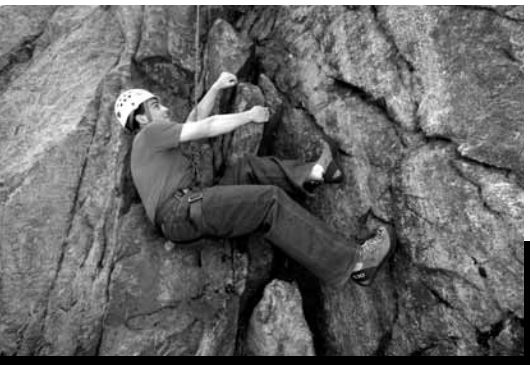




GUIDE TO SAFE SCOUTING

A GUIDE FOR CURRENT POLICIES AND PROCEDURES

BOY SCOUTS OF AMERICA®

TRANSPORTING SCOUTS SAFELY

Don't Get Caught in the Risk Zone

Be aware of killer fatigue and distractions while you are driving! Mental and physical fatigue and distractions, such as texting and using your smartphone, are two of the leading causes of highway crashes and fatalities. Motor vehicle accidents are also the most costly, in lives and claims, in the BSA.

Drivers are generally poor judges of their own level of fatigue and their driving skills. They are unable to predict just how tired they actually are, and they think they can operate a vehicle while using their smartphones. These two things can amount to a deadly combination!

What Can You Do to Help?

The new Risk Zone campaign materials have been put together in a roundtable format for leaders, volunteers, and anyone else in Scouting.

The materials are in a PDF format on www.scouting.org/scoutingsafely. Go to the "Training" section. The Risk Zone materials include everything leaders need to print off, including presentation materials, posters, a quiz, the Driver's Pledge, and pocket-sized verification cards.

When one person avoids the Risk Zone, someone makes it home safely.

THE RISK ZONE™
VEHICLE

BOY SCOUTS OF AMERICA®
RISK MANAGEMENT

GUIDE TO SAFE SCOUTING



A GUIDE FOR CURRENT
POLICIES AND PROCEDURES

Get the Latest Information!

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**



BOY SCOUTS OF AMERICA®

Prepared. For Life.®

The BSA's Commitment to Safety

We want you to know that the safety of our youth, volunteers, staff, and employees cannot be compromised. Health and safety must be integrated into everything we do to the point that no injuries are acceptable beyond those that are readily treatable by Scout-rendered first aid.

The Scouting program itself, activities Scouts participate in on a regular basis, and the outdoor classroom used in Scouting have inherent risks. A challenging program and activities help attract youth and retain them in Scouting. Perceived risk during such ventures heightens awareness and builds confidence and discipline vital to building tomorrow's leaders.

There is a place in Scouting for age-appropriate events that push youth beyond their normal comfort level and stretch their abilities. This is appropriate when risks are identified and mitigated. One should not participate in or promote activities when risks are unknown or ignored. We must protect our youth as part of our program. In a sense, safety is our license to operate.

In particular, Scout leaders are responsible for the physical and mental well-being of everyone under their supervision. Parents who entrust Scout leaders with their children justifiably expect them to return uninjured.

To achieve that goal, everyone must work together to do the following:



The national Key 3: Commissioner Tico Perez, President Wayne Perry, and Chief Scout Executive Wayne Brock

- Know, understand, and comply with all rules, policies, and procedures.
- Model safe behaviors when participating in Scouting events.
- Encourage staff, volunteer leaders, and youth members to share in the management of risk.
- Promote, provide, and, when appropriate, require health and safety training.
- Communicate the importance of incident and near-miss reporting and hold staff members accountable for implementing reporting procedures at unit, district, and council levels.
- Study incidents that do occur to learn from them, and modify risks where appropriate.
- Support enterprise risk management concepts.

Thank you for being part of the Scouting movement and creating an exciting and safe experience for every participant.

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Preface

The purpose of the *Guide to Safe Scouting* is to prepare members of the Boy Scouts of America to conduct Scouting activities in a safe and prudent manner. The policies and guidelines have been established because of the real need to protect members from known hazards that have been identified through 100 years of experience. Limitations on certain activities should not be viewed as stumbling blocks; rather, policies and guidelines are best described as stepping-stones toward safe and enjoyable adventures.

All participants in official Scouting activities should become familiar with the *Guide to Safe Scouting* and be aware of state or local government regulations that supersede Boy Scouts of America policies and guidelines. The *Guide to Safe Scouting* provides an overview of Scouting policies and procedures rather than comprehensive, standalone documentation. For some items, the policy statements are complete. Unit leaders are expected to review the additional reference material cited prior to conducting such activities.

In situations not specifically covered in this guide, activity planners should evaluate the risk or potential risk of harm, and respond with action plans based on common sense, community standards, the Boy Scout motto, and safety policies and practices commonly prescribed for the activity by experienced providers and practitioners.

Versions of the Guide

In addition to this printed version, the *Guide to Safe Scouting* is available online at www.scouting.org/HealthandSafety/gss.aspx.

To obtain additional printed copies of this book, contact your local Scout shop or order online at www.scoutstuff.org.

Don't forget to check Scouting Safely information at www.scouting.org/HealthandSafety.aspx.

Guide to Safe Scouting *Updates (January 2012)*

I. Youth Protection and Adult Leadership
- Mandatory Report of Child Abuse
  - Clause in first sentence deleted
- How does the BSA help prevent child abuse in Scouting?
  - Changes throughout
- Leadership Selection
  - Change to last sentence in section
- Scouting's Barriers to Abuse
  - Section title change from Barriers to Abuse Within Scouting
  - Changes throughout
- Frequently Asked Questions
- What should I do if a child tells me that he has been sexually abused?
  - Insert clause "and the authorities"
  - New copy for last sentence

II. Aquatics Safety
- Safe Swim Defense
  - New copy added at end of first paragraph

III. Camping
- Venturing Camping
- Venturing members can participate in the national jamboree

VIII. Sports and Activities
- Climbing and Rappelling
  - Change "should" to "must;" "guidelines" to "requirements"
- Unauthorized and Restricted Activities
- Changes in wording for Nos. 8 and 9

Age-appropriate Guidelines for Scouting Activities (Insert)
- Vehicles
  - Under "Dirt Bikes," insert "Venturers Only" into the chart under "Older Boy Scouts, Varsity Scouts, and Venturers"
- Camping
  - Under "Jamboree," delete "Boy Scouts Only;" insert solid black rules in the chart under "Boy Scouts" and "Older Boy Scouts, Varsity Scouts, and Venturers"
- Aircraft
  - Insert category "Hot Air Balloons (tethered only)" and a solid black rule across each of the age levels in the chart

Appendix
- Unit Money-Earning Application
  - Addition of second page of the application

Updates (September 2012)

I. Youth Protection and Adult Leadership
- Change wording of "Mandatory Report of Child Abuse" to "Mandatory Reporting of Child Abuse"

V. Medical Information and First Aid
- Under "Immunizations," add "Meningococcal" to the listing
- Under "Protection Consideration for Blood and Bodily Fluids (Universal Precautions);" delete "arterial" from "serious arterial bleeding" in the third bulleted item; delete "sterilize or" from "for use in sterilizing or cleaning" in the fourth bulleted item

VIII. Sports and Activities
- Added new section "Slacklining," before "Unauthorized and Restricted Activities"

XI. Transportation
- Under "Automobiles," added new paragraph on the commercial general liability policy information that includes bolded information, **Scouting youth (under age 18) are not insured under the Boy Scouts of America commercial general liability policy**

XIII. Animal and Insect Hazards
- West Nile Virus
  - Updated web address at end of last paragraph

XIV. Incident Reporting
- Added new section

Appendix
- Tour Plan
  - Replaced by Tour and Activity Plan
- Flying Plan Application
  - Replaced with updated Flying Plan
- Added "Incident Descriptions and Reporting Instructions"
- Added "Incident Definitions"
- Added "Service Project Planning Guidelines"
- Added "Age Guidelines for Tool Use and Work at Elevations and Excavations"

Age-Appropriate Guidelines for Scouting Activities (Insert)
- Vehicles
  - Add All-Terrain Vehicles and Personal Watercraft approved only for council-approved activities
- Shooting
  - Pistols approved for Venturers only; exception made for authorized pilot programs operated by a council under a formal memorandum of understanding
- Aquatics
  - Tubing (floating in an inner tube) approved for Webelos Scouts for council/district flat water events

Updates (March 2013)

The BSA's Commitment to Safety

This safety statement from the national Key 3 was added to page ii, before the preface.

VII. Shooting Sports

New section refers to the *BSA National Shooting Sports Manual* for policies on all shooting sports activities.

Age-Appropriate Guidelines for Scouting Activities (Insert)

Pocketknives (in Tools section) can be used by Bear Cub Scouts only, not Wolf and Bears Cub Scouts as previously indicated in second box.

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Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

I. Youth Protection and Adult Leadership

Youth Protection in Scouting

The Boy Scouts of America places the greatest importance on creating the most secure environment possible for its youth members. To maintain such an environment, the BSA has developed numerous procedural and leadership selection policies, and provides parents and leaders the following online and print resources for the Cub Scouting, Boy Scouting, and Venturing programs.

Mandatory Reporting of Child Abuse

All persons involved in Scouting shall report to local authorities, any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Notify your Scout executive of this report, or of any violation of BSA's Youth Protection policies, so that he or she may take appropriate action for the safety of our Scouts, make appropriate notifications, and follow-up with investigating agencies.

How does the BSA help prevent child abuse in Scouting?

The Boy Scouts of America has adopted a number of policies aimed at eliminating opportunities for abuse within the Scouting program. These policies focus on leadership selection and on placing even greater barriers to abuse than already exist today in Scouting.

Youth Protection training is a requirement for all BSA registered volunteers, *regardless of their position*.

The BSA's Youth Protection training has been in existence long enough for it to be understood and accepted as a mandated training for **all** registered and new BSA adult volunteers.

Youth Protection training must be taken every two years. If a volunteer's Youth Protection training record is not current at the time of recharter, the volunteer will not be reregistered.

Leadership Selection

The Boy Scouts of America takes great pride in the quality of its adult leadership. Being a leader in the BSA is a privilege, not a right. The quality of the program and the safety of youth members call for high-quality adult leaders. We work closely with chartered organizations to help recruit the best possible leaders for their units.

The adult application requests background information that should be checked by the unit committee or the chartered organization before accepting an applicant for unit leadership. While no current screening techniques exist that can identify every potential child abuser, we can help reduce the risk of accepting a child abuser by learning all we can about an applicant for a leadership position—including his or her experience working with children and why he or she wants to be a Scout leader.

Youth safety is of paramount importance to the Boy Scouts of America. It is important to implement this training at all levels of the organization. BSA continually seeks to increase awareness of this societal problem and to create even greater barriers to abuse than already exist today in Scouting to provide the most secure environment possible for its youth members.

Scouting's Barriers to Abuse

The BSA has adopted the following policies for the safety and well-being of its members. These policies are primarily for the protection of its youth members; however, they also serve to protect adult leaders.

Two-deep leadership on all outings required. Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, are required for all trips and outings. There are a few instances, such as patrol activities, when the presence of adult leaders is not required and adult leadership may be limited to training and guidance of the patrol leadership. With the proper training, guidance, and approval by the troop leaders, the patrol can conduct day hikes and service projects. Appropriate adult leadership must be present for all overnight Scouting activities; coed overnight activities—even those including parent and child—require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

One-on-one contact between adults and Scouts prohibited. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.

Separate accommodations for adults and Scouts required. When camping, no youth is permitted to sleep in the tent of an adult other than his or her own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers. Likewise, youth and adults must shower at different times.

Privacy of youth respected. Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Inappropriate use of cameras, imaging, or digital devices prohibited. While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.

No secret organizations. The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

No hazing. Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

No bullying. Verbal, physical, and cyber bullying are prohibited in Scouting.

Youth leadership monitored by adult leaders. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that BSA policies are followed.

Discipline must be constructive. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

Appropriate attire for all activities. Proper clothing for activities is required. For example, skinny-dipping or revealing bathing suits are not appropriate in Scouting.

Members are responsible for acting in accordance with the Scout Oath and Scout Law. All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, theft, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership.

Units are responsible for enforcing Youth Protection policies. The head of the chartered organization or chartered organization representative and the local council must approve the registration of the unit's adult leader. Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance. Any violations of the BSA's Youth Protection policies must immediately be reported to the Scout executive.

Frequently Asked Questions

How can parents help protect their children?

Parents participate in the protection of their children in a variety of ways. The BSA recognizes the need for open lines of communication so that children are encouraged to bring any troubles to their parents for advice and counsel. In addition, parents need to be involved in their children's Scouting activities. All parents receive important information concerning the Scouting program as part of their children's membership applications. This information is provided so that parents can detect any deviations from the BSA's approved program. If any deviations are noted, parents should call these to the attention of the chartered organization or the unit committee. If the problems persist, parents should contact the local council for assistance.

Parents also need to review the booklet, *How to Protect Your Children From Child Abuse: A Parent's Guide,* inserted in every Boy Scout and Cub Scout handbook. The information in this booklet should be the subject of discussions between Scouts and their parents prior to joining a pack or troop.

Why do most child victims of sexual abuse keep the abuse secret?

A victim of child sexual abuse is under a great deal of pressure to keep the abuse secret. In many cases of child molestation, the molester has threatened to harm the child or a member of the child's family. The molester might have told the child that he would not be believed even if the child did tell. Another common situation is that the molester will tell the child that if the child tells about the abuse, he will get into trouble. The clear message is given to the child that if another person finds out, something bad will happen to the child. This pressure to maintain silence can often be successfully overcome by establishing open communication between children and adults through a proper educational program for children.

What should I do if a child tells me that he has been sexually abused?

How an adult responds to a child who tries to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be OK. By not criticizing the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to him and that you would like to get him some help. Allegations by a Scout concerning abuse in the program must be reported immediately to the Scout executive and the authorities. Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. Because the allegations have been referred to the authorities for investigation, you should not discuss the details of the allegations with others or make any accusations.

What Youth Protection educational materials does the BSA have for youth members?

How to Protect Your Children From Child Abuse: A Parent's Guide is a tear-out booklet bound with BSA youth handbooks. It is designed for parents or guardians and young people to use together for Youth Protection training.

The Power Pack Pals comic books, available in English and in Spanish, are for Cub Scout–age boys. They include *Power Pack Pals* (No. 33980)/*Los Superamigos del Pack* (No. 46-33979), *Power Pack Pals: Be Safe on the Internet* (No. 33981)/*Power Pack Pals: Seguridad en la Internet* (No. 46-34464), and *Power Pack Pals: Four Rules for Personal Safety* (No. 46-34750)/*Power Pack Pals: 4 Reglas Para Seguridad Personal* (No. 46-34465).

These and other resources can be found at www.scouting.org/training/youth protection.

The BSA has bilingual, age-appropriate videos for all youth age groups to address the problems of sexual abuse. *It Happened to Me/A Mí Me Pasó* (No. AV-09DVD11) should be used annually by Cub Scout packs or dens, but only for Cub Scouts accompanied by a parent or other adult family member. The video for Boy Scouts, *A Time to Tell/ Hora de Contarlo* (No. AV-09DVD04), introduces the "three R's" of Youth Protection, and should be viewed by troops annually. *Personal Safety Awareness/ Concientización Sobre la Seguridad Personal* (No. AV-09DVD33) is the video for Venturing-age young people.

How can Scout leaders who are not social workers teach children about youth protection?

The BSA recognizes that many of our leaders feel unprepared to talk to children about preventing sexual abuse. For this reason, the BSA has meeting guides online for all of the videos produced to be viewed by youths. The guides address everything from scheduling the meeting, contacting the police or social services for assistance, and notifying parents (a sample letter is provided), to questions and answers for discussion after the video has been viewed.

What are the "three R's" of Youth Protection?

The "three R's" of Youth Protection convey a simple message to youth members.

Recognize situations that place you at risk of being molested, how child molesters operate, and that anyone could be a molester.

Resist unwanted and inappropriate attention. Resistance will stop most attempts at molestation.

Report attempted or actual molestation to a parent or other trusted adult. This prevents further abuse and helps to protect other children. Let the child know he or she will not be blamed for what occurred.

Youth Member Behavior Guidelines

The Boy Scouts of America is a values-based youth development organization that helps young people learn positive attributes of character, citizenship, and personal fitness. The BSA has the expectation that all participants in the Scouting program will relate to each other in accord with the principles embodied in the Scout Oath and Scout Law.

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior and a tool that is stressed in Scouting.

Misbehavior by a single youth member in a Scouting unit may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other unit members. Such misbehavior constitutes an unreasonable burden on a Scout unit and cannot be ignored.

Member Responsibilities

All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, hazing, bullying, theft, verbal insults, and drugs and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit.

If confronted by threats of violence or other forms of bullying from other youth members, Scouts should seek help from their unit leaders or parents.

Unit Responsibilities

Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance.

The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members.

The unit committee should review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action including possible revocation of the youth's membership in the unit.

If problem behavior persists, units may revoke a Scout's membership in that unit. When a unit revokes a Scout's membership, it should promptly notify the council of the action.

The unit should inform the Scout executive of any violations of the BSA's Youth Protection policies.

Each Cub Scout den and Webelos Scout den and each chartered Cub Scout pack, Boy Scout troop, Varsity Scout team, and Venturing crew shall have one leader, 21 years of age or older, who shall be registered and serve as the unit or den leader. The head of the chartered organization or chartered organization representative and the local council must approve the registration of the unit or den leader on the appropriate form.

Primary reference: *Rules and Regulations of the Boy Scouts of America*

Digital Privacy

A key ingredient for a safe and healthy Scouting experience is the respect for privacy. Advances in technology are enabling new forms of social interaction that extend beyond the appropriate use of cameras or recording devices (see "Barriers to Abuse Within Scouting"). Sending sexually explicit photographs or videos electronically and "sexting" by cell phones is a form of texting being practiced primarily by young adults and children. Sexting is neither safe, nor private, nor an approved form of communication, and can lead to severe legal consequences for the sender and the receiver. Although most campers and leaders use digital devices responsibly, educating them about the appropriate use of cell phones and cameras is a good safety and privacy measure.

Leadership Requirements for Trips and Outings

It is the responsibility of the chartered organization of any Cub Scout pack, Boy Scout troop, Varsity Scout team, or Venturing crew or ship to inform the committee and leadership of the unit that sufficient adult leadership must be provided on all trips and outings (coed overnight activities require both male and female adult leaders).

1. **Two-deep leadership.** Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, are required for all trips and outings. There are a few instances, such as patrol activities, when the presence of adult leaders is not required and adult leadership may be limited to training and guidance of the patrol leadership. With the proper training, guidance, and approval by the troop leaders, the patrol can conduct day hikes and service projects. Appropriate adult leadership must be present for all overnight Scouting activities; coed overnight activities—even those including parent and child—require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
2. **During transportation to and from planned Scout outings,**
   A. Meet for departure at a designated area.
   B. Prearrange a schedule for periodic checkpoint stops as a group.
   C. Plan a daily destination point.

   A common departure site and a daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members—*never one on one.*
3. **Safety rule of four:** No fewer than four individuals (always with the minimum of two adults) go on any backcountry expedition or campout. If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.
4. **Male and female leaders must have separate sleeping facilities.** Married couples may share the same quarters if appropriate facilities are available.
5. **Male and female youth participants will not share the same sleeping facility.**

6. **Single-room or dormitory-type accommodations for Scouting units:** Adults and youths of the same gender may occupy dormitory or single-room accommodations, provided there is a minimum of two adults and four youths. A minimum of one of the adults is required to be Youth Protection–trained. Adults must establish separation barriers or privacy zones such as a temporary blanket or a sheet wall in order to keep their sleeping area and dressing area separated from the youth area.
7. **When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.**
8. **If separate shower and latrine facilities are not available, separate times for male and female use should be scheduled and posted for showers. Likewise, youth and adults must shower at different times.** The buddy system should be used for latrines by having one person wait outside the entrance, or provide "Occupied" and "Unoccupied" signs and/or inside door latches. Adult leaders need to respect the privacy of youth members in situations where youth members are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults also need to protect their own privacy in similar situations.
9. **Two-deep adult leadership is required for flying activities.** *For basic orientation flights, the adult licensed pilot in control of the aircraft is sufficient for the flight,* while two-deep leadership is maintained on the ground.

Coed Overnight Activities Policy

All Venturing activities shall conform to the ideals and purposes of the Boy Scouts of America. In order to ensure that all coed overnight activities for Venturers and invited guests at crew, district, council, regional, or national levels meet proper moral standards, the national Venturing Committee has established the following policy:

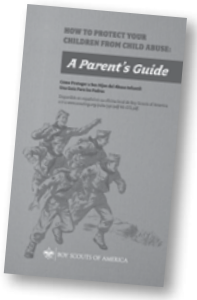
1. The crew Advisor (or Skipper) or council Scout executive must give careful consideration to the number of adults necessary to provide appropriate leadership for both male and female participants. The number of adult leaders required by the hosting facility or organization (such as a BSA national high-adventure base) must be provided.
2. Adult leaders must be 21 years of age or older and be approved by the committee chairman and chartered organization.
3. Separate housing must be provided for male and female participants.
4. An adult male leader must be housed with the male participants. An adult female leader must be housed with the female participants.
5. Written parent or guardian approval is required for each Venturer or guest under 18 years of age.

Internet Safety

It is recommended that the following personal protection rules be shared with all youth members.

When you are online, you are in a public place, among thousands of people who are online at the same time. Follow these personal protection rules and you will have fun:

- Keep online conversations with strangers to public places, not in email.
- Do not give anyone online your real last name, phone numbers at home or school, your parents' workplaces, or the name or location of your school or home address unless you have your parents' permission first. Never give your password to anyone but a parent or other adult in your family.
- If someone sends or shows you email with sayings that make you feel uncomfortable, trust your instincts. You are probably right to be wary. Do not respond. Tell a parent what happened.
- If somebody tells you to keep what's going on between the two of you secret, tell a parent.
- Be careful to whom you talk. Anyone who starts talking about subjects that make you feel uncomfortable is probably an adult posing as a kid.
- Pay attention if someone tells you things that don't fit together. One time an online friend will say he or she is 12, and another time will say he or she is 14. That is a warning that this person is lying and may be an adult posing as a kid.
- Unless you talk to a parent about it first, never talk to anybody by phone if you know that person only online. If someone asks you to call—even if it's collect or a toll-free, 800 number—that's a warning. That person can get your phone number this way, either from a phone bill or from caller ID.
- Never agree to meet someone you have met only online at any place off-line, in the real world.
- Watch out if someone online starts talking about hacking, or breaking into other people's or companies' computer systems; phreaking (the "ph" sounds like an "f"), the illegal use of long-distance services or cellular phones; or viruses (online programs that destroy or damage data when other people download these onto their computers).
- Promise your parent or an adult family member and yourself that you will honor any rules about how much time you are allowed to spend online and what you do and where you go while you are online.



Primary Resources for This Chapter

- Youth Protection Facilitator's Guide, No. 100-023

  Topics covered include the BSA's Youth Protection policies, kinds of abuse, signs of abuse, how to respond to disclosure of abuse, and proper reporting procedures.

- *How to Protect Your Children From Child Abuse: A Parent's Guide*

  A booklet, included in the printed youth handbooks, providing tips to help parents talk with their children about child abuse.

The following materials may be obtained through your local council service center or at www.scouting.org/training/youthprotection.

The Power Pack Pals comic books, available in English and in Spanish, are for Cub Scout–age boys.

- *Power Pack Pals,* No. 33980
- *Los Superamigos del Pack,* No. 46-33979
- *Power Pack Pals: Be Safe on the Internet,* No. 33981
- *Power Pack Pals: Seguridad en la Internet,* No. 46-34464
- *Power Pack Pals: Four Rules for Personal Safety,* No. 46-34750
- *Power Pack Pals: 4 Reglas Para Seguridad Personal,* No. 46-34465

Resources also include the following:

- *It Happened to Me/A Mi Me Pasó,* No. AV-09DVD11.

  This DVD should be used annually by Cub Scout packs or dens when Cub Scouts are accompanied by a parent or other adult family member.

- *A Time to Tell/Hora de Contarlo,* No. AV-09DVD04.

  Introduces the "three R's" of Youth Protection and should be viewed by troops annually.

- *Venturing Leader Youth Protection Training,* No. AV-03DVD14

  Topics covered include the BSA's Youth Protection policies, kinds of abuse, signs of abuse, how to respond to disclosure of abuse, and proper reporting procedures.

- *Personal Safety Awareness/Concientización Sobre la Seguridad Personal,* No. AV-09DVD33

  Includes a sample letter to parents and guardians as well as English and Spanish meeting guides for facilitators' use when showing the age-appropriate sexual abuse prevention video.

Online Resources

- The Youth Protection training course is available at MyScouting.org. Topics covered include the BSA's Youth Protection policies, kinds of abuse, signs of abuse, how to respond to disclosure of abuse, and proper reporting procedures.
- *How to Protect Your Children From Child Abuse: A Parent's Guide.* A booklet, included in the printed Cub Scout and Boy Scout handbooks, provides tips to help parents talk with their sons about child abuse. These are available in English and Spanish.
- Facilitator's Guide for *Youth Protection Guidelines* (DVD)

  Includes a sample letter to parents and guardians as well as how to use the *Youth Protection Guidelines* DVD. Available in English and Spanish.

- *It Happened to Me* meeting guide (Cub Scouts)

  Includes a sample letter to parents and guardians as well as the meeting guide for facilitators' use when showing the age-appropriate sexual abuse prevention video. Available in English and Spanish.

- *A Time to Tell* meeting guide (Boy Scouts)

  Includes a sample letter to parents and guardians as well as the meeting guide for facilitators' use when showing the age-appropriate sexual abuse prevention video. Available in English and Spanish.

- *Personal Safety Awareness for Venturing* meeting guide

  For facilitators' use when showing the age-appropriate sexual abuse prevention video. Available in English and Spanish.

- The National Center for Missing & Exploited Children: www.missingkids.com
- U.S. Department of Health & Human Services website of state laws and statutes: www.childwelfare.gov/systemwide/laws_policies/state

II. Aquatics Safety

Resource Material

Aquatics Supervision, No. 34346, is the primary resource for aquatics at the unit level. Section V of *Camp Program and Property Management,* No. 20-920, contains additional information for aquatics activities conducted on council property. Aquatics activities at district and council day and resident camps must also abide by the current-year national standards.

Aquatics Leadership Training Programs

Safe Swim Defense and **Safety Afloat** training programs are available online at *scouting.org* and may be offered locally by instructors approved by the council aquatics committee or other council authority.

Aquatics Supervision: Swimming and Water Rescue and **Aquatics Supervision: Paddle Craft Safety** cover skills needed to meet Safe Swim Defense and Safety Afloat policies applied at the unit level. These training courses are provided locally by qualified instructors who are authorized by the local council.

BSA Lifeguard provides professional-level training for lifeguards at unit or summer camp swimming activities and is provided locally by qualified instructors who are authorized by the local council.

Cub Scout Aquatics Supervisor training prepares adults for leadership at Cub Scout day and resident camps where basic swimming is conducted. Cub Scout Aquatics Supervisor training is offered at a National Camping School conducted by the regions or by a BSA Aquatics Instructor with region approval.

BSA Aquatics Instructor prepares adults for leadership roles in year-round aquatics programs and is recommended for a least one member of the council aquatics committee. Those with BSA Aquatics Instructor training may serve as aquatics directors at Boy Scout or Cub Scout summer camps. The training is available at National Camping Schools.

Responsibilities of Supervisory Personnel

Safe Swim Defense and Safety Afloat govern BSA swimming and boating activities. Both specify that the activities are supervised by a mature and conscientious adult age 21 or older who

- Understands and knowingly accepts responsibility for the well-being and safety of youth members in his or her care
- Is experienced in the particular activity
- Is confident in his or her ability to respond appropriately in an emergency
- Is trained and committed to the nine points of BSA Safety Afloat and/or the eight points of Safe Swim Defense.

Unit leadership that accompanies the unit on an outing is always responsible for the first and last bulleted points above. However, under appropriate circumstances, the unit leader may delegate responsibility to trained individuals within the unit or to on-site professionals for the second and third bulleted points above. For example, a Scout troop at a water park with trained lifeguards on duty need not assign separate unit personnel to perform water rescue. A Venturing crew on a whitewater excursion may rely on a licensed outfitter to provide the necessary equipment and trained guides.

Every possible contingency will not be covered with a hard-and-fast rule, and rules are poor substitutes for experience. Ultimately, each responsible adult leader must personally decide if he or she understands the risk factors associated with the activity and is sufficiently experienced and well-informed to make the rational decisions expected of a "qualified supervisor." The BSA training programs listed above help provide the skills, experience, and guidance for making such a determination.

Safe Swim Defense

BSA groups shall use Safe Swim Defense for all swimming activities. Adult leaders supervising a swimming activity must have completed Safe Swim Defense training within the previous two years. Safe Swim Defense standards apply at backyard, hotel, apartment, and public pools; at established waterfront swim areas such as beaches at state parks and U.S. Army Corps of Engineers lakes; and at all temporary swimming areas such as a lake, river, or ocean. Safe Swim Defense does not apply to boating or water activities such as waterskiing or swamped boat drills that are covered by Safety Afloat guidelines. Safe Swim Defense applies to other nonswimming activities whenever participants enter water over knee deep or when submersion is likely, for example, when fording a stream, seining for bait, or constructing a bridge as a pioneering project. Snorkeling in open water requires each participant to have demonstrated knowledge and skills equivalent to those for Snorkeling BSA in addition to following Safe Swim Defense. Scuba activities must be conducted in accordance with the BSA Scuba policy found in the *Guide to Safe Scouting*. Because of concerns with hyperventilation, competitive underwater swimming events are not permitted in Scouting.

Safe Swim Defense training may be obtained from MyScouting.org, at council summer camps, and at other council and district training events. Confirmation of training is required on local and national tour permits for trips that involve swimming. Additional information on various swimming venues is provided in the *Aquatics Supervision* guide available from council service centers.

1. **Qualified Supervision**

   All swimming activity must be supervised by a mature and conscientious adult age 21 or older who understands and knowingly accepts responsibility for the well-being and safety of those in his or her care, and who is trained in and committed to compliance with the eight points of BSA Safe Swim Defense. It is strongly recommended that all units have at least one adult or older youth member currently trained in BSA Aquatics Supervision: Swimming and Water Rescue or BSA Lifeguard to assist in planning and conducting all swimming activities.

2. **Personal Health Review**

   A complete health history is required of all participants as evidence of fitness for swimming activities. Forms for minors must be signed by a parent or legal guardian. Participants should be asked to relate any recent incidents of illness or injury just prior to the activity. Supervision and protection should be adjusted to anticipate any potential risks associated with individual health conditions. For significant health conditions, the adult supervisor should require an examination by a physician and consult with the parent, guardian, or caregiver for appropriate precautions.

3. **Safe Area**

   All swimming areas must be carefully inspected and prepared for safety prior to each activity. Water depth, quality, temperature, movement, and clarity are important considerations. Hazards must be eliminated or isolated by conspicuous markings and discussed with participants.

   Controlled Access: There must be safe areas for all participating ability groups to enter and leave the water. Swimming areas of appropriate depth must be defined for each ability group. The entire area must be within easy reach of designated rescue personnel. The area must be clear of boat traffic, surfing, or other nonswimming activities.

   Bottom Conditions and Depth: The bottom must be clear of trees and debris. Abrupt changes in depth are not allowed in the nonswimmer area. Isolated underwater hazards should be marked with floats. Rescue personnel must be able to easily reach the bottom. Maximum recommended water depth in clear water is 12 feet. Maximum water depth in turbid water is 8 feet.

   Visibility: Underwater swimming and diving are prohibited in turbid water. Turbid water exists when a swimmer treading water cannot see his feet. Swimming at night is allowed only in areas with water clarity and lighting sufficient for good visibility both above and below the surface.

   Diving and Elevated Entry: Diving is permitted only into clear, unobstructed water from heights no greater than 40 inches. Water depth must be at least 7 feet. Bottom depth contours below diving boards and elevated surfaces require greater water depths and must conform to state regulations. Persons should not jump into water from heights greater than they are tall, and should jump only into water chest deep or greater with minimal risk from contact with the bottom. No elevated entry is permitted where the person must clear any obstacle, including land.

   Water Temperature: Comfortable water temperature for swimming is near 80 degrees. Activity in water at 70 degrees or less should be of limited duration and closely monitored for negative effects of chilling.

   Water Quality: Bodies of stagnant, foul water, areas with significant algae or foam, or areas polluted by livestock or waterfowl should be avoided. Comply with any signs posted by local health authorities. Swimming is not allowed in swimming pools with green, murky, or cloudy water.

   Moving Water: Participants should be able to easily regain and maintain their footing in currents or waves. Areas with large waves, swiftly flowing currents, or moderate currents that flow toward the open sea or into areas of danger should be avoided.

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

Weather: Participants should be moved from the water to a position of safety whenever lightning or thunder threatens. Wait at least 30 minutes after the last lightning flash or thunder before leaving shelter. Take precautions to prevent sunburn, dehydration, and hypothermia.

Life Jacket Use: Swimming in clear water over 12 feet deep, in turbid water over 8 feet deep, or in flowing water may be allowed if all participants wear properly fitted, Coast Guard–approved life jackets and the supervisor determines that swimming with life jackets is safe under the circumstances.

4. **Response Personnel (Lifeguards)**

   Every swimming activity must be closely and continuously monitored by a trained rescue team on the alert for and ready to respond during emergencies. Professionally trained lifeguards satisfy this need when provided by a regulated facility or tour operator. When lifeguards are not provided by others, the adult supervisor must assign at least two rescue personnel, with additional numbers to maintain a ratio of one rescuer to every 10 participants. The supervisor must provide instruction and rescue equipment and assign areas of responsibility as outlined in *Aquatics Supervision,* No. 34346. The qualified supervisor, the designated response personnel, and the lookout work together as a safety team. An emergency action plan should be formulated and shared with participants as appropriate.

5. **Lookout**

   The lookout continuously monitors the conduct of the swim, identifies any departures from Safe Swim Defense guidelines, alerts rescue personnel as needed, and monitors the weather and environment. The lookout should have a clear view of the entire area but be close enough for easy verbal communication. The lookout must have a sound understanding of Safe Swim Defense but is not required to perform rescues. The adult supervisor may serve simultaneously as the lookout but must assign the task to someone else if engaged in activities that preclude focused observation.

6. **Ability Groups**

   All youth and adult participants are designated as swimmers, beginners, or nonswimmers based on swimming ability confirmed by standardized BSA swim classification tests. Each group is assigned a specific swimming area with depths consistent with those abilities. The classification tests should be renewed annually, preferably at the beginning of the season.

   Swimmers pass this test: Jump feetfirst into water over the head in depth. Level off and swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl; then swim 25 yards using an easy resting backstroke. The 100 yards must be completed in one swim without stops and must include at least one sharp turn. After completing the swim, rest by floating.

   Beginners pass this test: Jump feetfirst into water over the head in depth, level off, and swim 25 feet on the surface. Stop, turn sharply, resume swimming and return to the starting place.

   Anyone who has not completed either the beginner or swimmer tests is classified as a nonswimmer.

   The nonswimmer area should be no more than waist to chest deep and should be enclosed by physical boundaries such as the shore, a pier, or lines. The enclosed beginner area should contain water of standing depth and may extend to depths just over the head. The swimmer area may be up to 12 feet in depth in clear water and should be defined by floats or other markers.

7. **Buddy System**

   Every participant is paired with another. Buddies stay together, monitor each other, and alert the safety team if either needs assistance or is missing.

   Buddies check into and out of the area together. Buddies are normally in the same ability group and remain in their assigned area. If they are not of the same ability group, then they swim in the area assigned to the buddy with the lesser ability.

   A buddy check reminds participants of their obligation to monitor their buddies and indicates how closely the buddies are keeping track of each other. Roughly every 10 minutes, or as needed to keep the buddies together, the lookout, or other person designated by the supervisor, gives an audible signal, such as a single whistle blast, and a call for "Buddies." Buddies are expected to raise each other's hand before completion of a slow, audible count to 10. Buddies that take longer to find each other should be reminded of their responsibility for the other's safety.

   Once everyone has a buddy, a count is made by area and compared with the total number known to be in the water. After the count is confirmed, a signal is given to resume swimming.

8. **Discipline**

   Rules are effective only when followed. All participants should know, understand, and respect the rules and procedures for safe swimming provided by Safe Swim Defense guidelines. Applicable rules should be discussed prior to the outing and reviewed for all participants at the water's edge just before the swimming activity begins. People are more likely to follow directions when they know the reasons for rules and procedures. Consistent, impartially applied rules supported by skill and good judgment provide stepping-stones to a safe, enjoyable outing.

For more information regarding Safe Swim Defense, go to www.scouting.org/HealthandSafety/Aquatics/safe-swim.aspx.

Classification of Swimming Ability

The swimmer and beginner classification tests defined in Safe Swim Defense may be administered at the unit level following procedures specified in *Aquatics Supervision,* No. 34346.

Swim classification tests for multiunit district and council aquatics activities, such as day or resident camps, are generally conducted on-site by supervisory personnel for those activities. Councils may arrange for swim classification tests conducted by council-approved aquatics resource people prior to camp as outlined in section V of *Camp Program and Property Management,* No 20-290. When swim tests are conducted off-site prior to the camp session, the camp aquatics director retains the right to review or retest any or all participants.

Distance and Competitive Swimming in Open Water

The following policies apply when distance swimming is conducted outside the confines of a normal Safe Swim Defense area.

- The environment for an open-water swim must conform to Safe Swim Defense guidelines regarding hazards such as submerged trees, currents, and boat traffic, as well as water quality, depth, and clarity.
- Each individual swimmer, or at most a buddy pair, may be accompanied by a rowboat with two people onboard—one skilled in controlling the boat and the other trained in basic water rescue—equipped with a reaching device and flotation aid, continuously watching the swimmers.
- Alternatively, a closed circuit may be established where all swimmers are constantly in reach of safety personnel strategically positioned at fixed points on anchored boats, the shore, or piers. Each participant swims with a buddy, and the number and spacing of the swimmers in the water should not exceed the capacity of the watchers to easily count the swimmers as they move from one zone to another.
- Some competitive swimming events, such as triathlons, also cover long distances. Long-distance swimming races are not approved for Cub Scouts or Boy Scouts, but Varsity Scouts and Venturers may participate in triathlon training and competitive events. All swimming activities conducted by Varsity Scout teams or Venturing crews must conform to Safe Swim Defense guidelines. Individual Varsity Scouts and Venturers may participate in outside triathlon events sanctioned by USA Triathlon.

Snorkeling in Open Water

All ability groups may use snorkeling equipment within confined areas when following all Safe Swim Defense policies, including visibility for underwater swimming.

Snorkeling is a swimming activity in which one must abide by Safe Swim Defense policies, but the following additions to Safe Swim Defense apply when snorkeling is conducted in open water. "Open water" denotes a temporary swimming area of flexible extent in a natural body of water that may or may not be close to shore.

Qualified Supervision: In addition to Safe Swim Defense training and the 21-year-old minimum age, the supervisor must be an experienced snorkeler. At a minimum, the supervisor must possess skills and knowledge matching the Snorkeling BSA Award and have experience with environments similar to those of the planned activity.

Participant Ability: All participants in open-water snorkeling must either complete Snorkeling BSA requirements or be a certified scuba diver.

Equipment: All snorkeling equipment must be properly fitted and in good repair. Use of individual flotation devices (inflatable snorkeling vests or life jackets) is required whenever there is a noticeable current or swells, when the bottom is not visible from the surface due to vegetation or limited visibility beyond 8 feet, or when the activity is greater than 50 yards from shore or craft. A dive flag is required in areas shared by boats. Local regulations specifying the size of the flag and how far snorkelers may be from it must be followed. Weight belts may not be worn unless the participant has scuba certification. Dive boats should be equipped with radios and first-aid kits, and should deploy safety lines.

Additional guidance on application of Safe Swim Defense principles to snorkeling may be found in *Aquatics Supervision*, No. 34346, and *Snorkeling Safety,* No. 19-176, at www.scouting.org/filestore/pdf/19-176.pdf.

BSA Scuba Policy

The BSA scuba policy recognizes scuba industry standards and implements them by using outside agencies for training and certification.

Training and Supervision

Any person possessing, displaying, or using scuba (self-contained underwater breathing apparatus) in connection with any Scouting-related activity must be either currently certified by a recognized agency or enrolled in an instructional scuba program, such as Scuba BSA or Scuba Diving merit badge, which must be conducted by an insured recreational diving instructor in good standing with a recognized agency and approved by the council.

Recreational diving activities by BSA groups must be supervised by a responsible adult currently certified (renewed) as a divemaster, assistant instructor, or higher rating from a recognized agency. Dive environments, equipment, depths, procedures, supervision, and buddy assignments must be consistent with each individual's certification.

Because dives by recreational divers may be infrequent, the divemaster or instructor supervising a BSA scuba activity should screen participants prior to open-water activities and provide remedial instruction and practice as appropriate. Such remedial instruction and practice should be in accordance with the policies and standards of the divemaster's or instructor's agency for Scuba Review, Scuba Refresher, or similar program.

Diving using surface-supplied air systems is not authorized in connection with any BSA activity or facility except when done under contract by commercial divers.

Age-Appropriate Restrictions

Youth members in Cub Scouting, including Webelos Scouts, are not authorized to use scuba in any activity.

Boy Scouts may participate in the introductory Scuba BSA program and may obtain open-water certification as part of Scuba Diving merit badge.

Varsity and Venturing groups may participate in introductory and certification scuba programs conducted by recognized agencies appropriate to their age and current level of certification.

Standards of the recognized scuba agencies require students for open-water certification programs to be at least 15 years of age but allow special certification programs for younger students. Since all instruction for BSA scuba programs must be conducted by professionals certified by a recognized agency, additional agency-specific, age-related restrictions and protocols apply to students under 15 years of age.

Boy Scouts, Varsity Scouts, and Venturers may participate in recreational group dives as unit, district, or council activities, provided such dives are consistent with their certifications and under direct, on-site supervision of a responsible adult currently certified as a divemaster, assistant instructor, or higher rating from a recognized agency.

The divemaster or instructor supervising a recreational dive by a BSA group must implement the following policies for all divers under 15 years of age, as well as any additional junior diver restrictions and protocols adopted by that person's certifying agency:

- Depths are limited to 40 feet for divers under 12 years of age and to 60 feet for divers 12 to 14 years of age.
- Each diver under 15 years of age must have an adult buddy certified as an open-water diver who is either the junior diver's parent or an adult approved by the parent.
- Additional divemasters or instructors are present to maintain a ratio of one trained supervisor to four buddy pairs (eight divers) containing one to four divers under 15 years of age.

Medical Contraindications

Each scuba training agency recognized by the BSA requires a specific health history form prior to enrollment in a certification program. The BSA requires review and approval of the completed form by a physician even if the scuba agency itself does not require physician approval. Various risk factors identified on the forms may exclude a person from scuba training, either temporarily or permanently. Risk factors include, but are not limited to, ear and sinus problems, recent surgery, spontaneous pneumothorax, asthma or reactive airway disease (RAD), seizure disorders, diabetes, leukemia, sickle-cell disorder, pregnancy, panic disorders, and active psychosis.

The divemaster or instructor supervising a BSA recreational scuba activity must review the health information for each participant that is required annually of all BSA members and evaluate risk conditions using medical standards consistent with those used by his or her certifying agency. Additional tests or physician consultations may be required to confirm fitness for diving. Consultation with medical specialists knowledgeable about diving medicine also may be needed for participants taking psychotropic drugs for treatment of attention deficit disorder, depression, or other conditions.

Scuba diving is prohibited for the following conditions.

- Use of medication to control seizures or seizure occurrence within the past five years
- Use of insulin to control diabetes
- History of asthma or RAD unless resolution confirmed by methacholine testing (Persons who have been asymptomatic and medication free for the previous five years are exempt from the methacholine testing requirements.)

The scuba agencies recognized by the BSA may allow exceptions to general medical prohibitions based on individual diving fitness evaluations by a medical specialist who is knowledgeable about diving medicine. Scouts, parents, dive supervisors, and physicians with questions or concerns about diving with specific medical conditions should consult the Recreational Scuba Training Council (RSTC) Guidelines for Recreational Scuba Diver's Physical Examination and the Divers Alert Network (DAN) at www.diversalertnetwork.org. DAN medical professionals are available for nonemergency consultation by telephone at 919-684-2948 during business hours or via email.

Council Programs

When scuba diving is taught in connection with any local council program, instructors should provide the training on a contract basis. Such instructors should have dive store or other commercial affiliation that provides liability insurance coverage. Direct employment of scuba instructors is not recommended.

Local council programs may not compress or sell air for scuba use, or sell, rent, or loan scuba equipment (scuba cylinders, regulators, gauges, dive computers, weights, or BCDs). All air and equipment for local council program use must be obtained from professional sources (dive stores, resorts, dive boats, etc.) affiliated with a scuba agency recognized by the BSA.

Scuba equipment may be used by certified summer camp aquatics program personnel for installation and maintenance of waterfront equipment, or for search and recovery operations. Search and recovery could include lost equipment, as well as rescue efforts.

Recognized Agencies

Recognized agencies are:

- PADI: Professional Association of Diving Instructors
- NAUI: National Association of Underwater Instructors
- SSI: Scuba Schools International
- IDEA: International Diving Educators Association
- PDIC: Professional Diving Instructors Corporation
- SDI: Scuba Diving International
- YMCA Scuba Program (discontinued in 2008, but certification cards are still recognized)
- NASDS: National Association of Scuba Diving Schools (merged with SSI, but certification cards are still recognized)

In addition to the agencies listed by name, any current member of the World Recreational Scuba Training Council (WRSTC), which includes all RSTC members, is also recognized.

Other agencies wishing to be recognized by the BSA may contact the Outdoor Programs Team of the national office. Recognition by a certifying body such as the RSTC or EUF that the agency adheres to ANSI/CEN/ISO standards would be expected.

Safety Afloat

BSA groups shall use Safety Afloat for all boating activities. Adult leaders supervising activities afloat must have completed Safety Afloat training within the previous two years. Cub Scout activities afloat are limited to council or district events that do not include moving water or float trips (expeditions). Safety Afloat standards apply to the use of canoes, kayaks, rowboats, rafts, floating tubes, sailboats, motorboats (including waterskiing), and other small craft, but do not apply to transportation on large commercial vessels such as ferries and cruise ships. Parasailing (being towed airborne behind a boat using a parachute), kitesurfing (using a wakeboard towed by a kite), and recreational use of personal watercraft (small sit-on-top motorboats propelled by water jets) are not authorized BSA activities.

Safety Afloat training may be obtained from MyScouting.org, at council summer camps, and at other council and district training events. Confirmation of training is required on local and national tour permits for trips that involve boating. Additional guidance on appropriate skill levels and training resources is provided in the *Aquatics Supervision* guide available from council service centers.

1. **Qualified Supervision**

   All activity afloat must be supervised by a mature and conscientious adult age 21 or older who understands and knowingly accepts responsibility for the well-being and safety of those in his or her care and who is trained in and committed to compliance with the nine points of BSA Safety Afloat. That supervisor must be skilled in the safe operation of the craft for the specific activity, knowledgeable in accident prevention, and prepared for emergency situations. If the adult with Safety Afloat training lacks the necessary boat operating and safety skills, then he or she may serve as the supervisor only if assisted by other adults, camp staff personnel, or professional tour guides who have the appropriate skills. Additional leadership is provided in ratios of one trained adult, staff member, or guide per 10 participants. For Cub Scouts, the leadership ratio is one trained adult, staff member, or guide per five participants. At least one leader must be trained in first aid including CPR. Any swimming done in conjunction with the activity afloat must be supervised in accordance with BSA Safe Swim Defense standards. It is strongly recommended that all units have at least one adult or older youth member currently trained in BSA Aquatics Supervision: Paddle Craft Safety to assist in the planning and conduct of all activities afloat.

2. **Personal Health Review**

   A complete health history is required of all participants as evidence of fitness for boating activities. Forms for minors must be signed by a parent or legal guardian. Participants should be asked to relate any recent incidents of illness or injury just prior to the activity. Supervision and protection should be adjusted to anticipate any potential risks associated with individual health conditions. For significant health conditions, the adult supervisor should require an examination by a physician and consult with parent, guardian, or caregiver for appropriate precautions.

3. **Swimming Ability**

   Operation of any boat on a float trip is limited to youth and adults who have completed the BSA swimmer classification test. Swimmers must complete the following test, which should be administered annually.

   Jump feetfirst into water over the head in depth. Level off and swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl; then swim 25 yards using an easy, resting backstroke. The 100 yards must be completed in one swim without stops and must include at least one sharp turn. After completing the swim, rest by floating.

   For activity afloat, those not classified as a swimmer are limited to multiperson craft during outings or float trips on calm water with little likelihood of capsizing or falling overboard. They may operate a fixed-seat rowboat or pedal boat accompanied by a buddy who is a swimmer. They may ride in a canoe or other paddle craft with an adult swimmer skilled in that craft as a buddy. They may ride as part of a group on a motorboat or sailboat operated by a skilled adult.

4. **Life Jackets**

   Properly fitted U.S. Coast Guard–approved life jackets must be worn by all persons engaged in boating activity (rowing, canoeing, sailing, boardsailing, motorboating, waterskiing, rafting, tubing, and kayaking). Type III life jackets are recommended for general recreational use.

   For vessels over 20 feet in length, life jackets need not be worn when participants are below deck or on deck when the qualified supervisor aboard the vessel determines that it is prudent to abide by less-restrictive state and federal regulations concerning the use and storage of life jackets, for example, when a cruising vessel with safety rails is at anchor. All participants not classified as swimmers must wear a life jacket when on deck underway.

   Life jackets need not be worn when an activity falls under Safe Swim Defense guidelines—for example, when an inflated raft is used in a pool or when snorkeling from an anchored craft.

5. **Buddy System**

   All participants in an activity afloat are paired as buddies who are always aware of each other's situation and prepared to sound an alarm and lend assistance immediately when needed. When several craft are used on a float trip, each boat on the water should have a "buddy boat." All buddy pairs must be accounted for at regular intervals during the activity and checked off the water by the qualified supervisor at the conclusion of the activity. Buddies either ride in the same boat or stay near each other in single-person craft.

6. **Skill Proficiency**

   Everyone in an activity afloat must have sufficient knowledge and skill to participate safely. Passengers should know how their movement affects boat stability and have a basic understanding of self-rescue. Boat operators must meet government requirements, be able to maintain control of their craft, know how changes in the environment influence that control, and undertake activities only that are within their personal and group capabilities.

   Content of training exercises should be appropriate for the age, size, and experience of the participants, and should cover basic skills on calm water of limited extent before proceeding to advanced skills involving current, waves, high winds, or extended distance. At a minimum, instructors for canoes and kayaks should be able to demonstrate the handling and rescue skills required for BSA Aquatics Supervision: Paddle Craft Safety. All instructors must have a least one assistant who can recognize and respond appropriately if the instructor's safety is compromised.

   Anyone engaged in recreational boating using human-powered craft on flatwater ponds or controlled lake areas free of conflicting activities should be instructed in basic safety procedures prior to launch, and allowed to proceed after they have demonstrated the ability to control the boat adequately to return to shore at will.

   For recreational sailing, at least one person aboard should be able to demonstrate basic sailing proficiency (tacking, reaching, and running) sufficient to return the boat to the launch point. Extended cruising on a large sailboat requires either a professional captain or an adult with sufficient experience to qualify as a bareboat skipper.

   Motorboats may be operated by youth, subject to state requirements, only when accompanied in the boat by an experienced leader or camp staff member who meets state requirements for motorboat operation. Extended cruising on a large power boat requires either a professional captain or an adult with similar qualifications.

   Before a unit using human-powered craft controlled by youth embarks on a float trip or excursion that covers an extended distance or lasts longer than four hours, each participant should receive either a minimum of three hours training and supervised practice, or demonstrate proficiency in maneuvering the craft effectively over a 100-yard course and recovering from a capsize.

   Unit trips on whitewater above Class II must be done with either a professional guide in each craft or after all participants have received American Canoe Association or equivalent training for the class of water and type of craft involved.

7. **Planning**

   Proper planning is necessary to ensure a safe, enjoyable exercise afloat. All plans should include a scheduled itinerary, notification of appropriate parties, communication arrangements, contingencies in case of foul weather or equipment failure, and emergency response options.

   Preparation. Any boating activity requires access to the proper equipment and transportation of gear and participants to the site. Determine what state and local regulations are applicable. Get permission to use or cross private property. Determine whether personal resources will be used or whether outfitters will supply equipment, food, and shuttle services. Lists of group and personal equipment and supplies must be compiled and checked. Even short trips require selecting a route, checking water levels, and determining alternative pull-out locations. Changes in water level, especially on moving water, may pose significant, variable safety concerns. Obtain current charts and information about the waterway and consult those who have traveled the route recently.

   Float Plan. Complete the preparation by writing a detailed itinerary, or float plan, noting put-in and pull-out locations and waypoints, along with the approximate time the group should arrive at each. Travel time should be estimated generously.

   Notification. File the float plan with parents, the local council office if traveling on running water, and local authorities if appropriate. Assign a member of the unit committee to alert authorities if prearranged check-ins are overdue. Make sure everyone is promptly notified when the trip is concluded.

   Weather. Check the weather forecast just before setting out, and keep an alert weather eye. Anticipate changes and bring all craft ashore when rough weather threatens. Wait at least 30 minutes before resuming activities after the last incidence of thunder or lightning.

   Contingencies. Planning must identify possible emergencies and other circumstances that could force a change of plans. Develop alternative plans for each situation. Identify local emergency resources such as EMS systems, sheriff's departments, or ranger stations. Check your primary communication system, and identify backups, such as the nearest residence to a campsite. Cell phones and radios may lose coverage, run out of power, or suffer water damage.

8. **Equipment**

   All craft must be suitable for the activity, be seaworthy, and float if capsized. All craft and equipment must meet regulatory standards, be properly sized, and be in good repair. Spares, repair materials, and emergency gear must be carried as appropriate. Life jackets and paddles must be sized to the participants. Properly designed and fitted helmets must be worn when running rapids rated above Class II. Emergency equipment such as throw bags, signal devices, flashlights, heat sources, first-aid kits, radios, and maps must be ready for use. Spare equipment, repair materials, extra food and water, and dry clothes should be appropriate for the activity. All gear should be stowed to prevent loss and water damage. For float trips with multiple craft, the number of craft should be sufficient to carry the party if a boat is disabled, and critical supplies should be divided among the craft.

9. **Discipline**

   Rules are effective only when followed. All participants should know, understand, and respect the rules and procedures for safe boating activities provided by Safety Afloat guidelines. Applicable rules should be discussed prior to the outing and reviewed for all participants near the boarding area just before the activity afloat begins. People are more likely to follow directions when they know the reasons for rules and procedures. Consistent, impartially applied rules supported by skill and good judgment provide stepping-stones to a safe, enjoyable outing.

For additional information on Safety Afloat, go to www.scouting.org/HealthandSafety/Aquatics/safety-afloat.aspx.

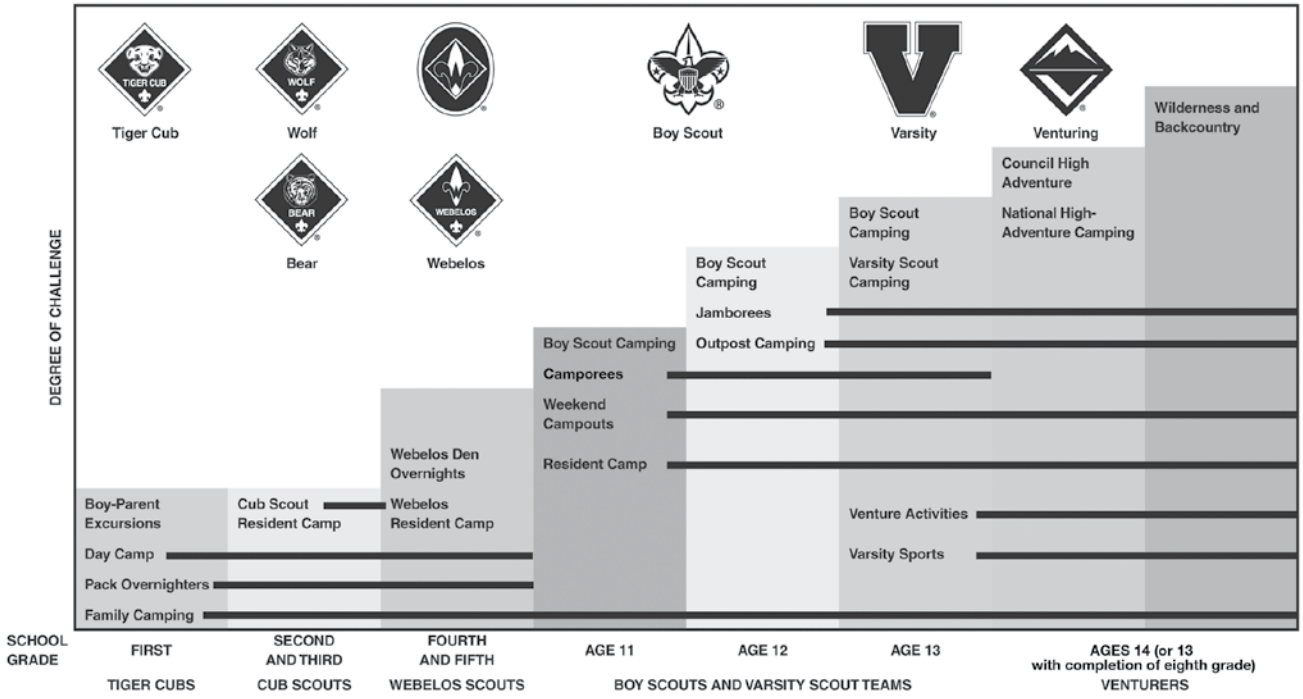
Tow Sports

All participants in towed activity afloat (waterskiing, wakeboarding, kneeboarding, tubing, etc.) must have successfully completed the BSA swimmer classification test and must wear a life jacket with an impact rating consistent with the activity. Supervision must include both a skilled boat driver currently trained in Safety Afloat and a separate observer. Participants should observe the Water-skiers Safety Code and the Boat Drivers Safety Code found in *Aquatics Supervision*, No. 34346. Use only floats specifically designed for towing that provide secure handholds for each rider.

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

III. Camping

Scouting's Camping Program—Ever-Increasing Challenge Out-of-Doors



Age Guidelines

The Boy Scouts of America has established the following guidelines for its members' participation in camping activities:

- Overnight camping by Tiger Cub, Wolf, and Bear Cub Scout dens as dens is not approved, and certificates of liability insurance will not be provided by the Boy Scouts of America.
- Tiger Cubs may participate in boy-parent excursions, day camps, pack overnighters, or council-organized family camping.
- Wolf and Bear Cub Scouts and Webelos Scouts may participate in a resident overnight camping program operating under BSA National Camping School–trained leadership and managed by the council.
- A Webelos Scout may participate in overnight den camping when supervised by an adult. In most cases, the Webelos Scout will be under the supervision of his parent or guardian. It is essential that each Webelos Scout be under the supervision of a parent-approved adult. Joint Webelos den/troop campouts including the parents of the Webelos Scouts are encouraged to strengthen ties between the pack and troop. Den leaders, pack leaders, and parents are expected to accompany the boys on approved trips.
- All Scouts registered in Boy Scout troops are eligible to participate in troop or patrol overnight campouts, camporees, and resident camps.
- Boy Scouts and Varsity Scouts 12 through 17 are eligible to participate in national jamborees. Boy Scouts and Varsity Scouts 13 through 17 are also eligible to participate in world jamborees and high-adventure programs.
- All youth registered in Venturing are eligible to participate in crew, district, council, and national Venturing activities as well as national high-adventure programs and world jamborees.

If a well-meaning leader brings along a child who does not meet these age guidelines, disservice is done to the unit because of distractions often caused by younger children. A disservice is also done to the child, who is not trained to participate in such an activity and who, as a nonmember of the group, may be ignored by the older campers.

Family Camping

Family camping is an outdoor experience, other than resident camping, that involves Cub Scouting, Boy Scouting, or Venturing program elements in overnight settings with two or more family members, including at least one BSA member of that family. Parents are responsible for the supervision of their children, and Youth Protection policies apply.

Recreational Family Camping

Recreational family camping occurs when Scouting families camp as a family unit outside of an organized program. It is a nonstructured camping experience, but is conducted within a Scouting framework on local council-owned or -managed property. Local councils may have family camping grounds available for rent at reasonable rates. Other resources may include equipment, information, and training.

References: *Resident Camping for Cub Scouting,* No. 13-33814, *Cub Scout Outdoor Program Guidelines,* No. 510-631, and *Scoutmaster Handbook,* No. 33009

Cub Scout Overnight Opportunities

Cub Scouts may experience overnight activities in venues other than accredited resident camping. There are two categories of Cub Scout overnighters.

Council-Organized Family Camp

Council-organized family camps are overnight events involving more than one pack. The local council provides all of the elements of the outdoor experience, such as staffing, food service, housing, and program. These are often referred to as parent/pal or adventure weekends. Council-organized family camps should be conducted by trained leaders at sites approved by the local council. Each youth member will be under the supervision of a parent or legal guardian.

In special circumstances, a Cub Scout whose parent or legal guardian is not able to attend an overnight camping trip may participate under the supervision of another registered adult member of the BSA who is a parent of a Cub Scout who is also attending. The unit leader and a parent or legal guardian must agree to the arrangement, and all Youth Protection policies apply. At no time may another adult accept responsibility for more than one additional "non-family member" youth.

Overnight activities involving more than one pack must be approved by the council. Council-organized family camps must be conducted in accordance with established standards as given in *National Camp Standards,* No. 430-056.

Pack Overnighters

These are pack-organized overnight events involving more than one family from a single pack, focused on age-appropriate Cub Scout activities and conducted at council-approved locations (councils use Pack Overnighter Site Approval Form, No. 13-508). If nonmembers (siblings) participate, the event must be structured accordingly to accommodate them. BSA health and safety and Youth Protection policies apply. In most cases, each youth member will be under the supervision of a parent or guardian. In all cases, each youth participant is responsible to a specific adult.

At least one adult on a pack overnighter must have completed Basic Adult Leader Outdoor Orientation (BALOO, No. 34162) to properly understand the importance of program intent, Youth Protection policies, health and safety, site selection, age-appropriate activities, and sufficient adult participation. Permits for campouts shall be issued locally. Packs use the tour and activity plan, No. 680-014.

Reference: *Cub Scout Outdoor Program Guidelines,* No. 510-631

Boy Scout/Varsity Scout Camping

What are typical Scout outdoor activities? For younger Scouts, less-rugged activities are more appropriate as they begin to acquire outdoor knowledge and skills. These may include:

Day Hikes—Reasonably short hikes (three to 10 miles) in terrain without a lot of elevation gain or loss.

Patrol Activities—A Boy Scout patrol or Varsity Scout squad may participate in patrol activities with the permission of its Scoutmaster or Coach and parents/guardians. Appropriate adult leadership must be present for all overnight Scouting activities.

Weekend Overnights—Troops/teams that plan and carry out outings once a month attract and retain boys at a much higher level than those that have fewer outings during the year.

Camporees—Councils and districts plan camporees and other outings during the year that give Scouts an opportunity to test their knowledge and skills in competitive events with other troops and patrols.

Summer Camp—Summer camp is what many Scouts enjoy most. Camp programs provide numerous opportunities for Scouts to earn merit badges along their advancement trail. Resident Scout camping includes at least five nights and six days of fun outdoor activities.

Jamborees—Every four years, the Boy Scouts of America hosts a national Scout jamboree. More than 40,000 Scouts and leaders from across the country participate in this 10-day event filled with the most popular and highest-quality

outdoor activities Scouts enjoy. To participate, a Scout must be at least 12 years of age by July 1 of the jamboree year and be a First Class Scout.

Council High Adventure—A high-adventure experience includes at least five nights and six days of trekking in wilderness and other rugged, remote locations. Trekking may include backpacking, canoeing, mountain biking, horse packing, mountain climbing, ski touring, rafting, kayaking, or a host of other outdoor adventures. Participants must be at least 13 years old by September 1 of the year of participation or a registered Venturer.

National High Adventure—The BSA operates unique and exciting national high-adventure bases and programs. With two locations in the Florida Keys, the Florida National High Adventure Sea Base offers a variety of aquatic and boating programs. The Northern Tier National High Adventure Program, based in northern Minnesota with two satellite bases in Canada, provides a variety of canoe treks and programs. Philmont Scout Ranch, located in the mountains of New Mexico, provides excellent backpacking treks. Age requirements for these programs vary, but most programs are rugged and designed for older Scouts.

Unit High Adventure—The highest level of challenge for a troop or team is to plan and carry out its own high-adventure experience. These activities for more experienced Scouts are planned and implemented by youth members with coaching from their adult leaders.

Venturing Camping

Venturing camping can include high-adventure activities, such as scuba diving, water skiing, rock climbing/rappelling, caving, horseback riding, and more, but can also include many avocation/hobby interests. Venturing members can participate in the national Scout jamboree.

Venturing camping should not be just an extension of a Boy Scout resident camp. Venturers need a more teenage-oriented experience. Having Venturers involved in this planning process is a must.

Important differences in outdoor programs for Venturers include:

- Venturing outdoor activities must include experiences beyond those available to younger youth.
- Consideration of coed involvement.
- Venturers should have a voice in choosing and planning activities.
- Venturing outdoor programs should be patterned after types of activities that appeal to adults and teenagers.
- The camp experience should not be overly structured, and should allow Venturers the opportunity to choose activities.

Trek Safely

Trek Safely is designed to help Scouting groups be fully prepared for a backcountry trek. It will help each youth member and adult leader recognize situations that could develop in which the group will have to adjust its schedule or route, or even make camp for the night because of weather circumstances or an injured or ill crew member. Crews that address possible scenarios in advance are less likely to be surprised on the trail. Contingency planning is critical to the success of every trip.

For additional information, go to www.scouting.org/filestore/pdf/430-125.pdf.

Reference: Trek Safely flier, No. 430-125

Lightning Risk Reduction

In many parts of the country, Scouting activities in the outdoors will be at risk to thunderstorms and lightning strike potential. In a thunderstorm, there is no risk-free location outside.

First, to be prepared for your outdoor adventure, it is important to know the weather patterns of the area. Weather patterns on the Florida coast differ greatly from the mountains of New Mexico and the lakes of Minnesota or the rivers of West Virginia. In addition to patterns, monitor current weather forecasts and conditions of the area you plan to visit to modify your plans if needed.

The National Weather Service recommends that when the ***"Thunder Roars, Go Indoors! The only completely safe action is to get inside a safe building or vehicle."*** When a safe building or vehicle is nearby, the best risk-reduction technique is to get to it as soon as possible. Move quickly when you:

- First hear thunder,
- See lightning, or
- Observe dark, threatening clouds developing overhead.

Stay inside until 30 minutes after you last hear the last rumble of thunder before resuming outdoor activities.

Shelter—two forms:

- **Safe Building**—one that is fully enclosed with a roof, walls, and floor, and has plumbing or wiring. Examples of safe buildings include a home, school, church, hotel, office building, or shopping center.
- **Safe Vehicle**—any fully enclosed, metal-topped vehicle such as a hard-topped car, minivan, bus, truck, etc. If you drive into a thunderstorm, slow down and use extra caution. If possible, pull off the road into a safe area. Do NOT leave the vehicle during a thunderstorm.

Risk Reduction (when no safe building or vehicle is nearby):

- If camping, hiking, etc., far from a safe vehicle or building, avoid open fields, the top of a hill, or a ridge top.
- Spread your group out 100 feet from each other if possible.
- Stay away from tall, isolated trees; flag poles; totem poles; or other tall objects. If you are in a forest, stay near a lower stand of trees.
- If you are camping in an open area, set up camp in a valley, ravine, or other low area, but avoid flood-prone areas. Remember, a tent offers NO protection from lighting.
- Stay away from water, wet items (such as ropes), and metal objects (such as fences and poles). Water and metal are excellent conductors of electricity.
- If boating and you cannot get back to land to a safe building or vehicle: On a small boat, drop anchor and get as low as possible. Large boats with cabins, especially those with lightning protection systems properly installed, or metal marine vessels offer a safer but not risk-free environment. Remember to stay inside the cabin and away from any metal surfaces.

If lightning strikes, be prepared to administer CPR (cardiopulmonary resuscitation) so that you can tend to lightning victims quickly (they do not hold an electrical charge). Take anyone who is a victim of a lightning strike or near-strike to the nearest medical facility as soon as possible, even if the person appears to be unharmed.

For additional information on lightning and weather services, visit www.noaa.gov.

Treated Drinking Water

A constant supply of treated drinking water is essential. Serious illness can result from drinking untreated water. Protect your health, and don't take a chance on using water of uncertain quality. Thermos jugs, plastic water containers, and canteens are all satisfactory for carrying water. Be sure water is dispensed into each person's own drinking cup.

Safe Drinking Water

When possible, begin your trip with water from home or use approved portable water sources provided by the land manager. When these options are not available, streams, rivers, lakes, springs, and snow may provide a source of water, but they must always be treated by one of the following methods. All water of uncertain treatment should be treated before use.

Boiling

The surest means of making your drinking water safe is to heat it to a rolling boil—when bubbles a half inch in diameter rise from the bottom of the pot. While this is a simple method, it does require time and fuel.

Chemical Treatment

Chemical treatment consists of iodine or chlorine tablets that kill waterborne bacteria and viruses. These are simple, lightweight, and easy to pack. However, not all protozoa are eliminated by chemical treatment, and a waiting period is required for effective disinfection of drinking water. Micropur is a new product available for water purification.

In all cases, verify that the chosen method of chemical treatment meets EPA standards.

Liquid chlorine should be used only in an emergency.

1. Filter the water to remove as many solids as possible.
2. Bring the water to a rolling boil for a full minute.
3. Let it cool at least 30 minutes.
4. Add eight drops of liquid chlorine bleach per gallon of cool water. (Use common household bleach; 5.25 percent sodium hypochlorite should be the only active ingredient, and there should not be any added soap or fragrances.) Water must be cool, or chlorine will dissipate and be rendered useless.
5. Let the water stand 30 minutes.
6. If it smells of chlorine, you can use it. If it does not smell of chlorine, add eight more drops of bleach and let it stand another 30 minutes. Smell it again. You can use it if it smells of chlorine. If it doesn't, discard it and find another water source.
7. The only accepted measurement of chlorine (or water treatment agents) is the drop. A drop is specifically measurable. Other measures such as "capful" or "scant teaspoon" are not uniformly measurable and should not be used.

Filters

Portable filters are handheld pumps that force untreated water through a filter media that traps bacteria and protozoa. Many include a purifying stage that will also treat viruses. While very effective, filters must be maintained according to the manufacturer's instructions, and they are difficult to use with groups because of the time required to operate.

In addition to having a bad odor or taste, water from questionable sources may be contaminated by microorganisms, such as Giardia, that can cause a variety of diseases.

IV. Alcohol, Tobacco, and Drug Use and Abuse

Alcohol

The following statement was approved by the National Executive Board of the Boy Scouts of America:

It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Tobacco

Adult leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any BSA activity involving youth participants.

All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

References: *Scoutmaster Handbook,* No. 33009, and *Boy Scout Handbook,* No. 34554

Drugs

The misuse of drugs happens in all levels of our society. We may be confronted with the problem at any time; therefore, we need to understand the misuse of drugs and what can be done about the situation. See the Drug Enforcement Administration website (http://www.justice.gov/dea/index.htm) for detailed information on controlled substances and their effects.

Medical Marijuana

It is unacceptable for anyone to use or be under the influence of medical marijuana at or during any Scouting activity.

V. Medical Information and First Aid

Personal Health

In order to provide better care for its members and to assist them in better understanding their own physical capabilities, the Boy Scouts of America recommends that everyone who participates in a Scouting event have an annual medical evaluation by a certified and licensed health care provider—a physician (M.D. or D.O.), nurse practitioner, or physician assistant. Providing this medical information on the four-part medical record, the Annual Health and Medical Record (found under forms on Scouting Safely at www.scouting.org), will help ensure that the minimum standards for participation in various activities are met. Note that unit leaders must always protect the privacy of unit participants by protecting their medical information. Do not transmit medical information through unsecured devices or programs, such as email or the Web.

- Parts A and B are to be completed at least annually by participants in all Scouting events. This health history, parent or guardian informed consent and hold harmless/release agreement, and talent release statement are to be completed by the participant and parents or guardians.
  - — Adult unit leaders should review participants' health history and become knowledgeable about the medical needs of the youth members in their unit.
  - — This form is to be filled out by participants and parents or guardians, and kept on file for easy reference.
- Part C is the physical exam that is required for participants in any event that exceeds 72 consecutive hours, for all high-adventure base participants, or when the nature of the activity is strenuous and demanding. Service projects or work weekends may fit this description.
  - — Part C is to be completed and signed by a certified and licensed health care provider—physician (M.D. or D.O.), nurse practitioner, or physician assistant.
  - — It is important to note that the height-to-weight limits must be strictly adhered to when the event will take the unit more than 30 minutes away from an emergency vehicle-accessible roadway, or when the program requires it, such as backpacking trips, high-adventure activities, and conservation projects in remote areas.
- Part D is required to be reviewed by all participants of a high-adventure program at one of the national high-adventure bases and shared with the examining health care provider before completing Part C.

For more information, go to www.scouting.org/HealthandSafety/Resources/MedicalFormFAQs.aspx.

Medical Risk Factors for Your Participation in Scouting

Scouting can be physically and mentally demanding. To help its members be better prepared, the Boy Scouts of America recommends that everyone who participates in a Scouting activity have an annual medical evaluation by a certified and licensed health-care provider: a physician (MD or DO), nurse practitioner, or physician assistant. Based on the vast experience of the medical community, the BSA has identified risk factors that could become issues during weekend camping, hikes, treks, tours, or other activities.

Become familiar with the following risk factors to ensure all Scouts and Scouters are prepared.

Excessive Body Weight (Obesity)

Excessive body weight increases risk for numerous health problems. To ensure the best experience, Scouts and Scouters should be of proportional height and weight. One such measure is the Body Mass Index (BMI), which can be calculated using a tool from the Centers for Disease Control here: http://www.cdc.gov/nccdphp/dnpa/bmi/. Calculators for both adults and youth are available. It is recommended that **youth** fall within the fifth and 85th percentiles. Those in the 85th to 95th percentiles are at risk and should work to achieve a higher level of fitness.

Cardiac or Cardiovascular Disease

These include

1. Angina (chest pain caused by blocked blood vessels or coming from the heart)
2. Myocardial infarction (heart attack)
3. Heart surgery or heart catheterization (including angioplasty to treat blocked blood vessels, balloon dilation, or stents)

4. Stroke or transient ischemic attacks (TIAs)
5. Claudication (leg pain with exercise, caused by hardening of the arteries)
6. Family history of heart disease or a family member who died unexpectedly before age 50
7. Smoking

Youth who have congenital heart disease or acquired heart disease such as rheumatic fever, Kawasaki's disease, or mitral valve prolapse should undergo a thorough exam.

Hypertension (High Blood Pressure)

Scouts and Scouters should have a normal blood pressure (less than 140/90). Persons with significant hypertension should be under treatment and their condition should be under control. If participating in a Scouting event that is physically demanding, it is recommended that hypertension be under control in the six months prior to the date of the event. The goal of the treatment should be to lower blood pressure to normal levels. Those already on antihypertensive therapy with normal blood pressures should continue treatment and should not choose the time they are at any Scouting event to experiment with or change medications.

Diabetes (Insulin-Dependent Diabetes Mellitus)

Any individual with insulin-dependent diabetes mellitus should be able to self-monitor blood glucose and know how to adjust insulin doses based on these factors or be accompanied by a guardian that is knowledgeable in these matters. The individual with diabetes and/or the guardian should also know how to give a self-injection/injection and recognize indications of high and low blood sugar. **If planning on participating in an overnight experience of any kind, bring enough medication, testing supplies, and equipment for the entire Scouting event.** This includes batteries (without provisions for recharging) to be both brought to and taken away from the event for pumps (remember Leave No Trace guidelines).

An insulin-dependent individual who has been newly diagnosed (within six months of the fitness examination) or who has undergone a change in delivery system (e.g., an insulin pump) in the same period and who desires to participate in a Scouting event that is physically demanding should reconsider participation. This also applies to an individual who has been hospitalized for diabetic ketoacidosis or who has had problems with hypoglycemia in the last year.

Seizures (Epilepsy)

Seizure disorder or epilepsy should be well-controlled by medications if an individual desires to participate in a physically demanding Scouting event. A minimum of six seizure-free months prior to the fitness examination is considered under control. Participants with a history of seizures need to limit high-adventure activities (e.g., climbing or rappelling).

Asthma

Acute or severe bronchial asthma under treatment anytime during the past 24 months should be well-controlled before participating in physically demanding Scouting events. Key indicators of well-controlled are:

1. The use of a rescue inhaler zero times to one time a day
2. No need for nighttime treatment with a short-acting bronchodilator

Well-controlled asthma may include the use of long-acting bronchodilators, inhaled steroids, or oral medications such as Singulair.

If the Scouting event is physically demanding, individuals with the following asthma conditions should reconsider participation:

1. Exercise asthma is not prevented by medication.
2. Participant has been hospitalized or has gone to the emergency room for asthma treatment in the six months before the fitness examination.
3. Participant has received treatment that required oral steroids (prednisone) in the six months before the fitness examination.

When participating in any overnight Scouting event, participants must bring an adequate and a backup supply of medications and spare rescue inhalers that are current. Participants must carry a rescue inhaler at all times during any Scouting event.

Sleep Apnea

Scouts and Scouters with sleeping disorders may experience health risks due to long days and short nights for many Scouting events. It is recommended for those with sleep apnea requiring a CPAP machine for any overnight Scouting experience that all equipment (e.g., CPAP machine) be provided by the Scout or Scouter and be self-contained. This may include batteries (without provisions for recharging) to be both brought to and taken away from the Scouting event (remember Leave No Trace guidelines).

Allergies or Anaphylaxis

Scouting events have several risks (e.g., nuts, pollens, wasps, hornets, and other stinging insects) that could trigger anaphylactic reactions in individuals prone to reaction. It is recommended that Scouts and Scouters who have had an anaphylactic reaction from any cause contact the appropriate medical personnel of the Scouting event to confirm participation eligibility before arrival, especially if the event includes an overnight experience. Participants will be required to have appropriate treatment with them at all times.

For longer Scouting events such as summer camp, jamborees, and high-adventure programs, allergy shots required for maintenance doses may be acceptable for persons who have not had an anaphylactic reaction. Contact the appropriate medical personnel for the event for confirmation.

Ingrown Toenails, Recent Musculoskeletal Injuries, and Orthopedic Surgery

Many Scouting events put a great deal of strain on feet, ankles, and knees. If the Scouting event is physically demanding, ingrown toenails should be treated within a month prior to the event. Scouts and Scouters who have had orthopedic surgery, including arthroscopic surgery, or significant musculoskeletal injuries, including back problems, should have a release from the surgeon or treating physician to participate in Scouting events.

Psychiatric/Psychological and Emotional Difficulties

Psychiatric/psychological and emotional disorders do not necessarily exclude an individual from Scouting events. Parents and advisers should be aware that most Scouting events are not designed to assist in overcoming psychological or emotional problems and may exacerbate existing conditions. Experience demonstrates that these problems frequently are magnified, not lessened, when participants are subjected to the physical and mental challenges of many Scouting activities.

Any condition must be well-controlled without the services of a mental health practitioner. Under no circumstances should medication be stopped before or during a Scouting activity. If the Scouting event is an overnight experience, Scouts and Scouters are required to bring an appropriate supply of medication for the duration of the event, including travel to and from the event.

Other Risk Factors

Sickle-cell anemia, hemophilia, leukemia, severe blood dyscrasia, and HIV infection provide special challenges to Scouts and Scouters. To plan for, prepare for, and support those having these medical conditions, it is recommended that an individual evaluation of each situation be done by the appropriate medical personnel. There may be instances where proper medical support at the Scouting event is impossible. Under such circumstances, participation may be denied.

For information on any other health issues, contact your personal health care provider.

Immunizations

The Boy Scouts of America encourages all members of the Scouting community to use available vaccines to fully protect themselves from infectious diseases that are dangerous for children and adults living in the United States. Inadequately immunized participants are subject to identification so that they may be located in case of a necessity for isolation or quarantine as per local public health official directives. Verification of the following immunizations is recommended by the BSA:

- Tetanus (must have been received within the last 10 years).
- Pertussis
- Diptheria
- Measles
- Mumps
- Rubella
- Polio
- Chicken pox
- Hepatitis A
- Hepatitis B
- Meningococcal
- Influenza

More information about immunizations, as well as the Immunization Exemption Request form, is found under Scouting Safely on www.scouting.org.

Protection Consideration for Blood and Bodily Fluids (Universal Precautions)

Treat all blood and bodily fluids as if they were contaminated with blood-borne viruses (i.e., HIV, hepatitis). Do not use bare hands to stop bleeding; always use a protective barrier, and always wash exposed skin areas for at least 15 seconds with soap and water immediately after treating a victim. Consequently, the following personal protective equipment (PPE) is to be included in all first-aid kits and used when rendering first aid:

- Nonlatex gloves to be used when stopping bleeding or dressing wounds.
- A mouth barrier device for rendering rescue breathing or CPR.
- Plastic goggles or eye protection to prevent a victim's blood from getting into a rescuer's eyes in the event of serious bleeding.

- Antiseptic for use in cleaning exposed skin areas, particularly if there is no soap or water available.

Clean any blood and bodily fluid spills with an appropriate disinfecting solution, such as 10 parts water to one part bleach.

Occupational Safety and Health Administration (OSHA) regulations for blood-borne pathogens (29 CFR Section 1910.1030) apply to health-care professions employed by local councils to staff camp health facilities or to fulfill health officer functions at BSA camps. In addition, all designated responders, identified in the local council's medical emergency response plan, are affected by the regulations. Visit www.osha.gov.

Local Council Membership/ Participation Guidelines Regarding Life-Threatening Communicable Diseases

The BSA policy regarding life-threatening communicable diseases is as follows:

Local Scouting units and their chartered institutions traditionally determine their own membership, absent any legal constraints. Accordingly, it is the units and sponsoring institutions that determine the feasibility, or desirability, of allowing youth or adult members who have, or are suspected of having, a life-threatening communicable disease, to continue to participate in Scouting activities.

The chartered organization and/or a local Scouting unit may request local council assistance if needed, absent any legal restraints. (See Local Council Guidelines Regarding Communicable Disease, No. 680-453, for the steps of that process.)

Exemptions for Medical Care, Treatment, and Immunizations

The following is the Boy Scouts of America's policy regarding medical requirements:

- Medical examinations for camp attendance are required of all campers. The immunization requirement may be exempted because of religious, philosophical, or medical grounds by signing the Immunization Exemption Request form (found under forms on Scouting Safely at www.scouting.org) and receiving a medical evaluation and screening by a licensed health-care practitioner to reduce the possibility of exposing other camp participants to a communicable disease.
- Exemption from all medical treatment may be granted with the signing of the Request for Exemption for Medical Care and Treatment form (found under forms on Scouting Safely at www.scouting.org) and receiving a medical evaluation and screening by a licensed health-care practitioner to reduce the possibility of exposing other camp participants to a communicable disease.

Prescriptions

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but BSA does not mandate or necessarily encourage the leader to do so. Also, if state laws are more limiting, they must be followed. BSA camp standards may modify this for specific camp operation.

First Aid and CPR Training

First aid is the first help given to someone who has had an accident or other health emergency. If more attention is needed, first-aid treatment helps keep an injured or ill person as safe as possible until medical personnel arrive. Wilderness first aid (WFA) is the assessment of and treatment given to an ill or injured person in a remote environment when a physician and/or rapid transport are not readily available.

First aid and WFA are important to participants in BSA programs. Our members' understanding of first-aid principles is not only concrete evidence that we are striving to put into action the Scouting ideal of doing a Good Turn daily, it helps Scouts and Scouters be prepared and be safe when helping others in need.

We strongly recommend that everyone be trained in first aid and cardiopulmonary resuscitation (CPR) as an endeavor to revive victims of cardiac arrest (no breathing, no pulse). CPR may be taught by instructors currently trained by a nationally certified provider such as the American Red Cross, American Heart Association, Emergency Care and Safety Institute, or American Safety and Health Institute. Cub Scouts can even be taught this valuable skill in a family-type setting.

Depending upon the event or activity planned, it may be required that at least two adults or youth (though three or more is preferable) in each touring group should have current training in WFA and CPR, know how and when to put this knowledge to use, and thoroughly understand the limitations of their knowledge. Further information and advancement in first aid may include wilderness first responder (WFR) and wilderness emergency medical technician (WEMT).

Preliminary skills related to CPR are found in the *Boy Scout Handbook* and the *First Aid* merit badge pamphlet.

AED Training

We strongly recommend that Scouting's adult leaders avail themselves of CPR with automatic external defibrillator (AED) training, along with first-aid and wilderness first-aid training. Several providers are in compliance with BSA standards. Be sure to ask the desired provider if it is in compliance before completing training.

First-Aid Kits

Personal First-Aid Kit Contents

- 6 adhesive bandages
- 2 sterile, 3-by-3-inch gauze pads
- A small roll of adhesive tape
- A 3-by-6-inch piece of moleskin
- A small bar of soap or small bottle of alcohol-based hand sanitizing gel
- A small tube of triple antibiotic ointment
- Scissors
- Disposable nonlatex gloves
- CPR breathing barrier
- Pencil and paper

Home or Patrol/Troop First-Aid Kit Contents

A more comprehensive group first-aid kit can contain the following items:

- A 2-inch roller bandage
- 2 1-inch roller bandages
- A roll of 1-inch adhesive tape
- 24 alcohol swabs
- A box of assorted adhesive bandages
- 2 3-inch-wide elastic bandages
- 12 sterile, 3-by-3-inch gauze pads
- 4 3-by-6-inch pieces of moleskin
- 2 packets of gel pads for blisters and burns
- A tube of triple antibiotic ointment
- 4 triangular bandages
- A small bar of soap, or a travel-size bottle of alcohol-based hand sanitizing gel
- Scissors
- Tweezers
- 12 safety pins
- 6 pairs of nonlatex disposable gloves
- Protective goggles/safety glasses
- CPR breathing barrier
- Pencil and paper

These optional items also are recommended:

- An instant cold compress
- A space blanket
- A SAM® Splint

VI. Chemical Fuels and Equipment

Purpose

This policy directs Boy Scouts of America members how to safely store, handle, and use chemical fuels and equipment. Safety and environmental awareness concerns have persuaded many campers to move away from traditional outdoor campfires in favor of chemical-fueled equipment used for cooking, heating, and lighting. Be aware that chemical fuels and equipment create very different hazards than traditional wood, charcoal, and other solid fuels; this policy defines how to address those hazards.

Before any chemical fuels or chemical-fueled equipment is used, an adult knowledgeable about chemical fuels and equipment, including regulatory requirements, should resolve any hazards not specifically addressed within this policy.

Definitions

Chemical fuels—Liquid, gaseous, or gelled fuels.

Approved chemical-fueled equipment—Commercially manufactured equipment, including stoves, grills, burners, heaters, and lanterns that are designed to be used with chemical fuels.

Prohibited chemical-fueled equipment—Equipment that is handcrafted, homemade, modified, or installed beyond the manufacturer's stated design limitations or use. Examples include alcohol-burning "can" stoves, smudge pots, improperly installed heaters, and propane burners with their regulators removed.

Recommended chemical fuels—White gas (Coleman fuel); kerosene; liquefied petroleum gas fuels, including propane, butane, and isobutane; vegetable oil fuels; biodiesel fuel; and commercially prepared gelled-alcohol fuel in original containers.

Chemical fuels not recommended—Unleaded gasoline; liquid alcohol fuels, including isopropyl alcohol, denatured ethyl alcohol, and ethanol; and other flammable chemicals that are not in accordance with the manufacturer's instructions for chemical-fueled equipment.

Storing, Handling, and Using Chemical Fuels and Equipment

An adult knowledgeable about chemical fuels and equipment should always supervise youths involved in the storage, handling, and use of chemical fuels and equipment.

Operate and maintain chemical-fueled equipment according to the manufacturer's instructions and in facilities or areas only where and when permitted.

Using liquid fuels for starting any type of fire—including lighting damp wood, charcoal, and ceremonial campfires or displays—is prohibited.

No flames in tents. This includes burning any solid, liquid, gel, or gas fuel—including tents or teepees that feature or support stoves or fires; and any chemical-fueled equipment or catalytic heaters.

Store chemical fuels in their original containers or in containers designed for immediate use. Securely store any spare fuel away from sources of ignition, buildings, and tents.

During transport and storage, properly secure chemical fuel containers in an upright, vertical position.

VII. Shooting Sports

All shooting sports activities held during a council resident camp will follow the standards in *National Camp Standards*, No. 430-056. All shooting sports activities held outside of a council's resident camp will follow the rules and regulations found in the *BSA National Shooting Sports Manual*, No. 30931, which can be downloaded here: www.scouting.org/OutdoorProgram/ShootingSports.aspx.

The *BSA National Shooting Sports Manual* includes all of the information you will need pertaining to permitted guns used at each level of Scouting, the required range supervision, and training that Scouts must have for each activity.

Reference: *National Camp Standards,* No. 430-056, and *BSA National Shooting Sports Manual,* No. 30931.

Cannons and Large-Bore Artillery

Units are not authorized, under any circumstances, to use a cannon or any other large-bore artillery device.

Archery and Knife and Tomahawk Throwing

These are approved activities for Boy Scouts and Venturers following the Sweet 16 of BSA Safety.

VIII. Sports and Activities

The Sweet 16 of BSA Safety

These 16 safety points, which embody good judgment and common sense, are applicable to all activities:

1. **Qualified Supervision.** Every BSA activity should be supervised by a conscientious adult who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced, and skilled in the activity to be confident of his or her ability to lead and teach the necessary skills and to respond effectively in the event of an emergency. Field knowledge of all applicable BSA standards and a commitment to implement and follow BSA policy and procedures are essential parts of the supervisor's qualifications.
2. **Physical Fitness.** For youth participants in any potentially strenuous activity, the supervisor should receive a complete health history from a health-care professional, parent, or guardian. Adult participants and youth involved in higher-risk activities (e.g., scuba diving) may have to undergo professional evaluation in addition to completing the health history. The supervisor should adjust all supervision, discipline, and protection to anticipate potential risks associated with individual health conditions. Neither youth nor adults should participate in activities for which they are unfit. To do so would place both the individual and others at risk.
3. **Buddy System.** The long history of the "buddy system" in Scouting has shown that it is always best to have at least one other person with you and aware at all times of your circumstances and what you are doing in any outdoor or strenuous activity.
4. **Safe Area or Course.** A key part of the supervisors' responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.
5. **Equipment Selection and Maintenance.** Most activity requires some specialized equipment. The equipment should be selected to suit the participants and the activity and to include appropriate safety and program features. The supervisor should also check equipment to determine whether it is in good condition for the activity and make sure it is kept properly maintained while in use.
6. **Personal Safety Equipment.** The supervisor must assure that every participant has and uses the appropriate personal safety equipment. For example, activity afloat requires that each participant properly wear a life jacket; bikers, horseback riders, and whitewater kayakers need helmets for certain activities; skaters need protective gear; and all need to be dressed for warmth and utility as the circumstances require.
7. **Safety Procedures and Policies.** For most activities, common-sense procedures and standards can greatly reduce any risk. These should be known and appreciated by all participants, and the supervisor must assure compliance.
8. **Skill Level Limits.** Every activity has a minimum skill level, and the supervisor must identify and recognize this level and be sure that participants are not put at risk by attempting any activity beyond their abilities. A good example of skill levels in Scouting is the swim test, which defines conditions for safe swimming on the basis of individual ability.
9. **Weather Check.** The risks of many outdoor activities vary substantially with weather conditions. Potential weather hazards and the appropriate responses should be understood and anticipated.
10. **Planning.** Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks and also anticipates contingencies that may require an emergency response or a change of plan.
11. **Communications.** The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.
12. **Permits and Notices.** BSA tour permits, council office registration, government or landowner authorization, and any similar formalities are the supervisor's responsibility when such are required. Appropriate notification should be directed to parents, enforcement authorities, landowners, and others as needed, before and after the activity.

13. **First-Aid Resources.** The supervisor should determine what first-aid supplies to include among the activity equipment. The level of first-aid training and skill appropriate for the activity should also be considered. An extended trek over remote terrain obviously may require more first-aid resources and capabilities than an afternoon activity in a local community. Whatever is determined to be needed should be available.

14. **Applicable Laws.** BSA safety policies generally parallel or go beyond legal mandates, but the supervisor should confirm and assure compliance with all applicable regulations or statutes.

15. **CPR Resource.** Any strenuous activity or remote trek could present a cardiac emergency. Aquatic programs may involve cardiopulmonary emergencies. BSA strongly recommends that a person (preferably an adult) trained in cardiopulmonary resuscitation (CPR) be part of the leadership for any BSA program. This person should be available for strenuous outdoor activity.

16. **Discipline.** No supervisor is effective if he or she cannot control the activity and individual participants. Youth must respect their leaders and follow their directions.

Reference: The Sweet 16 of BSA Safety, www.scouting.org/healthandsafety/sweet16.aspx

Caving

General Policy

Caving can be a hazardous activity when the proper equipment, skills, and judgment are not used. Trips that are led by adults inexperienced in caving and trips containing large numbers of persons compound the hazards already inherent in the activity and create a potentially dangerous situation.

For more information on caving policies, go to www.scouting.org/filestore/pdf/19-102B.pdf.

Climbing and Rappelling

The BSA limits district and council activities to bouldering, top-rope climbing, and belayed rappelling. The standards listed in *National Camp Standards,* No. 430-056, apply to district and council activities. Units that elect to participate in snow and ice climbing, lead climbing without a top-rope belay, or canyoneering should receive training from a nationally recognized organization that trains climbing instructors.

BSA units that want to conduct their own bouldering, climbing, rappelling, or other related climbing activities must follow the requirements set forth in *Climb On Safely.*

The Eight Points of Climb On Safely:

1. Qualified supervision
2. Qualified instructors
3. Physical fitness
4. Safe area
5. Equipment
6. Planning
7. Environmental conditions
8. Discipline

References: *Climb On Safely,* No. 430-099, and *Topping Out: A BSA Climbing/Rappelling Manual,* No. 32007

COPE Activities

A COPE (Challenging Outdoor Personal Experience) course is defined as any activities listed in the high-course events or low-course activities portions of the *Project COPE* manual, No. 34371, and are intended to be used in conjunction with a council activity that meets the current standards. Units may participate in age-appropriate initiative games, but under no circumstances should a unit attempt to construct low- or high-course elements.

Slacklining

Slacklining is an adventure program growing in popularity. As with any activity involving height and motion, there is risk involved. Before units, districts, or councils decide to promote or host slacklining activities and other adventure sports, they must follow the Sweet 16 of BSA Safety and submit a tour and activity plan for council review with a description that includes the slacklining activity.

Staff members for these types of events are responsible for learning proper setup, operational guidelines, and safety techniques. Equipment used for these activities must be designed for the adventure sport industry and will be exposed to extreme forces. Therefore, it should not be used for other purposes. Always follow the manufacturer's recommendations.

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

Fall precautions should include spotters or crash pads. Stepping off the line safely is recommended when a participant feels he or she is about to fall. Trees used for anchors should be protected from damage and be at least 8 inches in diameter. The line should never be more than 3 feet high. Never allow more than one participant on the line at a time. Acrobatics (any time your head is lower than your torso) are prohibited.

Unauthorized and Restricted Activities

The following activities have been declared unauthorized and restricted by the Boy Scouts of America:

1. All-terrain vehicles (ATVs) are banned from program use. The exception is council-approved ATV programs. They are not approved for unit use. ATVs are defined as motorized recreational cycles with three or four large, soft tires, designed for off-road use on a variety of terrains.
2. Boxing, karate, and related martial arts—except judo, aikido, and Tai Chi—are not authorized activities.
3. Chainsaws and mechanical log splitters may be authorized for use only by trained individuals over the age of 18, using proper protective gear in accordance with local laws.
4. Exploration of abandoned mines is an unauthorized activity.
5. Varsity football teams and interscholastic or club football competition and activities are unauthorized activities.
6. Fireworks secured, used, or displayed in conjunction with program and activities is unauthorized except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert.
7. The selling of fireworks as a fund-raising or money-earning activity by any group acting for or on behalf of members, units, or districts may not be authorized by councils.
8. Flying in hang gliders, ultralights, experimental aircraft, or hot-air balloons (nontethered); parachuting; and flying in aircraft as part of a search and rescue mission are unauthorized activities. Tethered hot-air balloon flights are authorized, and a flying plan must be submitted.
9. Motorized go-carts and motorbike activities are unauthorized for Cub Scout and Boy Scout programs. Go-carting conducted at a commercial facility that provides equipment and supervision of cart operation is authorized upon submittal of a completed tour and activity plan. Participating in motorized speed events, including motorcycles, boats, drag racing, demolition derbies, and related events are not authorized activities for any program level.
10. Participation in amateur or professional rodeo events and council or district sponsorship of rodeos are not authorized.
11. Pointing any type of firearm or simulated firearm at any individual is unauthorized. Scout units may plan or participate in paintball, laser tag or similar events where participants shoot at targets that are neither living nor human representations. Units with council approval may participate in formally organized historical reenactment events, where firearms are used and intentionally aimed over the heads of the reenactment participants. The use of paintball guns, laser guns or similar devices may be utilized in target shooting events with council approval and following the Sweet 16 of BSA Safety. Council approval means the approval of the Scout Executive or his designee on a tour permit specifically outlining details of the event. (However, law enforcement departments and agencies using firearms in standard officer/agent training may use their training agenda when accompanied with appropriate safety equipment in the Law Enforcement Exploring program.)
12. Hunting is not an authorized Cub Scout or Boy Scout activity, although hunting safety is part of the program curriculum.

    (The purpose of this policy is to restrict chartered packs, troops, and teams from conducting hunting trips. However, this policy does not restrict Venturing crews from conducting hunting trips or special adult hunting expeditions provided that adequate safety procedures are followed and that all participants have obtained necessary permits and/or licenses from either state or federal agencies. While hunter safety education might not be required prior to obtaining a hunting license, successful completion of the respective state voluntary program is required before participating in the activity.)
13. Motorized personal watercraft (PWC), such as Jet-Skis®, are not authorized for use in Scouting aquatics, and their use should not be permitted in or near BSA program areas. The exception is council-approved PWC programs. They are not approved for unit use.
14. Except for (1) law enforcement officers required to carry firearms within their jurisdiction, and (2) circumstances within the scope of the BSA hunting policy statement, firearms should not be in the possession of any person engaged in camping, hiking, backpacking, or any other Scouting activity other than those specifically planned for target shooting under the supervision of a certified firearms instructor. (Among the purposes of this policy is to prohibit adult leaders from bringing firearms on BSA camping and hiking activities or to unit meetings.)

15. Parasailing, or any activity in which a person is carried aloft by a parachute, parasail, kite, or other device towed by a motorboat, including a tube, or by any other means, is unauthorized.
16. All activities related to bungee cord jumping (sometimes called shock cord jumping) are unauthorized.
17. Technical tree-climbing with ropes or harnesses is not authorized as an activity.
18. Water chugging and related activities are not authorized for any program level.

Knives

A sharp pocketknife with a can opener on it is an invaluable backcountry tool. Keep it clean, sharp, and handy. Avoid large sheath knives. They are heavy and awkward to carry, and unnecessary for most camp chores except for cleaning fish. Since its inception, Boy Scouting has relied heavily on an outdoor program to achieve its objectives. This program meets more of the purposes of Scouting than any other single feature. We believe we have a duty to instill in our members, youth and adult, the knowledge of how to use, handle, and store legally owned knives with the highest concern for safety and responsibility.

Remember—knives are not allowed on school premises, nor can they be taken aboard commercial aircraft.

References: *Boy Scout Handbook, Fieldbook, Bear Handbook,* and *Wolf Handbook*

Parade Floats and Hayrides

The BSA rule prohibiting the transportation of passengers in the backs of trucks or on trailers may be tempered for parade floats or hayrides, provided that the following points are strictly followed to prevent injuries:

1. Transportation to and from the parade or hayride site is not allowed on the truck or trailer.
2. Those persons riding, whether seated or standing, must be able to hold on to something stationary.
3. Legs should not hang over the side.
4. Flashing lights must illuminate a vehicle used for a hayride after dark, or the vehicle must be followed by a vehicle with flashing lights.

Unit Fund-raisers

Include these safety considerations when planning a unit fund-raiser:

1. Money-earning projects should be suited to the ages and abilities of youth participants.
2. Proper adult supervision should be provided.
3. Youth should engage in money-earning projects only in neighborhoods that are safe and familiar and should use the buddy system.
4. Leaders must train youth members to never enter the home of a stranger and to know whom to contact in case of an emergency.
5. Youth participants should be familiar with safe pedestrian practices and participate during daylight hours only.
6. Compliance requirements:
    a. Check local statutes regarding solicitation rules and permits.
    b. A Unit Money-Earning Application must be obtained from the local council service center.

Tractor Safety

1. All farm-class tractors used by BSA members or employees in conjunction with any BSA activity or on BSA property must be equipped with seat belts and rollover protection (rollbars, reinforced cab, or equivalent protection).
2. No BSA member or employee may operate a farm-class tractor in conjunction with any BSA activity or on BSA property unless such member or employee is at least 18 years of age and has completed BSA National Camping School ranger certification, or has been specifically trained in operations and safety procedures for tractors and their attached implements by a currently certified ranger, and is directly supervised by a currently certified ranger.

Bicycle Safety

Bicycle riding is fun, healthy and a great way to be independent. But it is important to remember that a bicycle is not a toy; it's a vehicle! Be cool—follow these basic safety tips when you ride.

- **Sweet 16 of BSA Safety.** As with all Scouting activities, these principles should be applied in your cycling event.
- **Wear a properly fitted helmet.** Protect your brain; save your life! Bicycle helmets can reduce head injuries by 85 percent, according to the NHTSA.

- **Adjust your bicycle to fit.** Make sure you can stand over the top tube of your bicycle.
- **Assure bicycle readiness.** Make sure all parts are secure and working well. Assure that tires are fully inflated and brakes are working properly.
- **See and be seen.** Wear clothing that makes you more visible, such as bright neon or fluorescent colors. Wear reflective clothing or tape. **Avoid riding at night.**
- **Watch for and avoid road hazards.** Stay alert at all times. Be on the lookout for hazards, such as potholes, broken glass, gravel, puddles, leaves, animals, or anything that could cause you to crash. If you are riding with friends and you are in the lead, call out and point to the hazard to alert the riders behind you.
- **Follow the rules of the road.** Check and obey all local traffic laws. Always ride on the right side of the road in the same direction as other vehicles. Go with the flow—not against it! Yield to traffic and watch for parked cars.

For more information on bicycle safety, visit the National Highway Traffic Safety Administration (NHTSA) website at www.nhtsa.dot.gov.

Skating Safety

Skating, which includes ice skating, skateboarding, roller-skating, and in-line skating (rollerblading), is fun and healthy. But it is important to remember the safety concerns, primarily risks of falls and collisions, while participating in any of these skating activities. These safety tips emphasize prevention, and are meant to cover all BSA skating programs.

- **Sweet 16 of BSA Safety.** As with all Scouting activities, these principles should be applied in your skating event.
- **Always skate within your ability.** If you don't know how to skate, seek instruction. If you haven't skated in awhile, take it slow and easy. Don't try to skate too fast or do fancy tricks. Know how to stop safely.
- **Skate at a safe and comfortable speed.** Avoid dangerous pranks.
- **Watch where you skate!** When skating indoors, keep in mind that others have varying abilities of expertise. Skating into people can cause serious injury.
- **Racing, hockey, or similar activities** are to be held only in areas free of pedestrian and vehicular traffic, and hazardous objects. No skating activity is authorized on streets that have not been blocked off to traffic.
- **Skate on a smooth surface or terrain.** A skating center is best because the surface is well maintained. When you skate outdoors, check the surface. Any small rock, pothole, or crack could cause you to lose your balance and fall. Iced surfaces should be rigid and completely frozen.
- **Do not skate at night.** Others can't see you and you can't see obstacles or other skaters.
- **Wear full protective gear (helmets, knee and elbow pads, and wrist protectors) when skating outdoors.** The gear is optional when skating indoors at a skating center as risk of injury is reduced when the skating surface is smooth and well maintained, and discipline is enforced. Protect your brain; save your life! Helmets can reduce head injuries by 85 percent, according to the NHTSA (National Highway Traffic Safety Administration). Visit their website at www.nhtsa.dot.gov.
- **Wear properly fitting equipment and assure equipment readiness.** Make sure all parts are secure and working well. Before permitting equipment to be used in a BSA activity, the supervisor should determine that all skates and/or skateboards are well maintained and in good repair, consistent with the manufacturer's recommendation. Actual maintenance and repair are the responsibility of the owner.
- **See and be seen.** Wear clothing that makes you more visible, such as bright neon or fluorescent colors. Wear reflective clothing or tape. **Avoid skating at night.**
- **Watch for and avoid road hazards. Stay alert at all times.** Be on the lookout for hazards, such as potholes, broken glass, gravel, puddles, leaves, animals or anything that could cause you to crash. If you are skating with friends and you are in the lead, call out and point to the hazard to alert the skaters behind you.
- **Follow the rules of the road. Check and obey all local traffic laws.** Yield to traffic and watch for parked cars. NEVER "hitch a ride" on any vehicle.

For more information, go to www.safekids.org/safety-basics/safety-resources-by-risk-area/bicycling-and-skating.

Horsemanship Activities

Horsemanship activities in Scouting include merit badge activities, arena rides, multi-day trips (including treks and cavalcades), and Cub Scouting familiarization rides.

Each sponsoring council should take care to design age- and activity-appropriate procedures and guidelines for each particular equine activity. **Policies and procedures should include routine horse care, participant guidelines, staff policies, and emergency plans.**

Requirements must also be met if the horseback riding program is provided by or at an off-site facility. The council must enter a contractual agreement as outlined in the resident camp standards.

For more information, see the following websites: www.acacamps.org/members/knowledge/risk/cm/cm003corrall.php, www.cha-ahse.org, and www.arkagency-naha.com/naha/index.html.

IX. Inspections

Meeting Room

Periodically, once or twice a year, the unit meeting place should be inspected for health and safety hazards. The Meeting Place Inspection checklist is included in the appendix.

References: *Troop Committee Guidebook*, No. 34505, and *Cub Scout Leader Book*, No. 33221

Motor Vehicles

Motor vehicles transporting passengers or carrying equipment should meet state inspection standards, if applicable, or use the vehicle checklist included in the appendix as a guide.

Unit Camping

Essentially, three occasions in unit camping require inspection: (1) after camp is set up, (2) after camp is taken down, and (3) periodically between. Your main interest in these inspections is to ensure a safe, livable camp and an unblemished site after you leave.

References: *Scoutmaster Handbook*, No. 33009

Boats

Upon request, the U.S. Coast Guard Auxiliary will conduct a Courtesy Marine Examination. The officer will analyze the vessel and advise you of any deficiencies within state or federal regulations.

References: *Handbook for Skippers* and *Safe Boating Instructor's Guide*

X. Insurance

Consider the possibility that an accident could occur involving your unit. Take proper steps in advance, not only to eliminate potential hazards, but to fully protect yourself and others responsible for the outing. An adequate emergency fund will cover minor emergencies. A review of the DVD, *Scouting Safety Begins With Leadership,* No. 19-201, will prepare you for the potential hazards faced during outdoor activities.

Comprehensive General Liability Insurance

This coverage responds to allegations of negligent actions by third parties and provides protection for Scouting units, volunteer Scouters, and chartering organizations with respect to claims for property damage or bodily injury arising out of a Scouting activity. Chartered organizations, participating organizations, and registered volunteers are provided primary coverage through the BSA general liability program, but not for automobile or maritime (boat) liability, which is only on an excess basis; the owner's automobile or maritime (boat) liability is primary. Unregistered volunteers are provided excess general liability coverage. There is no coverage for those who commit intentional or criminal acts.

Automobile Liability Insurance

The greatest single risk on a trip is a motor vehicle accident. All vehicles must be covered by a liability insurance policy. The amount of this policy must meet or exceed the insurance requirements of the state in which the vehicle is licensed.

All vehicles used in travel outside the United States must carry liability and property damage insurance that complies with or exceeds the requirements of that country.

A council tour plan or a council short-term camping permit is required when units travel overnight or outside their district. Contact the council for more specific guidelines setting forth when a tour plan is required.

Accident and Sickness Coverage

(Optional coverage for council or units)

Accident and sickness insurance (also known as accident and health insurance) coverage for Scouts and Scouters furnishes medical reimbursement in case of death, accident, or sickness within the policy amounts. Information regarding unit accident coverage is available through the local council.

Who is covered?

- All registered youth and seasonal staff are eligible.
- Registered leaders and volunteer leaders.

XI. Transportation

Established public carriers—trains, buses, and commercial airlines—are the safest and most comfortable way for groups to travel. Chartered buses usually are the most economical transportation for groups of 20 or more. It may be necessary for small groups to travel in private automobiles; however, the use of chartered equipment from established rail, bus, and airline companies is strongly recommended. The advantages are many. These companies have excellent safety records because of their periodic inspections and approved health and safety procedures.

References: *Cub Scout Leader Book, Scoutmaster Handbook, Troop Committee Guidebook,* and *Exploring Reference Book*

Automobiles

It is essential that adequate, safe, and responsible transportation be used for all Scouting activities. Because most accidents occur within a short distance from home, safety precautions are necessary, even on short trips.

General guidelines are as follows:

1. Seat belts are required for all occupants.
2. All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 people, including the driver (more than 10 people, including the driver, in California), the driver must have a commercial driver's license (CDL).
3. The driver must be currently licensed and at least 18 years of age. Youth member exception: When traveling to and from an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (at least 21 years of age) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions:
   a. Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)
   b. No record of accidents or moving violations
   c. Parental permission granted to the leader, driver, and riders
4. Trucks may not be used for transporting passengers except in the cab.
5. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least $50,000/$100,000/$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of $100,000/$500,000/$100,000.
6. Obey all laws, including the speed limit.
7. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.
8. Travel and rest time is limited to a maximum of 10 hours in one 24-hour period, regardless of the number of drivers available. The intention is to include sleep and thorough rest breaks while traveling long distances.
9. Drivers should refrain from using cell phones (including hands-free units) and text-messaging devices while driving.

The commercial general liability policy is excess over any insurance which may be available to a volunteer for loss arising from ownership, maintenance, or use of a motor vehicle while engaged in an Official Scouting Activity. **Scouting youth (under age 18) are not insured under the Boy Scouts of America commercial general liability policy.**



Don't drive drowsy. Stop for rest and stretch breaks as needed. Fatigue is a major cause of highway accident fatalities.

Campers, Trailers, and Trucks

Trucks are designed and constructed to transport materials and equipment, not people. Under no circumstances are passengers to be carried in the bed of or towed behind a pickup truck. Trailers must never be used for carrying passengers. Tour plans will not be issued for any trip that involves carrying passengers in a truck except in the cab. This includes vehicles converted for that use unless they are licensed as buses and meet all requirements for buses.

Use caution in towing trailers or campers, as a vehicle's performance, steering, and braking abilities will be altered. Consider these safety tips:

1. Get the correct trailer for the vehicle and the correct hitch for the trailer. Distribute and anchor the load.
2. Allow extra time to brake. Changing lanes while braking can jackknife the trailer.
3. Add safety equipment as dictated by common sense and state laws (mirrors, lights, safety chains, brakes for heavy trailers, etc.).
4. Park in designated areas.

Buses

A driver of a bus or any vehicle designed to carry more than 15 people (including driver; more than 10 people, including the driver, in California) is required to have a commercial driver's license. A person shall not drive a commercial motor vehicle unless he/she is qualified to drive a commercial motor vehicle. Possession of a license, however, does not mean that a person is capable of driving a bus safely. It is essential that unit leaders and volunteers be thoroughly familiar with the bus or vehicle they will be driving, including knowing the location of emergency exits and fire extinguishers and how to operate them. A driver must be prepared to handle and brake a full bus, which weighs significantly more than an empty bus. Other safety tips are:

1. Regular and thorough maintenance program
2. No more passengers than there are seating locations
3. Luggage and equipment fastened securely to prevent being thrown around in case of sudden stop
4. Emergency exits clear of people or things
5. Pretrip inspection of critical systems (signals, fuel, tires, windshield wipers, horn, etc.)

The safety rules for automobiles apply to bus travel, with the exception of seat belts. In special cases, chartered buses may travel more than nine hours a day. On certain occasions, night travel by public carrier bus is appropriate—it should be considered permissible when conditions are such that rest and sleep for passengers are possible with a reasonable degree of comfort. However, night travel on buses should not be planned for two successive nights.

Commercial Driver's License Compliance

Most Scouting drivers fall into a category of nonbusiness PMCPs. Nonbusiness private motor carrier of passengers (PMCPs) provide private, interstate transportation that is not in the furtherance of a commercial enterprise. However, nonbusiness PMCPs are required to have a current commercial motor vehicle driver's license.

A private motor carrier of passengers does not offer transportation services for hire, but (a) transports passengers in interstate (some state regulations apply to intrastate) commerce; and (b) uses a vehicle designed to carry more than 15 passengers, which includes the driver, or a vehicle that has a gross vehicular weight greater than 10,000 pounds.

Two such examples that would be considered a PMCP are:

- Scouting units that use vehicles designed to carry more than 15 passengers, such as buses. The driver, in this case, is often a volunteer driver of a "Scout bus" that is owned or leased. This category is referred to as nonbusiness private motor carrier of passengers and is probably the most frequent Scouting usage subject to the requirements of the Federal Motor Carrier Safety Regulations.
- Councils that operate camps and include transportation fees in their program are subject to the rule when using buses or other vehicles designed to carry more than 15 passengers or that have a gross vehicular weight of more than 10,000 pounds.

All vehicle operators who are required to have a commercial driver's license are subject to drug and alcohol testing. There are no exemptions within the nonbusiness private motor carrier of passengers category, which includes Scouting volunteer drivers. Local councils should establish guidelines for volunteer drivers based on the requirements of the state where they are located.

The U.S. Department of Transportation number is required if you are an interstate PMCP, regardless of business or nonbusiness state. To obtain a USDOT number, complete the form found at www.safer.fmcsa.dot.gov.

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

For-Hire Motor Carriers of Passengers (Charter Buses)

There are licensing and insurance requirements for for-hire motor carrier of passengers operating commercial motor vehicles in interstate commerce. These requirements are outlined by the Federal Motor Carrier Safety Administration (FMCSA), part of the U.S. Department of Transportation. The insurance guidelines established a minimum level of financial responsibility. For vehicles designed or used to transport 16 or more passengers (including the driver), $5 million of insurance is required. For vehicles designed or used to transport nine to 15 passengers (including the driver), $1.5 million of insurance is required.

The FMCSA provides information about carriers online. The system is called SAFER and is part of the Motor Carrier Analysis and Information Resources. SAFER combines current and historical carrier-based safety performance information to measure the relative (peer-to-peer) safety fitness of interstate commercial motor carriers and intrastate commercial motor carriers that transport hazardous materials. This information includes federal and state data on crashes, roadside inspections, on-site compliance review results, and enforcement history. To check the records of a for-hire motor carrier of passengers, go to: www.safersys.org/companysnapshot.aspx.

XII. Winter Activities

Winter Camping Safety

There is magic to camping in winter. It is one of the most challenging of outdoor adventures. The Boy Scouts of America operates the National Cold-Weather Camping Development Center at Northern Tier through the Okpik program. Visit www.ntier.org for comprehensive winter camping preparation information. Special considerations for winter camping are:

1. **Qualified Supervision.** It is vital that a leader be an experienced winter camper with strong character and common sense.
2. **Equipment.** Be completely outfitted for cold weather. Equipment should be checked to ensure good condition for the activity and proper maintenance while in use. Scouts should be adequately clothed, and blankets should be a suitable quality and weight.

   TIP: Use alkaline batteries in flashlights, as standard batteries deteriorate quickly in cold weather.

   TIP: Encourage youths to wear brightly colored clothing so they are more visible during severe weather.
3. **Physical Fitness.** Scouts should be suitably fit for the activity. Periodic rests while building snow caves and engaging in other strenuous cold-weather activities will help prevent accidents and overheating.

   TIP: Pulling a load over snow on a sled or toboggan is generally easier than carrying a backpack.
4. **Buddy System.** Having Scouts paired aids in monitoring each other's physical condition and observation of surroundings and circumstances.
5. **Planning.** Safe activities follow a plan that has been conscientiously developed. In winter, plan to cover no more than 5 miles per day on snowshoes or 10 to 12 miles on cross-country skis. Allow ample time to make it to camp at the end of the day.

   TIP: Always bring a bit more food, water, and clothing than what you think you'll need.
6. **Safe Area.** Leaders should determine whether an area for winter camping is well-suited and free of hazards.

   TIP: Always test the thickness of ice before venturing any distance from shore. The ice should be at least 3 inches thick for a small group.

   TIP: Look for dead branches hanging in the trees overhead.

   TIP: Avoid ridge tops and open areas where wind can blow down tents or create drifts.
7. **Weather Check.** Weather conditions, potential hazards, and the appropriate responses should be understood and anticipated. Go to www.scouting.org/training for Hazardous Weather training.
8. **Burning.** Never use flames in tents, teepees, or snow shelters. This includes burning any solid, liquid, gel, or gas fuel; using features of tents or teepees that support stoves or fires; and use of chemical-fueled equipment and catalytic heaters.
9. **Discipline.** Rules are effective only when followed. All participants should know, understand, and respect the rules and procedures for a safe winter camping experience. Applicable rules should be discussed prior to the outing and reviewed for all participants when leaving for the winter campout.

Winter Sports Safety

Beyond camping, a number of cold-weather activities present challenges to the Scout and leader, such as cross-country skiing, ice skating, sledding, snowmobiling, ice fishing, and snowshoeing. Essential ingredients for fun include skill training and an awareness of the hazards unique to these activities. Snow conditions, hazardous terrain, special clothing needs, and emergency survival are important issues for a safe and successful experience.

Be sure your winter outdoor activities always follow these guidelines:

1. All winter activities must be supervised by mature and conscientious adults (at least one of whom must be age 21 or older) who understand and knowingly accept responsibility for the well-being and safety of the youth in their care, who are experienced and qualified in the particular skills and equipment involved in the activity, and who are committed to compliance with the seven points of BSA Winter Sports Safety. Direct supervision should be maintained at all times by two or more adults when Scouts are in the field. The appropriate number of supervisors will increase depending on the number of participants, the type of activity, and environmental conditions.

2. Winter sports activities embody intrinsic hazards that vary from sport to sport. Participants should be aware of the potential hazards of any winter sport before engaging in it. Leaders should emphasize preventing accidents through adherence to safety measures and proper technique.
3. Appropriate personal protective equipment is required for all activities. This includes the recommended use of helmets for all participants engaged in winter sports, such as sledding and riding other sliding devices. The use of helmets is required for the following activities: downhill skiing, snowboarding and operating snowmobiles (requires full face helmets).
4. Winter sports activities often place greater demands on a participant's cardiopulmonary system, and people with underlying medical conditions (especially if the heart or lungs are involved) should not participate without medical consultation and direction. For participants without underlying medical conditions, the annual health history and physical examination by a licensed health-care practitioner every year is sufficient. The adult leader should be familiar with the physical circumstances of each youth participant and make appropriate adjustments to the activity or provide protection as warranted by individual health or physical conditions. Adults participating in strenuous outdoor winter activity should have an annual physical examination. It is recommended that the medical assessment be performed by a licensed health-care practitioner knowledgeable of the sport and the particular physical demands the activity will place on the individual.
5. For winter sports such as skiing, snowboarding, snowmobiling, etc., that utilize specialized equipment, it is essential that all equipment fit and function properly.
6. When youth are engaging in downhill activities such as sledding or tobogganing, minimize the likelihood of collision with immobile obstacles. Use only designated areas where rocks, tree stumps, and other potential obstacles have been identified and marked, cleared away, shielded, or buffered in some way.
7. All participants should know, understand, and respect the rules and procedures for safe winter activity. The applicable rules should be presented and learned before the outing, and all participants should review them just before the activity begins. When Scouts know and understand the reasons for the rules, they will observe them. When fairly and impartially applied, rules do not interfere with fun. Rules for safety, plus common sense and good judgment, keep the fun from being interrupted by tragedy.

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

XIII. Animal and Insect Hazards

Hantavirus

Hantavirus is a deadly virus that was first recognized as a unique health hazard in 1993. There are four different strains of hantavirus, and cases have been reported in 30 different states. The virus is most active when the temperature is between 45 and 72 degrees.

Hantavirus is spread through the urine and feces of infected rodents. It is an airborne virus. A person is infected by breathing in particles released into the air when infected rodents, their nests, or their droppings are disturbed. This can happen when a person is handling rodents, disturbing rodent nests or burrows, cleaning buildings where rodents have made a home, or working outdoors. The virus will die quickly when exposed to sunlight.

Symptoms of hantavirus include fever, chills, muscle aches, nausea, vomiting, diarrhea, abdominal pain, and a dry, nonproductive cough. If you suspect that someone has been infected, consult a physician immediately.

Rabies Prevention

Rabies has become increasingly prevalent in the United States in recent years, with more than 7,000 animals, most of which are wild, found to have the disease each year, according to statistics released by the Centers for Disease Control and Prevention (CDC). This viral infection is often found in bats, foxes, raccoons, and skunks. Rabies can be transmitted by warm-blooded animals, including domestic dogs and cats.

Although rabies in humans is rare in the United States, the CDC reports that more than 22,000 people in this country require vaccination each year after being exposed to rabid or potentially rabid animals. States with the highest number of reported cases include New York, New Jersey, Connecticut, New Mexico, Texas, Massachusetts, Pennsylvania, North Carolina, New Hampshire, Maryland, and parts of northern California.

Scout leaders can help prevent possible exposure to rabies by reminding Scouts to steer clear of wild animals and domestic animals that they don't know. If someone is scratched or bitten by a potentially rabid animal, Scout leaders should

- Wash the wound thoroughly with soap and water.
- Call a doctor or a hospital emergency room.
- Get a description of the animal.
- Notify the local animal control office, police department, or board of health.

Lyme Disease

Ticks can be a problem in wooded areas and campsites, and they can be carriers of Lyme disease. The disease is transmitted when a blood-sucking tick attaches itself to and feeds on its victim. Ticks frequently imbed themselves in hair or around the belt line or ankles; they are visible, crablike insects.

A red ringlike rash might appear around the bite. A victim might feel lethargic and have flulike symptoms, fever, a sore throat, and muscle aches. Anyone experiencing these symptoms in the days and weeks following a trek adventure, especially activities in areas where ticks are known to carry Lyme disease, should be checked by a physician.

West Nile Virus

West Nile Virus (WNV) develops in humans from infected mosquito bites. Birds act as an intermediate host, forming a reservoir of infection. Migrating birds introduce the WNV into local ecosystems, where it may then continue to reside in wintering species of mosquitoes in some areas of the country, or be reintroduced to new hatches of mosquitoes in the spring.

For every five humans infected with the virus, one has a mild, febrile illness lasting 3 to 6 days, while approximately one in 150 infected persons develops meningitis or encephalitis. The incubation period ranges from 2 to 14 days. Mild illness may include lethargy, eye pain, nausea, cramping and a rash. Severe muscle weakness is also frequently a symptom.

The basis of preventing WNV in Scouts, Scouters, and camp staff is a two-pronged program directed at mosquito reduction and personal protection. By far the most important aspect is personal protection. The Department of Defense system of personal protection consists of treating clothing with 0.5 percent permethrin and treating exposed body surface areas with DEET. Properly used, this combination can reduce the incidence of mosquito bites by virtually 100 percent.

A 111-page document prepared by the Centers for Disease Control that discusses WNV prevention strategies can be downloaded in Adobe Acrobat format at www.cdc.gov/ncidod/dvbid/westnile.

XIV. Incident Reporting

This chapter provides volunteers and professional staff guidance on documenting and reporting incidents, injuries, and illnesses that occur during Scouting activities.

BSA Incident Reporting Policy

The Boy Scouts of America provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness. A key responsibility that we all share is providing an effective program that meets the needs of young people and provides the proper health and safety of everyone concerned.

It is important that we sustain the safe operation of our programs and promote continuous improvement through organizational learning. Timely and complete incident reports support analysis that is critical to identifying needed improvement of the programs offered by the Boy Scouts of America.

What Is an Incident?

Loosely defined, an incident is any unplanned event that results in harm to an individual, property, or the environment.

Why Report an Incident?

The information reported from incidents is valuable in preventing the reoccurrence of similar incidents. Reporting incidents promptly is also critical so we can respond to incidents in an appropriate manner, and it helps us properly manage any potential claims.

How Do I Report an Incident?

Reporting requirements are based on the severity of the incident. Please see the Incident Descriptions and Reporting Instructions page in the appendix.

Report Writing Tips

It is imperative that you fill out any incident reports as thoroughly as possible. This will help bring clarity to the situation and avoid unnecessary calls or emails for additional information. Photographs of the site, facilities, vehicles, or equipment can add value to the report. The following examples demonstrate a good, better, and best approach to incident reporting. Remember to include only pertinent facts about the incident. Do not assign blame or include personal opinions or recommendations.

Good: At summer camp, a Scout was playing a game and fell, twisting his ankle. He was sent off camp for more help.

Better: This August, a Scout was playing tetherball at summer camp, when he fell and broke his ankle. He was sent to the ER and was released.

Best: On August 6, 2012, a Scout was playing a game of tetherball at a Beaver Dam Summer Camp event, when he fell and twisted his left ankle. The Scout was initially treated by other Scouts and the health lodge, but further treatment was needed. The Scout was diagnosed with a high ankle fracture, was treated in an ER, and released later in the day with a restriction to stay off the ankle until he sees his personal physician.

A Scout Is Trustworthy: Be Sure to Report

Remember: ANY incident that requires the intervention of medical personnel, involves emergency responders, or results in a response beyond Scout-rendered first aid must be reported.

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Service Project Planning Guidelines 69
http://www.scouting.org/filestore/healthsafety/pdf/680-027.pdf

Age Guidelines for Tool Use and Work at Elevations or Excavations 75
http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf

Annual Motor Vehicle Checklist

Date_____ Unit_____ Den_____ Position _____

Owner's name _____

Address _____

City, state _____ Zip_____

Driver's license no._____ Renewal date_____

Telephone (_____) _____ Alt. telephone (_____)_____

Insurance company _____ Amount of liability coverage $_____

Other drivers of same vehicle (this trip only) and driver's license numbers:

_____ , _____

Make and model of vehicle_____ Model year _____

Color_____ License no._____ Type_____ Current? _____

Basic Safety Check (required)

1. Safety belts for every passenger? _____
2. Safety belts operational? _____
3. Tire tread OK? _____
4. Spare tire present? _____
5. Tire jack present? _____
6. Brakes OK? _____
7. Windshield wipers operate? _____
8. Windshield washer fluid in reservoir? _____
9. Headlights and turn sibnals operating? _____
10. Mirrors: Rear view_____ Side view_____
11. Exhaust system OK? _____

Additional Safety Check (optional)

1. Flares for emergencies? _____
2. Fire extinguisher? _____
3. Flashlight? _____
4. Tow chain or rope? _____
5. First-aid kit? _____

MEETING PLACE INSPECTION CHECKLIST
For Packs, Troops, Teams, and Crews

BOY SCOUTS OF AMERICA

Unit No. _____
Meeting night _____
Name of organization _____
_____
Location _____
_____
District _____

NOTE TO INSPECTORS: A responsibility of the unit's chartered organization is to provide adequate meeting facilities. Unit committee members should make the inspection. Findings should be shared with the head of the institution, and plans should be made to correct hazards if any are found.

THE BUILDING

Name _____ Address _____

Construction: frame ☐ brick ☐ metal ☐ other _____

Type of roofing: shake ☐ composition ☐ metal ☐ other _____

Type of heating plant: gas ☐ oil ☐ wood ☐ electric ☐ other _____

Meeting room location: basement ☐ ground ☐ above first floor ☐

Telephone location: _____ Accessible yes ☐ no ☐ Emergency numbers posted yes ☐ no ☐

THE ROOM

YES	NO		YES	NO	
_____	_____	Large enough?	_____	_____	Adequate lighting?
_____	_____	Well-heated? (between 62 and 70 degrees)	_____	_____	Hand-washing facility?
_____	_____	Well-ventilated?	_____	_____	Clean toilet facility?
_____	_____	Dry?	_____	_____	Sanitary drinking facility?
_____	_____	Clean?	_____	_____	Emergency flashlights on hand?
_____	_____	Windows in good condition?	_____	_____	First-aid kits on hand?
_____	_____	Floor in good condition?			

EXITS

YES	NO		YES	NO	
_____	_____	Two or more emergency exits available?	_____	_____	Exit signs installed?
_____	_____	Unlocked and easily accessible?	_____	_____	Exit signs lighted?
_____	_____	Sufficiently far apart?	_____	_____	All doors swing out?
_____	_____	Crash bar on doors?			

IF ROOM IS ABOVE FIRST FLOOR:

YES	NO		YES	NO	
_____	_____	Close to stairs (less than 100 feet)?	_____	_____	Carpet or treads secure?
_____	_____	Doors and stairs unobstructed, litter-free?	_____	_____	Stairway enclosed?
_____	_____	Stairs in good repair?	_____	_____	Enclosures fitted with fire doors?
_____	_____	Stair handrail provided?	_____	_____	Outside fire escape installed?
_____	_____	Stairway lighted?	_____	_____	Fire escape in good repair?
_____	_____	Stairs wide enough for two persons?	_____	_____	Fire escape used for fire drills?

FIRE PROTECTION

YES	NO		YES	NO	
_____	_____	Portable extinguisher available and properly located?	_____	_____	Heating system inspected within a year?
		Extinguisher is suitable for the following types of fires:	_____	_____	Walls, ceilings, floors protected from stoves or pipes overheating?
_____	_____	A. Ordinary combustibles	_____	_____	Open fireplaces protected by screens?
_____	_____	B. Flammable liquids	_____	_____	Electric wiring, switches, extension cords in good repair?
_____	_____	C. Electrical equipment			
_____	_____	Extinguisher ready for use? (should be tagged to show inspection within one year)	_____	_____	Accessible telephone in building?
_____	_____	Any hazard from rubbish or flammable material?	_____	_____	Fire department number posted?
_____	_____	Any hazard from oily rags or mops? (spontaneous combustion)	_____	_____	Location of nearest fire alarm known to all members?
_____	_____	Smoke alarm system installed and tested?	_____	_____	Alarm procedure taught to members?

FIRE DRILL

YES	NO		YES	NO	
_____	_____	Has the unit an organization plan for conducting fire drills?	_____	_____	Are members able to evacuate building if filled with smoke or if lights go out?
_____	_____	Is a fire plan posted on the unit bulletin board?	_____	_____	Do training drills include use of alternate exits?
_____	_____	Are fire evacuation drills practiced frequently?	_____	_____	Are members trained in home fire safety plan and exit drill?
_____	_____	Was a drill demonstrated or taught to members at inspection time?			

RECOMMENDATIONS

Write your detailed recommendations below (or on a separate sheet attached to this report). Please note any other conditions that are hazardous to health, personal safety, or fire safety.

_____

_____

_____

INSPECTORS' SIGNATURES _____ _____

_____ _____

Date of inspection _____ Unit leader in attendance _____
name

CHARTERED ORGANIZATION RECORD

Did the chartered organization representative participate in the inspection? Yes ☐ No ☐

Report reviewed by:

_____ _____ _____
Chartered organization representative | Head of organization | Unit committee

Action taken: _____

_____

_____

_____

TOUR AND ACTIVITY PLAN

Date _____

❑ Pack ❑ Troop/team ❑ Crew/Ship ❑ Contingent unit/crew
Unit No. _____ Chartered organization _____

Council name/No. _____/_____

District_____

Description of tour or activity _____

From (city and state) _____to _____

Dates _____ to _____ Total days _____

Itinerary: It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

For office use
Tour and activity plan No. _____
Date received _____
Date reviewed _____

Council stamp/signatures

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	✔
	From	To			

Type of trip: ❑ Day trip ❑ Short-term camp (less than 72 hours) ❑ Other (OA Weekend, etc.) _____
❑ Long-term camp (longer than 72 hours) ❑ High-adventure activities ❑ High-adventure base_____

Party will consist of (number):	Party will travel by (check all that apply):
____ Youth—male ____ Youth—female ____ Adults—male ____ Adults—female	❑ Car ❑ Bus ❑ Train ❑ Plane ❑ Van ❑ Boat ❑ Other _____

Leadership and Youth Protection Training: Boy Scouts of America policy requires at least two adult leaders on all BSA activities. Coed Venturing crews must have both male and female leaders older than 21 for overnight activities. All registered adults must have completed **BSA Youth Protection training**. At least one registered adult who has completed BSA Youth Protection training must be present at all events and activities. Youth Protection training is valid for two years from the date completed.

Adult leader responsible for this group (must be at least 21 years old):

Name _____ Age _____ Scouting position _____

Address _____ Member No. _____

City _____ State _____ Zip code _____

Phone _____ Email _____ Youth Protection training date _____

Assistant adult leader name(s) (minimum age 18, or 21 for Venturing crews):

Name _____ Age _____ Scouting position _____

Address _____ Member No. _____

City _____ State _____ Zip code _____

Phone _____ Email _____ Youth Protection training date _____

Attach a list with additional names and information as outlined above.

❑ Our travel equipment will include a first-aid kit and a roadside emergency kit.

❑ The group will have in possession an **Annual Health and Medical Record** for every participant.

We certify that appropriate planning has been conducted using the **Sweet 16 of BSA Safety**, qualified and trained supervision is in place, **permissions** are secured, health records have been reviewed, and adult leaders have read and are in possession of a current copy of ***Guide to Safe Scouting*** and other appropriate resources. Any items needing attention will be resolved before the tour or activity date.

_____ _____

Signature: Committee chair or chartered organization representative | Signature: Adult leader

Unit single point of contact (not on tour)

Name _____Phone _____Email_____

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Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

Tour involves: ❑ Swimming ❑ Boating ❑ Climbing ❑ Orientation flights (attach **Flying Plan** required)
❑ Wilderness or backcountry (must carry **Wilderness Use Policy** and follow principles of **Leave No Trace**)
❑ Shooting ❑ Other (specify) _____

Activity Standards: Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** are to be followed. If climbing/rappelling is included, then **Climb On Safely** must be followed. At least one person must be current in CPR/AED from any recognized agency to meet **Safety Afloat** and **Climb On Safely** guidelines. At least one adult on a pack overnighter must have completed **Basic Adult Leader Outdoor Orientation (BALOO)**. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours and activities. **Trek Safely** and Basic First Aid are recommended for all tours, and **Wilderness First Aid** is recommended for all backcountry tours.

Expiration date of commitment card/training (two years from completion date)							
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	BALOO (no expiration)	Climb On Safely	Safe Swim Defense	Safety Afloat

Name	Age	CPR Certification/Agency	CPR Expiration Date	First-Aid Certification/Agency	First Aid Expiration Date

Name	Age	NRA Instructor and/or RSO	
		No. _____	❑ Rifle ❑ Shotgun ❑ Pistol (Venturing only) ❑ Range Safety Officer ❑ Muzzle-loading rifle ❑ Muzzle-loading shotgun
		No. _____	❑ Rifle ❑ Shotgun ❑ Pistol (Venturing only) ❑ Range Safety Officer ❑ Muzzle-loading rifle ❑ Muzzle-loading shotgun

Unauthorized and Restricted Activities: The BSA's general liability insurance policy provides coverage for bodily injury or property damage that arises out of an official Scouting activity as defined by the ***Guide to Safe Scouting***. Volunteers, units, chartered organizations, and local councils that engage in unauthorized activities are jeopardizing their insurance coverage. PLEASE DO NOT PUT YOURSELF AT RISK.

INSURANCE

All vehicles MUST be covered by a liability and property damage insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. It is recommended, however, that coverage limits are a $100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have a $500,000 combined single limit. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver's license (CDL). In some states (California, for example), this policy applies to drivers of vehicles designed to carry 10 or more people.

All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country. Attach an additional page if more space is required.

Name _____ CDL expires _____

Name _____ CDL expires _____

MAKE	MODEL	YEAR	NUMBER OF SAFETY BELTS	DRIVER/OWNER	VALID DRIVER'S LICENSE (Y or N)	LIABILITY INSURANCE COVERAGE Combined Single Limit

Guide to Tour Planning Principles

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Rev. 12/2011

Boy Scouts of America
Flying Plan

This completed application must be submitted with or attached to a tour and activity plan to the council office for review two weeks before the scheduled activity.

Unit No.:_____ City or town: _____ District: _____

Applies for a plan for a ❑ Basic ❑ Advanced orientation Flight on: _____

❑ Tethered balloon Date

Basic orientation flight. This flight will be within 25 nautical miles of the departure airport, with no stops before returning. The pilot must have at least a private pilot's certificate, at least 250 hours of total flight time, be current under FAR 61 to carry passengers, and have a current medical certificate under FAR 61. *Tiger Cubs, Cub Scouts, Boy Scouts, and Varsity Scouts are restricted to this type of flight.*

Advanced orientation flight. This flight will be within 50 nautical miles of the departure airport, and the plane may land at other locations before returning. The pilot must have at least a private pilot's certificate and 500 hours of total flight time. The pilot must be current under FAR 61 to carry passengers and have a current medical certificate under FAR 61. *Only Venturers and Venturing leaders may participate in advanced orientation flights.*

Tethered balloon flight. Flights will be conducted in an open area of at least 200 feet by 200 feet clear of obstructions, utility lines, fences, trees, etc. Permission to use the property has been secured. The maximum above ground limit (height) is 70 feet. The flight must occur between sunrise and sunset.

Name of the airport where the flight will originate and terminate: _____

Describe the area where tethered ballooning will occur: _____
Permission from the landowner to go tethered ballooning has been secured. ❑ Yes ❑ No

Total number of participating youth:_____ Total number of participating adults: _____

- ❑ A tour and activity plan is attached to this application.
- ❑ A parent or guardian consent form for each youth participant is attached to this application.
- ❑ All required aircraft, insurance, and pilot documentation is satisfied.

We certify that appropriate planning has been conducted using the Sweet 16 of BSA Safety, qualified trained supervision is in place, permissions are secured, health records have been reviewed, and adult leaders have read and are in possession of a current copy of the *Guide to Safe Scouting* and other appropriate resources.

_____ _____
Signature of committee chair or chartered organization representative Signature of adult leader

For council use only: Complete and return a copy to the unit.

Official Flying Plan—Boy Scouts of America

Tour and activity plan number: _____ Date issued: _____

Council Stamp/Signatures/Reviewer

BOY SCOUTS OF AMERICA®

Aircraft/Balloon

Owner(s): _____ Date of last annual inspection: _____

Make and model: _____ Number: _____

Standard airworthiness certificate category (normal/utility/etc.): _____

Note: Only aircraft with standard airworthiness certificates may be used for orientation flights. Restricted, limited, light sport, and experimental category airworthiness certificates are not authorized.

Reproduce this page as needed for additional aircraft/pilots.

Insurance

All aircraft owners must have at least $1 million aircraft liability coverage, including passenger liability with sublimits of no less than $100,000. List all insurance policies that in combination satisfy the insurance requirement.

Insurance company: _____

Amount: $_____ Policy number: _____ Expiration date: _____

Insurance company: _____

Amount: $_____ Policy number: _____ Expiration date: _____

Experimental Aircraft Association (EAA) Young Eagle Flights (ages 8–17): For those EAA members who choose to insure at $100,000 per passenger seat, the EAA automatically provides an additional $1 million liability umbrella policy with sublimits of no less than $100,000. This coverage is in effect only while participating in Young Eagle Flights. The EAA's insurance telephone number is 800-236-4800, ext. 6106.

EAA member number: ____ ____ ____ ____ ____ ____. **We strongly recommend that all orientation flights be conducted in collaboration with local EAA chapter Young Eagle Flights.** To find a local chapter, visit *www.eaa.org/chapters/locator.*

Pilot-In-Command

Name: _____ Age: _____

Address: _____

_____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Type of pilot certificate: _____ (Attach a copy of current pilot certificate. Balloon pilots must hold a commercial certification.)

Ratings: _____

Pilot medical certificate: ❑ First ❑ Second ❑ Third class (Attach a copy of current medical certificate. Applicable to ALL flights.)

Medical valid until: _____ (date)

Limitations: _____

Pilot's total number of flight hours: _____ (250 hours minimum for basic orientation flights; 500 hours minimum for advanced orientation flights)

Balloon pilot's total number of flight hours: _____ (100 hours minimum)

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680-672
Rev. 2/2012

Notes and FAQs for Completing Flying Plan

Tour Leader

You are responsible for completing the tour and activity plan and this application as required by the local council, obtaining parental consent for all participants, and gathering required insurance information and support material from the aircraft owner and pilot. Tour leaders are responsible for obtaining approval by unit leadership. Tour leaders must submit completed applications to the council at least two weeks in advance of the activity. Councils may require additional time for special activities, and unit leaders completing this application should plan accordingly.

Pilot, Aircraft Owner, and Insurance Information

Attach additional copies of this information for each aircraft or balloon that will be used, each pilot-in-command, and applicable insurance information. Pilot information must include copies of the pilot's current certificate and medical certificate.

Parents/Guardians

A consent form, No. 680-673, for each participant under 21 years of age must be completed by the youth's parent or guardian.

Local Council Office Checklist

Review that all requested information (listed below) has been provided on the application. Affix the council stamp at the bottom of page 1, and return a copy of all pages to the unit leader.

___ Parent or guardian consent form for each youth participant attached to this application

___ A copy of each pilot's certificate and medical certificate attached to this application

___ Pilot total hours required (250 hours for basic orientation flights; 500 hours for advanced orientation flights; 100 hours for tethered ballooning)

___ Aircraft or balloon insurance requirements satisfied

___ Tour and activity plan completed

Tethered balloon guidelines and FAQs can be found here.

FAQs

Q: My pilot certificate number is my Social Security number. May I strike through it or white it out on the required copy?

A: Yes. It is recognized that pilots who have not had their Social Security numbers removed from their pilot certificates may strike out the information.

Q: Our pilot only has the new sport pilot rating. Can he be a pilot-in-command of the orientation flight?

A: No. Sport pilot certificates are not authorized as no medical is required.

Q: Our unit has been offered an orientation flight by the U.S. military, but not all the information required on the application can be obtained. May we still conduct the orientation?

A: Commissioned officers and warrant officers of any armed service may act as pilot-in-command of a military airplane or helicopter in which they are current as the aircraft commander for either a basic or advanced orientation flight. Only the aircraft portion identifying the aircraft as military and a parent or guardian consent form for each youth participant are required.

Q: Since we encourage Young Eagle Flights, can we utilize experimental aircraft?

A: No. Only aircraft with standard airworthiness certificates may be used on orientation flights.

Q: Is an aviation medical required for glider or tethered balloon pilots?

A: Yes. For consistency, a valid medical is required.

BOY SCOUTS OF AMERICA DATE _____

Received in council service center _____
(Date)

UNIT MONEY-EARNING APPLICATION

Applications are not required for council-coordinated money-earning projects such as popcorn sales or Scout show ticket sales.

(Local council stamp)

Please submit this application to your council service center at least two weeks prior to committing to your money-earning project. Read the eight guidelines on the other side of this form. They will assist you in answering the questions below.

☐ Pack
☐ Troop
☐ Team
☐ Crew

No. _____ Chartered Organization _____

Community _____ District _____

Submits the following plans for its money-earning project and requests permission to carry them out.

What is your unit's money-earning plan? _____

About how much does your unit expect to earn from this project? _____ How will this money be used? _____

Does your chartered organization give full approval for this plan? _____

What are the proposed dates? _____

Are tickets or a product to be sold? Please specify. _____

Will your members be in uniform while carrying out this project? (See items 3–6 on other side.) _____

Have you checked with neighboring units to avoid any overlapping of territory while working? _____

Is your product or service in direct conflict with that offered by local merchants? _____

Are any contracts to be signed? _____ If so, by whom? _____

Give details. _____

Is your unit on the budget plan? _____ How much are the dues? _____

Does your unit participate in the council product sale? ☐ Yes ☐ No Family Friends of Scouting? ☐ Yes ☐ No

How much does your unit have in its treasury? _____

Signed _____ Signed _____
(Chartered Organization Representative) (Unit Leader)

Signed _____ _____
(Chairman, Unit Committee) (Address of Chairman)

FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE: Telephone _____

Approved by _____ Date _____

Approved subject to the following conditions _____

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GUIDES TO UNIT MONEY-EARNING PROJECTS

A unit's money-earning methods should reflect Scouting's basic values. Whenever your unit is planning a money-earning project, this checklist can serve as your guide. If your answer is "Yes" to all the questions that follow, it is likely the project conforms to Scouting's standards and will be approved.

1. ***Do you really need a fund-raising project?***

   There should be a real need for raising money based on your unit's program. Units should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual youth members are expected to earn their own way. The need should be beyond normal budget items covered by dues.

2. ***If any contracts are to be signed, will they be signed by an individual, without reference to the Boy Scouts of America and without binding the local council, the Boy Scouts of America, or the chartered organization?***

   Before any person in your unit signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is personally responsible. He/she may not sign on behalf of the local council or the Boy Scouts of America, nor may he/she bind the chartered organization without its written authorization. If you are not sure, check with your district executive for help.

3. ***Will your fund-raiser prevent promoters from trading on the name and goodwill of the Boy Scouts of America?***

   Because of Scouting's good reputation, customers rarely question the quality or price of a product. The nationwide network of Scouting units must not become a beehive of commercial interest.

4. ***Will the fund-raising activity uphold the good name of the BSA? Does it avoid games of chance, gambling, etc.?***

   Selling raffle tickets or other games of chance is a direct violation of the BSA Rules and Regulations, which forbid gambling. The product must not detract from the ideals and principles of the BSA.

5. ***If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Scouting?***

   All commercial products must sell on their own merits, not the benefit received by the Boy Scouts. The principle of value received is critical in choosing what to sell.

6. ***If a commercial product is to be sold, will the fund-raising activity comply with BSA policy on wearing the uniform?***

   The official uniform is intended to be worn primarily for use in connection with Scouting activities. However, council executive boards may approve use of the uniform for any fund-raising activity. Typically, council popcorn sales or Scout show ticket sales are approved uniform fund-raisers.

7. ***Will the fund-raising project avoid soliciting money or gifts?***

   The BSA Rules and Regulations state, "Youth members shall not be permitted to serve as solicitors of money for their chartered organizations, for the local council, or in support of other organizations. Adult and youth members shall not be permitted to serve as solicitors of money in support of personal or unit participation in local, national, or international events."

   For example: Boy Scouts/Cub Scouts and leaders should not identify themselves as Boy Scouts/Cub Scouts or as a troop/pack participate in The Salvation Army's Christmas Bell Ringing program. This would be raising money for another organization. **At no time are units permitted to solicit contributions for unit programs.**

8. ***Does the fund-raising activity avoid competition with other units, your chartered organization, your local council, and the United Way?***

   Check with your chartered organization representative and your district executive to make certain that your chartered organization and the council agree on the dates and type of fund-raiser.

The local council is responsible for upholding the Charter and By-laws and the Rules and Regulations of the BSA. To ensure compliance, all unit fund-raisers MUST OBTAIN WRITTEN APPROVAL from the local council NO LESS THAN 14 DAYS before committing to the fund-raising activity.

For additional details, please reference the *Product Sales and Policy Issues Manual* on www.scouting.org/financeimpact.

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Incident Descriptions and Reporting Instructions

INCIDENT TYPE	PERSONAL INJURY/ILLNESS	VEHICLE, PROPERTY, OR PROGRAM INCIDENT	REPORTING REQUIREMENTS
CATASTROPHIC	• Fatality or hospitalization for a life-threatening or critical condition • Allegation of suspected sexual abuse • Victimization of Scout	• Vehicle accident, theft, or damage with a greater than $1 million loss • Litigation anticipated • National publicity or media attention	**IMMEDIATELY** do the following: 1. Get help for injured parties (e.g., call 911). 2. Notify the council Scout executive. 3. Complete an Incident Information Report, No. 680-016. 4. Forward the incident report to your local council enterprise risk management contact. 5. Ask the council contact to enter the incident into the RiskConsole incident reporting system. The incident should be marked as catastrophic.
SERIOUS/ CRITICAL	• Hospitalization for less than a life-threatening or critical condition • Transport to the ER in an emergency vehicle • Allegation of suspected non-sexual child abuse • Communicable disease outbreak or mass foodborne illness	• Vehicle accident, theft, or damage with a $100,000 to $1 million loss • Building or camp shut down for more than a day • Bomb threat • Local publicity or media attention	**Within 24 hours,** do the following: 1. Get help for injured parties (e.g., call 911). 2. Notify the council Scout executive. 3. Complete an Incident Information Report, No. 680-016. 4. Forward the incident report to your local council enterprise risk management contact. 5. Ask the council contact to enter the incident into the RiskConsole incident reporting system.
MARGINAL	• First aid • Transport to the ER in a personal vehicle and released • Serious near miss • Emergency response initiated	• Vehicle accident, theft, or damage with a $100,000 loss or less • Program area closed down for safety concerns • Emergency response initiated	**In no later than five days,** do the following: 1. Attend to any injured parties. 2. Complete an Incident Information Report, No. 680-016. 3. Forward the incident report to your local council enterprise risk management contact. 4. Ask the council contact to enter the incident into the RiskConsole incident reporting system.
NEGLIGIBLE	• Near miss • Injury/illness not requiring first aid		**By the end of the unit recharter year,** do the following: 1. Complete a Near Miss Incident Information Report, No. 680-017. 2. Keep the report in your unit or forward to the enterprise risk management contact. 3. Evaluate near misses in your unit or council each year for any lessons learned and/or program enhancements.

NOTE: This matrix does not supersede reporting requirements for specific program activities (e.g., pilot programs or climbing near misses), reporting required by law, BSA Youth Protection reporting requirements, or BSA employee death or multiple injury reporting requirements to OSHA.

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

Incident Definitions



First Aid

An injury or illness treated by Scout-rendered first aid but does not include treatment that has to be done by a medical professional such as a nurse, EMT, or doctor. Scout-rendered includes a Scout or Scouter.



Near Miss

An unplanned event that DID NOT result in injury, illness, or damage by definition, but had the potential to cause less than serious damage or injury.



Serious Near Miss

An unplanned event that did not result in injury, illness, or damage by definition (e.g., emergency response was called to find a lost Scout), but had the potential to cause serious damage or injury.



Vehicle Accident

An unintentional damaging event involving one or more vehicles that causes damage to the vehicle, damage to property, or physical harm. Vehicles include automobiles and other motorized equipment (e.g., four-wheelers, farm equipment, industrial equipment, or motorcycles).



Victimization of Scout

An intentional incident in which a Scout is physically or psychologically harmed.

680-033
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HEALTH AND SAFETY

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

Incident Information Report

(Events or allegations of injury, illness, or property damage including employment and directors and officers issues)

Incident date:_____ Time: _____

Reporting date: _____ Time: _____

Council/BSA location: _____ ❑ Leader ❑ Parent ❑ Other: _____

Reporting person: _____

Location of incident:_____

Specific area where incident occurred:

_____

_____

Cause of incident:

_____

_____

_____

Program/event/adventure code:_____

Did the incident occur while transporting to/from an activity? ❑ Yes ❑ No

Comments:

_____

_____

_____

Individuals Involved (Duplicate if Needed)

Name: _____
First Middle Last

Address:_____
City State Zip

Home phone:_____ Cell phone: _____ Work phone:_____

DOB: _____ Age:_____ Unit No.:_____ Council: _____

Scouting role: _____

Type of injury or property damage: _____ Injured body part: _____

Was medical treatment given at scene? ❑ Yes ❑ No Type: _____

Medical disposition (transported to hospital, etc.): _____

Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.

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The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

Incident Information Report

(Events or allegations of injury, illness, or property damage including employment and directors and officers issues)

Witnesses

Name: _____
First Middle Last

Address:_____
City State Zip

Home phone:_____ Cell phone: _____ Work phone:_____

Others

Name: _____
First Middle Last

Address:_____
City State Zip

Home phone:_____ Cell phone: _____ Work phone:_____

Property Damage (if applicable)

Property or vehicle make/model/year:_____

Color:_____ License plate No.:_____

Driver Contact Information (if applicable)

Name: _____
First Middle Last

Address:_____
City State Zip

Home phone:_____ Cell phone: _____ Work phone:_____

Passengers:_____ Contact information: _____

Additional information:

_____

_____

_____

Information gathered at scene by:_____

Contact information:_____

Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.

680-016
2010 Printing

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to **http://www.scouting.org/HealthandSafety/GSS.aspx.**

Service Project Planning Guidelines

These guidelines can be utilized for all Scouting service projects, not just those for an Eagle Scout service project. The guidelines must not be construed to be additional requirements for an Eagle Scout service project, but they do represent elements that should appear on the Eagle Scout candidate's final project plan from the *Eagle Scout Service Project Workbook*, No. 512-927. The next revision of the workbook will incorporate these guidelines.

Service Project Safety Planning Process

1. **Take the necessary steps.** Define the scope of the project, assess the skill levels of the participants, indicate supervision and discipline needed, identify the equipment and personnel needed (including first-aid kits), and plan for proper tool instruction.

2. **Review the site.** Make sure you know how to get there and have access, where to park, and what the access is for emergency vehicles. Include weather concerns and how to notify local emergency help. Identify overhead and underground utilities. Know which jurisdictional codes and ordinances will apply.

3. **Determine suitable hours in which the service project will be performed.** For example, they could be daylight hours or from 8:30 a.m. to 4:30 p.m., including short rest breaks every two hours, plus lunch with rest period for one hour. It is recommended that service projects do not exceed eight hours per day. Please keep in mind that youth attention spans may be a limitation.

4. **Establish a service project review process.** Monitor work and tool usage, and ensure a leadership review of the project at its conclusion.

Use this section as a checklist for providing details about your service project plans.

Hazard Analysis and Recognition

1. **List possible hazards,** for example, overhead or underground utilities; overgrowth of trees, bushes, and grasses; or the animals, bugs, and reptiles present in the area.

2. **Consider the weather.** What are the forecasted conditions during the time of the project?

3. **Monitor tool usage.** Identify supervision, who has access, the proper handling of tools, and power supplies, etc.

4. **Prepare for emergencies** (access, shelters, weather monitoring, communications).

Tools and Equipment

See Age Guidelines for Tool Use and Work at Elevations or Excavations, No. 680-028, for guidance.

1. List the type and number of hand and power tools necessary for the project and the skills required for their usage.

Tool	Quantity Needed

2. What skill level, training/certification, age, and physical conditions are necessary?

Tool	Age-Appropriate Certification Needed (Adult/Youth)	Training Needed/Completed (Y/N?)

3. List the personal protective equipment (PPE) needed (see Age Guidelines for Tool Use for guidance).

Tool	Personal Protective Equipment (PPE) Needed

4. Check the condition of all tools. Never use tools that are broken, needing repair, or missing safety features.

Tool	Condition–Acceptable?

5. Determine the clearances and barriers needed between users or for specific tools or equipment.

Tool/Work Area	Clearance/Barriers/Safety Circle

6. Where and how will tools be stored?

7. Review the proper use of tools.

Weather Considerations

1. Heat (heat index, periods of work, periods of rest, use of shade, water):

2. Cold stress (wind chill, periods of work, rest, water, heated area):

3. Weather forecasting information and evaluations:

4. List weather emergency procedures (for tornadoes, hurricanes, lightning, etc.) and training/awareness (first-aid kit, trained first-aid personnel). See the Hazardous Weather online training at MyScouting.org.

Health/Sanitation Considerations

1. Health risks to participants (possible problems such as poison ivy, rodents, and mosquitoes):

Check the following:

____ Annual Health and Medical Record forms are available.

____ Participants with allergies or other health risks are identified.

____ Are medications/EpiPens® on hand?

____ Are parental permissions (for youth) secured?

2. Will snacks or foods be available? (List types, where they are positioned, etc.)

Type of Snacks/Foods (Note Allergies)	Where Food Will Be

3. Sanitation needs and provisions (restrooms, hand sanitizers):

4. Will you need sunscreen, insect repellent, etc.?

Assessment and Monitoring

- Who will provide supervision, monitoring of participants? _____
- What conditions will cause a Start, Stop, Continue process to occur?

What will define project success? Why?

If there are any accidents or injuries, complete a BSA Incident Information Report, No. 680-016. Submit it to the council service center as soon as possible. Immediately notify the council service center or Scout executive of any serious incidents requiring emergency or medical response. If there was a near miss, complete a BSA Near Miss Incident Information Report, No. 680-017, and submit it to the council service center.

Age Guidelines for Tool Use and Work at Elevations or Excavations

Training and Supervision

The use of tools, by any youth or adult, requires training in the proper use of those tools before a project starts and continuous, qualified adult supervision and discipline during the project. Manufacturers' literature and age and skill restrictions shall supersede the recommendations on the chart below. If there is a conflict, leaders shall follow the most restrictive guidelines. The table below is not comprehensive; if in doubt, adults should be recruited for all tool use or job functions that might be dangerous.

Note on Personal Protective Equipment

Appropriate personal protective equipment (PPE) must be used at all times when using hand or power tools. Types of personal protective equipment include the following:

- Work gloves
- Safety glasses
- Safety helmets
- Earplugs or muffs
- Steel-toed shoes
- Protective aprons
- Safety face shields
- Other personal safety equipment as defined by OSHA standards

Hand Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Leaf/grass rake	■	■	■
Hoe	■	■	■
Shovel	■	■	■
Hand clipper (small)	■	■	■
Screwdrivers	■	■	■
Nail hammer	■	■	■
Handsaw	■	■	■
Trowel	■	■	■
Hose spray washer	■	■	■
Wood sanding block (handheld)	■	■	■
Wood chisel (Scouts with Totin' Chip)	■	■	■
Pocketknife (Scouts with Whittling Chip or Totin' Chip)	■	■	■
Pickaxe		■	■
Mattock		■	■
Posthole digger		■	■
Wheel cart (1-, 2-, or 4-wheeled)		■	■
Paint roller with extension pole		■	■

Note: Shaded areas indicate age-appropriate use.

Power Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Screwdriver (electric)			
Handheld sander (small)			
Cutting tools (e.g., Dremel®, small)			
Paint sprayer (small, less than 50 psi)			
Residential lawn mower (self-propelled, riding)			
Commercial lawn mower (push, self-propelled, riding)			
Line trimmer (electric, gas-powered)			
Edger (electric, gas-powered)			
Leaf/grass blower (electric, gas-powered)			
Hedge trimmer (electric, gas-powered)			
Belt sander (electric, cordless)			
Pressure washer (>50 but <100 PSI)			
Circular, reciprocating, jig, or radial saw			**Age 18 and older**
Band and scroll saws			**Age 18 and older**
Router/planer			**Age 18 and older**
Chain saws			**Age 18 and older**
Log splitters			**Age 18 and older**
Wood chippers			**Age 18 and older**

Note: Shaded areas indicate age-appropriate use.

Working at Heights and Elevations

Heights and elevations are measured from the bottom of the shoes or boots above the ground level or floor.

Elevation of Work	Youth Up to Age 14	Youth Age 14 or Older
Up to 4 feet	**Step stools***	
Above 4 feet	**Not permitted**	**A 6-foot ladder is permissible with the manufacturer's recommended practices.**
On scaffolds (above 4 feet)	**Not permitted**	**Age 18 or older**
Open platforms (above 4 feet) with proper fall protection**	**Not permitted**	**Age 18 or older**

Fall Protection Requirements According to OSHA Standards

29 CFR–Subpart M, 1926.500, 1926.501, 1926.502, and 1926.503

*Step stools, with one or two steps, are permissible for use by youth if the total height is 4 feet or less.

**Proper fall protection would require the use of full-body harnesses, helmets, and the ability to be anchored to a stable object. Refer to safety practices from the BSA's Project COPE and climbing national standards.

Note: Pioneering projects, such as monkey bridges, have a maximum height of 5 feet. Close supervision should be followed when Scouts are building or using pioneering projects.

Excavations

Youth or adults are not permitted to work in any excavation areas greater than 4 feet in depth, such as trenches for plumbing, digging wells, or building foundation work.

Youth can work on hiking and biking trails or other similar work where the depth of digging is not greater than 4 feet. Digging postholes for fences, gates, etc., is permissible if the depth is limited to 48 inches (4 feet) and the width is limited to 18 inches (1.5 feet).

It is critical to locate all underground utilities (e.g., water, gas, electric) at the site before any work begins. Most states have "call before you dig" call centers to assist with this effort.

Notes

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