



CALIFORNIA INLAND EMPIRE COUNCIL

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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 100 years of Scouting experience. This guide provides adult leaders with information on:

- Council Emergency Procedures
- Youth Protection Procedures & Training
- Insurance Coverage for Volunteers
- Tour Plan
- BSA Training Courses for Health & Safety
- Unauthorized & Restricted Activities
- Unit Administration
- Unit Money Earning Projects



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

Joseph N. Daniszewski

B: 909-793-2463 ext. 120

Fax: 909-307-6409

Director of Field Services

Jesus "Jesse" Lopez

B: 909-793-2463 ext. 128

Fax: 909-307-6409

Program Director

Joshua Fisher

B: 909-793-2463 ext 139

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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 California Inland Empire Council be prepared to respond in an appropriate manner. The following procedures have been established to guide volunteers and council staff as they relate to fatal or serious accidents, injuries, or illness.

1. It is the responsibility of all Scouting leaders to avoid possible injuries and to prepare for adequate emergency response through proper planning. In addition, the observance of Boy Scout policies, and 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 the event 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 **reportable situations** 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 on-the-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.

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 listed on the first page of this guide.

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 and their family is of primary importance.

PRESS RELATIONS

In response 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 always refer all media inquires to the council spokesperson 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 PROTECTION PROCEDURES

The BSA was an early leader to address the issue of child abuse prevention. The BSA's youth protection program and training began in the early 1980's and has continually been reviewed and improved.

Youth protection awareness training involves both youth and adults. All units are encouraged to present the age-appropriate video program to their youth annually. The youth of today are well aware of this problem and are interested in learning more about it. Units are encouraged to involve parents in this presentation, but unit leaders must recognize that they are not trained professionals in this area.

Adult training in this area is provided through the BSA's Online Learning Center available on MyScouting. Group, video-based presentations are also available.

The purpose of this training is to make adult volunteers and parents aware of this societal problem and to help them learn about RECOGNIZING potentially abusive situations, how to REACT and how to RESPOND to an abused youth. The training also provides information on the proper REPORTING procedure when a suspected case of child abuse occurs.

Youth Protection training is required for all BSA registered volunteers, regardless of their position. **New leaders are required to take Youth Protection training before submitting an application for registration.** The certificate of completion for this training must be submitted at the time the application is made and before volunteer service with youth begins. Youth Protection training must be taken every two years. If a volunteer's Youth Protection training record is not current at the time of recharter, the volunteer will not be reregistered. The California Inland Empire Council strongly encourages every parent to take the opportunity to participate in this training.

The adult training provides more in-depth information, but if there is a suspected case of child abuse or victimization, the adult volunteer is to immediately REPORT the situation to first name available of those listed on the first page of this guide and other entities you may legally be required to report to.

Barriers to Child Abuse in the Scouting Program

- ◆ Two-deep leadership
- ◆ No one-on-one contact
- ◆ Respect of privacy
- ◆ Separate accommodations
- ◆ Proper preparation for physically challenging activities
- ◆ No secret organizations, initiations, etc.
- ◆ Appropriate attire at all times
- ◆ Constructive discipline
- ◆ No hazing of any nature
- ◆ Training and supervision of junior leaders

ON-LINE YOUTH PROTECTION TRAINING

Using your web browser, go to:

www.myscouting.org

To receive credit for the completing the course, you will need to create a My Scouting account. Registered leaders will need their membership ID number which is printed on their membership card. The Internet Advancement website has a unit roster report that includes membership ID numbers.

YOUTH PROTECTION TRAINING RESOURCES

Youth Protection Guidelines: Training for Volunteer Leaders and Parents (AV09DVD01)

Youth Protection Guidelines: Training for Adult Venturing Leaders (AV-03DVD14)

It Happened to Me (Ages 6-10) (AV-09DVD11)

A Time to Tell (Ages 11-14) (AV-09DVD04)

Youth Protection: Personal Safety Awareness (Ages 14-20) (AV-09DVD27)

INSURANCE COVERAGE FOR VOLUNTEERS

Listed below is a synopsis of the insurance coverage provided by the California Inland Empire Council and the Boy Scouts of America.

COUNCIL ACCIDENT AND SICKNESS INSURANCE PLAN

This accident and sickness insurance program is available for units to purchase to cover their youth and adult members for a nominal fee. 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. 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 homeowner's, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts.

AUTOMOBILE LIABILITY INSURANCE

All vehicles **MUST** be covered by a liability insurance policy. While the amount of this coverage must meet or exceed the insurance requirement of the State in which the vehicle is licensed, it is strongly recommended that minimum coverage limits be \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit. Any vehicle carrying 10 or more passengers is **REQUIRED** to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. In the case of rented vehicles, the requirement of coverage limits can be met by applying the driver's personal coverage limits in addition to coverage provided 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 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.

For information, claim forms, or if legal papers are served in a Scouting-related incident, please contact the Council Program Director at the Council Service Center, (909) 793-2463 ext 139.



TOUR PLANS

The council is committed to a safe and fun environment for our youth to enjoy. The council also is concerned about protecting our volunteers from undue risk of litigation. Proper compliance with the tour plan policy assists your unit in this commitment.

BSA and council rules and policies identify the need for a tour plan. A Tour Plan must be filed for any overnight activity, trips of 500 miles or more, any aquatic activity, shooting sports, climbing and rappelling activity, and activities involving motorized vehicles as part of the program, and for activities held outside of the council boundaries (Riverside & San Bernardino Counties) or at the council's request.

The tour plan gives the council information to locate a unit in the event of an emergency, additionally, each unit should have a designated contact person made known to the parents who will have more detailed information of the location of the unit.

Tour plans have become recognized and accepted by national parks, military installations and other organizations as proof that a unit activity has been well planned and organized and is under capable and qualified leadership. These organizations may require the approved tour plan for entry.

REMEMBER - a printed copy of the approved Tour Plan is needed, not just one that has been submitted for approval.

SUBMITTING YOUR TOUR PLAN TO COUNCIL

1. PLEASE submit your tour plan as soon as possible and at least three weeks before the activity. Each month hundreds of forms are submitted to the council and the approval system becomes overburdened and approval may be delayed if the submission is just before the activity.
2. Tour Plans can be submitted through the Online Tour Permits System (available through your My Scouting account)
3. Tour Plans may be submitted in person to the Jack Dembo Scout Center or the Ontario Field Office.
4. Tour Plans may be mailed to the council at PO Box 8910, Redlands CA 92375-2110.
5. Tour Plans may be faxed to the council at 909-793-0306
6. Tour Plans may be emailed to gail.nichols@scouting.org
7. Common problems with the forms experienced include the following:
 - Plans should be turned in 3 weeks prior to the scheduled trip.
 - Failure to show destination in the itinerary area.
 - Failure to complete aquatics section - if not applicable, so indicate on the form.
 - Failure to complete Youth Protection Training area.
 - Each youth and adult must have a seatbelt.

PERMISSION SLIPS

For all activities, trips, & outings, it is highly recommended that each youth provide a signed permission slip from a parent/guardian authorizing them to participate, and for the leader to seek medical attention if required. (This is included as part of the Annual Health and Medical Form). Even when tour plans are not necessary, it is wise to have the permission slips on hand. Sample permission slips are available from the council website.

HELPFUL HINT

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

To help, each unit may submit a "Possible Driver" list. This form is available on the Forms & Resources page of the council's website. List every eligible parent driver and submit the entire sheet to volunteer services. A new list is required as of January 1 annually. If your unit uses this procedure, please mark on each tour permit "Drivers on File at Council Office".

HAZARDOUS WEATHER

Hazardous Weather training must be completed prior to requesting a tour plan. The training is available online through MyScouting. The module presents safety precautions for eight different weather types, as well as planning and preparation for activities.

A tour plan must be filed for any overnight activity, trips of 500 miles or more, any aquatic activity, shooting sports, climbing or rappelling activity, and activities involving motorized vehicles as part of the program, and for activities held outside of the council boundaries (Riverside & San Bernardino Counties) or at the council's request.

GUIDE TO SAFE SCOUTING

Scout safety is the concern of all volunteers. The *Guide to Safe Scouting* is a unit leader's principal resource for conducting safe Scouting activities. Boy Scouts of America 'policies' are shown in boldface and must be followed and not deviated from. Other comments reflect recommended procedures. Each unit leader should be familiar with the contents of this brochure.

Before any tour plan will be approved, the tour leader must verify that they have a copy of the guide and has read it.

The *Guide*, No. 34416 can be purchased from the Scout Shop. It is also available online through the council website. Other resources containing additional information are *Health & Safety Guide*, No. 34415B and *Tours and Expeditions*, No. 33737C.

TRAINING COURSES

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

Experience and statistics show that the majority of serious injuries and fatalities occur at the unit level in activities conducted off of council-owned properties. It is thus important that units learn to conduct their activities in a safe manner.

All of these courses are taught through your district. Troop leaders attending council summer camps can also attend these trainings. Many of them are also available through the your My Scouting account.

Adult leaders are required to recertify for these courses every two years.

SAFETY AFLOAT

Before any unit can engage in an excursion, expedition or trip on the water, adult leaders for the activity must complete this training. The course reviews the equipment and the nine rules to make your trip on water safe.

It is available online through your My Scouting account.

SAFE SWIM DEFENSE

Before a unit can engage in swimming activities of any kind, one adult leader must have this training. It teaches how to set up a safe-swim area and the eight points of safe swim defense. It is available online through your My Scouting account.



HEALTH & SAFETY

"Safe activities are great activities." This course emphasizes the importance of qualified supervision and discipline. It is considered the basic safety training course needed by all adult volunteers involved with Scouting activities.

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*, the Sweet 16 of Safety, and the Risk Zone.

CLIMB ON SAFELY

Climb on Safely is the Boy Scouts of America's required procedure for conducting climbing/rappelling at a natural site or specifically designed facility, such as a climbing wall or tower. All climbing and rappelling must be supervised by an adult leader who has completed this course. This course is also available through your My Scouting Account.



HEALTH & SAFETY RESOURCES

The Inland Empire Council's Risk Management Committee is responsible for promoting awareness of the Boy Scouts of America's rules and policies regarding Scouting activities and youth protection programs. Every Scouting volunteer is encouraged to read the BSA's Guide to Safe Scouting. It is available to everyone online through the council's website or can be purchased through the Scout Shop.

There are many aspects of Safe Scouting and the council's website contains helpful information on a variety of safety topics and can be found at

www.bsa-ciec.org/SafeScouting.



Earn the BSA's Ready & Prepared Award

UNAUTHORIZED ACTIVITIES

Young men and women are drawn to the Scouting program for the opportunity to participate in a number of fun and adventurous activities. The Boy Scouts of America has identified a number of unauthorized activities that Scouting groups cannot participate in or conduct. Other activities are restricted to specific age groups or Scouting programs.

These rules have been developed with the primary goal of keeping youth safe while having fun. Do not try to "get around" the rules, as most accidents and injuries happen in just such cases.

Please review the *Guide to Safe Scouting* for a complete and current list of restricted and unauthorized activities.

UNIT ADMINISTRATION

The unit committee plays a vital role in supporting Cubmasters, Scoutmasters, and other unit leaders, including den leaders to provide a quality, fun program to youth. Every unit committee should take the time to develop a set of unit bylaws or parents guide to assist current and future committees to make consistent decisions regarding a number of important topics. A basic set of bylaws should provide information regarding the following topics:

Unit Leadership - List of unit leadership and committee positions, including job descriptions, and selection process.

Unit Meetings and Activities - Procedures and guidelines for planning and conducting unit activities including leadership requirements and budget development.

Discipline - Procedures the unit will follow when disciplining youth and adult members, including removal from leadership positions to expulsion from the unit.

Finances - Procedures to follow regarding unit checking accounts, financial reporting, reimbursement, and equipment purchasing and storage

UNIT MONEY EARNING PROJECTS

In addition policies regarding dues, individual Scout fundraising account and refund policies should be clearly spelled out.

Other -This includes policies and procedures for advancement, training, and uniforming. Any special policies or rules of the chartered organization should also be included.

Unit Checking Accounts

If your unit maintains a checking account, we recommend the following policies to protect from fraud and embezzlement:

- Every check requires two signers, none of whom is the treasurer.
- Bank statements are mailed to the committee chair, not the treasurer
- A current financial statement is to be provided at the monthly committee meeting.
- Financial records are to be made available upon request for review in a timely manner.

Council Custodial Account

The California Inland Empire Council, as a service to every unit, provides a custodial account. Funds deposited to this account are used to pay registration, camp and activity fees. Units can use the funds, once a voucher is issued, to purchase items through the National Scout Shops. In addition, commissions from the Trail's End Popcorn Sale and other council-sponsored fundraisers are deposited to this account.

Unit committee chairs should, on a annual basis, review and update the signature card for authorized users of the account. Please contact the council cashier for more information and to obtain a signature card.

The way in which a unit earns money to carry out its program is of great importance in the education of youth members in basic values. Whenever your unit is planning a money-earning project, the checklist on the back of the Unit Money-Earning Application (#34427) can serve as your guide. The document is available to download from the council website Forms & Resource section.

If your answer is yes to all the questions there, it is likely the project conforms to Scouting's standards and will be approved. Unit money-earning projects are to provide a SERVICE or a PRODUCT. Units are not allowed to solicit direct contributions for unit operations from the community or the public, and are not eligible for grants or distributions from foundations, United Ways or business employee groups or campaigns. By IRS regulation, monies given directly to a Scout unit are generally not tax deductible, as the units are not registered non-profit entities in their own right. Questions about a specific situation should be referred to your district executive.

Unit Money-Earning applications should be provided to your district executive for review and approval well in advance of your project. This will also allow them to refer interested community members to you when they contact the council office asking about a specific money-earning project.



The appendix includes a FAQ regarding unit fiscal policies and procedures .

Top Five Things You Can Do For Safer Scouting

- 1. Maintain adequate hydration. To prevent hyponatremia, drink no more than one quart at a time.**
- 2. When driving, take frequent rest breaks.**
- 3. Use the Buddy System for all activities.**
- 4. Be physically fit - this includes adults too!**
- 5. Never ride in the backs of trucks or trailers.**