

# TAP Crew Organization

## LEADERSHIP

Adequate well-trained leadership is the best guarantee for a successful *Adventure* activity. This is doubly true of *Adventures* where added stress and strain are daily occurrences. Special recognition should be given to the importance of:

1. Pre planning
2. Taking extra precautions to prevent accidents.
3. Increasing the safeguards that ensure the best health conditions.
4. Conducting a quality program throughout the *Adventure*.
5. Maintaining the reputation of the Boy Scouts of America.

It is the policy of the Boy Scouts of America that *Adventures* may never be led by only one adult. At least two registered adult leaders or one adult and one parent, one of whom must be 21 years or older, are required for all *Adventures*. The safety "rule of four" requires no fewer than four individuals (always with a minimum of two adults) on any *Adventure*. If an accident occurs one person should stay with the injured person and two people should go for help.

It can not be emphasized too strongly therefore, that only leaders who are well trained in camping and who have a sound and practical appreciation of the problems likely to confront them should consider assuming the responsibilities connected with *Adventure* adult leadership.

Each crew should have a designated youth crew leader. This individual should be selected by the crew members. The person selected should be people oriented, relate well to others, seek input before making a decision and be alert to the needs of everyone in the crew.

## POSITIVE CREW DYNAMICS

The entire crew and especially the crew leader and adult advisor(s) should relate effectively to everyone in the crew. Crew congeniality is important to crew harmony. Make it a point to say something positive to each member of your crew at least once a day. Tell each person what he or she did well.

Good communication is crucial to your crew's success. Make sure that everyone participates in determining the objectives for the crew each day. After the evening meal is an ideal time to accomplish this.

Crew goals and trek expectations need to be discussed and established well before the *Adventure* begins. A relaxed, confident attitude toward reaching realistic goals helps preserve crew unity and keeps the crew from overextending itself.

Remember: When you are hot, tired, hungry and irritable so is your crew. Everyone is expected to control personal behavior, especially when the going is tough. The crew leader needs to continually monitor the crew's objectives.

On an *Adventure* it is crucial to everyone's well-being to adopt and put into practice proper trail procedures. Every member of the crew should be aware of these procedures before you depart for your *Adventure*:

- Always keep the crew together
- Use the buddy system
- Anyone may call a halt
- Follow local, state and federal park and land rules

Keeping the crew together is essential in preventing anyone from becoming lost, but it is frequently neglected unless the crew leader insists on it and each member of the crew is committed to doing his or her part. The entire crew should keep within hearing distance of one another.

The buddy system works well in any outdoor situation and not just aquatics. Before the *Adventure*, make sure everyone has at least one buddy. Buddies can also tent together.

Emphasize that each crew member has the right and even a duty to call a halt to the entire crew when necessary. Encourage every crew member to call a stop to check a hot spot, adjust a pack, adjust layers of clothing, eat a snack for energy, drink some water or for any other reason. When necessary, the crew leader should redistribute crew equipment and food to lighten the load on someone who is having difficulty.

When a crew is functioning well an *Adventure* is rewarding for everyone. In a crew beset by internal conflicts, however, the experience can be miserable for everyone. By being attentive to a few standards of conduct, every crew member can contribute to a positive experience. Living the Scout Oath and Law is a good place to start. Crew members should live it at all times.

Crew members should be allowed to select their own tent mates. Human relationships are usually best established when crew members sleep two to a tent. Three persons to a tent sometimes leaves one person feeling left out. (BSA policies regarding sleeping arrangements for adults, youth, and coeds must be followed.)

Being tolerant of other crew members and sensitive to their feelings is crucial. Each crew member should consider "What habits do I have that may be displeasing to others? Am I willing to modify my behavior if it is offensive to someone else?" A positive attitude and outlook is welcome and especially important during difficult periods when the crew is under stress.

Borrowing or misplacing someone else's personal equipment can create friction. Ask permission before borrowing something from another crew member.

Bring enough food so that everyone can consume all they want. Hoarding food is unacceptable.

Be sensitive when offering advice. If you need to give advice to a person whose conduct is less than acceptable, use the "sandwich" technique. Offer the person a compliment, make a suggestion and follow up with another compliment. This advice makes the suggestion easier to accept and more likely to be followed.

Plan for the unexpected:

1. Whom to notify first in case of accident to a member of the crew
2. Who will take charge in case of accident to a leader
3. Provision for care of an injured or sick crew member
4. Responsibility for hospital and doctor bills
5. What to do in case of accidental separation of individual members
6. How to make up schedule and meet appointments in case of breakdown or other delays
7. Forwarding addresses for mail expected, but not received en route
8. Arrangements for cashing traveler's checks, bank drafts, money orders etc. to prevent loss of money or robbery.
9. Everyone on crew should carry a list of emergency contacts
10. Weather

## CREW ASSIGNMENTS

Everyone should be willing to cooperate to accomplish crew chores. A Duty Roster lets everyone know what's expected but there will be times when pitching in to help others will be helpful to accomplish crew goals.

The nature of the crew organization will depend largely upon the physical demands incident to the *Adventure* and number of members in the crew. If cooking and meal service are included assignments must be made to cover the duties of cooking, fuel gathering and cleaning up. If cooking is to be handled on a unit basis, then one crew may be designated to this function each day. Other crews may have other assignments related to camp making, care and repair of equipment, sanitation, etc.

An effective way to backpack quickly and safely is to divide responsibilities among the members of the crew. Pitching the dining fly and tents, lighting stoves, and preparing meals, and cleaning up after meals are all crew activities. Everyone helps whenever he or she can until the jobs are done and the camp is secure. Then it's time to check the Duty Roster for the assignment of individual tasks that make an *Adventure* run smoothly.

Divide the duties evenly among members of the crew. On long-term campouts, change assignments after lunch each day. For an overnight outing, each person can perform one duty, changing assignments for the next day.

If a crew member has earned a religious award in Scouting, consider asking that person to serve as Chaplain's Aide.

Organize the cooking outline so that everything will be done neatly and efficiently. Members of small crews may pitch in and help with every aspect of meal preparation and cleanup. Larger crews can divide the responsibilities and, on long treks, rotate the duties daily so that everyone has a chance to try each task. In either case, someone must light the stove or campfire, get and filter water, do the cooking and clean up. Prepare a list of tasks for each job so that everyone knows what is expected:

Stove Tasks: Gather fuel and light a campfire OR refuel and light stoves and heat water for cooking and cleanup.

Water Tasks: Fill water containers with purified water, or filter water or treat with chemical disinfectant so that there is adequate contact time before use. Filter water on a durable surface near your campsite rather than at the stream or lake.

Cooking Tasks: Assemble food supplies and follow menus and recipes exactly to serve meals on time. Store food, put cooking pots to soak and have cleanup water heating before serving meals.

Cleanup tasks: Set up wash and rinse water, clean cooking pots and utensils, police cooking and dining areas. Store equipment, dispose of garbage and trash and extinguish fires. Enlist one person each day to monitor the condition of the campsite. Is the crew trampling vegetation? Does the kitchen area need to be moved? Is there any litter that needs to be picked up? Is food properly stored?

## DUTY ROSTER

Prior to the start of the *Adventure* the crew leaders and the adult advisors meet and carefully review the *Adventure* itinerary and determine which meals during the *Adventure* will be prepared by the crews. The crew leaders will then prepare a Duty Roster to assign crew members to the various tasks associated with meal preparation.

On the following page is a blank Duty Roster form. The crew leaders can adjust the form to fit the exact *Adventure* itinerary. Crew leaders adjust and complete the form to fit the *Adventure* schedule and assign crew members to the various tasks. The crew leaders distribute the Duty Rosters to crew members for review, discussion and possible adjustment at a crew meeting prior to on the *Adventure*. A blank column is included on the Duty Roster form should the crew leaders identify other crew responsibilities to assign. For convenience, the Duty Roster may be stored on a mobile device that the crew leaders or crew advisors will take with them on the *Adventure*

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