

**By-Laws of the**  
**Council C.O.P.E.**  
**Committee**



**A.K.A.**  
**Venturing**  
**Crew 801**

**By-Laws of**  
**the Council C.O.P.E. Committee**  
**& Venturing Crew 801**

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**The sole purpose of Venturing Crew 801 is to support the Camp Brulé Project COPE Course. The Crew provides services in the form of:**

**Training of personnel needed to support COPE course operations.**  
**Maintenance of the COPE course itself and all related equipment.**  
**Bi-annual inspections of the COPE course.**  
**Set up and take down of elements for off-season storage.**

**Venturing Crew 801 operates under the direction of a Crew Committee Chair, Crew Advisor, and Crew Committee Members. The Crew Committee also acts as the Council COPE Committee for the purpose of overseeing and administering the BSA National Camping Standards for Project COPE. Membership in the Council COPE Committee is by appointment from adult members of the Crew Committee and not automatic.**

**Approved March 2002, by the FRC Charting Organization Representative, C.O.P.E./Venturing Crew Committee Chairman & Venturing Crew Advisor.**

## **Project C.O.P.E. National Camping Standards**

**COPE standards will be the minimum guiding rules & regulations for all operations.**

**Knowledge of COPE standards is the responsibility of every committee member but primary maintenance & facilitation is the responsibility of the COPE Committee and Venturing Crew Committee Key 3.**

**The Professional Staff Advisor, who is also the Chartered Organization Representative, will maintain membership in the ACCT at the Institutional Level.**

**COPE course additions will be in compliance with current COPE and ACCT standards.**

**The Key 3 will agree upon recommended major facility additions to the COPE course, with input from the Camp Brulé Property & Facility Committee and Camp Ranger. Recommendations will be made to the Council Executive Board for approval.**

## **Committee & Crew Desired Qualities**

**First and foremost, all members must be registered in the BSA.**

**The Scout Oath, Scout Law and Venturing Oath are the guiding standards of acceptable behavior.**

**A high degree of professionalism is to be maintained at all times when any approved COPE course operation is being conducted.**

**Particular attention is to be given regarding interactions with participants that are also acquaintances of staff members. A significant amount of distance may be required of oneself.**

**An extremely high degree of awareness is needed for inappropriate and unacceptable behavior regarding relationships between male and female participants when they present themselves during any operation.**

**Questionable behavior by any COPE Committee/Crew member or participant must be brought to the attention of the Director for that particular operation. Additionally, the Committee Chair and Chartering Organization Representative, if present, should be informed and may become involved.**

**When representing the Council COPE Committee or Venturing Crew 801 and in a Scout uniform, compliance with the rules and regulations of uniform wear and insignia will be found in the B.S.A. Uniform & Insignia Guide. Home made and non-official devices, are highly unacceptable and directly impact ones professional attitude.**

### **C.O.P.E. Committee Membership**

The Council COPE Committee is directed by and under the supervision and responsibility of the Committee Chairman. The Professional Staff Advisor, with approval from the Council Scout Executive, appoints the COPE Committee Chair annually.

The Committee Chairman must be a National Camping School certified COPE Director. It is preferable that there is at least one additional active member of the committee certified as a National Camping School COPE Director.

One certified member of the COPE committee will be the up coming summer camp COPE Course Director.

By virtue of their year-round association with the COPE course, the Camp Ranger and Camp Brulé Property & Facility Committee Chairman will automatically be Members of the COPE Committee. The COPE Committee functions as a sub-committee of the Council Camping Committee.

The Professional Staff Advisor and COPE Committee Chairman will agree upon additional adult members of the committee.

The COPE committee will meet at least twice during any calendar year.

### **Venturing Crew 801 Membership**

Venturing Crew 801 is operated by the Key 3, which consists of the Chartered Organization Representative, who is also the Professional Staff Advisor, the Crew Committee Chairman and Crew Advisor.

Crew 801 adult committee members will also be considered as Council COPE Committee members, but is based on their level of training, COPE knowledge & active participation.

The Crew Committee will be actively involved in approving all decisions regarding Crew membership, administration, operations, facility maintenance & usage, equipment maintenance & usage, purchases, training and facility promotions.

A membership in Crew 801 is either by specific individual invitation or after an interview with prospective candidates who have made inquiries or are responding to an open invitation. In all cases, minimum age requirements will be in compliance with National COPE standards and not Venturing Crew Standards.

Interviews are to be conducted face to face. A minimum of two, preferably three adults are required for each adult candidate interview. A minimum of two, preferably three youth and one adult is required for each youth candidate interview. The adult role in youth interviews is of an advisory nature.

Female members of Crew 801 will not be accepted if there is not a currently registered and active female Associate Advisor in Crew 801.

The minimum annual registration fees are paid from proceeds from weekend operations.

**Training and Staffing Positions**

Individuals who wish to become certified as a “Camp Brulé COPE IIT, IT or DR,” within the Crew for weekend operations or summer camp operations must complete a series of B.S.A. National training requirements and meet age requirements, which are as follows:

There are 3 staff positions within the structure of Crew 801. They are Director, Instructor, and Instructor in Training. The requirements and responsibilities are listed in the chart below. There is also the position of “Staff Candidate”. A Candidate is a member who has not yet completed their training. They are not permitted to be directly involved in COPE operations except as a helper.

<i>Position</i>	<i>Age Req.</i>	<i>Training Requirements</i>	<i>Responsibilities</i>
IIT Instructor In Training	16 – 17	<ol style="list-style-type: none"> <li>1. Participate in the whole COPE course at least once.</li> <li>2. Observe a Director or Instructor leading a group through COPE.</li> <li>3. Lead a group through all low elements at least once under supervision of an instructor or director.</li> </ol>	IIT’s have limited responsibilities due to their age. The jobs they can perform are similar to instructors but they must be supervised at all times by an instructor or director. They will not be directly involved in any rescues except possibly as an “Extra pair of hands”
IT Instructor	18 +	<ol style="list-style-type: none"> <li>1. Participate in the whole COPE course at least twice.</li> <li>2. Observe a Director leading a group through the COPE program.</li> <li>3. Lead a group through all events at least once under supervision of a director.</li> <li>4. Take part in a simulated rescue.</li> </ol>	Instructors are the core of the COPE staff. They have all responsibilities of supervising the participants on the COPE course. This includes program, coaching and safety. They may NOT operate a course without a director on the course.
DR Director	21 +	<ol style="list-style-type: none"> <li>1. Participate in the whole COPE course at least twice.</li> <li>2. Observe a director leading a group through the COPE program.</li> <li>3. Lead a group through all events at least once under supervision of a director.</li> <li>4. Take part in a simulated rescue.</li> <li>5. Attend National Camp School for COPE.</li> </ol>	Directors have the same responsibilities as an instructor with the addition of being responsible for ALL of the staff and properties.* A director is the only person that may open an approved COPE course operation.

**NOTE:** It is possible that several director certified staff members may be involved in a COPE session. For organizational purposes, only one will be considered “Course Director” for that course, the rest are considered Instructors. This position will be appointed by the COPE committee before each weekend operation starts.

## **Training Overview**

Training will be conducted as needed under the direction of the Crew Advisor. The training syllabus is taken directly from the Project COPE manual with some minor changes but still within the parameters of the “Project COPE National Standards”.

It is understood that completion of the entire training needs of an individual will more than likely extend beyond a normal weekend session. Considering this, a “Passport” will be used to track each staff candidate through the training process. The first day of training will be theory based and follow the Project COPE Manual training section titled - “Day One.” Upon completion of the first day of training, the candidate will be given their “Passport,” which will serve as a check off list of the training requirements. They will be responsible for making sure that as he or she has completed the required tasks, they are initialed and dated. These tasks must be supervised and initialed by someone who holds a position at least one level higher than the position they are training for, i.e. - IT initials for an IIT, DR initials for IT or IIT. Passports will be kept in the COPE storage room while the candidate is not in camp.

Once the “Passport” is completed, it will be presented to the Crew Advisor for a completeness check. The candidate will then be scheduled for a review & interview by the committee. At the interview, the committee may either require the candidate to “brush up” on weak points then return at a later date or approve the promotion. The model for the passport system comes from the Boy Scout Rank advancement system.

There will always be the opportunity for additional training as needed or as time permits. These opportunities will most often not be mandatory and will be designed to enhance the member’s ability to provide a quality program to the COPE participants. Some of these opportunities may be: new games, new techniques, and new equipment. There will also be opportunities to involve IIT’s in training exercises that are not normally their area of responsibility like: rescue operations, course construction & maintenance, logs and paperwork. These opportunities provide a better foundation for the IIT’s training as Instructor. This training will in no way make them qualified to provide such services!

Individuals, who complete all local levels and meet age requirements and have committee approval that wish to attend a National Camping School for COPE Director certification, will be eligible for financial support towards the NCS camping fees. Available monies in the Crew account will be the guiding factor.

Individuals from other Venturing Crews working on the Bronze Award will be allowed to participate in Crew 801 COPE training events for the sole purpose of completing those individual requirements. Interpretation of completing said requirements is the responsibility of an assigned Associate Advisor or the COPE Course Director on site.

Individuals who wish to attend a National Camping School for certification as a COPE Director may do so at their own expense with approval of the Scout Executive. However, certification from a NCS by no means carries with it automatic membership on the Council COPE committee or as a member of Venturing Crew 801.

Membership in Crew 801 and local certification requirements are still necessary to be considered as “eligible” to operate the Camp Brulé COPE Course.

### **Health, Safety & Risk Management**

All COPE Log Books are to be maintained by the current COPE Committee Chairman and consist of the following:

1. Low & High Element First Aid and Incident Log
2. Low & High Element Inspection & Maintenance Log
3. Equipment Inspection & Maintenance Log
4. Staff Training and Certification Log

For both summer camp & weekend operations, one member of the COPE/Crew staff must have certification in First Aid and CPR. Two individuals can each hold one of the certifications but requires both individuals to be “on-site” during course operations.

It is highly recommended that additional COPE/Crew individuals hold one or both certifications.

The First Aid Bag must be on-site when the course is in operation and the bag is maintained and checked each time it is brought to the course and returned.

All individuals certified as Instructors in Training, Instructors and Directors are to receive a copy of the Emergency Procedures for Low and High Elements, and to be familiar with their contents.

In any one year, a full course inspection will occur on the initial set-up weekend and close up weekend of summer camp operations. On going inspections will occur throughout the summer camp operational period and during weekend operations. Compliance with maintenance requirements and logbook entries is required.

All participants for any summer or weekend operation must provide documentation that they have both Unit Leader and Parent permission to participate on the COPE Course. Additionally, all participants must provide a Health History, preferably with doctor certification, before participation will be allowed. Consent forms for emergency treatment at a local hospital are also required of each participant and staff member under the age of 18.

Additional health, safety and risk management requirements of the B.S.A., A.C.C.T., County or State Health Dept., may be added based on their expected compliance date.

## **Finances**

**The Council COPE Committee establishes all weekend user fees, with final approval from the Council Camping Committee.**

**All operational expenses of the COPE course, equipment, maintenance supplies and materials must be approved and authorized for payment by the Professional Staff Advisor.**

**The Crew Committee must approve all other pre & post expenditures for the COPE course or Crew 801, or they will be considered “out of pocket” expense.**

**The Professional Staff Advisor maintains the Custodial Account of the Council COPE Committee. Year-end net money from weekend operations will be deposited in said account.**

## **Course Set-Up, Maintenance and Take Down**

**The Camp Brulé COPE Manual outlines all set up, maintenance and take down standards. Copies are given to each qualified Camp Brulé COPE Director.**

**Likewise, all low element and high element activities have their own set up and close down procedures.**

**The COPE Committee Chairman maintains all supporting documents of the above items.**

## **Summertime Operations**

**Operation of the COPE course during the calendared summer camp periods is under the sole direction of the COPE Director hired for that specific position & period of time.**

**The COPE Director works directly with and for the Camp Director for all elements of summer camp training and camp operations.**

**All positions associated with the COPE program during the summer camp period must comply with Council procedures and policies regarding the application process.**

**The Camp Director determines salaried positions with input from the COPE Director and Council COPE Committee.**

**Likewise, any volunteer making his or her services available during the summer camp operational period, must receive both COPE Director and Camp Director approval. All camp policies, rules and regulations apply for volunteers as well.**

## **Equipment**

**The rigging of all elements will follow the established checklist, which includes the initial set up period and weekly element inspections.**

**As a minimum, course inspections will occur as outlined in the Project COPE manual.**

**The Course Director must approve personal equipment used by any staff member. If there is ANY question as to the safety of the equipment, the Director will not allow it's use.**

**Equipment used by participants is limited to approved climbing harnesses, helmets and gloves ONLY, and prior inspection by an on-site COPE Director.**

**All COPE equipment will go through complete Bi-Annual inspection, once prior to summer camp operations and once at the end of summer camp operations.**

**Each time the course is opened for weekend operations, equipment will be initially scanned for corrosion. All ropes will be inspected prior to their use.**

## **Weekend Operations**

**Certified Camp Brulé COPE Directors will rotate on-site operational responsibilities for the scheduled weekends.**

**The number of youth staff required per weekend operation will be determined on a case-by-case basis.**

**Calendar of weekend operations is the responsibility of the Council COPE Committee and Professional Staff Advisor and work in concert with the Council's annual calendar, which is approved by the Executive board.**

## **Participant Scheduling**

**The Council COPE Committee/Venturing Crew 801 will approve all other scheduling and usage of the COPE course.**

**The Council COPE Committee/Venturing Crew 801 will complete staffing of approved operational weekends.**

**Individual, Scout group and non-Scout group usage of the COPE course is prohibited.**

### **Corporate C.O.P.E.**

**Any weekend operation at the corporate level will be lead exclusively by adults.**

**Youth members of Crew 801 will provide support roles.**

**Reimbursement of personal expenses will be provided to all staff members for corporate operations only.**

### **Marketing & Promotion**

**A Corporate COPE brochure will be developed and maintained by the COPE Committee and Professional Staff Advisor.**

**Informal personal contacts by individuals to corporate companies and local businesses must first contact the Professional Staff Advisor as a central clearing house.**

**The Professional Staff Advisor will initiate all formal contacts. The Scout Executive must approve all contracts.**

**Summer camp material will also be developed, approved & implemented by the COPE Committee and Professional Staff Advisor.**

**Year round promotion will be developed by the COPE Committee/Crew 801 members and implemented by the Professional Staff Advisor.**

**The development of a brochure for Weekend Operations by both Scout and Non-Scout groups will be developed by the COPE Committee/Crew 801 members and implemented by the Professional Staff Advisor. This will include a “Weekend at a Glance” schedule.**

**All approved materials for publication will be provided the Council Webmaster for use on the Council Web Site. Additionally, a link will be established for the Camp Brulé Web Site.**

**Wherever possible, promotional brochures will be made available for inclusion with other Council related activities such as Golf Tournaments. Additionally, the COPE Committee/Venturing Crew 801 will provide support to Council activities such as the Mall Show & University of Scouting.**

**The Council COPE Committee Chairman and Professional Staff Advisor will pursue coordinated efforts with the Council Camping Committee.**

**Recognition**

**A certificate of completion will be developed & used for the following:**

**Summer Camp Operations  
Weekend Operations  
Corporate COPE  
COPE Operations Training  
IIT Instructor in Training  
IT Instructor  
DR Director**

**Formal recognition pieces awarded to all participants will be:**

**COPE Participant Patch – Certificate – COPE Knot**

**Additional recognition pieces will be awarded for “Full Course” completion:**

**COPE T-Shirt – Biner or Rescue 8 Device – COPE Pin**

**Full course completion is developed and established by each participant as follows:**

**All Initiative Games – All Low Elements – Minimum of 2 High Elements**

**An optional clause will be included in the summer camp and weekend operations promotional materials for the items above at an additional participant cost established by the COPE Committee.**



**MEMBERSHIP APPLICATION**

**Council C.O.P.E. Committee**  
**& Venturing Crew 801**



\_\_\_ I have read, understand and agree to follow the By-Laws of the Five Rivers Council COPE Committee and Venturing Crew 801 and wish to apply for membership.

\_\_\_ I readily accept the professional attitude that must be maintained at all times while representing the Five Rivers Council COPE Committee and Venturing Crew 801.

\_\_\_ The values found in the Boy Scout Oath, Boy Scout Law and Venturing Oath will be my primary rules of conduct and behavior as a COPE Committee & Crew member.

Check Membership Category: \_\_\_ Youth - Age 16/17 \_\_\_ Youth - 18/20 \_\_\_ Adult - 21+

Name: \_\_\_\_\_ Date of Birth: \_\_\_D \_\_\_M \_\_\_Y

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: {\_\_\_\_} \_\_\_\_\_ Work Phone: {\_\_\_\_} \_\_\_\_\_

Cell Phone: {\_\_\_\_} \_\_\_\_\_ Fax Phone: {\_\_\_\_} \_\_\_\_\_

Home E-mail: PRINT CLEARLY - \_\_\_\_\_

Work E-Mail: PRINT CLEARLY - \_\_\_\_\_

Current BSA Unit Registration: \_\_\_\_\_ Unit Position: \_\_\_\_\_

**Current "Civilian" Rope/Climbing Certifications - Provide Copy w/ this Application!**

\_\_\_\_\_  
\_\_\_\_\_

**Why do you want to become a member of the Council COPE Committee & Crew 801?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return to: FRC COPE Committee, P.O. Box 5190, Horseheads, New York, 14844-5190**