

Camp Tahquitz Staff Manual 2010

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CAMP TAHQUITZ STAFF MANUAL GENERAL STAFF INFORMATION

Welcome to Camp Tahquitz! First located in Idyllwild area of the San Jacinto Mountains in 1925, moving to its present site in Barton Flats in 1959, Camp Tahquitz has provided a premier camping experience for thousands of scouts.

The camp, with its unique program staff provided by the Tribe of Tahquitz, and the "Jamboree Feeding", has developed a reputation throughout the Western Region as the "Gem of the Mountains".

STAFF ORGANIZATION

PROGRAM STAFF:

The program staff is the heart of Tahquitz's success. There are 30-40 members of the Tribe of Tahquitz who volunteer their summer to work at the camp. The Tribe has provided this service since 1925, leading to the oft-quoted comment that "The Genius of Tahquitz is the Service of the Tribe".

The program staff is divided into the following areas:

AQUATICS: Swimming, canoeing, boating, recreational and instructional swimming

OUTDOOR SKILLS: Scoutcraft skills and contests, Camping, Cooking, First Aid and Pioneering Merit Badges.

HIGH ADVENTURE/TOWERS: Cope Course, rock climbing classes, tower instruction, Hiking, Backpacking, Wilderness Survival, Hiking and Climbing Merit badges as well as trail guides and mountain bikes.

CRAFT LODGE: Handicrafts, contest, merit badges.

FOOD SERVICE: Preparation and distribution of the food services for both central feed and patrol feed.

NATURE/ECOLOGY CENTER Environmental awareness, merit badges, nature hikes, service projects.

SHOOTING SPORTS: Archery and rifle instruction, merit badges, and recreation.

WRANGLER: Trail rides, horsemanship instruction, overnights.

DIRECTOR STAFF: The program staff works under the direction of Area Directors. All report to either the Program Director or directly to the Camp Director.

In addition to the Area Directors, the Director Staff also includes:

- Business Manager
- Ranger
- Commissioners
- Health Lodge

PERSONAL APPEARANCE

All camp staff members are representatives of not only Camp Tahquitz, but also of the Long Beach Area Council and the national office of the Boy Scouts of America. As such, it is important that we remember how we look to others - we may be the greatest staff in the world, but if we look like scum we (and the Camp, the Council, and the BSA) will be seen as scum.

PERSONAL APPEARANCE

Pride in one's self will not only reflect well on the staff and the camp, but will help to build and maintain morale. Please don't neglect personal grooming and bathing. Be sure that your clothes (uniform and other) are kept clean and neat. The camp will provide laundry facilities.

FULL UNIFORM:

The full uniform consists of: Official Scout Socks (with red tops), Official Scout shorts, White Web Belt, and Venture Shirt. It should be worn all day Sunday, all Campfires, from Friday noon to the closing Campfire, and as directed

PROGRAM UNIFORM,

The Program uniform consists of the Staff T-shirt and scout shorts with white socks. Program uniform may be worn whenever the full Uniform is not required.

- ✓ Aquatic staff members may wear red swimming trunks when they are at the pool or the lake; however, they must wear the regular program uniform when outside of the pool and lake.
- ✓ Cope, Tower and Wrangler staffs may wear jeans when they are in their program area.

COMMISSARY MEALS

Weekly: Breakfast 7:00 Lunch 12:30 Dinner: 6:00

When possible, especially during lunch and dinner, it is important for the staff to sit and eat with the scout troops. Meeting the scouts and Scouters during mealtime is an important part of the camp program, as well as being a fantastic public relations opportunity for the Tribe and the staff.

Weekends:

Weekend meals will be provided; however, we need to know before the weekend who (if anyone) will be eating at the Commissary. Times will be posted at the Commissary.

Dining Room:

The dining room is open for all staff members when they are off-duty. Please do not waste coffee and cocoa. Above all, take a minute to clean up after yourself.

Family Dinner/Staff Reunion

You are not required to be in camp that weekend, but it does give family members a chance to see how you live and what you do while you are at Camp Tahquitz. It is also an opportunity to see staff members from previous years. The Commissary needs to know one week in advance how many people from your family will be in attendance.

Clean-Up:

Clean up of commissary meals will be shared by all staff members through the "Clan Assignments". Director staff will prepare their areas during the morning clan assignments, and help with clean up during the dinner clan assignments.

CLAN ASSIGNMENTS

Organized camping is, by its nature, a community effort. As such there are certain tasks that must be accomplished by the camp as a whole. These tasks include:

Morning Clan Assignments (from end of breakfast through 8:15)

Director Staff: Program Area Preparation.
Program Staff: Commissary Clean up
Bowl Clean-up/Preparation
Staff Area Clean up

Evening Clan Assignments (after dinner)

Program/Director staff: Dinner Clean up

COMMUNICATION WITH OUTSIDE CIVILIZATION

Phone:

The office phone is for emergencies and camp business only. The camp phone number is: 909 794-2932

Mail:

Outgoing mail is picked up from the office at 11:30, and incoming mail is usually received some time after lunch. Check at the office for letters and packages daily. The Camp's address is:

(Staff member's name)
Camp Tahquitz
41700 State Highway 38
Angelus Oaks, CA 92305

DRIVING POLICY

Bringing A Car To Camp

All minors must have parental permission to have a car at camp. If any staff member fails to follow driving policies of the camp or state laws, or uses any vehicle in an unsafe manner, that staff member will be limited to driving himself and/or he will be asked to remove his vehicle from the camp.

Driving Passengers:

Drivers who are minors may not drive any minor passengers (they may take passengers over the age of 18). Every passenger in a vehicle **MUST** wear a seatbelt. The driver is responsible to see that all passengers wear safety belts and observe safe practices.

NOTE: This is BSA policy, and cannot be changed by the camp administration for any reason.

Driving In Camp:

For the safety of the campers, staff members must limit their driving on the internal roads. Cars in the Staff Area Parking Lot should enter and exit through the Barton Flats Road gate; cars in the Family Cabin area should enter and exit through Highway 38. Cars are not allowed on the internal camp roads without the approval of the Camp Director or the Ranger.

Camp Provided Transportation:

The camp is unable to provide transportation to and from camp, or for time-off. Staff members must arrange for their own transportation.

UNSCHEDULED TIME – WHAT CAN I DO?

Time Off:

During the week, staff members' time off is at the discretion of their Area Director and/or the Camp Director. However, we will strive to give each staff member at least 1-hour per day during the regular program time. Remember, due to staffing and program demands this may not always be possible.

Please do not spend your free time congregating at the office, trading post, or hanging around yours or another program area. Go to staff area, earn a Merit Badge, or take a hike!

Use Of Camp Facilities:

As long as such activity does not interfere with the camp program or cause a safety hazard to Scouts or Staff members, staff members may use camp facilities for their own personal recreation.

Leaving Camp:

For safety, insurance, and legal reasons, whenever ANY staff member leaves camp, he must checkout and then check back in.

Sunday through Thursday, unless specific approval has been given by the Camp Director, all staff members must stay in the Barton Flats area (from Jenks Lake Road West to Jenks Lake Road East). You should be back in the camp by 10:00 p. m., except for Friday and Saturday nights.

Staff Nights:

There is the possibility that there will be a staff night. The camp will help pay for part of the cost for all program staff, as well as help subsidize all drivers of program staff members. Those who are not in camp for that weekend will not receive a "share" of the cost of the night.

RESIDENCES

All residences must be kept clean throughout the season, and stored/closed carefully for use next year.

Cleanliness:

Since you are living in close proximity to others, cleanliness/health and safety issues are extremely important. Be sure that you have eliminated all safety hazards, including food pieces that could attract rats and bears. If necessary, camp management can inspect your residence for health and safety conditions.

Tents:

All tents must be kept clean, and free from all marks. Staff members will be billed for any cleaning and/or repair for the tent that they used during the summer. The maximum capacity for any tent is 2 people.

Tent and furniture assignment will be based on seniority in both the Tribe and Camp staff, and will be handled by the Chief. The Chief and the Tribe officers at camp will first handle any complaints over tent/furniture assignment. If there is no satisfaction, then the final decision shall be made by the Camp Director.

Cabins:

Cabins must be kept clean and free from all marks and other damage. Staff members will be billed for any cleaning or repair that is needed for the cabin that they used during the summer.

Furniture:

It is the responsibility of staff members who bring furniture to camp to ensure for the proper storage/disposal of that furniture at the end of the summer. The camp is not responsible for any furniture or personal equipment stored over the winter. The ranger is not responsible to open Town Hall after the close of camp.

STAFF AREA GUESTS

Guests and visitors are welcome, but they must remember that Camp Tahquitz is a Boy Scout Camp, and their visit should not in any way interfere with the operation of the camp staff and the camp program. Visitors and guests are expected to comply with the policies of the Boys Scouts of America.

Check-In:

All guests must check in to the office upon arrival at camp, and then again when they are leaving. Please remind your guests that this is a Boy Scout camp, and that you (as well as any other staff member) must attend to program responsibilities first.

Lodgings:

All guests that wish to spend the night in camp must stay in the family cabins. Please make arrangements through the Camp Director or Program Director to reserve one of the cabins. Guests cannot stay in Staff Area without specific approval, made in advance, from the Camp Director.

ASSORTED STAFF ISSUES

Remember, this is a Boy Scout Camp...you are a living representative of the Scouting movement. Adjust your personal behavior accordingly.

Neighbors:

Camp Tahquitz shares the Barton Flats area with 23 other organized camps, as well as summer cabins and the three public campsites. Please be considerate to our neighbors.

Personal Firearms:

There are Forest Service and BSA regulations on personal firearms and weapons. As a general rule, personal firearms should NOT be brought to camp.

Camp Materials:

You will be responsible for supplies and equipment bought through the camp and council budget. Remember - when you are careless with, or "accidentally take" camp equipment, you are ripping off the scouts who paid for those items through their camp fees!

Close Of Camp:

Saturday and Sunday at the end of the last week will be devoted to closing camp for the season. Saturday will be for taking down areas, and Sunday will be for dismantling staff area. You will probably be able to leave by Sunday noon, but NO staff member will be able to leave until all of camp is closed.

CAMP TAHQUITZ DO'S AND DON'TS

DON'T use slang or questionable language

DON'T attempt to argue with irate Scoutmasters

DO be polite to all adults - let them feel important

DO treat all scouts with respect

DO say hello to scouts you meet on the trail

DO be punctual to meals, program areas, and all other activities

DO get to know scouts in camp as friends

DO work through the SPL and Patrol Leaders

DO be co-operative and flexible

LAST, BUT NOT LEAST

Remember, camp has traditionally been a community. Although you are primarily responsible for your job assignment, please be aware of your fellow staff members. See if they need help. Be considerate, flexible, and patient. If you have any ideas, suggestions, or improvements for the camp, please let your director know.

HAVE A GREAT SUMMER!

PROGRAM STAFF INFORMATION

Since 1925, the Tribe has provided an outstanding staff for the Camp Tahquitz summer season. You have been selected to help carry on this proud tradition. At all times you must set the highest example as a member of the Honor Scouting Organization of the Long Beach Area Council, B.S.A. You are looked up to and respected by the campers, Your actions, no matter how small, have a great impact on every person in camp--scouts, leaders and staff. By doing your best at your job and giving 100% to the staff activities, you will be able to look back on the summer as having made a lot of accomplishments and many new friends. Have a great summer.

STAFF AREA

Staff area is your home for seven weeks. Keep it looking like some place people would like to live. Don't abuse the heads, showers, washroom, or Townhall. If you aren't sure how to operate the washing machines, ask somebody, or you may end up with pink socks and underwear. Alert the Chief and/or the Ranger when something is not working properly.

The people in campsites 2, 3, 4, 6 and 17 don't want to hear what is going on in staff area, so keep music and other noises to yourself.

Above all, respect other staff members' belongings and privacy. If you know something is not yours to mess with, leave it alone. If something is broken or lost, report it immediately!

WARRIOR PRIVILEGES

At staff-only meals, as specified by the Chief, Warriors and Warriors w/Coup will be served before the Braves

- ✓ May sleep in the Quad.
- ✓ May sit on the rock in the Bowl.
- ✓ May stand on the stage Friday night and shake the hands of the Tribe invitees.

CHITS

All staff members have an allowance at the trading post. It's issued each week and is not cumulative (You can't use leftover money the next week).

CLAN ASSIGNMENT RESPONSIBILITY

WHAT IF YOU HAVE TO GET TO PROGRAM?

The clan leader is responsible to see that someone finished the job.

WHAT IF THE JOB DOESN'T GET DONE?

Then the Clan Leader must finish it himself.

WHAT IF THE CLAN LEADER DOESN'T FINISH THE JOB?

Then the Officer in charge must complete the task?

WHAT IF THE OFFICER DOESN'T FINISH THE JOB?

Then maybe the Officer is incompetent and should be impeached!

EXAMPLES OF CLAN ASSIGNMENTS

Commissary

- ✓ Clear off and wipe the circus tent tables
- ✓ Take out the trash from breakfast
- ✓ Clean Circus tent tables
- ✓ Any other assigned duty

Bowl

EVERYDAY:

- ✓ Sweep the stage and seats
- ✓ Rake the dirt in front of the stage.
- ✓ Maintain the trails – rake and water down the dust.
- ✓ Be sure all equipment is in good order (rakes, hoses, shovels, ash cans, benches, etc.)
- ✓ The Clan Leader must cover the wood if it looks like rain
- ✓ Other duties as assigned

MONDAY, TUESDAY, THURSDAY:

- ✓ Clean out the bowls and fire pits (bag ashes and take them to the top of the bowl)

MONDAY, WEDNESDAY, FRIDAY:

- ✓ Build the fires (on Friday, just put the logs and needles behind the fire pits)
- ✓ Clan Leader must assign a clan member to hose down the stage and lower trails in the afternoon

Head & Showers

- ✓ Sweep out the showers, heads, and washrooms everyday
- ✓ Wash the bowls and basins with cleanser everyday
- ✓ Keep the washroom clean everyday
- ✓ Keep all facilities well stocked with cleanser, paper towels, toilet paper
- ✓ Make sure that the brooms, hoses, and brushes are in good condition
- ✓ Report and plumbing problems to the Chief or Ranger IMMEDIATELY!
- ✓ Wash out all spider webs and spiders
- ✓ Other duties as assigned

Staff Area

- ✓ Pick up all trash in the staff area and put it into trash cans
- ✓ Put full trash can liners at washroom porch for ranger pick-up
- ✓ Put in fresh trash can liners when needed
- ✓ Alert the Chief or Ranger if trash is building up
- ✓ Any other assigned duty

Tahquitz Town Hall

- ✓ Sweep out Town Hall everyday
- ✓ Put the trash in the proper receptacle everyday
- ✓ Make sure that furniture, pool cues, etc. are put away
- ✓ Pick up after staff movies. Clean up any spilled food, etc.
- ✓ Be sure lights, stereo, and other appliances are shut off for the day
- ✓ Clean up outside
- ✓ Any other assigned duty

CAMPFIRES

The Tribe is well known for its outstanding campfire programs. However, they just don't happen. The staff needs to set the tone and be enthusiastic throughout the campfire. All campfires start at 8:00. The Troop Guides are responsible to see that each troop knows where and when the campfires are held.

Sunday:

Welcome! All staff members should be in the bowl by 7:00. Troop guides will be excused at 7:30 to go get their units.

Monday:

Indian Lore: All singers and dancers should be in regalia and in the bowl by 7:30 (Legend tellers should arrive at the bowl earlier to practice).

Wednesday:

Fun Campfire: Troops should sign up in the office by Wednesday at 1:00. Troop Guides MUST clear the skit beforehand. All program areas must have a skit for both Sunday AND Wednesday night. Staff members should be in the bowl by 7:30. It is important that ALL skits -- scouts and staff -- are of a high quality.

Friday:

Serpentine: Braves need to be in regalia and at the meadow by 6:45. Troop Guides should bring their troop to the meadow by 7:00. Those not going on Serpentine should be in the bowl by 7:30

Putting out the fires:

If fires are allowed, the Chief will assign staff member to put the fires out after the campfires. Be sure the coals are dead out: they must not be glowing, giving off heat, and the rock must be cool to the touch.

Campfire attire:

Full uniform is required for all campfires, except for :
Indian Lore Campfires: dancers and singers may wear appropriate clothing
"Special Dinner"/Theme Nights: appropriate costumes that reflect the "theme".

Indian Lore Campfires

Legends

If you want to tell a legend, you must sign up for a spot during training week. Legend tellers will be required to "preview" their legend before the Medicine Man.

Uniform

Dancers: Full Regalia
Singers: As determined by Lead Singer.
Others: Full uniform.

Those with regalia who choose NOT to dance should try to help younger yearmen by letting them borrow their regalia, etc.

Rules Of The Bowl.

- ✓ No flashlights or flash cameras
 - Lights can ruin the atmosphere of the campfire, as well as be dangerous if accidentally shined into people's eyes.
- ✓ No booing
 - A scout is courteous
- ✓ No food or drink
- ✓ No hats
- ✓ No smoking
 - The Bowl also serves as the Camp Chapel.

CAMP TAHQUITZ STAFF POLICIES AND PROCEDURES

As part of the **CAMP TAHQUITZ STAFF**, you are a representative of the Long Beach Area Council, and the Boy Scouts of America. Many boys and adults will come in contact with you as they participate in what should be the highlight of their scouting year. As such, all staff members have an important responsibility to ensure that Tahquitz provides the highest possible scouting experience. Our first concern should be toward serving our “customers”: the scouts and Scouters who come to Tahquitz.

To ensure safety of campers and staff, as well as to deliver a high quality program, it is mutual agreed that:

GENERAL PHILOSOPHY

1. Staff members’ actions and attitudes must always be in harmony with the goals, purposes and ideals of the Boy Scouts of America, as they are practiced in the Long Beach Area Council and Camp Tahquitz.
2. The Scout Oath and Law are the basis of all conduct in Camp. Every staff member is expected to abide by the customs, policies, and ideals of the Boy Scouts of America and will conduct himself at all times, both in and out of camp, in a manner that will credit himself, the camp, and the Long Beach Area Council, B.S.A.
3. The tradition of service at camp and the ideals of the Boy Scouts of America prohibit a staff member from accepting tips or gifts.

HEALTH AND SAFETY

4. Due to the inherent danger of fire and the need for staff members to set an example for scouts, staff members can smoke only in those areas designated by the Camp Director and the Ranger. Under no circumstances may minors under the age of 18 smoke. Staff members should never smoke in the presence of scouts.
5. The consumption or possession of alcoholic beverages by staff members under the age of 21 is strictly forbidden. The consumption or possession of alcoholic beverages while on camp property, or appearing in camp in an intoxicated condition, is strictly prohibited for all staff members over the age of 21.
6. The consumption or possession of narcotics or illegal use of any drug anywhere or at any time is strictly prohibited.
7. Staff members must not participate in activities that could be dangerous to the campers, themselves, or which could harm camp property.
8. Service on camp staff requires that a staff member be physically able to complete all necessary responsibilities. After hiring, but before arrival to camp, all staff members must have a health examination that certifies a staff member is free from any condition that could hinder his performance of his duties. This certification must be completed within one year from the opening of camp. Completion of the physical exam is the responsibility of the staff member.

9. For the safety of the staff member and the scout campers, the Camp may request a staff member to require a health examination by a physician during the camping season.

10. Volunteer staff members are covered by the Council's Sickness and Accident Insurance (volunteer staff members), and employed staff members are covered by the Council's Worker's Compensation Insurance Policy.

11. The camp will maintain a qualified health supervisor in residence for any emergencies that might arise during the summer season.

JOB PERFORMANCE

12. The fundamental duty of any staff member is to see that each and every scout has a safe, enjoyable, and rewarding summer camp experience.

13. There is a strong tradition of community within organized camping. As such, all staff members are expected to contribute to the overall operation of the camp. At times this may require the staff member to assist in areas of the camp other than those of his specific area. These will include:

- Assisting in opening and closing camp;
- Assisting with check-in/check-out procedures;
- Attending with campfires and other special program activities;
- Assisting in maintaining of staff living and dining areas;
- Assisting in other program areas;

14. Since program needs may change, each staff member understands that it may become necessary to re-align staff functions and re-assign staff members.

CAMP-LIFE CONCERNS

15. For the safety of campers and staff, it is vital that staff members adhere to all camp policies on time-off and leaving camp.

16. The camp is unable to provide transportation to and from camp, or during periods of time off.

17. As an employee or volunteer of the Boy Scouts of America, each staff member is expected to wear the appropriate staff uniform, as outlined in the Staff Manual. Staff members are responsible for providing their own uniform.

18. Since it is the responsibility of a staff member to present a model for the scout campers, it is expected that all staff members will maintain a neat and clean appearance. Uniforms must be clean and free from unauthorized patches. The Camp will provide laundry facilities.

19. To ensure safe and sanitary living conditions, and to comply with all state, county, and B.S.A. policies, all housing is subject to health-and-safety inspection. There can be no open flames of any kind, including any gasoline appliance, in any tent.

20. Staff members are responsible for all camp equipment and property in their control, including residences. Camp equipment and property that is damaged, marked, lost and/or broke (other than from normal use) must be replaced by the staff member.

GROUND FOR DISMISSAL

The Camp Director retains the right to terminate any staff agreements as outlined below. While we do not expect any staff problems, it is in the best interest of all parties to understand what actions could result in dismissal from camp staff. These include, but are not limited to, the following:

- Actions or negligence that might create potential harm for any person at camp;
- Personal conduct not in accordance with the standards of the BSA;
- Consumption or possession of alcoholic beverages on camp property;
- Consumption or possession of alcoholic beverages by minors at any time;
- Appearing in camp in an intoxicated condition;
- Consumption or possession of narcotics at any time;
- Illegal use of any drug at any time;
- Misuse, including horseplay, of any knife, ax, hatchet, etc.;
- Unauthorized absence from camp;
- Unauthorized use and/or misuse of vehicles;
- Unsatisfactory job performance;
- Failure to follow policies outlined in the Camp Staff Manuals;
- Failure to execute responsibilities completely and faithfully;
- Failure to abide by smoking policy;
- Willful or negligent destruction of camp property.

An exit interview will be conducted for all cases of dismissal or resignation. All such interviews will be held in strict confidence. If requested by the staff member, the Camp Director will provide written justification for any dismissal. The staff member will be given an opportunity, if desired, for a response to be included in the Camp Director's written reason for dismissal.