



# **Campmaster Handbook**

**Version 0.9  
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Revision History

Version	Date	Notes
0.9	Aug 8, 2023	Initial release

## Campmaster Corps Purpose

The Capitol Area Council has organized a Campmaster Corps to be used as a resource for BSA units and community organizations while visiting our council camps.

- a) Creates more interest in year-round camping.
- b) Creates more interest in council summer and winter camps.
- c) Promotes the interest of the local community for the council camping program.
- d) Packs, Troops, Ships, Crews, and Posts feel more at home camping.
- e) Promotes advancement in Packs, Troops, Ships, and Posts.
- f) Provides quality program ideas and additional training to youth and adult leaders.
- g) Provides new adult Scout leaders with camping and program support.
- h) Provides program assistance as requested by units at council camps.
- i) Promotes better public relations.
- j) Creates greater respect for Scout property and facilities.
- k) Supports an understanding and appreciation for nature and the world around us.
- l) Heightens awareness of camp safety and reduces accidents.
- m) Camp rules and regulations are better understood and enforced.
- n) Promotes the full use of our council camps resources.
- o) Reduces the overall cost of the maintenance expenses for council camps.
- p) Helps ensure the Council's investment of about **\$250** per Scout is money well spent.

## Benefits of the Campmaster program

- a) More interest in weekend camping.
- b) Wider interest and more attendance at resident camp.
- c) More troops going to camp year-round.
- d) More advancement in units.
- e) More program features in camp.
- f) Troop leaders receiving program ideas and training.
- g) More skills training in high-adventure activities for units.
- h) More informal training of leaders (the Campmasters).
- i) More unit leaders acquiring some additional leadership skills.
- j) Greater respect for council property and facilities, an understanding of ecology and nature.
- k) Camp regulations respected (enforced).
- l) Less maintenance expense.
- m) More interest in the spiritual aspects of outdoor living.
- n) Greater pride in camp appearance, neatness.

## Characteristics of a Campmaster

- a) A Campmaster is dependable!
- b) A Campmaster is a volunteer registered Scouter trained to assist in short-term camping. He/she will have an interest in assisting troops, teams, Webelos dens, and boys at camp for two or more weekends a year.
- c) A Campmaster must be twenty-one years of age, be a registered Scouter in their council in a fee-required position (for the background check), and it is recommended that he/she have at least two years' experience as a unit leader. For a list of registered positions that qualify for this, please refer to the BSA Registration Guidebook (available at <https://www.scouting.org/wp-content/uploads/2019/06/Registration-Guidebook.pdf>)
- d) A Campmaster must be current on Youth Protection Training.
- e) A Campmaster must be prepared to deal with health and safety issues while performing his/her duties. It is recommended that Campmasters be certified in First Aid, CPR or Wilderness First Aid.
- f) A Campmaster must be willing to conduct him or herself in accordance with the Scout Oath, Scout Law, and the Outdoor Code.
- g) A Campmaster must be willing to learn outdoor camping and leadership skills and can work with others, or a Campmaster must be willing to be "trained on the job" by knowledgeable Campmasters.
- h) A Campmaster should have a working knowledge or be willing to acquire a working knowledge of BSA camp rules and regulations. The *Guide to Safe Scouting* is an excellent resource to gain this knowledge.
- i) A Campmaster should have a working knowledge or be willing to acquire a working knowledge of Cub Scout, Boy Scout, Venturing, Post, and Ship organizational structure and their advancement requirements.
- j) A Campmaster must have familiarity with our council camps. This part of the Campmaster's training will be the responsibility of the Campmaster Crew Leader if the Campmaster is not familiar with Lost Pines Scout Reservation or Camp Tom Wooten and has not taken the annual Campmaster Training Course. It is recommended that at least one Campmaster in each Campmaster Crew go through the annual Campmaster training each year.
- k) Additional training that is recommended for Campmasters includes New Leader Essentials, Leader Specific, BALOO for Cub Scout Leaders, Introduction to Outdoor Leader Skills for Boy Scout Leaders, Commissioner's College, Wood Badge, Sea Badge, and Powder Horn.

## The Camp Rangers

- a) A cooperative and close relationship must exist between all Campmasters and the Camp Ranger.
- b) The Camp Ranger is responsible for the upkeep, maintenance, and proper use of all camp facilities; any support he can receive in this endeavor is welcome.
- c) Campmasters work closely with the Camp Ranger but are responsible to the head Campmaster on site.
- d) The Camp Ranger, as a full-time council employee, is responsible to the Scout Executive and/or Director of Camping; therefore, the only person at the camp who can give directives is the Camp Ranger. In the case of any emergency taking place on the campgrounds, *always notify the Camp Ranger first!*
- e) The Camp Ranger must approve all service projects, so units must seek out the Camp Ranger if they wish to work on any services projects within the camp.
- f) The Camp Ranger's house is his personal residence. It is not a public facility that can be entered at will. All people must be courteous and be invited in by the Camp Ranger.
- g) If the Camp Ranger learns that an upcoming weekend will have very little or no units visiting the camp that weekend, the Camp Ranger may call the Campmasters who will be on duty and give them the option to not come out to the camp that weekend.
- h) As with any unit or organization there is a chain of command. While the Campmaster Service Program is a volunteer program there may come a time when a Campmaster may need to seek advice or help. A Campmaster seeking advice or help is directed to contact the leaders listed below in the order as shown:

### Campmaster Chain of Command

<b>LPSR Camp Ranger</b>	Cayman Ward	512-508-3510 Cell	
<b>Lead Ranger</b>	PJ Brown	979-417-6564 Cell	
<b>Chief Campmaster</b>	Herb Keirstead	512-736-3167 Cell	
<b>Dir. of Support Services</b>	Ron Settele	512-617-8636 Office	972-822-0984 Cell
<b>Scout Executive</b>	Jon Yates	512-617-8613 Office	512-496-3289 Cell

### Emergency Contact Numbers

<b>EMS</b>	911
<b>Fire</b>	911
<b>Sherrif</b>	512-549-5100

- i) Camp Ranger's duties
- j) Description of the properties (Lost Pines Scout Reservation, Camp Tom Wooten, Griffith League)
- k) How the Campmaster helps the Camp Ranger
- n) The Camp Ranger's expectations of Campmasters

## Camp Ranger Duties

The Camp Ranger is a full-time Council employee that is responsible to the Head Ranger and ultimately the Scout Executive.

Our Head Ranger resides at Smilin' V ranch but spends a fair amount of time at Lost Pines and the other Council properties.

The Lost Pines Camp Ranger lives at Lost Pines in the Ranger House. Cayman is the primary contact for all matters related to the camp.

The Camp Ranger is responsible for the upkeep of the property and for making any repairs that may be necessary. The Camp Ranger is the ultimate authority on-site and is responsible for the proper use of the facility.

Campmasters may be called upon to help the Camp Ranger as deemed necessary by him.

## Lost Pines Scout Reservation Details

Lost Pines is on the northern shores of Lake Bastrop. Lake Bastrop is a cooling lake for the power generation plant and as such, the water is quite warm most of the year (some would say it is like soup in the summer). The camp is comprised of almost 542 acres.

Lost Pines is the home of the tallest climbing tower in Texas, DOK's Tower.

There is excellent fishing with several campsites located on or very near the water.

Drinking water is available in every campsite and there are a total of five bathhouses (counting the pool area) that service the various campsites. Each unit will be assigned a specific bathhouse when they check in. Each of the campsites also has a covered pavilion.

In addition to the climbing tower, there are archery, rifle, and shotgun ranges. Units must use the Council-provided equipment in these areas. There are also canoes that can be rented and a pool that can be reserved.

## Camp Tom Wooten Details

Camp Tom Wooten is adjacent to Lost Pines Scout Reservation. There is access to the shores of Lake Bastrop for fishing. The camp is comprised of 150 acres. There is drinking water available in all of the campsites (please note that Elgin VFW and Garrison campsites share a water source). All the campsites have pavilions and there are several pavilions located around Hagn Lodge. A larger pavilion is located near the water. There is an open-air chapel that has a spectacular view of the lake and Lost Pines Scout Reservation.

Hagn Lodge is a meeting/training facility located in the heart of Camp Tom Wooten. It is used primarily for adult training classes and is not usually used by units.



There is a BB gun range and an archery range that units can reserve. Units must use the Council-provided equipment in these areas.

There is one bathhouse at Camp Tom Wooten with multiple individual restrooms and showers. There is an additional restroom external to Hagn Lodge that can be opened for adults-only use when the camp is full.

There is also a pool at Camp Tom Wooten that units can reserve during certain times of the year.

### Griffith League Ranch

Griffith League Ranch is one of (if not the last) intact tracts of land from Stephen F. Austin's original colony. Griffith League Ranch is almost 5,000 acres in size and has an amazing variety of forests, rolling plains, and ponds.

Griffith League Ranch is a federally designated habitat for the Houston Toad, an endangered species. There are strict hiking/camping requirements December 1 – May 31 due to toad mating season.

There are C.O.P.E. courses on the property and it is open to "Leave No Trace" camping.

There is no water available onsite.

## Chief Campmaster Duties

- a) The Chief Campmaster has the responsibility of creating and developing a credible Campmaster Service Program that is supported by properly trained and sufficiently staffed Campmaster Crews.
- b) Campmaster training will be conducted annually or as needed by direction of the Chief Campmaster.
- c) The Chief Campmaster will set up and maintain the Master Campmaster Schedule along with a current list of all Campmaster names, addresses, telephone numbers, and e-mail addresses.
- d) The Chief Campmaster is responsible for seeing that there are always at least one but preferable two Campmasters available each weekend throughout the year as shown in the annual Master Campmaster Schedule.
- e) This Master Campmaster Schedule will include all weekends that Lost Pines Scout Reservation and Camp Tom Wooten are open for camping. There will be certain weekends during the year when Campmasters are not needed. These include weekends during the Summer and Winter Camps and on weekends when certain Order of Arrow, Wood Badge, Powder Horn, or National Camp School events are taking place. The camps may also be closed during certain holidays or during other scheduled council events.
- f) Scheduled events generally include the reservation of specific camp sites or facilities (or maybe the entire camp). Campers not associated with the scheduled event may only use camp sites and facilities that have not been reserved for the scheduled event.
- g) Events are sometimes canceled. When this happens campers may be allowed to camp in parts of Lost Pines Scout Reservation and Camp Tom Wooten where those events would have taken place.

## Campmaster Crew Leader Duties

The members of a Campmaster Crew will nominate a member of their Crew to assume the responsibility of Campmaster Crew Leader. The Chief Campmaster must approve the nomination of the Campmaster Crew Leader. This is a very important leadership position within the Campmaster Corps. A Campmaster Crew Leader must be able and willing to enthusiastically provide leadership to a Campmaster Crew in many ways:

- a) Clearly understands the responsibilities of the Campmaster Crew.
- b) Ensures that the Campmaster Crew members are aware of their assigned weekends for duty and that all Campmaster Crew members are present or accounted for on those assigned weekends.
- c) Helps recruit and maintain the membership of a Campmaster Crew. This is not a duty of the Campmaster Crew Leader alone. All Crew members should assist in recruiting new members into their ranks.
- d) Provides the Chief Campmaster with current and updated Crew members' personal information as necessary to maintain accuracy.
- e) Ensures proper Campmaster training occurs so that the duties and responsibilities of a Campmaster are clearly understood and adhered to by all members of the Campmaster Crew.
- f) Proactively works with the Camp Ranger and the Chief Campmaster to provide requested information and support on Campmaster Crew assigned weekends.
- g) Ensures the Campmaster Crew delivers on the promise of Scouting to the best of their abilities to all BSA units and community organizations that use the resources of our Council camps on their assigned weekends.

## Campmaster Duties

- a) A Campmaster should plan on their tour of duty beginning no later than 6:00 p.m. on Friday evening (or sooner if available) and plan to stay until 2:00 p.m. Sunday afternoon on the weekend they have been scheduled to serve.
- b) Upon reporting for duty, the Campmaster must check in with the Camp Ranger and should request and be given keys and gate cards as needed for each Campmaster to perform his or her duties over the weekend. Keys are normally kept in the Ranger office and will only be given out if there is a reason for them to be out (like if a group has reserved the Dining Hall for the weekend).
- c) The Campmasters will not normally have access to any of the camp's Gators. Campmasters are expected to use their own vehicles to drive around the camp when needed. At the Camp Ranger's discretion, a Gator may be assigned to the Campmasters if the Camp Ranger feels the use of a Gator is needed to perform certain duties that the Camp Ranger might assign to the Campmasters.
- d) The Camp Ranger may assign additional duties to the Campmaster and/or the Crew depending on circumstances. Campmasters may also ask the Camp Ranger if they may be of assistance to him. Otherwise, the Campmasters should remain available at the Ranger office whenever possible. Campmasters may also volunteer to perform minor repairs to the camp if they choose.
- e) The Campmaster should also request and be given the combination lock number to the Ranger office building if he or she is not familiar with it.
- f) Sunday Campmaster Crew departure exceptions will be based on scheduled activities, when units will be departing, personal emergencies or Sunday worship needs. The Camp Ranger must always be informed if a Campmaster must leave the camp early.
- g) A Campmaster will be domiciled in the Ranger office, staff cabins, Lindsay Lodge, or Cook's Cabin at all times if possible.
- h) A Campmaster will serve as the central point of contact for:
  - Check-In and Check-Out all BSA units or community organizations.
  - Provide appropriate information on council camp rules and regulations.
  - Provide enforcement of camp discipline and policies.
- i) A Campmaster has the responsibility for completing a tally sheet of visiting campers that will be kept in the Ranger office. This tally will come from the BSA unit or community organization rosters turned in to the Campmaster at the time of Check-In. If a unit or organization cannot provide a tally sheet at time of Check-In, the Campmaster must collect the tally sheet from the unit or organization Saturday morning.
- j) A Campmaster is expected to visit each BSA unit or visiting community organization at least once on Saturday to ensure safe camping practices are being followed and that basic camp needs are being met. Campmasters are encouraged to visit more often if appropriate. At the same time, the Campmaster is expected to visit each bath house to ensure they are being kept clean, that there is adequate toilet paper, and that there is no vandalism taking place.
- k) As units are checking out, it may be possible to lock some of the bath house doors after making sure they are clean. Be sure to leave bathrooms open for units to use until they leave.
- l) A Campmaster must be willing to present him or herself in proper Scout attire while cheerfully performing their duties. Campmasters may need to wear their "Class A" uniform during certain functions such as attending a banquet or Sunday services, so the Campmasters should always bring their "Class A" uniforms with them. At other times the official Campmaster T-Shirt or other appropriate Scout attire can be worn depending on the circumstances.

- m) Campmasters will assist in the protection of council property and will ensure all safety standards are met. These issues are addressed in the *Guide to Safe Scouting, Cub Scout Leader Handbook, Boy Scout Leader Handbook* and the *Venturing Crew Leader Handbook* to name a few resources.
- n) All Campmasters must advise their Campmaster Crew Leader if the need arises for them to leave the camp property. In the absence of a Campmaster Crew Leader, the Camp Ranger must be made aware of any Campmaster's departure. In the event the Camp Ranger is unavailable when a Campmaster needs to leave the camp property, the Campmaster must leave the Campmaster keys and/or key cards in the Ranger office along with a note explaining why the Campmaster must leave and if he or she will return.
- o) Before leaving the camp on Sunday, the Campmasters are expected to clean up the Ranger office and whatever building they used to sleep in. This includes wiping down surfaces, sweeping up, and removing all personal gear. All garbage should be removed from the buildings and either packed out or placed in the dumpster by the Commissary building. All lights should be turned off and the lock should then be properly locked on the Ranger office.
- p) Always return the Lost Pines Scout Reservation and Camp Tom Wooten Campmaster keys and/or key cards to the Camp Ranger before departing.

## The Campmaster Crew

- a) Each Campmaster Crew will ideally have two Campmasters in attendance at camp during any weekend the Crew is serving.
- b) A Master Campmaster Schedule consists of two six-month schedule periods and should be maintained no less than twelve months in advance of any Campmaster Crew having an assigned weekend responsibility.
- c) The six-month schedule periods will be from January until June and July until December. An additional six-month schedule period should be available at the conclusion of the current schedule period.
- d) Lost Pines Scout Reservation and Camp Tom Wooten will always be closed the months of June and July and the last two weeks of December for a total of 10 weeks. No Campmaster service will be needed during these times. There may be additional weekends when Campmaster service is not needed depending on the events taking place at the camps and the council's schedule.
- e) It is very important to be timely and secure the Campmaster keys and/or key card from the Camp Ranger no later than 6:00 p.m. each Friday as the Campmaster Crew begins its tour of duty.
- f) If a Campmaster is unable to serve on a scheduled weekend, then that Campmaster is responsible for notifying their Campmaster Crew Leader and he/she may also need to find their own replacement. It is ultimately up to the Campmaster Crew Leader to decide whether a replacement is needed for the Campmaster Crew scheduled weekend.
- g) If the entire Campmaster Crew cannot serve on their scheduled weekend, then it is the Campmaster Crew Leader's responsibility to notify the Chief Campmaster no less than one week in advance of the scheduled weekend.
- h) If no substitute Campmasters can be found, the Chief Campmaster will notify the Camp Ranger immediately.
- i) Campmasters are allowed to bring family members with them on their assigned weekends if they so choose. However, for the safety of the family members and so that the Campmasters can properly fulfill their duties during the weekend, all family members attending should be Boy Scout age or older. Also note that there is limited space in the Ranger office and all adult Campmasters have first dibs on the beds. Therefore, a Campmaster bringing out his family may need to camp outside by pitching a tent, or staying in another building.

## Health and Safety

- a) All BSA units and community organizations using council camp resources are to comply with BSA and local council policies. Most of the health and safety policies are found in the *Guide to Safe Scouting*.
- b) Campmasters are to advise BSA unit leaders and other community organization leaders of any fire bans. A Campmaster should be familiar with and remind BSA units and community organizations to follow the Fire'mn Chit rules on fire usage. Please note that sometimes burn bans can go into effect after the units have arrived and started fires. It is the responsibility of the Campmasters to go to each unit and make sure they are aware of the ban and that any fires are fully extinguished immediately.
- c) A Campmaster is responsible for advising all leaders of any areas that are off-limits or that require special attention and the location of the camp trash dumpster. All campers are required to dispose of their own trash and may use the camp dumpster to do so. The dumpster is located behind the Commissary building.
- d) A Campmaster should immediately implement emergency procedures for any serious accident, illness, fire, lost person, severe weather, unauthorized visitors, or any other situation that requires unusual and immediate action on the part of the Campmaster. **A Campmaster should notify the Camp Ranger first if any emergency procedure is implemented for any of the above reasons.**
- e) Any medical situation requiring hospitalization or a doctor's attention needs to be documented and reported to the Camp Ranger immediately. If the Camp Ranger is not immediately available, then phone calls should be made according to the Campmaster Chain of Command phone number list provided herein as appropriate. There is a list of emergency personnel that can be called in the event of an emergency and the Camp Ranger is not immediately available to give directions. If for whatever reason a Campmaster must call one of these emergency contacts on his/her own, that call must immediately be followed up with someone on the Campmaster Chain of Command.
- f) Several kinds of wild animals live on the camp property, including several kinds of venomous snakes. Campmasters should remind all visitors to stay away from any wild animal and not attempt to interact with them. If visitors find a snake or a wild animal in a bathhouse or in the middle of their campsite, they should not approach the animal or try to scare it away. They should instead contact a Campmaster or the Camp Ranger and have one of these people deal with the problem.

## Camp Rules for Lost Pines Scout Reservation and Camp Tom Wooten

- a) All camping must be done on established campsites or in areas assigned by the Council Service Center when reservations are made.
- b) All adult leaders camping with units must be registered in a fee-paying position with the Boy Scouts of America. There is an exception for Cub Scout parents camping with their youth. It is the responsibility of the unit leader to ensure that all adult leaders meet this requirement. *It may be beneficial to require unit leaders to provide "official" rosters of their adult leaders when checking in.*
- c) Hammocks are prohibited on Council property.
- d) Bicycles with helmets are permitted on camp roads only. There are no bike trails and "dirt biking" is not allowed on camp. All riders must wear helmets at all times and yield the right of way to walkers.
- e) All persons using camp facilities must stay within Lost Pines Scout Reservation and Camp Tom Wooten boundaries. Trespassing on neighboring property without permission is against the law and is in violation of the Capitol Area Council's camp policies. The Capitol Area Council will assume no responsibility or liability for any such violation.
- f) No tractors, mowers, Mules, Gators, Rhinos, 4-wheelers or other such ATV's are approved for this property.
- g) NO vehicles will be allowed directly into campsites. One vehicle towing a trailer with unit equipment can be escorted into the campsite area but must remain parked in the area specified by the Campmaster.
- h) Only camp main roads may be used by vehicular traffic. Service roads and trails are "off limits." To ignore this warning may result in water lines being broken. Since water lines are expensive to repair and very inconvenient for campers who depend on a water supply being available and close to their campsite, compliance with this rule is strongly enforced. The council camps are for walking and hiking in the outdoors and campers should not be transported around camp in vehicles.
- i) Permission to allow a vehicle into the campsite area must be secured from the Camp Ranger. Exceptions are made for vehicles displaying Handicapped parking plates or placards.
- j) The speed limit on council camp roads is 10 mph as posted. Violation of these posted limits may result in those violators being asked to leave the council camp property immediately.
- k) Passengers are not to be transported in the back of any open bed of a truck regardless of age.
- l) Fishing in council camp waters is available to all registered Scouts and Scouters. However, all fishing must be in compliance with the Texas State Fishing Laws. Since the council camps are on private property, no fishing license is required for adults or youth if fishing from the banks of the lake or off a bridge (please note that fishing is not allowed off the two bridges leading to Camp Tom Wooten).
- m) Fireworks are not allowed on Capitol Area Council properties. Violators will be asked to leave immediately, and the proper authorities may be called.
- n) Pets belonging to people staying at camp are NOT allowed on council camp property. The only exception is a service animal being used as a companion for a person.
- o) Swimming in Lake Bastrop from the council camp shoreline is normally under the supervision of the Summer Camp Aquatics Director. At any other time, the BSA Safe Swim Defense method will be required and persons claiming to have this training must show a card indicating that they have completed the training. This training is good for two years and BSA Scout leaders will be required to show proof of certification before swimming is allowed at our council camp.



- p) The Camp Ranger and the Campmaster are authorized to deal with infractions of the council camp rules, regulations and policies as appropriate. If the immediate safety or comfort of other campers is in jeopardy, the individuals or units who are violating the rules, regulations and policies may be expelled by the Camp Ranger. An incident report may be created by the Camp Ranger for further council action.

## Campsites and Bath Houses

- a) Boy Scouts of America units and community organizations assigned to a campsite have the responsibility to clean up their assigned campsite prior to leaving. This means all fires must be properly put out, all garbage picked up and removed, all personal property removed from the campsite.
- b) All fires must be cool to the touch of a leader's hand before a unit leaves the campsite.
- c) Bath Houses are opened when a unit is scheduled to use an adjacent campsite. Every unit has the responsibility to ensure that bathhouse assigned to their campsite has been properly cleaned prior to their unit or organization leaving. This means all garbage and personal items must be removed, all toilets are flushed, the lights are turned off, and all doors are properly closed. Only after all of this has been done should the unit notify the Campmaster to indicate they are ready to depart.
- d) A Campmaster should be asked to inspect the campsite when a unit or organization is ready to depart. The Campmaster will then conduct an inspection of the campsite and latrine and the unit or organization is then free to depart if the Campmaster approves. This time should be arranged when the units check in.
- e) The Capitol Area Council assumes no responsibility for lost or forgotten personal or unit property.

## DOK's Tower

- a) The climbing tower at LPSR is known as DOK's Tower. To use this climbing tower, the DOK's Tower Registration Form must be completed and submitted to the Council Service Center. Requests to use DOK's Tower can only be approved by the Council Service Center.
- b) Interest in our Council's climbing program continues to grow with the addition of DOK's Tower. As a result, leaders might attempt to use this climbing tower without proper training. It is for this safety concern that Campmasters must be aware of the rules and regulations governing the use of DOK's Tower and their responsibility in overseeing its use.
- c) For a unit to gain access to DOK's Tower, you must refer the unit leaders to the Camp Ranger. The Camp Ranger will require that two BSA Climbing/Rappelling Instructors present themselves to the Camp Ranger at the same time to obtain the two keys needed to use the tower. Each of the two BSA Climbing/Rappelling Instructors will be given the responsibility of one key each.
- d) The current daily unit fee for the use of DOK's Tower is \$150.00. This fee is paid in advance to the Council Service Center.
- e) The keys to DOK's Tower, the Rope Log journal and the *Topping Out - A BSA Climbing/Rappelling Manuel* are kept in the Ranger's office. These items will only be made available to the BSA Climbing/Rappelling Instructors under the following conditions:
  - i) Two identification cards are presented by the BSA Climbing/Rappelling Instructors with white or blue markings. (Yellow cards are NOT to be accepted unless two white or blue cards are presented too)
  - ii) The BSA Climbing/Rappelling Instructors identification cards must match the name and number information listed on the Council's Climbing/Rappelling Instructor List.
  - iii) Both of the BSA Climbing/Rappelling Instructors must be present to obtain the keys - **NO EXCEPTIONS!**
  - iv) The keys to DOK's Tower are available for pick up at 8:00 AM on the day of use and must generally be returned no later than 10:00 PM that day unless the unit has reserved the use of DOK's Tower for more than one day. In any case, the keys must be returned at the time prearranged with the Camp Ranger.
  - v) A Rope Log must be maintained accurately by the BSA Climbing/Rappelling Instructors.
  - vi) Climbing on the tower must NOT continue after the keys have been returned.
- f) If there are any questions or concerns by any Campmaster regarding the use of DOK's Tower, the Camp Ranger should be contacted immediately.

## Canoes, Pools, Shooting Sports and Other Equipment Checkout

- a) The Campmaster may find it necessary to checkout canoes, shooting sports and other equipment to those BSA units and community organizations wanting to use the lake for fun, to work on merit badges, or to complete a service project at Lost Pines Scout Reservation or Camp Tom Wooten.
- b) All equipment is stored either in the Camp Ranger's house or in the camp maintenance yard, also commonly known as "Central".
- c) The canoes are generally requested at the same time a camping site is requested from the Council Service Center. A dozen canoes are stored at the waterfront on the LPSR side with paddles and Personal Flotation Devices (PFDs) stored in the Oar House. The canoes stored on the portable trailer are available for rent from the Camp Ranger.
- d) Any BSA unit or community organization wanting to check out the canoes on the portable trailer and take them off site is required to have a 2" ball and a 4-prong trailer light adapter.
- e) Use of canoes or boats requires that the BSA Safety Afloat plan be used. Safety Afloat training is good for two years and all BSA Scout leaders are required to show proof of certification before using canoes or boats in council camp waters.
- f) Use of the pools must be requested at the same time a camping site is requested from the Council Service Center. Units using the pools must provide their own lifeguards and follow the Safe Swim Defense guidelines. Keys for the pools can be checked out from the Ranger's office and require that the units provide proof of sufficient lifeguards and responsible adults trained in Safe Swim Defense.
- g) Only the Camp Ranger is allowed to check out rifles, shotguns and archery equipment to units wishing to use the shooting range on the Lost Pines side. Council policy is that only the council's equipment may be used on the shooting range. **NO EXCEPTIONS!**
- h) Archery equipment and BB guns can be checked out by the Campmasters on the Tom Wooten side. Use of the ranges requires prior reservations through the Council Service Center. The units that have reserved the ranges will show up on the unit roster that is in the Ranger's office.
- i) Shovels, rakes, cutting loppers, and other items are stored in a locked room for BSA units or approved community organizations to check out and return upon the completion of their service project.