

WEST CENTRAL FLORIDA COUNCIL

AQUACADEMY 2013

Leader's Guide

September 20-22, 2013

Questions? Contact us!

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AquAcademy Event Leader's Guide

This Leader's Guide contains the information your unit will need to have a successful and exciting time at the 2013 AquAcademy event. Be sure to read all the information before you register your unit for this event.

This guide contains information, including schedules, pre-requirements and other details which are subject to change.

This event depends on the support of volunteers, including adults from your unit. In addition to program support, we also expect all adults to maintain awareness of youth behavior and to maintain safety and discipline at all times.

Location

Camp Soule, Clearwater, Florida

When

September 20-22, 2013.

Check-in begins at 6:00pm on Friday.

Departure will be by 11:00am on Sunday.

Fees

Registration fee is \$20 per youth merit badge participant in the program and \$15 per youth or adult attending the weekend but not participating in the merit badge program.

No site fee for units attending the event. Merit badge classes have a size limit so payment must be received before a scout can enroll in a merit badge. Lunch Saturday will be the only supplied meal. Units are encouraged to work on Cooking merit badge this weekend.

Registration

Participant registration is BY UNIT and is only available ONLINE. Staff & merit badge counselor registration is also available online only.

Early Registration for Staff & Merit Badge Counselors ONLY	Online Registration OPENS for participants/staff	Online Registration CLOSES for participants/staff
May 15, 2013	June 24, 2013	September 4, 2013

Late/On-Site Registration

There will be no late or on-site registration. All participants must be registered in advance of the registration deadline. If you have a Scout who is registered but unable to attend, you can exchange their position with another Scout from your unit. Class assignments will not be changed.

West Central Florida Council Refund Policy

All requests for activity refunds need to be in writing and received in the council service center at least ten (10) business days before the activity. A twenty percent (20%) service charge will be assessed, unless the registration fees are being transferred to another activity in the same calendar year. Requests for refunds received after the ten (10) day deadline will be considered (if received within ten days following the completion of the activity), only for the following reasons:

- * Personal illness of registered participant
- * A family emergency preventing attendance

The same service charges will apply.

Leader Meetings

Organizational meetings will be held in advance of this event. The meeting will include, a “walk-through” of the event format and schedule, and the opportunity to ask questions of the merit badge counselors.

Aug 21, 2013 - 7pm to 9pm at Camp Soule

Who: Scoutmasters (or representative) & Merit Badge Counselors

Event Patches

One participant patch is included with your fee. Additional patches may be available on-site. All **patches will be given at check-out** after your unit's site has been cleaned, trash has been removed, and the site has been inspected by an authorized member of the event staff.

Check-In

On Friday night, units will park in the Camp Soule Parking area. The unit coordinator, Senior Patrol Leader (SPL), and his buddy will meet with event staff at the Health Lodge for check-in. The SPL will be given a packet with all materials for the weekend.

Vehicle Use & Parking Policy

On Friday night and Sunday, Troops may use 1 vehicle to move there Troop trailer to their camp site, but tow vehicles must be removed. Acceptable tow vehicles will need to have a high ground clearance. All personal vehicles must be in the parking area no later than 10:00pm on Friday night and must remain there until 9:00am on Sunday afternoon. During load-in and load-out, you must operate your vehicle with the **driver's side window open, radio off, and while observing the posted camp speed limit**. Anyone failing to operate their vehicle in this manner will not be permitted to stay in camp and will not receive a refund.

Friday Night - Arrival at Camp

Arriving on time for Friday night's program is **critical** to the success of the weekend's aquatic merit badge programs. It will be during this time pre-requisites will be checked and those scouts needing swim test will be scheduled as time permits.

All Troops should have written proof of completion of Safety Afloat, Safe Swim Defense, and Basic First Aid for adults attending. Youth may need written proof for merit badge requirements. Adults should have so that they can assist on the waterfront or pool area.

Campsites

Campsites will be allocated based on the preregistered numbers you submit. Units may be placed together in camp sites.

Leadership

Two-deep leadership is required for each unit. Coordinate with other units in your district if you need additional leadership to meet this requirement. One possible solution is to camp with another unit. Senior Patrol Leaders are responsible for their respective troops.

Swim Tests

The swim classification of individuals participating in a Boy Scouts of America activity is a key element in both Safe Swim Defense and Safety Afloat. All persons participating in BSA Aquatics activities are classified according to swimming ability. The classification test procedures have been developed and structured to demonstrate a skill level consistent with the circumstances in which the individual will be in the water.

In order to provide a more streamlined event, we are asking each unit to perform swim tests in advance, using the attached **Unit Swim Classification Record**. These tests **MUST** be administered according to the Guide to Safe Scouting by a trained and registered BSA Aquatics Instructor, BSA Aquatics Director, or a BSA Lifeguard.

In the event that you have a Scout who has not completed a swim test prior to arrival, we will do our best to administer a swim test to that Scout. However, if scheduling does not permit this, we may need to move that Scout into a land-based merit badge class.

No refunds will be offered if this occurs.

Tour Plans

This is a council-sponsored event and does not require a Tour Plan to be filed by units from West Central Florida Council. Units outside of West Central Florida Council must do an online Tour Plan with their council.

Environmental

No digging of any kind will be allowed in the camping area. Guy ropes and small stakes are acceptable.

Behavior

Scouts and adults are expected to conduct themselves in accordance with the Scout Oath and Scout Law at all times and to follow all policies of the Boy Scouts of America, including the Guide to Safe Scouting.

Security

Please ensure all vehicles are locked and secured. All valuables should be stored in a locked and secured container, preferably inside a vehicle. West Central Florida Council and event staff will not be liable for stolen or missing items.

Medical & Photo Release Forms

All participants must submit [parts A & B](#) of the BSA Annual Health and Medical form. This form can be located on the Council website:
boyscouting.com/forms/AnnualHealthForm.pdf

No Scout will be allowed to participate in this event without a properly signed permission photo release form. From time to time we may use pictures from an event to promote Scouting. We need your permission to do so. The photo release form is located within part B of the BSA Annual Health and Medical Form which needs to be signed by a legal guardian(s) or parent(s).

Trash

All units should follow Leave No Trace principles, including the proper removal of all trash at the end of the event. All trash is to be properly bagged and placed in trash receptacles or hauled out. Bring your own garbage bags. We ask that you remind your Scouts to use good judgment.

Campfire Program

Troops are encouraged to have event campfire program on Saturday evening. Leaders may want to invite another troop to join them at their campfire for the evening.

Scouts Own

A Scout is Reverent. All Scouts and leaders are encouraged to conduct a Troop Scout's Own service on Sunday morning. Please wear your field uniform.

Staff Fees

Staff members pay a fee of \$18 each which includes all meals, and a patch. To apply to be on staff, please register online at www.wcfcbasa.org *Staff positions are limited and the registration deadline is September 4, 2013.* Staff members will camp together on site, and will be expected to arrive Friday night and stay later than participants. Staff members are needed for all Merit Badges and the success of this event depends on everyone's help.

Uniform

There are two uniforms for this event.

Field Uniform



The BSA Field uniform consists of a BSA uniform shirt, BSA Pants/Shorts, BSA belt, BSA socks, and closed-toe shoes. It should be worn:

- While in transit to and from event
- For the duration of the Friday night program
- At dinner meals
- At the Scout's Own Service

Activity Uniform (Aquatics Style!)



The Activity uniform for this event consists of a Scouting t-shirt, swim trunks, and closed toe shoes. It should be worn at all times when the Field Uniform is not required. It is highly recommended that a full brim hat, sunglasses, and sunblock also be worn during the day.

Closed toe shoes are a requirement any time Scouts are moving from one program area to another.

Event Schedule

This schedule is subject to change without notice.

Friday

Start	End	Program	Location
6:00pm	8:30pm	Participants Arrive, Camp setup	Parking Lot
9pm	9:30	SPC Meeting	Lodge
10pm	10:30pm	Staff Meeting	Lodge

Saturday

Start	End	Program	Location
7am	8am	Breakfast	Camp Site
8am	Noon	Merit Badges	Various
Noon	1pm	Lunch	Dinning Hall
1pm	5pm	Merit Badges	Various
6pm	7pm	Dinner	Camp Site
7pm	10pm	Troop Time	Camp Site

Sunday

Start	End	Program	Location
7am	8am	Breakfast	Camp Site
8am	8:30am	Scouts Own	Camp Site
8:30am	10:30am	Merit Badges make up as needed	Various
10:30am	11am	Campsite Check-out	Campsites

Merit Badge Class Schedule

This schedule is subject to change without notice. Class sizes.

Program	Saturday		Sunday
	8 AM-Noon	1PM-5PM	8:30AM-10:30AM
Canoeing	40		make up time
Kayaking	12		make up time
Lifesaving	10		make up time
Swimming	10		make up time
Small Boat Sailing	8		make up time
Rowing	4		make up time
Snorkeling BSA	10	10	make up time
Search & Rescue	15	15	make up time
Nature	15	15	make up time
First Aid	15	15	make up time

Unit Swim Classification Record

This is the individual's swim classification as of this date. Any change in status after this date would require a reclassification test by the camp Aquatics Director. Swim tests should be done every year at the beginning of the swim season. Refer to the Guide to Safe Scouting for test administration.

Special Note: When swim tests are conducted away from camp or at the point of activity, the Aquatics Director shall at all times reserve the authority to review or retest all participants to assure that standards have been maintained. (Please copy and bring completed form to camp.)

Unit Number _____

Date of Swim Test _____

Full Name (Please Print)	Classification		
	Non-Swimmer	Beginner	Swimmer
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Swim Test Administered By: _____

Print Name _____ Signature _____

Certification _____ Expiration _____

If swim test was done at summer camp this year, list camps name for certification and signature of unit leader attending can be used. _____

Merit Badge Pre-requisites Record

This form can be used to record the individual's requirements done before the weekend. It would be helpful for staff to have one for each merit badge.

(Please copy and bring completed form to camp.)

Unit Number

Date

	Classification		
Full Name (Please Print)	MERIT BADGE	Requirement #	Requirement #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Print Name _____ Signature_____

Merit Badge Pre-requisites

This section details what requirements must be completed in advance in order for the Scout to earn the listed merit badge. For all merit badges, any basic first aid, CPR, Safe Swim Defense, and Safety Afloat requirements must be completed before arriving. You must provide written proof of having completed those requirements or you will receive a partial. Evidence of training may be certified by the Scoutmaster. Troop can use the form on page 11 for this. Boys will receive a Passport Certification for requirements done. This will be signed off by the merit badge counselor and return to the troop before check out.

Canoeing

Requirements 1, 2, 3 and 4 are certified by a Scoutmaster. Requirements 5 and 10 must be written in advance and brought to the event. Scouts must arrive prepared to tie a trucker's hitch and a bowline. A workbook for this can be found at <http://meritbadge.org/wiki/images/0/09/Canoeing.pdf>

Kayaking

Requirements 1 are certified by a Scoutmaster. Scouts must arrive prepared to tie the knots in requirements 4.d. A workbook for this can be found at <http://meritbadge.org/wiki/index.php/Kayaking> .

Lifesaving

Requirements 13 and 15 are certified by a Scoutmaster. For requirement 1.a Scouts must bring their Boy Scout Handbook with these requirements signed off. A workbook for this can be found at <http://meritbadge.org/wiki/images/f/f1/Lifesaving.pdf>

Swimming

Requirements 1 and 2 are certified by a Scoutmaster. Requirement 3 and 10 must be completed in advance. For requirement 3, Scouts must bring their Boy Scout Handbook with these requirements signed off. For requirement 10, Scout must bring a written description and plan. A workbook for this can be found at <http://meritbadge.org/wiki/images/d/db/Swimming.pdf> . Scouts must also bring the proper equipment to complete requirement 4 at the event.

Rowing

Requirements 1 and 2 are certified by a Scoutmaster. . A workbook for this can be found at <http://meritbadge.org/wiki/images/7/7d/Rowing.pdf> . Scout must be familiar with the merit badge booklet.

Small Boat Sailing

Requirements 1, 2,4a.and 7a.are certified by a Scoutmaster. Requirement 4e must be completed in advance and brought to the event. Requirement 7a knots will be used throughout the class so scouts should be review before class. A workbook for this can be found at http://meritbadge.org/wiki/images/b/bb/Small-Boat_Sailing.pdf. Scouts must be familiar with the merit badge booklet.

Snorkeling BSA

Requirement 10 is certified by a Scoutmaster. Scout must be familiar with the BSA Snorkeling Safety Pamphlet. Scout must bring their own mask, snorkel and fins. A workbook for this can be found at <http://usscouts.org/advance/boyscout/snorkeling>

Search & Rescue

Requirements 5 and 10 must be completed in advance. A workbook for this can be found at http://meritbadge.org/wiki/images/c/c0/Search_%26_Rescue.pdf

First Aid

Requirement 1 and 2.d. For requirement 1, Scout must bring their Boy Scout Handbook with these requirements signed off. For 2.d., each Scout must bring their own first aid kit and be prepared to show and describe it to the counselor. A workbook for this can be found at http://meritbadge.org/wiki/images/9/98/First_Aid.pdf

Nature

Requirements 4 must be completed in advance. A workbook for this can be found at <http://meritbadge.org/wiki/images/0/0c/Nature.pdf>