



Risk Management Guide for Units

The purpose of this guide is to prepare adult leaders to conduct Scouting activities in a safe and prudent manner. Policies and guidelines have been established because of the need to protect members from risk and hazards that have been identified through one hundred plus years of scouting experience. This guide provides adult leaders with information on:

- ❖ **Council Emergency Procedures**
- ❖ **Youth Protection Procedures**
- ❖ **Insurance Coverage**
- ❖ **Tour Plans / Tour Planning Worksheet**
- ❖ **BSA Rules and Regulations**
- ❖ **BSA Training Courses for Health & Safety**

Every registered adult leader should have a copy of this important council resource.

In the case of a reported situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the following council officers:

Council Scout Executive

Don Kinney

O: 815-397-0210

C: 618-593-7610

Field Director

Chip Bartel

O: 815-397-0210

C: 262-442-3017

COUNCIL EMERGENCY PROCEDURES

All youth activities have some potential for accidents to occur. If an accident or serious injury occurs, it is important that the Blackhawk Area Council be prepared to respond in an appropriate manner. The following procedures have been established to guide volunteers and staff personnel as they relate to serious accidents, injuries, or illness.

1. Proper planning to avoid possible injuries and for adequate emergency response is the responsibility of all Scout leaders. In addition, the observance of all laws that might apply to a Scouting event is necessary, for example, speed limits, wearing of seat belts, tire maintenance, and reading and following safety precautions, etc.
2. In an event where an individual is injured or serious illness occurs, proper and adequate care, treatment, and transportation of the individual is of primary importance. Careless handling of a victim following an accident can make the injuries worse.
3. The next responsibility is to notify the proper Scouting authorities. It is this council's policy that the following be reported to the council Scout executive or the designee as soon as possible:
 - ❖ All deaths or serious injuries;
 - ❖ Injury to a Scout or adult on a Scout function (on or off Scout property) in which medical treatment, other than at-scene first aid, is performed;
 - ❖ Any situation occurring in connection with a Scout function (whether on or off Scout property) in which a Scout or adult is transported to a hospital, whether or not the Scout/adult is admitted.

Reporting Procedure: In the case of a reporting situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the council officials as listed on the cover of this guidebook.

4. The unit leader in charge must contact the family, obtain medical assistance, and provide transportation. Arrangements will be made to secure personal equipment for safe delivery to the home, if requested.
5. The council official handles procedures regarding insurance, media relations, and ensures that national and local Scout policies are met.

It is the hope of the council that thorough pre-trip planning, emphasizing safety, is a part of every Scouting activity to avoid accidents and injury. It is the responsibility of all BSA leaders to be concerned for the injured person(s) and their family.

PRESS RELATIONS

In responding to the news media, the following principles should be observed:

1. It is the council's policy to work with the media to provide factual, accurate, and timely information. The council will not adopt a "no comment" attitude.
2. Only one council spokesperson will be selected to be the news source, usually the council Scout executive. Leaders/adults should refer all media inquires to the council news source and should give accurate directions for locating the council news source.
3. The council spokesperson will note which representatives of the media were involved. If possible, a press release or media advisory will be prepared as soon as possible so that all media representatives are given the same information.

YOUTH PROTECTIONS PROCEDURES

The Blackhawk Area Council feels **EDUCATION IS KEY** to creating additional protection and security for our Scouts. Through adult leader Youth Protection Training, we hope to bring awareness to all adults who work with youth on the following:

- ❖ **Recognizing** situations that place a child at-risk of abuse, how child abusers operate, and how to deter a child abuser from joining the Boy Scouts of America.
- ❖ **React or Respond** to a child who has been abused, and the type of abuse they have fallen victim to.
- ❖ **Report** a suspected case of abuse within Scouting procedure and State Law.

As a volunteer for the nation's largest youth organization, you should be aware of how to help a child in need, and how to keep child abusers out of the Boy Scouts of America.

The Blackhawk Area Council hopes to educate all adult leaders through Youth Protection Training in order to create a barrier to child abuse and to abusers.

All adults should plan to attend Youth Protection Training. A child deserves no less.

It is suggested that units assign responsibility for Youth Protection to an assistant unit leader.

The assistant leader selected for this responsibility should make sure that the following conditions are met.

- ❖ Ensure all registered adults receive the current youth protection training.
- ❖ Coordinate the education of parents on the issue of child abuse.
- ❖ Provide Youth Protection Training for all youth using the appropriate materials and videos.

To do all this, the leader must be equipped with the right knowledge and materials. Each district has a Youth Protection Training team ready to provide the resources and support necessary to be successful in your unit.

Reporting Procedures: It is the policy of the Blackhawk Area Council that a suspected or observed case of child abuse or victimization involving a participant in any program, activity, camp or unit of the Boy Scouts of America be immediately reported to the council Scout executive or first available council official listed on the cover of this guidebook.

Barriers to Abuse within Scouting

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse. Full descriptions of these barriers are outlined in Youth Protection Training.

- ◆ Two Deep Leadership
- ◆ No One-on-One Contact
- ◆ Respect of Privacy
- ◆ Separate Accommodations
- ◆ Proper Preparation for High Adventure Activities
- ◆ No Secret Organizations
- ◆ Appropriate Attire
- ◆ Constructive Discipline
- ◆ Hazing Prohibited
- ◆ Troop Junior Leader Training

INSURANCE COVERAGE FOR VOLUNTEERS

Listed below is a brief outline of the insurance coverage's provided by Blackhawk Area Council through the support of the Friends of Scouting campaign and activity fees.

UNIT ACCIDENT AND SICKNESS INSURANCE

Unit accident & sickness insurance information is provided to units each year in their charter renewal kit. Coverage must be applied for by the unit. The plan provides coverage for accident medical expenses and accidental death and dismemberment while participating in official Scouting activities, including going to and from meetings. New members are automatically covered under the plan until the renewal date. Non-Scouts, non-Scouters and guests attending scheduled activities for the purpose of being encouraged to become registered leaders or Scouts are automatically insured at no additional cost. Traveling directly to or from such activities are covered. Other guests are not covered.

CAMPER'S ACCIDENT & SICKNESS INSURANCE PLAN

The accident & sickness insurance is available for all Cub Scouts, Boy Scouts, Venturers, LFL participants, adult leaders, and all other persons registered and attending official council events (e.g. summer camp, day camp, Wood Badge courses, etc.) It is purchased for specific events of the council and provides coverage for medical expenses for accident and sickness and accidental death and dismemberment. Additional information on coverage, limits, etc., may be obtained by contacting the council office.

COMPREHENSIVE GENERAL LIABILITY INSURANCE

This coverage provides primary general liability coverage for **registered** volunteer Scouters; Scouting units; chartered organizations; Scouting professionals and employees. Coverage pertains to claims arising in the performance of their duties in Scouting with the exception that the coverage is excess over any insurance, which may be available to the volunteer for loss arising from the

ownership, maintenance, or use of a motor vehicle or watercraft.

This insurance is only available while the vehicle or watercraft is in actual use of a Scouting unit and being used for a Scouting purpose. Coverage is for more than \$15 million for bodily injury and property damages.

The insurance provided unregistered Scouting volunteers through the BSA General Liability insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts.

Because of the high limits, volunteers should not be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

AUTOMOBILE LIABILITY INSURANCE

All vehicles **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance 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 carrying 10 or more passengers is required to have limits of \$500,000 combined single limit. In case of rented vehicles, the requirements of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

TOUR PLANNING WORKSHEET AND TOUR PLAN

PROTECTING YOUR ASSETS

Tour plans have become recognized by national parks, military institutions, and other organizations as proof that a unit activity has been well planned and organized, and is under qualified leadership.

The tour plan formally classifies the outing as an official Scout activity. Insurance coverage only applies to official Scout activities. Filing a tour plan signifies that a unit recognizes that BSA registration policy is being followed and national requirements are being met. Units are aware of safety, insurance and supervision policies of the Boy Scouts of America. Such policies are outlined in the *Guide to Safe Scouting*.

Tour plans help the council office to know "what is going on" by providing detailed information regarding unit outings and trips. It reinforces leader requirements, especially in regards to Youth Protection. It provides information to locate a unit if an emergency arises, and lets the council office know of a point of contact when an emergency develops. It also reinforces driver and insurance requirements. In summary, tour plans re-enforce planning, safety, and two-deep leadership.

Failure to file a tour plan does not relieve units or their leadership from abiding by the rules and regulations of the BSA. The council is committed to providing a safe, fun environment for youth to enjoy, and protecting adult leaders from undue risk of litigation. Compliance to these tour plan guidelines ensures that the BSA is fulfilling its obligation to provide for the well being and safety of its membership.

WHEN AND HOW TO FILE A TOUR PLAN

The Tour Planning Worksheet and Tour Plan must be submitted for council review at least 21 days prior to travel. This requirement helps ensure that trips are well planned, and organized. Because of the large number of plans filed daily, late or rush approvals can cause delays.

Unit leaders may file a Tour Plan in the following ways:

1. **Deliver** to the council service center. As staff time allows, approval can be given on the spot, or a copy will be mailed.
2. **Mail** to the council service center. Approved copies will be mailed back to the unit leader.
3. **Fax** or **Email** to the council service center. Approved copies can be emailed or re-faxed. Please indicate on a fax cover sheet your desire to have copy mailed, emailed or re-faxed. See last page.

Check for completeness of the form. Incorrect forms delay the approval process. Include the two required signatures – the unit leader and either the committee chair or charter representative must sign **each** tour plan. Each signature attests to the correctness of the information submitted, that registration policies are being followed, and that National safety and insurance requirements are being met.

TOUR PLANNING WORKSHEET AND TOUR PLAN

The Tour Planning Worksheet and Tour Plan must be submitted for council review for the following:

- Trips of 500 miles or more
- Trips outside of Blackhawk Area Council boundaries
- Trips to any National High-Adventure Base, National Scout Jamboree, National Order of the Arrow Conference, or regionally sponsored event
- When conducting the following activities outside of council or district events:
 - Aquatics activities (swimming, boating, floating, scuba, etc)
 - Climbing and rappelling
 - Orientation flights (process the flying plan)
 - Shooting sports
 - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc)

Submit the tour plan / tour planning worksheet at least 21 days in advance of the event. The approved tour plan will be returned to the unit after processing.

PERMISSION SLIPS

For all activities, trips & outings, it is highly recommended that each youth provide a signed permission slip from a parent or guardian, authorizing them to participate, and for the leader to seek medical attention if required. Even when tour plans are not necessary, it is wise to have the permission slip on hand. Sample permission slips can be found online or obtained from the council office.

GUIDE TO SAFE SCOUTING

The *Guide to Safe Scouting* is a Unit Leader's guide for current policies and procedures to safe activities in the Boy Scouts of America. It outlines rules and regulations that must be followed for all Scouting functions, including adult leadership, transportation, and medical information.

The *Guide to Safe Scouting*, No. 34416, may be purchased through the Blackhawk Area Council Scout Shop. It is also available online at www.scouting.org online learning center, or, www.blackhawkscouting.org "Training".

Before any tour plan may be filed, the tour leader verifies that he/she has a copy of the *Guide to Safe Scouting* and has read it.

Other resources that cover BSA rules and regulations include *Health & Safety Guide*, No. 34415B and *Tour and Expeditions*, No. 33737C.

TRAINING COURSES

The Blackhawk Area Council recognizes the immediate need to train adult leaders in the proper design and operation of safe Scouting programs. There are safety courses offered that provide the most important and valuable of lessons on the health and safety issues of the BSA: Youth Protection, Climb on Safely, Safe Swim Defense, Safety Afloat, Trek Safely, and Weather. They are also available online at www.scouting.org online learning center, or, www.blackhawkscouting.org "Training".

BSA HEALTH & SAFETY

Experience has shown that the vast majority of serious injuries and fatalities reported to the National Health & Safety Service occurred in unit-related activities conducted off council properties. This course emphasizes the importance of qualified supervision and discipline. At least one leader from every unit is encouraged to complete this course and help promote the principles of safe Scouting. Participants will learn about the *Guide to Safe Scouting*, Sweet 16 of Safety, and the Risk Zone.

YOUTH PROTECTION

This course will bring awareness to all adults who work with youth on the following:

- ❖ **Recognizing** situations that place a child at-risk of abuse, how child abusers operate, and how to deter a child abuser from entering the BSA.
- ❖ **React or Respond** to a child who has been abused, and the type of abuse they have fallen victim to.
- ❖ **Report** a suspected case of abuse using Scouting procedures and State Law.

Supplements to Youth Protection Training are video programs for youth and parents. *A Time to Tell* (ages 11 to 14), *It Happened to Me* (ages 6 to 10), *Personal Safety Awareness* (ages 14 to 20).

Youth protection training is required for all activities requiring tour plans. Certification is good for two years.

CLIMB ON SAFELY

Climb on Safely is the Boy Scout of America's recommended procedure for conducting climbing/rappelling at a natural site or a specifically designed facility, such as a climbing wall or tower.

SAFE SWIM DEFENSE and SAFETY AFLOAT

Every unit will need a qualified, trained person over the age of 21 to supervise aquatic activities. These courses will help unit leaders understand the rules and regulations for BSA aquatic activities, and the role leaders play in providing fun, safe events. Re-certification is required every two years.

TREK SAFELY

Trek Safely training is designed to help troops and crews prepare for a variety of high adventure treks. Trek Safely highlights the seven principles when planning a BSA outdoor trek.

WEATHER

The online weather training module offers you information on how to find out what's happening weather wise at your destination, prior to leaving home, and during the activity.

COUNCIL SERVICE CENTER

For more information, please contact any member of the Blackhawk Area Council risk management committee. The members are:

Bob Gingras (Chair)	815-288-5262	Jim Bussan	608-568-3177
Denny Kuntzelman	815-738-2337	Rod Mathias	815-239-2354
Phil McCrery	815-397-0210		
Brent Bryden	815-378-0606		
Craig Louthain	815-547-9312		
Steve James	815-814-2271		

Or; the Blackhawk Area Council service center:

Council headquarters:
Blackhawk Area Council
Boy Scouts of America
2820 McFarland Rd
Rockford, IL 61107

815- 397- 0210
Fax: 815-397-7306

Tour plan email:
baconnor@bsamail.org



***The Mission of the Blackhawk Area Council is to
Provide Quality Values-Based Character Education
for the Youth of America.***