

# NCAP Circular No. 19

NCAP elevates camps to new levels of excellence...

**National Council, Boy Scouts of America** 

**November 6, 2023** 

### **National Camp Standards Changes for 2024**

The National Camp Accreditation Committee, in consultation with the National Outdoor Programs and Properties staff and the other volunteer committees of the National Council, has adopted the following changes to the National Camp Standards. Two National Camp Standards were significantly affected on September 1, 2023: Standard PD-109, Outside Providers of Program, Activities and Services: and HS-501, Youth Protection. These two standards were addressed in NCAP Circular No. 18 and are repeated in Circular No. 19 for the sake of completeness. New Standard FA-717, Sleeping and Changing Quarters, is effective on January 1, 2025. The balance of the standards revisions take effect on January 1, 2024.

Each standard revision is discussed in the following pages.

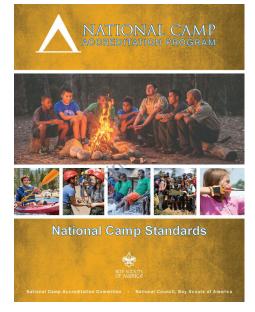
# THE ACCREDITATION DECISION

[Replace section in Manual page 16 as follows]

#### **Accredited**

- 1. A camp property or camp shall be accredited if it has no noncompliants and 10 or fewer deviations.
- 2. A camp may be accredited if it has one "upgraded from noncompliant" (UNC) score in accordance with Standard SA-004 and has five or fewer deviations or if it has two UNC scores and no deviations.

If these conditions are met, the camp is accredited and the camp



The 2024 edition of the BSA's National Camp Standards sports a gold cover and is available at https://www.scouting.org/wp-content/uploads/2023/11/2024-NCAP-Standards-430-056-Final-web.pdf

assessment team should present the accreditation certificate and pennant (if applicable) in an appropriate fashion.

#### Rationale for the change:

The change is being made to clarify that camps receiving up to 10 deviations and no UNCs shall be accredited and camps with one UNC and up to five deviations, or two UNCs and no deviations, may be accredited.

#### SA-001. STANDARDS AP-PLICABILITY

Effective January 1, 2024

# SPECIFIC REQUIREMENTS OF THE STANDARD:

[Revise B.2 as follows]

2. Short-term camps. A short-term camp is any council-organized overnight camping program, whether one-time or continuing, that is one, two or three nights in length where the council or its agents provide the staffing and may provide program and food services, and includes camps conducted off council properties. National training courses, specifically National Camping School, Leave No Trace Level II Instructor, Master Educator, National Youth Leadership Training, Wood Badge, OA trainings such as NLS, are subject to the short-term camp requirements, regardless of format or duration. All other national training courses designation must be determined based on the number of nights of the camp (such as SEAL, Powderhorn, KODIAK).

#### INTERPRETATION:

[Revise following paragraph]

Specific national training courses... National Camping School, Leave No Trace Level II Instructor-Master Educator, National Youth

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Leadership Training (NYLT), Wood Badge, and OA trainings such as NLS, are subject to the short-term camp requirements, regardless of format or duration.

#### Rationale for the changes:

Leave No Trace has changed the terminology in its program from "Master Educator" and "Trainer" to "Level II Instructor" and Level I Instructor." BSA, as a partner, is changing its terminology accordingly. SEAL has been removed from the BSA training curriculum for the present time.

#### PD-109. OUTSIDE PRO-VIDERS OF PROGRAM, ACTIVITIES AND SER-VICES

#### STANDARD:

Effective September 1, 2023

If a council uses public or private outside (non-BSA) providers of programs, or activities, or services, the council has a written agreement with each provider that outlines the responsibilities

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of both parties <u>consistent</u> <u>with BSA standards and policies</u>.

## SPECIFIC REQUIREMENTS OF THE STANDARD:

[Revise Specific Requirement F as follows]

- F. If outside vendor personnel will remain at the camp overnight, will be present regularly at the camp, or will have unsupervised contact with camp participants, the camp must:
  - Either conduct criminal background checks on such personnel or obtain a written certification from the vendor that such personnel have received a criminal background check meeting BSA's minimum requirements; and
  - 2. Verify that the outside vendor personnel have completed either BSA's Youth Protection Training or received equivalent youth protection training meeting BSA's minimum requirements.
- <u>G. Additional guidelines for specific programs.</u>
  - 1. Scuba contractors shall also comply with the requirements of Standard PS-203.
  - 2. Transportation contractors shall also comply with the requirements of Standard PS-216.

#### INTERPRETATION:

[Add new first paragraph]

Councils and camps arranging for outside vendors required to have criminal background checks and youth protection pursuant to Spe-

cific Requirement F should contact the National Service Center for current minimum requirements by emailing NCAP@scouting.org.
Written agreements must reflect vendor's agreement to meet or exceed minimum requirements of BSA National Camp Standards or policy.

[Revise existing language as follows]

When accompanying campers to programs or activities presented by outside private or public providers, staff supervisory responsibilities include, but are not limited to, camper behavior management, youth protection, communication, and health and safety–related matters.

On-site Overnight off-site and ongoing program providers, or providers providing service exclusively to camp participants, mustshould demonstrate compliance with BSA Youth Protection policies. Day on-site providers must demonstrate compliance with BSA Youth Protection Policies or be accompanied by youth protection trained staff at all times. Day offsite providers providing service at a place of public accommodation (e.g., general public swimming pool, public beach) should meet as many of these policies as is reasonably possible, and accompanying staff should ensure maintenance of Youth Protection at all times. An "ongoing" vendor is one who is present during much of camp; a "day" vendor is one who appears sporadically (delivery personnel or delivers program during only a single day with no overnight or unsupervised access).

Where compliance with the standard as written cannot be

achieved due to unusual circumstances, the council should seek a <u>waiver or</u> variance pursuant to Standard SA-00<u>5</u>4.

#### **REFERENCES:**

[Add new bullet as follows]

• Current BSA minimum requirements for equivalent background checks and youth protection training can be obtained by contacting: membershipstandards@scouting. org

#### Rationale for the changes:

These changes implement program standard changes to enhance youth protection as part of BSA's exit from the bankruptcy program and agreed steps to improve program safety. These include ensuring that individuals with possible unsupervised access to Scouting youth are properly vetted and trained in Scouting's youth protection requirements.

New Specific Requirement G reminds councils and camps of additional requirements for transportation vendors.

# PD-111. NEW PROGRAMS AND ACTIVITIES

## SPECIFIC REQUIREMENTS OF THE STANDARD:

[Revise Specific Requirement B as follows]

B. If the risk assessment for the new activity, before controls are developed in the risk management process, is classified as IA, IB, IC, ID, IIA, IIB, IIC, IID, IIIA, IIIB or IIIC on the Risk Assessment Chart in Program Hazard Analysis, No. 680-009, the council mustwill submit a variance request prior to com-

mencing the new activity.

#### Rationale for the change:

Risk category IIIB was inadvertently omitted when this standard was first prepared. It is clear given the inclusion of IIIA and IIIC that IIIB was intended for coverage. The standard is revised accordingly. Second, the standard is clarified that camps must submit requests for variances for activities in Classes IA, IB, IC, ID, IIA, IIB, IIC, IID, IIIa, IIIB and IIIC.

#### **RP-159. TRADING POST**

#### INTERPRETATION:

[Revise second bullet as follows]

 Minimize sugary and fattening foods, including candy bars, energy drinks and sodas. Elimination of sugary and fattening foods is not required.

#### Rationale for the change:

Energy drinks, like sodas, are typically high in sugars and caffeine and may have similar health consequences.

#### PS-203. AQUATICS: SCU-BA PROGRAMS

[Replace the existing standards PS-203 and PS-204 with the following and delete existing standards]

#### **STANDARD:**

If offered, scuba programs are conducted in a safe manner and in accordance with the Guide to Safe Scouting, BSA Scuba Policy and applicable industry requirements.

# SPECIFIC REQUIREMENTS OF THE STANDARD:

#### A. Participation Limits.

- Youth members in Cub Scouting, including Webelos Scouts, are not authorized to use scuba in any activity.
- 2. Youth members in Scouts BSA, Venturing, and Sea Scouting may participate in the introductory Scuba BSA program and may obtain scuba certification as conducted by recognized agencies appropriate to their age. Recreational dives are allowed at a camp or council event provided such dives are consistent with their current level of certification and are under the direct, on-site supervision of a responsible adult currently certified as a divemaster, assistant instructor, or higher rating from a recognized agency. All such activities must meet all requirements of the Scuba Policy in the Guide to Safe Scouting.
- 3. Standards of the recognized scuba agencies require students for open-water certification programs to be at least 15 years of age but allow special certification programs for younger students. Because all instruction for BSA scuba programs must be conducted by professionals certified by a recognized agency, additional agencyspecific, age-related restrictions, and protocols apply to students under 15 years of age.
- 4. The divemaster or instructor supervising a recreational

dive by a BSA group must implement the following policies for all divers under 15 years of age, as well as any additional junior diver restrictions and protocols adopted by that person's certifying agency:

- a. Depths are limited to 40 feet for divers under 12 years of age and to 60 feet for divers 12 to 14 years of age.
- b. Each diver under 15 years of age must have an adult buddy certified as an open-water diver who is either the junior diver's parent or an adult approved by the parent.
- c. Additional divemasters or instructors must be present to maintain a ratio of one trained supervisor to four buddy pairs (eight divers) containing no more than four divers under 15 years of age.
- B. **Program Supervision.** Any camp offering scuba must comply with this Standard and deliver the scuba program using one of the following two options:
  - The scuba program is supervised by a recognized scuba contractor meeting the requirements of Standards PD-109 and PS-203; or
  - The camp is a nationally accredited scuba adventure program meeting the requirements of Standard PS-203, Specific Requirements E through I.

The "recognized scuba contractor" required in Specific

Requirements B.1 and B.2 is defined in Specific Requirements E through H.

#### C. Medical Requirements.

- 1. All scuba participants must submit a current (within one year) BSA Annual Health and Medical Record. In addition, all scuba participants must submit a current (within one year) medical statement approved by the Recreational Scuba Training Council (RSTC). Each scuba training agency recognized by the BSA requires a specific health history form prior to enrollment in a certification program. The BSA requires review and approval of the completed form by a physician even if the scuba agency itself does not require physician approval. Various risk factors identified on the forms may exclude a person from scuba training, either temporarily or permanently. Risk factors include but are not limited to ear and sinus problems, recent surgery, spontaneous pneumothorax, asthma or reactive airway disease (RAD), seizure disorders, diabetes, leukemia, sickle-cell disorder, pregnancy, panic disorders, and active psychosis.
- 2. The divemaster or instructor supervising the program must review the BSA annual health and medical record and the RSTC Diver Medical Participant Questionnaire and evaluate risk conditions using medical standards consistent with those used

- by their certifying agency and the BSA, whichever is more stringent. Either the divemaster/instructor or the camp health officer may disapprove a participant for a scuba activity but only the divemaster/instructor may approve a participant for a scuba activity. Scuba diving is prohibited for people with the following conditions:
- a. Participants with a history of seizures or epilepsy unless allowed under the BSA Scuba Policy
- b. Individuals with diabetes or similar conditions, unless well-controlled and allowed under the BSA Scuba Policy
- c. History of asthma or RAD unless resolution is confirmed in accordance with the BSA Scuba Policy
- d. Participants with ADD, ADHD, anxiety and depression, or related conditions requiring any medication unless allowed under the BSA Scuba Policy
- e. Any person with conditions listed as "severe" by the Undersea and Hyperbaric Medical Society.
- D. Risk Management. Councils contracting a vendor to conduct scuba operations have an annual Letter of Agreement with Facility outlining requirements found in BSA Scuba Policy and Standards PS-203.
  - 1. The annual letter of agreement must meet BSA minimum requirements.
  - 2. The annual letter of agree-

ment must be specifically approved by the council's enterprise risk management committee consistent with Standard PD-112.

3. Local council programs may not compress or sell air for scuba use, or sell, rent, or loan scuba equipment (scuba cylinders, regulators, gauges, dive computers, weights, or BCDs) All air and equipment for local council program use must be obtained from professional sources (dive stores, resorts, dive boats, etc.) affiliated with a scuba agency recognized by the BSA Use of personal air or equipment is not authorized

## E. Recognized Scuba Contractor: Qualification

- The contractor must be a member, in good standing, of an RSTC agency. Recognized scuba agencies are:
  - a. Professional Association of Diving (PADI)
  - b. National Association of underwater Instructors (NAUI)
  - c. Scuba Schools International (SSI)
  - d. International Diving Educators (IDEA)
  - e. Professional Diving Instructors Corporation (PDIC)
  - f. Scuba Diving International (SDI)
  - g. National Academy of Scuba Educators (NASE)

In addition to the agencies listed by name, any current member of the World Recre-

- ational Scuba Training Council (WRSTC), which includes all RSTC members, is also a recognized scuba agency.
- 2. The contractor (and its facility) must operate within local, state, and federal government laws and regulations.
- 3. The contractor must have written safety plans for its facility or the camp or camp property at which the scuba program will be offered which include:
  - a. Visibility & Sea/Water Conditions Constraints
  - b. Inclement Weather
  - c. Lost Diver
  - d. Medical Emergency at Sea/on the Water
  - e. Vessel Emergency;
     Grounding, Sinking, Fire (if program is based off boat).
- 4. Contractor (and its facility) and any vessels used as part of the program must operate within USCG laws and regulations. Each vessel must submit to either a USCG Safety Examination or Inspection annually (depending on the size and weight of vessel) and submit to USCG Incident Reporting requirements and procedures.
- 5. Vessels must be equipped with USCG approved first aid kits, emergency equipment, rescue equipment, and emergency oxygen equipment along with an AED (not required by USCG). Oxygen equipment and AED are stored in a safe and accessible location.

- F. Recognized Scuba Contractor: Staffing Minimum Requirements
  - 1. Contractor must employ a
    Scuba Director, over the age
    of 25, with 5 or more years
    of industry experience, who
    is an RSTC Instructor or
    greater, PADI Emergency
    First Response Instructor or
    equivalent, PADI Emergency
    O2 Instructor or equivalent to
    provide leadership to scubabased programs, facilities,
    and operations.
  - 2. Scuba instructors employed by contractor are 18 years of age or older and hold a current RSTC Instructors certification along with PADI Emergency First Response or equivalent, and PADI Emergency O2 or equivalent certifications.
  - 3. Scuba divemasters employed by contractor are 18 years of age or older and hold a current RSTC divemaster certification along with PADI Emergency First Response or equivalent, and PADI Emergency O2 or equivalent certifications.
  - 4. Scuba staff with potential rescue responsibilities employed by contractor must possess a RSTC Rescue Diver or greater certification along with PADI Emergency First Response or equivalent, and PADI Emergency O2 or equivalent certifications.
  - If required for program, USCG Captains subcontracted or employed by contractor must hold a current and active USCG license appropriate for the size of vessel

operated along with PADI Emergency First Response or equivalent, and PADI Emergency O2 or equivalent, certifications OR USCG approved/required medical training.

- Scuba staff members, including all listed in Specific Requirements F.1-4, must attend scuba department training annually and submit to a position specific skill review. This skill review may include training of other personnel under observation of scuba director or their designee.
- 7. Scuba staff members, including all listed in Specific Requirements F.1-5, must be active members of a USCG sanctioned Drug Consortium, where required, and submit to annual and random drug screenings.

# G.Recognized Scuba Contractor: Minimum Medical Requirements

- Contractor must either have a formal relationship with an MD or DO who is versed in dive and hyperbaric medicine OR have a formal relationship with Divers Alert Network to review and provide guidance to safety standards and procedures, answer technical medical questions, and train staff members to recognize symptoms of dive related illness.
- 2. Contractor shall employ trained staff members to review scuba medicals in alignment with BSA Scuba Policy. Any individual outside of BSA Scuba Policy must be denied participation; con-

cerning medical records are forwarded for review to the scuba medical director or referred to Divers Alert Network or to a licensed hyperbaric physician via a PCI compliant method.

# H. Recognized Scuba Contractor: Equipment Minimum Requirements

- Contractor maintains an upto-date inventory of all equipment.
- If contractor maintains equipment, maintenance must be done by trained and certified individuals. If maintained by a vendor, the vendor must be trained and/or licensed.
- Contractor maintains a written maintenance and replacement schedule for all scuba equipment. Maintenance logs are kept for all equipment.
- 4. Contractor must conduct timely routine maintenance of air compressors such as filter and oil changes accomplished by a trained staff member or vendor, and a maintenance log is kept. An annual inspection of the compressor is performed by a certified service center. The compressor area and fill station are enclosed and locked when unsupervised. There is an "Authorized Personnel Only" sign posted.
- 5. Air produced by compressors is tested a minimum of four times per year or as required by state law. Results are sent to the applicable state health department or other regula-

tory authority as required.

- Qualified inspectors supervise the visual inspection of all scuba dive cylinders and tank valves annually. Official inspection stickers are affixed to each cylinder. Scuba cylinders are filled to a maximum of 3,000 PSI by trained staff members only.
- I. Nationally Accredited Scuba
  Adventure Program. Nationally accredited Scuba Adventure
  programs are authorized to perform and shall comply with the
  requirements of the recognized
  scuba contractor under Specific
  Requirements E through H.
  The following programs are recognized as nationally accredited Scuba Adventure programs:
  - 1. Florida National High Adventure Sea Base.

#### **VERIFICATION:**

- Review of staff chart and certifications (may be submitted with declaration)
- Discussion of procedures in practice with director and staff
- Review of cylinders to ensure in accordance with standard
- Review to ensure proper health form and supplement are reviewed in medical screening
- Verification of written contract for recognized scuba contractor and verification of RSTC membership
- Review to ensure required plans in place
- Discussion of medical review procedures used by contractor
- Review of equipment logs and maintenance practices

#### **REFERENCES:**

The BSA Scuba Policy is found in the on-line Guide to Safe Scouting at https://www.scouting.org/health-and-safety/

The UHMS Diving Medical Guidance to the Physician (current edition) is available at www.uhms.org/.

Standard PS-204 is DELETED.

#### Rationale for the change:

Standards PS-203 and PS-204 are substantially revised to reflect changes to the BSA Scuba Policy and evolution in the scuba industry and evolving understanding of the risks involved. Standards PS-203 Local Scuba Programs and PS-204 Nationally Accredited Scuba Adventure Programs are being consolidated to place all scuba standards into one place. The principal change is to reinforce existing policy that all BSA scuba, except that at a nationally accredited Scuba Adventure Program, will be delivered by contractors specifically trained in scuba procedures, recognized by an independent accrediting agency and following industry best practices.

Because of the inherent risks involved, BSA is not in the position to vet multiple internal providers of scuba services.

Specific Requirements E through H set forth the requirements that all proposed contractors delivering scuba programs within BSA must meet. These requirements are based on prior experience, discussions with existing BSA scuba programs and contractors, and BSA aquatics subcommittee and other industry professionals. Specific Requirement I lists nationally accredited Scuba

Adventure Programs. At this time, the Florida National High Adventure Sea Base is the sole such program. Current National policy recommends use of outside contractors as the preferred course for local councils due to the risks involved. Questions about nationally accredited status should be directed to the National Outdoor Programs staff.

# PS-206. COPE AND/OR CLIMBING PROGRAMS

Effective January 1, 2024

## SPECIFIC REQUIREMENTS OF THE STANDARD:

[Revise D.1 as follows]

- D. Temporary Anchor Systems
- 1. All temporary anchor systems must provide <u>sufficient</u> such a strength as to limit potential falls-and the load must be equalized across multiple anchor points. Anchors are placed to provide the most effective protection for both the climber and the belay.

#### **INTERPRETATION:**

[Revise following paragraph as indicated]

Proper belaying technique: Belayer's position must be in direct line with a potential fall and allow for no slack between the anchor point, if used, and the belayer. Horizontal traversing elements require either a movable dynamic belay system with a belay team or a static belay system using an observer. Back up belay is required. In rare, natural area, instances where there is not enough space for a backup belayer or during initial set up of a course

with only two trained staff, using trained belayers to belay with an assistedbraking device or hitch is allowed. (Artificial climbing surfaces or elements that do not allow for a backup belay mustshould be redesigned or their operating procedures modified to meet this requirement.)

#### Rationale for the change:

Specific Requirement D is revised to eliminate the requirement for temporary anchors to use multiple points in all cases, although it is still good practice. The change clarifies that two trained staff may be used to set up a course and that this does not violate the Standard.

#### PS-214. TARGET AND RANGE SPORTS: FIRE-ARMS PROGRAMS

# SPECIFIC REQUIREMENTS OF THE STANDARD:

- F. Cowboy Action Shooting Program. Instruction shall follow the Cowboy Action Shooting Program Guide appropriate guide in the appendix in the current edition of the BSA Shooting Sports Manual, No. 430-938.
  - Before moving to the shooting positions, each participant shall participate in a cowboy action shooting safety briefing using the outline in BSA Cowboy Action Shooting Program Guide, No. 530-318 (2016), Appendix 14e 4.

. . . .

In addition to Specific Requirement A, each cowboy action shooting range is designed in accordance with

Appendix 2 of the BSA Cowboy Action Shooting Program Guide, No. 530-318(2016). Each shooting position shall have a "red" ready line behind each shooting position.

G. Chalk Ball Programs. ...

. . .

2. Before moving to the shooting positions, each participant shall participate in a safety briefing using the outline in the BSA Chalk Ball Program Guide, No. 530-317 (2016), Appendix 13d4.

. . .

- 9. Each range is designed in accordance with Appendix 13b2 of the BSAChalk Ball Program Guide. A "red" ready line shall be placed behind each shooting position.
- H. Multi-Gun Airsoft Experience
  Program. Venturers, Sea
  Scouts, and Scouts BSA members may participate in the
  multi-gun airsoft experience
  program. The program shall
  follow the Multi-Gun Airsoft
  Experience Operations Guide,
  No. 510-316. This guide can
  be found in the appendix of the
  BSA Shooting Sports Manual,
  No. 430-938.
  - Only airsoft guns and accessories listed in Appendix 12g
     of the Multi-Gun Airsoft Experience Operations Guide are permitted. All airsoft guns must be obtained from an approved supplier listed in Appendix 12f 6.
  - Each range is designed in accordance with the section "Airsoft Range Layout" and Appendices 12i 8 and 12j 9 of the Multi-Gun Airsoft Ex-

perience Operations Guide. Each shooting position shall have a ready line and a control line behind each ready line. The coach and instructor must be able to see all areas at all times.

#### **REFERENCES:**

[Add after first paragraph]

Program guides cited in the Specific Requirements are available in the BSA Shooting Sports Manual as follows:

- Appendix 11: Scouting Pistol
   Safety and Marksmanship Program
- Appendix 12: Multigun Airsoft Experience
- Appendix 13: Chalk Ball Program
- Appendix 14: Cowboy ActionShooting Program

#### Rationale for the change:

The change updates the location of the relevant syllabus to make it easier for staff or instructors to find the syllabus.

#### PS-216. TRANSPORTA-TION SERVICES

#### STANDARD:

If a camp provides transportation services to its participants, it does so in a safe fashion, complying with applicable laws, BSA Standards and policies.

#### INTERPRETATION:

[Add the following at the end]
All drivers must comply with BSA

Youth Protection Policies and meet one of the following criteria: (1) be a registered camp staff member; (2) be an outside contractor meet equivalent requirements pursuant to Standard PD-109 Outside Providers of Program, Activities, and Services; or (3) be a registered BSA adult volunteer leader. All other Youth Protection Requirements apply. If a BSA unit is traveling as part of a camp program, it is highly recommended that at least one unit adult be present in each vehicle traveling with unit youth; if traveling as part of a non-unit-based program, at least one staff member assigned to the youth travel with the youth.

Standard PS-216 requirements do not apply to public common carriers—for example, trains, public buses, and commercial airlines—on regularly scheduled public routes. Youth Protection Policies must be followed as applicable.

#### Rationale for the change:

NCAP has learned that some camps have not considered youth protection requirements while operating transportation programs. The standard is revised to clarify that transportation programs must comply with BSA National Camp Standards and policies.

# PS-222. ADVENTURE PROGRAMS AND ACTIVITIES

SPECIFIC REQUIREMENTS OF THE STANDARD:

[Revise E as follows]

E. **Program Safety Elements**.
A camp offering an adventure program or adventure activ-

ity shall complete a program hazard risk analysis pursuant to Standard PD-111, including a variance if required, and obtain a specific risk clearance for the program or activity pursuant to Standard PD-112. Program safety elements must address: [list unchanged]

#### Rationale for the change:

The change uses the more correct "program hazard analysis" terminology and process referenced in Standard PD-111 and BSA risk management publications.

#### RP-253. OUTDOOR ETH-ICS TRAINING

Revised January 1, 2024

#### **RECOMMENDED PRACTICE:**

At least one staff member is trained as a Leave No Trace Level I or II Instructor Trainer or Leave No Trace Master Educator. A Leave No Trace Level I Instructor Trainer course, Leave No Trace skills course, or Leave No Trace awareness course, or other outdoor ethics awareness workshop is offered to leaders and campers.

#### Rationale for the change:

Leave No Trace has adjusted the language of its training syllabi to more closely correspond to those offered by other programs. The new Level I Instructor corresponds to the former Trainer level while the new Level II Instructor corresponds to the former Master Educator level. In addition, Leave No Trace has rolled out a new Leave No Trace skills course, which is added to the list of recommended

programs for camps to consider.

### SQ-401. CAMP STAFF QUALIFICATION: GEN-ERAL

#### STANDARD:

A. ...

- 1. Long-term camp youth staff and personnel 17 and under must complete a youth application using the registration category "Council Camp Staff Youth" Gode 68 even if registered in another capacity.
- 2. Long-term camp adult staff and personnel must complete an adult application using the registration category "Council Camp Staff Adult" Code 49 even if registered in another capacity.
- 3. Long-term camp staff and personnel at National High Adventure Bases must complete an adult application using the registration category "National Camp Staff" Gode E3 or a youth application using the registration category "National Camp Staff Youth" Gode NCSY even if the adult or youth is registered in another capacity.

#### Rationale for the change:

BSA has updated its registration system and is now tracking staff camp as a wholly separate group from regular BSA registration. The changes are made to facilitate the proper tracking and training of camp staff.

#### **SQ-406. AQUATICS STAFF**

# SPECIFIC REQUIREMENTS OF THE STANDARD:

[Revise the standard as shown]

- A. **Program supervision**. At all camps:
  - 1. The aquatics director is 21 years of age or older and holds a current certificate of training as a BSA Aquatics Instructor from a National Camping School. The aquatics director also is currently certified as a BSA Lifeguard, American Red Cross Lifeguard, or equivalent training recognized by state legislation or regulation (a "valid lifeguard certification"), and is currently trained in American Red Cross First Aid and CPR/ AED for the Professional Rescuer or Health Care Worker Basic Life Support (BLS) for Health Care Providers, or equivalents. For long-term camps, the aquatics director holds no other staff position and lives on-site if youth participants or staff remain on the premises overnight. (Note: State or local regulation may require previous lifeguard experience and should be reviewed to ensure compliance.)
  - 2. If an individual trained as a BSA Aquatics Instructor is not available, the camp may apply for and be issued a waiver that would allow a

person 21 years of age or older, currently trained by the American Red Cross as a Lifeguard Instructor, in Lifeguard Management, and as a Water Safety Instructor (all three required) and American Red Cross First Aid and CPR/AED for the Professional Rescuer or Health Care Worker to fill the position for one season. The waiver will require the individual to review the Swimming and Water Rescue and Paddle Craft Safety PowerPoint presentations at www.scouting.org/outdoor-programs under the Aquatics tab and to review the relevant sections of Aquatics Supervision, No. 34346.

B. Camps with separated aquatics areas on camp property or reservation. At all camps:
Each aquatics area shall be supervised by a person, 18 years of age or older, who holds the following training and credentials when the aquatics director is not present at the area:

. . . .

 Current certification in American Red Cross CPR/AED for the Professional Rescuer or Health Care Worker BLS for Health Care Providers and American Red Cross First Aid (or equivalents).

. . . .

5. For adventure or trek activities, comply with Standard SQ-411 for activities that occur on trek and off camp property or Specific Requirement D for swimming activities at a non-BSA owned or operated swimming facility.

- C. Aquatics area staff. At all camps: the following requirements apply to aquatics area staff:
  - 1. ....
  - d. All lifeguards can currently perform basic life support BLS and first-aid skills (possession of a card is not enough; each aquatics director must check that they can still perform to standards).

. . . .

- 2. At least 50 percent of the aquatics staff members, excluding CITs, hold a valid lifeguard certification and current American Red Cross CPR/AED for the Professional Rescuer or Health Care Worker, or equivalent, and American Red Cross First Aid, BLS for Health Care Providers, or equivalent.
- E. Personal watercraft (PWC) program. If a PWC program is offered at a camp, staff must successfully complete the prescribed state safe boating training program and additional requirements prescribed by the National Council, Outdoor Programs, in the program approval.

#### Rationale for the change:

The American Red Cross teaches the CPR/AED for the Professional Rescuer or Health Care Worker as part of its lifeguard class. As many BSA personnel hold American Red Cross lifeguard credentials, use of the more familiar "CPR/AED for the Professional Rescuer" is less confusing than the BLS for Health Care Workers title. The two courses are equivalent with slight differences in ter-

minology and both are acceptable under this Standard.

Specific Requirement B is revised to add a clarification statement for trek and adventure camps. These camps must meet both trek/adventure and aquatics standards. If the trek will use a camp property-based aquatic feature, then the requirements of Specific Requirement B.1 through 4 must be met if other camp programs also use that feature. If only the trek/adventure program uses the feature, then Standard SQ-411 applies, although it is recommended that if multiple trek/adventure crews use the aquatic feature during the day that a venue supervisor meeting Specific Requirement B be provided.

# SQ-407. FIREARMS AND THROWING SPORTS

# SPECIFIC REQUIREMENTS OF THE STANDARD:

[Revise the Firearms Range Supervision Chart in Specific Requirement B.1 as follows]

Camp and Range Type Range Supervision Required Alternate Supervision Option (Requires waiver)

- 1 Day camp, Short-term camp, Long-term camp: BB range Range Supervision Options:
- BB gun rangemaster at least 18 years old (BB gun rangemaster certification course instructed by NCS shooting sports director or NRA Rifle Instructor\*\*)
- NCS shooting sports director
- NRA Rifle Instructor\*\*
- Certified Military shooting instructor\*\*

- Certified Law Enforcement shooting instructor\*\*
- Certified 4-H Shooting Instructor\*\*
- \* BB gun range programs do not require an NCS shooting sports director to be on site. See A.3.
- \*\* These individuals must also review Cub Scout shooting sports section of the BSA Shooting Sports Manual and be familiar with Cub Scout shooting sports if program is offered to Cub Scouts

#### Rationale for the Change:

The NRA Rifle Instructor is authorized to supervise the range and has sufficient background, after reviewing the Cub Scout shooting sports materials, to instruct BB rangemasters. This change will make it easier for camps and councils to offer BB programs while still preserving good range operation and safety.

#### SQ-408. TARGET AND RANGE SPORTS: AR-CHERY

Revised January 1, 2024

## SPECIFIC REQUIREMENTS OF THE STANDARD:

[Specific Requirement B.2 is revised as follows]

#### B. Range Supervision.

2, The range supervisor shall be a BSA archery rangemaster or USA Archery Level I Instructor.

Other The range supervisor and archery staff must be trained by a National Camping Schooltrained shooting sports director or USA Archery Instructor, who must issue a training course pocket certificate. The certifi-

cate must be renewed every two years.

#### Rationale for the change:

The national shooting sports subcommittee believed that the prior wording was unclear about the requirements for the range supervisor. The language clarifies the current rule.

# SQ-409. COPE AND/OR CLIMBING STAFF

Revised January 1, 2024

## SPECIFIC REQUIREMENTS OF THE STANDARD:

[Revise Specific Requirement B.2.b and c as follows]

b. The training program must be evaluated and approved by a training program evaluator approved by the National COPE and Climbing Subcommittee chair.the peer review process. The peer review process is coordinated by the National COPE & Climbing subcommittee. The National COPE & Climbing Subcommittee Chair or their appointee will assignan approved COPE or Climbing peer review who is not affiliated with the training program being evaluated.

ii. Documentation needed during <u>training program evalua-</u> <u>tion processpeer review</u> must

include the following:

[no changes]

c. Report all Level II Instructor training rosters to the national COPE and Climbing subcommittee chair and the Service Territory COPE and Climbing advisoror their appointee via ScoutsOnRope.org or other method provided.

[Fix indentation on paragraph B.2.b.iii by moving left]

#### Rationale for the change:

The change to Specific Requirement B.2.b simplifies the language and clarifies that the local council consortium must work directly with the National COPE and Climbing subcommittee and chair. The change to Specific Requirement B.2.c eliminates the ScoutsOn-Rope.org alternative which is no longer used and adds reporting to the Service Territory COPE and Climbing Advisor as the person must involved in supervision and assistance to local council programs in the Territory.

# SQ-411. ADVENTURE PROGRAM AND ACTIVITY STAFF

# SPECIFIC REQUIREMENTS OF THE STANDARD:

- A. Adventure Program <u>Leader-ship</u>.
  - 2. A boating-based aquatics adventure program leader must meet Standard SQ-406, Specific Requirement A.1 and: [balance unchanged]
- B. Adventure Activityies <u>Leadership</u>. [balance unchanged]
- C. <u>Staff Members Accompanying</u> <u>a Crew</u>. [balance unchanged]
- D. Other Adventure Program
  and Activity Staff. Staff members assisting in an adventure
  program or activity must have
  evidence of training in their area
  of responsibility consistent with

that approved in this standard, a variance, or the Authorization to Operate.

#### **INTERPRETATION:**

[Add the following before the first paragraph]

"Adventure program" and an "adventure activity" are defined in Standard PS-222.

#### **VERIFICATION:**

[Replace the second bullet with the following]

• Review of the training plan required in Standard PS-222, Specific Requirement F and verification that adventure program/ activity leadership and staff has completed the required training by review of certificates and training logs or other documents.

#### Rationale for the changes:

The National Aquatics Subcommittee has determined that for adventure programs that are boating-based, a BSA Aquatics Instructor is required because the alternative provisions of Standard SQ-406. Specific Requirement A.2 do not provide sufficient training in boating activities. The Specific Requirements are clarified as to their purpose. New Specific Requirement D is added to clarify that all adventure program/activity staff must be trained in their responsibilities. The Interpretation is revised to reference the foundational definition of "adventure program" and "adventure activity" used in this standard. Finally, the Verification provisions are updated to eliminate the reference to the former "high adventure" and "specialty adventure" camps and to require assessment teams to review the training plan and

confirm that adventure program/ activity leadership has completed the training contemplated by the plan.

#### HS-503. MEDICAL IN-FORMATION

Effective January 1, 2024

#### **INTERPRETATION**

[Add a new first paragraph]

AHMR requirements for a participant are based on the duration of the camp session and not the duration of the entire camping season. So, if the camp session the participant is attending is 4 nights or longer, Parts A,B and C are required. If the camp is three nights or less, Parts A and B are required. AHMR requirements for camp staff are based upon the duration of the entire camping season. Councils and camps may require Parts A, B, and C as a matter of local policy.

#### Rationale for the change:

The purpose of the change is to make it clear that the AHMR required for a camp participant, as opposed to staff, is based on the duration of the camping session that the participant will attend. For camp staff, the type of AHMR is required based on the length of the camp season.

#### HS-507. MEDICAL RE-CORDKEEPING AND RE-PORTING

#### **VERIFICATION:**

[Add new bullet point to end]

Observation of the medical

log(s) and spot-check of completeness, without excessive intrusion into the privacy of an individual.

#### Rationale for the change:

Some camps have objected to assessment team review of medical forms or medical logs on the basis that is either inappropriate or inconsistent with HIPPA. Verification that BSA procedures are being followed—e.g., that necessary signatures or approvals are present or forms are filled out completely—are a necessary part of good health care and do not violate reasonable expectations of privacy or HIPPA. If a camp believes that state law may compel a different result, it should seek guidance from legal counsel and, if NCAP-mandated review is not possible, the letter from legal counsel should so state and NCAP advised at NCAP@scouting.org including the letter from legal counsel.

#### RP-552. SAFETY MO-MENT [NEW]

Effective January 1, 2024

Applies to: Short-term Camp; Day Camp; Long-term Camp

#### RECOMMENDED PRACTICE

The camp includes a safety moment as part of its daily program to help foster safety awareness and a culture of safety.

#### **VERIFICATION:**

 Review of camp program and safety moments used.

#### **REFERENCES:**

Example safety moments may be

found at the BSA national health and safety page at the following URL:

https://www.scouting.org/health-andsafety-/safety-moments/

#### Rationale for the change:

Scouting is endeavoring to build a culture of safety. Including a safety moment as part of the daily camp program will help foster this culture of safety and reiterate to leaders and members that safety planning and preparation should be part of all Scouting activities. A few well planned, impactful safety moments integrated into the program will be more effective than having so many that they become a burden or annoyance.

# FA-707. TOILETS AND LATRINES

# SPECIFIC REQUIREMENTS OF THE STANDARD:

[Add a new Specific Requirement D]

D. The camp or camp property shall have procedures in place, including periodic checks, to ensure that safety, sanitation and privacy of participants is maintained.

#### INTERPRETATION:

[Add to the second paragraph as follows]

All procedures must comply with Youth Protection policies. The procedures should specify periodic checks to ensure safety and sanitary conditions are maintained and privacy is not compromised. Daily checks during high use/high exposure periods may be needed with less frequency required during off-season periods. It is rec-

ommended that staff performing the checks be rotated during camp to maintain a high standard. It is preferred to have separate facilities for staff and campers.

#### **VERIFICATION:**

[Add second bullet as follows]

• <u>Discussion of check procedures</u>

#### FA-708. SHOWERS

#### STANDARD:

All campers, leaders, and staff members have access to safe, clean and reasonably private shower facilities and comfortably warm showers on a regular basis throughout the session. The facilities are checked to verify their safe and sanitary condition and privacy on a periodic basis. At least one operable showerhead is provided for each 20 participants (including staff). Procedures for separate use of shower facilities by males and females and by youth and adults are in effect.

#### **INTERPRETATION:**

[Revise the first paragraph of the Interpretation as follows]

All procedures must comply with Youth Protection policies. The procedures should specify periodic checks to ensure safety and sanitary conditions are maintained and privacy is not compromised. Daily checks during high use/high exposure periods may be needed with less frequency required during off-season periods. It is recommended that staff performing the checks be

rotated during camp to maintain a high standard. It is preferred to have separate facilities for staff and campers.

#### **VERIFICATION:**

<u>Discussion of check procedures</u>

### Rationale for the change to FA-707 and FA-708:

Latrine and shower facilities are necessary and critical to camp success. They also are subject to damage, invasion of privacy, or becoming unsanitary which compromises the camp experience for staff, campers and visitors alike. Their condition may change rapidly. Camps and camp properties should have procedures, including periodic checks, to ensure that the latrine or toilet facility experience is good. These checks must be sufficiently frequent to prevent lack of cleanliness or privacy compromise. In at least one case, a periodic inspection discovered a hidden camera. Such privacy invasions are unacceptable in Scouting.

#### FA-711. MOTOR VEHI-CLES

#### **INTERPRETATION:**

[Add the following to the Interpretation after the motor vehicle bullet list]

The following interpretive rules are used in applying this standard:

- A vehicle classified by the manufacturer as an ATV, ROHV or UTV is classified as that type of vehicle under the standards regardless of changes made to the vehicle.
- An ROHV that is not classified

- as either an ATV or a UTV shall be treated as a UTV. NCAP will accept ATV training for an asdelivered single person ROHV as equivalent to UTV training.
- A vehicle which is not an ATV,

  ROHV, UTV or farm equipment
  may be classified as an LTV
  if all of the following conditions are met: (1) its maximum
  speed as delivered from the
  manufacturer is under 20 mph;
  and (2) it was not equipped with
  a rollbar as delivered.
- Farm equipment includes tractors, harvesters and similar specialty equipment. It does not include trucks, ATVs, ROHVs, UTVs or LTVs even if used incidentally in farm operations.

#### Rationale for the change:

The term "LTV" does not have a universally accepted meaning. NCAP is clarifying how the various terms are used in Standard FA-711. In general, the original equipment manufacturer's classification of a unit as an ATV. ROHV. or UTV controls regardless of subsequent changes (unless those changes cause maximum speed to exceed 20 mph, in which case the unit must be treated as an ATV or UTV). An LTV under the standards must not have been designated an ATV or UTV. must not have a maximum speed exceeding 20 mph, and must not have been equipped by the manufacturer with a rollbar. All conditions must be met for it to be an LTV and if any are failed than the council may elect to treat as an ATV (if single rider capable only) or a UTV.

# FA-715. COPE AND CLIMBING FACILITIES

#### **VERIFICATION:**

• [In the third bullet starting with "Evaluation of program documents", strike the -A, --B, --C, and -D and replace with open bullet shown below]

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#### Rationale for the change:

The change is made to reduce confusion because the prior letters did not refer back to the Specific Requirements of the same letter. Replacing the letters with bullets eliminates this confusion.

#### FA-717. SLEEPING/ CHANGING QUARTERS [NEW]

<u>Applies to:</u> Long-term camp; Short-term camp; Camp properties

Effective: January 1, 2024 except as specified

#### STANDARD:

If a camp offers sleeping accommodations or changing areas, the accommodations are clean, safe, and provide reasonable privacy for changing.

# SPECIFIC REQUIREMENTS OF THE STANDARD:

- A. Bunk beds. Effective January 1, 2025, if a camp or camp property offers bunk beds, the beds must meet the following requirements:
  - 1. For purposes of this standard, a "bunk bed" is any

- bed that has the bottom of its mattress foundation more than 30 inches above the floor. The mattress foundation is the based or support upon which a mattress is placed (or would be placed if used without a mattress).
- 2. Unless fixed against a wall on one side, bunk beds must have at least two upper bunk guardrails, with at least one rail on each side. Bunk beds affixed to a wall must have a guardrail on the side not adjacent to the wall. Lower bunks with mattress foundations 30 inches or less from the floor do not require quardrails. Guardrails must extend at least five inches above the mattress top. The quardrails must be either permanently fastened or else require movement in two or more different directions, one after another, to release.
- 2. The guard rail on one side need not be continuous but may have an opening for a ladder or access to the top bunk. This opening shall comply with federal or state law or, if none apply, shall be no greater than 15 inches.
- 3. The guardrails and bunk bed structure shall not create any entrapment hazard where a youth or adult arm, hand, leg, head or neck could be trapped. The bed shall be free of sharp edges or corners. All bunk bed components must be structurally sound.
- B. Changing Areas. Effective

  January 1, 2024, the camp or
  camp property has procedures

that specify periodic checks to ensure privacy in changing areas is not compromised. Daily checks during high use/ high exposure periods may be needed with less frequency required during off-season periods. It is recommended that staff performing the checks be rotated during camp to maintain a high standard. A changing area for purposes of this standard includes shower facilities, aquatics areas. locker rooms and similar areas where participants change clothes but does not include lodging or tents assigned to a person or group for the duration of their stay.

#### **VERIFICATION:**

- Discussion with ranger or staff
   about procedures to check
   beds and changing areas
- Visual review of a reasonable sample of beds

#### **REFERENCES:**

In general, openings must be less than 3.5 inches or greater than 9 inches to minimize the risk of entrapment. Details on testing for entrapment may be found at 16 Code of Federal Regulations 1213.4 and 1513.4.

#### Rationale for the change:

BSA has received reports of injuries occurred due to individuals falling out of bunk beds or becoming entrapped in them. Accordingly, BSA is adopting these procedures, similar to those adopted by the Consumer Product Safety Commission and several states, to enhance protection of participants. This standard becomes effective in Calendar Year 2025 so that camps and councils have time to upgrade existing bunk beds to meet this standard.

Changing areas accessible to general camp participants or visitors are also subject to privacy invasion by campers, cameras and other devices. Appropriate checks should be taken to provide reasonable assurance against privacy invasions. See rationale in FA-707 and FA-708.

#### AO-808. REQUIREMENTS FOR COUNCIL REPORT-ING

[Replace standard with new language below:]

#### **STANDARD:**

The camp has completed required BSA reports in a timely manner. Required reports include:

A. National BSA incident and near miss reports in the form and within the times required by BSA Incident Reporting at the following URL:

https://www.scouting.org/ health-and-safety/incidentreport/

B. Camping Attendance Report.

# SPECIFIC REQUIREMENTS OF THE STANDARD:

A. Precamp. Within 60 days
prior to the start of camp, the
camp director, program director (for long-term camps and
day camps) and professional
advisor shall access the BSA
Incident Report page, download
a copy of the current Incident
Information Reporting Tool,

- Youth Protection/Membership Infraction Information Reporting Tool, and Near Miss Incident Information Reporting Tool and review the balance of the webpage. The individuals shall sign a certification statement that this review was completed and keep a copy of each tool available. The certification statement shall be provided to the assessment team.
- B. Camp. At camp, the camp director shall ensure that all required reports are filed within the times set forth on the BSA Incident Report page. The camp director shall notify the professional advisor of all incidents requiring reporting. including those requiring notice to the National Crisis Communication Support team (PR@ scouting.org), occupational injury reporting, and U.S. Coast Guard reporting. If the professional advisor or Scout Executive cannot be reached within the required times, the camp director shall make any required reports.
- C. Camp Attendance Reports.

  National Outdoor Programs will
  email a link to each council for
  filing attendance reports. The
  report shall be filed within the
  time specified in the Outdoor
  Programs email or an extension
  sought from NCAP@scouting.
  org.

#### INTERPRETATION:

[Delete the header and all information in Interpretation]

#### **VERIFICATION:**

[Delete existing and replace with the following]

The National Service Center

will review reports and notify NCAP if a council or camp is not filing reports as required by this standard. The NCAP staff advisor will provide direction to the assessment team on the required action.

Review the certification statement and discuss with the camp director when incident reporting is required and how it is accomplished.

#### **REFERENCES:**

Detailed instruction on reporting and frequently asked questions

are found at the following URL:

https://www.scouting.org/health-andsafety/incident-report/

#### Rationale for the changes:

The principal proposed change is to replace the current discussion of incident reporting by reference to BSA's Incident Reporting webpage, which provides the most current guidance on reporting requirements and is kept constantly up-to-date. It also enables more guidance to be provided on reporting than is possible in the standards.

Additionally, local councils requested that the Interim Report be deleted. NCAP has considered this change and agrees that given the evolution of the NCAP program the report is no longer adding sufficient value. Accordingly, effective January 1, 2024, the Interim Progress Report will no longer be required.

### **Change in NCAP Standards Update Procedure**

The NCAP Standards team is pleased to announce a change in the standards development process starting with the 2025 revision to the BSA National Camp Standards, NCAP would like to obtain more input from councils and camps about the National Camp Standards. NCAP is pursuing a three track approach to achieve this goal: (1) direct solicitation of comments and suggestions from the field; (2) giving notice and placing proposed changes to the National Camp Standards out for comment by councils and camps prior to adoption of most changes; and (3) creating a more formal way to provide guidance on questions that arise during assessment. Each track is discussed.

# Suggestions for Improvement

NCAP invites any council, camp, Scouting professional or volunteer to provide suggestions for improving the National Camp Standards. Suggestions could cover clarifying language, additional topics that should be added to the standards, updates to courses or references, or suggested simplifications or deletions. All constructive suggestions will be acknowledged and placed into consideration for future updates.

Submit suggestions to **NCAP@** scouting.org. A cc to ehiser.bsa@ qmail.com is appreciated.

#### Notice and Comment on Proposed Revisions

Starting with the 2025 Standards revision cycle, NCAP will endeavor to give notice and solicit comments on proposed revisions to the National Camp Standards through a special section of the NCAP Circular. The request for comment section will provide the text and rationale for proposed revisions and solicit input from the field. To ensure clarity between adopted standards and those out for comment, the proposed

revisions will not appear in traditional Standards format but will be a typescript in Courier font (like this paragraph). Appropriate watermarks will be used when possible.

While NCAP cannot guarantee that all standards will be changed in this fashion, as sometimes faster action is needed, most significant changes should be handled in this fashion.

### **Requests for Clarification**

In the 2025 request for comment, NCAP will include a proposal for a streamlined procedure for camps to request clarification of unclear provisions of the National Camp Standards. This procedure will provide another mechanism to improve the standards. In appropriate cases, NCAP may issue interpretations to clarify the standards.

It is NCAP's hope that these initiatives will further improve the National Camp Standards.

### **NCAP National and Zone Leadership**

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Special Projects		<u> </u>
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Zone 16 Coordinator	Matt Kamat	matthew.kamat@gmail.com

#### **SPECIAL NOTICE: BSA Shower Facilities**

NCAP has been notified by several Zone Assessment Coordinators that local councils have heard a report that NCAP will be adopting a standards revision to prohibit dual use of shower and restroom facilities by male and female Scouts and Scouters. While the future is inherently uncertain, at the present time NCAP is not

planning on any changes to the current standards that would prevent dual use of facilities, if adequate safeguards to meet Youth Protection Standards are in place.

Further, NCAP will state that it does not see any reasonably foreseeable situation where facilities with individually accessed rooms opening to the outside of a building and usable by either males or females, or adults or youth, would not be acceptable under the BSA National Camp Standards and Youth Protection Policies. Individually accessed facilities are recommended practice.