

Updated guidance on **Tour and Unit Activity Plans** for Montana Council BSA Units
(MT Council Risk Management Board Chairman, Tony Higuera)
Effective October 6, 2016



What is the purpose? When do I, as a unit leader, need to file one with the Montana Council?

Tour and activity plans: Tour and Activity Plans are designed to help you plan safe Scouting activities. It can help you ensure that trained leadership is in place, and that there is safe and appropriate transportation to and from an event.

The central responsibility of tour and activity planning lies with the Unit Key 3:

The Chartered Organization Representative, Committee Chair and Scout leader (Cubmaster, Scoutmaster, Crew Advisor, Explorer Post Advisor, Sea Scout Adult Leader.)

When is a Tour Plan Required?

Detail information on tour permits: <http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx>

The following activities require a tour and activity plan to be submitted to the council for review and approval. Such plans must be submitted a minimum of 21 days prior to the event.

1. Any activity which includes a trip of 500 miles or more **or** extends outside of your council boundaries.
2. Trips to National High Adventure Bases (Florida Sea Base, Northern Tier, Philmont Scout Ranch, and Summit Bechtel Reserve). In each case upon arrival **you will be asked to present a copy of your tour and activity plan.**
3. Any national Scout jamboree, National Order of the Arrow Conference, or a regionally sponsored event.
4. Any activity that is not conducted by the council or its districts and involves:
 - Aquatics activities (swimming, boating, floating, scuba, etc.)
 - Climbing and rappelling
 - Orientation flights
 - Shooting sports
 - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)

Where can I find the tour and activity plan online?

A. You will need to log in to www.my.scouting.org and select the tour and activity plan under your "Unit Tool."

Where can I find the paper version of the tour and activity plan?

A. Click on this tour and activity plan link (<http://www.scouting.org/filestore/pdf/680-014.pdf>) Please only use this format if you have a unit without access to [MyScouting](http://www.my.scouting.org) . Everyone is encourage to use the online system.

Do you need to file a tour plan with the MT Council to take your unit hiking, camping, to a local museum, ice cream shop, service project, district or MT council events, Merit Badge University, MT Council Summer camp, Monster day at Melita Island? **NO!** Hands Across the Border, yes, but only if it takes place in Canada.

Of the above mentioned activities that do not require a tour plan filed with council: you, as the unit leader, need to make sure all the adults who are leading the activities that your unit is planning have all the appropriate training and are current for the activities planned and are following the BSA Guide to Safe Scouting.(see "What training is required" below)

The Charter Organization, Key 3 and trip leader could be liable due to neglect in the event of a mishap if it is found that the adults leading the event were not trained or were not following the Safe Guide to Scouting and BSA guidelines for the activity in question.

As an aid in the continuing effort to protect participants in a Scout activity, the BSA National Health and Safety Committee and the Council Services Division of the BSA National Council have developed the "Sweet Sixteen" of BSA safety procedures for physical activity. These 16 points, which embody good judgment and common sense, are applicable to all activities. <http://www.scouting.org/scoutsource/HealthandSafety/Sweet16.aspx>

An **Activity Plan** is an excellent tool that should be included in preparation for all activities, even those not requiring it. It guides a tour leader through itineraries, travel arrangements, two-deep leadership, supervision qualifications, transportation, and training requirements.

What training is required if you are planning for outdoor activities such as camping, hiking, water sports, 50 miler canoe trip, extended trips into the backcountry, etc? You need:

On line courses:

1. **Youth Protection Training** – need to take every year per MT Council policy
2. **Hazardous Weather** – training on planning for decision making regarding weather for safe outings. Required for any outdoor activity.
3. **Safe Swim Defense** – Introduction to BSA water safety policies. Good for 2 years
4. **Safety Afloat** –Introduction to BSA boating policies. Good for 2 years
5. **Climb on Safely** – This training provides all the information you need to meet the minimum requirements for climbing activities. This does not consist of any training or certifications in climbing, but provides the essential components of a safe outing
6. **Trek Safely** - designed to help adult leaders plan and carry out a safe trekking experience for the members of their unit.

Not available on line:

7. **CPR/AED**
8. American Red Cross or any other certified training organization - **Basic First Aid training; BSA 16 hour Wilderness First Aid (WFA)** for High Adventure outings or any outing in which EMS or advance medical care/facility is not available due to the remoteness of your location.

Is WFA required for my position in Scouting?

The BSA requires at least one person (two preferred) per unit to be WFA-certified for certain high-adventure camps like Philmont trek and backcountry experiences. WFA is the assessment of and treatment given to an ill or injured person in a remote environment where definitive care of a physician and/or rapid transport is not readily available.

What other training is available?

The BSA has joined with the National Safety Council to offer an online Defensive Driving course to all employees and volunteers, and their families and friends. The Defensive Driving course is optional and voluntary. When you complete the course, you'll receive a certificate from the National Safety Council that, in many states, may be used to lower automobile insurance rates. Check with your insurance provider to verify. http://www.scouting.org/ProSpeak-Stage/insights/2010_09_road_trip.aspx

Guide to Safe Scouting: <http://www.scouting.org/filestore/pdf/34416.pdf>

“All participants in official Scouting activities should become familiar with the *Guide to Safe Scouting*, applicable program literature or manuals, and be aware of state or local government regulations that supersede Boy Scouts of America practices, policies, and guidelines. The *Guide to Safe Scouting* is an overview of Scouting policies and procedures gleaned from a variety of sources. 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.”

Included is a sample activity plan that units are welcome to use for internal use when planning an activity outside of their normal meeting place.

Unit Activity Plan Checklist (Internal unit use only)

Unit type and Number _____

Type of activity planned _____

Dates and location _____

Trip Leader _____

Number of Adults going _____

Number of Scouts going _____

In case of emergency contact _____

Two deep leadership:

Training requirement needed and current dates verified:

Training requirements	Leader's name date of training	Leader's name date of training	Leader's name date of training	Leader's name date of training
Youth Protection Training/ Venturing YPT if applicable				
Hazardous Weather				
Safe Swim Defense				
Safety Afloat				
Climb on Safely				
Trek Safely				
CPR/AED				
Basic First Aid training or BSA 16 hour Wilderness First Aid				

- Drivers/vehicle insurance verified: _____
- Enough Seatbelts _____
- Guide to Safe Scouting reviewed by trip leader _____
- Trip leader is familiar with the "Sweet Sixteen" of BSA safety _____
- BSA Medical Forms A and B and C if applicable reviewed and in the possession of the trip leader _____
- Aquatic activity (Have all participants passed the BSA swim test? _____)
- Multiday Canoe or Kayak trip Float Plan developed? _____, Copy with adult leader who is not going? _____
- Multiday hiking trip plan developed? _____. Copy with adult leader who is not going? _____

** Attach a complete roster of all participants, adult and youth, to this Unit Activity Plan.

Any unit key 3 Signature verifying that all is in order for the planned activity.

(One copy with leader not going on the trip and another copy to trip leader)