

Cardinal District Cub Scout Day Camp: Chaperone Training

Goals:

Discuss Youth Protection, stress management, the Day Camp emergency plans, and expectations for chaperones and staff. Allow free exchange of ideas about what has and has not worked in the past and suggestions for this year's camp.

Part One: Chaperone Expectations

A chaperone's job is to supervise the boys within his or her canopy. This includes, but is not limited to, maintaining discipline, ensuring safety, assisting station leaders, and preventing dehydration. The chaperone's primary responsibility is every boy within the canopy. The chaperone's secondary responsibility is every boy on site. As adults, we are charged with seeing to it that every boy has the very best experience possible. REMEMBER: IT'S ALL ABOUT THE BOYS.

1. Please be on time. Chaperones are expected to arrive at 7:45am on the days they are scheduled to volunteer on-site (if you arrive between 7:30-7:45, we will have breakfast treats for you!). This allows each person to get situated before most parents arrive, reducing stress.
2. Sign boys in on attendance sheet. Use numbered wristbands and duct tape (instructions are in chaperone bag). It's much easier to find a boy in a blue shirt with a red stripe of duct tape (1 of 30 boys) than just a boy in a blue shirt (1 of 200 boys in blue).
3. Review the day's schedule with the boys. Also review our expectations (Cub Code of Conduct - C³; list is in the chaperone bag) with the boys. When they understand the rules and their responsibilities, they are better able to meet those expectations.
4. Use the Chaperone Helps book to keep energy up during walks and down time. Use the songs, chants, cheers, etc. to keep your boys excited and in a positive mood throughout the day. Station leaders will reward enthusiasm with additional punches on the boys' passports.
5. Conduct head counts before leaving an area and again when arriving at an area.
6. Use the buddy system! This is our most important tool in allowing the boys to learn responsibility while maintaining safety.
7. Assist station leaders with activities: every chaperone is expected to help boys "do their best" at every station.
8. Stay at the canopy until ALL boys have been checked out at the end of the day.

Part Two: Canopy Discipline

Canopy discipline is an important part of the chaperone's job. However, we understand that not everyone has had training keeping a herd of 8-10 year olds in line! Here are some basics:

<i>Common reasons kids misbehave</i>	<i>Common solutions</i>
They are not sure what is expected of them	Use the Cub Code of Conduct (C ³). Make sure that each boy (and his parent) is aware of the rules.
They test limits	Boys want to know if you really mean what you say. Be consistent and fair. Expect to be tested every day. Be good-natured about enforcing the rules.
They are bored	Activities should be active. If the boys are acting up as a group, use the Chaperone Helps book to get them back on track. Keep it simple, make it fun.
They want attention	Give them attention. Use lots of positive statements. Make sure that each boy gets his chance to shine. Do your best to know and use each boy's name.
They try to dominate	Give them opportunities to make decisions. Try to facilitate rather than dictate.
They are lonely	Watch out for cliques and little sets that exclude one or more boys. Facilitate inclusion of shy kids. Use positive statements and encourage boys to give good will to each other.
They need acceptance	Use cheers, songs, chants, etc. to build team spirit in the canopy. Have the boys work as a team to come up with a canopy chant or cheer.

They want to lead	Give every boy the chance to lead, and support him when he does. Have boys lead games and other activities.
They seek revenge	Abused or hurt children may lash out - not at their abusers - but at someone they see as vulnerable. You need outside help in this case.

We don't want any canopy to feel "stuck" with a boy that is disrupting others' camp experience. Discipline at Day Camp is a progressive response system, with clear consequences. We ask that you work within the guidelines of the plan so that difficult issues can be addressed quickly. We don't want our chaperones to get stressed out! Please follow the following steps for discipline:

1. Instruct the all the boys on the Cub Code of Conduct (C³) at the beginning of each day.
2. Give a verbal reminder of the rules to a boy who does not follow C³, letting him know that he controls his ability to enjoy his time at camp, and future infractions will start interfering with his participation at camp.
3. If the reminder does not result in better behavior, give a verbal warning about the C³ violation, letting him know that he risks a ten minute "time out" for the next infraction.
4. If a boy violates C³ after a verbal warning, ask him to sit to the side, removing him from station activity for ten minutes.
5. If a boy violates C³ again, please have the station leader contact Administration immediately and someone will come to assist.

Once Administration becomes involved, we have a variety of resources for responding to the situation. Some options are assigning a "personal chaperone" or removing the Scout from activities for a time. Our goal is always to improve the behavior to a point where the boy can successfully return to activities with the canopy.

Part Three: Things to Watch For

1. *Slump Day*: There is always an emotional "slump" at Day Camp mid-week. This slump is usually Wednesday, but if the weather has been pleasant, it may occur on Thursday. The slump day occurs because some people have "hit the wall" emotionally, physically or socially; being outdoors, around a lot of people, for an extended period of time, can be very taxing. What does this mean for you, as a chaperone? It means that some boys/chaperones may be cranky and you may find that there are more C³ infractions that day. This is a normal part of the Day Camp experience. Please prepare yourself for this possibility! I promise, the boys will be better the next day. If everyone diligently uses the C³ process, we should be able to dramatically reduce the stress on boys and chaperones.
2. *Leave No Trace*: The County of Henrico allows us to use their facilities each year FREE OF CHARGE. It is incumbent upon us all to do our best to leave the Park better than we found it and to be good examples of what Scouting is all about. Please stay on the paths, use trashcans, pick up trash behind yourselves and others, and leave the sticks, rocks, and plants alone.
3. *Recycling*: In connection with being good stewards of the environment, we are working with CVWMA and have recycling containers set up around the soccer fields. Please remind boys to use these facilities.
4. *Hydration*: The biggest health concern we have for the boys during Day Camp ample water intake. Some tips:
 - a. Water is readily available at every station; ask the boys to fill their bottles ONLY HALF way at every station. This cuts down on waste since the water will still be cold when a boy drinks it.
 - b. When you have the boys line up to move to the next station, have everyone take three sips of water. When they arrive at the next station, have them take three more sips. Sometimes boys forget to drink! If a boy has a flushed face or red ears, ask him to drink a little extra water and keep an eye on him.
 - c. Look for signs of dehydration & heat exhaustion: heavy sweating, paleness, headache, nausea, dizziness, muscle cramps, and quick onset of lethargy. Contact First Aid if a boy needs additional care.
5. *Safe Conduct*: Every adult on site has the responsibility to ensure the safety of every camper. If you see activities you think are unsafe for a camper and those around him, please get involved, even if this is occurring outside your own canopy. Consult with other chaperones and station leaders to determine the appropriate actions to take.

Part Four: Camper Safety

Planning ahead to respond to emergency situations at Day Camp enables us all to be more effective should the need arise. Please become familiar with the various items below:

1. *Check-in and Check-out:* using numbered wristbands significantly improves the security of boys attending Day Camp. Write a cell phone number on the wristband; give the tear off number to the parent. That number must be presented to check out a camper. There is an instruction sheet in the Chaperone Bag on all the procedures. If a parent comes to check a camper out early, they must do so at the Administration tent. We will send a note along with the parent letting the chaperones know that the boy is being checked out and to verify the wristband number.
2. *Absentee Campers:* if a registered camper is absent, we will call to verify his absence. We do this to ensure campers are where they belong and to comply with National Camp Standards.
3. *Buddy System:* this is an important safety feature for Day Camp. EVERY boy must have a buddy with him at all times, including traveling from station to station, using the restroom, or going to the First Aid Station. Exceptions are made for situations where one boy needs to be transported by golf cart; a chaperone would need to accompany the boy instead. Chaperones and staff should immediately question any scout found by himself to ask where his buddy is and stay with him until the buddy is found.
4. *Visitors and Strangers:* please be aware that Deep Run Park is open to the public throughout the week Day Camp there. Scouts, staff, chaperones, and junior campers all have wristbands (or t-shirts) that identify them with Day Camp. If any non-Day Camp adults approach your boys without identifying themselves, please contact Administration immediately.
5. *Prohibited Items and Activities:*
 - a. No boy is allowed to wander on their own ... always stay with a buddy!
 - b. No boy may leave camp during the day without the permission of the Camp Director
 - c. Vehicles may only park in the designated parking areas. The only vehicles allowed in the camp area are the camp truck and the designated emergency vehicle
 - d. No sandals, flip-flops, shoes with rollers (e.g., Heelies), Crocs, or open toed footwear allowed
 - e. No throwing of objects except as part of a program station activity
 - f. The use of foul, profane, or abusive language will not be tolerated
 - g. Drugs and alcohol are not permitted on camp property
 - h. Use of tobacco products is prohibited in front of youth at any time and prohibited in buildings, tents, or program areas
 - i. No knives, axes, or hatchets should be brought into camp
 - j. No open flames, matches, or fireworks
 - k. No speeding...obey all posted speed limits. The life you save may be your son's
6. *Injury and Illness:* A certified nurse is on site at all times. All injuries and illnesses must be reported to the First Aid station at Administration. A golf cart is available for transportation for urgent situations.
7. *Electrical Storm or Heavy Rain:* Camp activities will continue to take place even in light or moderate rain. In case of heavy rain or electrical storms the dens will move shelters based on the emergency plan which is posted at each station.
8. *Evacuation Procedures:* Should the need to evacuate the Camp arise the following procedure will be followed:
 - a. The Camp Director will make the decision to evacuate and will activate the Day Camp Automated Notification System (DANS) to alert parents to pickup at the primary assembly location.
 - b. In the event an evacuation is required each activity station will be contacted by radio. Any station not responding to the radio will be informed via a runner. The Chaperones and campers will then be informed of the need for evacuation. Each Station Leader will be responsible for forming a line with the group at their station. The campers are to form a double line with their Buddy.
 - c. Chaperones will take attendance of the boys in their den and inform the Station Leader that all campers are present or the names of any boys that are not in line. Adult and youth Staff will remain at the station to search for any missing campers.
 - d. Station leaders will contact the Camp Director if anyone is missing ASAP. If any camper is missing, Camp Staff will remain in camp until the camper is found.
 - e. Chaperones will transport campers to Primary Assembly location quickly and safely and check-in with program director on arrival, assemble campers with them in the room as directed, and take attendance.

- f. IT IS IMPERATIVE THAT ALL CHAPERONES AND CAMPERS REPORT TO PRIMARY ASSEMBLY LOCATION AND CHECK-IN.
- g. Campers will be dismissed using normal dismissal procedures from the primary assembly location.

Part Five: Youth Protection Training

Youth Protection is a set of strategies designed by the BSA to reduce opportunities for mistreatment of youth in the Scouting program. It is based on the three Rs: Recognize, Resist, Report. The guidelines are designed to prevent the four elements necessary for child abuse to occur:

1. Motivation by an adult to abuse
2. Overcoming his or her own inhibitions to abuse a child
3. Overcoming protections that should exist in a child's environment
4. Overcoming the child's resistance

All chaperones are requested to go online to www.olg.scouting.org to take the Youth Protection Training. The certificate is good for two years, but you may want to review the materials annually.

Part Six: Stress Management

Stress is an unavoidable part of modern life. However, we can all do our best to reduce its impact on Day Camp by using the following guidelines.

1. Prevention - a positive attitude helps prevent stress
 - a. Smile & be friendly
 - b. Be encouraging
 - c. Avoid negative comments or looks
 - d. Use teamwork
 - e. Know the rules
 - f. Maintain discipline
2. Identification - look for signs of stress in yourself or others
 - a. Over tiredness
 - b. Bad temper
 - c. Crying
 - d. Yelling
 - e. Extremely hungry
 - f. Irritable
 - g. Swearing
 - h. Throwing things
 - i. Hitting things or people
 - j. Withdrawal
3. Action - if you see these signs, try some of the following
 - a. Take a time out period
 - b. Get a buddy or assistant to help out
 - c. Get advice from camp leadership