



Revised May 1, 2001

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 ninety-plus years of Scouting experience. This guide provides adult leaders with information on:

- ❖ **Council Emergency Procedures**
- ❖ **Youth Protection Procedures**
- ❖ **Insurance Coverages**
- ❖ **Tour Permits**
- ❖ **Fingerprinting Program**
- ❖ **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 reportable situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the following Council officials:

Council Scout Executive

Doug McDonald

B: 916-929-1417 x121 or 800-427-1417
Cell: 916-257-9696

Director of Field Service

Sam Thompson

B: 916-929-1417 x127 or 800-427-1417
Cell: 916-257-9697

Director of Support Services

Danny Tucker

B: 916-929-1417 x123 or 800-427-1417
Cell: 916-257-6641

Director of Camping/Properties

Eric Allred

B: 916-929-1417 x313 or 800-427-1417
Cell: 916-257-9706

COUNCIL EMERGENCY PROCEDURES

All youth activities have some potential for accidents or fatal injury. If an accident or serious injury occurs, it is important that the Golden Empire 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 fatal or serious accidents, injuries, or illness.

1. Proper planning to avoid possible injuries and for adequate emergency response is the responsibility of all Scouting 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 the council policy that the following be reported to the Council Scout Executive or his designee as soon as practically 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 necessary or recommended;
 - ❖ 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.
4. The Council official will make arrangements to contact the family physician or other medical assistance as required or requested by the parent or guardians and to provide transportation, counseling, or other support as is within the purview of the Council. 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 with thorough prior planning and emphasis on safety, Scouting can avoid accidents and injury. Should they occur, however, it is the responsibility of all BSA leaders to respond and follow the procedures indicated. The concern for the injured person(s) and their family is of primary importance.

PRESS RELATIONS

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

1. It is the Council 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 or Council President. Individual 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.

Reporting Procedure: In the case of a reportable 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.

YOUTH PROTECTION PROCEDURES

The Golden Empire Council feels **EDUCATION IS THE 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 entering into 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 Golden Empire 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.

Since 1995, Units are required to assign the responsibility for Youth Protection to an assistant unit leader in order to qualify for the National Quality Unit Award.

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 Procedure: It is the policy of the Golden Empire 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
- ◆ Junior Leader Training and Supervision

INSURANCE COVERAGE FOR VOLUNTEERS

Listed below is a brief outline of the insurance coverages provided by the Golden Empire Council through the support of the Friends of Scouting campaign and activity fees.

COUNCIL ACCIDENT AND SICKNESS INSURANCE PLAN

This Accident and Sickness insurance is provided for youth members and adult volunteer leaders registered in the Council. (LDS units carry their own accident insurance coverage.) This plan provides coverage for accidents and sickness (as well as accidental death and dismemberment) while participating in any official Scouting activity, including going to and from meetings. New members are automatically covered under this plan. Non-Scouts attending scheduled activities (including group travel to and from activities) for the purpose of being encouraged to participate in Scouting are also automatically covered. However, the plan does not cover parents, siblings, or other guests.

Coverage is primary. Claim forms and additional information on coverage, limits, etc., may be obtained by contacting the Council Service Center.

COMPREHENSIVE GENERAL LIABILITY INSURANCE

This coverage provides primary general liability coverage for **registered** Council, volunteer Scouters, Scouting units, chartered organizations, and Scouting professionals and employees, with respect 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 requirement of the State in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle carrying 10 or more passengers is **REQUIRED** to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In case of rented vehicles, the requirement 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.

The Council's automobile liability insurance is excess of the insurance of the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the Council's \$15,000,000 limit of coverage.

A Tour Permit is required when units travel more than 10 miles from home. Den field trips of only a few hours do not require a Tour Permit. National Tour Permits are required of all trips more than 500 miles (one way). These permits list the drivers' names and limits of automobile liability insurance carried.

For information, claim forms, or if legal papers are served in a Scouting-related incident, please contact the Office Manager at the Council Service Center, 916-929-1417 x102 or 800-427-1417.

TOUR PERMITS

PROTECTING YOUR ASSETS

Tour Permits 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 Permit formally classifies the outing as an official Scout activity. Insurance coverage only applies to official Scout activities. Filing a Tour Permit signifies that a unit recognizes that BSA registration policies are 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 Permits help the council know “what is going on,” by providing detailed information regarding unit outing 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 know of a point of contact when an emergency develops. It also reinforces driver and insurance requirements. In summary, Tour Permits re-enforce planning, safety, and two-deep leadership.

Failure to file a Tour Permit 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 Permit guidelines ensure 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 PERMIT?

Two Weeks in Advance. This requirement helps ensure that trips are well planned, and allows time to correct forms if necessary. This includes *faxed permits*. Because of the large number of permits filed daily, late/rush approvals can cause delays.

Unit leaders may file a Tour Permit by:

1. **Hand Delivering** to Council Service Center. As staff time allows, approval can be given on the spot, or a copy will be mailed.
2. **Mailing** to Council Service Center. Approved copies will be mailed back to the unit leader.
3. **Faxing** to Council Service Center. As staff time allows, Tour Permit approval will be given as quickly as possible. Approved copies can be mailed or re-faxed. Please indicate on a fax cover sheet your desire to have copy mailed or re-faxed.

Check for completeness of the form. Incorrect forms delay the approval process.

Include required signatures. Two individuals must sign each Tour Permit. Each signature attests to the correctness of the information submitted, that registration polices are being followed, and that National safety and insurance requirements are being met.

LOCAL TOUR PERMITS

Local Tour Permits are required for trips and outings under 500 miles (one way) from regular meeting location. Do not file Tour Permits for trips less than 10 miles from home. Den field trips of only a few hours do not require a Tour Permit. All outings that have aquatic activities require a Tour Permit.

NATIONAL TOUR PERMITS

A National Tour Permit is required for trips in excess of 500 miles from home (one way) or outside the continental United States. Permits are approved at the National level and require a minimum of thirty days to process.

DISTRICT & COUNCIL ACTIVITIES

Most District/Council activities will require that an approved permit be shown to gain access to the event. For example, Camporees, Scout-O-Rama, and summer camps require an approved permit to be on hand with the unit leader.

PERMISSION SLIPS

For all activities, trips, & outings, it is highly recommended that each youth provide a signed permission slip from parents authorizing them to participate, and for the leader to seek medical attention if required. Even when Tour Permits are not necessary, it is wise to have the slips on hand. Sample permission slips are available at the Council Service Center.

HELPFUL HINT

Experience has shown that delays in submitting Tour Permits occur because tour leaders are having a difficult time compiling the driver information.

To help, each unit may submit a “Possible Driver” list. List every eligible parent driver on a reproducible page, and submit the entire sheet with each Tour Permit, regardless if the driver provides transportation or not. This list must be submitted every time.

FINGERPRINTING

THE FINGERPRINTING PROGRAM IS A SECONDARY METHOD OF PROTECTING BOTH YOUTH AND ADULTS FROM UNACCEPTABLE PERSONS DESIRING MEMBERSHIP IN THE BOY SCOUTS OF AMERICA.

The Golden Empire Council launched an effort to fingerprint all volunteers involved in Scouting and submit their prints to the State of California Department of Justice for criminal background checks in November 1997. During that month, the Executive Board became the first volunteers to be fingerprinted. Since then, thousands of volunteers have been screened. Top priority has been given to assure the privacy of information is maintained.

STRUCTURE

All volunteer adults must be fingerprinted using the BID-7 Card provided by the Department of Justice.

- ❖ The Council registrar maintains a records system where those volunteers fingerprinted can be identified through the Council's membership database.
- ❖ Completed cards must be submitted to the council registrar who then submits them to the Department of Justice. Returned cards are reviewed by the Council's registrar, posted in the membership database, and filed in a locking file cabinet under the control of the registrar.
- ❖ Any questionable returned cards are forwarded to the Council Scout Executive for his review. Only the Council Scout Executive OR his designee will instigate action.
- ❖ There will be no reply to units or individuals of when cards are returned, and if individuals were cleared.

New Adult Volunteers

Each new volunteer leader must submit an approved adult leader application to the Council Service Center. That volunteer will have 30 days to complete the fingerprinting process. After 30 days, the volunteer will be contacted to ensure that he or she has submitted a completed print card to the Council Service Center. Failure to comply, will hold further processing of their application, and could lead to suspension of a volunteer from membership in the BSA.

District and Council leaders, including Merit Badge Counselors, will have the same requirement unless they have a current completed background check on record in the Council.



Prints may be taken at any cooperating law enforcement agency, and by law enforcement Explorer Posts. Be sure to complete the card using information provided by the council.

To use a cooperating agency, the volunteer must assure that the right card is being used (BID-7) and that the card is returned to the volunteer to be submitted directly to a Council Service Center. No agency may forward prints to the Department of Justice. Agencies using "live-scan" must still print and return a card to the volunteer.

FREQUENTLY ASKED QUESTIONS

- Q** I have been fingerprinted by another agency, school, church, etc. Do I still need to be fingerprinted with BSA?
- A** Yes. Department of Justice requires that every agency maintain their own fingerprint cards.
- Q** I am registered in several units, on the district, council, etc. Do I need to be fingerprinted in each of these positions?
- A** No. Only one set of fingerprints are required. The council maintains a database that identifies if an individual has completed the fingerprint process, regardless of position.
- Q** I would like to have my prints taken locally, but there is a cost. Does the Council reimburse my expenses?
- A** No. The Council has provided several opportunities for volunteer leaders to be fingerprinted free of charge.
- Q** Are my records confidential?
- A** Yes. Only the Council Registrar and the Scout Executive have access to individual fingerprint records.

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. 34416B, may be purchased through any council field office or the River City Scout Shop. It is also available online at www.bsa.scouting.org.

Before any Tour Permit 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 *Tours and Expeditions*, No. 33737C.

TRAINING COURSES

The Golden Empire Council recognizes the immediate need to train adult leaders in the proper design and operation of safe Scouting programs. There are four safety courses offered that provide the most important and valuable of lessons on the Health & Safety issues of the BSA: BSA Health & Safety, Youth Protection, Climb on Safely, and Safe Swim Defense/Safety Afloat.

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. "Safe Activities are great activities." 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 California State Laws.

Supplements to the Youth Protection Training are video programs for youth and parents. *A Time to Tell*, No. AV-09V004 is designed to be view by 11 to 14 year olds. *It Happened to Me*, No. AV 09V011, is developed for youth ages 6 to 10.

CLIMB ON SAFELY

Climb on Safely is the Boy Scouts 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 & SAFETY AFLOAT

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



COUNCIL SERVICE CENTERS

**FOR MORE INFORMATION, PLEASE CONTACT YOUR DISTRICT HEALTH & SAFETY CHAIRPERSON,
OR CONTACT A COUNCIL SERVICE CENTER NEAR YOU:**

Council Headquarters
251 Commerce Circle
Sacramento, CA 95815
916-929-1417
800-427-1417
Fax 916-929-4461

Mailing Address
POB 13558
Sacramento, CA 95853-3558

Council Website
www.gec-bsa.org

River City Scout Shop
916-649-1800

Chico Field Office
561E Lindo Ave Ste 5
Chico, CA 95926-2226
(530) 342-7460
Fax (530) 342-1442

Redding Field Office
3332 Bechelli Lane
Redding, CA 96002-2003
(530) 221-6230
Fax (530) 221-6412

Yuba City Field Office
562 Clark Avenue
Yuba City, CA 95991-4802
(530) 822-9275
Fax (530) 822-9297



*The Mission of the Golden Empire Council is to
Provide Quality Values-Based Character Education
for the Youth of California's Heartland*

*Serving Youth and Families
Since 1920*