



**BYLAW, POLICIES & PROCEDURES (BP&P)
QUICK REFERENCE GUIDE FOR
GROUP COMMISSIONERS**

MARCH 2011



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DEAR SCOUTER

Welcome to the By-Law, Policies and Procedures section specific Quick Reference Guide.

Please be aware that this is a Quick Reference Guide for your use as a Group Commissioner. While it contains many of the By-Laws, Policies and Procedures, it is NOT the Official Scouts Canada By-Law, Policies and Procedures document, more commonly known by the acronym BP&P. Please note that this Guide does not contain changes made to BP&P since the Guide's publication.

That being said, this Guide has been designed specifically for you, as a Group Commissioner, to make it easier to reference the items you need at your fingertips when you have a question concerning your program for the Sections you serve. You can still consult the full body of work contained in the electronic BP&P, where you will see the full index of BP&P; go to the "Sections" and "Updates" boxes, then click on the item of interest. The "Updates" section will have any changes made to BP&P since the publishing of this Guide.

Should you have further need for clarification, please contact your Area Commissioner, Area Youth Commissioner, Council Field Executive or Council Executive Director.

We hope you find this a useful tool for your leadership team.

Sincerely,

Stephen P. Kent
*Chief Commissioner and
Chair of the Board of Governors*

Janet Yale
*Executive Commissioner and
Chief Executive Officer*

Dylan Rienhart
*Deputy Executive Commissioner Youth and
Chair, National Youth Network*



1.3 SOCIAL JUSTICE AND DIVERSITY POLICY

In keeping with our fundamental principles – Duty to God, Duty to Others, Duty to Self – Scouts Canada is committed to social justice including the promotion of gender and member diversity at all levels of the organization, both in its structures and programs and to the elimination of discrimination on the groups of race, gender, ethnicity, financial ability, sexual orientation, religion, disability or age.

It is imperative that all programs and services reflect Scouts Canada's commitment to social justice.

Scouts Canada will make every effort to make its members and employee work force representative and reflective of the communities in which its services are provided.

1.4 RISK MANAGEMENT POLICY

Scouts Canada is committed to protecting its human and financial resources, as well as its goodwill assets.

The Board of Governors and the Executive Commissioner and CEO, through the practice of effective risk management, are dedicated to safeguarding the safety and dignity of its youth members, adult volunteer members, paid employees and anyone who has contact with Scouts Canada.

1.10 DRUG AND ALCOHOL POLICY

(a) Drug Policy

There shall be no recreational drug or substance consumed or made available on any Scout property owned or leased.

There shall be no recreational drug or substance consumed or made available during any Youth Program activity. "Youth Program activities" include Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts, Rover Scouts, ScoutsAbout, Extreme Adventure, camps, hikes, Volunteer training programs (Wood Badge, workshops, etc.), Jamborees or similar event, "Scout Night" with sports teams and similar functions.

(b) Alcohol Policy

There shall be no alcohol at any Youth Program Activity, as defined in (a).

There shall be no alcohol where minors are present.

To accommodate specific events, the CEO or the Chief Commissioner may permit temporary alterations to this policy as needed. Any approval must be in writing prior to the event(s).

Where permitted by and consistent with law, alcohol licences may be sought for Scouts' sites and properties as required for adult events and 3rd party rentals.

Scouts Canada reserves the right to apply appropriate disciplinary measures if members are found to be in violation of these policies.

2.3.4 Groups/Sections/Partners/Sponsors

- (ii) **Charter** - for the operation of one or more of Scouting's programs is granted by Scouts Canada through the corporate office to the approved Group. Charters must be renewed annually, may be cancelled for cause at any time and shall remain the property of Scouts Canada. A charter is issued once the application is approved by an Area/Council Commissioner on behalf of Scouts Canada.
- (iv) **Sponsor/Partner** - A Sponsor/Partner is an association, institution, organization or Group which agrees to use one or more of Scouting's programs. Membership in a Group may be restricted to those who are members of, or who are otherwise identified with, the Sponsor/Partner.
- (v) **Scouting Responsibilities of Sponsors/Partners** - To assist in providing resources to enable the Group to promote the goals and ideals of the sponsor and training for leaders in the goals and ideals of the Sponsor/Partner, in keeping with Scouts Canada's Mission, Principles, Policies and Standard Operating Procedures. For further details, refer to 2003.4 in BP&P.

3.0.3 REGISTERED MEMBER — ADULT

A person 18 years of age or older who meets the conditions of an ordinary member (*By-law No. 2, Article II—Members (1)*), is fully screened and is confirmed in the Scouts Canada Membership Management System (MMS) as an active member.

NOTE: EXCEPTION: For the purposes of the Bylaw, and youth participation on the Board of Governors, "Youth" has been extended to include a person who is under 27 years of age as of September 1 of the year in question.

4.1 APPOINTMENTS

4.1.1 Commitment To Principles

All adults, activity leaders, and Scouters-in-training accepting a role in Scouts Canada must commit themselves to the active expression of the Principles of Scouting, and to helping achieve the Mission. Scouters will do this through affirmation of the Scouter Promise. All positions are annual appointments. Re-appointments and approval will be based on annual evaluation.

4.1.2 Making Appointments

Appointments are made by Scouts Canada Commissioners based on the Volunteer Recruitment and Development (VRAD) process upon recommendations from councils and/or areas following a selection and/or election process and input from Sponsors/Partners. In the case of Commissioners, Commissioners are appointed by the next senior Commissioner. Those appointed must be and remain acceptable to, and registered with, Scouts Canada.



Those making appointments must be fully aware of the responsibilities they undertake before appointing anyone to serve in Scouting. They must satisfy themselves that the individual:

- (i) Behaves in daily life in ways that indicate personal beliefs that are in keeping the Principles and Practices of Scouting;
- (ii) Has demonstrated the appropriate attitude and has, or is willing to acquire, skills and knowledge for the job;
- (iii) Is prepared to give the time to do the job effectively, including taking necessary development; and
- (iv) Meets all of the requirements to be a registered member of Scouts Canada.

4.1.3 Warrants of Appointment

A Warrant of Appointment is signed by the Chief Scout and can be used as an optional form of recognition to signify that an adult volunteer has been invested as a Scouter. Warrants of Appointment are issued by Councils at their discretion.

4.1.4 Termination of Membership

In any case where an adult or any member of Scouts Canada, whose character is open in any way to suspicion has gained admission, Scouters, Group /Section committees, Sponsors/ Partners, Commissioners and Executive Directors must act firmly to provide information so Area/Council Commissioners or Executive Directors can suspend membership pending a Scouts Canada investigation in accordance with Council Management Operating Procedures. Advise the Council Commissioner and/or the Council Executive Director as soon as possible. Please refer to Section 13020 in BP&P for procedure.

4.5 SPONSORS/PARTNERS

4.5.1 Charters

See Section 2.3.4(ii).

4.5.2 Sponsoring Institutions

Scouts Canada's section programs are made available through Sponsors/Partners - associations, institutions, organizations and individuals who use one or more of these programs to serve the needs of youth in their community.

Examples of Sponsors/Partners are:

- (i) Churches, temples and synagogues,
- (ii) Home and school associations, schools, colleges and hospitals,
- (iii) Service clubs, fraternal and civic organizations,
- (iv) Military bases,
- (v) Business, companies, and industries,
- (vi) Professional business and occupational association, and
- (vii) Group of citizens, parents.

Membership may be restricted to those who are members of, or who are otherwise identified with, the Sponsor/Partner.

4.5.3 Responsibilities of Sponsors/Partners

See Section 2.3.4(iv), (v).

4.6 GROUP COMMISSIONER

The Group Commissioner, who is a registered member appointed to this position by the Area Commissioner, is recognized as the principal point of contact for the Group and assumes the leadership of a Group Committee, directly accountable to the Area Commissioner. The Group Commissioner's prime function is growth and development of the section and to ensure compliance with Scouts Canada's *By-Law, Policies and Procedures* as well as Program Standards, and ensures that Section leaders receive appropriate program service and support. See end of this Section for Position Description.

Where warranted, a Group Commissioner may be responsible for more than one Group.

Typical roles and/or responsibilities include but are not limited to:

- Recruitment, selection and recommending the appointment of leaders;
- Review and approval of Section programs and outdoor activities;
- Policy, procedure, and Program Standards compliance;
- Encourage an attitude favorable for growth;
- Assist leaders where necessary;
- Leader development; and
- Relationships — parents, leaders, Partner/Sponsor, other Commissioners.

Group Commissioners cannot do this solely by themselves. They must build a team appropriate to the size of the Group. This would include someone to take care of the financial responsibilities (the Group Treasurer/Fundraiser), a Group Registrar and perhaps a Group Secretary. In larger Groups, a Group Administrator may be recruited to take care of many of the administrative responsibilities of the Group Commissioner.

4.7 GROUP COMMITTEE

Group Committees are formed to assist Group Commissioners in servicing and supporting Groups. Group Commissioners need not do everything themselves. Part of their responsibility includes assessing the needs of the Group, determining the amount of work to be done and, if necessary, building a team to ensure that all tasks/responsibilities are achieved.

Depending upon the size of the Group, positions may be merged or other positions added as required, i.e., large Groups may find it helpful to add a Group Fundraiser, or Quartermaster to look after the purchasing, storage, maintenance and insurance of equipment. Examples of positions that Group Committees may choose to fill may include, but are not limited to, those listed below.



4.7.1 Group Administrator

Effectively administer the non-program activities that are related to the Group and the well being of the Group as directed by the Group Commissioner. See end of this Section for Position Description.

Typical roles and/or responsibilities may include but are not limited to:

- Assuming, at the request of the Group Commissioner, the chair of Group Committee meetings;
- Creating/providing opportunities for growth;
- Assisting with the preparation and approving of budgets;
- Preparing for and participating in the Group Annual Review;
- Ensuring that all potential members are properly accommodated in Groups and registered;
- Group functions/events;
- Recording and maintaining Group records; and
- Assisting leaders as required.

4.7.2 Group Treasurer/Fundraiser

Effectively record, maintain, plan and explain all financial matters pertaining to the Group. Ensure that the Group participates in all of Scouts Canada's official fundraisers. Take the lead in the development of fundraising goals, action plans and the implementation of these goals and plans. Parents can be a fantastic resource assisting with fundraising to support the Group. See end of this Section for Position Description.

4.7.3 Group Secretary

Effectively record and maintain minutes and decisions made as well as compose other correspondence as required by the Group Committee. Provides excellent support to Section Scouters and Group Commissioner ensuring appropriate forms are provided to the Council in a timely manner. See end of this Section for Position Description.

4.7.4 Group Registrar

Effectively register all members through Scouts Canada's Membership Management System. Organize a pre-registration program in the spring for new and returning members as well as a fall registration process. See end of this Section for Position Description.

4.8 SECTION LEADERSHIP

4.8.1 Section Leadership Appointments

Section Scouters are appointed by a Group Commissioner or more senior Commissioner on behalf of Scouts Canada, following approval as a registered adult member. In the case of Venturer Scout companies and Rover Scout crews, the youth members should be involved in their selection. Approval for appointment should be based on age, maturity, personal example and the ability to work effectively with the selected age group and other members of the leadership team.

Whenever possible, all Scouters will ensure they obtain competencies for the appropriate Section within one year of appointment, to ensure the development of quality leadership. Scouters must be so advised before appointment. All members must be, and remain, acceptable to and registered with, Scouts Canada.

4.8.2 Requirements for Section Leadership

Beaver Scout, Cub Scout, and Scout sections will have at least two registered Scouters, both of whom are 18 years of age or older and one who is responsible for the Section and the leadership team; in the case of Beaver Scouts, this Scouter is designated as the contact person.

Venturer Scout sections will have at least two registered Scouters, one of which is 21 years of age or older and who is responsible for the section and leadership team. Assistant leaders must be at least 18 years of age.

Section Scouters are volunteers who have agreed to assist in the promotion of the Principles of Scouting and to abide by the By-Law, Policies and Procedures of Scouts Canada. They must have:

- (i) An ability to work harmoniously with the members of their Section and to co-operate with others; and
- (ii) A willingness to develop their leadership and program skills through training.

NOTE: *Adults may only serve in one position at any one time where there is direct contact with youth.*

(iii) Colony, Pack, Troop:

Each Colony, Pack, and Troop Section must have a minimum of two Scouters present at all times. In total, the minimum ratio of Scouters to youth members for a Colony is 1:5; or 1:6 for a Pack, or Troop but not less than two (2). See *Section 10.1* for additional requirements for Camping and Outdoor Activities.

(iv) Activity Leaders (AL) and Scouters-in-Training (SIT) (Refer to 4008.4 and 4008.5 in BP&P):

Activity leaders and Scouters-in-Training are to be encouraged to work with, and be part of the Beaver Scout, Cub Scout and Scout leadership teams.

In addition, one or more Cub Scouts known as Kees serve as a link between the Beaver Scout and Cub Scout Sections and to strengthen communications between



Beaver Scouts and the adult leadership team. Keo is also a member of the leadership team.

In addition, one or more Scouts known as Kim serve as a link between the Cub Scout and Scout Sections, and to strengthen communications between Cub Scouts and the leadership team. More than one Scout may fill this position at the same time. Kim is also a member of the leadership team.

SIT's working with colony and pack Sections can be included in the Scouter: youth member ratio provided they have successfully completed Wood Badge Part I for the Section in which they will be working. **NOTE:** *minimum standard of two registered adults must be maintained.*

(v) Venturer Scout Companies:

Whenever adults (Scouters) are present, there must be at least two, one of which must be a registered Scouter (see Section 4.8.3 and 10.1.4).

(vi) Rover Scout Crews:

Must have at least one Scouter who is 25 years of age and who is responsible for the section (see Section 10.1.5).

(vii) Increasing Ratios:

Scouts Canada's Duty of Care (Section 7.0) impacts the appropriate ratio used. Ratios may be increased by the leadership team depending on factors including, but not limited to:

- Location of activity.
- Technical skills required of leadership team and participants.
- Youth skills, attitude, capabilities and fitness levels.
- Leader skills, attitude, capabilities and fitness levels.
- Familiarity of surroundings.
- Time of year.

4.8.3 Exceptional Circumstances (Adult Supervision)

In **exceptional circumstances**, where one or more Scouters are unable to attend a meeting/activity, another registered Scouter should be recruited to take his/her place. If the Scouter in charge is to be replaced, it must be with: Beaver Scout/Cub Scout/Scout section, an adult who is 18 years of age or older; Venturer Scout section, an adult who is 21 years of age or older. If it is not possible to replace a registered Scouter with another registered Scouter, a parent/guardian may be recruited to fill in. **NOTE:** *In this situation, at least 50% of the leadership team must be Registered Scouters.*

4.8.6 Co-Ed Leadership

Co-ed leadership is strongly recommended for Beaver Scout, Cub Scout, Scout sections and Venturer Scout companies when they contain both male and female members.

GROUP COMMISSIONER VOLUNTEER POSITION

ACCOUNTABLE TO: Area Commissioner

TERM: Selected or elected, then appointed annually by the Area Commissioner

TIME REQUIRED: 12 to 16 hours per month (on average)

SCOPE OF POSITION: The Group Commissioner is recognized as the principal point of contact for the Group and assumes the leadership of the Group Committee. The Group Commissioner may delegate the responsibility for chairing the Group Committee meetings to the Group Administrator but still retains the responsibility of accountability to the Area Commissioner for the Group's overall well being.

Responsibilities:

- Provide an essential link between Sections, Groups and Areas.
- Be the conduit for rapid communication and response providing a direct avenue for servicing and the passage of information in both directions.
- Ensure the delivery of Scouts Canada's programs in accordance with its Mission and Principles, which meet Scouts Canada's Program Standards and are in keeping with the goals and ideals of the Partner/Sponsor.
- Ensure compliance with all Policies and Procedures of Scouts Canada.
- Establish and maintain positive relationships with parents, leaders, Partner/Sponsor, other Commissioners and the community at large.

Membership:

- Encourage an attitude favourable for growth and create/provide opportunities for growth within the Group.
- Effectively manage the VRAD process at the Group level.
- Actively support the promotion of all seven programs currently offered.
- Selectively recruit, orient and recommend for membership:
 - Section leaders
 - Other adults to assist in the management of the Group as necessary (i.e. Treasurer, Secretary, Administrator, Registrar, Quartermaster).

Communications:

- Represent the Group as a member of the Area Commissioner's team and provide monthly reports on the program status of the Group.
- Communicate accurate and timely information on all Scouting matters, including procedure and policy changes, between the Scouters in the Group and the Area Commissioner.
- Develop positive relationships between the Sections, the Sponsor/ Partner, the community and the Area Commissioner's Team.
- Encourage Section leaders and Group Committee members to attend Area Scouters' Clubs.



Program Support:

- Provide assistance and leadership to the Group in the development of quality program plans on a regular basis (as per Scouts Canada's Program Standards).
- Approve Section programs and outdoor activities.
- Regularly meet with leaders to monitor progress in achieving Program Standards and provide assistance where possible.
- Ensure all guidelines, practices and procedures pertaining to risk management and the safety of members are strictly adhered to.
- Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.
- Provide support in the preparation of camps or special events.
- When necessary, assume direction of a Section.

Program Evaluation:

- Ensure compliance and achievement with Scouts Canada's Policies, Procedures and Program Standards.
- Following the VRAD process, conduct evaluations of leaders, identify development needs and communicate opportunities for further leadership development where required.
- Prepare and conduct Program Review.
- Prepare for, and participate in, the Group Annual Review.

Volunteer Recruitment and Development Strategy:

- Ensure Group compliance with all Screening Policies and Procedures as set by Scouts Canada.
- Advise the Council Commissioner immediately if, as a result of a complaint or observed behaviour, a member should be suspended. Operating Procedure for Suspension and Termination of Membership (see Council Management Operating Procedures) must be followed.
- Identify the developmental needs of volunteer members within the Group and ensure opportunities for appropriate leadership development are communicated.
- Be a catalyst for service and achievement recognition for members within the Group.

Qualifications

The ideal candidate will have:

- Two or more years experience as a Leader.
- Completed Wood Badge Part I for one or more Sections.
- Undertake further personal development related to their role as Group Commissioner within one year.
- Demonstrated effective interpersonal skills.
- Modeled positive behaviour appropriate to Scouting.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process.

GROUP ADMINISTRATOR VOLUNTEER POSITION

ACCOUNTABLE TO: Group Commissioner

TERM: Selected or elected, then appointed annually by the Group Commissioner

TIME REQUIRED: 8 to 10 hours per month (on average)

SCOPE OF POSITION: Effectively administer the non-program activities that are related to the business component and the well being of the Group as directed by the Group Commissioner.

Responsibilities:

- Assume, at the request of the Group Commissioner, the chair of the Group Committee meetings.
- In conjunction with the Group Commissioner ensure compliance with all Policies and Procedures of Scouts Canada.

Membership:

- Create/provide opportunities for growth within the Group.
- Assist the Group Commissioner to recruit, orient and appoint:
 - Section Leaders
 - Other adults to assist in the management of the Group as required (i.e. Treasurer, Registrar, and Secretary).
 - Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.

Communications:

- Provide monthly reports on the administrative status of the Group to the Group Commissioner.
- Be familiar with and support the Group Commissioner in the explanation of the Administrative policies and procedures for the Group.
- Work closely with the Group Secretary to ensure that the minutes and records of the Group are recorded and maintained.

Program Support:

- Provide assistance and leadership to the Section leaders in the development of budgets.
- Coach/Mentor and assist the administrative members of the Group Committee in achieving competency and ensuring that all reporting and activities are consistent with Scouts Canada's Mission, Policies and Practices.
- Prepare for, and participate in, the Group Annual Review, paying particular attention to all non-program related activities such as the Group financial statements in conjunction with the Group Treasurer.
- Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.
- Provide support to the Group Commissioner as required in the preparation of camps and special events.



Qualifications

The ideal candidate will have:

- Demonstrated the appropriate knowledge and skills related to the position.
- Committed to further personal development related to their role within one year.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.

GROUP TREASURER/FUNDRAISER VOLUNTEER POSITION

ACCOUNTABLE TO: Group Commissioner

TERM: Selected or elected, then appointed annually by the Group Commissioner

TIME REQUIRED: 4- 6 hours per month (on average)

SCOPE OF POSITION: Encourages and supports participation in all of Scouts Canada's official fundraisers.

Responsibilities:

- In conjunction with Group Committee members, ensure financial compliance with Scouts Canada's Policies and Procedures.
- Effectively record, maintain, plan and explain all financial matters pertaining to the Group.
- Be one of the principal signing officers for the Group.
- Prepare, in conjunction with the Group Committee, the financial records for the Group Annual Review.

Membership:

- Create/provide opportunities for growth within the Group.

Communications:

- Regularly report the financial status of the Group to the Group Administrator or Group Commissioner.
- Produce the audited* financial report for release.
***NOTE:** The term "audit," when applied at the Group level, simply means to have an impartial third party review the financial reports of the Group.

Program Support:

- Provide assistance and leadership to the Section leaders in the development of Section budgets.
- Take the lead in the development of fundraising goals, action plans and the implementation of these goals and plans.
- Be the principal point of contact on matters of fundraising for the Group.
- Coach/Mentor and assist the members of the Group in attaining competency in their financial management.

- Prepare for and participate in, the Group Annual Review; paying particular attention to all financial and fundraising matters.
- Identify/encourage external resources as required by the Group Commissioner so that the Group's annual goals can be achieved.
- Provide support to the Group Commissioner as required in the preparation and approval of budgets.

Qualifications

The ideal candidate will have:

- A background in finance.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process

GROUP SECRETARY VOLUNTEER POSITION

ACCOUNTABLE TO: Group Commissioner

TERM: Selected or elected, then appointed annually by the Group Commissioner

TIME REQUIRED: 4 to 6 hours per month (on average)

SCOPE OF POSITION: Effectively record and maintain minutes as well as compose other correspondence as required by the Group Committee.

Membership:

- Create/provide opportunities for growth within the Group.
- Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.

Communications:

- Produce for release written material upon the direction of the Group Administrator and/or the Group Commissioner.

Program Support:

- Prepare for, and participate in, the Group Annual Review, paying particular attention to all minutes and correspondence prepared for the Group over the past year.
- Provide support to the Group Commissioner and/or the Group Administrator as required.

Qualifications

The ideal candidate will have:

- Word processing skills.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process.



GROUP REGISTRAR VOLUNTEER POSITION

ACCOUNTABLE TO: Group Commissioner

TERM: Selected or elected, then appointed annually by the Group Commissioner

TIME REQUIRED: 4 – 6 hours per month (on average)

NOTE: Heavier time commitment during registration period.

SCOPE OF POSITION: Ensure that youth and adults are registered promptly in Scouts Canada's Membership Management System.

Responsibilities:

- Arrange a meeting with Section Leaders and Group Committee to fill out the Group worksheet.
- Using the Scouts Canada Membership Management system, ensure that the Group Organizational Unit Profile, and each Section Profile, is updated with material from the Group worksheet.
- Organize a pre-registration program in the spring for returning members as well as the fall registration program.
- Answer registration enquiries from Section leaders, members and the general public.
- Working with the Scouts Canada Membership Management System, confirm youth members' registrations who have renewed or prospective members who received a spot with a Section of your Group, with acceptance of adult members to be referred to the Group Commissioner.
- Add new Member information for members who have chosen not to register via the Internet, confirm youth registrations and refer acceptance of adult members to the Group Commissioner.
- Work with the council office to find a place for all prospective members.
- Liaise with Section Leaders to ensure that maximum youth and adult numbers are realistic. All prospective members entering a Section after the fall registration program are entered and their registrations have been confirmed.
- Confirm that all prospective members have been placed in a Group. If not, notify Group Commissioner.
- Account for all membership fees received to the Group Treasurer.
- Report to the Group Commissioner regularly on the membership status of the Group.

Qualifications

The ideal candidate will:

- Be familiar with computer data entry and operation of web browser software.
- Have access to a computer with Internet access.
- Be trustworthy and accountable for large sums of money.

- Be organized and capable of dealing with paperwork in an orderly manner.
- Have effective interpersonal skills.
- Registered as a member of Scouts Canada.

BEAVER SCOUT LEADER VOLUNTEER JOB DESCRIPTION

POSITION: Scouters in a Beaver Scout Colony are called Beaver Scout leaders and are members of a leadership team. A Colony will have at least two registered Scouters, both of whom are 18 years of age or older and one who is responsible for the Section and the leadership team. This Scouter will be registered as the contact person.

ACCOUNTABLE TO: Group Commissioner

TIME REQUIRED: 10-12 hours per month for planning and Colony meetings, plus one weekend outing every two months. Additional time may be required for training, sharing sessions, Group Committee and Council meetings.

SCOPE OF POSITION: This position requires working as part of a leadership team conducting Colony programs in accordance with guidelines in Beaver Scout program handbooks and *By-Law, Policies and Procedures*.

Responsibilities

- Provide children 5-7 years of age with appropriately challenging, weekly meetings. Weekly meetings include all elements of the Beaver Scout program.
- Ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Participate in Colony planning meetings. Use program ideas that come from the Beaver Scouts themselves.
- Develop close working relations with other members of the team, and share the responsibility of operating the Colony with all Colony leaders.
- Help carry out the weekly program.
- Support and participate in special meetings and activities, including outings and family camping experiences.
- Know and use resource material available, including various handbooks.
- Maintain good relations with parents/guardians, and encourage activities which involve them.
- Encourage recruitment of members, and help the Group Committee recruit other leaders.
- Maintain good relations with leaders in other Sections and attend Group.
- Council, Group Committee and local Council meetings as required.
- Take training for the position, including regular sharing sessions, special interest and outdoor activity skills.
- Meet specific requirements of the sponsoring body, where applicable.



Attitudes

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to the Beaver Scout Section's program goals.
- Be comfortable with, enjoy, and care about Beaver Scout-aged children in developmentally appropriate ways.
- Ensure that Beaver Scout-aged children in the Colony experience the outdoors on a frequent basis.
- Be accountable for his/her actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

CUB SCOUT LEADER / ASSISTANT CUB SCOUT LEADER VOLUNTEER JOB DESCRIPTION

POSITION: Scouters in a Cub pack are called Cub Scout leaders and assistant Cub Scout leaders; they work as part of a leadership team. A pack will have at least two registered Scouters both of whom are 18 years of age or older and one who is responsible for the section and leadership team.

ACCOUNTABLE TO: Group Commissioner

TIME REQUIRED: 12-14 hours per month for planning and regular meetings, plus one weekend outing every two months. Additional time may be needed for training, Group Committee and Council meetings.

SCOPE OF POSITION: This position requires working as part of a leadership team conducting pack programs in accordance with guidelines in Cub Scout program handbooks and *By-Law, Policies and Procedures*.

Responsibilities

- Provide an exciting weekly program with monthly outings. At least three outings will include overnight camping.
- Ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help each child to have an adventurous personal growth experience while in the pack that includes all program elements.
- Maintain good relationships with parents/guardians, and encourage parental co-operation and involvement in pack programs.
- Work closely with other members of the leadership team and share the responsibility of operating the pack.
- Plan and conduct all pack activities.
- Support and participate in special meetings, trips, camps, and outdoor experiences.
- Encourage recruitment of members, and help the Group Committee recruit other leaders.
- Know and use the resource material available, including handbooks.
- Maintain good relationships with leaders in other Sections and attend Group Council meetings.
- Meet specific requirements of the sponsoring body, where applicable.
- Take training, including special interest courses, within one year.
- Participate in district/area/regional events and meetings.

Attitudes

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to the Cub Scout program goals.
- Be comfortable with, enjoy, and care about Cub Scout-aged children in developmentally appropriate ways.
- Ensure that Cub Scout-aged children in the pack experience the outdoors on a frequent basis.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.



- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

TROOP SCOUTER/SCOUT COUNSELLOR VOLUNTEER JOB DESCRIPTION

POSITION: Scouters in a Scout Group are called Troop Scouters and Scout Counsellors, and are members of a leadership team. A troop will have at least two registered Scouters both of whom are 18 years of age or older and one who is responsible for the section and the leadership team.

ACCOUNTABLE TO: Group Commissioner

TIME REQUIRED: 12-14 hours per month for planning and patrol/troop meetings, plus one weekend outing every two months. Additional time may be needed for training, Group Committee and Council meetings.

SCOPE OF POSITION: This position requires working as part of a leadership team conducting patrol/troop programs in accordance with guidelines in Scout program handbooks and *By-Law, Policies and Procedures*.

Responsibilities

- Provide exciting weekly meetings, including at least six overnight camping experiences each year.
- Ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help all members to have a challenging personal growth experience while in the troop.
- Participate in troop planning meetings. Use program ideas which emerge from the Court of Honour.
- Develop close working relationships with other members of the leadership team and share the responsibilities of operating the troop with the Scout counsellors.
- Help carry out the weekly program.
- Support and participate in special meetings, including day trips, as well as short- and long-term camping experiences.
- Know and use resource materials available, including handbooks.
- Maintain good relationships with parents/guardians, and encourage activities which involve parents/guardians.
- Encourage recruitment of members, and help the Group Committee recruit other leaders.
- Maintain good relationships with leaders in other Sections and attend Group Council, Group Committee and local Council meetings as required.
- Take training, including special interest and outdoor activity skills instruction within one year.
- Meet specific requirements of the sponsoring body, where applicable.

Attitudes

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Prepared to:

- Accept, and demonstrate personal values compatible with Scouting's Mission and Principles.
- Subscribe to the Scout Section's program goals.
- Be comfortable with, enjoy, and care about Scout-aged youth in developmentally appropriate ways.
- Ensure that Scout-aged youth in the troop experience the outdoors on a frequent basis.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

VENTURER SCOUT ADVISOR VOLUNTEER JOB DESCRIPTION

POSITION: Venturer Scout sections will have at least two registered Scouters, one of which is 21 years of age or older and who is responsible for the section and leadership team. Assistant leaders must be at least 18 years of age. Section members should be involved in selecting Advisors.

ACCOUNTABLE TO: Group Commissioner

TIME REQUIRED: 12-14 hours per month for planning and company/executive meetings, plus one weekend outing every two months. Extra time for training, Group Committee and Council meetings may also be required.

SCOPE OF POSITION: This position requires working as part of a leadership team to help conduct programs in accordance with guidelines in Venturer Scout program handbooks, *By-Law, Policies and Procedures*, and company by-laws.



Responsibilities

- Help the company executive create challenging activities that are consistent with the Venturer Scout program and the youths' interests.
- With the members, ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help all members to experience challenging personal growth through Venturing.
- Participate in company planning meetings by offering advice, guidance and expertise, as appropriate.
- Ensure Venturer Scouts participate in at least six nights at camp annually.
- Develop close working relationships with other adults, and share the responsibilities of operating the company with the Venturer Scouts.
- Help carry out the Venturer Scout program.
- Support and participate in special activities including interest trips, camping, and other outdoor experiences as planned by the company.
- Know and use resource materials available, including handbooks.
- Maintain good relationships with parents/guardians, and encourage activities which involve these adults.
- Encourage the recruitment of youth, in consultation with the members, and help the Group Committee and company recruit other leaders and resource people.
- Maintain good relationships with leaders in other Sections and attend Group Committee and local Council meetings as required.
- Take training for the advisor position, including special interest and outdoor activity skills instruction within one year.
- Meet specific requirements of the sponsoring body, where applicable.

Attitudes

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Prepared to:

- Accept, and demonstrate personal values compatible with Scouting's Mission and Principles.
- Subscribe to the Venturer Scout Section's program goals.
- Be comfortable with, enjoy, and care about youth in developmentally appropriate ways.
- Ensure that Venturer Scout-aged youth in the company experience the outdoors on a frequent basis.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

ROVER SCOUT ADVISOR VOLUNTEER JOB DESCRIPTION

POSITION: Scouters in a Rover Scout crew are called Rover Scout advisors. A crew has a Rover advisor who must be at least 25 years of age. Section members should help select the Scouters.

ACCOUNTABLE TO: Group Commissioner

TIME REQUIRED: 12-14 hours per month for planning and crew/executive meetings. Additional time may be required for training, Group Committee and Council meetings.

SCOPE OF POSITION: This position requires working as part of a leadership team to help conduct programs in accordance with guidelines in Rover Scout program handbooks, *By-Law, Policies and Procedures*, and crew by-laws.

Responsibilities

- Help the crew's executive to create challenging activities that are consistent with the Rover Scout program and the interests of its members.
- With the members, ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help all members to have a challenging personal growth experience in Rovering.
- Participate in crew planning meetings by offering advice, guidance and expertise as appropriate.
- Develop close working relationships with other adults and share the responsibilities of operating the crew with the Rover Scouts.
- Help carry out the Rover Scout program.
- Support and participate in special activities including interest trips, camping and other outdoor experiences planned by the crew.
- Know and use resource materials available, including handbooks.
- Maintain good relationships with parents/guardians and encourage activities which involve them.
- Encourage the recruitment of youth, in consultation with the members, and help the Group Committee and crew recruit other leaders and resource people.



- Maintain good relationships with leaders in other Sections and attend Group Committee and local Council meetings as required.
- Take training for the position, including special interest and outdoor activity skills instruction within one year.
- Meet specific requirements of the sponsoring body, where applicable.

Attitudes

“Selective recruitment” and “appropriate training” are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting’s Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting’s Mission and Principles.
- Subscribe to the Rover Scout Section’s program goals.
- Be comfortable with, enjoy, and care about youth in developmentally appropriate ways.
- Be accountable for his/her own actions.
- Follow Scouting’s policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting’s volunteer screening process.

5.0 SCOUTS CANADA’S PROGRAMS

5.1 PROGRAMS

Scouts Canada provides programs designed for the following:

- (i) **Beaver Scouts** - for children ages 5, 6 and 7.
- (iii) **Cub Scouts** - for children ages 8, 9 and 10.
- (iv) **SCOUTSabout** - for children ages 5 - 10.
(Jr. Program 5 - 7; Sr. Program 8 - 10)
- (v) **Scouts** - for children and youth ages 11, 12, 13 and 14, with the option to continue in the section until their 16th birthday.
- (vi) **Venturer Scouts** - for youth ages 14, 15, 16 and 17.
- (vii) **Extreme Adventure** - for youth ages 14 - 17.
- (viii) **Rover Scouts** - for adults of ages 18 - 26.

5.1.1 Program Age Exceptions

Commissioners may, where appropriate, authorize a variation of one year in the program ages between age 5 and age 18 to enable child and youth membership in various program sections to correspond with membership in divisions in the local school system. The final consideration shall be what is in the best interest of the child or youth concerned.

5.1.2 Program Objectives

Program objectives are statements that indicate the goals toward which the efforts of all program sections are directed. They provide direct guidance to the achievement of the Mission, giving expression to the Principles of Scouts Canada. They determine the content and method of the program, and provide a basis for its evaluation. The program which arises from these objectives must meet the needs and desires of a particular group of young people, in a particular environment, at a particular time.

The program objectives of Scouts Canada provide opportunities and guidance for members to develop and demonstrate a personal:

- (i) understanding of God;
- (ii) ability to accept responsibility for themselves mentally, physically, socially, spiritually, and for the consequences of their actions;
- (iii) ability to respond to others in caring ways; and
- (iv) awareness of, and concern for, the environment.

5.1.3 Program Goals

Each program section sets forth goals for meeting the Mission and Principles at a level appropriate to the age range and capabilities of the youth members in that section. Together, the programs for all sections combine towards the development of the whole person and an in-depth appreciation and commitment to the Mission and Principles of Scouting.



5.2 BEAVER SCOUTS

(See also *Program Standards*, www.scouts.ca)

A child, once a registered member, becomes a Beaver Scout by investiture, on completion of the initial requirements.

AGES: 5–7 years old

UNIT NAME: Colony

SMALL GROUPS: Lodges

MEETINGS: Approximately 1 hour weekly

5.2.1 Program

To meet the Mission and Principles of Scouts Canada in the Beaver Scout program, the following goals guide activities that encourage Beaver Scouts, through the use of games, music, storytelling, playacting, crafts, and the outdoors, to:

- (i) find examples of God's love for them and the world;
- (ii) experience and express love and joy;
- (iii) express themselves;
- (iv) be healthy and have good feelings about themselves;
- (v) develop a sense of belonging and sharing in small group activities;
- (vi) develop a sense of co-operation through non-competitive activities; and appreciate nature.

5.2.2 Promise

I promise to love God and to help take care of the world.

5.2.3 Law

A Beaver Scout has fun, works hard and helps family and friends.

5.2.4 Motto

Sharing, Sharing, Sharing.

5.3 CUB SCOUTS

(See also *Program Standards*, www.scouts.ca)

A child, once a registered member, becomes a Cub Scout by investiture, on completion of the initial requirements.

AGES: 8–10 years old

UNIT NAME: Pack

SMALL GROUPS: Sixes

MEETINGS: Approximately 1 1/2 hours weekly

5.3.1 Program

To meet the Mission and Principles of Scouts Canada in the Cub Scout program, the following goals guide activities that encourage Cub Scouts to:

- (i) express and respond to God's love in their daily lives;
- (ii) do their best;
- (iii) keep fit;
- (iv) satisfy their curiosity and need for adventure and new experiences;
- (v) be creative and develop a sense of accomplishment;
- (vi) make choices;
- (vii) develop a sense of fair play, trust and caring;
- (viii) work together in small groups and experience being a leader;
- (ix) participate in outdoor activities; and
- (x) learn about the natural world and their part in it.

5.3.2 Activities

Badge and Star work, games, music, storytelling, playacting, crafts, outdoors, and spiritual fellowship.

5.3.3 Promise

I promise to do my best; to love and serve God, to do my duty to the Queen; to keep the law of the Wolf Cub Pack; and to do a good turn for somebody every day.

5.3.4 Law

The Cub respects the Old Wolf, the Cub respects himself/herself.

5.3.5 Motto

Do Your Best.

5.5 SCOUTS

(See also *Program Standards*, www.scouts.ca)

A child/youth, once a registered member, becomes a Scout by investiture, on completion of the initial requirements.

AGES: 11 - 14 years old, with an option to age 16

UNIT NAME: Troop

SMALL GROUPS: Patrols

MEETINGS: Approximately 2 hours weekly

5.5.1 Program

To meet the Mission and Principles of Scouts Canada in the Scout program, the following Goals guide activities that encourage Scouts through a system of progressive self-educating Practices and Activities, to:

- (i) behave in ways that show adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting there from;
- (ii) understand and demonstrate the requirements and responsibilities of good citizenship;



- (iii) develop the skills of working in co-operative relationships;
- (iv) develop self-discipline and the skills of working co-operatively with others;
- (v) show respect, tolerance for, and be of service to, others;
- (vi) practice leadership skills;
- (vii) camp, explore and respect the outdoors, and develop good environmental practices;
- (viii) develop and display self-discipline and self-reliance; and
- (ix) pursue hobbies and personal interests.

5.5.2 Activities

Indoor and outdoor activities, badges and awards, hiking, camping, and hobbies.

5.5.3 Promise

On my honour, I promise that I will do my best, to do my duty to God and the Queen, to help other people at all times, and to carry out the spirit of the Scout Law.

5.5.4 Law

A Scout is helpful and trustworthy, kind and cheerful, considerate and clean, wise in the use of all resources.

5.5.5 Motto

Be Prepared.

5.5.6 Sea Scouts

Sea Scouting is an integral part of the Scout program. A full range of activities directly relevant to Sea Scouting is provided.

- (iii) become aware of, and respond to, local, national and international community needs, as well as the natural and cultural environment;
- (iv) provide leadership and work co-operatively in adult-like situations;
- (v) participate in a variety of social and cultural activities;
- (vi) demonstrate respect for the natural world while participating in challenging physical and outdoor activities;
- (vii) explore vocational opportunities and develop personal interests;
- (viii) develop and use communication, problem-solving and decision-making skills; through a system of progressive self-educating practices and activities.

5.6.2 Self-directed Activities

Indoor and outdoor activities, badges and awards, hiking, canoeing, camping, and special interests.

5.6.3 Promise

On my honour, I promise that I will do my best, to do my duty to God and the Queen, to help other people at all times, and to carry out the spirit of the Scout Law.

5.6.4 Motto

Challenge

5.6.5 Sea Venturer Scouts

Sea Venturing is an integral part of the Venturer Scout program. A full range of activities directly relevant to Sea Venturing can be undertaken.

5.6 VENTURER SCOUTS

(See also *Program Standards*, www.scouts.ca)

A youth, once a registered member, who meets the qualifications, may be accepted into a Venturer company.

AGES: 14–17 years old

UNIT NAME: Company

MEETINGS: Approximately 2 hours weekly

5.6.1 Program

To meet the Mission and Principles of Scouts Canada in the Venturer Scout program, the following goals guide activities that encourage Venturer Scouts to:

- (i) show adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the resulting duties;
- (ii) fulfill the requirements and responsibilities of good citizenship;

5.8 ROVER SCOUTS

An adult (over 18 years of age) who is a registered member of Scouts Canada and accepts the conditions of membership may be accepted into a Rover Scout Crew.

UNIT NAME: Crew

MEETINGS: As agreed by Rover Scout Crew

5.8.1 Program

To meet the Mission and Principles of Scouts Canada in the Rover Scout program, emphasis is placed on activities that encourage Rover Scouts to:

- (i) develop spiritual depth and joy in living;
- (ii) establish their own sense of identity, values and lifestyle;
- (iii) become self-directed individuals and responsible adult participants in society;
- (iv) blend personal freedom with group responsibility;
- (v) develop meaningful and lasting friendships;



- (vi) provide meaningful services to the community; and
- (vii) participate in satisfying outdoor activities that contribute to protection of the environment, fitness and a sense of well-being.

5.8.2 Activities

Community service, outdoors, and crew interests.

5.8.3 Promise

On my honour, I promise that I will do my best, to do my duty to God and the Queen, to help other people at all times, and to carry out the spirit of the Scout Law.

5.8.4 Motto

Service

5.9 SCOUTERS

Scouters are adults, in volunteer leadership roles, who are registered members of Scouts Canada.

5.9.1 Promise

On my honour, I promise that I will do my best, to do my duty to God and the Queen, to help other people at all times, and to carry out the spirit of the Scout Law.

5.9.10 Temporary Resident's Promise

Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts, Rover Scouts and Scouters who are not Canadian citizens but temporarily reside in Canada and who desire membership in Scouts Canada, must know and subscribe to the foregoing (with the exception that the phrase "the Queen" in the promises may be omitted and the following substituted: "the country in which I am living").

5.1 SCOUTS CANADA PROGRAM STANDARDS

Scouts Canada has developed Program Standards for each of its sections. Having these minimum standards in place, and working with leaders to meet or exceed them, will ensure that leaders deliver programs at a high level of consistency across the country.

The Program Standards allow leaders to more consistently plan and conduct their programs, and explain to parents and youth what they can expect to receive when they join.

The Program Standards are available on Scouts Canada's website, www.scouts.ca.

5.11 LONE CUB SCOUT/SCOUTS

Children of Cub Scout or Scout age living in areas where it is not feasible to form packs or troops may register with Council offices by the payment of an annual registration fee set by the Council. Registration forms are obtainable from Council offices or Scouts Canada's website.

Each Lone Cub Scout/Scout works with a parent or guardian as their Lone Cub Scout/Scout counsellor.

5.12 SCOUTING FOR YOUTH WITH DISABILITIES

Many youth are prevented from complete participation in regular activities as a result of mental, physical or emotional disabilities. However, to the extent that their disability will allow, youth should be encouraged to participate in the program and complete as many as possible of the requirements outlined in the appropriate handbooks.

Adaptation of the program to specifically allow such a youth fuller participation is encouraged and left up to the discretion of the Scouter, as long as such adaptations are in keeping with Scouts Canada's Policies and Procedures.

It is preferable that youth with disabilities become members of regular groups/sections. If regular participation is not practical then these youth should have program and training taken to them, if resources allow.

6.2.6 TIMELINES

It is important to note that every new leader is required to successfully complete the Group or Section Wood Badge Part 1 course appropriate to their role within the first year and preferably within four months.

6.2.6 Exemptions from Required Training

Where a Scouter already holds a Group or Section Part 1 Wood Badge, a Course leader may exempt the Scouter from Module 1 Sessions on any subsequent Wood Badge Course.

7.0 CODE OF CONDUCT FOR ADULTS

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

This Code of Conduct is expected of all adults who volunteer within Scouts Canada, recognizing that at all times they are expected to act responsibly and exercise a "Duty of Care" to the youth members.



ADULTS IN SCOUTING

- respect the rights and dignity of themselves and others;
- demonstrate a high degree of individual responsibility, recognizing that at all times their words and actions are an example to other members of the Movement;
- act at all times in accordance with Scouting principles, thereby setting a suitable example for all;
- do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting principles;
- act with consideration and good judgment in all interpersonal relationships, both inside and outside Scouting;
- respect everyone's right to personal privacy at all times;
- take special care when sleeping, changing clothes, and bathing are associated with any Scouting activity;
- avoid unaccompanied and unobserved activities with youth members wherever possible—remember, “in earshot and in vision”;
- avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying youth members; and
- realize that bullying, physical, verbal or cultural abuse, sexual harassment, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.

7.1.1 Position Statement

The primary responsibility of adults in the Scout Movement is the welfare and development of youth members.

The single most important function of the Volunteer Recruitment and Development (VRAD) process of Scouts Canada is to ensure that only suitable adults are recruited.

Our section programs and our ethic requires us to provide an environment in which children and young people feel valued and secure; and can grow as individuals while developing a sense of self worth, personal integrity and increasing competence through the acquisition of skills and achievements. Any adult behaviour which is not supportive of this developmental process is inappropriate and requires appropriate intervention/action.

We have a duty of care to keep youth members safe and protect them from physical and emotional harm. In adventurous activities, this duty is exercised through sensible risk management. In our general program activities, this duty is exercised through a respectful, caring, empathetic and friendly relationship with young people. In the recruitment and selection of adult leaders, their personal standards, character and ability to develop this relationship is much more important than any technical skills or experience.

7.1.2 Encouraging Positive Behaviour (Discipline)

Occasionally, there may be a necessity for appropriate disciplinary action. Scouts Canada encourages positive reinforcement to correct inappropriate behaviour.

The following examples are **inappropriate** discipline methods:

- physical blows or force
- confinement
- emotional/humiliation/name-calling
- any other form of abuse.

ALTERNATIVES TO PUNISHMENT:

If we allow someone to experience the consequences of their actions, there is potential for an honest and real learning situation to occur. Discipline can be maintained through both natural and logical consequences.

Natural consequences represent the pressure of reality without interference. Disrespecting others, for example, will ordinarily invite similar treatment.

But it isn't always appropriate to let natural consequences take their course.

Logical consequences involve an intervention by someone else. So, disrespecting someone carries a consequence like removal from a program activity. The disadvantage, of course, is that this can deteriorate into another form of punishment beforehand by everyone involved. Thus, an agreement is reached as to the consequences of foul language or put-downs (Code of Conduct). Because everyone is part of the agreement, everyone is also responsible for seeing that it works. By adults and youth taking responsibility together, logical consequences become an alternative to punishment.

7.1.3 Physical Contact

When dealing with youth, there is acceptable touching and unacceptable touching. A handshake is generally acceptable; a hug is sometimes acceptable; and an embrace is usually unacceptable. Touching which gives offence or causes any unease is not acceptable.

7.1.4 Relationships

Scouts Canada affirms a duty to its youth members for their welfare and development. Adults accept a responsibility to Scouts Canada to care for youth members and deliver the program. Adults enjoy Scouting and benefit from the training and experience it brings. However, adults are deliverers of the program. It is the youth members who are entitled to the benefits and protection of a safe, quality Scouting program. The correct relationship between an adult and a youth member is that of the adult being an instructor, guide, dispassionate friend and protector. It is a position of integrity, trust and maturity.

7.1.5 Language

Scouting ethic requires that we do not use vulgar or inappropriate language when working with youth members. Language should be acceptable to the reasonable onlooker and appropriate to the development of good citizenship.



7.1.6 Discrimination

Scouting is a worldwide, multicultural movement. We welcome people to membership regardless of gender, race, culture, religious belief, sexual orientation or economic circumstances. Youth members are strongly influenced by the behaviour of adults. We need to be sensitive to the traditions and beliefs of all people and to avoid words or actions which "put down" anybody.

7.1.7 Harassment

Harassment breaks down the positive and protective environment we seek to develop, and, at its worst, is emotionally harmful. It is contrary to our objective of individual growth and development. Some examples are ongoing teasing, disparagement, belittling or excluding individuals. Sexual harassment is any verbal or physical behaviour of a sexual nature which is unwelcome and offensive.

7.1.8 Privacy

The individual's right to privacy must be recognized and taken into consideration in such matters as sleeping places and sanitary facilities. Adult members should, where possible, have sleeping accommodations separate from youth members, unless discipline, safety or available facilities dictate otherwise. (If sleeping accommodations are shared with youth for any of the above reasons, at least two adults must be present at all times.)

7.1.9 Alcohol Use

Please refer to Section 1.10.

7.1.10 Smoking

It is inappropriate for any member to smoke in front of youth at any Scouting activity.

7.1.11 General Conduct

Adult Leaders should:

- Help to establish safe and open communication in each Section of the Group.
- Have an "open door" policy. Declare all meetings open to parents or Leaders.
- Treat all children, and others, with respect and dignity befitting their age.
- Be conscious of other's "personal space."
- Encourage participation by all, while being sensitive to each child's individual capacity.
- Be a role model for children. Be friendly, courteous and kind.

Adult Leaders should not:

- Show favouritism for particular youth members.
- Invite youth member(s) alone to your home or other private accommodation.

- Have private talks with individual youth members away from the presence of other Scouts or adults.
- Carry one youth member alone in your vehicle.
- Go on a hike or other activity with one youth member alone.
- Demonstrate first aid on a youth member.
- Assist youth members with personal hygiene or dressing except where health or disability requires it and then only in the presence of another adult.
- Take part inappropriately in body contact games.
- Let children involve you in excessive attention-seeking behaviour that is overtly physical or sexual in nature. Be particularly careful with the very needy child. Redirect the behaviour to "healthy" activities and provide caring attention before it is asked for.

7.1.12 General Duty

Every adult's responsibility goes beyond the confines of his or her specific appointment to their own youth. Adults are expected to intervene when they identify breaches of any part of this Duty of Care document. There are three primary areas of responsibility: *to the parents, to youth and to yourself.*

(i) Responsibility to Parents:

- At the simplest level, parents have a right to know everything that their daughter or son is going to be involved in. Of course, they have the right to say no if they feel any activity is inappropriate. Parents are also your greatest ally, and you should keep them as well informed as possible. Parents will sometimes defer to you, but only if you have convinced them that you merit their confidence, and have earned their trust and respect. The best way to start achieving this trust is to talk with each parent. The initial visit with parents when a youth first joins your section is critical for future relationships. This visit takes time, effort and commitment, but it is well worth it.
- Discuss with the parents what Scouting is about, its Mission and Principles, program, weekly meetings and special events. Allow them to question you. It is better to deal with issues and concerns that the parents may have in a relaxed setting, rather than later in a "crisis" situation.
- Where unsupervised activities take place, these are done so with parent/guardian's written approval (e.g. Scouts camping alone).
- Take a personal interest in their child and communicate regularly, simply and clearly with parents. Knowing parents personally is a great asset.

(ii) Responsibility to Youth:

- By knowing each individual young person, you'll be in a better position to anticipate how the youth may react in various situations. In physical activities, you may get fears and concerns being expressed which are easy to understand, but you may also get displays of bravado covering up real fears. In intellectual activities, you may



get questions if a person does not understand, but you may also get disruptive behaviour as a way of saying the same thing.

(iii) Responsibility to Yourself:

- It is important to know your own limits and abilities. If you are leading an activity with any potential risks, always make sure that you are working well within your own capabilities. If you are working on the edge of your own skills, you are endangering the young people in your charge. Seek out and obtain skills and knowledge to enable you to perform your designated role.

7.2 CHILD ABUSE

Scouts Canada, like all youth organizations, can face situations where Scouters/adult members are accused of abusing youth members. Even with our current risk management initiatives and the policy regarding the screening of all adult volunteers, the possibility of a youth member being abused is still a reality.

Scouts Canada has an excellent process in place for suspending, investigating and, if necessary, terminating Scouters/adult members accused of abusing youth members. We also have a procedure in place to handle media inquiries regarding abuse cases.

In addition, this procedure provides a process to communicate with other Scouters/adult members, parents and youth in a group where a current leader has been accused or charged with child abuse. The procedure will involve the Child Protection Authority (Children's Aid), the Police or other investigating agencies. When necessary, the provision of counselling for affected youth members and others involved will be arranged.

In most Canadian jurisdictions, there is a legal duty to report if a child has been or is at risk of being physically or emotionally harmed (including sexually molested) by a person having charge of the child. There is also a duty to report if a child less than 12 years of age has seriously injured another person or caused serious damage to another person's property and is either not appropriately supervised or is not getting the treatment that the child requires. (*Taken from Scouts Canada's booklet, "How to Protect Your Children from Child Abuse: a Parent's Guide"*)

7.2.1 Procedure for Handling Allegations of Harassment or Abuse of Youth Members

When a youth member or parent contacts a member of Scouts Canada with a complaint of abuse against a youth member, or if the police contact Scouts Canada to inform us of charges against a current Scouter/adult member, the following steps should be taken immediately.

Please note that in all cases the needs and interests of our youth members must take precedence.

When a youth or parent advises that an abuse has taken place:

1. Listen, believe and reassure. Stay calm. Don't panic or overact to the information. Listen compassionately and take what the person is saying seriously. Don't criticize or tell the person they misunderstood what happened.

2. Advise the person that you are required to and will report the occurrence to the appropriate Child Protection Authority as well as the Scouts Canada Council Executive Director. No judgment statement should be made about the alleged abuser, nor should you show alarm or anger.
3. Ensure the child is not in any further danger.
4. Advise the person they will hear further directly from the Child Protection Authority.
5. Advise the child or parent that all information will be kept confidential and only the Council Executive Director, the Scouts Canada Risk Manager and Child Protection Authority will be provided with the information.
6. Contact your Council Executive Director and the Child Protection Authority immediately following the discussion.
7. As soon as possible, write a detailed report of your discussion regarding alleged or suspected abuse, including who, what, when, where, how, but not why. Give your written statement to your Council Executive Director as soon as possible following such a discussion.

NOTE: *Requests from police or any other investigating agencies, including lawyers for information or records, must be directed to the Scouts Canada Risk Manager.*

7.3 Guidelines

- Do not rely on your good name to protect you.
- Do not, for one moment, believe "it can never happen to me."
- While respecting the need for privacy and confidentiality, every effort should be made to try not to be completely alone with a young person. When it is appropriate to work one on one, make sure that others are within earshot and within vision.
- Never touch a young person in a way that could be misconstrued.
- Never make suggestive or inappropriate remarks.
- If you suspect a young person is developing a "crush" on you, discuss it with other Leaders and, if appropriate, the parents.
- If you notice any of your colleagues are at risk from their behaviour or a young person's crush, discuss it with them.
- Co-ed leadership in co-ed Scouting situations is highly desirable.

7.4 Additional Resources

- *Scouts Canada's Bylaw, Policies & Procedures*
- Scouts Canada's Help Line 1 613 224-5131 or E-mail helpcentre@scouts.ca
- Scouts Canada's web site www.scouts.ca
- *Scouts Canada's How to Protect Your Children From Child Abuse: A Parent's Guide*
- Any Scout Office
- Provincial and local laws.



8.0 UNIFORMS

It is expected that section members, activity leaders, Scouters-in-training, Scouters and Executive Staff members will wear uniform or an appropriate activity dress on all Scouting occasions and activities.

Only members of Scouts Canada may wear the official uniform.

10.0 CAMPING AND OUTDOOR ACTIVITIES

Scouts Canada believes:

- That the outdoors provides an ideal setting for personal growth and recreation;
- That responsible citizenship imposes upon each person an increasing obligation to live in harmony with the natural environment.
- Because of these beliefs, camping and outdoor activities are essential parts of the programs.
- Every member must be offered the opportunity to participate in camping and outdoor activities. These activities must meet the needs of members for fun and challenge and comply with recognized health and safety practices. Some activities are prohibited by Scouts Canada—refer to Section 13.1—Activity Guidelines for further details.

10.0.1 Activity Categories

(See also Section 13.1 for Activity Guidelines for Prohibited Activities)

Scouts Canada recognizes that the nature of the activities that the youth and leaders participate in involves “risk”, and the elements of risk change. It is generally accepted that activities of longer duration, in more isolated areas and demanding higher levels of skill and physical ability, increase the element of risk.

To help leaders visualize this concept we have grouped “typical Scouting Activities” into three categories based on the location and duration of the activity.

(i) Category 1

Green (go carefully) — Regular weekly meetings whether they are held indoors or outdoors at the regular meeting place. For this category all “Acceptable Practices for Conducting Outdoor Scouting Activities” would apply.

NOTE: Tour, visits and fundraisers would be included in this category. See Section 10.6.

(ii) Category 2

Yellow (proceed with caution) — Any outdoor activity away from the regular meeting facilities, or, of an extended nature, up to and including short-term camping, two nights or less (as defined in Section 10.0.2). For this category all “Accepted Practices for Conducting Outdoor Activities” would apply. In addition to these practices the “Acceptable Practices for Specific Outdoor Scouting Activities” may also apply. See Sections 10.6 & 10.7.

(iii) Category 3

Red (stop, be alert, check things carefully before proceeding) — Long-term overnight activity of three nights or longer, (as defined in Section 10.0.2), or activities of shorter duration, but requiring advanced levels of skills and competencies. For this category, “Accepted Practices for Conducting Outdoor Activities” would apply. In addition to these practices, the “Acceptable Practices for Specific Outdoor Scouting Activities” may also apply. See Sections 10.6 & 10.7.

10.0.2 Definitions

- **Short-term camp** — consists of two nights or less.
- **Long-term camp** — consists of three nights or more.
- **Camping** — consists of staying overnight for one or more nights in a tent, cabin or other form of shelter.
- **Day-Camps** — are outings that do not involve an overnight stay.
- **Family Camping** — is an overnight camp where each Beaver Scout is accompanied by an adult member of their family or adult designate.
- **Sleepover** — is staying overnight in your typical meeting place or comparable facility such as community hall, school, etc.

10.0.3 Approval/Planning Steps

Submit to your Group Committee, for their approval, a completed Camping and Outdoor Activity Application for each activity (see Section 20.0 for the applicable forms).

Obtain signed Parent/Guardian Consent Forms (for category 3 activities and international travel). Communicate to parents activity information and details.

Ensure Program Participant Enrolment Form or Application for Membership and Appointment of Volunteers form for participants are up to date.

If necessary, apply for a Tour Permit.

Ensure an Emergency Plan is completed.

Review Section 10.0, and in particular 10.6 for general guidelines and 10.7 for the applicable activity for additional requirements, if any.



10.1 ADDITIONAL LEADERSHIP REQUIREMENTS FOR CAMPING AND OUTDOOR ACTIVITIES

(SEE SECTION 4.8.2)

10.1.1 Beaver Scouts

- (i) Family Camping—A parent/designate may be responsible for a maximum of two Beaver Scouts.
- (ii) Minimum facilities for Beaver Scout camping must include tents for sleeping and some form of additional weather resistant shelter suitable for games, crafts, dining and cooking.

10.1.2 Cub Scouts

- (i) Minimum facilities for Cub Scout camping must include tents for sleeping and some form of additional weather shelter suitable for games, crafts, dining and cooking.
- (ii) Winter Camping requirements for Cub Scouts:
 1. At least one of the adults is experienced in winter camping.
 2. A parent or guardian of each Cub Scout receives a list of the clothing and bedding required. This gear to be checked by the experienced adult before leaving for camp.
 3. A telephone or similar communication equipment is available for emergency use.
 4. A vehicle, to be used in the event of an emergency, is present on site.
 5. There are adequate latrines and washing facilities.
 6. A supply of drinking water is available.
 7. Arrangements made in case of the need for emergency evacuation.

10.1.3 Scouts

Troop Scouters may approve patrol size groups of Scouts (two to ten) holding short-term camps without adult leadership, providing each Scout has obtained permission from a parent or guardian.

10.1.4 Venturer Scouts

Venturer Scouts may hold short-term/long-term camps without adult leadership, providing each youth has obtained permission of a parent or guardian and the approval of the advisor.

10.1.5 Rover Scouts

Rover Scouts may camp without adult leadership provided notification has been given to the Rover Scout crew advisor.

In exceptional circumstances, where one or more Scouters are unable to attend a meeting/activity, another registered

Scouter should be recruited to take his/her place. If the Scouter in charge is to be replaced, it must be with: Beaver Scout/Cub Scout/Scout section, an adult who is 18 years of age or older; Venturer Scout section, an adult who is 21 years of age or older. If it is not possible to replace a registered Scouter with another registered Scouter, a parent/guardian may be recruited to fill in.

NOTE: *In this situation, at least 50% of the leadership team must be Registered Scouters.*

10.2 FIRST AID

At least one adult has first aid training and first aid equipment appropriate for the activity and is designated as the "First Aider." If an adult is not present for any reason, a youth member must have first aid training and first aid equipment appropriate to the activity and be designated as the "First Aider." The Leader/First Aider must have a method or plan for communications at all times.

10.3 SLEEPING QUARTERS

The individual's right to privacy must be recognized and taken into consideration in such matters as sleeping places and sanitary facilities.

Adult members should, where possible, have sleeping accommodations separate from youth members, unless discipline, safety or available facilities dictate otherwise. (If sleeping accommodations are shared with youth for any of the above reasons, at least two adults must be present at all times.)

Co-educational camps should ensure that every consideration is given to Propriety.

10.4 TRANSPORTATION

Parents are responsible for transporting or arranging for transport of their children to and from Scouting activities.

Vehicles owned and operated by volunteers must be insured by the owner under the Provincial law of their domicile and be operated by duly licensed and insured drivers.

Scouts Canada does maintain Non-Owned Automobile coverage under its Liability policy to protect Scouts Canada, the legal entity, from third party claims. However, this insurance does not protect owners/drivers of privately owned vehicles that are used during or to and from Scouting events. Volunteers who drive Scouting members to and from meetings, camps, jamborees, etc. do so at their own risk. Scouts Canada does not cover the cost of damage to their automobiles, nor does it cover deductible amounts, loss of discounts or loss of use. **Third party claims made against owners of vehicles are NOT covered by Scouts Canada.**

Scouts Canada strongly suggests leaders, other Scouting members and/or parent volunteers who use their vehicles to transport passengers carry a minimum of \$1,000,000 Liability insurance, and further recommends \$1,000,000 per passenger on their vehicle to



ensure they are fully protected. **Volunteers who drive Scouting members do so at their own risk.**

Vehicles that are rented or leased on a short term basis for Scouting business will be covered under Scouts Canada's Non-Owned Automobile Third Party Liability Insurance and Damage to Non-Owned Automobiles coverage, but only if the vehicle is rented in the name of Scouts Canada by a full time employee of the Corporation. The rental agreement must clearly state that the vehicle is rented in the name of Scouts Canada. As vehicles rented by volunteer members are NOT covered, additional liability and collision coverage should always be obtained.

Further, the Non-Owned Automobile Third Party Liability Insurance does not provide any coverage for vehicles that are borrowed for Scouting's use. The Non-Owned Automobile Third Party Liability Insurance does protect Scouts Canada, the Corporation, should it be named in a suit or action involving use of a non-owned vehicle.

10.5 TRAVEL

Please refer to Section 19.16.

10.5.1 Air Charter Flights

Please refer to Section 19.2.

19.2 AIR CHARTER FLIGHTS

Group charter flights, organized in the name of Scouts Canada, shall be for or in conjunction with approved and bona fide Scout activities only. All such group charter flights shall be approved and regulated by National Operations.)

10.5.2 International Letters of Introduction

Please refer to Section 19.8.

19.8 INTERNATIONAL LETTERS OF INTRODUCTION

An International Letter of Introduction may be obtained for groups and individuals traveling outside of Canada. Such Letters are issued by Council offices on a standard form issued by the World Organization of the Scout Movement upon written application that must be endorsed by the Area Commissioner. Please also refer to *Travel, Section 19.16*.

The only purpose of the International Letter of Introduction is to identify the carrier as an actively registered Scouting member. The Letter conveys no special privileges.

Council offices must keep records of issuance of such Letters which are to be numbered consecutively and must contain issuing and expiry dates.

The bearer must also sign the Letter.

19.16 – TRAVEL

Members proposing to camp or travel outside Canada as part of an authorized Scouting event/ activity must obtain the approval of their Council Executive Director, giving at least four weeks prior notice. Tour Permits for this purpose can be

obtained from any Council office, from the www.scouts.ca website, or see Section 20.0. Please refer to Section 13.22 for further detail on Tour Permits.

EXCEPTION: *If tour is into USA, the distance from home is not more than 200 km and the duration is less than 12 hours, a Tour Permit is not required.*

Scouts Canada requires that individuals and groups travelling outside Canada carry adequate "Out of Country Medical Insurance" and, if travelling by commercial carrier, "Trip Cancellation Insurance". Travellers may obtain such coverage through local travel agents, insurance companies or family health plans. Travel insurance is not available through Scouts Canada.

Individuals or groups travelling long distances in Canada by commercial carrier may also wish to consider purchasing "Trip Cancellation Insurance. In all instances, it is recommended that an accredited travel agency be used".)

10.6.2 Leadership

Exercising sound leadership means providing links between our Mission and the details of programs. In a general sense, this means providing an appropriate duty of care that reflects our Mission. The specific manner in which this duty of care is exercised can be thought of as minimizing the effects of dangers that are both within and outside human control.

- (xi) Adequate supervision is provided for the activity. Participants are provided with adequate supervision considering their cognitive, emotional, psychological and physical abilities and the program goals and activities. Appropriate youth/leader ratios are followed as indicated in Section 3.0, and Section 10.1.
- (xii) Leaders, in consultation with the youth, have established appropriate rules, goals and objectives for the activity.

10.6.3 Planning and Research

It's a matter of accepted and safe practice that no matter how, or under what circumstances activities are conducted, there has to be some kind of a plan that falls within a broader set of intentions.

- (i) Leaders have demonstrated that they have conducted thorough research appropriate to the nature of the activity. Inspection of the activity area is conducted appropriately and adjustments are made accordingly.
- (ii) Leaders have identified and assessed the risks/hazards associated with the activity and modified their program appropriately if necessary.
- (iii) Leaders have determined what the participants' appropriate attitudes, skills and knowledge for the activity should be.
- (iv) Leaders have obtained permission to conduct the activity. These permissions include but may not be limited to: Group Committee, Commissioner, Land Owner, Parents, etc.
- (v) Activity areas and weather conditions are appropriate for the activities and the level of the participants' skills.
- (vi) Participants are provided with adequate instruction for the activity. This includes but may not be limited



to instruction in: a) clothing; b) equipment; c) food; d) navigation; e) conduct on the route; f) injury prevention; and; g) the appropriate information, practice, experience and evaluation in the appropriate sequence.

- (vii) Participants and/or parents are appropriately briefed and then debriefed following the activity. This includes but may not be limited to: description of event, attitudes, skills, knowledge, and equipment required.
- (viii) Leaders have ensured that the activities to be conducted are consistent with Scouts Canada's *Bylaw, Policies and Procedures* and program objectives, local Scouting policies and the laws of the land.
- (ix) Leaders have ensured that the group has acquired, through training or experience, the appropriate attitudes, skills, knowledge, health and fitness levels appropriate for the activity.
- (x) Leaders have contingency plans in the event that an emergency or change of route plan requires them.
- (xi) Leaders are able at a minimum to effect simple rescues from various situations.
- (xii) Leaders have knowledge and locations of all medical facilities en route, and the ability to contact support personnel.

10.6.4 Equipment, Nutrition and Hygiene

Equipment loss and breakage is most often linked to inappropriate use. Nutritional and hygiene needs are also identified as sound preventative measures for safe programming. Ignoring the lessons in the loss and breakage of equipment, and/or poor attention to nutrition are precursors to personal injury.

Participants have, or are provided with, a list identifying: the appropriate food, clothing, equipment and footwear for each activity. It is understood that the appropriate kinds of clothing, food and equipment will vary depending on the activity, length of activity, type of terrain and environment, time of year and the weather which could be encountered.

Leaders have demonstrated the ability to properly select, use and maintain equipment appropriate for the activity. Appropriate guidelines include but may not be limited to:

- a) properly care for and maintain equipment as per manufacturer's directions;
- b) checking equipment prior to each outing;
- c) retiring equipment that is no longer functional or adequate; and
- d) properly recording the purchase, maintenance, and replacement of equipment.

Leaders have an up-to-date, appropriate understanding of the equipment they will be using and they teach this to the participants. Leaders generally have an advanced understanding of the equipment they will be required to use, including, but not limited to appropriate operation, use, care, cleaning and repair.

Appropriate measures are taken to ensure that participants have adequate nourishment and water appropriate for the activity. Adequate levels of food and water are supplied or brought by participants, including pure water or a pure water source. It is understood that the amount of water and food will vary depending on the activity, length of activity, type of terrain and environment, time of year and the weather which could be encountered.

Appropriate measures are taken to provide proper hygiene for participants and leaders. Proper hygiene may reduce the frequency and severity of illness and infections. Measures taken include, but may not be limited to:

- a) use of appropriate latrine facilities;
- b) bathing;
- c) hand washing;
- d) water purification;
- e) feminine hygiene products and
- f) proper food handling.

Leaders have checked the participants to ensure that they are adequately equipped and prepared for the activity and the group has appropriate emergency and repair kits.

The program follows an appropriate inspection schedule for equipment and associated protective gear. Inspections are conducted prior to participant use. This includes but may not be limited to:

- a) checking equipment at the beginning of each activity; and
- b) any damaged equipment is brought to the attention of the leaders and either repaired or retired.

10.6.5 Environment

We are part of an ecosystem in a delicate balance. Maintaining that balance means developing acceptable ways and means of operating programs in a variety of circumstances.

- (i) Leaders have assessed the potential risks/hazards associated with the environment in which the activity is to take place. This includes but may not be limited to: weather, location, isolation, accessibility, communication, water, etc. and leaders have taken steps to minimize/manage potential risks/hazards identified.
- (ii) Leaders and participants respect other campers, hikers, cyclists, the environment, and any wildlife, which they may encounter. This includes but may not be limited to: a) establishing location of camps in group camping areas where possible; b) keeping noise levels to a reasonable level and establishing "quiet hours"; c) sharing the trail and allowing other hikers to pass; and d) not harassing or feeding wildlife.
- (iii) Leaders select routes and campsites where impact to the environment is minimal and all garbage and waste is properly disposed of, or packed out, following a "Leave No Trace" philosophy. If human waste is disposed of in the natural environment, it is done so in a minimally invasive manner. If this cannot be accomplished, it is carried out.



If needed, latrine areas are constructed for the type of environment in which activities are conducted. In back country and wilderness areas where latrine facilities are not available, the program promotes the appropriate methods for waste disposal. This generally is dependent upon the amount of waste and the ecological system. Facilities are located at least 60 metres from water sources. In some cases (e.g., caving programs, river corridors) waste will need to be carried out.

All paper and packaging is disposed of according to “Leave No Trace” philosophy.

- (iv) Washing is done in a manner that will not adversely affect participant’s health or attract animals, and limits environmental impact. The program uses “Leave No Trace” philosophies that make minimal use of soap near water sources, including scouring with sand and gravel, lathering first and rinsing well, and brushing teeth at a minimum of 60 metres from water source.
- (v) Cooking and food handling are conducted in a manner that will not affect or attract animals. This includes but may not be limited to; a) clean campsites; b) not feeding animals; and c) and using appropriate methods for avoiding bears.
- (vi) Food is appropriately stored, and in reusable containers when possible. Food is purchased in accordance with a reduce/reuse/recycle policy, and is appropriately stored against the effects of heat and cold and possible animal predation.

If food is not used, it is carried out. If this cannot be done, it is disposed of in a minimally invasive manner.

Fires are used in a manner so as to limit environmental impact.

- (vii) For cooking, stoves are used in place of fires when fires would adversely affect the environment. Fires in certain regions (e.g., desert or high mountains) have a greater consequence than in other regions. Use fire sites that are already established or cleaned up after use. Wood is not gathered in a destructive manner. It is recognized that building a fire to save a life supersedes this general policy.

10.6.6 Conducting Activities

Conducting activities fairly and equitably avoids coercion and encourages a standard of care where participation is by choice.

- (i) Participants proceed at a pace that is appropriate for all members of the group and will reasonably prevent injury or illness. The strenuousness of the activity is adjusted to be appropriate for all members of the group and consistent with the program goals. “As fast as the slowest person” is appropriate if the group has agreed that travel together is the activity goal. There are times when a person is physically, mentally or emotionally unable to complete an activity and should no longer participate.
- (ii) If programming is conducted in diminished conditions (e.g., at night, or in difficult terrain), it is limited to appropriate times and appropriate safety precautions are in place.

10.6.7 Watercraft

When Scout Councils/Groups provide watercraft programs/activities, it is their responsibility to ensure that the person(s) in charge is competent to operate a watercraft program activity on the waters to be used, and to ensure that the regulations that follow are observed.

When Sections provide watercraft programs/activities, it is the responsibility of the Group Committee to ensure that the person(s) in charge is competent to operate a watercraft program activity on the waters to be used, and to ensure that the regulations that follow are observed.

Watercraft used for Scouting purposes must meet Transport Canada/Coast Guard and local Scouting regulations. In addition to the regulations of Transport Canada/Coast Guard, watercraft used for Scouting purposes must be equipped with painters or end loops; and if equipped with drain holes, carry a spare plug. Each small watercraft, if full of water, must be capable of remaining afloat supporting its occupants (this may necessitate the addition of buoyancy materials).

When travel at night is necessary, watercraft not required by law to carry navigation lights must be equipped with a flashlight or lantern in order to make their presence known.

Youth and adults participating in small craft (6 metres or less) boating activities involving powered and non-powered boats must wear Transport Canada approved, properly fitted, personal flotation devices (PFDs) life jackets at all times. Canoes exceeding the 6 metre standard will also be included in this policy.

(Transport Canada/Coast Guard and Scouts Canada recommends that approved PFDs be worn at all times while participating in watercraft activities.)

Members taking part in watercraft activities must have a knowledge of hypothermia, its symptoms and treatment.

10.6.8 Swimming

When Scout Councils/Groups provide swimming programs/activities, it is their responsibility to ensure that the person(s) in charge is competent to operate a swimming program/activity in the waters to be used, and ensure that Scouts Canada’s procedures are adhered to.

When Sections provide swimming programs/activities, it is the responsibility of the Group Committee to ensure that the person(s) in charge is competent to operate a swimming program/activity in the waters to be used and to ensure that the regulations that follow are observed.

During any swim period (except in public regulated pools), the following must be met:

- Before beginning a swim period, the safety of the swim area shall be established.
- At least one water activity supervisor for every ten (10) swimmers must be on duty.
- The minimum qualification for youth members who are acting as water activity supervisors is the Bronze Cross and they must be a minimum of 16 years of age.



- Water activity supervisors should be identified to the swimmers prior to the commencement of swimming activities, and suitable attire is to be worn by the supervisors while on duty.
- Suitable rescue and reaching aids must be available at all times.
- All swim groups must be organized under the paired “buddy system.”
- The physical condition and swimming ability of each member should be known by the water activity supervisor before the activity/program begins.
- Water activity supervisors are to be positioned within easy reach of swimmers.
- No member shall be permitted to swim unless under responsible supervision.
- Each swim period shall be under the supervision of a qualified person to whom the water activity supervisor is responsible.

10.6.9 Recognized Agencies

The following agencies are formally recognized by Scouts Canada as an authority in their respective fields:

- Canadian Red Cross Society (Swimming)
- The Lifesaving Society (Lifesaving)
- St. John Ambulance (First Aid).

10.7 ACCEPTABLE PRACTICES FOR SPECIFIC OUTDOOR SCOUTING ACTIVITIES

Please note that this section provides helpful information for Leaders and Group Commissioners to help determine if Leaders and participants are:

- in the right place
- at the right time
- with the right people
- and with the right equipment.

This includes ensuring that the proposed activity is age appropriate for the youth that they are working with.

- 10.7.1 Hiking and Backpacking;
- 10.7.2 Camping;
- 10.7.3 Initiative Games and Problem-Solving Exercises;
- 10.7.4 Orienteering;
- 10.7.5 Bicycle Touring;
- 10.7.6 Mountain Biking;
- 10.7.7 Artificial Wall Climbing;
- 10.7.8 Top Rope Rock Climbing;
- 10.7.9 Rappelling;

- 10.7.10 Caving;
- 10.7.11 River Crossings;
- 10.7.12 Snowshoeing;
- 10.7.13 Cross-Country Skiing and Backcountry Skiing;
- 10.7.14 Expeditions and Remote Wilderness Travel;
- 10.7.15 Flat Water Canoeing and Kayaking;
- 10.7.16 White Water Canoeing and Kayaking;
- 10.7.17 Sea Kayaking;
- 10.7.19 Power Boating;
- 10.7.20 Power or Sail Cruising; and
- 10.7.21 Car Rally Guidelines.

13.0 RISK MANAGEMENT

13.1 Activity Guidelines

All Councils, Groups, and Sections should seriously consider the risk of bodily injury or property damage associated with any contemplated activity. Certain activities, because of their inherent risks, must not be held as approved Scouting activities.

The prohibited activities are:

- mud bash events,
- parachuting, parasailing, hang gliding, Ultralite aircraft, experimental aircraft and similar activities,
- motorcycle, automobile or power boat races or speed rallies,
- bungee jumping,
- paint ball or other activities where a projectile is aimed at a person, and
- the sale of fireworks.

Many other activities, although they may contain some risk, may be held as approved Scouting activities; however, all necessary and proper safety procedures must be adhered to, all equipment used must comply with applicable safety standards and have the necessary governmental approvals, and instructors should hold the necessary qualifications. *Refer to Section 10.0* for more detail on outdoor and camping activities.

13.2 Alcohol/Drug Use

See Section 13006.

13.3 Aviation Insurance

Scouts Canada, as part of its liability insurance package, maintains non-owned aircraft liability insurance to protect the Corporation from liability claims for bodily injury and property damage resulting from the use of small aircraft (*see Section 13.1*) with a total seating capacity of 10 or less for approved Scouting activities.



It should be noted that an exclusion to coverage is any aircraft piloted by a registered member of Scouts Canada.

The same rules and regulations in effect for the liability insurance pertain to the reporting of incidents in a timely manner and claims against this policy. *Please refer to Section 13.11.*

Should you be served with a writ or legal letter regarding a claim against this insurance, it must immediately be forwarded to the Scouts Canada Risk Manager. *Refer to 13017 in BP&P.*

13.7 Crisis Response Plan

Each Council office should have in place a plan to deal with any emergency situations that may occur. Should such a situation occur, each adult member of each Council must know who to call, where to go and how to establish critical operations, key activities and critical tasks.

An emergency plan will provide leaders with the necessary information about youth and leaders and an action plan to follow in the event of an emergency.

The leadership team must have:

- Emergency phone numbers pertinent to their location for: Police, Fire, Ambulance and Poison Control.
- Directions to the nearest hospital or health care facility.
- At least one adult/youth with the appropriate first aid certification and equipment appropriate to the activity.
- A method or plan for communications.
- An evacuation plan.
- Accident reporting/recording procedures.
- Leaves with responsible person at “home” the following: trip plan, map, list of names, phone numbers, start/finish points and times.
- Emergency repair kits where appropriate (i.e. for bicycles, stoves, tents, canoes, etc.).
- Leaders must always have an action plan to identify potential emergencies and determine the appropriate response for each, including who will take control. For example, in the event of physical injuries, the most qualified person available takes control until medical personnel arrive. That person will:
 - Assess the nature of the accident and the extent of the injury or injuries.
 - Direct other leaders to call for appropriate assistance and to manage the crowd.
 - Treat or oversee treatment of casualty/casualties. This continues until medical personnel arrive.
 - Document and report incident.
 - Evaluate the accident for future prevention.
- All media inquiries surrounding such emergencies must be referred to the National Director of Communications who is the official spokesperson for Scouts Canada.

13.9 Duty of Care

Please refer to Section 7.0.

13.11 Incidents Reports

Scouting members are required to immediately report any incident that might lead to a claim against the Corporation and its insurance policies by completing Form 91-112—see *Section 20.0* for the prescribed form and information regarding its use.

When an incident occurs that results in bodily injury or property damage, the following process should be followed:

- deal with immediate injury or damage appropriately;
- make no statement to anyone, including injured victim;
- advise parents/family of an injured person without acknowledging liability;
- document carefully and immediately in a neutral manner, answering—who, what, where, when and how;
- make no judgement as to why;
- direct all questions, including those from police and media, to the National Office at (613) 224-5131; and
- complete Incident Report.

13.12 INDEMNIFICATION AND HOLD HARMLESS AGREEMENTS

The signing of agreements at the local Council level can create additional risk for the corporation. These agreements can range from a lease agreement covering a Scouting event in a local mall, to a contract to conduct some work on the local Council office, to an agreement to cover the use of public parklands for a camp or jamboree, as well as various other agreements.

The important point to remember when signing agreements is to ensure Scouts Canada does not assume sole responsibility for risk. For example, when using a mall for a local Scouting event ensure Scouts Canada is only responsible for its own negligence and not that of others such as the mall owners, their employees, etc. *Refer to 13006 in BP&P* for further details.

13.12.1 Indemnification Agreement

When negotiating the use of services of an activity provider (i.e. a climbing wall), it is always preferable to use Scouts Canada's indemnification agreement wherein Scouts Canada assumes responsibility for negligence on its part, and the other party retains responsibility for its negligence. Don't forget to attach the other party's proof of insurance to the signed agreement. See *Section 20.0* for the Indemnification Agreement form.



Some parties will insist their agreements be used. In those cases, the requested form should be reviewed to ensure only the responsibility that rightfully belongs to Scouts Canada is assumed. If you or your Council Executive Director are unsure, forward the agreement to Scouts Canada's Risk Manager for review. It may be necessary to have the agreement checked by Scouts Canada's insurance brokers and/or legal counsel, particularly if it is a complex agreement; therefore, allow ample time for the review of such agreements. Again proof of insurance must be obtained.

13.12.2 Organizational Hold Harmless and Indemnity Agreement

In keeping with Scouts Canada's property use policy (*Refer to 13019 in BP&P*), a Council may wish to allow limited third party use of its property by like organizations. Should the Council decide to do so, it must ensure that the additional risk associated with third party use is not placed on Scouts Canada. That risk must be transferred by way of Scouts Canada's Organizational Hold Harmless and Indemnity Agreement (*please refer to Section 20.0* for the prescribed form), with that like organization providing proof of their General Liability insurance reflecting a combined limit of not less than \$2,000,000.00 per occurrence and specifying that Scouts Canada has been included as an additional insured. The appropriate Certificate of Insurance must be attached to the signed Hold Harmless agreement, and must outline any exclusions under the policy. Review such exclusions to ensure they do not create additional risk for Scouts Canada.

Such third party use must be restricted to the use of property only—Scouts Canada must not provide other organizations with products (i.e. food, craft supplies, etc.) or staff (i.e. life guards, cooks, etc.).

The only third party organization from which we do not require a Certificate of Insurance is Girl Guides of Canada who have entered into a memorandum of agreement with Scouts Canada regarding use of properties and participation in Scouting events. However, use of Scouts Canada's property by Girl Guide groups must fit within the property policy parameters. A reminder—Boy Scouts of America is considered a like organization to which these regulations apply.

13.12.3 Individual Hold Harmless and Indemnity Agreement

Persons, adult or youth, who participate in Scouting activities of any kind, and who are not registered members of Scouts Canada, must sign an Individual Release and Hold-Harmless Agreement (*see Section 20.0* for the prescribed form) to protect Scouts Canada from any claims resulting from participation in the activity or use of Scouts Canada property. The only exceptions to this rule are the following who are not required to sign the Release form:

- those volunteer helpers/resource people, including parents/guardians, who are screened as outlined in the Screening Level Chart (*Refer to 3001.2 in BP&P*); and
- invited youth who attend no more than two meetings to sample the Scouting program.

13.13 Indemnity Insurance

The National Indemnity insurance policy is basically an accidental death and dismemberment policy with **some** additional coverage for dental accidents, loss of wages and sundry medical expenses. It is a basic policy which is intended to supplement personal insurance coverage. Details of this policy can be found on Scouts Canada's web site, www.scouts.ca in BP&P.

This insurance is intended to provide secondary coverage for accidents that occur during Scouting activities. The insurance is not in effect for those out of country activities that require a tour permit—*see Section 13.22*.

In order to ensure coverage, all accidents/incidents which might lead to a claim must be reported immediately to the Scouts Canada Risk Manager—*see Section 13.11* and *Section 20.0* for the prescribed form.

For death/dismemberment or accident indemnity benefit claims, please contact Scouts Canada's Risk Manager for the necessary claim forms. All sundry medical and dental claims are processed by submitting original receipts and an original standard dental claim form to the Scouts Canada Risk Manager. All claims must be submitted within 365 days of the date of the incident, with the exception of claims for dental work which cannot be completed immediately due to dental development and then only if the dentist has indicated this possibility within 365 days of the accident date.

Any correspondence which is received regarding an incident or a subsequent claim must be immediately forwarded to the Scouts Canada Risk Manager.

13.14 Intentional/Criminal Acts

Please note that Scouts Canada's insurance coverage is not available for acts deemed to be committed intentionally and which lead to criminal proceedings against a member.

A member who is accused of a criminal or quasi-criminal offence must arrange his/her own defence. Should that member subsequently be found not guilty, he/she may apply for reimbursement of reasonable fees and disbursements in connection with their defence. Please contact your local Council Executive Director in this regard.

13.15 In Confidence Conversation

If approached by a person, former member of Scouting, parent of a member, current youth member or adult leader wanting to provide information "in confidence" and insisting that information must not to be shared with anyone else, be aware of the following:

- There is no legal obligation to treat the information received as confidential, although it may be considered a moral obligation. As a matter of law, a person cannot unilaterally impose a legally binding obligation of confidence.
- The overriding concern in situations such as this is to protect Scouts Canada and the youth it serves. If the information suggests that a potential risk still exists, treat it as an allegation and proceed as per procedures.



- This type of situation can be most awkward and usually deals with some form of child abuse—past, present or suspected. If faced with such a situation, follow the steps listed below:
 - Make clear to the person at the outset that you will be pleased to listen to the story which the person may wish to tell, but you cannot treat the information received from them in confidence should it relate to your ongoing duty to protect Scouts Canada and the youth which it serves.
 - If following such clarification, the person still wishes nonetheless to unburden himself/ herself, so be it.
 - Once the conversation is completed, remind the person as to the position that you stated at the outset.
 - As soon as possible, write a detailed memo while the conversation is still fresh in your mind and forward this to your Council Executive Director.
 - If, based on the information provided, you feel that Scouts Canada or its youth members are potentially at risk, you should take the appropriate action—see *Section 7.2*.

13.16 Lethal Weapons

Lethal weapons, for the purposes of Scouts Canada, are defined as any barrelled weapon from which any shot, bullet or other projectile can be discharged that is capable of causing serious bodily injury or death to a person; and further includes a device that propels a projectile by means of explosion, compressed gas or spring; and includes a rifle, shotgun, air gun, pistol, revolver, handgun, spring gun, paint ball gun, crossbow or longbow.

The possession or use of firearms is not permitted during Scout activities or on Scouting property. The only exception is Range Shooting as defined below.

Exceptions may be approved by the Council Executive Director on a case by case basis, where potential wild animal encounters may jeopardize the safety of those involved (i.e. in grizzly bear country in northern Canada).

Range Shooting—Firearms

(Except Archery—Longbows and Crossbows)

In keeping with our accepted practices in Section 10.0, to participate in range shooting youth members must have a current permission form signed by the member's parent or guardian.

After securing permission from the appropriate Councils, Scouters may allow members to practise shooting; but only according to the laws of Canada, provided that the members are enrolled in a section senior to Cub Scouts, and have signed permission from the member's parent or guardian.

Scouters should check with the appropriate authorities including the Chief Provincial Firearms Officer and local police before commencing a range shooting program to ensure that all requirements of law are met in the implementation of the proposed program.

Archery (Longbows and Crossbows)

In keeping with our accepted practices in Section 10.0, to participate in archery youth members must have a current permission form signed by the member's parent or guardian.

Archery is suitable for Cub Scouts and sections senior to Cub Scouts. Scouters may allow members to practice archery or to engage in archery matches only under competent supervision in designated or established areas for archery purposes.

13.21 Tools/Knives

Knives (safety folding blade type), including multi-purpose tools, may be used during age-appropriate program activities by all members, *excluding Beaver Scouts*, providing it is a bona-fide requirement for the particular activity.

Sheath knives may be worn when it is a bona-fide requirement of the particular Scouting activity and only by Scouts, Venturer Scouts, Rover Scouts and Scouters and must not at any time be concealed.

13.22 Tour Permits

Tour Permits must be obtained by any Group wishing to travel outside of Canada. The only exception is if the tour is to the USA, the distance from home is not more than 200 kilometres AND the time out of Canada is less than 12 hours. This exception allows cross-border Groups to join their counterparts in the USA for regular meetings or special events.

It is important to note that the Indemnity Insurance provisions, as outlined in Section 13.13, do not apply to travel requiring a tour permit; therefore, in addition to the permit, Groups must ensure that all members travelling out of Canada acquire the necessary medical insurance to protect them during the trip. Also, if travelling by commercial carrier, participants are required to acquire trip cancellation insurance. See *Section 20.0* for the actual "Tour Permit" form, and instructions on its completion and submission.

13.23 Vehicle Use (Transportation)

Refer to Section 10.4—Transportation.



13.25 Waivers

Scouts Canada does NOT require its members (or their parents/guardians) to waive their rights to participate in approved Scouting activities. Scouts Canada as a Youth Serving Organization is entrusted with providing a safe and secure environment for the youth it serves to the best of its ability. Scouts Canada practices risk management and provides adequate insurance coverage for all its members. It should be noted that this insurance protection applies to all Scouting members during authorized Scouting activities. Scouts Canada accepts responsibility for its members and its activities and expects others to do the same.

Leaders and adult members are also educated through training and given support to ensure that they operate in a manner that does not put our youth members at risk either through injury or loss of their rights.

Scouts Canada is not prepared to take on the potential risk of others or jeopardize the rights of our youth through the use of waivers or hold harmless agreements. Scouts Canada is prepared to provide proof of its insurance coverage and would reasonably expect other agencies or enterprises to do the same.

Parents who waive the rights of their child are not doing so at the request or advice of Scouts Canada and are not protected by Scouts Canada insurance. All should be aware that gross negligence cannot be waived and a parent who does sign a waiver for a child may only be delaying responsibility until the child reaches the age of majority. Once the child reaches the age of majority, he or she could take action against their parents, the party who requested the waiver and Scouts Canada.

An alternative to waivers is Scouts Canada's Indemnification Agreement—see *Section 13.12.1*. Attempt to negotiate its use with firms that offer activities to local Scouting Groups. A good example would be a local climbing wall facility. Indeed many such facilities across Canada have agreed to use Scouts Canada's Indemnification Agreement or an informed consent form in place of parental waivers.

Informed consent forms are acceptable, but these should not be confused with waivers. Parents may be required to give permission to allow their child to participate in a particular activity. It is also acceptable to outline the possible hazards inherent in such an activity so that the parent is fully aware of the possible implications when giving their consent to a particular activity; however, such forms must never include a waiver of the child's rights.

(i) Individual Release and Hold-Harmless Agreement:

Persons, adult or youth who participate in Scouting activities of any kind, and who are not registered members of Scouts Canada, must sign an Individual Release and Hold-Harmless Agreement (see *Section 20.0* for a copy of the form) to protect Scouts Canada from any claims resulting from participation in the activity or use of Scouts Canada property. *Please refer to Section 13.12.2* for the only exceptions to this procedure.

(ii) Photo/Video Release Form:

The only other release form that Scouts Canada's members may be asked to sign is for the use of photographs or videotapes in those instances where the photos or videos would be used outside of the Group to promote Scouting or for other advertising purposes. It is not necessary to obtain a release for photos or videos that are simply used to record Scouting events or are shared with other Scouting members. Two versions of the form are available—one for members under the age of 18 years which must be signed by parents/guardians, and one for members 18 years of age or older. See *Section 20.0* for the required forms. **NOTE:** *Beginning in 2004, some Councils have begun using updated registration forms which include the photo/video release statement.*

13.26 Animals at Camp

Domestic animals are prohibited from being present at Scouts Canada activities and camp facilities. The exceptions to this prohibition are "working animals" (such as seeing eye dogs) or animals attending for demonstration purposes, such as police Canine Unit members.

20.0 FORMS

Forms can be found on Scouts Canada's website, www.scouts.ca, in BP&P.

PLEASE NOTE: These are the only forms approved for Scouts Canada's purposes and are to be used without modification.

- Camping and Outdoor Activity Application—3 pages
- Emergency Plan/Action Plan
- First Aid Kit Usage Log
- Incident Report Form—2 pages
- Indemnification Agreement
- Individual Release and Hold-Harmless Agreement
- National Indemnity Insurance—2 pages
- National Liability Insurance Coverage
- Organizational Hold-Harmless and Indemnity Agreement
- Parent/Guardian Consent Form for Category 3 Activities and Out of Country Travel
- Tour Permit—2 pages.

