

Tahosa Campmaster

Purpose: The purpose of the Tahosa Campmaster Program is to help facilitate units that are visiting the camp for weekend activities. The Campmaster, should think of themselves as the “camp director” making their primary responsibility to the units that are using the camp. This allows the Camp Ranger to do their jobs as far as running the camp, maintenance, and camp projects. The Camp Ranger, if present, has authority over all camp activities.

Campmaster Sign-up

1. All Campmasters must be a member, in good standing, of the Tahosa Alumni Association (TAA).
2. All Campmasters must be approved by the Campmaster coordinator and the Camp Ranger.
3. Campmasters will sign-up through the TAA website: www.tahosa.org
4. Campmasters may sign-up as often as the schedule allows. The Campmaster coordinator will do his/her best to accommodate all requests, but may limit the number of times that you can volunteer depending on the number of volunteers that sign-up.
5. Campmaster weekends are available throughout the winter, spring, and fall of each year. Some weekends may have DAC scheduled activities (Okpik, Hooked On Tahosa, COPE, etc.) for which the Campmaster is not responsible, but is needed to facilitate units that are camping independently at the camp.
6. Campmasters are not allowed, under any circumstance, to be responsible for any other program (ie. their own unit, district, or OA chapter) while performing as Campmaster. You must remain independent, working for the Ranger.

Campmaster Duties, Procedures, and Guidelines

Guidelines:

1. Immediate family may accompany you, understanding that they must abide by all camp rules and BSA guidelines.
2. Pets may be considered with prior approval from the Camp Ranger.
3. Campmasters are not to act as a provisional Scoutmaster for any unit. They are at camp to assist the units and assist the Ranger.
4. Campmasters may share their unique abilities, special skills, or expertise with units to assist them with their program.
5. WiFi is for camp business only. If you or any campers need to use the phone, you can use the one in Campmaster Cabin or Pickles. Dial “9” then “1” then your number.

Procedures and Duties:

Before arriving at camp:

1. Contact the Camp Ranger to inform him of your arrival time. Campmasters should make all attempts to arrive by 5:00 PM on Friday or by 8:00 AM Saturday morning.
2. The Ranger should inform you of the number of units, arrival times, total numbers of campers, and any additional activities that may be scheduled at camp for the weekend.
3. You are responsible for your assigned weekend. If you are unable to attend, you must:
 1. Contact Mike Gill, Campmaster Coordinator.
 2. Try to find a replacement Campmaster
 3. Inform the Camp Ranger that you will not be attending and who your replacement is.
4. Upon arrival at camp, check-in with the Ranger and get settled in cabin.
5. Please carry the Campmaster walkie-talkie with you when not in the cabin. Please indicate your whereabouts on the Campmaster "clock".

Friday night check-in:

Greet units upon their arrival.

When units check in they should be reminded of the following camp rules:

1. Fires are allowed only with camp ranger's permission. All fires must be contained within an off the ground burn barrel. Camp barrels may be used and picked up in front of the maintenance shed.
2. Only 1 to 2 vehicles may be allowed to remain at the campsite or cabin. All other vehicles must be returned and parked in the upper parking lot. Check with Ranger for more information in case of bad weather or road conditions.
3. All water can be picked up at the well house spicket in the upper parking lot.
4. Firewood is available in the fireboxes at the end of each cabin or in the firewood stack in the parking lot of the truck barn at the main entrance.
5. Remind adults of Youth Protection Training (YPT) guidelines when assigning scouts sleeping quarters in cabins.
6. Bathrooms in the dining hall are for adults only! All youth should use the outdoor latrines. No exceptions!
7. Provide each unit with a copy of the Camp Rules and "How to light the cabin stoves".
8. Collect an accurate headcount for both Friday and Saturday nights. Notate any changes in building usage from the original reservation.

Saturday.

1. Campmasters should make rounds a minimum of three times to check on units. Generally after breakfast, lunch, and dinner for the following reasons: health & safety concerns, program and facility assistance. Check to see how units are doing and inform them of any "polar bear achievements", and answer any questions.

2. Remind units that want to go sledding that helmets are required.
3. Inform unit leaders and senior patrol leaders of ice thickness and safety of the lake.
4. If units wish to use canoes or rowboats, BSA's safety afloat and safe swim defense must be followed. Check with Ranger for usage and availability.
5. If units want to hike, suggest several hiking routes within the camp or the Saint Vrain trail.
6. If units inquire about service projects, contact the camp Ranger. Help facilitate these projects.
7. Before the end of the day, it is always useful to find out what time the units will be checking out on Sunday. This allows the Campmaster to organize check out times and lets the camp Ranger know when to open the trading post.

Sunday check out.

1. Campmasters must check-out each unit. This includes all items on the checkout sheet provided for the Campmaster.
2. Besides overall cleanliness of areas used, check for any damage that has occurred to doors, windows, beds, etc.
3. Be sure that ashes have been placed in a plastic garbage bag and burn barrels have been returned to the maintenance shed.
4. Check all latrines and bathrooms for cleanliness and inform Ranger if any supplies need to be replaced.
5. Make sure that all units remove their own garbage and ashes.
6. Remind unit leaders that the trading post will be opened and inform camp ranger as to times that units will be checking out.

Campmaster Cabin usage:

1. The Campmaster Cabin is for the use of the Campmaster and immediate family.
2. All occupants are responsible for providing their own food, beverages, toiletries, and bedding.
3. All cooking equipment in the cabin has been donated as well as the beds, living room and bedroom furniture. If you break something, please plan on replacing it.
4. Do not remove items from the cabin without notifying the Ranger and Campmaster Coordinator.
5. Cleaning supplies can be found under the sinks. Dish towels can be found in the Dining Hall Kitchen.
6. Although the camp provides toilet paper and paper towels, it's a courtesy to other Campmasters to bring up those supplies and leave them. Same for kitchen supplies such as foil, baggies, coffee, spices, etc.
7. If the hot water is not working, check the pilot light in the back closet in the bathroom.
8. The cabin is used as the Medic Lodge during summer camp. The first aid supplies may be used as needed.

9. Campmasters are responsible for leaving the Campmaster cabin in clean condition. This includes: wiping all counters, sinks, and tables; wiping down toilet and shower (if used); sweeping and vacuuming entire cabin. Inventory any necessary supplies needed for next Campmaster including toilet paper, paper towels, tissues, soap, etc. Lower thermostat to the O in "Comfort Zone". Make sure that all windows are closed and secured. Please remember it is not the Ranger's duty to clean up after you. Leave the cabin in good condition for the next Campmaster. A Scout is Clean and Courteous!
10. Upon return to your home please contact the Campmaster Coordinator and let him know of any issues or supplies that need to be brought up by the next Campmaster.

Emergency Procedures:

1. Individual units are responsible for their own First Aid.
2. In an emergency, follow these steps:
 1. Determine the severity of the situation.
 2. Notify the Ranger.
 3. Consult Unit Leadership before a 911 call.
 4. In the absence of the Ranger, contact the Denver Area Council office as soon as possible, if the emergency is severe.
 5. Write a brief incident report and turn in to the Ranger.
 3. In case of camp-wide evacuation, assist the Ranger as needed.
 4. A list of emergency contacts will be posted in the Campmaster Cabin.

Campmaster Schedule:

See the TAA website

Contacts:

Tahosa Ranger: Mark Lyman, marc.lyman@scouting.org (303) 440-4040
Campmaster Coordinator: Mike Gill, mike.gill564@gmail.com (303) 619-4433
Denver Area Council: (303) 455-5522