

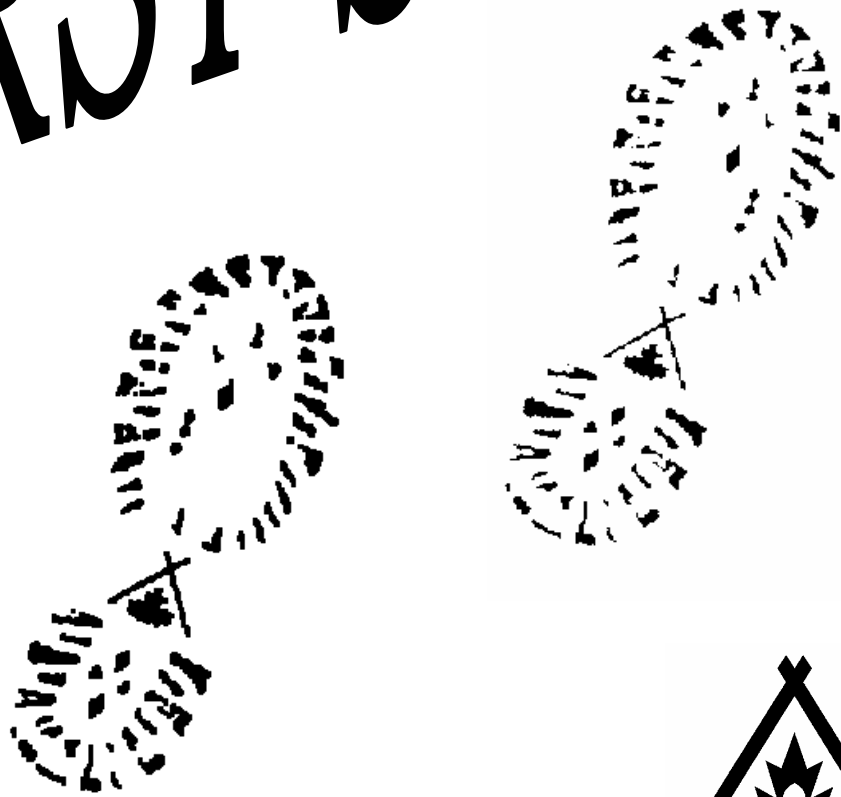


Creating a Better World
Créer un monde meilleur



SCOUTS CANADA
GREATER TORONTO COUNCIL

FIRST STEPS





Creating a Better World
Créer un monde meilleur



Welcome To Scouting!

Thank you for your commitment to play a role in the development of Youth. Over the next few months you will learn new skills through hands on experience (learning by doing), working in small groups, formal training sessions, and by using many other resources available to you.

This booklet is designed to give you basic information to assist you in your new role as part of the leadership team of a section (Beaver Colony, Cub Pack...etc.), the Group Commissioner or as a member of the Group Committee (Treasurer, Secretary... etc.). Part of your orientation will also include opportunities to meet some of the key people in your area including your Group Commissioner, Area Commissioner, and other members of the Area Service Team as well as other Scouters in the Area.

Since you are new to Scouting, there are “first steps” which must be taken, including registering you with Scouts Canada. As a new member, you must complete all of the steps in Scouts Canada’s screening process before working with youth members. These steps include: the application form; a “clean” Police Records Check; an interview with someone from your Group and the Area Service Team; and character reference checks. All of these requirements must be completed before you can begin working with youth members.

This booklet and your orientation are a brief introduction to Scouting. Your next step will be to complete Scouts Canada’s formal training course called the Wood Badge. It is designed to help ensure you have the knowledge and skills to deliver quality programs at the weekly meetings. You are required to complete this training by the end of your first year with Scouts Canada. More information about Scouts Canada’s formal training program is included later in this booklet.

Like any tool, this booklet needs to be updated on a regular basis. If there was anything we have overlooked that you needed to know, please tell us so that we can include it next time!



Scouting's Mission Statement

Scouts Canada, as a member of the World Scouting Movement, adopts as its Mission, Principles, Practices and Methods the Fundamental Principles of the World body as outlined below:

Mission Statement:

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

Scouting's Mission is achieved by:

- Involving youth throughout their formative years in a non-formal educational process.
- Using a specific method that makes each individual the principal agent in his or her development as a self-reliant, supportive, responsible and committed person
- Assisting youth to establish a value system based upon spiritual, social and personal principles as expressed in the Promise and Law.

Principles:

Scouting is based on three broad principles, which represent its fundamental beliefs.

- **Duty to God:** Defined as, Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting there from.
- **Duty to Others:** Defined as, Loyalty to one's country in harmony with the promotion of local, national and international peace, understanding and co-operation, and Participation in the development of society, with recognition and respect for the dignity of one's fellow-being and for the integrity of the natural world.
- **Duty to Self:** Defined as, Responsibility for the development of oneself. This is in harmony with the educational purpose of the Scout Movement whose aim is to assist young people in the full development of their potentials.

Practices and Methods:

We define Scouting Practices as a system of progressive self-education including:

- A promise and law;
- Learning by doing;
- Membership in small groups;
- Progressive and stimulating programs;
- Commitment to the values of doing one's best, contributing to the community, respecting and caring for others, contributing as a family member; and,
- Use of outdoor activities as a key learning resource.

Our Founder Lord Baden-Powell

Robert Stephenson Smyth Baden-Powell was born in London, England on February 22, 1857. To this day we celebrate his birthday by observing that week in February as “Scout-Guide Week”. On the actual day, February 22nd, members may wear their uniforms to school or workplace.

Baden-Powell entered Charterhouse School, London in, 1870. He had boundless energy, but was not much of a scholar or team athlete, preferring music, acting, and sketching instead. He could use his left hand as well as his right and, in later years, astounded Scout audiences by sketching two pictures simultaneously with a pencil in each hand.



Given a commission in the army at 19, Baden-Powell served for many years in India, South Africa, and Afghanistan.

The idea of the Scout “left handshake” was born in Africa. Baden-Powell learned that Ashanti warriors extended the left hand as a symbolic gesture of trust. The left handshake required that the shield, their means of defence, be set aside.

Baden-Powell was in South Africa when the Boer War broke out. It was during the siege of Mafeking in this war, that boys from age nine ran messages and served as orderlies, thus releasing men from the battle line. They were organized in groups each with its own boy leader. These groups were the forerunners of the Scout patrol system. After the siege, in which Colonel Baden-Powell and his men held out for 217 days, he became a national hero on Britain.

England greeted their hero in 1901 with the rank of General. Appointed Inspector of Cavalry in Britain, he started to do a lot of writing and illustrating. About this time young boys all over the country discovered his book *Aids to Scouting* and began using it as a guide for clubs and “gang” activities. In 1904 he visited the annual demonstration of the Boys’ Brigade. He held the first scout camp as an “experiment” on Brownsea Island in 1907. He wrote several booklets which together became the book “Scouting for Boys” in 1908, and shortly thereafter there was a great rally in London at the Crystal Palace.

Scout troops were known to be meeting in Canada as early as 1908. The Movement was officially organized for Canada in 1909.

In 1929 when King George V made Baden-Powell a baron, he chose Lord Baden-Powell of Gilwell as his title and continued to promote Scouting all over the world, encouraging every country to interpret the Movement in its own way. He also continued to write about scouting subjects, illustrating his articles and books with his own sketches. At the age of 80, he retired to his beloved Africa with Lady Baden-Powell. He died four years later in Kenya on January 8, 1941.

The founder of the World Brotherhood of Scouting lived two separate lives – soldier, hunter, and man of action – promoter of peace and brotherhood, conservationist, and youth leader.

“...Guide others to happiness and you will bring happiness to yourselves, and by doing this you will be doing what God wants of you”

Baden Powell of Gilwell

Section Programs



Beavers

Boys & Girls aged 5 to 7

The Beaver program emphasizes having fun while encouraging children to feel good about themselves, their friends and family, God, and nature. The Beaver program helps children learn basic social skills and gain self-confidence.

The Beaver program promotes activities that encourage children to:

- ❖ Find examples of their own spiritual beliefs;
- ❖ Experience and express love and joy;
- ❖ Be healthy and have good feelings about themselves;
- ❖ Develop a sense of belonging and sharing in small group activities; and,
- ❖ Develop a sense of co-operation through non-competitive games

The Beaver program is built around a lively variety of games, crafts, music, storytelling, playacting, spiritual fellowship and the outdoors. Beaver activities stress co-operation and teamwork, and can involve the whole family.

The outdoors is an essential part of the Beaver program. Weekend events, picnics, short nature walks, and family based camping opportunities round out the Beaver experience.

Beavers meet in a group called a “Colony”. The Colony is organized in smaller groups called “Lodges. For certain activities, the beavers are organized by age in groupings called “tail levels”: brown for age 5, blue for age 6 and white for age 7.

There must be at least two leaders present at all times who are at least 18 years old. There must be one leader for every five Beavers. All leaders work as a team. Youth leaders include activity leaders and scouts-in-training.

Each Beaver learns a promise, law, and motto to help guide their personal development.

Beaver Promise:

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

Beaver Law:

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

Beaver Motto:

Sharing, Sharing, Sharing



Section Programs



Wolf Cubs

Boys & Girls aged 8 – 10

Wolf Cubs is built around a lively variety of games, crafts, music, storytelling, playacting, spiritual fellowship, and the outdoors.

The Cub program focuses around six activity areas:

- ❖ The Natural World
- ❖ Outdoors
- ❖ Creative Expression
- ❖ Healthy Living
- ❖ Home & Community
- ❖ Canada & the World

Individual interests and skills are recognized through simple awards called badges and stars.

The outdoors is an essential part of the Cub program. Weekend events, hikes, and overnight camping opportunities are examples of the outdoor experiences that Cubs enjoy.

Cubs meet in a group called a “Pack”. The Pack is organized in smaller groups called “Sixes”. There is a minimum of two leaders present at all times who are at least 18 years old. There must be one leader for every six Cubs. Youth leaders include: Sixer, Second, Activity Leader and Scouter-in-Training.

Each Cub learns a promise, law, and motto to help guide their personal development.

Cub Promise:

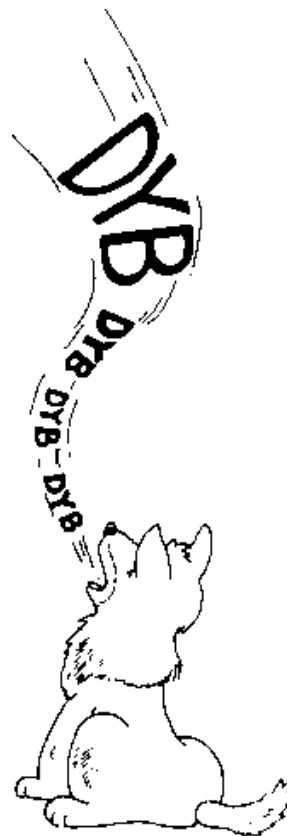
*I promise to do my best
To love and serve God, to do my duty to the Queen;
To keep the law of the Wolf Cub pack,
And to do a good turn for somebody every day.*

Cub Law:

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

Cub Motto:

Do Your Best



Section Programs



Scouts

Males & Females aged 11 – 14, option to join until 16.

The Scout program emphasizes having fun while encouraging youth to feel good about themselves, their friends and family, God, and the environment. The Scout program helps youth expand their leadership skills and gain self-confidence.

Scouting promotes activities that encourage youth to:

- ❖ Express and respond to their own spiritual values and beliefs while showing concern for others;
- ❖ Develop self reliance;
- ❖ Pursue hobbies and personal interests;
- ❖ Develop self discipline and the skills of working co-operatively with others;
- ❖ Co-operate in setting and achieving small group and personal goals;
- ❖ Relate to adults;
- ❖ Be of service to others; and
- ❖ Camp, explore the outdoors, and develop good conservation practices

The Scout Program is designed around a lively variety of activities based on personal and group interests. Scouts emphasize safe, outdoor and environmental activities, citizenship and community service, leadership, and personal development. Individual interests and skills are recognized through an awards system.

The outdoors is an essential part of the Scout program. Carefully planned weekend events, extended hikes, no trace camping, and seasonal sports opportunities round out the Scout experience. Developing an active, healthy lifestyle is a prime goal.

Scouts meet in a group called a “Troop”. The Troop is organized in smaller groups called “Patrols”. There must always be at least two leaders present at all times who are at least 18 years old. There is one leader for every six Scouts. Youth leaders include Patrol Leader, Assistant Patrol Leader, Activity Leader and Scouter-in-Training.

Each Scout learns a promise, law, and motto to help guide their personal development.

Scout Promise:

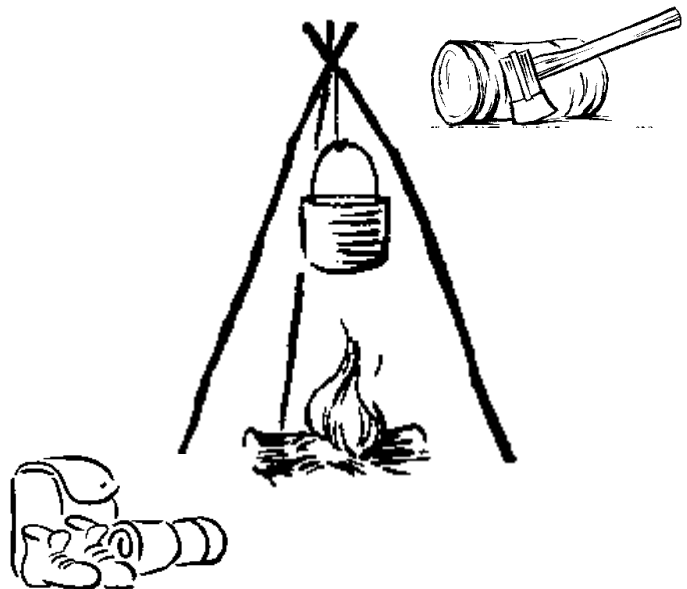
*On my honour
I promise that I will do my best
To do my duty to God and the Queen,
To help other people at all times,
And to carry out the spirit of the Scout Law.*

Scout Law:

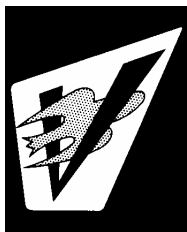
*A Scout is helpful and trustworthy,
kind and cheerful,
considerate and clean,
wise in the use of all resources.*

Scout Motto:

Be Prepared



Section Programs



Venturers

Young Men & Women aged 14 – 17

The Venturer program emphasizes having fun while encouraging teens to feel good about themselves, their friends and family, God, and the environment. The Venturer program helps teens advance their leadership skills and gain self-confidence.

Venturers promotes activities that encourage teens to:

- ❖ Show that they care and live according to their personal values and religious beliefs;
- ❖ Develop and use the skills of communicating, solving problems and making decisions;
- ❖ Explore vocational opportunities;
- ❖ Participate in a variety of social, cultural, and spiritual activities;
- ❖ Work co-operatively in adult-like settings;
- ❖ Participate in challenging physical and outdoor activities; and
- ❖ Become aware of, and respond to, needs of the community and the environment.



The Venturer program is built around a lively variety of activities based on personal and group interests. Venturing emphasizes safe, outdoor and environmental activities, citizenship and community service, leadership and personal development, and career exploration. Individual interest and skills are recognized through an awards system.

The outdoors is an essential part of the Venturer program. Carefully planned weekend events, extended hikes, no trace camping, and seasonal sports opportunities round out the Venturer experience. Developing an active, healthy lifestyle is the prime goal. As well, Venturing helps teens learn new knowledge and skills that can lead to a satisfying career.

Ventures meet in a group called a “Company”. Venturers develop and manage their own program with the help of an adult “Advisor” who is at least 21 years old. Assistant advisors must be at least 18 years old. Advisors may be male or female.

Each Venturer learns a promise and motto to help guide their personal development.

Venturer Promise:

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

Venturer Motto:

Challenge

Section Programs



Rovers

Men & Women aged 18 – 26

Rovers are the last step in the Scouting Programme. This is where youth skills are put to the test. With the guidance of an advisor, this program is organized similar to that of the Venturer programme; however, members plan and run the entire program—from start to finish. This is where leadership skills are put to the ultimate test.

Rovers participate in Rover Moots, which are similar to Scout Jamborees. Aside from that, they also organize and take part in several fun, exhilarating activities, unique from the Venturer and Scout programmes.



Rover Crews also assist each other in networking and help create career paths, and are always concentrating on the future. After completing the program, many Rovers remain members of Scouts Canada as a leader.

Rovers meet in a group called a “Crew”. Rovers develop and manage their own program under the mentorship of a respected “Advisor” who is at least 25 years old. Assistant advisors must also be at least 25 years old. Advisors may be male or female.

Rovers adhere to a promise and motto.

Rover Promise:

On my honour

I promise that I will do my best

To do my duty to God and the Queen

To help other people at all times,

And to carry out the spirit of the Scout Law.

Rover Motto: *Service*

We're In It For Youth!

Scouting is a program for youth. It is important that all youth be involved in planning their program. Key reasons:

- Critical to involve youth members in decisions concerning their program (*our educational mission*);
- Ensures that the program addresses youth interests and preferences;
- Develops skills in planning & decision-making in youth - from Beavers onward (appropriate to age and maturity);
- Models shared leadership, shows confidence in youth; and
- Builds ownership and contributes to youth retention.

Their level of involvement will increase as their age and experience increases; and they will rely on you to help them learn from their experiences. For example, the Wolf Cub program has Sixers and a Sixer's Council, and Scouts have Patrol Leaders and a Court of Honour. Each of these youth leadership groupings can play an important role in the success of your Scouting section.

Remember safety is a key aspect of all of Scouting's programs. Be sure to work with other leaders to minimize risks in all activities, indoors or out.

Key Roles In Scouting

Section Leaders

Group Commissioner and Group Committee members

Sponsor/partner

Area Scouters and other Council Scouters

Group Commissioner and Group Committee

The Group Committee manages the group and is headed by a Group Commissioner, usually a Scouter with several years of program experience and training. The Group Commissioner is the point of contact for Scouts Canada and the group as well as being the primary coach/mentor for all new leaders. The Group Commissioner will recruit team members as needed for the proper functioning and operation of the group. This team could have any or all of the following roles: Group Administrator, Group Secretary, Group Treasurer, Group Registrar, Fundraising or Popcorn Coordinator. Some of the roles may be combined i.e. Registrar/Secretary. Some of the key responsibilities of the Group Commissioner and Group Committee include:

Program

- Provide for program operation in keeping with Scouts Canada's Mission, Principles, Practices, policies and procedures;
- Recruit & appoint leaders;
- Ensure new leaders are trained within one year and encourage further leader training;
- Assist leaders when needed;
- Monitor the section program;
- Ensure needed resources (equipment, etc) are available;
- Assist in planning camps & special events.

Administration

- Establish & provide for continuous operation of group;
- Register group annually;
- Secure facilities for meetings and other activities;
- Audit accounts of group/section annually;
- Prepare annual report to the Council;
- Raise funds in accordance with policies of Scouts Canada;
- Assume responsibility for group equipment & equipment insurance.
- Ensure that all Risk Management practices are in place and follow procedures as listed in the *Outdoor Camping and Activity Procedures*. (available on Scouts Canada website)

Sponsor/Partner

A Scouting Group is a partnership between Scouts Canada that "owns" and offers the Scout program, training, support & resources, and issues a charter to a sponsoring body to operate a Scout program. A sponsor is a community agency (church, community league, school, service club, parent group) interested in youth development that is willing to accept and support Scouting's Mission, Principles and Practices. Its responsibilities include:

- Holds the charter with Scouts Canada;
- Provides resources to the Group Committee to support program delivery;
- Determines eligibility for membership in the group;
- Advises the group on fund-raising methods; and
- Ensures adequate meeting facilities are available.

Service Scouter

The Service Scouter is another key volunteer who works in partnership with the Group Commissioner and other scouters in all groups. Their role is to support a quality program for youth. He or she is a contact for section leaders and Group Committee members for support, advice, ideas and resource contacts. The Service Scouter is a member of the area's Service Team and is appointed by the Area Commissioner. Each area team has several dedicated council scouters who are also volunteers prepared to help with program delivery.

We Work As A Team

As a member of your section leadership or group committee leadership team, you should be prepared to:

- Contribute your ideas and skills;
- Cooperate with and support other members of the team;
- Show respect for the perspectives of other team members;
- Be willing to take on a variety of tasks within your role;
- Model the Scout Law in your actions; and
- Support decisions taken by the team even if not your preference.

All adults in Scouting share a common promise:

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



Scouting Acronyms

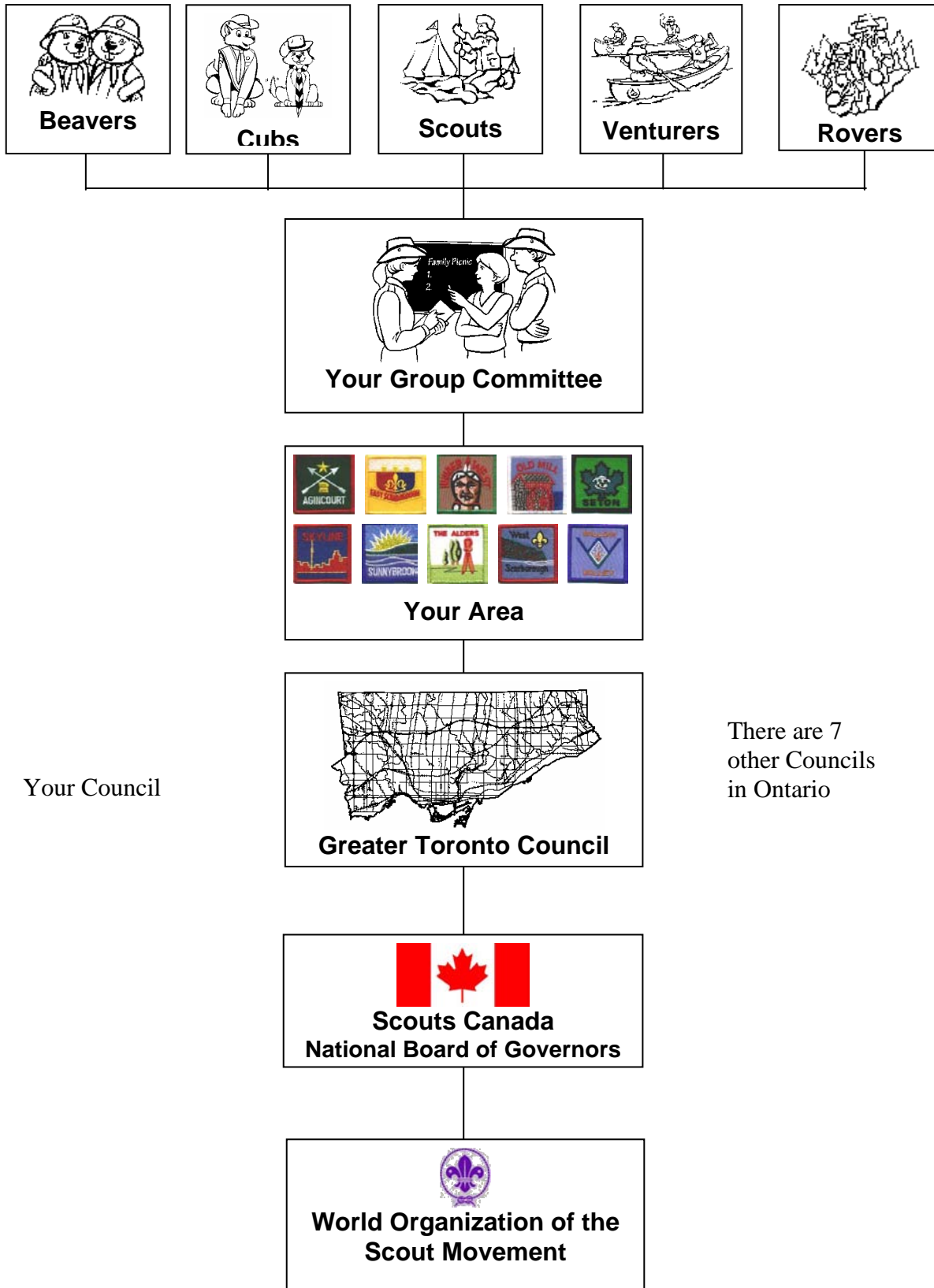
Or...
What did they say??



A.C.	Area Commissioner
D.A.C.	Deputy Area Commissioner
B-P	Lord Baden-Powell, our Founder
COAG	Camping and Outdoor Activity Procedures—the procedures you must follow for safe activities in Scouting
GTC	Greater Toronto Council, you may hear scouters reference GTR which was the Greater Toronto Region
C.C.	Council Commissioner
D.C.C.	Deputy Council Commissioner
G.C.	Group Commissioner or Group Committee

Organization of Scouting

YOUTH ALWAYS COME FIRST!



Greater Toronto Council

Council

The Greater Toronto Council consists of ten “Areas”

It is one of eight “Councils” within the province of Ontario

There are twenty Councils in Canada.

Area

An “Area” is a geographical unit within a “Council”

The names of the ten areas in Greater Toronto Council are: Agincourt, East Scarborough, Humber West, Old Mill, Seton, Skyline, Sunnybrook, The Alders, West Scarborough, and Willow Valley

Group

A “Group” is the basic unit in Scouting

An “Area” is made up of a number of “Groups”

Section

Each “Group” consists of one or more “Sections”, such as: “Beaver Colony”, “Cub Pack”, “Scout Troop”, “Venturer Company” and a “Rover Crew”

Not every “Group” has all of these “Sections”



Key People In Your Group

Who	Name	Phone	E-Mail
Your Group Commissioner (area team member)			
Group Treasurer			
Group Registrar			
Group Committee Member			
Group Committee Member			
Group Committee Member			

Your Section

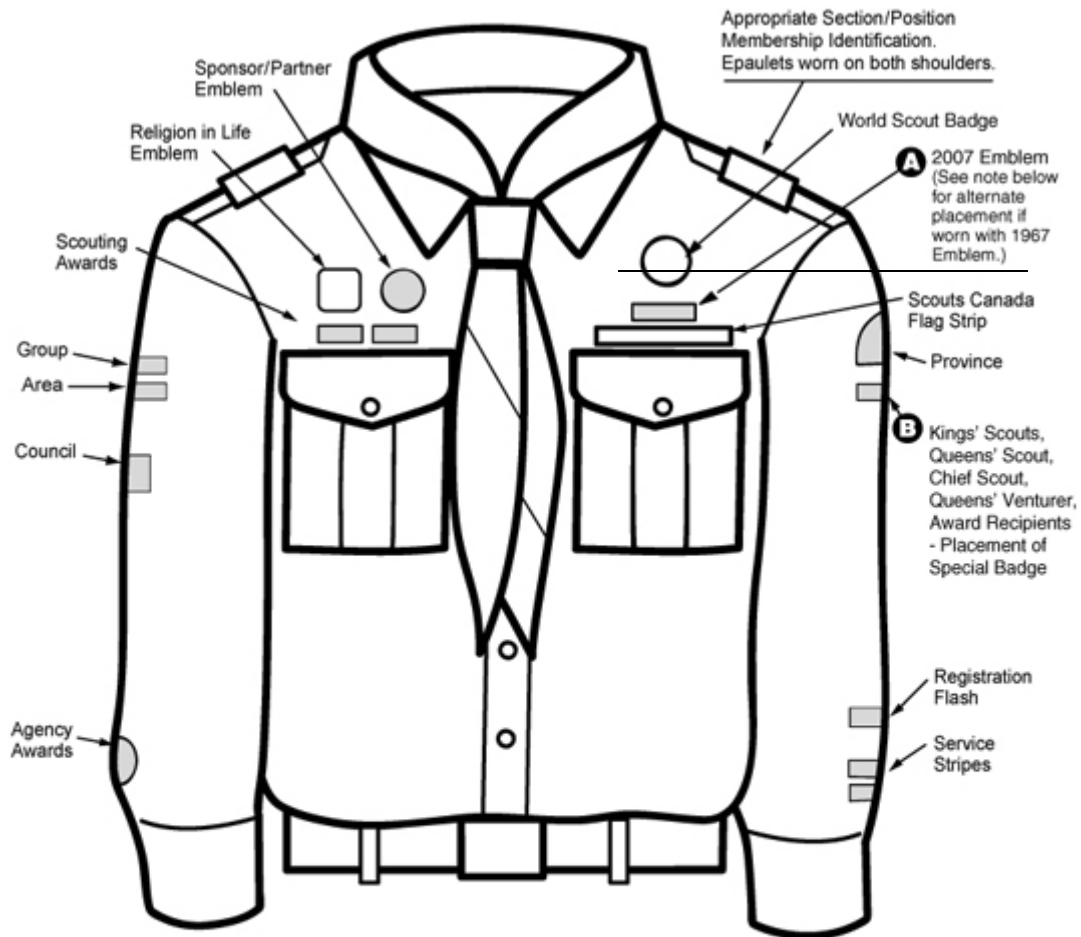
Meets at: _____

Normal Start Time: _____ **Normal Finishing Time:** _____

Your Key Section Leader			
Other leader			
Other leader			
Other leader			
Other leader			

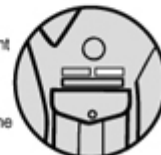
Your Uniform

ADULT LEADER



A Approved for wear [by Council Commissioners] in November 2005. Implemented May 2006 and available in Scout Shops for those youth and adults registering in 2006/07, 2007/08. Those members may wear the 2007 emblem as long as they are members of Scouts Canada.

Please Note: In the event the 2007 Emblem is to appear in addition to the 1967 Emblem, it should be placed beside it, on the outside (as shown right).



B Approved for wear (by Council Commissioners) in November 2005. Implemented May 2006 and available in Scouts Shops for those Adults who have received Kings' Scout/Queens' Scout/ Chief Scout or Queens' Venturer Award as a youth member.

Note: Both emblems **A** and **B** are available (at Scout Shops) in pins for wear on Campfire Blanket/Civilian Clothing other than uniform.

- The youth uniform is primarily for more formal & ceremonial occasions
- Not appropriate wear for many outdoor activities
- Older Youth may prefer the “activity uniform” options (T-shirts, etc.)
- When asked, youth will normally make the correct decision on appropriate occasions for the formal uniform. It is important that they be asked!
- As with all clothing, “it’s what’s inside that counts”.

Wear Your Uniform With Pride

Safe Scouting and Scouting Outdoors

All of Scouting’s programs, from Beavers through Rovers thrive in the Outdoors.

“Procedures for *Camping and Outdoor Activities*” are included in section 10000 of a document called By-Law, Policies and Procedures that is available on the Scouts Canada website. We have these procedures and practices to ensure that our activities are safe. Be sure to always work with your leadership team and group committee when using the outdoors. Some typical outdoor activities include: walking, hiking, camping, campfires, visiting places, sports events and more. Outdoor activities are rated by the amount of extra careful planning we need to ensure youth safety. Typical activities are grouped based on the location and duration of the activity.

- ❖ Category I, **Green**—includes both indoor and outdoor meetings at the regular meeting place. Examples include: games in the hall, playing baseball on the back field, looking at the stars on the field.
- ❖ Category II, **Yellow**—includes any outdoor activity away from the normal meeting place, or, of an extended nature up to and including short-term camps of three nights or less. Examples include: weekend camp, day walk in the woods, Cub Fun Day, tours of local facilities, Scout overnight hike.
- ❖ Category III, **Red**—include long-term overnight camps of four nights or longer, or activities of shorter duration but requiring advanced levels of skills, competency and leader training. Examples include: jamborees, week-long camping trip, canoe trip, rock climbing, white water rafting. Category III activities are beyond the scope of the Beaver program.



Some activities are strictly prohibited by Scouts Canada: mud bash events; parachuting, parasailing, hang gliding; Ultralite aircraft, experimental aircraft and similar activities; motorcycle, automobile or power boat races or speed rallies; bungee jumping; paint ball or other activities where a projectile is aimed at a person; and, the sale of fireworks. In general, the following are some of the questions to ask to ensure a safe activity. Always have the advance written approval of your group committee and inform parents in advance of the activities.

Why	Why are we doing this activity? Does it meet the program objectives?
Where	Where are we going? Has someone been there before? Did we consider safety? program objectives?
What	What is the purpose of the activity? What equipment do we need? What skills will we need/teach/use? What hazards might we encounter? What is our emergency plan? What will we eat/drink?
Who	Who will go? Who are the leaders? Who has emergency/first aid qualifications? Who has the necessary special qualifications? Do you have permission and fitness forms?
When	When will we be going—Day? Night? Season?
How	How will we get there? How much is it?

Please read the article “**Key Information Statements for Scouters**” at the end of this booklet for important tips.

Don’t forget – always scan your meeting place for safety too!

Typical indoor meeting

A typical indoor meeting will follow this outline. You'll find examples in the Program Builder at www.scouts.ca and the in the Jumpstart sets of program plans. Over the full year, your program should meet or exceed Scouts Canada's program standards which are included in this booklet.

Approximate time	Activity	Description
10 min	Gathering Activity	This is an activity the youth can do while waiting for everyone to arrive
5 min	Opening ceremonies	
10 min	Opening game	An activity to get everyone excited!
20-30 min, in small sections of about 10 min each	Program activities such as games, learning skills, crafts	Each section has program elements which are included in each year's program. Time will depend on the age of the youth members.
10 min	Small group meeting	Usually in Beavers, Cubs and Scouts
5 min	Closing activity	
5 min	Spiritual fellowship	Commonly called a Scouters' Five
5 min	Closing ceremonies	
10-15 min	Leader discussion	To review the meeting and check plans for the next meeting

Spiritual Development in Scouting

One of the three main principles of Scouting is "Duty to God". However, the word "God" can mean different things and nobody has the right to impose his or her concept of God on other people. In the constitution of the World Organization of the Scout Movement, you can find the following definition of "Duty to God": "Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom." Scouting can contribute to spiritual development, which was also called by our Founder Baden-Powell "a natural form of religion":

"The natural form of religion is so simple that a child can understand it. It comes from within, from conscience, from observation, from love, for use in all that he does. It is not a formality or a dogmatic dressing done from outside, put on for Sunday wear. It is, therefore, a true part of his character, a development of soul, and not a veneer that may peel off."

The Scout Approach

The role of the Scout leader relating to spiritual development is not to give religious instruction, nor to tack religious observances onto Scout activities. It is to use the kind of experiences offered by Scouting to help young people discover a spiritual reality and incorporate it into their own lives. In fact, Scouting proposes a 5-step approach to spiritual development.

1. Enable young people to experience spirituality through Scout activities

In many cultures, the term "God" designates, on the one hand, the Creator or source of everything and, on the other hand, absolute goodness or a principle of salvation which pervades the history of humanity. There are thus two possible ways of discovering God: by exploring the wonders of creation and nature; by experiencing life within a human community. Traditional Scout activities do indeed permit these types of experiences:

- Hiking, exploring, camping and actions to preserve the environment all enable young people to discover and admire the wonders of nature and life itself.
- Welcoming, learning to listen, building relationships with other people, however poor or destitute, showing compassion, sharing; co-operating within a team, sharing responsibilities, serving others, etc. All these are activities which aim at discovering and developing a human community.

2. Making time for young people to discover and express the meaning of life

A Scout leader also needs to propose opportunities for evaluating and celebrating experiences, in other words, to provide activities which enable young people to analyse their own experiences in the light of the Scout Law and Promise, in order to discover their meaning and value. It is through these kinds of activities, which include moments of silence, meditation and expression, that young people can experience the need to pray and worship.

3. Help each individual to identify with his or her spiritual and religious heritage

A major concern is how to help each young person make links between the experiences gained within Scouting and the spiritual and religious heritage which has been transmitted to him or her by the family and local community. With the onset of adolescence, it is normal for a young person to challenge this heritage, question its relevance and have doubts. It is necessary to pass through this stage in order to truly adopt this heritage and develop an adult approach to spirituality, religion and faith.

4. Encourage internalisation and personal commitment

Spiritual development only has any sense if it becomes internalised and leads to personal commitment. This is why one of the essential criteria for progression is the application of acquired spiritual and religious values in daily life.

5. Develop open and respectful attitudes

One of the fundamental convictions of the Scout Movement is that spiritual development should bring people together in fellowship, instead of separating them or bringing them into conflict. Since modern societies are those which thrive on communication and exchange and comprise a multiplicity of cultures and faiths, it is essential to prepare young people for such diversity. They need to overcome prejudices and develop open-mindedness and respect for faiths which are different from their own, whilst being able to express their personal convictions without aggressiveness.

Scouters' Five

A Scouters' Five is an opportunity for everyone to reflect on the activities of the day, or the meeting. Ideas include: telling short stories or readings, have youth share their 'good deeds' from the past week; moments of silence, listening to nature, etc.

Scouts' Own

A gathering of members called a Scouts' Own is held for the worship of God and to promote a fuller understanding of the Promise and Law. A Scouts' Own is supplementary to, and not in substitution for, a regular religious service. A Scouts' Own is prepared and conducted by children and youth members, Scouters, and on occasion chaplains, and should be acceptable to all the faiths represented. These services may be held at any time

At The Campfire...

Have you heard about “Campfires”?

The “Campfire” is a Scouting celebration! It is a way in which we share in the world “brotherhood” of Scouting, enjoy the “magic” of the outdoors, and have fun by doing skits, singing song, telling stories, and making cheers. The fire at night takes us back to our earliest “roots”—to the earliest human experience, and is one example of Spirituality in Scouting. As a “celebration” ... a campfire has its own format.

Campfire Basics

1. Remember the spirituality of the Campfire! Enter the circle respectfully and quietly.
2. The “Campfire Chief” will indicate where your group should sit in the circle. (Standing or running around, or adding wood to the fire disrupts the magic of the campfire experience for everyone)
3. Please ensure that your youth are respectful when other participants perform – performances should not be interrupted.
4. A Scouting “Cheer” is the proper way that Scouts show their appreciation of the performers’ efforts. (Applause, yelling, whistling, booing... etc. is not *good form*)
5. When it is your turn to participate, SPEAK UP! Everyone else wants to hear you!
6. Leaving the Campfire Circle? Just leave as respectfully and quietly as you entered!
7. Most importantly: Participate! Sing Out! Cheer Loud... HAVE FUN!
8. Remember to put out the fire before you leave the campfire area.

Remember... as a Leader, YOU always set the tone and lead by example. And if YOU have fun... your YOUTH have fun!

Help!!

These are the basic resources you will need. Some libraries have copies of the Leader and Youth handbooks for short-term loan.

For New Leaders:

- Leader’s Handbook for your section
- *Jumpstart* sets of program plans based on themes (for Beavers, Cubs and Scouts)
- *Fieldbook for Canadian Scouting*
- *Scouting Life* magazine
- Scouts Canada *Program Standards* for your section (see back of booklet)

Group Committee, and leaders for reference

All of these documents are available on the Scouts Canada website, www.scouts.ca

- *By-Law, Policies & Procedures* (known as “BP&P”), including
 - section 7000 Duty of Care Guide
 - section 10000 Camping and Outdoor Activities
- *Group Committee Handbook*
- *Child Abuse: A Guide for Scouters*
- Scouts Canada *Program Standards* (see back of booklet)

Scouts Canada's Training Program

Courses

Scouts Canada offers many courses and workshops to help prepare for your new role as a leader. Using this booklet and attending an orientation session are your first steps!

All leaders are required to complete the formal course called Wood Badge Part I for the role in which they have been recruited within their first year of involvement. This course will give you the basic program planning and delivery techniques so that you can conduct effective weekly meetings and outings and build a leadership team.

The Wood Badge Part II course will help enhance your program and apply your leadership, fellowship, coaching, and team and group skills as a leader. It also helps you with advanced outdoor skills for hiking and camping activities.

Other Learning Opportunities

In addition to the Wood Badge courses, Scouts Canada offers a wide variety of different workshops designed to enable your development both as a leader and as a person. You may enhance your outdoor skills, learn how to lead a singsong, learn first aid, or more about the many cultures found in Canada. We have workshops on these and many other topics for you to explore. Check the council website: <http://www.gtc.scouts.ca> for more information.

Work with your Group Commissioner to create your personal development plan, and expand your horizons.

Expand Your Scouting Horizons

You are not alone! You can seek help from:

- Other Leaders
- Family & Friends
- Group Commissioner and Group Committee
- Trainers
- Other council scouters
- Area Commissioner

Some Useful Internet Resources:

- **Scouts Canada Website: <http://www.scouts.ca>**
The national website provides you with links to scouting groups all over the world... including the headquarters of the World Scouting Organization in Switzerland. Check the "For Scouters" page for programming resources page as well as the "Links" page for a listing of all councils, areas, and many groups with websites in Canada...great for programming ideas and info.
- **Greater Toronto Council Website: <http://www.gtc.scouts.ca>**
Our council's website... information about events, camps, training opportunities, more!

About Baden-Powell...

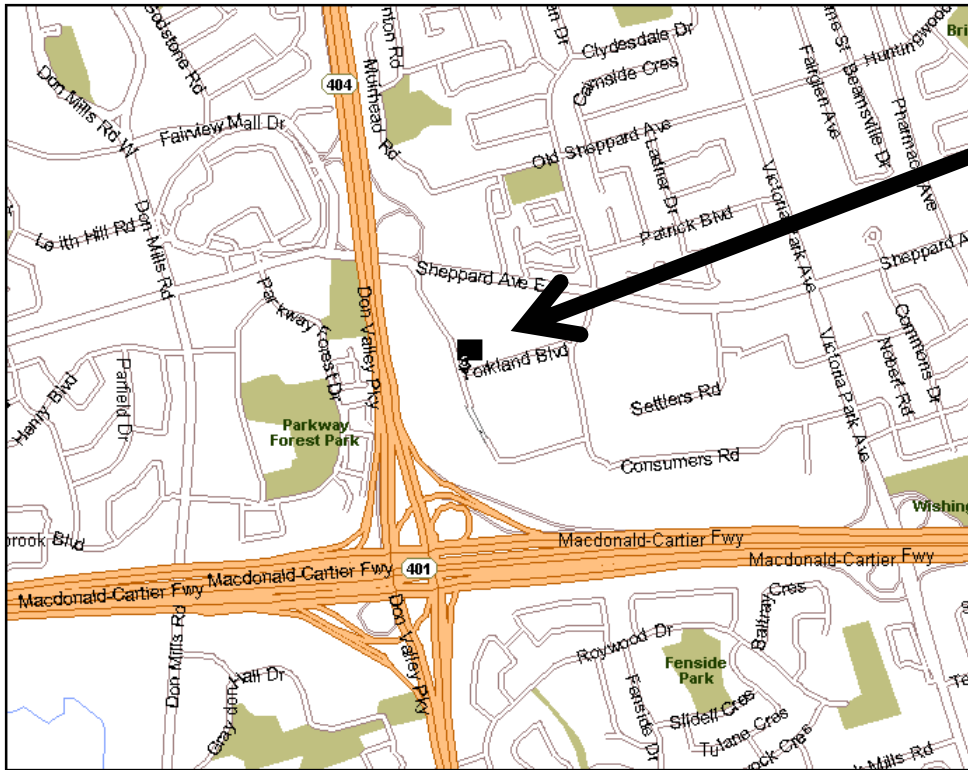
E.E. Reynolds *B-P: The Story of His Life*
 Baden-Powell – The Two Lives of a Hero

Frequently Asked Questions

<p>Where do I go to find ideas for the Programs???</p> <p>Activities???</p>	<ul style="list-style-type: none"> • Your Leader’s Handbook • Scouts Canada on-line <i>Program Builder</i> • Scouts Canada <i>Jumpstart</i> program booklets • Other leaders in your section and group • Your Group Commissioner • Other leaders from nearby groups • Your Area Scouters Club; • <i>Scouting Life</i> Magazine; • http://www.scouts.ca (Check out the program links!) • http://www.gtc.scouts.ca
<p>Why can’t I immediately begin working with youth as a “Leader” when I start this life long wonderful journey in Scouting?</p>	<p>It is Scouts Canada’s policy to ensure the right person is in the right position. All steps of the screening process must be completed before your application for membership can be approved by the Executive Director.</p> <p>You must not work with youth members until all steps in the screening process have been completed to the satisfaction of the Council.</p>
<p>How do I contact my area youth commissioner, Area Commissioner or other area service scouters?</p>	<p>Your Group Commissioner will be able to tell you the names and contact information for these volunteers.</p> <p>You can also obtain the information by contacting the Central Ontario Administration Centre, 416-490-6364, or check the Contacts page of the council website, http://www.gtc.scouts.ca</p>
<p>How do I go about booking a weekend camp for my section?</p>	<p>First, check with you Group Commissioner Make sure that the selected date does not conflict with some other activity/fund-raising event and that funds to reserve a site are available. Next, do a brief “Plan” for your proposed camp for your Group Commissioner. This enables the necessary Camping/Outdoor Activity Application to be completed and submitted to your group committee. When your group commissioner is satisfied with your plans and the camp is approved, call the Camping Department at 416-490-6364</p>
<p>How do I register for a training course?</p>	<p>Obtain the list of available courses either from your Group Commissioner or check the council website: http://www.gtc.scouts.ca. If there is no course currently available that meets your needs, contact the council office training department to check on what is available in nearby councils, 416-490-6364.</p> <p>Most Group Committees pay the cost for courses. Always check that your significant other has no plans for you on the proposed course date and times. Then, call to register for your course well in advance.</p>
<p>Where do I go to buy a uniform? Badges? Books, etc?</p>	<p>To the Scout shop located in our council office, 265 Yorkland Boulevard 2nd Floor 416-490-6313</p>

Central Ontario Administrative Centre & Scout Shop

265 Yorkland Boulevard, 2nd Floor



Scout Shop 416-490-6313

Hours:

September – November 30:

Monday, Tuesday,
Wednesday: 9 A.M. – 6 P.M.
Thursday: 9 A.M. – 8 P.M.
Friday: 9 A.M. – 6 P.M.
Saturday: 10 A.M. – 4 P.M.
Closed: Sunday

December 1 – June 30:

Monday – Friday:
9 A.M. – 5 P.M.
Saturday: 10 A.M. – 4 P.M.
Closed: Sunday

July – August

Monday – Friday:
9 A.M. – 4 P.M.
Closed: Saturday, Sunday

Thank you for your commitment to Scouting!



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Creating a Better World



Program Standards for Excellent Scouting Programs - Intro

Scouts Canada's programs are designed to deliver fun, challenging, outdoor programs to youth of all ages. To ensure that all members receive quality Scouting programs, as well as opportunities to develop themselves, the following Program Standards have been established.

By using Program Standards as a recruitment tool, parents can see at a glance the exciting program their children will be doing. If each parent has a copy, they can follow along throughout their child's Scouting year and be assured of the great program they are experiencing.

Leaders can use Program Standards to plan and conduct excellent Scouting programs. It's a quick reference to make sure they are covering all aspects of the program. Scouts Canada believes that by using program standards, youth receive a better program and stay in Scouting longer.

By ensuring quality factors for our programs such as: a number of outings, a number of camping opportunities, ensuring youth input and community service activities, means every youth will receive excellent Scouting programs filled with opportunities to help them develop as an individual.

"Creating a Better World" through fun, challenging outdoor programs; that's what Scouting strives for and Program Standards will help you "Do your Best" to deliver.

Beaver Quality Program Standards

As adult volunteers, we have made a commitment to deliver a quality program to our members. Scouts Canada is pleased to provide volunteers with this checklist to ensure the program that is being delivered meets quality standards.

Program Planning

The colony has a:

- short-range (one month),
- medium-range (three months) and
- long-range (one year) program plan which reflects the program goals as outlined in *B.P.&P.*, and/or elements as outlined in the *Beaver Leader's Handbook*.
- Weekly programs are typically conducted as described in the *Beaver Leader's Handbook*, and incorporate appropriate safety precautions.

Outdoors

Opportunities are provided for Beavers to participate in outdoor activities as often as possible. Beaver minimum standards require:

- One regular meeting per month outdoors
- One weekend outing every two months
- One night at camp annually
- All activities follow Policies and Accepted Practices, as outlined by *Camping/Outdoor Activities, Section 10000, B.P. & P.*

Youth Input

- Beavers are regularly consulted and utilized, when and where appropriate, in program planning and delivery.
- Small groups (lodges) are used to deliver activities to different aged members which reflects their skills/interests.
- Youth are actively engaged in the creation of their section's Code of Conduct.

Environmental Awareness

Opportunities are provided (as often as possible) for Beavers to participate in activities which increase their understanding and awareness of their role in preserving the environment, with the minimum standard being one project/activity annually.

- All activities are conducted in a manner which reflects appropriate environmental awareness and practices.

Spiritual Emphasis

Spiritual emphasis is regularly incorporated throughout the program. Examples may include, but are not limited to:

- Opening and Closing Prayers
- Use of Promise, Law and Motto
- Scouts Own and Scouter's Five

Community Service

Opportunities are provided for Beavers to participate in community service projects/events as often as possible.

- Minimum standard: one annually.

Membership/Retention

- No youth who is willing to subscribe to the Promise and Law is denied membership (i.e. Scouts Canada does not want any waiting lists).
- Leaders personally invite Beavers back at the beginning of each year.
- Those not returning at any time of the year are contacted by a leader to determine the reasons why.

Linking

Opportunities are provided (as often as possible) for Beavers to interact with Cubs, with the minimum standard being:

- One regular meeting and one other activity with a Cub pack annually.
- Keeto is utilized as part of the leadership team.
- Senior Beavers of swimming up age have at least one other opportunity to interact with a Cub pack.

Family/Parental Involvement

- Parental involvement is encouraged. Opportunities are provided for family/parent involvement as often as possible.
- Minimum standard: four events annually.
- Regular communication occurs to inform parents of program plans and changes through contacts, such as meetings, phone calls, calendars and newsletters, etc.

Training/Leadership

- Scouts Canada expects all leaders to achieve Woodbadge Basic during the first year.
- Scouts Canada expects at least one leader to have Woodbadge Advanced (Beavers).
- At least one member of the leadership team holds a current, recognized first aid qualification.
- The leadership team has obtained the necessary attitude, skills, knowledge and/or training required to conduct outdoor programs, or has recruited a skilled resource person(s) with such knowledge to attend the outing/activity.
- Youth members (e.g. activity leaders, Scouters-in-Training, Keeto) are included as part of the leadership team.

Administration

The following are performed to administer the colony:

- Submit a budget to the group committee for a year's activities.
- Maintain appropriate financial records, and submit proper financial statements to the group committee.
- Provide an annual inventory of all equipment and property to the group committee.
- Ensure a representative from the section leadership team attends at least 90 percent of group committee meetings.
- Participate in Scouts Canada's official fundraisers.

Wolf Cub Quality Program Standards

As adult volunteers, we have made a commitment to deliver a quality program to our members. Scouts Canada is pleased to provide volunteers with this checklist to ensure the program that is being delivered meets quality standards.

Program Planning

Packs have:

- short-range (one month),
- medium-range (three months) and
- long-range (one year) program plans which reflect the program goals, as outlined in *B.P.&P.*, and/or elements, as outlined in the *Wolf Cub Leader's Handbook*.
- Weekly programs are typically conducted as described in the *Wolf Cub Leader's Handbook*, and incorporate appropriate safety precautions.

Outdoors

Opportunities are provided, as often as possible, for Cubs to participate in outdoor activities. Cub minimum standards require:

- One regular meeting per month outdoors
- One weekend outing every two months
- Three nights at camp annually
- All activities follow Policies and Accepted Practices, as outlined by *Camping/Outdoor Activities, Section 10000, B.P. & P.*

Youth Input

- Cubs are regularly consulted and utilized (when and where appropriate) in program planning and delivery.
- Sixers and seconds are utilized as part of the leadership team.
- A Sixers' Council meets on a regular basis.
- Youth are actively engaged in the creation of their section's Code of Conduct.

Badge, Star and Award Program

The program provides Cubs with regular opportunities to engage in and complete requirements of the Cub badge, star and award system.

Environmental Awareness

Opportunities are provided, as often as possible, for Cubs to participate in activities which increase their understanding and awareness of their role in preserving the environment.

- Minimum standard: one project/activity annually.
- All activities are conducted in a manner which reflects appropriate environmental awareness and practices.

Spiritual Emphasis

Spiritual emphasis is regularly incorporated throughout the program. Examples may include, but are not limited to:

- Opening and Closing Prayers
- Use of Promise, Law and Motto
- Scouts Own and Scouter's Five
- Religion in Life Award program

Community Service

Opportunities are provided, as often as possible, for Cubs to participate in community service projects/events.

- Minimum standard: two held annually.

Membership/Retention/Growth

- No youth who is willing to subscribe to the Promise and Law is denied membership (i.e. Scouts Canada does not want any waiting lists).
- Leaders personally invite Cubs back at the beginning of each year.
- Those not returning at any time of the year are contacted by a leader to determine the reasons why.
- One activity each year focuses on increasing membership.

Linking

- Opportunities are provided for Cubs to interact with Beavers and Scouts as often as possible, with the minimum standard being:
 - One regular meeting and one other activity with a Beaver colony annually.
 - One regular meeting and one other activity with a Scout troop annually.
- Kim is utilized as part of the leadership team.
- A Cub is selected to serve as a Keo with a Beaver colony.
- Senior Cubs of advancement age have at least one other opportunity to interact with a Scout troop.

Family/Parental Involvement

- Parental involvement is encouraged.
- Opportunities are provided for family/parent involvement as often as possible.
- Minimum standard: three events annually.
- Regular communication occurs to inform parents of program plans or changes, through contacts such as meetings, phone calls and newsletters, etc.

Training/Leadership

- Scouts Canada expects all leaders to achieve Woodbadge Basic during the first year.
- Scouts Canada expects at least one Cub leader to have Woodbadge Advanced (Cubs).
- At least one member of the leadership team holds a current, recognized first aid qualification.
- The leadership team has obtained the necessary attitude, skills, knowledge and/or training required to conduct outdoor programs, or has recruited a skilled resource person(s) with such knowledge to attend the outing/activity.
- Youth members (e.g. activity leaders, Scouters-in-Training, Kim) are included as part of the leadership team.

Administration

- The following are performed to administer the pack:
 - Maintain current and accurate pack records, including attendance and Cubs' progress records.
 - Submit a plan and related budget to the group committee for a year's activities.
 - Maintain appropriate financial records, and submit proper financial statements to the group committee.
 - Provide an annual inventory of all equipment and property to the group committee.
 - Ensure a representative from the section leadership team attends at least 90 percent of group committee meetings.
 - Participate in Scouts Canada's official fundraisers.

Scout Quality Program Standards

As adult volunteers, we have made a commitment to deliver a quality program to our members. Scouts Canada is pleased to provide volunteers with this checklist to ensure the program that is being delivered meets quality standards.

Program Planning

Troops have:

- short-range (one month),
- medium-range (three months),
- long-range (one year) program plans which reflect the program goals as outlined in *B.P.&P.*
- Weekly programs are typically conducted as described in the *Scout Leader's Handbook*, and incorporate appropriate safety precautions.

Outdoors

Opportunities are provided for Scouts to participate in outdoor activities as often as possible. Scout minimum standards require:

- One regular meeting per month outdoors
- One weekend outing every two months
- Six nights at camp annually
- All activities follow Policies and Accepted Practices, as outlined by *Camping/Outdoor Activities, Section 10000, B.P. & P.*

Youth Input

- Scouts are regularly consulted and utilized in program planning and delivery;
- Patrol leaders and assistants form essential parts of the leadership team.
- A Court of Honour is employed on a regular basis.
- Youth are actively engaged in the creation of their section's Code of Conduct.

Badge/Award Program

- The program provides Scouts with regular opportunities to engage in and complete requirements of the Scout Badge/Award system.
- Using the information from "My Path to the Chief Scout's Award," all Scouts create personal plans.

Environmental Awareness

Opportunities are provided, as often as possible, for Scouts to participate in activities which increase their understanding and awareness of their role in preserving the environment.

- Minimum standard: one project annually.
- All activities are conducted in a manner which reflects appropriate environmental awareness and practices.

Spiritual Emphasis

- Spiritual emphasis is regularly incorporated throughout the program. Examples may include, but are not limited to:
- Opening and Closing Prayers
- Use of Promise, Law and Motto
- Scouts Own and Scouter's Five
- Religion in Life Award program

Community Service

Opportunities are provided, as often as possible, for Scouts to participate in community service projects/events.

- Minimum standard: two held annually.

Membership/Retention/Growth

- No youth who is willing to subscribe to the Promise and Law is denied membership (i.e. Scouts Canada does not want any waiting lists).
- Leaders personally invite Scouts back at the beginning of each year.
- Those not returning at any time of the year are contacted by a leader to determine the reasons why.
- One activity per year focuses on increasing membership.

Linking

As often as possible, opportunities are provided for Scouts to interact with Cubs and Venturers, with the minimum standard being:

- One regular meeting and one other activity with a Cub pack annually.
- One regular meeting and one other activity with a Venturer company annually.
- A Scout is selected to serve as a Kim with a Cub pack.
- Senior Scouts of advancement age have at least one other opportunity to interact with a Venturer company.

Family/Parental Involvement

Opportunities are provided for family/parent involvement as often as possible.

- Minimum standard: two events annually.
- Parental involvement is encouraged.
- Regular communication occurs to inform parents of program plans through contacts such as meetings, phone calls, calendars and newsletters, etc.

Training/Leadership

- Scouts Canada expects all leaders to achieve Woodbadge Basic level during the first year.
- Scouts Canada expects at least one Scout leader to have Woodbadge Advanced (Scouts).
- At least one member of the leadership team should hold a current, recognized first aid qualification.
- As well, the leadership team has the necessary attitude, skills, knowledge and/or training required to conduct outdoor programs, or has recruited a skilled resource person(s) with such knowledge to attend the outing/activity.
- Youth members (activity leaders, Scouters-in-Training, patrol leaders, etc.) are included as part of the leadership team.

Administration

The following are performed to administer the troop:

- Maintain current and accurate troop records, including attendance and Scouts' progress records.
- Submit a plan and related budget to the group committee for a year's activities.
- Maintain appropriate financial records, and submit proper financial statements to the group committee.
- Provide an annual inventory of all equipment and property to the group committee.
- Ensure a representative from the section leadership team attends at least 90 percent of group committee meetings.
- Participate in Scouts Canada's official fundraisers.

Venturer Quality Program Standards

As adult volunteers, we have made a commitment to deliver a quality program to our members. Scouts Canada is pleased to provide volunteers with this checklist to ensure the program that is being delivered meets quality standards.

Program Planning

Companies have:

- short-range (one month),
- medium-range (three months) and
- long-range (one year) program plans which reflect the program goals as outlined in *B.P.&P.*
- Weekly programs are typically conducted as described in the *Venturer Advisor's Handbook*, and incorporate appropriate safety precautions.

Outdoors

Opportunities are provided for Venturers to participate in outdoor activities as often as possible. Venturer minimum standards require:

- One regular meeting per month outdoors
- One weekend outing every two months
- Six nights at camp annually in a wide variety of settings
- All activities follow Policies and Accepted Practices, as outlined by *Camping/Outdoor Activities, Section 10000, B.P.&P.*

Youth Input

- Venturers actively plan and operate the company program, incorporating the skills and abilities of all youth members.
- The youth seek the advisor's input.
- Youth are actively engaged in the creation of their section's Code of Conduct.

Badge/Award Program

The program provides individual Venturers with regular opportunities to engage in and complete requirements of the Venturer badge/award system, including the Queen's Venturer Award, the Amory Adventure Award, and the Duke of Edinburgh Award.

Environmental Awareness

Opportunities are provided (as often as possible) for Venturers to participate in activities which increase their understanding and awareness of their role in preserving the environment.

- Minimum standard: one project annually.
- All activities are conducted in a manner which reflects appropriate environmental awareness and practices.

Spiritual Emphasis

Spiritual emphasis is regularly incorporated throughout the program. Examples may include, but are not limited to:

- Opening and Closing Prayers
- Use of Promise, Law and Motto
- Scouts Own and Scouter's Five
- Religion in Life Award program

Community Service

Opportunities are provided for Venturers to participate in community service projects/events as often as possible.

- Minimum standard: three projects annually.

Membership/Retention/Growth

- No youth who is willing to subscribe to the Promise and Law is denied membership (i.e. Scouts Canada does not want any waiting lists).
- Venturers are personally invited back at the beginning of each year.
- Those not returning at any time are contacted by the company to determine the reasons why.
- One activity per year focuses on increasing membership.

Linking

Opportunities are provided for Venturers to interact with Scouts and Rovers as often as possible. Minimum standard:

- One regular meeting and one other activity with a Scout troop annually.
- One regular meeting and one other activity with a Rover crew annually.
- Senior Venturers of advancement age have at least one other opportunity to interact with a Rover crew.

Family/Parental Involvement

Scouts Canada encourages parental involvement at all times.

- Regular communication occurs to inform parents of program plans through contacts such as newsletters.

Training/Leadership

- Scouts Canada expects all advisors to achieve Woodbadge Basic during the first year.
- Scouts Canada expects at least one advisor to have Woodbadge Advanced (Venturers).
- At least one member of the leadership team or member of the Venturer company should hold a current, recognized first aid qualification.
- The leadership team has obtained the necessary attitude, skills, knowledge and/or training required to conduct outdoor programs, or has recruited a skilled resource person(s) with such knowledge to attend the outing/activity.

Administration

The following are performed to administer the company:

- Maintain current and accurate company records.
- Submit a plan and related budget to the group committee for a year's activities.
- Maintain appropriate financial records and submit proper financial statements to the group committee.
- Provide an annual inventory of all equipment and property to the group committee.
- Ensure a representative of the section leadership team, including youth, attends at least 90 percent of group committee meetings.
- Participate in Scouts Canada's official fundraisers.



Key Information Statements for Scouters



The Adult Development Network has developed new course training standards for Woodbadge I. One of the resources available to all leaders in preparation for this course is this four page supplementary information piece covering a range of important topics. We felt the information was important enough to share with all leaders, even if you have already completed your Woodbadge I.

This information is also available at: <http://www.scouts.ca/inside.asp?cmPageID=770>

This information is provided as a background for leaders on specific topics when participating in a Woodbadge 1 course.

Contents:

- Risk Assessment
- Trademarks, Logos, Web Site Guidelines for Leaders
- Privacy/Confidentiality
- Parental Custody
- Crisis Response
- Waivers/Hold Harmless
- Inventory
- Code of Conduct

Risk Assessment

What is risk assessment? It's a systematic process to consider and evaluate risk that may be present when engaging in an activity. (*Webster's dictionary* defines risk as *the chance of injury, damage or loss.*) The fact that an activity carries some risk in itself is not necessarily bad, as it can motivate us to try something exciting (being away from home and sleeping in a tent in the middle of a forest can be, for a ten year old, risky and rewarding). From an operational standpoint, the key to many great activities is the feeling of perceived risk when the actual outcome is controlled and the likelihood of an injury is low.

As you plan and conduct your evening meetings and participate in outdoor activities away from your meeting place, such as hikes and overnight events, the leadership team needs to assess how to be prepared for the activity. A great way to think through how to assess risk is this statement: Leaders and participants are: in the right place, at the right time, with the right people and with the right equipment.

When you identify a risk, here is a useful formula:
probability of risk x consequences = level of risk

A fall during an activity such as rock climbing can have very serious consequences. The probability of that occurring with the appropriate knowledge/training and equipment is remote (this is an example of the right people and the right equipment). Whereas with an activity such as paintball, the probability of an eye injury is high, the con-



Photo: Don Stephen

sequences are high, and the outcome is not favorable (this is in part a reason why paintball is not an acceptable Scouting activity).

- If you are at your regular meeting place, what possible hazards are present when conducting your program? For example is there a stage? Are there supporting poles in the room? Is there a climbing apparatus on the walls of the gym you need to ensure youth don't use? Immediately outside of your meeting place are there structures or features of the property that pose a danger (is there construction nearby, or poison ivy on the edge of the parking lot)?
- When planning for an outing, are you at the right place – have you considered the type of terrain or other natural features that impact the group? Are there tricky or technical elements of the route? Given the training and experience, are you within a reasonable distance to provide assistance and get help? Are you familiar with the route, natural dangers nearby (such as waterfalls or abandoned mines), the weather when you depart, ensuring you are moving at an appropriate pace for the group?
- The right time: this can vary from the impact a change of season can have in an area, how capable your participants are (winter camping is not the same as summer camping), to the best time of the day to do a specific activity and what to do if you are late.
- Right people: are there special skills needed for the activity (such as water activities)? Have you prepared yourself and your group to do the task? Are there resource people who can assist you?
- The right equipment includes ensuring you have the appropriate safety equipment for a canoe trip to making sure the stoves have been tested after sitting in storage for a period of time. Do all the participants know how to use the necessary equipment?

Resources:

By Law, Policies and Procedures, Section 10000 – Camping & Outdoor Activities.

Page 3 of the *Application for Camping and Outdoor Activity* form: Safety Checklist.

Emergency Plan/Action Plan form.

By Law, Policies and Procedures Section 13000 - Risk Management.

Trademarks, Logos, Website Guidelines for Leaders

Scouts Canada's logos and trademarks are vigorously protected. They are available for use by all Scouts Canada group web sites – low-resolution versions for this purpose are located on the Scouts Canada site: <http://www.scouts.ca/inside.asp?cmPageID=150>.

Hi-resolution versions are available from Production Manager Heather Downs-MacIntosh (hdowns@scouts.ca) by approval. You may write Heather with details of your request for use of the logo on publicity materials, etc. If approved, Heather will forward a hi-resolution logo to your group by e-mail. Logos are not for use by anyone except authorized Scouting groups. Requests from outside agencies (crest or banner companies, etc.) will not be accommodated. Logos may only be used on crests, hats, shirts and other merchandise commissioned from one of Scouts Canada's official suppliers: <http://www.scouts.ca/inside.asp?cmPageID=236>. Requests for hi-resolution logos for this purpose must also be made through Heather.

"Be Prepared" is also protected by trademark and the same guidelines apply.

Web site guidelines for group webmasters may be found on the Scouts Canada site at:

<http://www.scouts.ca/inside.asp?cmPageID=701>

Privacy/Confidentiality

We ask parents to fill out the *Program Participant Enrollment Form* at the beginning of each Scouting year. Over the course of working closely with parents and youth you will be privy to private information.



Photo: Mike Tammisco

It is important to respect private and sensitive information. We must take appropriate precautions when storing and providing access to this information on a “need to know” basis.

Parental Custody

We must be conscious of who is taking home your youth when the activity is over. For example, on the enrollment form we ask if the emergency contact has permission to pick up youth from the meeting or activity.

Crisis Response

In the rare event a crisis should occur in your section or group, that possesses either a direct risk to members or Scouts Canada, please note that the Council Executive Director or Council Commissioner should be notified immediately.

In any circumstances when members of the media contact you for comment, please direct them to the Director of Communications at the National Office in Ottawa. The phone number is 613-224-5131 ext. 271.

Waivers/Hold Harmless

It is common practice for service providers to request participants to sign a waiver to participate in their activity.

Scouts Canada does NOT allow its members (or their parents/guardians) to waive their rights to participate in approved Scouting activities. Waivers can actually invalidate the Scouts Canada insurance program.

What to do should you be asked to sign a waiver:

- Check in advance if a service provider requests the participants to sign a waiver.
- Inform the service provider that we do not sign waivers. Ask that they consider removing the waiver for Scouting.
- Your local council office can engage a service provider with a reciprocal *Indemnification Agreement* form. This

form is signed by both Scouts Canada and the activity provider when they provide proof of their respective liability insurance coverages. This may resolve the provider’s need for a waiver.

Inventory

All groups and sections should keep an active inventory of the equipment they own and any repairs or actions that may need to be taken.

Scouts Canada does not provide insurance for equipment; groups are encouraged to seek replacement insurance for their equipment.

Code of Conduct

A Code of Conduct is something that every colony, pack, troop, company and crew should have in order that all participants get the maximum benefit from their Scouting program. An effective Code of Conduct will protect the quality of the youths’ experience, and also ensures leaders are treated respectfully and properly by their sections. Having a Code of Conduct is a criteria in Scouts Canada’s Program Standards.

A Code of Conduct is a set of “rules” that everyone in a section agrees upon. It ensures that your meetings and activities run smoothly and fairly. It encourages youth to focus on how they work, both as individuals and in a section. Every section has priorities for what they want to accomplish and in Scouting, these priorities revolve around the Promise and Law that all youth and leaders make and follow. As you can see, a Code of Conduct is a useful tool that lists specific actions and ways to accomplish your section’s and Scouting’s priorities.

Resources:

www.scouts.ca - search for Code of Conduct. Section specific JUMPSTARTS are available to help your section develop a Code of Conduct. X



Photo: Vance Gough