

# CAMP GAMEHAVEN

---

## 2024 CAMP STAFF MANUAL

### Table of Contents

---

Gamehaven Scout Camp Policies and Procedures	2
Employment Instructions – Tax Forms	4
Required Personal Records	4
Earned Sick and Safe Leave	4
Dress Code	6
Staff Positions	7
Staff Organization	11
Camp Staff Contract	12

# CAMP GAMEHAVEN

## Gamehaven Scout Camp Policies and Procedures

---

### 1. Reservations

Groups wanting to use the Gamehaven Scout Camp (property, building, equipment) of the Gamehaven Council can make a reservation online. All requests are issued on a first come, first served basis as applications and fees are received at the Council Service Center.

### 2. Rosters, Hold Harmless, and Waiver Usage

- a. Every group needs to provide an attendance roster prior to the date of your arrival. It is mandatory that we have a list of names of both youth and adults who will be at camp for both insurance and health reasons. The online form can be found on the camp website ([gamehavenbsa.org/camp](http://gamehavenbsa.org/camp)).
- b. By holding your program at Gamehaven Scout Camp, you and your group agree to hold Gamehaven Scout Camp and the Boy Scouts of America, the local council, the activity coordinators, and all employees or volunteers harmless for any incidents at camp unrelated to the maintenance and upkeep of our properties and buildings.
- c. In addition, one waiver per participant must be filled out and kept on file by Gamehaven Scout Camp. This requirement may be waived for member groups. In the cases where obtaining one waiver per participant is infeasible, a hold harmless agreement signed by the head of your institution may be used in lieu of this requirement with prior authorization from the Council Office.

### 3. Seasonal Limitations

The availability of camp facilities is limited, and use must be planned to not interfere with the needs of camp and council programs.

### 4. Denial of Council Camp Facilities Use

The Gamehaven Council reserves the right to cancel or deny reservations to groups whose conduct has been such to indicate their use of camp facilities is not in the best interest of Scouting.

### 5. Appropriate Adult Supervision

If youth are present at the event, there must be two adults (21 years of age or older) present within eyesight and earshot of those youth at all times. If female-identifying youth are present, at least one of these adults must also identify as female. All Scout groups must also follow the Guide to Safe Scouting in relation to adult registrations for overnight events.

### 6. Prohibited Substances

- a. The use of tobacco products is prohibited in any form on scout owned property or at official Scout activities. This also includes vapor and e-cigarettes.
- b. The possession or consumption of alcohol products is prohibited in any form on Scout owned property or at official Scout activities.
- c. The possession or consumption of marijuana products is prohibited in any form on Scout owned property or at official Scout activities.

### 7. Trash

Garbage, trash, tin cans, etc. are to be placed in plastic trash bags. Filled bags are to be deposited in the area designated by the camp staff. Do not bury refuse. Remind all members not to litter.

### 8. Destruction of Camp Property

- a. Do not cut down any trees. Groups that down trees will be charged a minimum of \$25/ft of tree downed. Use downed and dead wood for fires. A good camper always leaves a supply of firewood for the next camper.
- b. To protect our land from infectious diseases, all wood used must be sourced from Olmsted County or kiln-dried from Minnesota.
- c. Absolutely no ditches are to be dug around tents. Proper pitching avoids ditching

# CAMP GAMEHAVEN

## 9. Fire and Liquid Fuel Safety

- a. Build fires only in designated fire rings. Do not dig holes for fires. Never leave fires unattended. Use water to extinguish fires and make sure they are cold to the touch before leaving. No open flames are allowed in tents. Never use liquid fuels in fires. Liquid-fueled lanterns or stoves may not be used inside buildings or tents.
- b. Liquid fuels and their use in lanterns, camp stoves, etc, are permitted only under adult supervision. Fuels should be locked in storage under adult control.

## 10. Pets

Pets are not allowed at Gamehaven Scout Camp.

## 11. Service Animals

- a. Service Animals are allowed at Gamehaven Scout Camp, except for the Commissary. Owners of service animals are encouraged to contact the camp ahead of arrival so that we can plan to best serve you and your animal during your visit.
- b. Per the Americans with Disabilities Act (ADA), emotional support animals do not qualify as service animals. Users wishing to bring an emotional support animal to camp must contact the office ahead of time and receive approval.

## 12. Hunting

Hunting of any kind is not allowed on camp properties because it presents a safety hazard both to camp users and facilities. Violators will be asked to leave.

## 13. Firearms

Use of firearms is limited to the camp ranges, and only under qualified supervision of a NRA-licensed instructor or BSA rangemaster. Only firearms owned by the camp are allowed to be used. No firearms may be brought onto or removed from camp property with the exception of law enforcement officers who are required to remain armed within their jurisdiction.

## 14. Fishing

Fishing is permitted at Gamehaven Reservoir via access trails on camp property. All fishing must be done in accordance with current regulations of the State of Minnesota. Those 16 years of age or older must possess a current State Fishing License.

## 15. Watercraft Safety

All use of watercraft is limited to daylight hours only and must be done under the supervision of an adult (at least 21 years of age) who has completed "Safety Afloat" or an equivalent program with prior approval. No more than 3 people to a canoe and all MUST WEAR coast guard-approved personal floatation devices (PFDs, or "Life Jackets"). All canoers must be able to swim 100 yards. Please reference the "Guide to Safe Scouting" for more information.

## 16. Swimming Facilities Use and Safety

The swimming pool at Gamehaven Scout Camp may be rented for use in group swimming. The use of the facilities must be done under the supervision of certified lifeguards. Proof of Certification must be emailed to [brady.geary@scouting.org](mailto:brady.geary@scouting.org) at least 7 days prior to the event.

## 17. Injury

The camp must be notified of any injury that required advanced first aid or medical treatment above simple scrapes, cuts and splinters. In addition to notifying on-site camp staff and possible emergency services, please call Frankie Sears at 607-422-4529 to let him know of the situation so that an incident report can be filed.

## 18. Exceptions for Council-Organized Events

Gamehaven Council Events, under the direct supervision and authority of a Gamehaven Council Staff Member, may waive one or more of the policies and procedures listed herein if doing so would directly benefit the program and is operated in such a way as to still follow the Guide to Safe Scouting and National BSA Policies and Procedures.

# CAMP GAMEHAVEN

---

## Employment Instructions – Tax Forms

---

The federal government requires all paid employees to file a I-9 (Employment Eligibility Verification) and W-4 (Tax Withholding) form and sometimes other local tax forms. Please complete and return this with your signed contract, and have your parents sign them if under 18. A link to required forms and training will be provided via email and on the camp webpage ([gamehavenbsa.org/camp](http://gamehavenbsa.org/camp)) and all pieces should be acquired and completed before reporting to camp.

## Required Personal Records

---

Paid camp staff are required by law to provide working papers and/or a copy of their birth certificate to have on file at the camp. This includes CITs, who are accepting pay in the form of room and board. These documents must be updated every year.

ALL camp staff are required by camp policy to have a current Annual Health and Medical Record (“AHMR”) provided to the camp, consisting of parts A, B, and C. This can be found on the camp website ([gamehavenbsa.org/camp](http://gamehavenbsa.org/camp)), or by googling “BSA AHMR”.

A copy of both documents will be kept on file by the camp director for the duration of your term serving our camp. Staff who serve during multiple sessions during the same year may choose to leave a current copy of any records on file between seasons, or request their copy back at the end of each session.

## Earned Sick and Safe Leave (ESSL)

---

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee’s earned sick and safe time accrual is per calendar year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee’s earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee’s mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee’s family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee’s workplace due to weather or public emergency or closure of their family member’s school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

# CAMP GAMEHAVEN

---

## **Notifying employer, documentation**

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

[The following is an example of an employer policy for employees to provide notice before using earned sick and safe time. Edit the following text to match your company's policy.] If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform [name or position] by [phone, email or other communication] as far in advance as possible, but at least [number between one and seven] days in advance. In situations where an employee cannot provide advance notice, the employee should contact [name or position] at [phone, email or other communication] as soon as they know they will be unable to work.

## **Retaliation, right to file complaint**

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

# CAMP GAMEHAVEN

## Dress Code

---

The goal of a camp staff dress code is twofold: first, we seek to present ourselves to our participants as competent and consistent; secondly, we need to be easily identifiable by participants. Therefore, all camp staff are asked to wear the BSA Field Uniform, Venturing Uniform, or the Gamehaven Activity Uniform:

### BSA Field Uniform:

- Tan Uniform Shirt
  - WOSM Patch
  - Council Strip
  - American Flag
  - Position Patch
  - Shoulder Loops
- Uniform Bottoms (green)
- Scout Socks
- Appropriate Shoes (Closed-toed)

### Venturing Uniform

- Green/Navy uniform shirt
  - WOSM Patch
  - Council Strip
  - American Flag
  - Position Patch
  - Shoulder Loops\*
- Uniform Bottoms (green/navy)
- Grey or Black Socks
- Appropriate Shoes (closed-toed)

### Gamehaven Activity Uniform

#### TOP:

- Gamehaven-brand top, OR
- BSA-brand top

#### BOTTOMS:

- Uniform Bottoms, OR
- Jeans (no holes!), OR
- Khaki Pants/Shorts

#### FEET:

- Socks
- Appropriate Shoes (closed-toed)

In addition to the above uniform requirements, all Gamehaven Scout Camp staff must have and/or wear the following items:

- Water Bottle
- Name Tag (Gamehaven Scout Camp, or BSA black plastic name tag)
- Hat (see section on layering below)
- Pen or pencil

Some programs at Gamehaven Scout Camp may have alternative uniform requirements – for example, the Operation Icicle program requires all staff to wear orange beanies to identify themselves. These decisions are made by the relevant program leaders and will be communicated to all staff prior to arrival.

All uniforms may be layered over. Please try to avoid layering options or hats with brand names (we may have to edit these out of photos). Do not wear any layering options or hats with political messages or campaigns. If you have a question about the appropriateness of your layering or hats, ask the camp director before arriving.

# CAMP GAMEHAVEN

## Staff Positions and Organization

---

Positions marked with an asterisk (\*) are paid positions hired by the Gamehaven Council, and applicable to all employment laws in the state of Minnesota.

### CAMP DIRECTOR\*

Reports to: SCOUT EXECUTIVE

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Gamehaven Council and the Boy Scouts of America. Oversee everything that pertains to the operation of Camp as a certified summer camp, making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and US law.
2. Ultimately responsible for recruiting, training, supervising, and evaluating the staff. Supervises management and record-keeping operations. This includes inventories, finances, health & accidents, and any other necessary reports. Communicates maintenance and facility needs with the Property Committee, and the Camp Caretaker.
3. Directly supervises the Program Leader, Administration Lead, and Camp Health Officer.
4. Serves as host and Council representative to all guests. Prepares reports as required; including a final report with recommendations to the Scout Executive and the Camping Committees. Prepares Camp Brochures, Scoutmaster Manual, and Staff Manual in consultation with Council Camping Committees.
5. Carries out other duties as assigned by the Scout Executive.

### CAMP CARETAKER\*

Reports to: SCOUT EXECUTIVE

The Camp Caretaker is a part-time position with provided housing at Gamehaven Scout Camp. They are responsible for:

1. Operate Equipment, including: mowers, tractors, trenchers, tree pruning lift, chain saws, various vehicles and other equipment. Utilize a variety of hand and power tools in facility and landscape maintenance work. Conduct routine maintenance of equipment.
2. Landscape Maintenance, including: removing weeds and brush, tree trimming, clearing trails, removing poison oak, removing fallen trees and cutting wood for use in the outdoor fire pit.
3. Painting, including of cabins, lodges, and other buildings, as needed.
4. Electrical Repair, including: wiring, fuses, light switches, light fixtures, motors, generators, lighting systems, smoke alarms, and other fixtures and equipment. Identify damaged or worn electrical components and take corrective action as assigned.
5. Plumbing Repair, including: faucets, sinks, toilets, water heaters, pipes, and unclogging drains.
6. Carpentry Repair, including: Perform semi-skilled carpentry; finish cabinets and countertops, install tile and carpet, make repairs on doors, windows, floors, lockers, gates, roofs, and ceilings.
7. Natural Gas Fixture Repair: Check, service, install and repair natural gas fixtures, heating and ventilating equipment.
8. Excellent Communication: Communicate well with fellow staff, supervisors, and renters.
9. Custodial Duties: Maintain janitorial supplies. Clean restrooms, cabins, kitchens, etc if the renters and/or campmasters did not do so properly.
10. Other Related Duties: Perform related duties as assigned.

# CAMP GAMEHAVEN

## PROGRAM LEAD

Reports to: CAMP DIRECTOR

Where the scope and scale of a council program does not call for a paid program director to be recruited, one volunteer is designated the Program Lead. They are responsible for:

1. Responsible for organizing and implementing their entire assigned program.
2. Recruits program staff.
3. Provides leadership for the program staff, program areas, and lesson plans. Encourages and supports their operation. Together with the Camp Director, will help conduct pre-camp and on-going training for the program staff.
4. Together with the Camp Director, will conduct leader's meetings and staff meetings.
5. Coordinates and/or plans campfires using the talents of the staff and campers.
6. Oversees the opening and closing inventories of each program area.
7. Receives a closing report from each area director which includes:
  - a. A closing inventory.
  - b. An evaluation of each staff member in his area.
  - c. A list of problems encountered during the summer.
  - d. A list of recommendations for next year, including supply purchases.
8. Provides basis for improving next year's program through a written report with recommendations at the end of the season.
9. Conducts Senior Patrol Leader Meetings as needed
10. Oversees training and operating the CIT program.

## ADMINISTRATION LEAD

Reports to: CAMP DIRECTOR

The Administration Lead is responsible for the operation of all camp operations outside the scheduled program. This includes check-in and out, trading post, food service, and more:

1. Responsible for conducting camp registration and check-in procedures the first day of each camping session.
2. Prepares a daily income transmittal for all monies received at camp and forwards to council service center only via the professional staff, council employees or other authorized persons.
3. Completes expense distribution reports for all invoices received at camp and forwards to Camp Director.
4. Responsible for authorizing all inventory transfers and forwarding the paperwork to the council service center.
5. Oversees the opening and closing inventories of the trading post.
6. Assists trading post staff with store operations as customer demand requires.
7. Assists Camp Director and Program Leader/Director in conducting unit leader and staff meetings.
8. Responsible for keeping the admin office, grounds, and restrooms clean and litter-free.
9. Prepares reports as required; including a final closing report to the Camp Director which includes:
  - a. An evaluation of the Camp Clerk and Trading Post Staff
  - b. A list of problems encountered during the summer
  - c. A list of recommendations for next year, including supply purchases
  - d. A complete inventory of Supplies stored at camp.



# CAMP GAMEHAVEN

## CAMP HEALTH OFFICER

Reports to: CAMP DIRECTOR

1. Carries out Health & Safety Operations at Camp, making sure that it conforms to all applicable policies and standards of the Gamehaven Council, BSA, the State of Minnesota, and the United States. Keeps records including: inventories, safety, accident, medicines issued, health forms, first aid logs, and any other necessary reports.
2. Conducts medical rechecks when staff and campers arrive at camp.
3. Ensures safety of medications according to camp policy and records logbook activity.
4. Administers first aid as needed. Consults with appropriate personnel (Camp Director, parents of minors, health care professionals, etc.) regarding what should be done whenever there may be a question. Records it in the logbook.
6. Refers counseling issues to Camp Director and / or Chaplain.
7. Responsible for keeping the health office, grounds and restrooms clean and litter-free.
8. Prepares reports as required; including a final closing report to the Camp Director which includes:
  - A. A closing inventory
  - B. A list of problems encountered during the summer
  - C. A list of recommendations for next year, including supply purchases

## PROGRAM STAFF

Reports to: PROGRAM LEADER/DIRECTOR

1. Directly supervises campers in area of responsibility. Follows the guidelines for teaching merit badges or conducting other activities. Reports any problems or concerns to area director.
2. Assists in maintaining inventories, safety, and advancement records.
3. Assists in keeping the program facilities, grounds and restrooms clean and litter-free.

# CAMP GAMEHAVEN

## FOOD SERVICE LEAD

Reports to: ADMIN LEAD

The Food Service lead must be approved by the Camp Director and carry the appropriate food handling certification. They are responsible for:

1. Carries out Food Service Operations at Camp making sure that it conforms to all applicable policies and standards of the BSA, the County and State Health Department, and the United States.
2. Makes sure Health and Sanitation procedures are followed in food preparation and storage. Keeps records including: inventories, safety, subsidy programs, hot and cold charts, food and supplies ordered, and any other necessary reports.
3. Prepares daily menus, following all guidelines set by the National Camp Accreditation Program. Responsible for ordering food and supplies and forwarding all invoices to the Administration Lead.
4. Responsible for training, supervising, and evaluating the Food Service/Dining Hall staff.
5. Responsible for keeping the kitchen and all equipment clean and litter-free.
6. Prepares reports as required; including a final closing report to the Admin Lead which includes:
  - a. A closing inventory
  - b. An evaluation of the Assistant Cook, Steward and Kitchen Staff
  - c. A list of problems encountered during the summer
  - d. A list of recommendations for next year, including supply purchases

## AQUATICS DIRECTOR\*

Reports to: PROGRAM LEADER/DIRECTOR

The Aquatics Director must be certified to run aquatics programs, as detailed in NCAP standard XXX-X:

1. Oversees the Aquatics program at Camp making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and the United States.
2. Responsible for training, supervising, and evaluating the Aquatics Program Staff.
3. Responsible for keeping the aquatics facilities, grounds and restrooms clean and litter-free.
4. Ensures the Aquatics Staff keeps accurate records of each camper's and staff member's advancement and submits them to the Program Leader/Director on a weekly basis.
5. Prepares reports as required; including a final closing report to the Program Leader/Director which includes:
  - a. A closing inventory
  - b. An evaluation of each Aquatics staff member
  - c. A list of problems encountered during the summer
  - d. A list of recommendations for next year, including supply purchases

## SHOOTING SPORTS LEAD

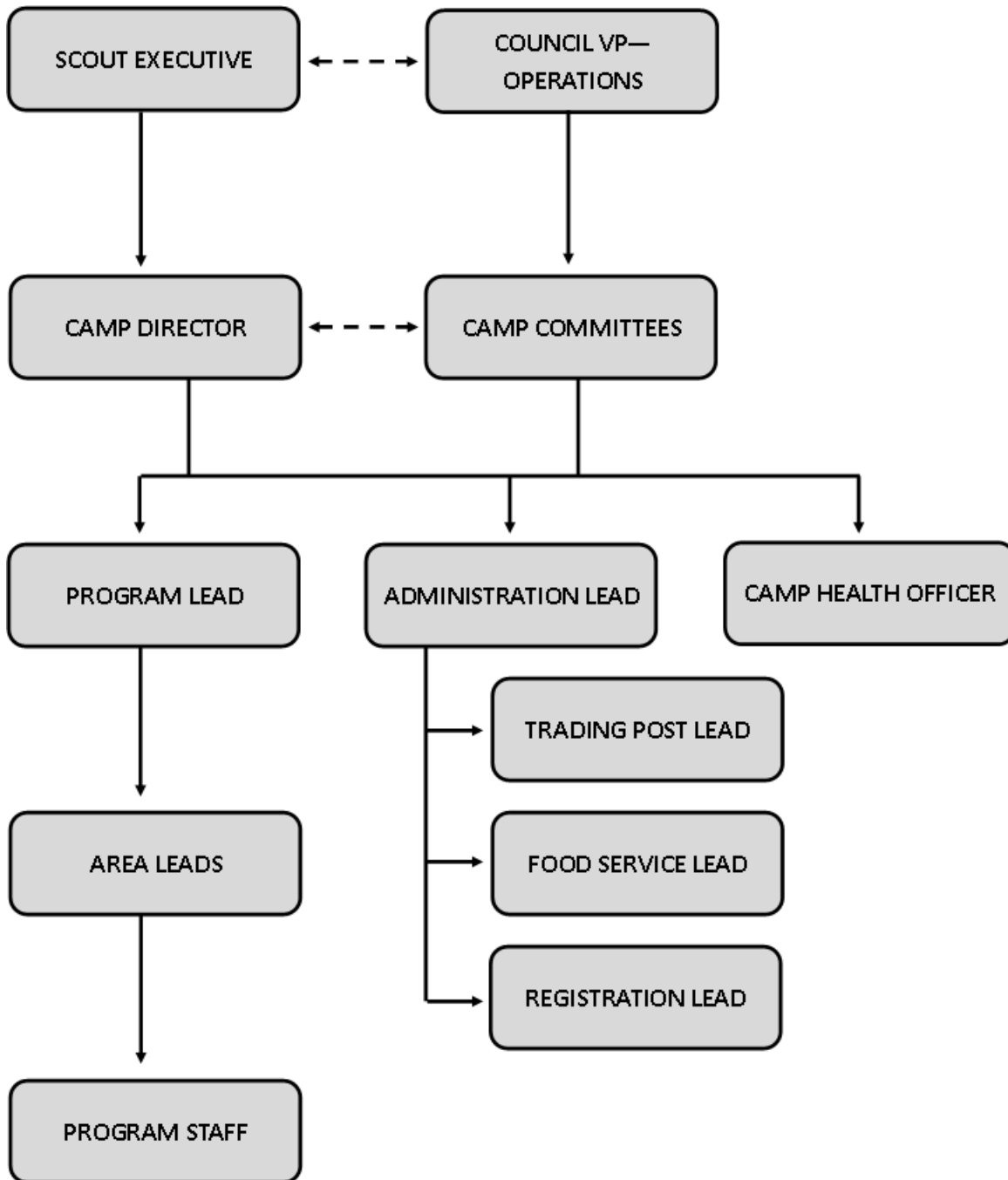
Reports to: PROGRAM LEADER/DIRECTOR

The Shooting Sports Lead must be certified to run their assigned range, as detailed in NCAP standard XXX-X:

1. Oversees the Shooting Sports program at Camp making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and the United States.
2. Responsible for training, supervising, and evaluating the Shooting Sports program staff.
3. Responsible for keeping the shooting sports facilities, grounds and restrooms clean and litter-free
4. Prepares reports as required; including a final closing report to the Program Director which includes:
  - a. A closing inventory
  - b. An evaluation of each Shooting Sports staff member
  - c. A list of problems encountered during the summer
  - d. A list of recommendations for next year, including supply purchase

# CAMP GAMEHAVEN

## Staff Organization



# CAMP GAMEHAVEN

## Camp Staff Contract

---

I understand that as a camp staff member I play an essential role in the success of this camping experience and that my attitudes, behavior, and responsibilities as a role model are critical to its success.

I understand that membership in Gamehaven Council and the BSA, and a successful background check, is required to be on file at the council office for this position. I am also aware of any fees associated with this camp staff position.

I agree to do the following:

- Be sensitive to the needs of each camper and their guardian.
- Respect the places and the people with whom I come in contact.
- Work with the camp director on all phases of planning and preparing for camp.
- Review and become familiar with all the materials and forms provided for this camp in order to interpret them to campers and their families.
- Take appropriate training courses such as CPR, First Aid.
- Provide all required information and forms for myself such as camp registration forms, health histories, photo releases, etc.
- Follow BSA's and the Gamehaven Council's health and safety standards during all phases of camp.
- Work under the direction of the camp director to ensure the participation of the campers in program activities during camp.
- Provide supervision to the participants in my care throughout the camp session.
- Understand that the use of alcohol, drugs, and tobacco (including e-cigarettes and vapes) will not be tolerated, and that usage during camp may result in the termination of this agreement.
- Be responsible for my personal belongings and equipment.
- Treat equipment and supplies with care.
- Use all required safety equipment and follow agreed upon safety rules and procedures.
- Complete the necessary camp evaluations.
- To fulfill other responsibilities as outlined in my position description.

I accept the camp position as defined by specific position description given me and as agreed on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

*For the Camp Director:*

I appoint this person to the position described by the specific position description provided as agreed on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_