

**LOS PADRES COUNCIL  
BOY SCOUTS OF AMERICA**

**Unit  
Risk Management  
Guide**



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

- Council Emergency Procedures**
- Youth Protection Procedures**
- Insurance Coverages**
- Tour Permits**
- BSA Rules and Regulations**
- BSA Training Courses for Health & Safety**

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



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In the case of a reportable situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the following Council officials:

**Scout Executive**                      **Rebecca Fields**  
B: (805) 967-0107  
24 hr. e-mail: [rfields@bsamail.org](mailto:rfields@bsamail.org)

**Program Director**                      **Ron Walsh**  
B: (805) 686-5167  
C: (805) 705-3736

# Unit Risk Management Guide

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***In the Los Padres Council,  
Safety is No Accident!***

# COUNCIL EMERGENCY PROCEDURES

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

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

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

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## Emergency Call 911

For all law enforcement and emergency services!

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4. The Council official will make arrangements to contact the family physician or other medical assistance as required or requested by the parent or guardians and to provide transportation, counseling, or other support as is within the purview of the Council. Arrangements will be made to secure personal equipment for safe delivery to the home of the individual involved.
5. The Council official handles procedures regarding insurance, media relations, and ensures that National and local Scout policies are met.

It is the goal of the Council that with thorough prior planning and emphasis on safety, Scouting can avoid accidents and injury. Should they occur, however, it is the responsibility of all BSA leaders to respond and follow the procedures indicated. The concern for the injured person(s) and their family is of primary importance.

## MEDIA RELATIONS

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

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

# YOUTH PROTECTION PROCEDURES

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

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

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

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

All registered adults must complete Youth Protection Training prior to their registration being completed.

Since 1995, Units are required to assign the responsibility for Youth Protection to an assistant unit leader.

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

- ❖ Ensure all registered adults receive the current youth protection training.
- ❖ Coordinate the education of parents on the issue of Child Abuse.
- ❖ Provide youth protection training for all youth using the appropriate materials and videos.

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

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**Reporting Procedure:** It is the policy of the Los Padres Council that a suspected or observed case of child abuse or victimization involving a participant in any program, activity, camp or unit of the Boy Scouts of America be immediately reported to the Council Scout Executive or first available Council official listed on the cover of this guidebook and/or local law enforcement officials.

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## Barriers to Abuse Within Scouting

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

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

# INSURANCE COVERAGES FOR VOLUNTEERS

Listed below is a brief outline of the insurance coverage provided by the Los Padres Council through the support of the Friends of Scouting campaign and activity fees.

## COUNCIL ACCIDENT AND SICKNESS INSURANCE PLAN

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

Coverage is secondary to other insurance of the individual or group. Claim forms and additional information on coverage, limits, etc., may be obtained by contacting the Council Service Center.

## COMPREHINSIVE GENERAL LIABILITY INSURANCE

This coverage provides primary general liability coverage for **registered** Council, volunteer Scouters, Scouting units, chartered organizations, and Scouting professionals and employees, with respect to claims arising in the performance of their duties in Scouting with the exception that the coverage is excess over any insurance which may be available to the volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft. This insurance is only available while the vehicle or watercraft is in actual use of a Scouting unit and being used for a Scouting purpose.

The insurance provided unregistered Scouting volunteers through the BSA General Liability Insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy.

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Volunteers should not be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

There is no coverage for those who commit intentional or criminal acts.

## AUTOMOBILE INSURANCE

All vehicles used in Scouting activities **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the State the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle carrying 10 or more passengers is **REQUIRED** to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

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

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

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For information, claim forms, or if legal papers are served in a Scouting-related incident, please contact the Scout Executive at the Council Service Center in Santa Barbara, (805) 967-0105.

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# TOUR PERMITS

## PROTECTING YOUR ASSETS

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

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

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

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

## WHEN AND HOW TO FILE A TOUR PERMIT?

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

Unit leaders may file a Tour Permit by:

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

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

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

## LOCAL TOUR PERMITS

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

## NATIONAL TOUR PERMITS

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

## DISTRICT & COUNCIL ACTIVITIES

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

## PERMISSION SLIPS

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

## HELPFUL HINT

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

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

# THE SWEET 16 OF BSA SAFETY

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

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## 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.

## 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.

## 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.

## 6. Personal Safety Equipment.

The supervisor must assure that every participant has and uses the appropriate personal safety equipment.

## 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.

## 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.

## 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.

## 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.

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.

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For the complete text of the Sweet 16, please see the Guide to Safe Scouting, pages 37 & 38.

## GUIDE TO SAFE SCOUTING

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

The *Guide to Safe Scouting*, No. 34416D, may be purchased through our Council Service Center. It is also available online at <http://www.scouting.org/cgi/gss/viewall.pl>. The Guide to Safe Scouting is frequently updated, to stay current, check the online version.

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

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

## AVAILABLE TRAINING

The Los Padres Council recognizes the immediate need to train adult leaders in the proper design and operation of safe Scouting programs. There are four safety courses offered that provide the most important and valuable of lessons on the Health & Safety issues of the BSA:

### 1. BSA HEALTH & SAFETY

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

### 2. YOUTH PROTECTION - Renew every 2 years

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

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

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

### 3. CLIMB ON SAFELY - Renew every 2 years

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

### 4. SAFE SWIM DEFENSE & SAFETY AFLOAT - Renew every 2 years

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

### 5. TREK SAFELY - renew every 2 years

Trek Safely is the Boy Scouts of America's recommended procedure for organizing BSA outdoor treks, applies to overnight treks of any duration. This course teaches leaders how to organize fun and safe overnight trekking activities whether on foot, mountain biking, or other means.

### 6. HAZARDOUS WEATHER - renews every 2 years.

This is an on-line course that teaches leaders about the dangers of various types of weather conditions, how to recognize them, and how to stay safe. It is now required for a unit to receive a Tour Permit.



# THE LOS PADRES COUNCIL

FOR MORE INFORMATION, PLEASE CONTACT YOUR DISTRICT EXECUTIVE, OR  
YOUR LOCAL COUNCIL SERVICE CENTER:

## LOS PADRES COUNCIL, BOY SCOUTS OF AMERICA

COUNCIL SERVICE CENTER  
4000 MODOC RD  
SANTA BARBARA, CA 93110  
PHONE: (805) 967-0105  
FAX: (805) 967-5094

SANTA MARIA SERVICE CENTER  
228 TOWN CENTER EAST  
SANTA MARIA, CA 93454  
PHONE: (805) 925-1955  
FAX: (805) 925-9206

SAN LUIS OBISPO SERVICE CENTER  
7350 EL CAMINO REAL, STE. 201  
ATASCADERO, CA 93422  
PHONE: (805) 461-4018  
FAX: (805) 461-4021

PROGRAM OFFICE AT RANCHO ALEGRE  
2680 HIGHWAY 154  
SANTA BARBARA, CA 93105  
PHONE: (805) 686-5167  
FAX: (805) 686-5175

Council Website Address: [www.lpbsa.org](http://www.lpbsa.org)

### **COUNCIL MISSION STATEMENT**

*The Los Padres Council, Boy Scouts of America is:*

The mission of the Los Padres Council  
is to prepare young people to make ethical choices over their lifetime  
by instilling in them the values of the Scout Oath and Law.

### **OUR CORE VALUES ARE FOUND IN THE SCOUT OATH AND LAW**

#### The Scout Oath

*On my honor I will do my best to do my duty to God and my country  
And to obey the Scout Law;  
To help other people at all times;*

*To keep myself physically strong, mentally awake, and morally straight*

#### The Scout Law

*A Scout is trustworthy, loyal, helpful, friendly, courteous, kind,  
Obedient, cheerful, thrifty, brave, clean and reverent.*

*Serving Youth and Families  
in Santa Barbara and San Luis Obispo Counties  
Since 1916*