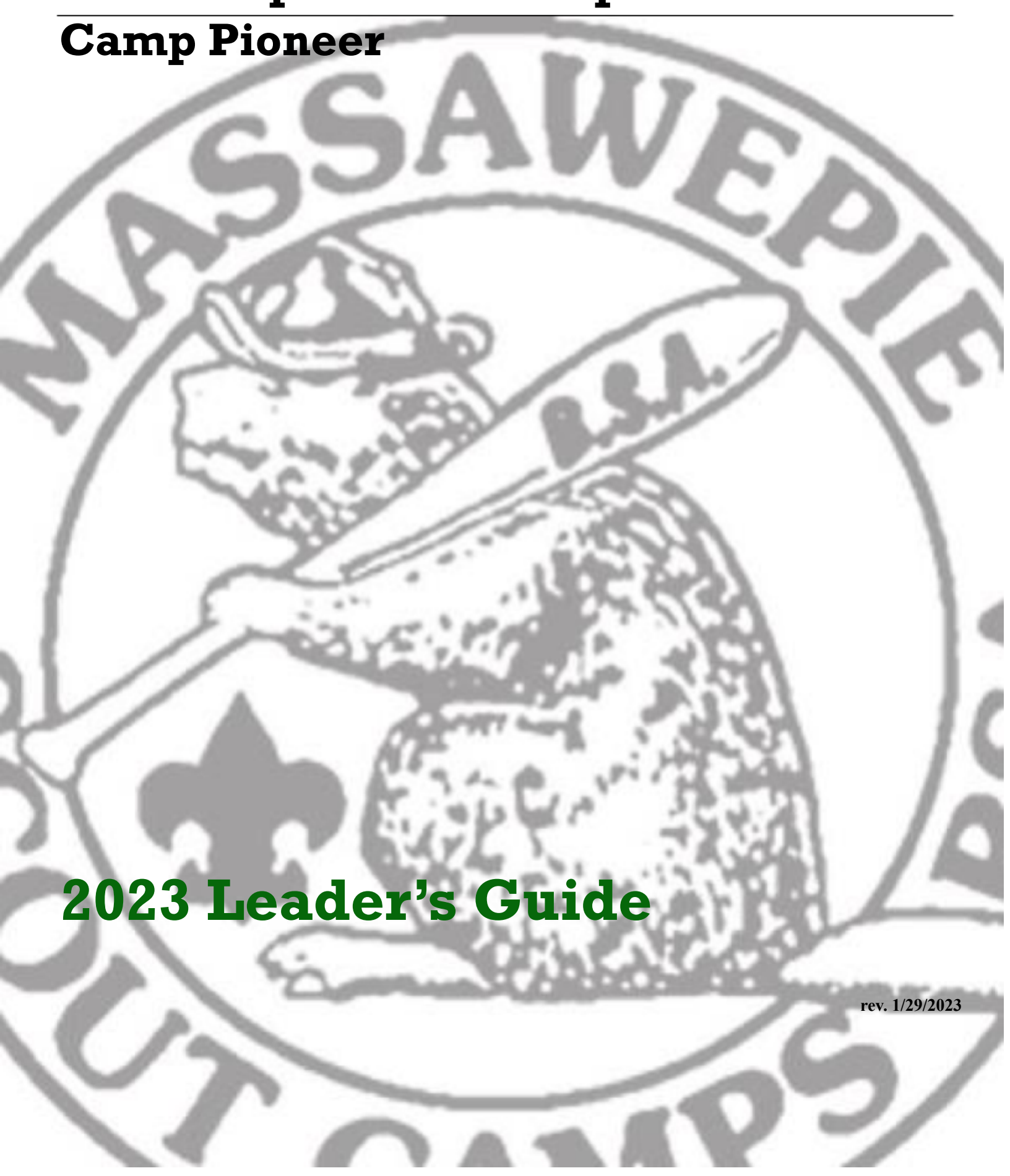


Seneca Waterways Council, BSA

Massawepie Scout Camps

Camp Pioneer



2023 Leader's Guide

rev. 1/29/2023

Mission Statement

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

It is the mission of the Seneca Waterways Council summer camping program to provide each Scout with an outdoor experience through which they have opportunities to: be challenged; work toward advancement; be active with their troop, patrol and others; achieve while learning; develop as a person; enjoy the Outdoors; and have fun.

Contacts

The Guide for Unit Leaders and all forms are available online at the Seneca Waterways Council website camping page at

Seneca Waterways Council

P:585-244-4210 F:585-241-8552

2320 Brighton-Henrietta Town Line Road, Rochester, NY 14623

Camping Director: Liane Richardson, 585-241-8545

liane.richardson@scouting.org

Scout Executive: Stephen Hoitt, 585-241-8550

Stephen.Hoitt@scouting.org

Massawepie Scout Camps

Before Camp:

Attn: Massawepie Reservation Director
Seneca Waterways Council, BSA
2320 Brighton-Henrietta TL Rd.
Rochester, NY 14623
Phone: 585-241-8572
Fax: 585-244-8552

During Camp:

Attn: Reservation Director
Massawepie Scout Camps
65 Massawepie Rd.
Tupper Lake, NY 12986
Phone: 518-359-2281
Fax: 518-359-2007

Getting ready for summer camp is the most exciting time of year. We can't wait to host you and your unit in 2023!

This leader's guide is your first resource to answering your summer camp questions. If you have any further questions, please feel free to contact us. We are always open to your input, suggestions and ideas. For more information, check out our website:

www.senecawaterways.org/outdoors .

A great camp staff is coming together to create an amazing camp experience for your unit. We can't wait for you to become a part of the over 70 years of history at Massawepie.

On behalf of the entire 2023 Massawepie Scout Camp staff, we'd like to thank you for choosing Massawepie Scout Camps. We look forward to sharing a memorable summer with you and your entire unit.

Brendan Flaherty

Reservation Director

brendan.flaherty@scouting.org

Peter Huber

Program Director

peter.huber@senecawaterways.org



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Summer Camp

2023 Camp Pioneer Season

Session 1: July 2 through July 8

Session 2: July 9 through July 15

Session 3: July 16 through July 22

Session 4: July 23 through July 29

Session 5: July 30 through August 5

Session 6: August 6 through August 12

***All traditional camp weeks begin at 1:00pm on Sunday and end by 10:00 am on Saturday. Requests for special arrangements must be made in writing with advance notice to the Reservation Director. Arrivals to camp may be subject to change based on CDC and DOH guidelines set by the state.**

2023 Camp Fees

Massawepie Scout Camps – Camp Pioneer

Scouts BSA Youth (12 and Older) (Youth)			Payment	Amount	Payment Due By
Early discount price	\$525.00	(ends Fri 04-21-2023 11:59 PM)	Camper Deposit	\$100.00	Fri 03-17-2023 11:59 PM
Regular price	\$575.00		Early Discount Fee	\$425.00	Fri 04-21-2023 11:59 PM
Late registration price	\$605.00	(starts Fri 05-19-2023 11:59 PM)	Late Fee	\$50.00	Fri 05-19-2023 11:59 PM
New Scout in Spring (Youth)					
Early discount price	\$525.00	(ends Fri 06-02-2023 11:59 PM)			
Regular price	\$575.00				
Late registration price	\$605.00	(starts Fri 06-30-2023 11:59 PM)			
Venturing Youth (Youth)					
Early discount price	\$525.00	(ends Fri 04-21-2023 11:59 PM)			
Regular price	\$575.00				
Late registration price	\$605.00	(starts Fri 05-19-2023 12:00 AM)			
Adult Participant (Adult)					
	Regular price			\$200.00	

Early Bird Pricing – Plan ahead for great Savings!

Early bird pricing is a significant discount for Scouts and Adults attending camp. In order for a unit to qualify for early bird pricing three steps must be completed.

- 1) Turn in the campsite reservation form/online with estimated number of youth and adults attending. This step should be completed with the paper Campsite Reservation form or online and include site deposit. (sites are not guaranteed)
- 2) Make a deposit payment of \$100 for each Scout and Adult that is attending camp. The Camper Commitment Deadline is when your estimated attendance is locked in. After the deadline the unit is responsible for paying the deposit for each Scout in the commitment. All deposits must be paid before the system begins to credit early bird payments. Unit estimates can be adjusted online through the registration website. Lowering adjustment can be done online prior to the deadline. Adjustments can be increased at any time but adjustments increased after the deadline are at the regular registration rate.
- 3) Make final early bird payments for Scouts and Adults by the Early Bird Payment Deadline (4/21/2023). This step should be completed online.

Campsite Reservations

Troops make campsite reservations when they turn in their deposit. **We reserve the right to make changes necessary to best accommodate campers.**

Camp Discounts

Sibling discounts - \$50 discount. Requests for sibling discounts must be submitted to camping@senecawaterways.org before final payments are due in order to apply.

Multiple camp weeks -\$150 discount will be applied to any scout attending an additional week of Seneca Waterways' camping programs. Qualifying programs are Camp Pioneer, Massawepie Treks, Eagle Flight, and NYLT.

Adult discounts – 1 free adult is credited for every 8-youth attending a session of Scouts BSA Resident Camp. If your unit brings 800 Scouts you will have 100 free adults, easy as that!

Refund Policy

A non-refundable \$100 per camper deposit is due by March 17, 2023. This initial per-camper deposit is not refundable under any circumstances. However this fee may be transferred to another camper within your unit.

There are situations in which a campers' fee may be refunded, either in whole or in part to the unit. Please note that refund checks will not be written to individual families, they will be written to the Troop.

Full Refund (less initial \$100 deposit):

The balance of a campers' fee (not including the initial deposit) may be refunded up until two weeks prior to the start of your week at camp for the following reasons if accompanied by appropriate documentation:

- o Medical issue regarding the camper
- o Summer School
- o Extreme family emergencies

Partial Refunds:

Partial refunds of \$100 per camper may be refunded to the unit for reasons other than the above, up until two weeks prior to the start of your week at camp. Please be aware that Seneca Waterways Council cannot provide any refunds after this timeframe as certain expenditures have been made (e.g. food and program-related items) based upon the unit's projected attendance.

Requests for refunds must be made in writing no later than two weeks prior to the start of your week at camp in order to be considered. Please submit requests to the Seneca Waterways Council, 2320 Brighton-Henrietta TL Rd, Rochester, NY 14623 or email: camping@senecawaterways.org .

Camperships

The Seneca Waterways Council believes that all Scouts should be able to attend summer resident camp, regardless of their financial situation. Campership funds are available from the council to assist local Scouts who may have difficulty affording the full camp fee. Applications are now submitted online at <https://senecawaterways.org/campership-information/> . Questions about the online application can be made at the Council Service Center (585-244-4210).

Deadline for Campership Application submissions is March 1, 2023

Preparing for Camp

Troop Leadership

All troops must always have at least two registered adult leaders in camp, both of whom must be 21 or older. The New York State Department of Health requires Seneca Waterways Council to maintain records at camp of the qualifications of all adult leaders.

All adults in camp must be registered members of BSA (i.e. have submitted a properly filled out BSA Adult Registration Application, with all required approval signatures, and been accepted). NYS DOH also requires that we submit all adults attending camp and adult camp staff to a sex offender registry check prior to their arrival at camp.

All leaders must bring with them to camp verification that they have completed youth protection training. All adults in camp must have completed Youth Protection Training prior to attending camp. Youth Protection Training can be taken in a class format through your district or council or can be taken online by visiting www.senecawaterways.org or <http://olc.scouting.org>.

IMPORTANT - This includes any/all adults, parents, or visitors who are staying overnight in camp. Adults not registered will be not allowed to remain on the property.

If troops are going to use “Rotating Leaders, i.e. if the same two adults will not be present all week, a leadership roster indicating anticipated arrival and departure times must be filed with the camp office at registration. At no time may a troop be left without two- deep leadership in place.

Out of Council Unit Requirements:

YPT & Registration - Out of Council Units, who are attending a Seneca Waterways Council summer program, must provide a copy of the unit's official roster including both adult and youth registrants. The roster can be printed from my.scouting.org or obtained from your Scout Service Center. All adults attending camp should be on the roster and be marked as Youth Protection trained. Rosters should be submitted to the Reservation Director at brendan.flaherty@scouting.org at least one week ahead of the unit's arrival at camp. **Members not on the roster will not be able to remain on property.**

Required Medical Forms

Each camper must have a current BSA Annual Medical Form and fill out all other medical paperwork under the “Summer Camp Medical Forms” tab on the Massawepie Summer camp registration page online. Parts A, B, and C of the form are required for all youth and adults staying 72 hours or more. **All forms must be signed by a doctor and filled out completely (including month & year of inoculations).** All participants, youth & adults must have had a physical in the past year. Youth who take medication must have the Youth Medication Permission Form with a physician's signature on file. While we prefer the standard medical form, adults who are camping less than 72 hours may submit only parts A and B Upon entering camp, each leader, Scout, and staff member will undergo a recheck of their health care provider's physical. Any physical limitations or conditions are to be noted and followed. **Please be sure to submit a copy of each individual's medical form, not the originals.**

Accommodating Special Needs

The staff of Massawepie is committed to fully including all Scouts in all aspects of the summer camp program. Often, meeting the needs of all campers requires minor adaptations of our facilities, staffing, and instructional plans. Special menus, accessible campsites, and other provisions can be made for Scouts or leaders because of physical disabilities, learning disabilities, diagnosed psychological or social difficulties, severe medical conditions, particular dietary requirements, religious practices, or other special needs. Unit leaders should contact the Reservation Director well in advance to outline the specific needs of Scouts and leaders in their troop.

Food Service

Dietary Needs:

Massawepie Scout Camps employs qualified food service personnel to provide high quality food for all campers and leaders. Three meals per day are served provided, beginning with Sunday dinner and ending with Saturday breakfast. A licensed dietitian has reviewed the menus for balanced nutrition. If Scouts or leaders have special dietary needs, notification must be made through the Camp Food Accommodation form (see appendix) ***two weeks prior*** to your troop's arrival. Send all requests to [msc- food@senecawaterways.org](mailto:msc-food@senecawaterways.org). **Requests made at the time of arrival may not be accommodated.** We want your stay at camp to be enjoyable; please communicate your needs as soon as possible.

Dining Options

Massawepie Scout Camps allows units to eat either in our Dining Hall, or patrol cook in their campsite as a unit with food provided from our commissary. Patrol cooking units can also elect to eat in the Dining Hall for lunch to allow for more flexibility in their camp schedule. Your unit's dining option must be selected through your camp reservation ahead of your arrival - this allows our professional food service staff to prepare and order for your arrival.

Food Sanitation and Safety for Patrol Cooking Units

1. Wash hands, table and utensils before and after each meal. All food handlers must wear sanitary gloves.
2. Fire and Knife Safety - refer to your Boy Scout Handbook.
3. Frying - should always be done on low flame. Always place food gently into hot grease; never drop or throw. If grease splatters, cover and adjust heat.
4. When working with hot foods or utensils, always look before you move. Let people know you are moving hot items such as pans of water or grease. Always use proper cooking tools when handling hot items.
5. When draining water, use a colander and drain water away from yourself.
6. When draining grease, drain into grease bucket, let cool and remove from camp.
7. Keep hot foods hot and cold foods cold.
8. When using a cooking grate, be sure that it can support water buckets or other heavy items.
9. Follow the instructions on the sheet you'll get with every meal.
10. ***No food, candy, or snacks should ever be brought into tents, sleeping bags, or packs.***

Outpost Meals or Bag lunches

Units are encouraged to participate in outpost activities. If a unit is interested in an outpost and need trail food, they are to check with the Trek Center. Bag Lunches are also available for outpost meals, and those requests are made at the Dining Hall. Units can also request bag lunches for your trip home on Saturday. All bag lunches must be requested at least 24 hours in advance of their order. This is required for both Outposts and departures for home

Merit Badge Preparation

Some merit badges offered at camp require advanced preparation. Scouts should bring materials for completed requirements or partial cards to camp. Merit Badge Counselors will collect any completed written work during their first merit badge class. No Scout should come to camp without knowing beforehand what merit badges they plan to take, what the requirements are, and which requirements should be completed prior to camp.

Specific Merit Badge and other program information will be found in the Program Guide and PRerequisite List

Online Merit Badge Registration

Massawepie Scout Camps uses an online system to manage payments and schedule merit badges. In order to register a Scout for Merit Badge Classes the Scout must have their \$100 deposit in. [Merit Badge classes open for registration on May 1, 2023.](#) The unit can only register Scouts for Merit Badge Classes after they have the camper commitment fee. Some classes have additional fees for supplies, but these are usually paid at camp. We will be releasing a video at the start of February to assist leaders with using the online "Scouting Event System" as well as the process for merit badge registration. We will also be releasing our Merit Badge Schedule and Pre-requisite guide in that timeframe.

Provisional Camping

Provisional Scouting provides youth the opportunity to attend camp when their troop is attending another camp or not at all. They will still be able to earn Merit badges and participate in fun activities with other Provisional Scouts or with another registered troop. Provisional Scouts may even request a specific troop if they are more familiar with the scouts or leadership of that troop. Scouts who are placed with an unfamiliar troop, may want to have a parent/guardian attend camp with them.

Often, Scouts may choose to come back for a second week after their troop has already attended camp for a week. Any Scout may attend a second week at Camp for the reduced additional week camp fee. Provisional camping is a new and exciting experience for Scouts and we highly encourage any Scouts interested to register for a second week at camp.

Troops that have a Provisional Scout camping with them, should register them separately from their troop. Be sure to include the Scout's home troop number, contact information, and merit badge info. Parents who register their Scouts as Provisional must make sure all information is accurate, as well as be responsible for submitting medical forms and to bring medication upon arrival at camp. Please contact the Reservation Director with more information on provisional camping options.

In Camp

Check in

The designated arrival time for units is between 1:00-3:00 PM on the Sunday beginning each week. Please do not arrive any earlier than 1:00 PM as Scouts will not be admitted into camp until their unit leadership has arrived and the troop officially checks in. Please instruct all Scouts and their families to arrive at one time and as a unit. Troops will be checked-in as a single unit, not by individual camper. All vehicles must park in the upper or lower parking lots. Please do not walk or drive into camp until your site guide meets you at the lower parking lot.

While you are waiting, you should; consolidate troop and personal equipment into one vehicle. One vehicle from each unit will be allowed to make one trip into their campsites. All other vehicles must unload in the parking lots. Promptly at 1:00 PM, a site guide will be in the lower parking lot to meet you and guide the troop through the check-in process. The troop will go to the campsite to unload and change into swimsuits. There will be medical rechecks, followed by swim test, a dining hall orientation, and a camp tour. Scouts and leaders must bring medical forms and any prescription medication with them.

Early arrival may be accommodated at the discretion of the Reservation Director. Additional fees will be incurred for Saturday arrivals.

Medical Re-Checks

A medical re-check is given to each person to make sure he or she can participate in all camp activities. All prescription and non-prescription drugs must be reviewed by the Health Officer. All medication will then be placed in a lockable box, if the unit does not have one the Health Lodge can provide one. A designated leader will receive an orientation from the Health Director in the proper control of the medication and the daily unit medication logs. The lockbox is then given to a designated unit leader for safekeeping. Adult leaders are responsible to remind campers of their medication times.

Swim Checks

After medical re-checks, the troop will be led to swim checks at the waterfront. At this time, you be given basic information such as waterfront rules and how to use the Buddy System. This check will allow the staff to determine who can use the rowboats, canoes, sailboats, and sections of the waterfront. If your troop has done a pre-camp swim check, bring it to the Waterfront Director for review. Pre checks can be submitted only with the BSA Swim Classification Record form with a copy of the credentials of the test administrator. **Note: Scouts taking waterfront merit badges must take the swim check at camp.**

Identification

Each camper, adult leader, and visitor must wear a camp-issued wristband. Campers and leaders staying in camp will receive their wristband from the waterfront, which will identify their swimming ability group as well. Visitors will be issued a wristband when they arrive at camp. Camp Staff do not wear wristbands, as their staff uniform identifies them as staff. Any person without a wristband or will be stopped and questioned about their business in camp. If your wristband becomes lost or damaged please see a waterfront staff member to be issued a new one.

Dining Orientation

Scouts and Leaders will review the procedures of the Dining Hall. Scouts will learn how the Gopher system works inside the dining hall and outside in the car-port dining areas. Troops will have the seating rotation explained to them and where they will be sitting for their first meal. Patrol cooking units will also have a patrol cooking orientation. Units will learn where they can pick-up their food, where to return patrol buckets, proper sanitation, and how to prevent bears in camp.

The Camp Tour

If it's your first time or your fifty-first time at camp, ask for a camp tour. Often there are changes to camp that you may not know about. Every year your troop should have new Scouts who have never been to camp. Ask your site guide for a quick tour, it will help you and the rest of the troop find where they need to be during your stay.

Sunday Flag Retreat

Once your Troop has settled into your campsite it will be time to get ready for evening flag retreat. Your Site Guide will meet you at your campsite and will guide you to our parade field. Everyone in the Troop should be wearing their field uniform. Only official BSA head gear can be worn during flag retreat. Every unit will line up on the parade field and will give an all present report to the Program Director. Units will be dismissed to dinner immediately after the flags have been lowered.

Camp Wide Orientation

After dinner, there will be a camp wide orientation. Leaders and Scouts must attend. The orientation will cover the importance of proper footwear, the Buddy System, off limits areas, shooting sports rules, waterfront rules, and much more. Please be sure to have everyone attend and take notes. **This will be held at the campfire circle.**

The Drop/Add MB Session

For Scouts who require changes to their merit badge schedule after their arrival at camp, the Drop/Add session is where we can address these issues. At 7:45 PM Scout Leaders should come to the Dining Hall and review their schedules. Area directors will be in the Dining Hall to help answer questions about merit badge programs.

Leaders/SPL Meeting

A Scout Leaders meeting will be conducted in the Dining Hall at 8:30 PM. Please ensure that your unit is represented. We will preview the week and address any concerns as well as an introduction to key staff. SPLs will meet with the Program Director in the August Lodge at the same time.

Scout Uniforms at Camp

The official Scout Field Uniform consists of the official shirt, belt, shorts, and socks. This uniform is worn each day for evening retreat and dinner, as well as for Vespers. It is also appropriate for opening and closing campfires.

The Activities Uniform consists of Scout shorts and a Scout T-shirt with belt and socks and is appropriate at all other times. The content of all clothing and hats should be consistent with the principles of the Boy Scouts of America.

Trading Post

A full-service trading post is operated at camp. Regular business hours are posted at the Trading Post. Generally, the Trading Post is closed during meals, camp-wide campfires, and vespers services. Massawepie Scout Camps' Trading Post is open most of the day and includes many items Scouts will want to purchase. Scouts will find a wide variety of items including camping supplies, Massawepie Scout Camps T-shirts and apparel, craft kits, merit badge pamphlets, books, snacks, ice cream, slushies, drinks, and much more. Some merit badges may require additional costs for craft kits or other supplies (see our program guide for details). CASH, CREDIT CARDS, AND CHECKS ARE ACCEPTED.

Camp Facilities

Good Stewardship

Massawepie Scout Camps is a year-round camping facility maintained by the Seneca Waterways Council, Boy Scouts of America. The Camp Ranger, Council Camping Committee, and volunteers work to maintain and improve the facilities. The continued existence and improvement of the Boy Scout summer camp program is dependent on the care of our camp facilities. Scouts and Leaders must be good stewards of the facilities of Massawepie Scout Camps so they may remain for others to enjoy them in future years.

Campsite Equipment

Each site is equipped with canvas tents, platforms, cots and mattresses. Each tent is set up to sleep two persons, and it is expected that scouts and leaders tent with a buddy. In addition, sites contain picnic tables, dining flies, bulletin board, and a latrine or port-a-potty. It is the responsibility of each Troop to keep foreign material **out of the latrine** (this includes **feminine hygiene products**). Additional supplies for the latrine are available from the Commissioners. Equipment such as rakes and shovels are available at your site. Additional equipment needs should be requested through your unit's camp commissioner. Unit leaders are responsible for proper use and care of all equipment in your site. Your staff site guide will inspect the site at the beginning of the week for damage and determine if any special arrangements or repairs need to be made. The site will also be inspected at the end of the week. **Units will be charged for repair or replacement of property and equipment damaged due to misuse.** Please inform the camp office of accidental damage as soon as it occurs.

Tent Care

In order to maintain the quality and durability of our tents, please follow the guidelines below:

- Do not put clothes hangers over ridgepoles; it causes tears and leaks (Hang a clothesline or improvise a method that will not damage tents).
- Do not put nails in tents poles or platforms.
- Aerosol sprays damage waterproofing and are not permitted in camp.
- No flames of any kind are allowed in tents (battery-powered flashlights and lamps should be used).
- Tent platforms may not be moved.
- Please notify the Camp Office if a tent is leaking or has a hole in it. To make it easier for repairs please use a sharpie marker and mark the hole once the canvas is dry.
- Do not use any duct tape to make any repairs to the tents. The glue on duct tape makes it harder to repair a tent properly and much more effort has to go into fixing the tent properly.

Volunteering at Camp

It takes a significant amount of time to maintain and improve the properties of Massawepie. We are fortunate to have volunteers who are willing to take time while attending camp to help improve camp. Skilled maintenance, general labor and upkeep, and major improvements are all needed. Carpenters, electricians, plumbers, equipment operators, and many more, are all needed to help camp prepare for your arrival. If you are skilled tradesman or you would like to help around camp, please contact the property superintendent Ben Geiger at ben.geiger@scouting.org

Unit Services

Massawepie Scout Camps employs a highly qualified staff of instructors to present a well-rounded camp program. Merit badge and rank instruction is a key part of the summer resident camp experience. Merit badge sessions are offered each day. Also, each program area is open for Scouts to attend special programs, work on additional requirements, or just enjoy the fun aspects of camp. Campers are strongly encouraged to take advantage of the full camp experience, including hiking, fishing, swimming, boating, shooting sports, and fellowship with other Scouts and leaders.

Camp Leader's Meeting

Each morning at 10:00AM, Scoutmasters should send at least one adult representative to the leaders meeting in the dining hall. This meeting runs for about an hour and gives out all the information the troop needs. We value your feedback; all camp leaders are encouraged to attend these meetings.

Senior Patrol Leader Meetings

Senior Patrol Leaders are invited to meet with the Program Director to receive important information about camp operations and program. These meeting will conclude quickly so Senior Patrol Leaders can meet their units back at their campsites and share this information before afternoon program begins. There are only two meeting during the week: Sunday 8:30pm & Tuesday 1:00pm.

Camp Commissioners

The Commissioners are your troop's primary connection to the camp staff and your front-line troubleshooter. **A commissioner will visit your site each day to perform a health, safety and cleanliness check and talk with campers and leaders.** Please use the commissioners as a resource to obtain equipment or supplies and solve problems or answer any questions about camp. Your Commissioner is also your primary contact to set up a service project opportunity and obtain information and guidance on attaining the Camp Honor Troop recognition.

Camp Health Services

Medical Services:

Massawepie Scout Camps has a well-equipped health lodge staffed with a qualified health officer. A non-resident doctor and is on call. Hospital facilities are close to the camp, should additional medical attention be required.

If the camp health officer determines that a Scout or leader requires advanced medical attention or care, the individual may be sent home for health reasons.

CPAP Machines:

More and more adult leaders are using CPAP machines. As we understand this machine is important to individuals. Camp provides electric batteries to support individuals needing to power a machine. Please contact the camp office upon arrival.

Contacting Scouts and Leaders by US Mail

Parents may wish to send mail or packages to their child at Massawepie Scout Camps can be sent to them anytime. Mail is available for leaders to pick up every day after 10:00 am at the Central Office. It takes about 3-4 days for mail to reach a Scout once it is mailed (so plan accordingly). Mail should be addressed in the following manner:

Massawepie Scout Camps, BSA

Scout's Name

Troop #

65 Massawepie Road

Tupper Lake, NY 12986

An out-going mailbox is provided in camp for use by Scouts and leaders. Postage stamps are available at the Trading Post. United Parcel Service (UPS) makes daily deliveries.

Concerning Telephone Usage

The Camp Office Telephone is: 518-359-2281

Please use the camp telephone number for business and emergency calls only. The camp clerk will take a message and deliver it to the camper or leader at the next meal. **Individuals will be summoned to the phone only in cases of emergency.** Massawepie Scout Camps has fax capabilities if the urgent need arises. WiFi is available for the convenience of leaders attending camp.

Cell Phones & Other Electronic Devices

Staff members will not tolerate the use of cell phones, MP3 players or other electronics by Scouts in program areas. Any further policies for electronic devices are the purview of the unit leadership in consultation with parents. **Massawepie Scout Camps will not be responsible for the lost or damaged electronics.**

Visitors in Camp

Visitors are welcome in camp, as long as they have been invited by a unit and have been approved by the unit leader. Visitors must sign-in at the camp office immediately upon their arrival in camp. If a visitor plans on staying for any meals, they must purchase a meal ticket at the Camp Office before going to the Dining Hall. **Costs of each meal is \$8.00 (Breakfast, Lunch or Dinner)**

Early Release of Campers

There may be reasons that Scouts need to leave before the end of their camp session. If a Scout needs to leave camp for any reason during the week, they must have documented permission from their parent/guardian and verification from their unit leader before they will be released. This permission is usually provided on the BSA Annual Health Form, but can also be provided in writing to the Reservation Director. Upon arrival, an adult taking a camper out of camp must fill out an Early Release Verification form and obtain signature of the unit leader as well as permission of the Reservation Director or designee before the youth will be released. This is in lines with the Youth Protection policies of the BSA as well as NYS Department of Health requirement.

Wildlife Encounters

It is recognized that in a summer camp facility there can be encounters with a variety of wildlife. Staff, leaders and all campers should adhere to the following procedures. All wildlife that might be encountered (in campsites, program areas, or on the road/trails) should be avoided. Campers should be removed from the area until the animal leaves or the Ranger dispatches the animal. If an animal is acting strange (aggressive or friendly), alert camp leadership immediately. In most cases if people leave the wild animal alone, it will leave them alone. This includes dead, dying and live animals. No one should pick up or touch a dead animal.

In the event of a wild animal bite or scratch, notify the Health Lodge immediately. This is especially important when raccoons, skunks, and bats are involved.

Some general policies for avoiding adverse interactions with wildlife:

- Keep a clean campsite
- Keep food and smellables out of your tent
- At night lock food and smellables up tight
- Never approach or follow wild animals
- Do not feed wild animals
- Do not mistake a passive animal as a sign of safety
- Never tease or attempt to pick up wildlife
- Leave young animals alone; a protective mother is usually nearby
- Notify Camp Ranger or Reservation Director of strange animal behavior
- Never act aggressively toward wild animals

Leaving Camp

Billing Meeting

On Monday/Tuesday each unit will be given a time to visit with the Reservation Director to review your camp reservation and billing status. Unit leaders should bring a revised roster and any information concerning additional leadership or Scouts that will be late or leaving camp early. Also bring copies of receipts for camp fees paid, camperships awards, and other financial transactions that may have a bearing on the balance of your camp fees. All payments and changes made prior to the start of camp, can be viewed in your online registration account. If you are not familiar with the online registration system, please review this with the leader who has coordinated the reservation before you leave for camp. Be sure to bring a blank check or other payment method to pay any outstanding camp costs.

At this conference you will have exclusive rights to reserve your site for the following summer until *Noon on Friday*. If paying by check, be sure to bring a separate check for your campsite deposit.

Advancement Records

On Friday night, the staff finalizes and prepares all the advancement records and puts them into envelopes marked with your unit number on them. Hopefully, this can be done quickly, but usually completed by 10:30PM for you to pick up at the August Lodge. On Saturday, immediately after breakfast every area director will be in August Lodge to answer questions and help resolve any issues with your advancement records. For all scheduled Merit Badge sessions, you do NOT need a blue card advancement records will be provided.

Saturday Schedule

Bagged Lunch:

Bag lunches for your trip home on Saturday are available upon request. Bag lunches usually consist of a sandwich, chips, fruit, and bottled water. **All bag lunches must be requested by Wednesday at 10am at the latest.**

Site Inspections:

Shortly after breakfast on Saturday a Site Guide will meet you in your site. The Site Guide will complete a final campsite inspection and inventory report with a unit leader to ensure there are no damages or issues. If any damage is found that is not regular wear and tear, the Reservation Director and Ranger will assess the damages and the unit may be charged.

Before departing, the unit leader should:

- Reconcile any advancement records
- Ensure the campsite is clean and in better condition than you found it
- Return a camp evaluation form to camp office
- Turn in medication lock boxes and records
- Pay any outstanding fees to the Reservation Director
- Make Reservations for next year, if they have not done so

Appendix A- Forms

Massawepie Scout Camps Check-in Checklist

Council: _____ Unit: _____

Session/Week #: _____ Site: _____

- Completed youth roster – Total number of youth: _____
- Completed adult leader roster – Total number of adults: _____
- Copy of Official Unit Roster (out of council units only)
- All Medical Forms
- All Routine Drug Administration Form

Suggested equipment to bring:

All Troops/Crews

- US flag
- Troop flag
- Patrol flags
- First Aid Kit
- Lantern (battery)
- Tents for Outpost Camping Trips

Patrol Cooking Troops

- Plates, Utensils & Cups
- Saws & Axes
- Dutch Oven
- Spices
- Percolating Coffee Pot

Suggested equipment for troop leader to bring:

- Alarm clock (wind-up/battery)
- Radio for weather (battery)
- Lawn chair
- Lantern (battery)
- Clip board
- Thumb tacks
- Troop Merit Badge Pamphlets
- Merit Badge Blue Cards
- Troop advancement records
- Medical form copies for ALL (must bring)
- Photo copies of Scouts insurance cards
- Personal medication forms
- Swim test records
- Camp Payment records
- Troop insurance information
- Pre-camp planning paperwork
- Troop Check Book



Camp Food Accommodation Request

The food service departments at the Seneca Waterways Council Scout Camps are committed to ensuring that all participants have the best meals that we provide. We understand that many people are allergic to the foods we use every day in our kitchens or have religious dietary requirements. Our food service team will make all reasonable accommodations for our campers.

Please select the camp being attended: Dates / Session Attending Camp: _____
Massawepie Scout Camps: _____ Cub Scout Adventure Camp: _____

National Youth Leadership Training (NYLT): _____ Eagle Flight: _____

Participant's name: _____ Unit: _____

Council: _____ District: _____

Home contact person: _____ Phone: _____

Food Allergies/Religious Restrictions

Describe: _____

How severe is the allergy? Moderate Strong Severe

Any other information that we need to know?
.

Religious Dietary Requirements:

What can we do to help accommodate your needs?

Please return this form no later than two weeks prior to your arrival at camp.

Please e-mail forms to:

Summer Program	Contact Address
Massawepie Scout Camps / Adirondack Treks	msc-food@senecawaterways.org
Cub Scout Adventure Camp / Explorer First Responder Camp / Eagle Flight	cutler-food@senecawaterways.org
National Youth Leadership Training (NYLT)	nylt-food@senecawaterways.org

Questions? Please give us a call at
SWC Camping Department - 585-241-8545
Camp Cutler - 585-374-8656
Massawepie Scout Camps - 518-359-2281

Checklist - Countdown to Camp

The following is a list of tasks that should have been accomplished before camp:

- ___ You have reserved your week at camp: Dates _____ to _____
- ___ The Troop Committee has selected Leadership.
- ___ The Scout Troop has identified camperships needed.
- ___ A Troop parents' night has been held regarding camp information.
- ___ Camp brochures were handed out and all scouts received letter for camp.
- ___ Prospective Staff and CIT were given the online [application link](http://www.senecawaterways.org/outdoors) at www.senecawaterways.org/outdoors .
- ___ Medical Forms were handed out for boys to get a Physician/or PA signature
- ___ Troop Committee has contacted boys who have not turned in \$100 deposit.
- ___ Troop Treasurer cuts a check for \$100 per Scout and is submitted by May deadline.
- ___ Graduated Webelos are invited to camp.
- ___ Leader has discussed equipment list to Scouts. It is clear what not to bring.
- ___ Leadership has reviewed Scout Leaders manual thoroughly.
- ___ Pre-program planning forms are handed out and discussed. (April)
 - Age appropriate merit badges are reviewed. New Scouts get signed up to take First year camper Program. (Check MB books for current requirements).
- ___ Patrol Leader's Council inventories troop supplies needed
- ___ Camp leaders complete youth protection.
- ___ Final payment, Revised Roster, and Pre-program planning are turned in (March)
- ___ Final fees paid via mail (if not at orientation) by June deadline.
- ___ Signed Medical forms are collected. Finalized roster is prepared & sent to Council.
- ___ Senior patrol leader is provided a copy of the roster.
- ___ (Out of Council) - Certificate of insurance and tour permit is completed.
- ___ Parents are reminded to not bring Scouts before the noon check-in.

The following is a list of tasks done at Camp:

- ___ Unit reports to coordinator immediately on arrival in parking lot
- ___ Unit & gear are taken to the campsite by coordinator while.....
- ___ Unit Leader checks in with roster, absentee "no show" forms are complete, and reviews finances, **and pick up wrist bands.**
- ___ Medical rechecks are conducted. BRING ALL MEDS in **original containers!**
- ___ Swim checks are completed for adults and youth
- ___ Coordinator completes check-in procedures and orientation
- ___ A great week of camp begins...

Seneca Waterways Council | Massawepie Scout Camps -Camp Pioneer

Absences/No Shows Verification

Week _____ Date _____ Camp _____ Pack/Troop _____

Camper Name _____

Phone # (Camper) _____

Pack/Troop Leader Name _____

Time/Date of Call to Scout Household _____

Contact Person _____

Reason for not attending camp _____

Reservation Director Signature _____

The Scout is attending camp but will be attending late:

If for any reason the Scout cannot make check-in on time whether it be a game, family obligation, or other reason a parent/legal guardian's signature will put a hold on the verification process. If the Scout does not arrive in camp on the time specified verification of the Scout's whereabouts would be initiated. Please complete the information below.

Reason for being late: _____

Person accompanying Scout at check in: _____

Expected time of arrival in camp:

Parent's Signature _____

Summer Camp – Camper Release Verification

Week _____ Pack/Troop _____ Date _____

Camper's Name _____

Return Time/Date _____

Person Picking up Camper _____

If pick up by person other than parent / guardian, Reservation Director may only sign out a Scout to adults identified on the health and medical form or have verbal or specific written permission from the parent / guardian that acknowledges that Scout is leaving camp.

Reservation Director certification of non-parent / guardian pickup: Adult authorized on medical form
Parental permission obtained in writing (attach copy)

Parental permission obtained over phone

Time: _____ Date: _____

Verbal Instructions: _____

Driver's License Number of Person Picking up Camper: _____

Reason/Destination _____

Returning to Camp: Yes / No

Estimated Time of Return and Date: _/_____/____ _:_____

Pack/Troop Leader Signature _____

Reservation Director Signature _____

The Unit Leader, Adult Picking up the Scout and the Scout must be present at the Camp Office in order to sign out a Scout. Adults that are picking up a Scout must be listed on the Scout's Health and Medical record as approved by the parent / guardian. Parental verification may be required by the Reservation Director so please leave plenty of time for sign-out.

Please remember to sign in upon returning to Camp

Thank You!!!

Appendix B Camp Policies

Smoking policy

It is the responsibility of the BSA to protect the health and safety of the Scouts in our program. It is the policy of the BSA and New York State law that leaders should not use tobacco products in any form in the presence of youth members. Extreme care should be exercised to provide a smoke-free environment for all Scouting participants. To that end:

- No smoking will be allowed in any structure owned by Seneca Waterways Council.
- No smoking will be allowed in tents on Seneca Waterways Council property.
- Smoking will be prohibited near the entrances/exits of council owned structures.
- All Scouting functions will be conducted on a smoke-free basis.
- Smokers will go to the designated area to smoke, which is at the discretion of the MSC Admin team.

Prohibited Items in Camp

The following items are prohibited in camp. There is a zero tolerance policy regarding these items. Scouts and units who are found in possession of these items may be sent home, and possibly turned in the into local authorities.

- Alcohol
- Drug
- Fireworks
- No liquid fuels are allowed on council property.
- No sheath knives are allowed.
- No Projectile Launching (Shooting Devices) shall be brought to camp unless prior arrangements are made with the Reservation Director, Shooting Sports Director, and Program director.

Bullying in Camp

The Scout Oath and Law are expected to be followed throughout your entire visit at camp. Massawepie Scout Camps has a **NO** tolerance policy for bullying. Bullying is grounds for immediate dismissal from camp at the discretion of the Reservation Director. Any form of verbal abuse, physical abuse, or threats will result in immediate dismissal from camp; authorities may be contacted at the Reservation Director's discretion. Further information on behavioral guidance will be prodded in the Camp Parent's Guide.

Motor Vehicles and Parking

Parking is **restricted** to the designated parking lots. For safety and to comply with BSA National Policy, campsites and program areas are NOT designated parking lots. Handicapped and persons with disabilities may be granted special consideration. Only those vehicles authorized by the Health Director will be permitted to park in the campsites (Special permits will be issued by the Health Director). Please drive slowly and carefully at all times. The camp speed limit is 10 mph. Only authorized vehicles may drive through the main area of camp - most vehicles should travel only on Massawepie Townline Road and the Mountaineer Road. **Per BSA Policy, Under no circumstances are Scouts or leaders to ride in the back of a vehicle pick-up truck.** One vehicle from each unit can be driven into campsites to unload and load as needed.

Bikes in Camp

Massawepie Scout Camps allows the use of bicycles within camp. Safety is a must. Helmets and proper attire must always be worn when riding. The buddy system is still in effect when riding. Bikes are only to be used on marked trails. Massawepie Scout Camps is not responsible for damage to bikes. Please enforce safe biking and courtesy to pedestrians when riding bikes in camp.

Pets

No pets, except service animals, are allowed in camp. Pets can pose a safety hazard to some campers. Therefore, in keeping with BSA policy, no pets are allowed in camp. This includes extended stay or daily visits. Even if a pet is well behaved, issues can happen. This policy is in place for the safety of all parties involved. Please inform your parents and visitors of this.

Storms & Lightning

Bring rain gear - be prepared! In the event of precipitation, camp-wide activities will proceed as normal and the staff will make appropriate changes if necessary. In the case of a severe weather situation, Scouts will be moved to a safe structure and given further instructions from the staff.

General Safety Rules

- Staves (walking sticks) may only be used in the manner for which they were intended.
- Stoves and lanterns are allowed in camp. However, they are only to be operated by the unit's leaders. Lanterns may not be inside of any tents. Fuel must be stored in a secure location.
- Scouts or leaders should not enter another unit's campsite unless granted permission.
- Bare feet are not allowed in camp with the exception of the waterfront and Shower houses.
- Fires are to be built in designated areas only. Do not cut live or dead standing trees unless it is part of an approved conservation project.
- The COPE, Climbing, Waterfront, BMX, and Shooting are ranges are closed at all times unless the proper personnel are staffing it and permission to enter has been granted.
- Scouts must be in their campsites by call to quarters (9:45 pm).
- Driving off the main roads is not permitted unless the Reservation Director, Camp Ranger, or Health Officer has granted permission to do so.
- Everyone must conform to the health and safety regulations of the BSA and the New York State Health Department.

Youth Protection at Camp

Troop Scoutmasters should review youth protection guidelines with all adults who will be serving as leaders in camp. The following barriers to abuse within Scouting are used at camp to ensure the safety of our youth campers. We expect adult leaders to follow these guidelines at all times:

- **Two deep leadership is required at all times.**
- **No one-on-one contact:** Personal conferences must take place in plain view of others.
- **Separate accommodations:** Youth Scouts may not share a tent with an adult unless the adult is a parent. Male and female leaders may not share a tent unless they are married.
- **Proper preparation for high-adventure activities:** Activities with elements of risk should only be undertaken with proper equipment, clothing, supervision, and safety measures.
- **No secret organizations are recognized by the Boy Scouts of America:** All aspects of the Scouting programs are open to observation by parents and leaders.
- **Appropriate attire:** Proper clothing is always required
- **Constructive discipline:** Discipline should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Hazing prohibited:** Physical hazing and initiations of any type are prohibited and may not be included as part of any Scouting activity.
- **Junior leader training and supervision:** Adult leaders must monitor and guide the leadership techniques used by junior leaders to ensure that Boy Scouts of America policies are followed.

Child Abuse

If at any time you suspect a Scout has been mistreated, neglected, or physically or emotionally abused, **notify the Reservation Director immediately.** If the Reservation Director is not available, report the situation to the Program Director, Business Manager, or Scout Executive. Do not investigate any situations that may occur. Keep information confidential and share only with the appropriate authorities.

Procedures for Intrusion of Unauthorized Persons

All participants and visitors must check into camp by signing in the Camp Office. They will be issued a wristband, the color of which will identify their purpose in camp. Someone who does not have an ID wristband should be directed to sign in at the Camp Office. The following procedures have been established for the safety of the campers. It is important that everyone, campers, leaders and staff work together to ensure camp safety.

- 1) If an unauthorized person is suspected, please notify the closest Program Area Director or staff member. The staff member will direct them to sign in at the Camp Office.
- 2) If the individual resists this directive, the Reservation Director will immediately question the person as to their purpose in camp.
- 3) If the person flees camp, the Reservation Director will file the designated report regarding unauthorized persons.
- 4) If the Reservation Director determines it is necessary to account for all campers, leaders, and staff, the siren will be sounded.
- 5) The Scout Executive will immediately be notified of the situation. The Scout Executive will determine if it is necessary to notify the County Sheriff's Department.

Procedures for the Release of Minors from Camp

All participants must sign out at the Camp Office. The following steps have been established to protect the child.

- 1) If a parent or legal guardian wishes to pick up their child during camp, they must inform their troop leader prior to the pickup. The parent or legal guardian must take their child to the Camp Office to sign out.
- 2) If a person other than a parent or legal guardian wishes to pick up a child during camp they must also inform the troop leader. The troop leader, child, and person picking up the child must sign out at the Camp Office. A Camper Release Verification Form (shown in the Forms section) needs to be completed before the child is released. Proper identification must be furnished. The Reservation Director reserves the right to call and confirm with the parent or legal guardian regarding their child's release from camp.

Absentee or No Show Verification

When units arrive at camp, they are to check in at the camp office immediately. The troop leader will present a current roster of Scouts attending camp. Any camper whose name is on the roster and who is not present will be verified. The Absentees/No Shows Verification Form (included in the Forms section) will be used. A parent may use the bottom portion of this form to provide the camp with signed permission for their child's absence. The troop leader upon check in should present the signed form. The following steps have been established to protect the child.

- 1) If a reason is not known for the camper's absence, the Reservation Director or a designee will make a phone call to determine the camper's whereabouts.
- 2) If contact has not been made within 24 hours of the start of this process, the Reservation Director will notify the Scout Executive. The Scout Executive will determine if it is necessary to notify the local Police Department

Leaders are encouraged to read their "Guide to Safe Scouting" for additional information.

Appendix C - Procedures

When the Emergency Alarm Sounds

When an emergency alarm sounds, area directors will take charge immediately and close all program activities. Unless instructed otherwise by the area director, all campers and adult leaders are to assemble in the parade field. Unit leaders then must make a roster check (**not** a head count) of their adults and youth and report to the senior staff member present at the parade field. Units will await instruction from the staff present and will be able to resume activity when the all clear has been given.

Missing Persons

If a person is believed to be missing, the following steps should be taken.

1. The nearest staff member should be notified immediately.
2. The camp office will immediately be informed.
3. All information about the last whereabouts will be gathered.
4. Runners will be sent to program areas and other likely places the person may be found. These include special activities, a friend's campsite and their own tent. Do not venture into heavily wooded areas looking for the person.
5. If the person has not been found after the initial check, the **Lost Person Procedure** will begin. The emergency alarm will sound and campers will follow the direction of camp leadership.

SERIOUS INJURY OR DEATH

The Reservation Director should be notified as quickly as possible after the accident or discovery of the situation. Medical help will be dispatched.

CHILD ABUSE

Notify the Reservation Director immediately upon suspicion. The report is to be kept confidential. Give the Reservation Director as much information as you know. Don't conduct a personal investigation yourself; protect the dignity and privacy of all involved.

CHEMICAL SPILLS

The Reservation Director should be notified as quickly as possible after the spill or discovery of the spill. The Camp Ranger will direct mitigation of the situation.

Fire Safety Plan

If a fire should occur in your campsite, follow these steps:

- 1) Immediately alert the staff. The alarm will be sounded.
- 2) Clear everyone away from the fire. Do not risk injury in order to fight the fire.
- 3) The staff will arrive to fight the fire.
- 4) The fire department will be alerted if the fire cannot be easily controlled.

Be sure to use your Troop Fireguard Plan to prevent any emergency from occurring.

WEATHER RELATED EMERGENCIES

Troops will be instructed as necessary depending on conditions.

1) **Flood**

- a) Take direction of camp leadership on where to assemble for safety.
- b) When storm is over, resume activities.
- c) Camp staff should be prepared to act at any time during flood danger.

2) **Lightning Storm**

- a) Take cover and stay low.
- b) Fire fighting teams should be prepared to act at any time during the storm.
- c) No aquatics or showers during thunderstorms.

3) **Tornado**

- a) Take immediate cover in any nearby ravine or low area.
- b) See general procedures in effect after the storm has passed.

4) **Hurricane/High Winds**

- a) Take immediate cover in a building or ravine.
- b) See general procedures in effect after the storm has passed.

5) **Hailstorm**

- a) Take immediate cover in the nearest shelter or tent and let the storm run its course.
- b) See general procedures in effect after the storm has passed.

6) **Earthquake**

- a) See general procedures.

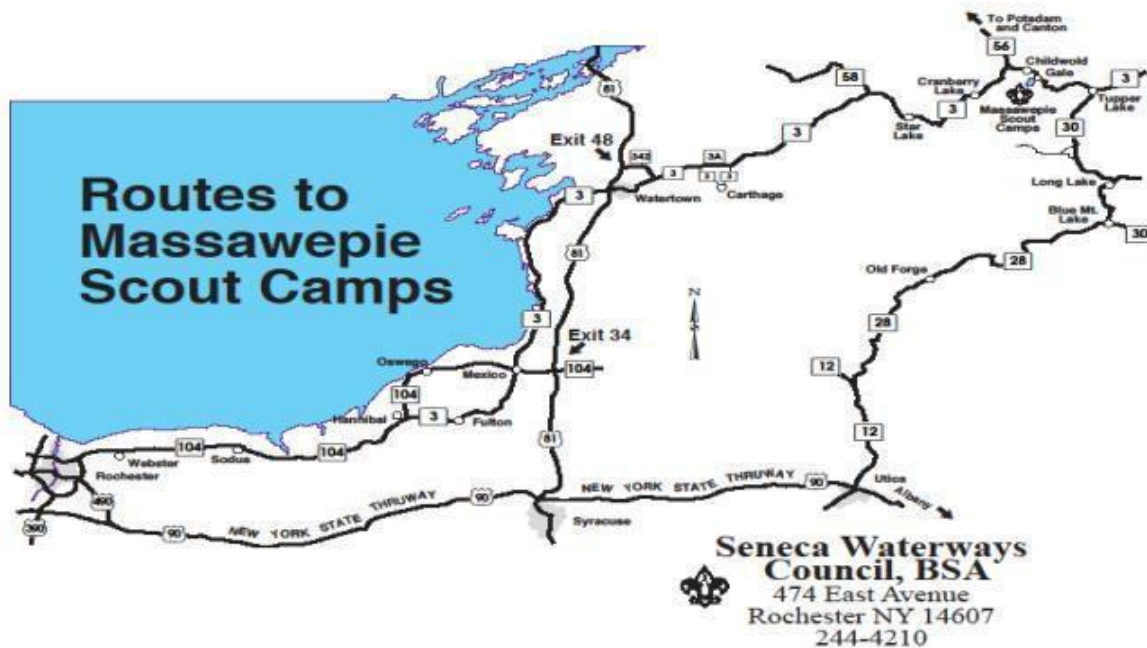
Evacuation Plan

If at any time while camp is in session it is deemed necessary to evacuate the camp, follow these steps:

- The emergency alarm will be sounded for campers to assemble in the parade field.
- If the parade field is unsafe, runners will be sent to campsites and instructions given to area directors for alternate evacuation.
- The Program Director shall be in charge of the evacuation. Area Directors will serve as assistants.
- The Reservation Director and Ranger will remain behind to secure the camp.

Illness and Injury Reporting

It is important that ALL illness or incidents get reported to the Health Officer immediately. The Health Officer and Reservation Director shall determine if any further reporting needs to be done. Reporting procedures require that any accident or illness that results in death, requires resuscitation, admission to a hospital, injuries such as broken bones, lacerations/cuts requiring stitches, and other injuries and illnesses.



Directions to Massawepie Scout Camps

Massawepie Scout Camps is located on Route 3 just west of Tupper Lake

From Rochester to Massawepie via Syracuse and Route 81 North

- Take the NYS Thruway (I-90) East to Syracuse for about 70 miles.
- Take Exit 36, and follow I-81 North toward Watertown for 69 miles.
- Just past Watertown take Exit 48, turning right onto Route 342. Follow Route 342 East for 7 miles to Route 3.
- Turn left onto Route 3 and go East for 6.5 miles. Turn Left onto Route 3A and go East for 6 miles. When you meet Route 3 again, turn left (The Route 3A "shortcut" avoids the longer route through Carthage).
- Continue East on Route 3 for 64 miles. After passing Cranberry Lake and Childwold, the entrance to Massawepie will be on your right, marked by a large camp sign. (If you see Piercefield or Tupper Lake, you went too far!).

From Utica to Massawepie

- From Utica, take Routes 12 & 28 North. When they split after about 25 miles, follow Route 28 North and East about 63 miles through Old Forge to Blue Mountain Lake.
- Turn left onto Route 30 North, and go 33 miles to Tupper Lake.
- Turn left at Route 3, and follow 3 West for 12 miles. The entrance to Massawepie will be on your left, marked by a large sign. (If you see Childwold, you went too far!)

From Albany to Massawepie

- Just West of Albany on the Thruway (I-90) take Exit 24 and follow I-87 North for 78 miles.
- Take Exit 30, and follow Route 73 North and East through Keene and Lake Placid to Saranac Lake.
- Turn left onto Route 3 West, and go 21 miles to Tupper Lake. Then follow Route 3 West for 12 more miles. The entrance to Massawepie will be on your left, marked by a large sign. (If you see Childwold, you went too far!)

NOTE: For units arriving Sunday (after 1:00 PM please). Continue on the dirt entrance road until you see staff directing traffic. Other days: Check in at the Camp Office on the left. They can tell you where to park and what campsite your unit is using.