

NATIONAL ORDER OF THE ARROW CONFERENCE

CONTINGENT LEADER GUIDE

EDITION 1.2 | UPDATED MAY 2022



Dear Contingent Leaders,

As we approach the 2022 National Order of the Arrow Conference, we would like to take a moment to thank you for stepping up to lead, coach, advise and guide your lodge's contingent. **As contingent leaders, you all serve as the conferences most important ambassadors, and we look forward to working with you to maximize your contingent experience and make this NOAC the best one yet!**

After missing out on a conference in 2020, it's more important than ever that we gear up for an incredible week in Knoxville for the largest Scouting event of 2022! When we walk into Thompson-Boling Arena at the University of Tennessee for the opening show on Monday July 25, 2022, we will see the arena filled shoulder to shoulder with Arrowmen from across the country. In the coming months, your Contingent Concierge will be working closely with you to ensure every Arrowman in your contingent is ready to attend the conference. From planning individual program schedules, to receiving your contingent's arrival plan, your Concierge will be with you step by step to communicate, support, and assist.

This guide has been designed for you—Contingent Leaders. We understand managing contingents is significant work and centralized in these pages is key information to aid your contingent planning and expectations. The guide provides you information on the conference including major planning milestones for contingents, how to leverage your contingent management dashboard within NOAERS, what to expect from the conference program and key information on health and safety, housing, dining, and transportation.

At the 34th National Order of the Arrow Conference, we'll engage in innovative trainings, celebrations, and festivities and **chart a new course for our Order.** Between the nightly shows, competitions, special events, and the Ignite Festival, the conference is packed with exciting offerings that you won't find anywhere else! The conference presents a key opportunity for us to bring the Order of the Arrow into the future, and we hope that you take advantage of the rich programs offered throughout the week.

On behalf of the conference committee, we are excited to join you in Tennessee this summer!

Tomorrow Begins Today,



Timothy Reiss
2022 National Chief



Steven Buer
2022 National Vice-Chief



Clint Takeshita
Conference Chairman



Christopher Grove
National Chairman



Matthew Dukeman
National Director



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INTRODUCTION

From July 25-30, 2022, Arrowmen from around the country will gather at the University of Tennessee, Knoxville to build ties of brotherhood and grow together as cheerful servants at the 2022 National Order of the Arrow Conference (NOAC). Thousands of Arrowmen will attend the 2022 conference to share ideas, learn from one another, and most importantly experience an outstanding conference that is unlike any other event in Scouting.

NOAC is Scouting's second-largest national program event. The reason for its growing popularity can be attributed to the fact that it is planned and carried out by Arrowmen. Youth involvement ensures that the conference program will be exciting, relevant, and nonstop fun. Delegates will return home with:

- A deeper understanding of the Scout Oath, Scout Law, Order of the Arrow Obligation, and what it means to "live" these words in one's daily life.
- A renewed spirit, pride, and enthusiasm for Scouting and the Order of the Arrow.
- Ideas their lodge can use to better serve Scouting at the unit, district, and council levels.
- New programs, knowledge, and skills to improve lodge and chapter operations.
- Enhanced leadership skills and a better understanding of how to carry out the work of the lodge.
- New friendships with fellow Arrowmen from throughout the nation.

DATES AND LOCATION

The 2022 conference will begin on **Monday, July 25**, and end on **Saturday July 30, 2022**, at the University of Tennessee, Knoxville.

THEME

The 2022 National OA Conference theme, **Tomorrow Begins Today**, encourages each delegate to act today to transform tomorrow. Thought without action is just a possibility. For every insurmountable challenge or audacious dream, there is a first step: the courageous young person who rises against the odds to take one act, however small, to begin transforming the world. It's this urgency to create change, and the willingness to act, continuously and repeatedly in the face of failure, that defines young people who shape a world that reflects their values.

The conference theme relies on the ideas of growth and positive change to help our members turn the page on the tumult of the past few years. It encourages people to re-imagine tradition while considering what parts of our past are still relevant as an Order. We want to embolden conference delegates to think about the broader future of the world they wish to design and how to build on the past to do so.

The Conference's theme and the logo reflects this with the words 'Tomorrow Begins Today', 'NOAC 2022', 'UT Knoxville', and the three W's of the Order of the Arrow set against a rising sun. Guidance on contingent use of the conference theme is in the contingent experience section of this guide.

ATTENDEE TYPES

All conference attendees must be a registered member of the Boy Scouts of America with a paid membership and have their council's approval to be eligible to participate. Council approval is an automated process that takes place within the National Order of the Arrow Event Registration System ([NOAERS](#)).

TYPE	DESCRIPTION
Contingent Delegates	Contingent delegates make up more than 80% of all conference attendees. Delegates attend as members of lodge contingents and participate in the conference program. Contingent delegates are both youth and adults. Youth contingent delegates are overseen by their contingent adult leadership. Contingent delegates sign up to attend with their local lodge and the Contingent Leader extends an invite via NOAERS to create their individual conference profile.
Individual Delegates	Individual delegates are new in 2022, providing additional pathways for conference participation. Individual delegates attend the conference on their own and participate in the conference program. Individual delegates must be at least 21 years old and are assigned premium hotel housing. Individual delegates register to attend via NOAERS.
Virtual Delegates	Virtual delegates are individuals who are unable to attend the conference in person. Virtual delegates experience live streaming of certain shows and training sessions, a patch, and other virtual delegate-only activities. Virtual delegates register to attend via NOAERS.
Conference Staff	Conference staff are volunteers who execute the conference program. Staff opportunities are available for both youth and adults. Conference staff must apply and be appointed to a staff position by a conference committee Lead Adviser. Conference staff apply and register to attend via NOAERS. Applicants not selected for a staff position are encouraged to attend as Contingent or Individual delegates.

CONTINGENT ROLES

Each contingent is asked to appoint a Youth Contingent Leader and an Adult Contingent Leader. Each contingent is provided a Contingent Concierge from the Contingent and Staff Services Committee to assist them through their conference experience.

ROLE	DESCRIPTION
Youth Contingent Leaders	Youth Contingent Leaders help recruit, direct, and coordinate the contingent members. Frequently these roles are involved in contingent communications, addressing contingent member questions, and ensuring the contingent is prepared for key milestones in the planning and execution of the conference program.
Adult Contingent Leaders	Adult Contingent Leaders support and advise the Youth Contingent Leaders activities. The Adult Contingent Leaders are responsible for establishing and managing the contingent

	<p>registration profile within NOAERS, including addressing issues with individual contingent member's registrations. The Adult Contingent Leader is the primary communication point of contact between the conference and the contingent, working frequently with their Contingent Concierge to maximize the contingent conference experience.</p>
<p>Contingent Concierge</p>	<p>Contingent Concierges support Contingent Leaders throughout the registration, check-in, and conference program. Contingent Concierges are often past contingent leaders who have been trained to work with contingents to help maximize their conference experience by providing one-on-one support to proactively address issues and seek answers. Contingent Concierges receive information on all aspects of the conference administration and program and are the first line of support for a Contingent Leader. Each contingent's concierge is introduced to the Contingent Leader upon the contingent's initial registration within NOAERS.</p>

CONTINGENT RESOURCES

Each Contingent Leader should be aware of two primary resources and make frequent use of them in their contingent planning process.

RESOURCE	DESCRIPTION
<p>2022 NOAC Website</p>	<p>The 2022 NOAC website, noac2022.org, is filled with conference news, frequently asked questions, program updates, travel information and promotional resources. The conference website provides the latest conference details and will be frequently updated throughout the conference planning process.</p>
<p>Contingent & Staff Services Committee</p>	<p>The Contingent & Staff Services Committee is responsible for coordinating and facilitating contingent and staff registration, check-in, housing, airport transportation, shows seating, special needs, and food service. This committee oversees the work of the Contingent Concierges and is dedicated to supporting contingents through Contingent Leaders to maximize their conference experience. Contact the Contingent & Staff Services team via your Contingent Concierge or by email at concierge@oa-bsa.org.</p>



CONTINGENT PLANNING

Below is a list of major contingent planning milestone dates for contingent leaders and delegates to be aware of to maximize their conference experience. Each item includes a brief description of the action(s) and their associated open and close dates. Further details on each activity will be communicated as each date approaches. If you have questions, contact Contingent Concierge or Contingent & Staff Services.

MILESTONE	DESCRIPTION
Contingent Roster Input	OCTOBER 1, 2021 – MAY 31, 2022. Adult contingent leaders should assign contingent delegates to a “slot” in NOAERS. An email prompts delegates to login and populate their profile. Contingent leaders may also “clear” slots if any contingent members are replaced by another lodge member. Modifications may be made with restrictions and penalties after May 31 (see below).
Contingent & Delegate Profiles Completion	OCTOBER 1, 2021 – MAY 31, 2022. Contingent leaders and delegates login to NOAERS to complete all information on the “General” & “Event” tabs.
Contingent Activity Sign-Up	APRIL 4 – MAY 31, 2022. Contingent Leaders may sign up the contingent to participate in activities such as ceremonies or athletic competitions. Additional details available of program offerings available in the Program Guide. Contingent Leaders are encouraged to add delegate(s) to the activity teams (where applicable) prior to May 31 to ensure accurate schedules. Contingent Leaders are encouraged to assign delegates to contingent activities during this time, so these activities are considered during schedule building.
Delegate Activity Sign-Up	APRIL 4 – MAY 31, 2022. Delegates may sign up for preferred training and activities within NOAERS. Delegates are encouraged to complete this step before May 31st to be issued a program schedule in early July. Any delegate who does not do so will be able to build a schedule based on remaining open seats in trainings and activities beginning in early July.
Delegate Roommate Request	APRIL 4 – MAY 31, 2022. Delegates, if enabled by the Contingent Leader, can provide a requested roommate within NOAERS. Delegates will only have access to other members of the contingent listed on the roster who do not violate any youth protection standards. Contingent leaders should not modify requests at this time as delegates can “undo” changes.
Contingent Travel & Arrival Information	APRIL 4 – JUNE 30, 2022. Contingent Leaders must submit the contingent’s travel arrangements via NOAERS by June 30, 2022. Whether your contingent is arriving by

	plane, bus, personal vehicle, or a combination of travel methods, contingent leaders must account for each contingent delegate's travel plans. This process will also allow contingent leaders to request airport shuttle service if needed.
Late Roster Modifications	JUNE 1 – JUNE 30, 2022. Late fee applies for any new contingent delegate slots created after May 31. Any additions, modifications, or removals from the contingent must be requested via the Contingent Concierge or concierge@oa-bsa.org . Late additions will not have access to request program or complete other tasks which close on May 31.
Roommate Request Review	JUNE 1 – JUNE 30, 2022. Contingent leaders have access to add, modify, or remove any contingent delegate requested roommates. Delegates will not be able to make any changes individually after May 31. Conference staff will use these requests in the housing assignment process for your contingent. Contingents who do not request roommates will have assignments made at random within youth protection standards. Final roommate assignments will be based on bed availability and configuration from the University of Tennessee. However, contingent roommate requests count strongly and in most cases are honored.
Contingent & Delegate Schedules Released	EARLY JULY 2022. Contingents and delegates receive their individual schedules based on the activity sign up requests. Delegates and contingent leaders may make modifications to schedules based on availability of program in NOAERS. The individual schedule editing process is ongoing and can be done at any time after the schedule is released. As such, activity and session availability may vary leading up to the conference. After schedules are released, contingent leaders will be provided with any "activity specific" information for distribution to their contingent. These may include deadlines for specialized waivers or dress policies for certain activities.
Contingent Roster Modifications Closed	JULY 1, 2022. Contingent rosters are closed to all changes, including new additions. Any cancellations beginning on this date will result in the full forfeiture of the conference fee.
Program Fee Billing	JULY 10 – JULY 20, 2022. Program-specific fees will be assessed to contingent and individual accounts. Contingents and delegates will be notified to login to NOAERS and directly submit payment by credit card. Any delegate who does not pay incidental fees will be dropped from the activity.
Contingent Arrival Packages Distributed	JULY 18, 2022. Your contingent specific information regarding housing assignment, arrival window, and check-in location will be distributed to contingent leaders. This will allow contingents and delegates to familiarize themselves with their housing location and provide any specific pick-up or drop-off addresses for transportation services, such as contingent arranged buses.
Arrival at NOAC 2022	JULY 25, 2022. Contingents arrive and check in for a conference filled with memories to last a lifetime!



CONTINGENT FEE STRUCTURE & BILLING

CONFERENCE FEE

The discounted conference fee is \$575.00 for contingent delegates slots paid in full by December 15, 2021. The **standard conference fee is \$625** for contingent delegate slots paid in full by May 31, 2022. Contingent delegate slots reserved after May 31, 2022, will be \$675.00 and must be paid in full by June 30, 2022.

The conference fee includes five night's housing, five full days of program and training, 14 meals, program and support materials, registration materials, insurance, and recognition items during the six-day conference.

CONTINGENT BILLING

Contingents' local council offices will be billed directly by the OA National Office for contingent conference fees. Contingent fee invoices are generated and sent electronically through the BSA PeopleSoft software. Invoices are paid via account transfer from the local council to the OA National Office. This fund transfer is a standard business practice between local councils and the National Office. Contingent conference fee invoices are sent on a rolling basis, as contingents continue to add individuals throughout the registration process.

Contingent leaders can track invoice status within the NOAERS contingent dashboard. Invoice information includes the invoice number, date, payment status, and a summary of fees charged. Additional questions on the conference billing process should be directed to your contingent concierge.

CANCELLATION AND REFUNDS

The \$100 per-person deposit for a standard delegate slot is transferable to a substitute delegate, youth, or adult, within the same contingent on a one-for-one basis, but it is nonrefundable, and may not be applied to the balance due for another person. The \$575 fee for a discounted delegate slot is non-refundable. All requests for cancellations of standard delegate slots made in writing to the Contingent & Staff Services Committee at concierge@oa-bsa.org by June 30, 2022, will receive a full refund of all fees, minus their deposit amount of \$100. Delegate slots canceled after June 30, 2022, will forfeit the conference fee.

In the event the conference is canceled due to significant global events such as the COVID-19 outbreak, we anticipate providing refunds, including deposits.

CONTINGENT COMPOSITION

Contingents are encouraged to strive towards a 2:1 youth to adult ratio or higher to ensure maximum youth participation. It is the responsibility of the contingent leadership to establish criteria and choose qualified adults to join your contingent. Adult participation should be approved based on need to provide responsible leadership supervision for the contingent (at least one adult for every 15 youth); and all contingents must maintain at least two-deep adult leadership, as well as required gender-based leadership while traveling to, and from, and during

the conference. Please note that individual delegates, virtual delegates, and conference staff members register separately and do not impact a contingent's ratio.





CONTINGENT MANAGEMENT DASHBOARD

Below is a list of major functionality and common uses for the contingent management dashboard within NOAERS. Contingent management dashboards are accessible to the adult contingent leader for each contingent within [NOAERS](#). Additional capabilities not listed below exist within the contingent management dashboard to aid adult contingent leaders with the management of their contingent's registration. Contingent concierges are trained on all elements of the contingent management dashboard and are available to support.

BOY SCOUTS OF AMERICA
ORDER OF THE ARROW
Help
My Events My Profile Logoff

Pellissippi

Pellissippi

General

Event

Members

Activities

Schedule

Travel

Invoices

Payments

Notes

Staff Members

Tools

General Information

Pellissippi

Contingent Information

Name Pellissippi

Council Great Smoky Mountain (557) Knoxville, TN

Region

Registration Information

Order ID 9582

Variant Lodge Contingent

Registered Mon, Dec 11, 20

Approvals Council: Approved on 1/1/20

Contingent Member Summary

	Min	Max	Count
Youth Contingent Members	2	19	19
Adult Contingent Members	2	4	4
Total	4	23	23

Financial Summary

	Total	Balance
Contingent Fees	\$0.00	\$0.00
Attendee Fees	\$12,225.00	\$0.00
Total	\$12,225.00	\$0.00

Contingent Contacts edit

Youth Contingent Leader	CALEB DI calebreed 865-681-1
Adult Contingent Leader	GARY MI bsa@gary 865-221-1
Registration Assistant	BRIAN MI bmette@c 513-231-1

ELEMENT	DESCRIPTION
Contingent Member Summary	Provides a count of youth and adult contingent member slots reserved.
Financial Summary	Provides a summary of fees associated with your contingent and delegates, including the balance due. Additional invoicing and payment details can be found by clicking on invoice and payment buttons in the left-hand column of the dashboard. Contingent invoicing and payment recording happen on a rolling basis throughout the registration process.
Contingent Contacts	Provides the ability to edit the Youth Contingent Leader, Adult Contingent Leader, Lodge Chief, Lodge Adviser, Lodge Staff Adviser contact information. The youth and adult Contingent Leaders are the points of contact to whom the Concierge and the Contingent and Staff Services Committee will send conference communications. The Registration Assistant listed is your assigned Concierge.
Event Tab	Solicits contingents' information to aid in conference planning.
Members Tab	<p>Provides a listing of the contingent delegate slots. Allows the Adult Contingent Leader to assign or unassign individuals to delegate slots. Allows the adult contingent leader the ability to add additional contingent member slots. A tutorial for addressing adding contingent delegates can be found here.</p> <p>Additionally, this tab shows which contingent members have registration issues which must be addressed prior to the contingent check-in. It is the responsibility of the contingent leadership to work with their contingent members to resolve any registration issues.</p>
Activities Tab	<p>Provides a summary of the contingent level activities such as special meals, or ceremony evaluations and athletic competitions. The contingent leader can register the contingent for activities and, where needed, assign individual members to participate in activities on behalf of the contingent. A tutorial for addressing contingent level activities can be found here.</p> <p>It is recommended, contingents register for contingent activities as soon as possible, to avoid capacity limitations. Contingent level activities are different and separate from delegate level activities. Delegate level activities are requested by individual members of the contingent via their delegate dashboards in NOAERS.</p>
Schedule Tab	Provides a summary of the assigned contingent level activities and timing. Will be visible in early July 2022.
Travel Tab	Provides the ability to input arrival and departure travel records for the contingent. The contingent leader can add multiple records to accurately reflect the arrival and departure plan of the contingent, if traveling in multiple or separate groups.
Invoices Tab	Provides the ability to track invoice status. Invoice information includes the invoice number, date, payment status and a summary of fees charged.

Staff Members Tab	Provides a listing of conference staff members from your council, their conference committee, and their respective assignment statuses.
Tools Tab	Provides on-demand reporting capabilities including exporting reports of contingent member information, check-in issues, outstanding balances, and individual activity selections. Please note, if you use the messaging tool in this section of NOAERS , your delegates will not be able to reply directly to you.





CONTINGENT CHECK-IN

The 2022 contingent check-in experience has been designed to enable your contingent to begin experiencing the conference as soon as possible upon arrival. **Contingent check-in will take place at your assigned residence hall and is designed to be a streamlined process for contingents who have completed the required prerequisite check-in requirements.** Contingents who do not complete the required prerequisite check-in actions should anticipate significant delays and will be required to complete additional steps prior to being able to check-in.

REQUIREMENTS TO CHECK-IN

As of April 2022, below are the anticipated contingent check-in requirements. The conference does not anticipate changing these requirements. The conference retains the right to add or adjust to the set of requirements as needed to comply with the University of Tennessee requirements or health and safety best practices. Contingent concierges will communicate through the registration process the requirements to check-in and provide guidance if your contingent is on track.

REQUIREMENT	DESCRIPTION
Medical Forms	Have two printed copies of the Annual Health and Medical Record (AHMR) signed by a doctor, within the valid date range, for every member of your contingent. One set gets turned in to the conference and contingent leaders should retain the second set.
Clean NOAERS Records	All members of the contingent have addressed any registration issues in their NOAERS profile including having a valid BSA ID, accepted the permissions and releases, and have input emergency contact information. No issues remain on contingent members profiles. Issues are indicated with a red highlight on the "Members" tab of the contingent dashboard.
Youth Protection Training	All members of the contingent age 18 or older have completed Youth Protection Training on or after July 30, 2020. The BSA ID associated with their training, should be the same BSA ID in their NOAERS account.
Contingent Travel Information	Contingent leaders have entered the contingent's travel plans on the travel tab of your contingent's NOAERS profile and it is accurate and up to date with the latest information.
Accurate Contingent Roster	Your contingent roster is not different upon arrival at the conference, than what is listed in NOAERS. All roster changes must be managed in advance of the conference and be reflected in NOAERS.

<p>Conference Fees Paid in Full</p>	<p>All conference fees will need to be paid in full. If the contingent arrives and the council has not paid in full, final payment will be required at time of check-in. Please be sure to verify with your council that all open invoices have been paid before arrival.</p>
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ARRIVAL INSTRUCTIONS

Your contingent concierge will assist your contingent with a clean check-in process. Contingent leaders can anticipate receiving multiple arrival specific messages prior to your contingent’s arrival at check-in which require action.

MESSAGE	DESCRIPTION
<p>Contingent Arrival Package</p>	<p>By July 18, 2022, Contingent Leaders will receive an email from the Contingent & Staff Services team notifying you of your contingent’s residence hall assignment, check-in location directions, parking instructions, and if your contingent is on target for a streamlined check-in or if you should anticipate being delayed at check-in due to not meeting the conference check-in requirements.</p>
<p>Arrival Confirmation</p>	<p>24 hours before your contingent’s arrival at the conference, contingent leaders will receive an email from the Contingent & Staff Services team asking you for a final confirmation of the contingent roster and if your contingent is on target for a streamlined check-in or if you should anticipate being delayed at check-in due to not meeting the conference check-in requirements.</p>





CONTINGENT PROGRAM

The 2022 conference program has been **designed to offer an inspiring, once-in-a-lifetime experience for all delegates**. Contingent leaders are encouraged to visit the conference website, noac2022.org, frequently throughout the spring and summer for announcements of conference program offerings. Additionally, contingent leaders and delegates are encouraged to review the [Activities Catalog](#) for an overview of registrable program options. The conference will have more than 500 program offerings throughout the week. Below is a snapshot of major function times planned for the conference.

Monday July 25	Tuesday July 26	Wednesday July 27	Thursday July 28	Friday July 29	Saturday July 30
Contingent Check-In & Activities	Training	Training	Training	Intentional Late Start	Contingent Departure
	Competitions & Activities	VIA Luncheon	VIA Luncheon	Competition Finals	
	DSA Banquet	NCOC Banquet	Competition & Activities	Ignite Festival	
	Grand Opening Show	United We Recognize Show	Reclaiming Our Mission Show	Region & Section Gatherings	
				Gala	

PROGRAM	DESCRIPTION
What to Expect in a Day at the Conference?	<p>A typical conference day for a delegate consists of breakfast, morning training sessions, lunch, afternoon activities and special events, dinner, evening show, evening activities and special events.</p> <p>Trainers at conference are hand selected by conference leadership for their immense knowledge and expertise in a particular subject. Trainers come from around the nation to share their expertise so that delegates may bring information and new ideas back to</p>

your lodge and grow as an individual. Training session topics include leadership, event planning, and ceremony performance, among many others.

Each afternoon, delegates can choose from a wide array of activities and special events. The National Order of the Arrow Museum will be on display showcasing unique historical items that cannot be found anywhere else in the world. Expect to see all kinds of activities from sport events to SCUBA diving. Delegates can also participate in OA ceremony evaluations to improve their performance and learn from the experts. No matter what your talents are, there is no shortage of opportunity to showcase them at conference.

After dinner, all delegates and staff gather at the university's arena for the evening show. These shows are on par with what you would expect from the biggest touring concert of the year! These shows will remain as one of your fondest memories of conference. On Thursday evening, be sure to visit your region and section gatherings for fun and fellowship. After the evening show, there are many opportunities to enjoy fun, food, and fellowship (not to mention trading your favorite patches!).

Trading Post

ALL CONFERENCE: The conference trading post will be available for in person purchases throughout the conference at the Student Union. The trading post will feature both general Order of the Arrow and conference specific apparel, patches, and swag. The trading post will accept MasterCard, Visa, Discover and American Express credit, debit cards and cash.

Patch Trading

ALL CONFERENCE: Delegates are welcome to enjoy the magic of patch trading throughout the national conference. While patch trading is designed to be fun, all delegates should remember to adhere to the buddy system, the BSA's Barriers to Abuse and Youth Protection requirements. As a reminder, delegates are not welcome to trade any award or rank patches. Scouting knots, religious medals, or badges of office should not be traded. Doing so violates Article X of the Rules and Regulations of the Boy Scouts of America.

The conference map distributed at check-in will identify the areas designated as the "official" patch trading areas for the conference. Entry shall be controlled to ensure that persons entering are registered conference delegates or staff and have been screened per BSA and UT Knoxville youth protection guidelines.

This area will be open during afternoon program periods and after the main show each evening to provide an area to go to for those wishing to trade patches. Trading outside the "official" patch trading area is allowed but cannot interfere in any way with the flow of foot traffic, i.e.: within university buildings, sidewalks, and/or any other thoroughfares.

<p>Goodman Edson Observatory (GEO) Museum</p>	<p>MONDAY - THURSDAY: The GEO, our world-class conference museum exhibition, is an essential program experience for any delegate. Patrons will be immersed within the stories and artifacts that encompass the rich history of our Order through world-class exhibits. Visitors can speak with some of the best historians in our Order, watch a painting come to life, and engage with our interactive exhibits. Whether you have visited the GEO at a former conference, or this will be your first time, you can expect a spectacular, memorable experience.</p> <p>Have you ever wondered how the Order of the Arrow began? Would you like to know how the vision for a brotherhood of cheerful service has endured for more than a century? All these answers, and more, await you in the GEO!</p>
<p>Training</p>	<p>TUESDAY - THURSDAY: Conference training brings together experienced Arrowmen from around the country to equip the next generation of chapter, lodge, and section youth leaders and adult advisers. From morning training sessions to afternoon workshops, delegates learn about every aspect of the Order of the Arrow. Conference training offers the chance to connect capable trainers with passionate and experienced Arrowmen. There's no shortage of subject-matter experts, diverse perspectives, and learning opportunities available to delegates!</p> <p>New this year, lodge officers will have the opportunity to participate in a three-day interactive experience designed to equip leaders with the tools they need to share their vision for success back home. Tuesday starts with the Signature Session and moves into position specific training to introduce key ideas for the week. Wednesday is the Leadership Academy which challenges leaders to explore their motivations and how their perspective shapes their relationships with those around them. Finally, the National Council of Chiefs on Thursday offers leaders the chance to hear from national leadership and to have a voice in shaping the direction of national policy and priorities.</p>
<p>Competitions & Activities</p>	<p>TUESDAY - THURSDAY: Competitions and Activities throughout the conference will be a core part of each delegate and contingent memorable experience. These events will run throughout the entirety of the conference for delegates of all backgrounds and abilities. There will be both individual and team-based events that can be attended.</p> <p>Events will include thrilling competitions such as 5K's, Triathlons, Lodge Chief Olympics, Golf Outings, Athletic Competitions, and much more. There will also be numerous activities such as Escape Rooms, Game Shows, Morning Workouts, High Adventure Opportunities, AIA Experiences, and much more for you to discover throughout the week. And if you need a break, enjoy a more relaxing experience through patch trading, swimming, or relaxing with other delegates from across the nation.</p>
<p>Lumberjack Olympics on Arrival Day</p>	<p>MONDAY: After your contingent completes check-in and move into your residence hall, check-out the Lumberjack Olympics! Roll, cut, and saw your way in the National Order of the Arrow Conference with the opening day event. Compete against fellow delegates both in the water rolling on logs and on land with axes and saws. Enjoy a high-energy environment to meet new people and to discover who the best lumberjack across the country truly is!</p>

Adventure Central	TUESDAY - THURSDAY: Delegates should plan to enjoy time at Adventure Center which includes STEM, bouldering, spar pole climbing, and other amazing outdoor activities!
Shows	<p>MONDAY: "A Grand Opening" – Conference opens with a gathering of all contingents in the Thompson-Boling Arena. With formal ceremonies and pageantry to start the conference, we'll discover how the conference is the next big step in the Order's journey.</p> <p>TUESDAY: "United We Recognize" – The conference's second all-contingent gathering is an opportunity to recognize the outstanding service completed by individual members and the Order as a whole. It's also a chance to have a bit of fun as both regions compete for top prizes within the arena.</p> <p>WEDNESDAY: "Reclaiming Our Mission" – The history of the OA isn't just something that took place in the past. Like the choices made by our forebearers, the choices we make today will impact the future of the Order of the Arrow and the future of Scouting. The show will conclude with a touching tribute recommitting all attendees to the Order of Arrow's mission.</p> <p>FRIDAY: "The Theme Show" – The conference concludes with a show that will inspire every delegate before starting the journey home. We will be reminded that the task that lies before each of us is possible if we always follow the arrow.</p>
Ignite Festival	<p>FRIDAY: Your contingent won't want to miss the main attraction on Friday, July 29 - the Ignite Festival at NOAC 2022! Ignite is an experience. Arrowmen will satisfy all their senses with the activities and events offered in four unique neighborhoods - Immerse, Illustrate, and Illuminate, each with their own feel and offerings. All contingents can host a booth and showcase your lodge in one of the neighborhoods. Review this document for further guidance on setting up a lodge booth. You can indicate your participation using the "Event" tab on your Contingent Leader dashboard in NOAERS.</p> <p>We recommend having two youth present at the booth at all times, but schedule booth staff to cycle through and explore Ignite. Booths are eligible for awards based on judging criteria that we will share in June. Don't miss out on this great opportunity!</p>
ACES Village	TUESDAY - THURSDAY: The ACES (Arrowman Conservation, Education, and Sustainability) Village will host delegates to learn about conservation and sustainability from exhibitors from across the country. Exhibits will include the four OA High Adventure programs, hands on trail building techniques, and many more.
Goodman Gala	FRIDAY: After the theme show, all delegates are welcome to attend the Goodman Gala, an ice cream social event to celebrate the conference.
Hackathon	THURSDAY & FRIDAY: This hands-on, high-energy event will focus on identifying problems, engaging creativity, and creating solutions at all levels of the organization. Delegates will experience engaging training, a creativity and ideation session, and a typical 'hackathon' competition. Similarly, delegates will be provided with feedback about current programs in the OA and prompted to 'hack' a solution together.



CONTINGENT SUPPORT

CONTINGENT EXPERIENCE

OPPORTUNITY	DESCRIPTION
<p>Contingent Leader Meeting</p>	<p>MONDAY: The Contingent Leader Meeting will take place on Monday evening before the opening show. During the meeting contingent leader on-site responsibilities will be reviewed, any major program updates will be provided, and the conference management & concierge teams will be introduced. This meeting will also provide contingent leaders with an opportunity to ask any questions they may have. Youth and adult contingent leaders in attendance will receive a special item in recognition of their leadership.</p>
<p>Lodge Adviser Breakfast</p>	<p>FRIDAY: All Lodge Advisers or their Contingent Leader are invited to a breakfast discussion with members of the National Committee to receive current updates on the Order of the Arrow and an opportunity to ask questions.</p>
<p>Contingent Patches & Memorabilia</p>	<p>Guidelines for contingent patches, memorabilia, and event-specific merchandise can be found here. Custom patch orders must be placed through an official BSA licensee, a list of licensees is available here. Contingents cannot leverage the official NOAC logo on any patches, shirts, or other contingent generated memorabilia. There is a generic NOAC logo which can be used.</p>
<p>Shipping</p>	<p>Shipping, receiving, and warehousing will be managed through the University of Tennessee Warehouse. The University of Tennessee Warehouse must receive notification of all shipments sent to the warehouse to aid in their tracking. To assist in this effort, please complete this form for each shipment sent.</p> <p>Please ship all your conference goods to the address listed below so that Administrative Service can help you get your items in an efficient manner.</p> <p>All shipments must arrive after July 1, 2022. All shipments should be addressed/labeled as follows:</p> <p>UT NOAC Warehouse <<INSERT CONTINGENT’S COUNCIL NAME HERE>> 2121 Stephenson Drive, Dock 15 Knoxville, TN 37996</p> <p>Return shipments of materials can be arranged through Administrative Services Committee as well. Shipments will need to be boxed, sealed, and labeled with the recipient’s address. Include a bill of lading and carrier company information so pickup</p>

can be coordinated. Return shipments must be prepaid, billed to the receiver or COD. All shipments must be at the warehouse by Saturday, July 30, at 12:00pm (noon). All return shipments must be picked up from the warehouse by the carrier company no later than close of business Wednesday, August 3.

DELEGATE EXPERIENCE

OPPORTUNITY	DESCRIPTION
<p>Conference App & Social Media</p>	<p>ALL CONFERENCE: Conference delegates are encouraged to bring their smartphone to the conference. Each delegate will be invited to download the conference app in July 2022. The app will include key conference information, campus maps and their individual conference schedule.</p> <p>Conference delegates and staff can stay informed about the latest conference news through social media. We will have dedicated conference social media updates on Facebook, Twitter, YouTube, Instagram, and Snapchat. All delegates and staff should follow these channels and check them regularly throughout the conference for information and conference updates.</p>
<p>Quest, The Conference Wide Game</p>	<p>ALL CONFERENCE: Delegates will have the opportunity to play the conference-wide game ('Quest') that will reward delegates for making the most of their NOAC experience by exploring activities and making new friends from across the country. Participating in the conference wide game is the only way for delegates to track progress toward earning the conference participation award. New this year, delegates will also be able to compete for limited-edition memorabilia and unique experiences throughout the conference.</p> <p>In July, Arrowmen will receive additional details about the game and how to complete their profile. Delegates should fill out their profile prior to leaving for the conference, and younger Arrowmen are encouraged to build their profile with the help of a parent or guardian. While the conference app will be the primary way to access the game, there will also be options for Arrowmen to participate without a smartphone if they will not have one with them.</p>
<p>Trading Post Pre-Order Pick-Up</p>	<p>The conference trading post will be available online for pre-order and available for in person pick-up at the conference at the Student Union. Conference delegates are encouraged to place pre-orders online by May, to ensure availability of all items. Online orders may be placed during the conference; however, quantities may be limited. All online orders, scheduled for shipping, will be shipped from the conference beginning Monday, July 25, 2022.</p>

<p>Conference Help Hub</p>	<p>ALL CONFERENCE: Throughout the conference, contingent leaders and delegates are encouraged to utilize the Conference Help Hub. The conference’s help hub serves as a one-stop-shop, staffed by trained staff members, who can answer questions and solve many of the challenges delegates might encounter. Specific hours and locations of the help hub will be available in the conference app. Contingent leaders should share this conference resource with delegates so they may directly leverage the help hub should they need any assistance.</p>
<p>Lost & Found Items</p>	<p>ALL CONFERENCE: Any lost items found will be available at the Conference main Help Hub throughout the conference.</p>
<p>Activity Waivers</p>	<p>For select program activities, an activity-specific waiver may be required for delegates to participate. Contingent leaders will be provided a list of any delegate(s) who need an activity-specific waiver completed in July by their Contingent Concierge. Copies of the activity-specific waivers will be provided. Delegates who do not have a completed activity-specific waiver will be unable to participate in the corresponding activity.</p>
<p>Conference Dress Code</p>	<p>ALL CONFERENCE: All conference delegates are to be in full Scout uniform at evening shows only. A full Scout uniform includes Scout shorts, trousers or skirt, shirt or blouse, belt, socks, and Order of the Arrow Sash.</p> <p>For breakfast, lunch, training sessions, daytime and evening activities and events, delegates and staff may wear a conference, OA, or Scout t-shirt or golf shirt with Scout shorts, skirt, or trousers during the conference.</p>
<p>Suggested Packing List</p>	<p>Delegates should consider bringing the following items to conference:</p> <ul style="list-style-type: none"> • Breathable clothing for warm days and cool evenings • Sleeping garments • Closed-toed walking shoes • Hiking Daypack or School backpack • Rain jacket • Jacket • Long pants (may be required for certain activities) • Hat or cap • Medical Form - BSA AHMR Parts A, B & C (collected by contingent leader) • Activity-specific waivers (will be notified per above) • Camera • Flashlight • Mask / Face Covering • Sunscreen • Smartphone or tablet (to access conference app) • Charging cables • Field uniforms / Class A • Activity uniforms / Class B (for daily activities) • Water bottle • Toiletries (toothbrush, toothpaste, shampoo, deodorant, shaving needs)

- Shower shoes

HEALTH AND SAFETY

ELEMENT	DESCRIPTION
Conference Health Clinic	ALL CONFERENCE: The conference will provide a full-time health care clinic and staff with first aid capabilities for conference attendees. The conference clinic will be open 24 hours each day of the conference.
Special Housing and Mobility Needs	<p>If any delegates have the need for special medical support or consideration, delegates should make those needs known in their NOAERS online profile, so accommodations can be coordinated.</p> <p>Every effort will be made in advance to provide resources and accommodations for Scouts and the conference cannot guarantee that last-minute arrangements for special needs can be accommodated.</p>
Special Dietary Needs	Special dietary needs are a common concern when attending any large function. The Dietary Staff at University of Tennessee are very familiar with most special dietary needs. Whether they are for religious, medical, or personal needs, the conference will be able to accommodate most people. If delegates or staff have questions specific to dining you can contact Contingent and Staff Services, at concierge@oa-bsa.org . If required, the Contingent and Staff Services team can coordinate a meeting between the delegate and University of Tennessee dietitians.
Medical Related Questions	For any questions regarding these requirements, other medical issues, or concerns, please contact the OA Medical Staff at noachealth@gmail.com .
BSA Annual Health and Medical Record Form	<p>All conference attendees must bring a BSA Annual Health and Medical Record (AHMR) that will be collected at check-in. Contingent leaders will be responsible for collecting AHMR forms from contingent members. Contingent leaders will be asked to provide a copy of their delegate's medical forms to the OA Medical Staff during check-in of the contingent. These forms will be kept on file during the conference and can be collected at its conclusion. The AHMR form can be found here.</p> <p>No other type of medical form will be accepted. All medical examinations are required to have been completed within one year of the conference. The medical examination must have been performed by a licensed practitioner after July 1, 2021.</p> <p>Contingent leadership is required to maintain a paper copy of each delegate's BSA AHMR Form during the conference and while traveling to and from the event. The BSA Health and Safety Committee does not recommend placing these forms in an electronic format for travel.</p>
Immunization Requirements	Immunization requirements are based on recommendations of the U.S. Public Health Service. As part of AHMR all delegates must provide proof of immunization for tetanus

	<p>within ten (10) years (since 2012). In addition, youth delegates must provide verification of the following immunizations since birth:</p> <ul style="list-style-type: none"> • Diphtheria and pertussis. • Measles, mumps, and rubella (MMR). • Trivalent oral polio vaccine (TOPV) – four doses recommended. <p>If any delegate is not able to comply with the vaccination requirements, the BSA Immunization Exemption Form must be submitted with the AHMR.</p>
<p>COVID-19 Planning Guidance</p>	<p>The conference will follow guidance, policies, and best practices from the Boy Scouts of America (BSA), the Centers for Disease Control (CDC), Federal State and Local governments and the University of Tennessee (UT). Contingents are welcome to use the current planning guidance to understand the conference’s approach. Given the dynamic nature of the COVID-19 pandemic, guidance may be revised at any time with limited advance notice.</p>

HOUSING

ELEMENT	DESCRIPTION
<p>Residence Hall</p>	<p>Contingents will be housed in air-conditioned residence halls through the University. Individuals in the same contingent will be assigned rooms within the same residence hall and within proximity to their contingent adult leadership. In the case of large contingents or contingents with multiple age or gender groups, the contingent rooms may be split across multiple floors. In this instance, adult contingent leadership will be near all contingent rooms on each floor.</p>
<p>Pillows</p>	<p>Delegates will be provided with a pillow upon arrival at the University of Tennessee in their residence hall. These pillows have been purchased for the conference. Delegates are encouraged to take their pillows home after the conference concludes. Doing so will help uphold the conference’s pledge to sustainability and reduce unnecessary waste from conference.</p>
<p>Linen and Bedding</p>	<p>The university will provide each delegate with two sheets, pillowcase, blanket, two washcloths and two towels. Emergency towels and linens exchange will be available at the front desk of each residence hall.</p>
<p>Lost Key</p>	<p>Each delegate will be responsible for safeguarding their room key and conference card. Contingents will be billed directly by the conference for all lost keys and conference cards. \$35 per conference card, and \$35 per room key.</p>
<p>Check-Out Requirements</p>	<p>All linens including pillow, pillowcase, blankets, sheets, and towels should be removed from beds and bathrooms and placed in the trash bags provided at check-in. Additional trash bags will be available at the residence hall front desk as needed. Filled trash bags should be placed in marked bins available in each resident hall lobby upon departure.</p> <p>All contingents must depart on Saturday, July 30, 2022, by 10 a.m.</p>

TRANSPORTATION AND PARKING

ELEMENT	DESCRIPTION
<p style="text-align: center;">Airport Transportation</p>	<p>MONDAY & SATURDAY: The conference has chartered shuttles from Knoxville Airport (TYS) to University of Tennessee that will be available for conference delegates on arrival day, July 25, and departure day, July 30.</p> <p>If you're flying and plan to use this service, you must make flight reservations between 7:00 a.m. and 4:00 p.m. Travel time between the Knoxville airport and campus is one-half hour. Airport shuttle requests must be entered by contingent leaders through the contingent management dashboard within NOAERS by June 30, 2022. Contingents arriving in multiple groups can request shuttle service by flight. Additional Information on Airport Transportation is available here.</p> <p>Departures on Saturday, July 30 will commence as early as is needed for contingents to check-in for departure flights. Airport check-in time, security screening, travel, and load time on the campus, for your return trip, will be included in the total amount of time needed for your departure, minimum of two and half hours. Please plan your departures with these considerations.</p> <p>The airport shuttle is \$23 per person each way or \$46 round trip. Additional information on how to request a shuttle is linked above.</p>
<p style="text-align: center;">Campus Transportation</p>	<p>ALL CONFERENCE: A campus shuttle service for those with mobility limitations will be available on campus starting on Monday, July 25. The service will be available Monday through Friday from 6:30 a.m. to 12:00 Midnight.</p> <p>For on-campus transportation, non-mobility limited conference delegates can utilize UT's transportation system, known as "the T." Please note, T service is subject to change. Additionally, there is an existing trolley service between downtown Knoxville and UT. No additional on campus transportation will be provided specific to the conference, delegates should plan walking as their primary method of moving throughout the conference.</p>
<p style="text-align: center;">Campus Parking</p>	<p>ALL CONFERENCE: Parking is extremely limited on the University of Tennessee campus. Permits will be required to park on campus, with a vehicle or trailer. Contingents should purchase parking permit(s) here.</p> <p>An off-campus parking lot has been designated for storage of oversized vehicles, trailers, and buses. Vehicles in the storage lot, including trailers, will require a permit. Buses do not require a permit. The dead storage is approximately a 15-to-25-minute walk from most residence halls.</p>
<p style="text-align: center;">Vehicle Insurance</p>	<p>All vehicles must be covered by automobile liability insurance with limits that meet or exceed the requirements of the state in which the vehicle is licensed. It is recommended, however, that coverage limits are at least \$100,000 combined single limit. Any vehicle designed to carry ten or more passengers should have a limit of \$1,000,000. For insurance information refer to the Insurance section in the Guide to Safe Scouting.</p>

<p>Vehicle Drivers</p>	<p>All drivers must have a current valid driver’s license. Youth drivers are prohibited. Must be 18 years of age or older.</p> <p>Driving time is limited to a maximum of 10 hours in one 24-hour period, regardless of drivers available. Frequent breaks are required, including rest, food, and recreation. Do not drive when distracted or drowsy. If trucks are used, passengers will ride only in the cab. The use of 15-passenger vans manufactured before 2005 is prohibited. The relevant policy from the Boy Scouts of America can be found here.</p>
<p>Courtesy Hotel Room Block for Bus Drivers</p>	<p>The University of Tennessee has established a courtesy hotel room block for bus drivers at a property with adequate parking for buses.</p> <p>Baymont by Wyndham West Knoxville/Cedar Bluff 209 Market Place Blvd. Knoxville, TN 37922</p> <p>Room rate: \$100 + tax and can be booked here.</p> <p>The Baymont by Wyndham is located on Knoxville's vibrant West Side; 10 miles from downtown Knoxville and the University of Tennessee.</p>
<p>Contingent Travel Responsibilities</p>	<p>The adult contingent leader has overall responsibility for the contingent and is the one who determines policy. They may have an assistant in charge of physical arrangements who is also responsible for: coordinating funds, determining start times, mileage to be covered and travel time requirements, and arranging for first aid needs, meals, etc.</p>
<p>Emergencies During Contingent Travel</p>	<p>In case of serious injury or illness enroute to or from the 2022 conference:</p> <ol style="list-style-type: none"> 1. Take care of injured or sick person(s). 2. Make sure all other personnel are safe. 3. If necessary, get local emergency help. Inform local law enforcement officers in the event of an accident. <p>After taking these steps, gather the information indicated in steps 4 and 5. (Before you leave home, make sure you have emergency phone numbers for all your contingent members.)</p> <ol style="list-style-type: none"> 4. Notify your local BSA council by telephone. (The council should notify the parents or spouse of the injured delegate as soon as possible.) 5. Be prepared to provide the following information: Contingent housing location, your name and leadership position, location of accident (nearest town, highway, etc.), hospital name and location, name(s) of those ill or injured, nature of illness or injuries, action taken -- location of ill or injured and current condition, name of physician and telephone number:, telephone number where a responsible leader in your group can be reached, local law enforcement officers involved and the name of the officer in charge. 6. When available, notify your contingent concierge by telephone. Your contingent concierge will assist you in coordinating alternative arrival plans as needed.



CONFERENCE POLICIES

ELEMENT	DESCRIPTION
<p>Conference Sustainability Pledge</p>	<p>In line with the Order's purpose statement and the national committee's 2017 commitment to sustainability, we are making every effort to reduce the environmental impact of NOAC. The conference aims to be a zero-waste event. Please use recycling and compost facilities on campus and refill water bottles at stations provided throughout campus.</p> <p>Contingents can practice resource efficiency by turning off running water and lights when not in use. Training in environmental conservation will be offered as a part of the conference program at the Arrowman Conservation Education and Sustainability Village and through the Arrowman Conservation School.</p>
<p>Adult Leadership Policy</p>	<p>It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. Two registered adult leaders are required for all trips and outings as well as required gender-based leadership. It is the responsibility of the council to ensure that sufficient qualified adult leadership is provided for all local, section, region, and national Order of the Arrow outings, conclaves, training events, and national events.</p> <p>Contingents with female members under 18 must have at least two female youth members under 18 as part of the contingent and at least one 21+ adult must also be a female with a current BSA registration. For members 18-20, there is no additional female adult leader attendance requirement. The female adult cannot be a staff member or an individual registrant. Contingents may not combine female youth or female adults with other council contingents to meet these requirements, without approval of the with OA National Director, Matt Dukeman at Matthew.Dukeman@scouting.org.</p> <p>Contingents that do not meet the minimum requirement of having two 21 + adult leaders as well as required gender-based leadership, as set forth by the Boy Scouts of America, will not be authorized to participate in the conference.</p>
<p>Registered Delegate Policy</p>	<p>Only officially registered, approved, and credentialed delegates and staff members will be sanctioned to participate in the national conference.</p>
<p>Buddy Policy</p>	<p>All youth delegates should be paired with a buddy throughout their conference experience. It is recommended that the youth be no more than two years apart. This will prove advantageous in case of separation from the main group.</p> <p>Care must be exercised that every youth carries credentials identifying them as a member of the contingent along with their personal identification, which should include</p>

	name, address, parent’s telephone number, religious faith, whom to notify in case of emergency, council, and headquarters city.
Media Policy	Most accidents immediately become public knowledge over police, fire, or emergency radio circuits, and you may receive inquiries from news reporters. Respond factually, truthfully, and promptly. Be as helpful as possible; stick to the facts. Avoid making accusations, claims, charges, or speculations on how the accident happened. The conference has a designated spokesperson that speaks on behalf of the conference and the Boy Scouts of America. Media inquiries should be directed to PR@Scouting.org .
University Property Treatment	The conference delegates and staff are guests at the University of Tennessee and are expected to behave as such. The cooperation of all delegates is requested to see that all trash is deposited in the containers provided and university property is treated with respect and in working condition.
Use of Tobacco, Alcohol, Drugs	<p>The national conference committee has instituted a no-smoking policy for all conference delegates on the University of Tennessee campus. Whenever a member of the Boy Scouts of America appears before the public, especially in uniform, all of us must make sure that the conduct of every delegate is above reproach.</p> <p>The use of alcoholic beverages, non-prescribed drugs, or controlled substances will not be permitted at the conference or on the University of Tennessee campus and will result in immediate dismissal from the conference.</p>
Youth Protection Training Required	All Arrowmen 18-years of age and older attending the conference, must complete the Boy Scouts of America Youth Protection Training course. It is mandatory that all registered BSA adult Scouters take the online Youth Protection Training. The training must be completed and reflected within each delegate and staff members individual NOAERS dashboards prior to arriving on the University of Tennessee campus. The Youth Protection Training can be found at my.scouting.org .
Background Check Requirements	As part of our agreement to hold the 2022 conference at the University of Tennessee campus, the Boy Scouts of America must certify that every individual 18-years of age and older has by July 30, 2022, completed a criminal background check, within the last 12-months. The conference contracts an outside firm to perform the background checks as part of our agreement with our hosts. Those turning 18 during the conference will be contacted to facilitate proper completion of this requirement.
Child Abuse	<p>As a contingent leader, you will find yourself among thousands of youths and adults you may never see again. As a leader, you are in a critical position to help safeguard our youth.</p> <p>Abuse of children falls into many forms. There can be physical, mental, sexual, and even verbal abuse. It can happen within or outside the child’s home. Abuse can come from a variety of sources within Scouting, including abuse by other youth, by adult leaders, and, even by parents themselves. It is important to point out that most youth, most adult leaders, and most parents don’t abuse the children with whom they come in contact. It is a rarity in Scouting.</p>

Child abuse is difficult to spot. But as a contingent leader there are things you can do. It is your responsibility as a leader or staff member to believe any youth who tells you of sexual molestation or abuse of any kind. They will only tell you this if they feel that they have your trust, and you must respect that trust. They will have possibly come to you because no one else is willing to listen and believe them.

If the suspected abuse occurred during conference-related activities, you must report the case to the National Order of the Arrow Director. If abuse is reported to you, but it did not occur during conference-related activities, you still have an obligation to report it to the National Order of the Arrow Director. Child abuse is against the law; and child abuse will not be tolerated in the Boy Scouts of America or the Order of the Arrow.

Insurance

Accident and sickness insurance is provided to all delegates and staff. The cost of this insurance is included as part of the conference fee. Coverage for registered members of the BSA will be effective during travel from their homes to the conference site, from the conference site back home, and during their stay at the conference. All notice of claims must be filed with the administrator, Health Special Risk, Inc. within 90-days after any loss covered by the [policy](#).

Additionally, the University of Tennessee provides camper insurance that covers injury, not illness. Both policies will serve as a secondary insurance only.





THE UNIVERSITY OF TENNESSEE, KNOXVILLE

In 1794, Blount College was founded in the then small city of Knoxville, Tennessee, charging only \$8 per session. Nearly two hundred and twenty-eight years later, that small college has become the bustling University of Tennessee, Knoxville: home to over 30,000 Volunteers and the 2022 National Order of the Arrow Conference! The sprawling campus of 910 acres boasts 294 buildings that service their 30,559 students, and soon, our more than 6,000 NOAC-bound Arrowmen. Though it hasn't hosted a conference since 2000, UT is no slouch when it comes to hosting conferences. It has hosted three conferences, serving over 17,000 Arrowmen since 1977.

As is customary at NOAC, during your stay at University of Tennessee, you will be situated in the university's residence halls which are modern with sleek interiors highlighted in bright orange and white, university colors. Food will be provided by the experts at University of Tennessee. Modern, healthy, and delicious menu options will be available for your enjoyment at every meal – it isn't your normal camp food! As you wander the campus, you will be astounded by the signature red brick-style buildings with lush green lawns and large trees in your home for the week. You'll also spend time in the massive Knoxville Convention Center that will house signature conference events.

Ultimately, the University of Tennessee, Knoxville will be the perfect location for NOAC 2022! You can find out more about this amazing campus and all it has to offer at utk.edu or by emailing concierge@oa-bsa.org.





CONFERENCE COMMITTEE

Youth leaders and veteran Arrowmen from around the nation make up the national conference committee and bring to life the conference programming. Tim Reiss of Palatine, Illinois serves as the National Chief and Steven Buer of Fremont, Nebraska serves as National Vice-Chief. Clint Takeshita of Dublin, California serves as conference chairman and advises Tim and Steven throughout the planning process. Matt Dukeman, National Director, and Joey Quick, Associate National Director, serve as the conference staff advisers.

The conference committee is composed of the Order of the Arrow Section Chiefs, who lead the conference staff committee, advised by committee lead advisers. The National Order of the Arrow Committee, led by National Chairman Chris Grove, hosts, and provides overall guidance to the 2022 national conference.

The conference could not function effectively without the dedicated service of **more than 1,400 Arrowmen who volunteer as conference staff**. Members of the conference staff pay their own way to the conference and work in a support role to help make the conference program a successful and enjoyable experience for all Arrowmen. Here is a brief description of each of the conference staff committees.

COMMITTEE	DESCRIPTION
Activities & Recreation (ARC)	Responsible for staging a variety of activities, including athletic competitions, recreational activities, movies, etc., including off-campus activities. Facilitates conference-wide patch trading.
Administrative Services	Responsible for the support arm of the conference, providing for a variety of services that make the conference operate smoothly: equipment & material procurement and distribution, storage, warehousing, printing, signage, and conference related construction.
Adventure Central	Responsible for adventure-related activities, including the Experience (Outdoor Gear Expo), STEM, and Outdoor Adventure activities at the Conference.
American Indian Activities (AIA)	Responsible for conducting many programs concerning American Indian culture, including dance and regalia training, interactive forums, and competitions in dance, singing, and crafts.
Communications	Responsible for the various media outlets at conference, including the newsletter, website, social media, and the conference app content.

Conservation & Sustainability	Responsible for coordinating sustainability efforts across all committees and conservation program elements at the conference. Liaises with the university sustainability office.
Contingent & Staff Services	Responsible for coordinating and facilitating contingent and staff registration, check-in, show seating, housing, transportation, and food service. Manages the Concierge team. Serves as the primary point of contact for Contingent Leader support during the conference.
Edson Company	Responsible for providing and managing manpower requests for all conference committees. Manages the Provisional Staff program (if required). Includes members of OA High Adventure staff, service council volunteers and provisional staff.
Engagement	Responsible for the overall delegate and staff experience including delegate orientation, delegate gift, and participation award. Coordinates individual registrants, religious services, and the conference wide game.
Financial Services	Responsible for oversight of daily financial and business operations of the conference. Directly responsible to the conference chairman and national director for fiscal operations.
Inductions & Ceremonial Events (ICE)	Responsible for helping lodges improve the quality of the full spectrum of their OA inductions, from conducting unit elections to the Vigil Honor, via classroom sessions and live evaluations of ceremonies teams.
Ignite Festival	Responsible for all programs and activities associated with the festival on the last full day of conference prior to the theme show.
Lodge Performance	Responsible for coordinating lodge performance activities at conference. Responsible for the National Council of Chiefs, Thursday night gatherings and activities.
Medical & Safety	Responsible for on-site medical and safety services. Liaises with local health care and safety providers. Manages staff and delegates medical records.
Shows	Responsible for the development, production, and staging of the four evening shows.
Security	Responsible for conference public safety including enforcing the code of conduct.
Special Events	Responsible for all special events and activities, receptions, GEO-The Conference Museum exhibition, Very Important Arrowmen (VIA) luncheons, Distinguished Service Award and Red Arrow reception and dinner, NESAs @ NOAC Dinner, Lodge Adviser breakfast, meetings with national officers & committeemen.
Technology	Responsible for providing the necessary technology support for all conference committees, including applications, networks, computers, printers, sound systems, video equipment, radios, and other tech gear.

Trading Post	Responsible for the conference Trading Post, American Indian vendors, and satellite trading posts at the conference.
Training	Responsible for planning, developing, and conducting all training programs and educational opportunities for both youth and adult Arrowmen. Coordinates training sessions offered by other conference committees.



