property under the terms and conditions of a written rental contract. Activity must be conducted using Safety Afloat & Safe Swim Defense Guidelines and under the supervision a Safety Afloat & Safe Swim Defense Trained Adult Leader. All rented canoes must be transported on the Council's trailer. Reservations for the use of canoes must be filed with the Council Service Center at least two weeks before the planned use. Requests will be honored on a first-in first-served basis.

SHORT TERM CAMP AVAILABILITY

The camp is available for short term camping and approved activities at any time when not in conflict with Summer Resident Camp Programs. Council and district functions have priority but must be scheduled 6 months in advance to insure availability. All Scouting Units and other user groups will need to submit a Camp Shenandoah Facility Use Application a minimum of two weeks in advance of intended use.

Bicycles

Bicycles will not be allowed beyond the camp parking lot.

Damage to Camp Property

The cost of repairs for damage to camp property will be reimbursed by the unit or camper group causing the damage. Cost will be determined by guidelines set by the Council Properties Committee.

Youth Protection Guidelines

The following guidelines apply to any group using Camp Shenandoah and will be enforced. Failure to comply can lead to immediate dismissal from Camp. ***Two Deep Adult Leadership is required at All Times.**

All Groups utilizing Camp Shenandoah must have two adult leaders present at all times if youth under 18 years of age are present. One of these adults must be 21 years or older and for Scouting Units must be a registered Scout Leader and trained in youth protection. If female youth, guest, or Venture Crewmembers are present an adult female leader age 21 or older must also be present.

***No one on one activity between adults and youth are permitted except in the case of parent or legal guardian**

***No Secret organizations or initiations are permitted as a part of the BSA program.**

***Adult leadership needs to respect the privacy of youth members & participants**

***Parental participation at Scouting activities and outings is encouraged.**

All Scouting Units and Activities must have a minimum of one Adult present that has completed BSA Youth Protection Training.

Hazing and Raiding

There is no place in Scouting for hazing or raiding of campsites, and these activities will not be permitted at Camp Shenandoah. Hazing is against the law in the Commonwealth of Virginia, and prohibited by the policies of the National Council and the Stonewall Jackson Area Council.

Buddy System

While at Camp all youth should use the buddy system at all times.

Youth Leaving Camp

While at Camp no participating youth member may leave the Camp before the Unit/group's departure except for the following situations.

- In case of emergency with Unit Leadership and notification of Parent or legal guardian.
- With youth's legal guardian and notification of Unit/group Leader
- Written permission of legal guardian and prior knowledge and approval of Unit/Group Leader.

Preparing for Emergencies.

The unit or attending group is to have the following documents in possession while at Camp Shenandoah.

- A complete roster of boys and adults, with emergency telephone numbers.
- Written permission of parent or guardian for each youth to go camping.
- A completed Health and Medical Record (Class 1 or higher) for each individual (youth AND adults) at Camp. Medical Record should include emergency medical arrangements including a written agreement that permits a youth to be taken to a hospital and treated in case of injury or illness and that parents will meet the group leader at the hospital. **BSA Class One Medical (Personal Health History) is adequate for Weekend Camping**

Reporting Emergencies

- **Emergency Help (Rescue Squad, Fire, and Sheriff's Office) can be reached by dialing 911. Identify Camp Shenandoah as the location. Be sure to have someone remain at the Camp Office to give directions to the responding Emergency Service.**
- All accidents, injuries, or illnesses should be reported to the Camp Ranger or Campmaster immediately. He or she can help in reaching the rescue squad, Fire Company, police or sheriff's department.

Cub Scout Family Camping

Cub Scout Family Camping for individual Cub Scout Families is available at Camp Shenandoah during Council conducted Family Camp Weekends. Note that cub family camp also requires a minimum of a class 1 medical information form for each youth and adult in attendance. Please refer to the Preparing for Emergencies and Reporting Emergencies sections above.

Cub Scout Pack Family Camping is available at Camp Shenandoah under the following conditions.

A BALOO trained adult leader coordinates & participates in the Pack Camping Trip.

Each Cub Scout camps with a parent or legal guardian. Each Camper should have a Medical Health History.

Cub Pack's can also camp at other Campgrounds if they are inspected and approved for use by the Council Camping Committee and the camping activity is under the supervision of a BALOO trained adult.

Webelos Den Camping

Webelos Dens do not require a BALOO trained adult coordinator to Camp, however Webelos Leader Outdoor Training is recommended. Parent/son participation in camping is required. In cases where a parent/guardian cannot participate, that parent can recruit another attending adult to oversee their Webelos Scout. No adult can supervise more than 2 Webelos and all youth protection guidelines apply. The Webelos Leader/adult in charge can only be responsible for their own son. Weekend Webelos den camping requires the completion of a minimum of a class 1 medical information form for each youth and adult in attendance. Please refer to the Preparing for Emergencies and Reporting Emergencies sections above.

Fires

It is the responsibility of each unit or group leader to assure compliance with the Virginia State Fire Law. The Camp Ranger will keep the status of local fire restrictions posted. Fire Buckets should be located at all open fires.

Firearms and Ammunition

Prohibited at Camp Shenandoah except with prior written approval from the Council Service Center and conforming to National BSA Standards and supervised by National BSA certified or NRA instructor. The Rifle Range is for BB gun and 22 Rifle shooting only.

Firewood

Use trees that have fallen or wood that has been provided by the camp. Do not cut any standing trees. In the spirit of Scouting it would be nice to leave a courtesy woodpile at your campsite when you leave.

Tent Platforms

Tent platforms are for use during the summer camping season only. Campers should refrain from moving them while in camp.

Garbage

Leave No Trace: Carry it in & Carry it out” applies to all. Garbage must be deposited in dumpsters provided behind dining hall.

Other Groups

In accordance with the policies of the Boy Scouts of America, camp facilities are available to organized groups, other than Scout units, under the following conditions:

- That it does not interfere with the use of the camp for the intended purposes by the Boy Scouts of America.
- That the group shall provide qualified adult leadership and necessary trained staff in sufficient in number to adequately conduct its programs while insuring the safety & health of all participants. (Minimum requirement is two adults age 21 or older present at all times with one of these adults being female if female participants are present).
- That all standards and certifications as may be required by law be complied with.
- That all conditions as outlined in the Facility Use Application have been met and the use of Camp has written approval from the Council.
- That the program of the group and its leadership shall be in harmony with the principles of Scouting.
- All groups are required to keep their areas tidy while in camp and when departing.

Prohibited Items

- Firearms, Ammo, Fireworks and Explosives
- Archery Equipment
- All additional Weapons (slingshots, swords, etc.)
- Use of Sheath Knives is not recommended
- Pets
- Alcoholic beverages
- All forms of pornography
- Use of tobacco (in any form) is forbidden for all youth campers and strongly discouraged for adult leaders and shall not be used in the presence of youth. The example you set is important.

Transportation

- All Scout Units must have an approved Tour Permit to attend Camp Shenandoah.
- No one is to be transported in a trailer, a van without seats or in the bed of a truck (including a pickup truck with camper or cap).
- Trucks are to be used to transport equipment only, except to the extent they are designed to carry passengers and contain seats with seat belts.
- . No vehicle of any kind shall carry more passengers than the maximum capacity recommended by its manufacturer. All passengers must wear seat belts at all times.

Trees

Protect and preserve trees. Refrain from cutting, hacking, nailing into, or otherwise harming any *live* standing tree. Cut and use only dead trees. The value of damage done to trees will be evaluated by the Council Properties Committee and assessed to the unit causing the damage.

Vehicles in Camp

All personal vehicles must be parked in the parking lot in front of the Camp Administration Building. With prior arrangements, the Camp Ranger or Campmaster will transport camp gear to individual campsites using the camp truck or designated vehicle. Under no circumstances are vehicles to be kept in campsites. Special permits for persons with disabilities are available from the Camp Ranger or Campmaster.

Health Lodge/Camp Office

The Health Lodge/Camp Office is available only to district and council activities and the Order of the Arrow. The Health Lodge is to be used only as a health and first aid facility and is to be under supervision of a physician, registered nurse, certified Emergency Medical Technician (EMT), or a person who meets BSA's standards for a health lodge officer. If needed the Campmaster may be assigned use of the Camp Office by the Camp Ranger.

Trading Post

The trading Post is to be opened and operated solely by the Campmaster, Ranger, or other person approved by the Council Executive at such times and under such terms and conditions as the Council Executive deems appropriate. The Trading Post shall not be used as sleeping quarters except during extreme inclement weather and then only with the approval of the Camp Ranger or the Campmaster (Sleeping Quarters area only).

Climbing Tower

Use of the Climbing Tower requires the supervision of two qualified climbing instructors with one being 21 years or older. All use must conform to the standards outlined in the BSA Climb on Safely Program. User groups will have to make arrangements to provide their own equipment. Use of the Climbing Tower is available only with prior written approval from the council office.

COPE Course

Use of the COPE Course requires the direct supervision of a nationally trained, certified COPE instructor approved by the Council COPE Committee. The COPE Course is available only by special arrangement. There will be a charge for the use of the COPE Course to help defray the cost of equipment repair and replacement. The charge for the use of the COPE Course will be negotiated on a case-by-case basis. Use of the COPE Course is available only with prior written approval from the council office. BSA Reservations for the use of the COPE Course must be made 30 days in advance. Elements of the course may not be available due to required maintenance.

Dining Hall

The Dining Hall is available to in-council and out-of-council units and organizations on an individually negotiated basis. The Dining Hall and lounge adjacent to the kitchen area shall not be used as sleeping quarters except during extreme inclement weather and then only with the approval of the Camp Ranger or the Campmaster. No sleeping in Dining Area or Staff/Adult Leader Lounge unless the gas supply as been turned off to the building.

The Camp Kitchen

The Kitchen is available Scouting Units, Council & District Activities, and other groups on an individually negotiated basis. The Kitchen utilities, due to winterization, are not available for from October 1st until May 1st. Kitchen use must be supervised by an individual experienced and trained in the use of commercial kitchen equipment. Use of kitchen is available only with prior written approval.

The Kitchen shall not be used a sleeping quarters at any time and must be closed and locked if adjacent dining hall and/or lounge is used for sleeping.

Waterfront Swimming Area

Scouting Units and Groups may use the waterfront swimming area with prior written approval only. Use must be under the supervision at all times of a responsible adult at least 21 years of age who is currently trained in Safe Swim Defense. Waterfront use must conform to all the standards outlined in the BSA Safe Swim Defense Plan. Failure to fully implement all elements of the Safe Swim Defense Plan will result in immediate closure of the Waterfront and possible dismissal from Camp. No use of the Swimming Waterfront is allowed except when the Safe Swim Defense Plan is being utilized. The lake is closed to swimming activities from October 1st thru May 1st.

Lake Canoeing & Boating

Not allowed except with prior approval during Council & District Activities and in accordance with all National BSA Standards & Procedures and under supervision of currently certified BSA Aquatics School Director.

Hunting

Hunting is not allowed on Camp Shenandoah property.

Fishing

Lake Fishing is available to any individual participating at an activity at Camp Shenandoah unless otherwise posted. Additionally an Annual Fishing Permit is available to any registered member of the Stonewall Jackson Area, parent or adult guardian fishing with a youth member, current donor, or other guests. Annual fishing permits can be obtained from the Council Service Center or Camp Ranger. Rules & Procedures are as follows:

- All Registered Camp Users can fish during their Camp Activity. A valid State Fishing License is required by law.
- All members of the BSA and the general public can fish in Memorial Lake as follows:
 1. No fishing allowed from swimming area & dock.
 2. Must possess valid state fishing license as required by law.
 3. Apply for Annual Camp Shenandoah Fishing Pass.
 4. The lake is closed to general public fishing during special activities
 5. The lake is closed to all outside users during summer camping season.

CAMP SHENANDOAH FACILITY USER FEES & REQUIREMENTS

Stonewall Jackson Area Council

Short Term Camp Use

I All Camp Use Must be Scheduled through the Council Service Center on a Council Program Calendar Year September thru August. Council and District Activity dates should be schedule by June 1st for upcoming Calendar Year to insure priority status. After June 1st Camp Use is First Come First Serve.

II. Registration Procedure:

1. Request and receive Camp Use Information Packet
2. Submit Facility Use Application for Consideration.
3. If approved applicant will be sent written confirmation and any additional information needed.
4. User to provide all information and fees required before Camp arrival.
5. All Boy Scout Units required to provide Tour Permit
6. All Non BSA Users required to provide Hold Harmless Agreement and \$1,000,000 Certificate of Liability Insurance Protection
7. All Boy Scout Units to have Current Health Histories for all participants
8. All Units & Groups to provide Camp Attendance Roster
9. All Users required to maintain 2 deep Adult Leadership in Camp if Youth are present.

III User Fees and Requirements

General Day Use:

- SJAC Units & Activities No Charge
- Other Boy & Girl Scout Groups \$2.00 per person per day
- Other Non Profits \$2.00 per person per day
- Other Groups \$5.00 per person per day

Camping

- SJAC Units & Activities No Charge
- Other Boy & Girl Scout Groups \$2.00 per person per day
- Other Non Profits \$2.00 per person per day
- Other Groups \$5.00 per person per day

NOTE: If camping then General Day Use Fee does not apply. Camping allowed in designated Campsites Only.

Dining Hall

Use of Dining Hall only without Use of Kitchen. All groups are expected to clean area before departure.

- SJAC Units & Activities No Charge
- Other Non Profits \$1.00 per person per day
- Other Groups \$2.00 per person per day

Kitchen

Utilization of kitchen requires prior written approval after submitting a Kitchen Use Form. Is available for rental from May 1 thru October 1 except during Council Activities.

- SJAC Council & District Activities No Charge
- All other Users \$ 75 per meal
- \$200 Refundable Damage Deposit

*Showers

- Camp Showers available from May 15th through Oct 1st
 - All Users are Expected to Clean Shower House After Use
 - SJAC District & Council Activities: No Charge
 - Other Activities: \$50.00
- \$100 Refundable Damage Deposit

Rifle Range (BSA Use Only)

- Any Use requires Supervision of Currently Certified National BSA Instructor and enforcement of all National BSA Standards & Policies
Requires prior written approval by Council. Rental fee may apply for Non Council use.

Archery Area (BSA Use Only)

- Any use requires Supervision of Currently BSA Certified Archery Instructor (within 2 years) and implementation of National BSA Use Standards. Requires prior written approval by Council.

Waterfront Available for SJAC Units & Activities Only

- Any Use requires the use and enforcement of all National BSA Standards & Policies with prior written approval by Council. Troop Swim per Safe Swim Defense Standards. Other use must be supervised by a currently certified National BSA Aquatics Instructor.

River Canoe Rental

- See Separate Guidelines for Canoe Use (SJAC Troops & Crews only)

Fishing:

- All Registered Camp Users can fish during their Camp Activity. Valid State Fishing License Required. (One Unit Leader must review & Obtain Camp Fishing Permit for the Unit's Use)
- All Scouters & General Public can fish with the following conditions:
 1. Possess Valid State Fishing License
 2. Apply for Annual Camp Shenandoah Fishing Pass
 3. Lake Closed to General Public Fishing During Special Activities
 4. Lake Closed to All Outside Users during Summer Camping Season
 5. No Fishing from Swimming Area & Dock

**STONEWALL JAKSON AREA COUNCIL
CAMP SHENANDOAH HOLD-HARMLESS AGREEMENT
(FOR NON-BOY SCOUTS OF AMERICA USERS)**

The _____ Shall indemnify, hold free and harmless, assume liability for, and defend the Stonewall Jackson Area Council, Boy Scouts of America, its chartered affiliates, agents, servants, employees, officers, and directors from any and all costs and expenses including but not limited to, attorney's fees, reasonable investigative and discovery costs, courts costs, and all other sums which the Stonewall Jackson Area Council, Boy Scouts of America, its chartered affiliates, agents, servants, employees, officers, and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of _____ use of real or personal property belonging to the Stonewall Jackson Area Council, Boy Scouts of America, its chartered affiliates, agents, servants, employees, officers, and directors, or by any action or omission by _____, its members, agents, servants, employees, officers, or directors.

I also certify that _____ has received and read the Camp Shenandoah Facility Use Policy and Procedures Guideline and will abide by these Polices & Procedures while attending Camp Shenandoah.

Property and period to be used:

Camp Shenandoah

Date(s) _____

(Organization)

By: _____

(Title) _____

(Date) _____

Camp Shenandoah Kitchen Use Form

Stonewall Jackson Area Council

I Group Use Information

Name of User Group: _____

Date of Use: _____

Name of Kitchen Supervisor: _____

Phone # _____

Safe Serve Certification: Date of Training: _____

Other Kitchen Supervisor Qualifications: _____

Return Enclosed Competency Checklist: _____

II Kitchen Equipment Use

Check those Kitchen Items Listed below to be used.

The person listed above must have cooking experience using these items and understand proper equipment operating and cleaning procedures. All cooking equipment protected by Range Hood Fire Suppression System. Understanding of this system's proper procedures before using Kitchen is essential.

Kitchen Equipment Available

___ Reach In Freezer

___ Reach In Refrigerator

___ Convection Oven (2)

___ 6 Burner Gas Stove & Oven

___ Griddle

___ Hooded Fire Suppression System

___ Assorted Pots, Pans, & Cooking Implements

Note: Dishwasher not available. Use Paper Products.

The Group's Kitchen Supervisor is welcome to visit Camp before activity to review Kitchen Setup. Contact Camp Ranger at 540-886-7513 or 540-886-4262 to arrange visit.

Complete and return a copy of this Form with Competency Checklist to:

SJAC, BSA, P.O. Box 813, Waynesboro, Va. 22980 or fax to 540-943-6676.

**CAMP SHENANDOAH FISHING PERMIT
STONEWALL JACKSON AREA COUNCIL**

Fishing at Hope Memorial Lake is available to any individual participating at an activity at Camp Shenandoah unless otherwise posted. Additionally an Annual Fishing Permit is available to any registered member of the Stonewall Jackson Area, parent or adult guardian fishing with a youth member, current donor, or other guests. Rules & Procedures are as follows:

Rules & Procedures:

- All Members of the BSA and the General Public can fish at Hope Memorial Lake as follows:
- 6. Possess Valid State Fishing License
- 7. All State Fishing Rules and Requirements must be followed.
- 8. User must apply for an Annual Camp Shenandoah Fishing Pass
- 9. No Fishing from Swimming Area & Dock
- 10. Lake is closed to General Public Fishing during some Special Weekend Scouting Activities. (Contact Camp Ranger (540-886-7513) or Council Service Center (540-943-6675) for dates.)
- 11. Lake Closed to General Public during Summer Camping Season (June 1st to September 1st of each year.)
- 12. Any guest must be accompanied by a Permit Holder
- 13. No Alcoholic Beverages allowed.
- 14. Must contact the Camp Ranger or Council Service Center before Fishing.

Special Note:

- All Registered Camp Users can fish during their Camp Activity. Valid State Fishing License is still required. One Adult Leader from each Unit needs to Review and sign Fishing Permit!

I have read the Conditions and Procedures outlined above and agree to follow them.

Unit # (If Needed) _____

Name: _____ Phone # _____

Address: _____

_____ Date: _____

Signature

CAMP SHENANDOAH FISHING PERMIT

Good for One Year from Date Issued:

Rules & Procedures:

1. Possess Valid State Fishing License
2. All State Fishing Rules and Requirements must be followed.
3. User must apply for an Annual Camp Shenandoah Fishing Pass
4. Lake is closed to General Public Fishing During Special Weekend Scouting Activities.
5. Lake Closed to General Public during Summer Camping Season (June 1, 2007 thru August 15, 2007)
6. No Fishing from Swimming Area & Dock.
7. Guest must be accompanied by a Permit Holder
8. No Alcoholic Beverages allowed.
9. Must contact Camp Ranger (540-886-7513) before Fishing

Permit is issued to:

Name: _____

Date: _____

Issued by:

Name: _____

Position: _____

Signature: _____

CAMP SHENANDOAH FACILITY USE APPLICATION
Stonewall Jackson Area Council

I Type of Group:

- **Boy Scout Unit and #**

: Pack # _____ Troop # _____ Crew # _____ Team # _____

Council Name: _____

If Stonewall Jackson; District Name: _____

- **Girl Scout Unit and #**

Troop # _____ Council Name: _____

- **Non-Profit Group Name:** _____

- **Other Group Name:** _____

II Name of Person Applying: _____

Address: _____

Phone #: _____ Fax Number: _____

E-mail: _____

III Facility Request:

1. Date(s) Requested: _____

2. Will be Camping _____ or Day Use Only: _____

3. Approximate Arrival Time: _____ Departure Time: _____

4. Approximate number of individuals who will be attending: _____

5. Facilities Requested:

_____ Campsite: _____ Activity Shelter: _____ Waterfront*
_____ Dinning Hall Only: _____ Kitchen* _____ Campfire Circle
_____ Rifle Range* _____ Camp Showers*

Note (*): Special Use Conditions Apply: See Back & Camp User Fees & Requirements

Any Special Use or request Description: _____

For Non BSA User Groups:

- **Hold Harmless Agreement Enclosed** _____
- **\$1,000,000 Certificate of Liability Insurance Enclosed** _____
- **Refundable Damage Deposits for Kitchen and/or Shower House Enclosed** _____

We have received and reviewed the Camps Fees, Requirements, and Policy & Procedures Guide and will abide by them while at Camp Shenandoah.

Signature Unit/Organizational Position Date

IV Special Use Conditions Information:

I Adult Supervision & Training Information for Rifle, Shotgun, BB or Archery Use

Name: _____ **Birth date:** _____
Date of National BSA Shooting Sports Certification _____
Date of Council BB and/or Archery Instruction Certification _____

Must provide at Camp: Shooting Certification Card & Current First Aid & CPR Certification for Shooting Sports Supervisor with prior written approval of use.

II Adult Supervision & Lifeguard Training Information for Waterfront
(Only Swimming Area Available: Must use & enforced Safe Swim Defense Plan)

Adult Supervisor: _____ **Birth date:** _____
Date of Current Safe Swim Defense Certification _____

Lifeguard Name: _____ **Birth date:** _____
Type of Certification: _____
Date of Certification: _____
(BSA Lifeguard or BSA Aquatics School Required)

Must provided at Camp: Safe Swim Defense, BSA Lifeguard or Aquatic School Certification, and Current First Aid/CPR Certification Cards with prior written approval of use.

III Kitchen Use Supervisor

Will need to provide information using the Kitchen Use Application.

For Council Service Center Use (Application Approval)

Have received _____ BSA Tour Permit or Hold Harmless Agreement/Certificate of Insurance

Approval Notes: _____

Approved by: _____ **Date** _____

For Use by Camp Ranger or Campmaster at Camp

Scouting Unit/Group arrived at Camp at: _____ **Left at:** _____

Received: ___ **Group Roster** ___ **Fees** ___ **Certifications** ___ **Tour Permit/Hold Harmless**

Condition that Group left Campsite/Facilities was: ___ **Good** ___ **Fair** ___ **Unsatisfactory**

Signed by: _____ **Date:** _____