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Preface

Providing service and support for Section Leaders and delivering quality programs is critical. With this in mind we have aligned the structure of Scouts Canada to enable us to provide service and support right at the group level.

We have significantly streamlined the organization to 20 councils from coast to coast:
- British Columbia – 3 councils
- Alberta – 2 councils
- Saskatchewan – 1 council
- Manitoba – 1 council
- Ontario – 8 councils
- Quebec – 1 council
- New Brunswick – 1 council
- Prince Edward Island – 1 council
- Nova Scotia – 1 council
- Newfoundland and Labrador – 1 council

Each council will continue to provide service and support to groups through Areas. Each council will have a Council Commissioner appointed by the Chief Commissioner and Chair of the Board of Governors. This person’s key role is to manage the Area Commissioners within their council and ensure that the section leaders receive the appropriate service and support to develop and conduct quality programs, which achieve Scouts Canada’s Program Standards.

Each Group will have a Group Committee led by a Group Commissioner selected or elected, then appointed by the Area Commissioner, to ensure that the section leaders receive the appropriate service and support necessary to develop and conduct a quality program and achieve Scouts Canada’s Program Standards.

Council and group committee members will be clearly focused on the following:

PROGRAM
- Help section leaders deliver quality programs
- Motivate and support Scouters
- Recognize and thank section Scouters
- Coach and mentor section Scouters
- Provide training and development opportunities

MEMBERSHIP
- Recruit volunteers
- Recruit youth members

ADMINISTRATION
- Critical administration including risk management and finance
- Fundraising
Section leaders will be clearly focused on developing and conducting quality programs which achieve Scouts Canada’s Program Standards.

**Section Leader’s To Do List:**

- Plan program
- Deliver program
- Recruit youth
- Risk management administration
- Take appropriate training

In order for Scouts Canada to continue to succeed, it is critical that all adult members clearly identify their role in the movement and direct their volunteer energies toward achieving our mission:

*To help develop well rounded youth, better prepared for success in the world.*

Thank you for your contribution and commitment to Scouting in Canada.
Scouting began in 1907 when Lt.-Gen. Robert Stephenson Smyth Baden-Powell, later Lord Baden-Powell of Gilwell, took a group of boys to a camp on Brownsea Island. The Boy Scouts Association throughout the British Commonwealth was incorporated by Royal Charter granted by His Majesty King George V in 1912 for the purpose of instructing boys of all classes in the principles of discipline, loyalty and good citizenship.

Scouting came to Canada in the fall of 1907, just months after the book, “Scouting for Boys”, was published in England. The Canadian General Council of the Boy Scout Association was incorporated by an Act of the Canadian Parliament on June 12, 1914. The Canadian General Council was a branch of the Boy Scout Association until October 30, 1946, when it became an independent member of the Boy Scout World Conference. A subsequent amendment changed the name to Boy Scouts of Canada. In 1976 the Scouts Canada logo was introduced. Scouting in Canada became commonly referred to as SCOUTS CANADA.

On February 2, 2007, the Canadian Parliament passed an Act to legally change the organization’s name to Scouts Canada.

B.-P. wrote to Earl Grey in 1910 to ask him to organize Scouting in Canada. Since that time, every Governor General has been either the Chief Scout for Canada (prior to 1946) or Chief Scout of Canada (after 1946).

AFFILIATIONS:

B.-P. Guilds in Canada:

B.-P. Guilds are groups of persons who wish to retain a link with, and lend support to, Scouts Canada. B.-P. Guilds in Canada shall register with the Canadian Council of B.-P. Guilds after approval by the appropriate council. The Canada Council of B.-P. Guilds is an organization established by Scouts Canada for the following purposes:

- To give national recognition to B.-P. Guilds in Canada.
- To exchange information with, and among, B.-P. Guilds.
- To maintain membership in the International Fellowship of Former Scouts and Guides.

For B.-P. Guild members wishing to register with Scouts Canada, refer to Section 3002.1

Salvation Army

The Salvation Army Scout Association has been affiliated with Scouts Canada since 1937.

L’Association des Scouts du Canada

L’Association des Scouts du Canada has been affiliated with Scouts Canada since 1967.
PROTECTION OF MARKS, ETC.

The law provides protection for the names, titles, emblems, badges, etc. used by the Corporation.

Use of the Corporate Seal is covered under Article I c. of By-law No 2. Design of the seal was revised to reflect the passage of the February 2, 2007 Act of Parliament amending the legal name of the organization to Scouts Canada.

Use of the Scouts Canada logo or other intellectual property is covered under Section 1006 and Section 16000.

Any person making unauthorized use of them is liable to prosecution.

POLICY:
Scouts Canada as a member of the World Organization of the Scout Movement adopts as its Mission, Principles, Practices and Methods the Fundamental Principles of the World body, as summarized below.

MISSION:
To help develop well rounded youth, better prepare for success in the world.

VISION
Canadian youth making a meaningful contribution to creating a better world.
SCOUTS CANADA
BY-LAW NO. 2

ARTICLE I – GENERAL

a. **Name** - The name of the corporation is Scouts Canada (or as amended by Act of Parliament). It is referred to in this ByLaw as the “Corporation.”

b. **Definitions** - In this By-law unless the context otherwise requires:

   1. words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include organizations, associations, firms and corporations;
   2. “Board” means the Board of Governors of the Corporation;
   3. “CEO” means the “Executive Commissioner and Chief Executive Officer” of the Corporation;
   4. “Councils” means those councils listed in Schedule A hereto as the same may be amended, from time to time, in accordance with Article VI;
   5. “Member” shall have the meaning ascribed thereto in Article II;
   6. “National Office” means the head office of the Corporation in the City of Ottawa in the Province of Ontario;
   7. “Officer” shall have the meaning ascribed thereto in Article IV a.;
   8. “Policies” means those policies established by the Board pursuant to Article I f.;
   9. “Section Scouter” means a leader in a weekly program who has reached the age of eighteen (18) years; and
   10. “Youth” means a person who is under twenty-seven (27) years of age as of 1 September of the year in question.

c. **Corporate Seal** - The seal, an impression of which is stamped in the margin hereof, shall be the seal of the Corporation. The seal of the Corporation shall be kept in the custody of the CEO or such other person or persons as may be designated by the Board. All papers or documents required to be sealed on behalf of the Corporation shall be sealed in the presence of such person or persons.

d. **Head Office** - The head office of the Corporation shall be in the City of Ottawa, in the Province of Ontario.

e. **Financial Year** - Unless otherwise determined by the Board, the financial yearend of the Corporation shall be August 31.

f. **Policies** - The Board may establish and amend Policies relating to all aspects of the business and affairs of the Corporation.

g. **Priorities** - This ByLaw No. 2 shall be consistent with the Act of the Canadian Parliament pursuant to which the Corporation was incorporated, as amended from time to time. In the event of any conflicts or inconsistencies, the provisions of such Act shall govern.
ARTICLE II - MEMBERS

a. Categories of Membership - Membership in the Corporation shall be divided into three categories. Persons within such categories are referred to herein individually as a “Member” and collectively as the “Members”. The categories are as follows:

(1) Ordinary Members - Ordinary Members shall be entitled to receive notice of, in the manner set forth in Article III, and attend, but not vote at all meetings of Members. An Ordinary Member shall be any person who subscribes to the mission and principles of the Corporation, who pays the membership and national insurance fee established from time to time by the Board (or has such fees paid for him) and who falls into one of the following categories:

(a) any Youth registered with the Corporation for the purpose of participating in the programs offered by the Corporation;

(b) any person registered with the Corporation providing volunteer services to assist in the administration, development, management, or delivery of the programs offered by the Corporation;

(c) any member of a BP Guild not otherwise registered as an Ordinary Member of the Corporation; and

(d) any employee, as defined in the “Scouts Canada Personnel Policy” of the Corporation.

(2) Honorary Officers and Members - The Voting Members may elect as an Honorary Officer or Honorary Member of the Corporation any person they may deem suitable. The number of Honorary Officers shall not at any time exceed twelve (12).

(3) Voting Members - Voting Members of the Corporation shall be:

(a) three (3) representatives, one of whom must be a Youth Member from each Council, elected annually by each such Council;

(b) the Members of the Board;

(c) one (1) representative from the Salvation Army Scout Association, appointed by such Association;

(d) three (3) representatives from L'Association des Scouts du Canada, appointed by L'Association des Scouts du Canada;

(e) one (1) representative from the Canadian Council of BP Guilds, appointed by the Canadian Council of BP Guilds; and

(f) all Honorary Officers.

(4) The names of all representatives must be submitted to the Chair of the Board care of the National Office by no later than twenty-five (25) days prior to the date of the annual general meeting of Members in each year.
Voting Members, other than Council Voting Representatives, shall serve in such capacity for a one (1) year period commencing on the termination of the annual general meeting of Members immediately following their election or appointment, (or at which they are elected, in the case of members of the Board and Honorary Officers), and ending at the conclusion of the next succeeding annual general meeting of Members.

Council Voting Representatives shall serve in such capacity for a one (1) year period commencing on the date of their election and shall be deemed to be a Voting Member for all purposes of this By-Law during their tenure as a Council Voting Representative and are entitled to vote as such annual general meetings or special meetings of Members as shall occur during their tenure.

Where a Council Voting Representative is elected as a member of the Nominating Committee in accordance with this By-Law such person shall remain as a member of the Nominating Committee in like manner as a Voting Member while carrying out the duties of the Nominating Committee.

Voting Members shall be entitled to receive notice of, in the manner set forth in Article III, and attend and vote at all meetings of Members.

b. Resignation - Any Member may withdraw from the Corporation by delivering a written resignation addressed to the Corporation and delivered to the secretary of the Corporation care of the National Office.

c. Removal - Any Member may be removed as a Member by the Board and shall be removed as a Member if he is included in the Confidential List maintained pursuant to the provisions of Administrative Procedure No. 3 of the Corporation, as amended from time to time.

d. Membership Not Transferable - Except as provided in Article III f., the interest of a Member in the Corporation is not, directly or indirectly, transferable.

ARTICLE III - MEETINGS OF MEMBERS

a. Meetings - Meetings of the Members shall be either an annual general meeting or a special general meeting. The annual general or any special general meeting of Members shall be held at a time and place to be fixed by the Board.

b. Business at Annual General Meetings - The following business shall be transacted at each annual general meeting:

(1) receipt and consideration of reports including the Corporation’s annual report;
(2) receipt and consideration of the financial statements and the auditor’s report thereon for the preceding year;
(3) election of Honorary Officers and Honorary Members;
(4) appointment of Officers and election of Members of the Board (except for the CEO, who is appointed by the Board);
(5) appointment of an auditor,
consideration of any matter placed before it by the Chair of the Board on behalf of the Board;

selection of three (3) Voting Members to serve on the Nominating Committee for the ensuing year;

consideration of any resolution(s) introduced by the Voting Members in accordance with Article III i., and the recommendation(s) of the Board relating thereto: and

such other business as may come before the meeting and which the Members under applicable law are authorized to transact.

c. **Notice** -

(1) Written notice of the time and place of any annual general meeting of the Members shall be given by the CEO, in his function as secretary of the Corporation, at least sixty (60) days before the date of such annual general meeting, to:

   (a) the Voting Members by mail or electronic means,

   (b) each of the Councils by mail or electronic means, and

   (c) the Ordinary Members by publishing the same in the Canadian Leader Magazine.

(2) Written notice of the time and place of any special general meeting of the Members shall be given by the secretary at least thirty (30) days before the date of such special general meeting to:

   (a) the Voting Members by mail or electronic means,

   (b) each of the Councils by mail or electronic means, and

   (c) the Ordinary Members by publishing the same in both an English and a French language newspaper that has wide distribution in Canada.

(3) Sufficient information shall be provided to the Voting Members, at least thirty (30) days prior to any meeting, to permit the Voting Members to form a reasoned judgment on any matter to be considered at such meeting. Discussion at any such meeting shall be limited to such matters. No error or omission in giving notice of any annual general or special general meeting or any adjourned meeting, whether annual general or special general, shall invalidate such meeting or make void any proceedings taken thereat, and the Voting Members may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. The statutory declaration of the Chair of the Board that notice has been given shall be sufficient and conclusive evidence of the giving of such notice.

d. **Special General Meetings** -

(1) Special general meetings of the Members may be called by the Chair of the Board with the consent of the Board.
(1) Special general meetings shall be called by the Chair of the Board upon the written request of a minimum of twenty (20) Voting Members of the Corporation.

e. Quorum - A quorum at any meeting of Members shall be fifty percent (50%) plus one (1) of the Voting Members of the Corporation or their substitutes.

f. Substitute Voting Member -

(1) Should a Voting Member be unable, for any reason, to attend a meeting of Members, a substitute may attend and act in such Voting Member’s stead. This substitute is designated by:

(a) the Council or person which elected or appointed such Voting Member, as described in Article II a. (3) (a), (c), (d) and (e),

(b) by the Board, in the case of a Member of the Board, and

(c) by the Honorary Member, in the case of an Honorary Member.

(2) A substitute may himself be a Voting Member, provided that in no event shall such a person be designated as a substitute for more than two (2) persons.

(3) A substitute shall be designated by the completion of the form of proxy included with the information relating to a meeting of Members provided to Voting Members pursuant to Article III c. (3). A proxy must be signed and dated by the person granting the same and shall be valid only at the meeting of Members in respect of which it was given. A proxy holder may attend and act at a meeting of Members in the manner and to the extent authorized by the proxy.

(4) To be valid, a proxy must be delivered to the CEO prior to the start of the meeting of Members in respect of which the proxy is given.

g. Voting -

(1) Except as expressly provided herein, at all meetings of the Members, every question shall be determined by a majority of votes cast by the Voting Members at the meeting. A declaration by the chair of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor or against such resolution.

(2) Except as provided for in Article III f., no Voting Member or substitute may exercise more than one (1) vote on any issue coming before the meeting.

h. Minutes - The acts or proceedings of meetings of Members shall be adopted by resolution and shall be entered in a minute book and confirmed at the next meeting of Members.

i. Introduction of Resolutions by Voting Members -

(1) Any twelve (12) Voting Members may, by notice in writing signed by each and addressed to the Board in care of the CEO at the National Office, require (a) that the Board consider the resolution(s)
set forth in such notice and (b) place such resolution(s), together with the recommendation(s) of
the Board relating thereto, before an annual general meeting of Members.

(2) The Board shall consider all such notices and shall recommend to an annual general meeting
of Members that the resolution(s) set forth therein be accepted or rejected by the Voting Members,
as the case may be.

(3) To be considered at an annual general meeting of Members in any year, any such notice must be
received by the CEO by not later than June 1 in that year, failing which the resolution(s) set forth
in such notice will be considered at the next following annual general meeting of Members.

ARTICLE IV - OFFICERS

a. Officers – There shall be three (3) classes of officers of the Corporation (herein referred to, individually, as
an “Officer” and collectively, as the “Officers”):

(1) The Honourary Officers; namely the Patron Scout, the Chief Scout and the Honorary Legal
Counsel;

(2) The Governance Officers; namely the Chair of the Board, the Vice Chair of the Board Strategic, the
Vice Chair of the Board Finance, and the Past Chair; and

(3) The Operational Officers; namely the Executive Commissioner/CEO, the National Commissioner
and the National Youth Commissioner. The National Youth Commissioner shall be a voting officer
only if he or she is at least eighteen (18) years of age.

b. Term of Office -

(1) All appointments of Officers, other than the CEO who shall hold office for such term as may be
set out in the employment agreement referred to in Article IV b (2), shall become effective on the
termination of the annual general meeting of Members at which the appointments were made
and shall end at the conclusion of the next succeeding annual general meeting of Members. With
the exception of the Honourary Officers, the most recent Past Chair l and the CEO, no Officer shall
be eligible to serve more than three (3) consecutive one (1) year terms in any one (1) office.

(2) The CEO shall be retained as an employee of the Corporation by the Board on such terms as the
Board deems appropriate. Such terms and conditions of employment of the CEO shall be set out
in a written employment agreement entered into between the Corporation and the CEO.

(3) Officers, other than the CEO, who may be removed in accordance with the employment
agreement referred to in this Article IV b. (2) and otherwise in accordance with applicable law,
may be removed by the Board at any time.

c. Vacancy - Where an office becomes vacant by death, resignation or inability to serve, the Board may
appoint a person to fill the vacancy until the following annual general meeting of Members. When an
office has been filled within six (6) months from the date of the previous annual general meeting, the
appointee shall be deemed to have served a term. Appointees assuming office after six (6) months of the
date of the previous annual general meeting shall be deemed not to have served a term.
Roles of the Officers - The respective roles of the Officers are as follows:

(1) **Patron Scout**: The office of Patron Scout is normally held by the Governor General of Canada. If the Governor General of Canada, for any reason, is unable to accept the office, a Patron shall be elected by the Voting Members.

(2) **Chief Scout**: The Chief Scout is an honorary, non-voting position and is normally held by an individual who will actively promote the values and ethics of Scouting in Canada. The Chief Scout shall be appointed by the Board of Governors.

(3) **Honorary Legal Counsel**: The Honorary Legal Counsel shall perform such duties and provide such services as are assigned or requested by the Board.

(4) **Chair of the Board**: The Chair of the Board shall act as chair of all meetings of the Members and all meetings of the Board. The Chair shall perform such duties as are assigned.

(5) **Vice Chair of the Board - Strategic**: The Vice Chair of the Board Strategic shall be responsible for the development of the strategic plans of the Corporation, assist the Chair of the Board and shall chair the Board should the Chair of the Board be unable, for any reason, to carry out the responsibilities of that office.

(6) **Vice Chair of the Board - Finance**: The Vice Chair of the Board Finance shall serve as the treasurer of the Corporation, shall ensure that appropriate financial accounts and records are maintained by the Corporation, and shall present the annual audited financial statements to the Board and to the annual general meeting of Members.

(7) **Past Chair of the Board**: The most recent Chair willing and able to serve shall be the Past Chair and shall serve the Corporation in an advisory capacity to the Chair of the Board.

(8) **Executive Commissioner & Chief Executive Officer**: The CEO shall be the chief executive officer of the Corporation and shall report to the Board. The CEO shall act as secretary of the Corporation and as secretary at all meetings of the Members and of the Board.

(9) **National Commissioner**: The National Commissioner is the principal volunteer for Scouts Canada; ensures focus on program quality and volunteer support is maintained throughout all levels of the movement.

(10) **National Youth Commissioner**: The National Youth Commissioner ensures that the youth of Scouts Canada are involved and engaged in every decision that relates to their Scouting experience; advocates for young volunteers throughout the movement; and ensures that youth leadership development opportunities are provided for all youth members.

(11) **Operational Officers**: The Operational Officers, namely the Executive Commissioner & CEO, the
National Commissioner, and the National Youth Commissioner, are responsible for all activities of
the Corporation in accordance with Policies and shall have the authority to implement all polices
at all levels of the Corporation. The Operational Officers shall bring to the attention of the Board
all matters which require its attention and action.

ARTICLE V - BOARD OF GOVERNORS

a. Responsibilities - The property and business of the Corporation shall be managed by an executive
committee called the Board of Governors. The Board shall administer the affairs of the Corporation
in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the
Corporation may lawfully enter into and, except as otherwise specifically provided herein, shall exercise
all such other powers and do all such other acts and things as the Corporation is by its Act of incorporation
or otherwise authorized to exercise and do. Without limiting the foregoing, the Board shall have power
to authorize expenditures on behalf of the Corporation from time to time. Also without limiting the
foregoing, the principal responsibilities of the Board shall be the following:

(1) ensuring that the Corporation adheres to its mission and principles in force from time to time;

(2) ensuring strategic planning is done and guiding its development;

(3) ensuring that appropriate structures are in place to ensure that the Policies are carried out;

(4) developing and maintaining fiscal responsibility at all levels in the Corporation including, without
limitation, approval of the annual budget of the Corporation;

(5) ensuring a risk management program is in place and monitoring its results;

(6) hiring, directing and evaluating the performance of the CEO;

(7) ensuring that an effective and responsible management team is in place and overseeing its
activities;

(8) periodically reviewing the implementation of Policies throughout the Corporation, to assess and
correct the effectiveness of its execution;

(9) ensuring that the work performed by the Board is transparent and that it is well communicated to
its Members, to the parents of its Members (where applicable) and others as deemed appropriate;

(10) ensuring that appropriate succession planning is in place at the Board and senior management
levels;

(11) preparing an annual report for presentation to the annual general meeting of Members;

(12) ensuring that audited financial statements are prepared and approved for presentation to the
annual general meeting of Members;

(13) recommending the appointment of an auditor to the annual general meeting of Members; and
(14) ensuring that all necessary books and records of the Corporation, required by the ByLaws of the Corporation or by applicable law, are regularly and properly kept.

b. **Composition** - The Board shall be comprised of fifteen (15) individuals, each of whom shall be at least eighteen (18) years of age and have power under law to contract:

   (1) Chair of the Board;
   
   (2) Vice Chair of the Board - Strategic;
   
   (3) Vice Chair of the Board - Finance;
   
   (4) Past Chair of the Board;
   
   (5) National Youth Commissioner;
   
   (6) National Commissioner;
   
   (7) nine (9) individuals at large;
   
   (8) Of these fifteen (15) members, at least one member must be from each of BC/Yukon, Alberta/NWT, Saskatchewan/Manitoba, Quebec and Atlantic Canada. At least two members must be from Ontario/Nunavut;
   
   (9) Of these fifteen (15) members at least three members must be between the ages of eighteen (18) and twenty-six (26);
   
   (10) The Executive Commissioner/CEO shall be an Ex-Officio voting member;
   
   (11) The Honorary Legal Counsel shall be an Ex-Officio non-voting member;
   
   (12) In the event that the National Youth Commissioner is not at least eighteen (18) years of age, the National Youth Commissioner shall be an Ex-Officio, non-voting member.

c. **Other Offices** - No member of the Board, except the CEO, shall hold concurrently any office or position other than that of a Section Scouter in the Corporation.

d. **Term of Office** - The term of office of each member of the Board shall commence on the termination of the annual general meeting of Members at which such member was elected and shall end at the conclusion of the next succeeding annual general meeting of Members. The Board (except for the CEO, who is appointed by the Board, shall be elected by the Voting Members at each annual general meeting of Members for a term of one (1) year. No member of the Board, other than the CEO who shall hold office for such term as may be set out in the employment agreement referred to in Article IV b (2), and the most recent Past Chair of the Board, shall be eligible to serve more than six (6) consecutive one (1) year terms in any one office.
e. **Vacancy** -

(1) The office of a member of the Board shall be automatically vacated:

(a) if he resigns his office by delivering a written resignation to the secretary of the Corporation in care of the National Office;

(b) if he is found by a court of law to be of unsound mind;

(c) if he becomes bankrupt or is unable to pay his debts as they become due;

(d) if at a special general meeting of the Members, a resolution is passed by at least sixty-six and two thirds percent (66 2/3%) of the Voting Members present at such meeting that he be removed from office; or,

(e) on death.

(2) Where a position on the Board becomes vacant, the Board may appoint a person to fill the vacancy until the dissolution or adjournment of the next annual general meeting of Members. Where a position has been filled within six (6) months from the date of the previous annual general meeting, the appointee shall be deemed to have served a term. An appointee whose term commences later than six (6) months following the date of the previous annual general meeting, shall be deemed not to have served a term.

(3) If a vacancy occurs which is not filled by the Board, the members of the Board remaining in office may exercise all the powers of the Board provided that a quorum of the Board is elected or remains in office as the case may be.

(4) A retiring member of the Board whose resignation stipulates that it is not to be effective until a certain meeting of the Board or the Members, shall remain in office until the dissolution or adjournment of the meeting at which his resignation is to be effective.

g. **Meetings** - The Board shall meet at least four (4) times per year.

h. **Telephone Calls** - If all members of the Board consent thereto in advance, generally or in respect of a particular meeting, and all such members have equal access, a member of the Board may participate in a meeting of the Board by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and a member of the Board participating in such a meeting by such means is deemed to be present at the meeting. The secretary shall ensure each particular meeting is handled in a secure fashion. Quorum shall be established by a verbal roll call conducted by the secretary at the beginning of each particular meeting. Each vote cast by a member of the Board participating by teleconference call shall be recorded in the minutes by the secretary.

i. **Quorum** - A quorum at any meeting of the Board shall be fifty percent (50%) plus one (1) of the members of the Board in office at the time.

j. **Resolutions** - A resolution, if signed by all members of the Board, shall be as valid as if passed at a meeting of the Board.
j. **Notice** - Meetings of the Board may be held at any time and place to be determined by the Board, provided that fortyeight (48) hours written notice of such meeting shall be given, other than by mail, to each member of the Board. It is provided further that, if notice is given by mail, such notice shall be mailed at least fourteen (14) days prior to the meeting. No notice of a meeting of the Board shall be required if all members of the Board are present and waive notice, or if those absent have signified their consent to the meeting being held in their absence. No error or omission in giving notice of any meeting of the Board or any adjourned meeting of the Board shall invalidate such meeting or make void any proceedings taken theret and any member of the Board may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. The statutory declaration of the secretary that notice has been given shall be sufficient and conclusive evidence of the giving of such notice. The Chair of the Board may, and shall upon written requisition of not less than a majority of the members of the Board, call a meeting of the Board.

k. **Voting** - Each member of the Board shall be entitled to exercise one (1) vote at each meeting of the Board. At all meetings of the Board every question shall be determined by a majority of votes cast at the meeting. A declaration by the chair of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution.

l. **Minutes** - The acts or proceedings of meetings of the Board shall be adopted by resolution and shall be entered in a minute book and confirmed at the next meeting of the Board. The minutes of meetings of the Board shall be reported at the next meeting of Members.

m. **Board Remuneration** - The members of the Board shall serve as such without remuneration and no such member shall directly or indirectly receive any profit from his position as such, provided that such a member may be paid reasonable expenses incurred by him in the performance of his duties. Nothing contained herein shall be construed to preclude any such member from serving the Corporation as an Officer or in any other capacity and receiving compensation therefore.

n. **Fund-raising** - The Board shall take such steps as they may deem requisite to enable the Corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, payments and donations of any kind whatsoever for the purpose of furthering the objects of the Corporation. The Board shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of the Corporation in accordance with such terms as the Board may determine.

o. **Borrowing** -

   (1) The Board may from time to time:

   (a) borrow money upon the credit of the Corporation;

   (b) limit or increase the amount to be borrowed;

   (c) issue debentures or other securities of the Corporation;

   (d) pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient; and

   (e) secure any such debentures, or other securities, or any other present or future borrowing
or liability of the Corporation, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the Corporation, and the undertaking and rights of the corporation.

(2) The Board may delegate such powers to the Officers or certain members of the Board to such extent and in such manner as the Board may determine. Nothing herein limits or restricts the borrowing of money by the Corporation on bills of exchange or promissory notes made, drawn, accepted, or endorsed by or on behalf of the Corporation.

ARTICLE VI – COUNCILS

The Board may, from time to time, amend the number and/or composition of Councils and assign names to them subject to the following conditions:

a. all provinces will have a minimum of one (1) Council;

b. all such amendments shall be subject to majority approval of the Voting Members at a meeting of Members; and,

c. transition issues arising from any such amendment which is so approved, shall be approved by the Voting Members at such meeting.

ARTICLE VII- COMMITTEES AND TASK GROUPS

a. Committees and Task Groups

(1) The Corporation shall have two (2) standing committees, namely, a Nominating Committee and an Audit Committee. The Board may establish other committees and task groups as deemed appropriate and shall assign duties to them on such terms and conditions as the Board may determine.

(2) Except where membership is prescribed, each committee/task group shall be empowered to obtain voluntary assistance, as required, and shall be encouraged to include at least one Youth Member.

(3) A quorum of each such committee/task group shall be a majority of its members.

b. Nominating Committee

(1) Each year the Chair of the Board shall ensure that a Nominating Committee is formed by the Board and carries out its responsibilities.

(2) The Nominating Committee shall report to the Members and shall be chaired by the Past Chair of the Board. Should no Past Chair be willing and able to serve, the Board shall appoint a chair of the Nominating Committee.

3) The Nominating Committee shall be comprised of the following:

(a) the chair;

(b) the Chair of the Board;
(c) two (2) Members-at-large; and

(d) three (3) Voting Members, one (1) of which will be a Youth Member.

(4) The Nominating Committee shall prepare for presentation to the Annual General Meeting of Members in each year a list of:

(a) Chair of the Board;

(b) Vice Chair of the Board - Strategic;

(c) Vice Chair of the Board - Finance;

(d) Past Chair of the Board;

(e) National Youth Commissioner;

(f) National Commissioner;

(g) Up to nine (9) members at large;

(h) Of these fifteen (15) members, at least one member must be from each of BC/Yukon, Alberta/NWT, Saskatchewan/Manitoba, Quebec and Atlantic Canada. At least two members must be from Ontario/Nunavut;

(i) Of these fifteen (15) members at least three members must be between the ages of eighteen (18) and twenty-six (26);

(j) Honorary Officers and Honorary Members; and

(k) The Patron Scout, in the event the Governor General, for any reason, is unable to accept the office.

(5) The Nominating Committee shall take into consideration candidates who adequately represent the constituencies served by the Corporation and make recommendations to the Board with respect to any vacancies on the Board.

(6) At least sixty (60) days prior to the annual general meeting of Members, the chair of the Nominating Committee shall circulate to the Voting Members by mail or by electronic means the nominations of the Nominating Committee for positions on the Board accompanied by a curriculum vitae for each such nominee.

(7) Additional nominations for positions on the Board, including additional recommendations for National Commissioner, may be made provided that (a) each nomination is signed by five (5) Voting Members and is accompanied by a curriculum vitae and a written confirmation from the nominee acknowledging that he is willing to serve and that he has an understanding of the position to which he has been nominated and (b) such additional nominations are presented to the Chair of the Nominating Committee, care of the National Office, at least twenty-five (25) days prior to the date of the annual general meeting of Members.
At least fourteen (14) days prior to the annual general meeting of Members, the chair of the Nominating Committee shall circulate to the Voting Members by mail or by electronic means the names of the additional nominees along with their curriculum vitae and the names of their nominators.

c. Audit Committee -

(1) Each year the Chair of the Board shall ensure that an Audit Committee is formed by the Board and meets at least two (2) times a year.

(2) The Audit Committee shall present an annual report to the meeting of the Board at which approval of the annual financial statements is to be considered.

(3) The Audit Committee shall be comprised of a minimum of four (4) and a maximum of six (6) members, one of whom shall be the Chair of the Board and may include a majority who are not members of the Board. A member of the Board, not the Vice-Chair of Finance, shall be named as Chair. No employee of the Corporation may be a member of the Audit Committee.

(4) The principal responsibilities of the Audit Committee shall be, but not limited to, the following:

(a) ensuring that the annual audit is carried out in an effective and cost efficient manner;

(b) overseeing the financial and control systems of the Corporation;

(c) recommending to the Board the approval of the annual audited financial statements;

(d) recommending to the Board the appropriate accounting Policies of the Corporation;

(e) performing other audits and reviews and preparing recommendations as requested from time to time by the Board; and

(f) recommending to the Board the appointment of the external auditor, including the audit fee.

ARTICLE VIII- INDEMNITY AND INSURANCE

a. Indemnity -

(1) In this Article VIII “Person” shall mean any person who was, now is or shall be (a) an Officer or member of the Board, (b) a member of a duly constituted committee or task group of the Corporation, (c) a director, officer, trustee or employee (whether salaried or not) of any Council and (d) an employee (whether salaried or not) of the National Office.

(2) The Corporation shall indemnify and save harmless each Person and his heirs, executors and administrators against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment reasonably incurred by that Person in respect of any civil, criminal or administrative action or proceedings to which he has been made a party by reason of being
a Person provided that (a) that Person acted honestly and in good faith with a view to the best interests of the Corporation; and (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, that Person had reasonable grounds for believing that his conduct was lawful.

b. Insurance - The Corporation may purchase, maintain and participate in such insurance for the benefit of Persons as the Board may from time to time determine.

ARTICLE IX - EXECUTION OF CONTRACTS, DOCUMENTS AND INSTRUMENTS

The Board shall have power from time to time to appoint any individual(s) who shall be empowered on behalf of the Corporation to sign specific contracts, documents and instruments in writing. All contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The Board may give the Corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any securities owned by the Corporation.

ARTICLE X – TRANSITION

a. Past Chair of the Board - From the conclusion of the meeting of Members at which this By-Law No. 2 is sanctioned through to the earlier to occur of (1) the resignation or removal from office of the Chair of the Board and (2) conclusion of the third annual meeting of Members following such meeting, the position of the Past Chair shall be filled by the most immediate Past Chair of the Board willing and able to serve.

ARTICLE XI - AMENDMENTS

ByLaws of the Corporation may be amended or repealed by a resolution of the Board of Governors approved by an affirmative vote of sixtysix and two thirds percent (66 2/3%) of the Voting Members at a meeting duly called, on not less than sixty (60) days' notice, for the purpose of considering the said ByLaw.

ARTICLE XII - REPEAL

Upon this By-Law No. 2 coming into force By-Law No. 1 of the Corporation is repealed, provided that such repeal shall not affect the previous operation of such ByLaw or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to such By-Law prior to its repeal.

ARTICLE XIII - INTERPRETATION

a. Translation - The Board shall ensure that the By-Laws of the Corporation or any approved amendments are translated to French or English, as the case may be, within a reasonable period of time. Should there be any inconsistency between the two texts, reference shall be made to the original text adopted by the Voting Members.

b. Correction - Upon the adoption of this By-Law, the Board may, where appropriate, correct the punctuation or grammar and change the numbering of this By-Law No 2, if the correction does not change the meaning,
and may make conforming changes to Policies.

Schedule A - List of Councils

a. Three (3) Councils in BC/Yukon as follows:
   - Cascadia
   - Fraser Valley
   - Pacific Coast

b. two (2) Councils in Alberta/NWT as follows:
   - Chinook
   - Northern Lights

c. the Saskatchewan Council

d. the Manitoba Council

e. eight (8) councils in Ontario/Nunavut as follows:
   - Voyageur
   - White Pine
   - Greater Toronto
   - Northern Ontario
   - Shining Waters
   - Central Escarpment
   - Battlefields
   - Tri-Shores

f. the Quebec Council

g. the New Brunswick Council

h. the Prince Edward Island Council

i. the Nova Scotia Council

j. the Newfoundland and Labrador Council

May 31, 2003
Revised: September 17, 2004
POLICIES OF SCOUTS CANADA

1001  Duty of Care  18 November 2000

WHEREAS the purpose of Scouting is to encourage the physical, mental, social and spiritual
development of youth to enable them to become constructive and responsible citizens, and

WHEREAS this development is achieved by the guidance of dedicated men and women and the
example they set, and

WHEREAS Scouts Canada believes that the actions of all members must fall within a reasonable
‘Duty of Care’ in order to protect its youth members,

That all Members and Helpers in Scouts Canada be required to act responsibly and adhere, at all
times, to the approved Duty of Care Guidelines and Regulations.  (See Section 7000)

1002  Investment Policy  17 February 2001

The investment policy of Scouts Canada is based upon the prudent investment standards set forth
in the Ontario Loan and Trust Corporations Act, Sec. 154(2), which reads in part as follows:

“… prudent investment standards are those which, in the overall context of an investment
portfolio, a reasonably prudent person would apply to investments made on behalf of
another person with whom there exists a fiduciary relationship to make such investments,
without undue risk of loss or impairment and with a reasonable expectation of fair return
or appreciation.”

1003  Social Justice and Diversity Policy  17 February 2001

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

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

Scouts Canada will make every effort to make its members and employee work force
representative and reflective of the communities in which its services are provided.
1004  Risk Management Policy  17 February 2001

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

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

1005  Partnership Agreement  17 February 2001

That the responsibility for appointing or arranging for the election of a Group Committee move from being the Partner’s responsibility to a local Council responsibility.

That Sponsors/Partners be guaranteed at least one seat on all Group Committee executives.

1006  Control of Trade-marks, Copyright, Signature Items and Sale/Distribution of Merchandise for Profit or Promotion by Boy Scouts of Canada.  17 February 2001

Corporate Retail Services will develop, approve, maintain and manage the corporate inventory of merchandise of Boy Scouts of Canada.

Only corporate approved merchandise will be sold for profit, purchased for the purposes of promotion or for sale and/or distribution at special events and activities.

Specialty or custom merchandise incorporating signature items, logos, trade-marks or copyright materials must be approved and sourced through and/or licensed by Corporate Retail Services.

The use of all signature items, trade-marks, logos and copyright materials not otherwise provided for in By-Law, Policies & Procedures or Boy Scouts of Canada Administrative Procedures must have the prior approval of the DED, Operations Division or the Executive Commissioner and CEO.

1007  Executive Limitations Policy  2 June 2001

The Board determines policy, the Executive Commissioner and CEO implements and accounts for it.

The Board approves the budget, the Executive Commissioner and CEO ensures that revenue collection and spending are consistent therewith and reports to that effect.
By resolution of the Board, following consideration of a recommendation from the Audit Committee, the Executive Commissioner and CEO may be authorized to spend funds, limited in amount, outside or in addition to those authorized by the Budget. The Executive Commissioner and CEO is also responsible for ensuring the existence and implementation of a summary of the financial authority of those reporting to the Executive Commissioner and CEO and the provision of such summary to all persons in management roles, consistent with the limitations imposed on the Executive Commissioner and CEO.

The Board determines and interprets the strategic plan for the Corporation. The Executive Commissioner and CEO guides its implementation, reports on its achievements and advises on the effectiveness of its intent.

The Executive Commissioner and CEO has the day to day responsibility to supervise and direct the management team, including the making of recommendations to the Board in respect of succession planning for the management team.

The Executive Commissioner and CEO should report to the Chair of the Board prior to the implementation of any management decision that may have a significant adverse impact on the organization.

Subject to the By-Laws of the Corporation and the decisions of the Board, as expressed by resolutions of the Board, the Executive Commissioner and CEO, while acting within the bounds of his authority, has the authority and responsibility to legally bind the Corporation.

Addendum to Executive Limitations Policy: 11 September 2004

The Executive Commissioner and CEO is authorized to spend funds outside of or in addition to those authorized by the annual Budget in a cumulative amount in any fiscal year up to and not exceeding $100,000 providing that any such excess spending shall be reported immediately to the Chief Commissioner and Chair and to the Vice-Chair Finance. Any single excess expenditure shall not exceed $50,000.

The Executive Commissioner and CEO also has the authority to reallocate monies within the Budget, providing that such reallocation has no financial impact on the operating results for the fiscal year. Any such reallocation must also be reported on a timely basis to the Vice Chair-Finance. All such excess spending or budget reallocation will be reported on to the immediately following Board of Governors meeting.

1008 Financial Statements 2 June 2001

All financial statements of Scouts Canada will comply with the CICA Handbook requirements using a consistent format as agreed to by Scouts Canada (the Corporation) from time to time.

1009 Strategic Planning 2 June 2001

The strategic planning process shall occur every 10 years, with the vision developed at each event for 15 years into the future. Alternative, the strategic planning process may be advanced to address emerging issues or unforeseen factors that affect the well-being of Scouts Canada.
The strategic planning process shall be comprised of three essential components:

a) review and confirmation or amendment of the organizational mission statement – “what” the organization exists to do – to ensure relevance into the future;

b) review and confirmation or amendment of the organizational vision statement – “where” the organization needs to go in the future – to guide future efforts of the organization; and

c) refinement or redevelopment of the organizational strategy to achieve the vision – “how” the organization will achieve the vision – as subsequently will be put into action in pursuit of short term goals targeted towards long term objectives.

The Vice Chair of the Board – Strategic shall lead a Task Group assigned by the Chair to implement the strategic planning process, with assistance from the Management Committee and the Youth Committee. The entire Board of Governors shall consider and dispose of the recommendations of the Task Group.

1010 Drug and Alcohol Policy 17 November 2001
Revised: 25 March 2011
Revised: April 20, 2013
Revised: May 2015

Scouts Canada Members (including youth, adults, volunteers, and staff) who hold a Duty of Care towards youth members serve in responsible positions and must conduct themselves in accordance with Scouts Canada’s Code of Conduct. Members serving in responsible positions have a clear obligation to care for and ensure the safety of youth members. As such, these Members serve in safety-sensitive positions.

This means that a Member in a responsible position is (a) prohibited from the use of, and (b) must not be affected by, any drugs or substances that impair his or her performance while he or she is responsible for ensuring the safety of youth members under his or her care.

1010 (a) Drug Policy

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

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

1010 (b) Alcohol Policy 17 November 2001
Revised: 25 March 2011
Revised: April 20, 2013

There shall be no alcohol at any Youth Program Activity, as defined in 1010(a).
There shall be no alcohol where minors are present.

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

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

For 3rd party rentals of a Scouts site or property, where the event is covered by an alcohol license, the restrictions on consumption of alcohol where minors are present is at the discretion of the 3rd Party but must be in accordance with the license and consistent with law. Consumption of alcohol must not be allowed in the case where only a part of the property is rented and there are scouting youth present on the other part of the property.

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

1011 Property Policy     17 November 2001
Revised:  30 May 2003
July 2012
October 2012

Property for the purpose of this policy means lands and real estate.

Any property to be acquired by Scouts Canada at any level of the organization for whatever purpose, and regardless of means of acquisition and including proposed donations, must have the prior approval of the Executive Commissioner & CEO of Scouts Canada.

Scouts Canada is liable and on risk for only those properties that meet the requirements of By-law, Policies & Procedures.

All properties owned or leased must be in full compliance with the property standards of Scouts Canada as set forth in the Council Operating Procedures Manual, section 038 titled Property Standards and Compliance incorporating the “Annual Property Standards Checklist”.

Scouts Canada properties are for the primary use of Scouts Canada membership. Third party or non-Scouting use must be limited in nature, and comply with Section 13019. Third parties must fully indemnify and hold Scouts Canada harmless with respect to the usage.

Nothing in this resolution affects the interests or rights of Scouts Canada in the property nor does it establish a long term precedent for the distribution of funds generated from Scouts Canada’s properties. If the activity has potential to increase insurance claims or premiums, arrangements will be made with National office to contribute to those costs.

1012 Personal Information Protection Policy     15-16 November 2002

Scouts Canada is committed to respecting the privacy of our members, their families, and our employees by adhering to the privacy principles set forth in Schedule 1 of the Personal
Information Protection and Electronic Documents Act. Those principles are: accountability, identifying purposes, consent, limiting collection, limiting use, disclosure and retention, accuracy, safeguards, openness, individual access, challenging compliance, definitions. [See Section 12000)

1013 Structure, Roles and Responsibilities  30 May 2003
20 September 2003
Revised: October 2012

Preamble
The Mission of Scouts Canada speaks of youth and for youth. All volunteer and staff members of Scouts Canada work together to achieve this Mission. Members exercise different roles and responsibilities in a variety of settings. Nonetheless, the focus of each individual member remains on the development of children and young people. All members, by accepting roles in Scouts Canada, commit themselves to fully maintain this focus, serve this purpose, and fulfill their responsibilities. Set forth below is the policy of the Board of Governors on the clear and important commitments undertaken by all members in exercising their responsibilities in the differing roles within Scouts Canada.

Definitions
Council The word ‘Council’ is used to describe collectively the membership of Scouts Canada in a geographic area and the ability to provide service and support in an effective and efficient manner. These Councils are as identified in Schedule “A” to By-Law No. 2 of Boy Scouts of Canada, and the same may be amended from time to time.

Commissioner A Commissioner is the most senior volunteer within a Council and serves as the public representative of the Council. A Council Commissioner is accountable to the Chief Commissioner and Chair of the Board of Governors. In consultation with the Chief Commissioner, the Executive Commissioner and Chief Executive Officer will establish procedures for the appointment, accountability and duties of commissioners, as well as Deputy Executive Commissioners at all levels of the Corporation.

Leader A leader is an adult who is a registered member appointed to a position of trust to provide delivery of a Scouts Canada program to registered youth members. Leaders are appointed or removed by commissioners under procedures approved by the Executive Commissioner and Chief Executive Officer.

Service Scouter A Service Scouter is an adult registered leader who offers service to Scouts Canada through a commissioner and because of experience, training, motivation and personal qualities is selected and appointed by a commissioner as a supporting resource for leaders providing programs to youth. Appointments and removals as a Service Scouter are made in accordance with procedures approved by the Chief Commissioner and Chair of the Board of Governors.

Committee A committee is formed to meet specific needs for financial, administrative and community support and may be permanent or temporary. Committees consist of adult registered members who offer to serve in accordance with procedures approved by the Executive Commissioner and Chief Executive Officer.
Committees are led by a chairperson to co-ordinate committee activities in supporting the membership and the commissioner of a Council, but a committee operates in a way that clearly is meant to maintain and enhance resources available to the members and their commissioner, and the commissioner is accountable to Scouts Canada for the quality of program delivery within a Council.

A Group Committee is always formed within a Council supported by a local Sponsor/Partner, which may be a group of parents, to provide administrative and financial support to their chartered Group within the Council and to ensure good relations between a Sponsor or group of parents who hold a charter and members who benefit from the existence of a charter.

**Sponsor/Partner** A Sponsor/Partner is an association, institution, organization or group (group of citizens or parents) which supports the Mission, By-Law, policies and procedures of Scouts Canada and wishes to use one or more of Scouting’s programs to further their mandate to develop their youth or youth in general. Sponsor/Partners are chartered on an annual basis. A Sponsor/Partner has the right to restrict membership in their Group to members of, or who are otherwise identified with, the Sponsor/Partner.

**Auxiliary** An auxiliary is a committee of former members or other interested adults who organize for the specific purpose of providing general support to Scouts Canada or to a specific Council. An auxiliary is formed only with the approval of the Executive Director of a Council under procedures approved by the Executive Commissioner and Chief Executive Officer.

**Policy on the Role of Volunteers**
The heart and soul of Scouts Canada’s Mission is embodied in tens of thousands of volunteers. Dedicated volunteers who follow the policies and supporting procedures of Scouts Canada make it possible to continue to provide and expand services to the youth of Canada. Volunteers are the most important resource of Scouts Canada because they are the essential people who deliver Scouts Canada programs.

Volunteers perform roles of governance, leadership, and management. They accept a variety of roles and commit to carry out their responsibilities. Volunteers are the members who are most in regular contact with youth and their communities.

Volunteers recognize the important role of the Employees of Scouts Canada, and support by such Employees in leadership roles that are fundamental to continuous development of effective, cost-efficient services provided by the infrastructure of Scouts Canada.

**Policy on the Role of Staff**
Scouts Canada maintains an infrastructure to provide services in support of delivery of programs by volunteers across Canada in a wide variety of situations. Volunteers require efficient, responsive services to help them meet their obligations, especially in local communities and neighborhoods. To help meet these obligations, Scouts Canada employs executive and support staff and contracts for professional and other services.

The organization must conserve physical and human resources, manage risks and provide continuously improving services. Scouts Canada must preserve and enhance the ability of members to fulfill the Mission.
All employees of Scouts Canada are accountable to the Executive Commissioner & Chief Executive Officer. Employees of Scouts Canada exercise responsibilities primarily in management activities, take leading roles in specific functions, and are often identified as the principal agents of the Board of Governors to ensure appropriate monitoring and achievement of due diligence.

**Governance**
Under the terms of By-Law No 2, the Board of Governors of Scouts Canada is the sole source of policy for Scouts Canada. The roles and responsibilities of members of the Board of Governors are specified in By-Law No 2.

**Operations and Management**
Under the terms of By-Law No. 2, the Executive Commissioner and Chief Executive Officer leads and operates the network of volunteers including commissioners, Service Scouters, leaders and members of the employed staff who deliver Scouts Canada programs and manage day-to-day activities on behalf of the Board of Governors.

**Members in Corporate Roles**
Volunteers and staff in leading roles at the corporate level, excepting the Board of Governors, exercise responsibilities detailed in job descriptions approved by the Executive Commissioner and Chief Executive Officer.

**National Leadership Team**
Within policy provided by the Board of Governors, a National Leadership Team, chaired by the Executive Commissioner and Chief Executive Officer, operates in an advisory capacity to assist him/her in the exercise of his/her responsibilities and to coordinate the activities led by volunteers and staff. This includes providing feedback from the Area they represent, making recommendations and assisting with the communication and implementing of policy and procedures again in the Area they represent.

The National Leadership Team advises, consults, provides feedback and makes recommendations regarding:

- continuous improvement of our Scouts Canada youth programs and the quality of their delivery;
- effective procedures to achieve significant inclusion and development of youth members as leaders and Service Scouters;
- an open and comprehensive membership management system and archive to provide effective membership services and reports to all members;
- an open and comprehensive corporate standard financial reporting system and archive to provide effective financial services and reports to all members;
- the preparation and conduct of Scouts Canada programs and public events;
the preparation and conduct of business plans, financial plans and risk management plans;

effective relationships with the federal government, national and international non- governmental organizations, national and international agencies focused on youth, national and international volunteer organizations and national and international commercial corporations;

effective relations with the World Bureau and with other national Scout organizations;

effective relationships with national Sponsors/Partners of Scouts Canada;

a cost-effective and reasonable application of Canada's officially bilingual character so that appropriate materials published in the name of Scouts Canada are published in French and English;

effective relationships with national organizations that subscribe to the Mission of Scouts Canada and stimulate active citizenship within aboriginal and cultural communities in order to ensure that the Mission of Scouts Canada reflects sensitivity to multiculturalism and responds to the needs of the many cultural roots of Canadians;

preparation and maintenance of job descriptions for leading volunteers and staff in corporate and Council roles;

activities to maintain and enhance relations between Scouts Canada and educational institutions, Sponsors, and provincially or territorially based organizations that provide support services to prevent abusive relationships;

Council operations and compliance with Scouts Canada policies and procedures;

an effective Corporate Communications Strategy;

effective use of new technologies to deliver timely and efficient products and services to members; and

support to program and administrative committees and task groups as required.

The membership of the National Leadership Team includes the following, and can be expanded with the approval of the Board of Governors.

Executive Commissioner and Chief Executive Officer – Chair;
Chief Commissioner;
International Commissioner;
Geographic Deputy Executive Commissioners
National Youth Commissioner
Functional Deputy Executive Commissioners
Two (2) Council Executive Directors appointed on a rotational basis by the Executive Commissioner and Chief Executive Officer
Executive Directors – Operations, Program and Field Services
Corporate Comptroller.
Deputy National Commissioner – Growth
Deputy National Commissioner – Organizational Development
Deputy National Commissioner – Volunteer Services
Deputy National Commissioner – Marketing & Communications
Deputy National Commissioner – Technology
Deputy National Commissioner - Development

The Executive Commissioner and Chief Executive Officer can recommend adjustments to the membership of the Operations Advisory Committee to the Board of Governors for approval.

**Members in Corporate and Council Roles**
Volunteers and staff in leading corporate and Council roles exercise responsibilities detailed in job descriptions approved by the Executive Commissioner and Chief Executive Officer. Job descriptions for volunteers and staff in leading corporate roles and councils are designed to meet the need for the accountability of commissioners and for the support required by commissioners to meet their responsibilities.

Job descriptions for volunteers and staff in leading corporate roles require them to:

1. achieve cooperation among Councils to ensure maximum conservation of physical and human resources; and
2. provide effective, supportive and convenient services as directly as possible to members.

Job descriptions for volunteers and staff in leading roles for Councils require them to:

1. fulfill the Mission by recruiting adults and youth to membership and participation in Scouting programs;
2. encourage volunteers to focus on the quality and range of program delivery and to minimize the need for volunteers to be involved in administration;
3. identify regions, areas, communities and neighborhoods that are practical for appointment and maintenance of commissioners based on unique factors of geography, the size and distribution of the membership, physical infrastructure and communications resources;
4. establish and monitor necessary committees to provide support to commissioners and coordinate financial and other support provided by existing and potential Sponsors, including groups of parents;
5. develop and maintain close and effective relations between Scouts Canada and provincial and municipal governments and agencies, educational institutions and authorities in order to advance the Mission of Scouts Canada in particular to develop close and effective relations with community and judicial and law enforcement agencies concerned with prevention of abusive relationships;
6. develop and maintain close and effective relations between Scouts Canada and existing and potential local Sponsor/Partner, including groups of parents, in order to advance the Mission of Scouts Canada;

7. under Scouts Canada policies and procedures, to actively assist in conservation of physical, financial and human resources to minimize exposure of Scouts Canada to risk; and

8. under a Scouts Canada Communications Strategy, to use corporate materials and develop local materials to gain maximum access to provincial, territorial and local communications outlets.

**Members in the Service Scouter Role**

In response to offers of service, commissioners appoint members as Service Scouters in accordance with procedures approved by the Chief Commissioner and Chair of the Board of Governors.

Service Scouters are appointed only where suitable offers of service are received. Service Scouters make themselves available to commissioners in order to assist leaders in youth programs.

Job descriptions for Service Scouters are identical throughout Scouts Canada, and emphasize that they are:

1. readily and conveniently available to provide advice and training and support to leaders;
2. dedicated to the personal support task and have no responsibility for conducting events or other program activities; and
3. not normally registered leaders in any operating youth program, in order to maximize their availability to leaders at large, without the specific approval of both the commissioner and the next senior commissioner.

**Members in the Communications Role**

Effective communications inside Scouts Canada and between Scouts Canada and the Canadian public are vital to the Mission. Recognizing that Scouts Canada operates across a vast country, the Board of Governors requires that the Executive Commissioner and Chief Executive Officer develop and maintain a Scouts Canada Communications Strategy to be reported to the Board as part of normal periodic activity.

Included in the Scouts Canada Communications Strategy is identification and distinction of corporate and other roles so that:

1. activities such as purchase of services from firms that specialize in public relations, or production of material for use in Scouts Canada communications media, must be managed by national office staff and supported by volunteers at all levels;
2. the public face of Scouts Canada emphasizes the leadership of the Chief Commissioner;
3. materials are developed for use by Councils to aid them in gaining access to local media outlets;
4. creative and effective initiatives at the community level are identified and supported by Councils and shared with members exercising corporate communication roles for potentially a wider application;
5. a process to identify new communications technologies, assess them and as appropriate apply them for the benefit of the members of Scouts Canada and the public at large;
6. a current and effective internal communications plan is in place for Scouts Canada;
7. a process to identify developing technologies that offer the potential to provide services to members in new ways and to provide new services to members;
8. a process to use the network of staff and commissioners as the only vehicles for internal administrative and program communications.

AUTHORITY
The Executive Commissioner and Chief Executive Officer shall be responsible for development of the management structure contemplated by the foregoing policy and shall have the authority to implement such policy at all levels of the Corporation for this purpose.

POLICY 1014

1. In this Policy the following terms have the same meaning as assigned in By-law No. 2:
   (a) "Board";
   (b) "Council";
   (c) "Corporation";
   (d) "Policy";
   (e) "Voting Members"; and
   (f) "Youth".

2. In this Policy:
   (a) "Candidate" means an Ordinary Member who offers himself or herself for election pursuant to this Policy;
   (b) "Voting Member at Large" means those Voting Members who are elected pursuant to Article II a.(3)(a) of By-law No. 2;
   (c) "Term of Office" means the period of time defined in Article II a.(5) of By-law No. 2;
   (d) "Youth Voting Member" means those Voting Members who are elected pursuant to Article II a.(3)(a) of By-law No. 2;

3. The Board shall appoint
   (a) a person to serve as Chief Elections Officer; and
   (b) for each Council, a person who is registered with the Council to serve as the Deputy Elections Officer for that Council.

4. The Chief Elections Officer shall fulfill the following duties:
   (a) oversee and conduct an election in each Council annually by such balloting means as the Board prescribes;
   (b) advise the Board in the interpretation of this Policy; and,
   (c) supervise and assist the Deputy Elections Officers to conduct the election in their respective Councils.
5. Each Deputy Elections Officer shall fulfill the following duties:
   (a) distribute calls for nominations which shall be published by;
       (i) e-mail to all members eligible to vote
       (ii) publication prominently displayed on the Council’s main web page for a period of 20 to 23 days;
   (b) receive nominations;
   (c) distribute voting instructions by the means described in subparagraph (a);
   (d) receive and distribute Candidate Statements by the means described in subparagraph (a);
   and,
   (e) Generally conduct the election in his or her assigned Council.

6. The Chief Elections Officer and each Deputy Elections Officer shall not be eligible to be a Candidate.

7. All Ordinary Members who have attained the age of 14 years in the calendar year in which the election is conducted are entitled to vote in the election conducted in the Council in which he or she is registered.

8. A Candidate must
   (a) be registered in his or her Primary Role with the Council that he or she proposes to represent;
   (b) be nominated in writing by 5 Ordinary Members who are registered with the same Council as the Candidate in a form prescribed by the Chief Elections Officer; and
   (c) have attained the age of 14 years in the calendar year in which the election is conducted.

9. The Chief Elections Officer shall open nominations for Council Voting Members 210-212 days prior to the date of the annual general meeting, and nominations shall remain open for a period of no fewer than 30 days and no more than 33 days.

10. Within 3 days following the close of nominations, each Deputy Elections Officer shall determine the number of validly nominated Candidates and
    (a) if there are three candidates nominated for the positions, at least one of whom is a youth, then they are automatically elected by acclamation;
    (b) if more than three candidates have been nominated, at least one of whom is a youth, then the Chief Elections Officer shall be informed that it is necessary to conduct an election.

11. A candidate may withdraw his or her nomination before ballots are distributed.

12. In the event that the Deputy Elections Officer does not receive three or more valid nominations, at least one of which is for a youth, for the available positions, the Deputy Elections officer shall inform the Chief Elections Officer that a vacancy exists for the position for which insufficient valid nominations have been received.

13. Upon being informed that a vacancy exists under paragraph 11, and if he or she is satisfied that the notice of election provisions of this Policy, as set out in paragraph 5(a) have been
complied with, the Chief Elections Officer shall appoint the following to fill the vacancy unless such Member is already a Voting Member:

(a) For a Youth Voting Member vacancy,
   (i) The Council Youth Commissioner; and failing him or her,
   (ii) The position shall remain vacant until the following year’s election.

(b) For a Voting Member at Large vacancy,
   (i) The Council Commissioner; and failing him or her,
   (ii) The Council Youth Commissioner; and failing him or her,
   (iii) The position shall remain vacant until the following year’s election.

14. A Candidate may make a Candidate Statement of no more than 750 words for distribution to the Ordinary Members. A Candidate Statement may contain external links and must be capable of being reproduced in a digital file format which when printed will not exceed one 8½ x 11 sheet of paper. A Candidate Statement shall be provided to the Deputy Elections Officer no later than 7 days after the close of nominations.

15. Each Deputy Elections Officer shall distribute, by the means described in paragraph 5(a) to eligible voters as defined in paragraph 7, Candidate Statements and electronic voting instructions no later than 10 days after the close of nominations.

16. Voting shall be open for a period of 21 days after the date upon which each Deputy Elections Officer distributes the Candidate Statements and electronic voting instructions.

17. A Member shall vote in the Council in which he or she has registered in his or her Primary Role. Members who have a National Primary Role shall vote in the Council in which they reside.

18. In this paragraph “Quota” means 25% of the total of valid votes cast in an election to select 3 candidates or 33% of the total of valid votes cast in an election to select 2 candidates.

(a) A member shall express a sequential preference for one or more of the Candidates on his or her ballot.

(b) Votes shall be counted by the following process:
   (i) The first choices votes cast for each Candidate shall be counted;
   (ii) Any Candidate whose vote count equals or exceeds the Quota + 1 vote is declared elected;
   (iii) The second choice votes cast on the ballots for each Candidate declared elected shall then be counted;
   (iv) Each valid vote so counted shall be assigned a pro-rated value equal to
       \[
       \text{Quota} = \frac{\text{Valid Votes Received}}{\text{Quota}}
       \]
       and be added to the total of valid votes received in the previous round of counting;
   (v) Any Candidate whose vote count then equals or exceeds the Quota + 1 vote is declared elected;
   (vi) Third and subsequent choices shall be counted for as many rounds as many be required to elect the required number of Candidates.
19. In the event that all preferential votes are counted without the required number of Candidates receiving Quota + 1 vote, then the Candidate or Candidates not previously declared elected who receive the highest number of votes shall be declared elected any vacancy or vacancies still remaining.

20. Each Deputy Elections Officer shall count the ballots which he or she has received as of 5:00 PM local time on the day voting closes. Subject to paragraph 18, the Deputy Elections Officer shall declare as elected the Youth with the highest number of votes and the two Candidates with the highest number of votes irrespective of their age. In the event of a tie, the Deputy Elections Office will determine the winner by a random process, made in the presence of another two Members who are not candidates.

21. The Deputy Elections Officers shall each report the names of the Council Voting Members elected to the Chief Elections Officer no later than 3 days after voting closes, who shall publish the election results within 7 days after voting closes.

22. If a Council Voting Member becomes ineligible to be an Ordinary Member or resigns his or her membership or transfers his or her Primary Role to another Council prior to the Annual General Meeting, a substitute shall be designated as outlined in By-Law No.2, Article III.f

23. The Board shall set a fee payable by the Councils on behalf of Voting Members to cover the cost for the Voting Members to travel to the location of the meeting and for meals and accommodations while there. The fee shall be the same regardless of the distance Voting Members must travel. A Council has the sole discretion to request any or all of its Voting Members to attend a meeting by teleconference or video conference if the Corporation makes such facilities available for the meeting.
# Election Timelines

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Authority</th>
<th>Illustrative Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations open</td>
<td>210-212 days prior to the date of the Annual General Meeting, range allowing for nomination day to commence on a weekday</td>
<td>Policy 1014, para. 10</td>
<td>April 19</td>
</tr>
<tr>
<td>Nominations Close</td>
<td>30 to 33 days after nominations open (variance permitted to ensure closure on a business day)</td>
<td>Policy 1014, para. 10</td>
<td>May 19-22</td>
</tr>
<tr>
<td>Deputy Elections Officer to declare acclamations or need for election</td>
<td>Within 3 days of close of nominations</td>
<td>Policy 1014, para. 11</td>
<td>May 22-25</td>
</tr>
<tr>
<td>Candidates to submit Candidates’ Statements to Deputy Elections Officer</td>
<td>Within 7 days of close of nominations</td>
<td>Policy 1014, para. 14</td>
<td>May 26-29</td>
</tr>
<tr>
<td>Candidate Statements, Voting Instructions and Ballots Distributed; Voting Opens</td>
<td>Within 10 days of close of nominations</td>
<td>Policy 1014, paras. 15-16</td>
<td>May 29-June 1</td>
</tr>
<tr>
<td>Deputy Elections Officer counts votes received and declares winners</td>
<td>21 days after voting opens and after 5:00 PM local time</td>
<td>Policy 1014, para. 16</td>
<td>June 19-22</td>
</tr>
<tr>
<td>Old Voting Members’ Term Ends</td>
<td>Before new election winners are declared</td>
<td>By-Law No. 2, Article IIa.(5)</td>
<td>June 19-22</td>
</tr>
<tr>
<td>New Voting Members’ Term Starts</td>
<td>Commencing for a period of one (1) year on the date of their election</td>
<td>By-law No. 2, Article IIa.(5)</td>
<td>June 19-22</td>
</tr>
<tr>
<td>Deputy Elections Officer reports Voting Members elected to Chief Elections Officer</td>
<td>No later than 3 days after voting closes</td>
<td>Policy 1014, para. 17</td>
<td>June 22-25</td>
</tr>
<tr>
<td>Chief Elections Officer publishes election results</td>
<td>No later than 7 days after voting closes</td>
<td>Policy 1014, para. 17</td>
<td>June 26-29</td>
</tr>
</tbody>
</table>
1. Preamble
Whereas there exists ambiguity within the provisions of the By-Law concerning the Office of the Chief Commissioner, the following policy was approved by the Board of Governors at their September 18, 2009 meeting, to clarify and provide consistency in the interpretation and application of the By-Law.

2. Role
2.1 The Chief Commissioner is an officer of the Corporation.
2.2 The Chief Commissioner shall act as chair of all meetings of the Members and all meetings of the Board. The Chief Commissioner shall perform such duties as are assigned by the Board. The Chief Commissioner shall be an ex-officio Member of all National committees/task groups of the Corporation.

3. Duties and Responsibilities of the Nominating Committee:
3.1 The Nominating Committee shall prepare for presentation to the annual general meeting the name of a person to be recommended to the position of Chief Commissioner. The Nominating Committee shall take into consideration candidates who adequately represent the constituencies served by the Corporation.
3.2 The Nominating Committee shall, at least sixty (60) days prior to the annual general meeting of Members, circulate to the Voting Members by mail or electronic means, the recommendation for Chief Commissioner accompanied by a curriculum vitae of the person being recommended.
3.3 Additional recommendations for the position of Chief Commissioner shall be received by the Nominating Committee provided that
(a) each recommendation is signed by five (5) Voting Members and is accompanied by a curriculum vitae and a written confirmation from the person being recommended that he/she has an understanding of the position and is willing to serve in the position; and
(b) such additional recommendations are presented to the chair of the Nominating Committee, care of the National Office, at least twenty-five (25) days prior to the date of the annual general meeting of Members.
3.4 The Chair of the Nominating committee shall, at least 14 days prior to the annual general meeting of Members, circulate to the Voting Members by mail or electronic means, the name(s) of any other person being recommended for the position of Chief Commissioner,
together with the names of the individuals making the recommendation and the curriculum vitae of the person(s) being recommended.

3.5 All recommendations for the position of Chief Commissioner, which are accepted by the Nominating Committee, should appear in the Scouts Canada national magazine and/or on the websites or other electronic forums being used by the Corporation to disseminate information on a timely basis.

4. Voting on Recommendation(s) for the Position of Chief Commissioner:
4.1) The vote on the recommendation for the position of Chief Commissioner, to be forwarded to the Chief Scout for consideration, shall be under the business section of the annual general meeting entitled, Recommendation to the Chief Scout of an individual to fill the position of Chief Commissioner.
4.2) The Chair of the annual general meeting shall not accept any recommendation for the position of Chief Commissioner from the floor of the annual general meeting.
4.3) The recommendation for the position of Chief Commissioner to be forwarded to the Chief Scout shall be determined by the majority of votes cast by the Voting Members at the annual general meeting.

5. Forwarding of Recommendation:
5.1) As soon as practicable following the annual general meeting, the Executive Commissioner & Chief Executive Officer of the Corporation, shall forward the recommendation for the position of Chief Commissioner, to the Chief Scout for consideration.

6. Commencement of Office:
6.1) The Chief Commissioner shall commence his/her term of office upon:
   (a) his/her appointment by the Chief Scout,
   (b) his/her appointment to fill a vacancy in the Office of the Chief Commissioner by the Board.

7. Term:
7.1) The term of Office for the Chief Commissioner shall be for a one-year period or until such time as his/her successor is duly appointed.
7.2) The Chief Commissioner shall not serve more than three consecutive one year terms in the office of Chief Commissioner.

8. Termination of Office:
8.1) The office of the Chief Commissioner shall come to an end upon:
   (a) the appointment of a person to fill the position,
   (b) resignation of the incumbent;
   (c) a finding by a court that the incumbent is of unsound mind;
   (d) bankruptcy of the incumbent;
   (e) a vote by sixty-six and two thirds percent (66 2/3%) of members present at a special meeting called for that purpose, that the incumbent be removed: or
   (f) death of the incumbent.
2001 - ORGANIZATION STRUCTURE

2001.1 – Preamble:

The structure of Scouts Canada will maximize the effective deployment of volunteers and employees to ensure the program is delivered with a synergistic teamwork approach across Canada, including appropriate support services and completed in the most cost efficient manner.

2001.2 – Management:

Under the terms of By-law #2, Article IV the Executive Commissioner and Chief Executive Officer reports to the Board of Governors and is responsible for all activities of the Corporation in accordance with the general policies of the Board of Governors.

2001.3 – Structure:

Scouts Canada has a single line of accountability reporting to the Board of Governors through the Executive Commissioner and Chief Executive Officer. The Executive Commissioner and Chief Executive Officer will focus on three main areas – Program, Operations and Field Services.

2001.4 – Adult Volunteers:

Appointments, positions, roles, accountability and responsibility shall have the meanings ascribed to them in Scouts Canada Standard Operating Procedures 3000 - Appointments.

2001.5 – Employees:

Shall have the meanings ascribed to them in Scouts Canada Standard Operating Procedures 14000 - Employees and the Scouts Canada Personnel Policy.

2001.6 – Program:

Program management activities are generally managed by volunteers (Commissioners and their volunteer staff) and are resourced by Scouts Canada employees. Program management activities include:
(i) program quality;
(ii) program delivery;
(iii) volunteer recruitment;
(iv) volunteer development;
(v) youth involvement;
(vi) special events;
(vii) membership (retention and growth);
(viii) international relations and outreach; and
(ix) recognition (Honours & Awards).

2001.7 – Operations:

Operational management activities are generally managed by Scouts Canada employees (Executive Directors, with their professional and support staff) and, when necessary, volunteer advisory groups can be created. Operations management activities include:
(i) general administration;
(ii) financial administration and control;
(iii) revenue development;
(iv) human resource management (employees);
(v) risk management;
(vi) insurance and claims management;
(vii) information management;
(viii) retail services/Scout Shops;
(ix) property/facility management;
(x) legal matters;
(xi) membership management system/member registration, and chartering of Groups;
(xii) membership termination procedures;
(xiii) marketing; and
(xiv) communications.

2001.8 – Organizational levels:

(i) Corporate Services (National);
(ii) Council;
(iii) Service Area;
(iv) Group; and
(v) Section.

2001.9 – Corporate Services:

Operations, Program and Field Services with a national scope are located at the corporate office.

2001.10 – Council:

A Council’s prime focus will be membership development. Councils will also provide support to Areas in the delivery of program activities, including recruitment of youth, starting new Groups and program support. Councils are based on membership and ability to service. Councils are created, deleted and changed as per By-Law No. 2.
2001.11 – Service Area:

A Council may designate any area under its jurisdiction as a Service Area. The prime focus of a Service Area will be program delivery, service and support of Scouts Canada’s programs.

2001.12 – Group:

A Group is chartered by Scouts Canada to operate and deliver one or more program Sections which are referred to as Colony, Pack, Troop, Company and Crew, as well as specialty Sections such as SCOUTSABOUT and EXTREME ADVENTURE which may be added to achieve the Scouts Canada Mission – see Standard Operating Procedures 4000. The Group Commissioner is responsible to ensure leaders have training specific to their roles.

2001.13 – Section:

A Section is a subdivision of a Group based on a program of Scouts Canada. Members in Beavers are formed into Colonies, Wolf Cubs into Packs, Scouts into Troops, Venturers into Companies and Rovers into Crews. A grouping of members in a SCOUTSABOUT or EXTREME ADVENTURE program is also referred to as a Section – see Standard Operating Procedures 4000.

2002 – NATIONAL LEADERSHIP TEAM

2002.1 – Purpose:

The National Leadership Team will advise, consult, make recommendations, implement and provide feedback to the Executive Commissioner and Chief Executive Officer on all matters pertaining to policy and day to day management including program management activities, 2001.6 and operations management activities, 2001.7.

2002.2 – Membership:

(i) Membership - The Executive Commissioner and Chief Executive Officer will serve as chair. The members will include the International Commissioner; Deputy Executive Commissioners; Deputy Executive Commissioners – Youth; Functional Deputy Executive Commissioners; Executive Directors of Program and Field Services; the Risk Manager; the Corporate Comptroller; and, two Council Executive Directors.

(ii) Temporary Membership - The Committee may, from time to time, and with the approval of the Executive Commissioner and Chief Executive Officer, recruit additional members on a temporary basis to assist with a specific event or task and, when necessary, to provide a specialized skill set.
2002.3 – Standard Operating Procedures:

The National Leadership Team shall develop a set of Standard Operating Procedures consistent with Scouts Canada’s Mission, Principles, Policies and Procedures for:
(i) the management of Scouts Canada and its Councils; and
(ii) regulations and conduct generally of its affairs.

2002.4 – General Duties:

Advises, consults, provides feedback and makes recommendations regarding the following:
(i) continuous improvement of our youth programs and the quality and effectiveness of their delivery;
(ii) effective procedures to achieve significant inclusion and development of youth members in leadership roles throughout the organization;
(iii) an effective and efficient centralized membership system;
(iv) a corporate controlled financial management system designed to be cost efficient while providing the appropriate financial controls and reporting;
(v) preparation and implementation of all special events and activities;
(vi) preparation and implementation of effective business, financial and risk management plans;
(vii) effective relationships with all levels of government, the private and not-for-profit sector and, in particular, those organizations focused on youth;
(viii) relations with the World Scout Bureau and other national scout organizations as well as support for and participation in international scouting events, projects and activities;
(ix) a cost-effective and reasonable application of Canada’s bilingual character as it relates to publications of Scouts Canada;
(x) effective relationships with current and potential sponsors, including all aboriginal and cultural communities, while being sensitive to and respecting the needs of the cultural roots of Canada;
(xi) preparation and maintenance of position descriptions for key volunteers and staff in Corporate and Council roles;
(xii) the Council and Group levels ensuring compliance with the by-law, policies, and procedures of Scouts Canada;
(xiii) an effective communications strategy; and
(xiv) the creation of additional committees, advisory groups or task groups as required.

2003 - ORGANIZATIONAL LEVELS

April 2008
Revised: October 2012

2003.1 – Corporate Services (National)

(i) - Operations:
   1. Purpose - To be responsible for the delivery of the operations management activities of Scouts Canada as defined in 2001.7 i. - xii.
2. **Structure and Staffing** - Operations will consist of the following service components, staffed by full time employees of Scouts Canada; Finance, Human Resources, Field Services, Program, Risk Management (insurance and legal), Information Management, Revenue Development, Fundraising, Retail Services (including all Scout Shops/retail outlets, Central registry (records management, mailings and reception) as well as general administration support. Operations will be the responsibility of the Executive Commissioner and Chief Executive Officer.

3. **General Duties:**
   (a) To develop and implement the appropriate procedures, business plans and support mechanisms to ensure the operations management activities (2001.7 i. – xii.) are achieved in an effective and efficient manner based on the policies and direction of the Board of Governors.
   (b) To provide guidance to the Board of Governors and the National Leadership Team on operational matters, through the Executive Commissioner and Chief Executive Officer.
   (c) To ensure compliance at all levels of Scouts Canada.

(ii) – **Program**:

1. **Purpose** - To be responsible for the delivery of the program management activities of Scouts Canada as defined in 2001.6 and 2001.7 xiii. & xiv.

2. **Structure and Staffing** - The Program service will consist of the following Committees and Services; Program, Training and Development, Communications, International Relations, Youth and Honours and Awards to provide support in the achievement of the program management activities as defined in 2001.6 and 2001.7 xiii. & xiv.
   (a) The Program service will be the responsibility of the Executive Director - Program who is accountable to the Executive Commissioner and Chief Executive Officer.
   (b) The Program Committee will be responsible to the Deputy Executive Commissioner - Program who is accountable to the Executive Commissioner and Chief Executive Officer.
   (c) The International Relations Committee will be responsible to the International Commissioner who is accountable to the Chief Commissioner and Chair of the Board of Governors.
   (d) The Youth Committee will be responsible to the Deputy Executive Commissioner - Youth who will chair the Committee and is accountable to the Executive Commissioner and Chief Executive Officer.
   (e) The Honours and Awards Committee will be responsible to the Deputy Executive Commissioner – Program.

3. **General Duties** -
   (a) To develop and implement the appropriate procedures, business plans and support mechanisms to ensure the program management activities (2001.6 and 2001.7 xiii. & xiv.) are achieved in an effective and efficient manner based on the policies and directions of the Board of Governors.
(b) To provide guidance to the Board of Governors and the Operations Advisory Committee on program matters through the Executive Commissioner and Chief Executive Officer.

(c) To ensure compliance at all levels of Scouts Canada.

(iii) – Field Services:

1. **Purpose** - To be responsible for the program and operations management activities of Scouts Canada as defined in 2001.6 and 2001.7 within Councils, ensuring that administrative duties and operations management activities are centralized at the corporate level, as appropriate, while ensuring that program management activities are decentralized as close to the Group/Section level as possible.

2. **Structure and Staffing** -
   (a) Volunteers and full time employees of Scouts Canada will provide the appropriate administrative support as it pertains to both program and operations management activities and be responsible to the Executive Director – Field Services who is accountable to the Executive Commissioner and Chief Executive Officer (see Section 4000 – Appointments).

   (b) Deputy Executive Commissioners will provide program management activities, supervision and support to Councils, in consultation with the Deputy Executive Commissioner – Youth, supported by the Executive Director – Field Services, and are accountable to the Executive Commissioner and Chief Executive Officer.

   (c) Deputy Executive Commissioners – Youth, will assist and advise in the provision of program management activities, supervision and support to Councils in consultation with the Deputy Executive Commissioners, supported by the Executive Director – Field Services, and is accountable to the Executive Commissioner and Chief Executive Officer.

   (d) The Executive Director – Field Services will provide support to all Councils with a primary focus on day-to-day management, administration and personnel issues and accountable to the Executive Commissioner and Chief Executive Officer.

3. **Membership** - Membership of Field Services shall consist of Deputy Executive Commissioners, Deputy Executive Commissioners – Youth and the Executive Director – Field Services (see Section 4000 – Appointments).

4. **Special Duties** - Field Services shall:
   
   (a) represent the interest of the Councils and Groups at the National Leadership Team;

   (b) promote and further the Mission of Scouts Canada;

   (c) apply the Principles, Policies and Standard Operating Procedures of Scouts Canada;

   (d) promote cooperation with other organizations having a similar purpose;

   (e) promote the Honours and Awards program of Scouts Canada;

   (f) support the Scouts Canada Membership Management System;
(g) furnish to the Board of Governors, through the Executive Commissioner and Chief Executive Officer, an annual report, audited financial statement and compliance certificates from each Council; and

(h) carry out such other duties as may be assigned by Executive Commissioner and Chief Executive Officer.

2003.2 – Councils:

(i) **Purpose** - To work together as a team of full time employees and volunteers to effectively and efficiently coordinate plans, identify problems, provide service, training and support while focused on the key program management activities (2001.6).

(ii) **Structure and Staffing** - Volunteers and full time employees will provide the necessary service and support required at a Council level and be directly involved in membership development. Full time employees will support the Council Commissioner in Program matters and provide operations support as assigned by the Council Executive Director who is accountable to the Executive Director – Field Services. A Council Commissioner, with an appropriate volunteer team, will manage, supervise and monitor the program management activities within their Council, supported by the Council Executive Director (See 4000 – Appointments).

(iii) **Membership** - of a Council shall consist of a Council Commissioner, Council Commissioner – Youth, Council Executive Director and such other positions and members as may be set out in the Management Operating Procedures of the Council.

(iv) **Special Duties:**
   1. Supervise, monitor and manage the program management activities within the Council;
   2. Express the interests of the service areas, Groups and Partners/Sponsors of the Council through the Deputy Executive Commissioner, Deputy Executive Commissioner – Youth and the Executive Director – Field Services to the National Leadership Team;
   3. Create Service Areas based on the ability to service and support, defined in terms of geography or membership. A Service Area, except in an exceptional situation, would normally not exceed 20 Groups and travel time to any one Group would not exceed 90 minutes in any direction;
   4. Apply and ensure compliance with the Principles, Policies and Standard Operating Procedures of Scouts Canada;
   5. Promote cooperation with other youth serving organization;
   6. Create such advisory committees and task groups deemed necessary by the Council to achieve its purpose;
   7. Provide to the Executive Commissioner and Chief Executive Officer a detailed annual report, audited financial statement along with appropriate compliance certificates;
   8. Interpret the needs of the Groups to Field Services and make recommendations based on those needs; and
   9. Perform such other duties that may from time to time be assigned by the Executive Director – Field Services and/or Deputy Executive Commissioner and/or Deputy Executive Commissioner – Youth.
10. Develop a Council Action Plan consistent with Scouts Canada’s Strategic Directions.

(v) **Council Management Advisory Committee:**

The Advisory Committee, chaired by the Council Commissioner, consisting of employees and volunteers as set forth in the Council’s Management Operating Procedures, will advise, provide feedback and make recommendations to the Council Commissioner, Council Commissioner – Youth and Council Executive Director.

(vi) **Management Operating Procedures:**

Using Scouts Canada’s Management Operating Procedures which are consistent with Scouts Canada’s Mission, Principles and Policies, a Council will:

(a) manage the Council;
(b) create Service Areas as needed;
(c) elect and/or appoint the membership of the Council Management Advisory Committee ensuring appropriate representation from Service Areas; and
(d) apply the Policies and Standard Operating Procedures of Scouts Canada.

2003.3 – **Service Areas:**

(i) **Purpose** - To ensure that safe quality programs are delivered to our youth through the provision of orientation, training, support and servicing to Section leaders through Group Commissioners and identifying membership development opportunities in existing Groups and the potential for new Groups.

(ii) **Structure and Staffing** - The Area Service Team (Volunteers) is comprised of the Area Commissioner, Assistant Area Commissioner – Youth, Service Scouters and Group Commissioners who will provide an essential link between Sections/Groups and their Council. They will be the conduit for rapid communication and response. The area Service Team will provide direct servicing and a direct avenue for the passing of information both ways. The Area Commissioner is accountable to the Council Commissioner.

(iii) **Membership** - An Area Commissioner, Assistant Area Commissioner – Youth, Group Commissioners and a team of volunteers known as Service Scouters.

(iv) **Specific Duties:**

1. Communicate the needs of the Groups within the Service Area at the Council level;
2. Monitor Section program standards and safety through Group and Section Scouters;
3. Provide support to membership development initiatives;
4. Carry out, monitor and support the screening process of adult volunteers;
5. Ensure the orientation of new Section leaders and members of Group Committees;
6. Promote and ensure that all leaders and adult volunteers receive appropriate training in a timely fashion;
7. Ensure timely and appropriate recognition of adult volunteers taking full advantage of the Honours and Awards program of Scouts Canada;
8. Coordination of area events that directly support the programs of Scouts Canada;
9. Ensure Group Commissioner and Group Committees have the appropriate resources;
10. Initiate timely meetings of Group Section Scouters (Scouters Clubs) as appropriate to communicate information and seek feedback on issues related to program quality and delivery; and
11. Develop a Service Area plan in collaboration with the Council Commissioners and Executive Director. This plan will include membership goals, retention goals, program performance standards and volunteer development consistent with Scouts Canada’s strategic directions.

2003.4 – Groups/Sections/Partners/Sponsors:

(i) **Group** - One or more program Sections - Colony, Pack, Troop, Company or Crew and may include specialty Sections such as SCOUTSABOUT and EXTREME ADVENTURE operating under the same Group charter.

(ii) **Charter** - for the operation of one or more of Scouting’s programs is granted by Scouts Canada through the corporate office to the approved Group. Charters must be renewed annually, may be cancelled for cause at any time and shall remain the property of Scouts Canada. A charter is issued once the application is approved by an Area/Council Commissioner on behalf of Scouts Canada.

(iii) **Group Commissioner** - Directly accountable to the Area Commissioner, this person is recognized as the principal point of contact for the Group and assumes the leadership of the Group Committee. The Group Commissioner’s prime function is to ensure compliance with Scouts Canada’s Policies and Procedures and Program Standards, and ensures that section leaders receive appropriate program service, training and support.

(iv) **Sponsor/Partner** - A Sponsor/Partner is an association, institution, organization or Group which agrees to use one or more of Scouting’s programs. Membership in a Group may be restricted to those who are members of, or who are otherwise identified with, the Sponsor/Partner.

(v) **Scouting Responsibilities of Sponsors/Partners:**
1. To assist in providing resources to enable the Group to promote the goals and ideals of the sponsor and training for leaders in the goals and ideals of the Sponsor/Partner, in keeping with Scouts Canada’s Mission, Principles, Policies and Standard Operating Procedures;
2. To set the procedure in relation to membership in the Group. If a religious Sponsor/Partner: to establish the procedure for the Group with respect to religious exercises and/or instruction as a program element in the Group. To ensure that this policy is made known to applicants and/or their parents or guardians, as well as making the provisions to excuse members upon parental or guardian request if membership is open to children and youth of other than the denomination of the church concerned;
3. To advise the Group Committee and, when necessary, rule on fundraising methods if these come in conflict with the goals, ideals or policies of the Sponsor/Partner or of Scouts Canada;
4. To assist in providing resources, both personnel and other, for the encouragement of
the Religion in Life Award program and provide for appropriate recognition of recipients of the award;
5. To ensure adequate meeting facilities are provided for the Group;
6. To establish any additional criteria unique to the sponsor’s/partner’s requirements regarding the recruitment and appointment of Scouters, Scouters-in-Training and activity leaders;
7. To ensure good relationships and information flow between Sponsor/Partner and Group and Group and Sponsor/Partner;
8. To appoint or provide annually a Sponsor/Partner representative as a member of the Group Committee;
9. To receive annually, through the Group Committee, the report of the Group’s activities including audited* financial statements;
10. To ensure Scouters and others are given appropriate recognition for their service in a timely fashion;
11. To ensure growth for the Group/Section; and
12. To annually apply for renewal of the Group/Section Charter.

* Note: The term “audit”, when applied at the Group level, simply means to have an impartial third party review the financial reports of the Group.

(vi) - Group Committee:
A Group Committee is a group of parents, Section Scouters, a Sponsor/Partner representative and a Group Commissioner responsible for the operation of the Group and accountable, through the Group Commissioner, to the Council. The Group Committee shall be responsible for the Group and shall work with the Section Scouters in the operation of each Section. The Scouter in charge of each Section, or in the case of a Colony, a leader designated by its leadership team, automatically becomes a member of the Group Committee. The Section Scouter’s role as a member of the Group Committee is to represent the Section. The Section Scouter cannot serve in any other position on the Group Committee.

(vii) – Responsibilities of the Group Committee:

Program:
1. To provide for the operation of the programs in accordance with the Mission, Principles and Practices, Program Objectives, Operating Policies, Procedures and Regulations of Scouts Canada and in keeping with the goals and ideals of the sponsor.
2. To follow the Volunteer Recruitment and Development Procedures (VRAD) in order to secure and appoint Scouters who are acceptable to the Sponsor/Partner and to Scouts Canada.
3. To encourage Scouters in their personal development by making opportunities for training and development available to them.
4. To approve programs as presented by leaders.
5. To maintain a program of growth for the Group/Section.
6. To ensure that program resources and personnel are available as required. Examples of this are:
   - Instructors, resource persons, examiners;
- Facilities;
- Equipment

7. Where necessary, to assist Scouters in the operation of the Group/Sections.
8. To assist Scouters in preparations of camps and other special events and to approve arrangements and budgets.
9. When necessary, to assume direction of the Sections.
10. To ensure that due emphasis is given to the religious aspects of Scouting in the conduct and life of the Group/Section.
11. To provide for an annual review of Group/Section Scouters and to ensure that the appropriate recognition for service is provided.
12. If, as a result of a complaint or observed behaviour a member may need to be suspended, Council Operating Procedure COPS 401 must be followed. Contact the Council/Area Commissioner or the Council Executive Director for more information.

(viii) - Group Administration:
1. To establish and provide for the continuous operation of the Group/Section.
2. To register the Group/Section annually.
3. Apply for and participate in the annual re-chartering of the Group.
4. To secure adequate facilities such as a meeting place for the Group/Section.
5. To audit * annually the accounts of the Group/Section.
6. To prepare and submit to the supervising council, and the Sponsor/Partner, an annual report covering the activities of the Group/Section. This report shall include a schedule of real property and audited * financial statements.
7. To promote harmonious relationships within the Group/Section and any institution or organizations in contact with or affecting the Group/Section.
8. To approve budgets as presented by leaders.
9. To assume responsibility for all property and equipment including insurance matters.
10. To raise funds as required in accordance with the policy on finance of Scouts Canada and those of the Sponsor/Partner.
11. To ensure that prompt and efficient methods for recording and maintaining records are achieved. Where appropriate, forms, applications, etc. are forwarded to the nearest Council office.

* Note: The term “audit”, when applied at the Group level, simply means to have an impartial third party review the financial reports of the Group.

2003.5 – Scouting Auxiliaries:

(i) Organizations of parents of Section members and other interested adults constituted under the authority of the Group/Section committee for the purpose of assisting Groups are designated as Scouting auxiliaries, and their members are entitled to wear the Scouting auxiliary badge. These organizations are purely auxiliary and in no way exercise the functions assigned to the Group/Section committee or Section Scouters.
(ii) The raising and expenditure of money by a Scouting auxiliary must be in accordance with the By-law, Policies and Procedures of Scouts Canada and the plans of the Group/Section committee it supports. The approval of the Group/Section committee must be obtained for all fundraising projects undertaken by its auxiliary. All monies collected by the auxiliary will be under the control of the Group/Section committee at all times.

(iii) The Scouting auxiliary will submit an annual report, including a financial statement, to the Group/Section committee.

(iv) Auxiliary members, when in contact with youth, must be in compliance with Section 3001.2 – Screening Level Required for Adult Volunteers.
3000 – MEMBERSHIP AND REGISTRATION

Scouting is a worldwide, multicultural movement. We welcome people to membership regardless of gender, race, culture, religious belief, sexual orientation or economic circumstances.

3000.1 – Pending Member:
An individual who has indicated an interest in becoming a member of Scouts Canada by filling out an enquiry form or an application for membership but has not yet been accepted for membership.

No pending member can participate in Scouting programs or wear the Scouts Canada uniform without first completing all of the required registration and screening steps.

3000.2 – Registered Member – Youth:
A youth, as defined by By-Law No. 2, Article I – General, b. Definitions (10), who meets the conditions of an ordinary member (By-Law No. 2, Article II – Members (1)) and is confirmed in the Scouts Canada Membership Management System (Myscouts.ca) as an active member.

3000.2(i) – Registered Member – Adult Rover:
A person 18-26 years of age who meets the conditions of an ordinary member (By-Law No. 2, Article II – Members (1)), is a program participant only and is confirmed in MyScouts as an active member.

Rovers that participate as members must complete the full screening process with the exception of the requirement of applying for a VSS.

3000.3 – Registered Member – Adult:
A person 18 years of age or older who meets the conditions of an ordinary member (By-law No. 2, Article II – Members (1)), is fully screened and is confirmed in the Scouts Canada Membership Management System (Myscouts.ca) as an active member. Note: Exception. For the purposes of the Bylaw, and youth participation on the Board of Governors, “Youth” has been extended to include a person who is under 27 years of age as of September 1 of the year in question.

3000.4 – Registered Member Term:
From 1 September to 31 August of the current Scouting year, e.g. current Scouting year 1 September 2004 to 31 August 2005. A youth or adult may register at any time during the year; however, all registrations expire on 31 August of the year the registration was for.
3000.5 – Registration Process New Youth:

The applicant must complete Scouts Canada’s Application for Youth Membership. This form can be obtained by accessing the website at www.scouts.ca, local Scout offices or the local Scouting Group. The completed form must be signed by the parent/guardian if the applicant is under 18 years of age. If 18 years or older, the applicant signs. The completed form, along with the current membership fee, is submitted to the Registrar of the local Group. The information is then entered into the Scouts Canada Membership Management System (Myscouts.ca) by the Group Registrar or through a process of online self-registration by the parent through Myscouts.ca.

The applicant is confirmed as a registered member when the applicant’s information is in the system and the applicant confirmed as active.

3000.6 – Registration Process New Adults:

The applicant (18 years or older) must complete Scouts Canada’s Application for Membership and Appointment of Adults. This form can be obtained by accessing the website at www.scouts.ca, local Scout offices or the local Scouting Group. All Adults must be fully screened as per Section 3001 (see 3001.2 for specific details) before they can be confirmed as registered members.

The Group Commissioner or designate will now complete the Screening Process using the Volunteer Screening Checklist available on the website – www.scouts.ca. Once completed, this information should be inputted into the member’s profile in the Membership Management System (Myscouts.ca). A Police Record Check will also be requested as per local Council procedures.

Once all screening steps as defined in Section 3001.2 are completed and inputted into the member’s information in the Membership Management System (Myscouts.ca), the member is confirmed as active by the local Council Service Centre.

3000.7 – Renewals – Youth and Adult:

Those members who have a user ID and password may access their registration information on the Membership Management System, make any corrections or updates, confirm their renewal, print the completed form and return it to the local Group Registrar with the appropriate membership fee.

If the member cannot access the Membership Management System, they can be provided with the preprinted application form by the Group Registrar, make the necessary corrections and updates and the Group Registrar will enter the renewal information into the Membership Management System and renew the membership.

Please note: Police Record Checks must be renewed every 3 years. The Membership Management System will not allow the registration of an adult whose PRC has expired.
3001 – SCREENING OF ADULT VOLUNTEERS:

3001.1 – Screening Process for Registering New Volunteer Members:

(i) - Steps to Becoming a Scouts Canada Registered Volunteer Member:
Scouts Canada requires that all applicants for adult membership in Scouts Canada be screened in accordance with the following five-step screening process before they can be registered adult members.

1. Application:
All adults applying to become registered adult members must complete a Scouts Canada "Application for Membership and Appointment of Adults" form. Signing the application constitutes a personal commitment to the Mission and Principles and adherence to the Policies and Procedures of Scouts Canada. Job descriptions that emphasize Scouts Canada's commitment to the safety and protection of members and the safekeeping of resources will be provided to applicants.

2. Interview:
Each adult volunteer applicant will be interviewed in accordance with Scouts Canada interview guidelines that are set out in detail in Scouts Canada’s Volunteer Recruitment and Development Procedures. The following minimum standards will be followed:
   (a) the confidentiality of all applicants will be respected
   (b) there will be at least two interviewers present at the screening interview
   (c) a review of the acceptability of the job description by the applicant
   (d) a determination whether this person is acceptable to work with youth
   (e) councils are responsible for ensuring the secure storage of records of interviews, reference checks and Police Record Checks (PRC’s).

3. Reference Checks:
All adult volunteer applicants must provide Scouts Canada with three character references. The interviewers will contact each of the references and record the information received. The interviewers will then conduct such further inquiries as may be reasonably necessary.

4. Police Record Checks (PRC’s):
PRC’s are mandatory for all applicants; a Vulnerable sector check (“VSS”) must be part of this PRC process. Further, all applicants must present a clean PRC before they can assume a leadership position in the section. Police Record Checks must be renewed every three years. Scouts Canada reserves the right to conduct or request a Police Service Bureau Record Check for any volunteer at any time. A clean PRC means:
   (a) no criminal record as defined by the “Criminal Records Act”;
   (b) no pardon(s) for a sexual offence as set out in the recent amendments of the “Criminal Records Act”;
   (c) no outstanding criminal charge(s);
   (d) no order(s) made in the interest of safety under the criminal code which would restrict the applicants access to, weapons, firearms, explosives or other
prohibitions;
(e) no contact, access or behaviour restriction(s) with any person; or
(f) no order(s) made under the child protection legislation which is intended to restrict the applicant/members access to children.

Specific Cases:

1. An existing volunteer whose PRC with VSS from their time with us as a volunteer is about to lapse will be allowed to continue in their role interacting with youth if they have requested a new PRC and are waiting for the results.

2. In the case of a new volunteer who has a PRC that includes the VSS: Scouts Canada will recognize valid PRCs obtained in the context of other volunteer activities as long as they have been conducted within the last 3 years. A new request for PRC with VS must be processed for these individuals as soon as they join Scouts and they may work as volunteers with youth while awaiting the results.

3. In the case of a new volunteer who does not have a recent PRC that includes VSS: the current policy continues, and he or she must wait for completion of a full PRC (including VSS) before being granted membership as a volunteer and permitted to work with youth.

4. In the case of a Scouter-in-Training who is turning 18: where the volunteer has requested a PRC upon turning 18 but is waiting for the results, that volunteer will be allowed to continue interacting with youth/minors pending the completion of the PRC.

Exceptions to clean PRC’s:

PRC’s submitted by prospective adult members that reflect one of the following categories of offences and subject to the conditions outlined below, will be reviewed and possibly approved by the Council Commissioner, in consultation with the Council Executive Director.

Exempted Categories:
• Driving offences – driving while impaired, refuse to provide sample and dangerous driving.
• Property offences – theft or fraud under $5,000.00
• Drug possession offences – specifically limited to personal use of marijuana and to instances where the individual was 25 years of age or younger at the time of the offence.

Or as determined by the Review Committee upon submission of the complete details from the Council Commissioner or Council Executive Director.
Conditions:

- The conviction must be at least seven years old.
- There was no period of incarceration involved.
- There can only be one ‘hit’ on the PRC per candidate.
- There can only be one exemption per candidate.

**Note:** The Council Executive Director has to notify the Director Child and Youth Safety on any PRC exemptions and submit all necessary documentation which includes a copy of the PRC that clearly shows the applicable charge and disposition of same.

A PRC Review Committee has been established to review those PRC’s that fall outside the listed categories and/or conditions. All such requests along with the below listed documents must be forwarded to the National Office, through the Council Commissioner, for review and possible approval by the PRC Review Committee.

- Copy of the PRC that clearly shows the applicable charge and disposition of same.
- A reference letter from the GC/AC/CC.

**Note:** A proof that a records suspension for the offences has been requested, along with proof of payment for such records suspension might be requested by the PRC Committee based on their discretion.

5. Mandatory Training Program

*Effective September 1st, 2012* All applicants for Volunteer roles must complete a Mandatory Training Program which consists of:

- Module 1 of Woodbadge.
- Accessibility Training
- Child & Youth Safety Training

The full training program is available online via e-learning (accessed through myscouts.ca) or can be completed in person.

6. Approval by Council Executive Director:

All new adult members must be approved for membership by a Council Executive Director who must take the appropriate measures to ensure the new adult has been properly screened. The CED’s signature must appear on all new adult application forms signifying the process has been properly completed.
3001.2 – Screening Required for all Volunteers:

Please see the document found at the following link which contains a Screening Level Chart:


3002 – OTHER REGISTRATIONS:

3002.1 – B.P. Guild Members:

Guild Members who wish to register as adult members of Scouts Canada follow the same process as for Adult Membership Registrations, including the volunteer Screening Process.

They pay a fixed membership fee equal to the national membership fee that is set annually. This fee covers membership in Scouts Canada, a subscription to the *Canadian Leader Magazine* and Scouts Canada’s insurance coverage.

3002.2 – Registration for Overseas Groups/Sections/Individuals:

Before an “offshore” Group can be established, and registrations take place, a number of conditions must be met:

- The Scout Association in that country must agree to let Scouts Canada proceed. Usually they stipulate that the Group must be restricted to Canadians or foreign nationals and not accept the country’s citizens as members.
- There should be a sponsoring Group such as a school, corporation, embassy or at least a committee of parents to oversee the Group and ensure a place to meet.
- There needs to be a nucleus of trained leaders available to deliver the youth programs. One or two should be planning to stay in the country for a year or more to provide some continuity.
- Once approved, the Group would register directly with the National Office through International Services. Youth and leaders registered with Scouts Canada pay the national annual membership fee and national liability insurance premium. Scouts Canada’s indemnity insurance does not cover Groups outside of Canada.
- Overseas groups are strongly encouraged to obtain their own General Liability and Accident/Sickness insurance relating to their own operations and/or activities.
- Leaders must undergo the screening program, including a Police Record Check.

Offshore Groups may use the mail order service at our Scout Shop to obtain books, badges and other items to support the program.

Because of the distances involved, little direct service can be provided but servicing is always possible through telephone, fax, e-mail and mail. A *Leader Magazine* subscription will be sent to each registered leader.

Registrations begin in the fall and the fee applies to the fiscal year September 1 to August 31.

**Note: All contact is through the National Office, International Services.**
3003 – TRANSFERS

There are three types of transfers:

- Transfers within a Group (e.g. Beaver swims up to Cubs).
- Transfers from one Group to another with the same Council.
- Transfers from a Group located in another Council.

Transfers within a Group can be handled by the Group Registrar as per Scouts Canada’s Membership Management System Groups Users Guide, Section on Transfers. Transfers from one Group to another must be handled by the Council office concerned as per the Scouts Canada Membership Management Council Users Guide, Section on Transfers.
SCOUTS CANADA
STANDARD OPERATING PROCEDURES
SECTION 4000 – APPOINTMENTS/POSITIONS

4001 – APPOINTMENTS

4001.1 – Commitment To Principles:

All volunteers accepting a role in Scouts Canada must commit themselves to the active expression of the Principles of Scouting, and to helping achieve the Mission. Scouters will do this through affirmation of the Scouter Promise.

All positions are annual appointments. Re-appointments and approval will be based on annual evaluation.

4001.2 – Making Appointments:

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

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

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

4001.3 – Warrants of Appointment:

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

4001.4 – Termination of Membership:

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

4002 – COUNCIL COMMISSIONER

A Council Commissioner, selected and appointed by the Chief Commissioner and Chair of the Board of Governors or his designate, will manage each Council. See end of this Section for Position Description.

4002.1 – Council Youth Commissioner (CYC):

Please see the end of this Section for Position Description.

4002.2 – Deputy Council Commissioner – Recognition:

Please see the end of this Section for Position Description.

4003 – AREA COMMISSIONER

An Area Commissioner, selected and appointed by the Council Commissioner or his designate, will manage each Area. See end of this Section for Position Description.

4003.1 – Area Youth Commissioner (AYC):

Please see the end of this Section for Position Description

4004 – SERVICE SCOUTER

A Service Scouter is a registered adult member who offers service to Scouts Canada through a Commissioner and because of experience, training, motivation and personal qualities is selected and appointed by a Commissioner as a supporting resource for leaders providing programs to youth or to support Areas and Councils.

Job descriptions for Service Scouters are identical throughout Scouts Canada, and emphasize that the individual must be readily and conveniently available to provide advice, development and support to leaders or Area or Council Administrators; dedicated to the personal support task and have no responsibility for conducting events or other program activities; and are not normally registered leaders in any operating youth program.

4005 – SPONSORS/PARTNERS

4005.1 – Charters:

See Section 2003.4(ii).
4005.2 – Sponsoring Institutions:
Scouts Canada’s section programs are made available through Sponsors/Partners - associations, institutions, organizations and individuals who use one or more of these programs to serve the needs of youth in their community.

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

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

4005.3 – Responsibilities of Sponsors/Partners:
See Section 2003.4(iv), (v).

4006 – GROUP COMMISSIONER

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

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

Typical roles and/or responsibilities include but are not limited to:
• Recruitment, selection and recommending the appointment of leaders;
• Review and approval of Section programs and outdoor activities;
• Policy, procedure, and Program Standards compliance;
• Encourage an attitude favorable for growth;
• Assist leaders where necessary;
• Leader development; and
• Relationships - parents, leaders, Partner/Sponsor, other Commissioners.

Group Commissioners cannot do this solely by themselves. They must build a team appropriate to the size of the Group. This would include someone to take care of the financial responsibilities (the Group Treasurer/Fundraiser), a Group Registrar and perhaps a Group Secretary. In larger Groups, a Group Administrator may be recruited to take care of many of the administrative responsibilities of the Group Commissioner.
4007 – GROUP COMMITTEE

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

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

4007.1 – Group Administrator
Effectively administer the non-program activities that are related to the Group and the well being of the Group as directed by the Group Commissioner. See end of this Section for Position Description.

Typical roles and/or responsibilities may include but are not limited to:
• Assuming, at the request of the Group Commissioner, the chair of Group Committee meetings;
• Creating/providing opportunities for growth;
• Assisting with the preparation and approving of budgets;
• Preparing for and participating in the Group Annual Review;
• Ensuring that all potential members are properly accommodated in Groups and registered;
• Group functions/events;
• Recording and maintaining Group records; and
• Assisting scouts as required.

4007.2 – Group Treasurer/Fundraiser
Effectively record, maintain, plan and explain all financial matters pertaining to the Group. Ensure that the Group participates in all of Scouts Canada’s official fundraisers. Take the lead in the development of fundraising goals, action plans and the implementation of these goals and plans. Parents can be a fantastic resource assisting with fundraising to support the Group. See end of this Section for Position Description.

4007.3 – Group Secretary
Effectively record and maintain minutes and decisions made as well as compose other correspondence as required by the Group Committee. Provides excellent support to Section Scouters and Group Commissioner ensuring appropriate forms are provided to the Council in a timely manner. See end of this Section for Position Description.

4007.4 – Group Registrar
Effectively register all members through Scouts Canada’s Membership Management System. Organize a pre-registration program in the spring for new and returning members as well as a fall registration process. See end of this Section for Position Description.
4008 – Section Management & Supervision

4008.1 – Section Leadership Appointments:
Section Scouters are volunteers that are 14 years of age or older and are appointed by a Group Commissioner or more senior Commissioner on behalf of Scouts Canada, following approval as a registered member. Approval for appointment should be based on maturity, personal example and the ability to work effectively with the selected age group and other members of the Section Scouters.

Whenever possible, all Scouters will ensure they obtain the necessary skills for the appropriate Section within one year of appointment, to ensure the facilitation of quality programming. Scouters must be so advised before appointment. All members must be, and remain, acceptable to and registered with, Scouts Canada. See end of this section for Position Descriptions.

4008.2 – Requirements for Section Leadership:
Beaver, SCOUTSabout, Cub and Scout, sections will have at least two registered Scouters, both of which are 18 years of age or older and one who is responsible for the Section and its management. Venturer and Extreme Adventure sections will have at least two registered Scouters, one of which is 21 years of age or older and who is responsible for the Section and its management. Section Scouters are volunteers who have agreed to assist in the promotion of the principles of Scouting and to abide by the By-Law, Policies and Procedures of Scouts Canada. They must have:

(i) An ability to work harmoniously with the members of their Section and to co-operate with others; and

(ii) A willingness to develop their leadership and program skills through training, coaching, or self-directed learning.

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

(iii) Colony, Pack, Troop, and SCOUTSabout:
Each Colony, Pack, Troop and SCOUTSabout Section must have a minimum of two Scouters present at all times. In total, the minimum ratio of Scouters to youth members is 1:8, but not less than two (2), for the following Sections: Colony, Junior SCOUTSabout, Pack, Troop, and Senior SCOUTSabout Section. (See Section 10001 for additional requirements for Camping and Outdoor Activities.)

(iv) Venturer Companies and Extreme Adventure Groups:
Scouters volunteering with a Venturer Company must be of 18 years of age or older. Whenever Scouters are present, there must be at least two.

(vi) Rover Crews:
Scouters volunteering with a Rover Crew must be of 18 years of age or older. Crews must have at least one Scouter who is 25 years of age and who is responsible for the section (see Section 10001.5).
(vii) **Increasing Ratios:**

Ratios may be increased by the Section Scouters depending on factors including, but not limited to:

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

### 4008.3 – Exceptional Circumstances (Adult Supervision):

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

### 4008.6 – Co-Ed Section Supervision:

A team of Co-ed Section Scouters is strongly recommended for Colonies, Packs, Troops and Companies when they contain both male and female youth members.
COUNCIL COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to: Chief Commissioner and Chair of the Board of Governors

Term: Appointed annually by the Executive Commissioner and Chief Executive Officer or his/her Deputy and in consultation with the council concerned. The Council Commissioner shall not hold office for more than three (3) consecutive years.

Time required: 20 to 24 hours per month (on average)

Scope of Position: Work closely with the Council Executive Director in planning and managing the affairs of the Council. The Council Commissioner is recognized as the principle point of contact for the Council regarding program management activities. (See Section 2001.6). Expected to participate in the National Commissioners Forum.

Responsibilities:
- Ensure Council Action Plan is consistent with Scouts Canada’s Strategic Directions.
- Responsibilities also include communication and ensuring that the Area Commissioners receive the service and support necessary for them to perform their roles. Typical roles and/or responsibilities may include but are not limited to:

Membership:
- Encourage an attitude favorable for growth and ensure that opportunities for growth are created and provided within each Area.
- Regularly meet with Area Commissioners to review their plan and progress for achieving growth.
- Ensure that the VRAD process is effectively managed in each Area.
- Actively support the promotion of all seven programs currently offered.
- Selectively recruit, orient and appoint:
  - Area Commissioners
  - Other adult registered members to assist in the management of the Council as necessary (i.e. Adult Development, Service and Support, Communications, etc.).

Communication:
- Represent the Council as a member of the Executive Commissioner and Chief Executive Officer’s team and provide quarterly reports on the program status of the Council.
- Ensure that there is an effective flow of accurate and timely information regarding all Scouting matters, including procedure and policy changes.
- Develop positive working relationships with Council and Area Commissioners, Scouters and the community at large within their Council.
- Promote and encourage Area Commissioners to develop Area Scouters’ Clubs.

Program Support:
- Provide assistance and leadership to the Area Commissioners.
- Ensure appropriate involvement of youth at all levels of Council operations.
- Be a catalyst for youth input and involvement at the Council level.

- Ensure that Area Commissioners regularly meet with Group Commissioners to ensure that Scouters are achieving Scouts Canada’s Program Standards.

- Ensure due emphasis is placed on risk management with a focus on member safety.

- Identify/engage external resources as required so that Council initiatives and goals can be achieved.

- Provide support in the preparation of Council camps or special events.

- Ensure compliance with all Scouts Canada’s Policies and Procedures.

**Program Evaluation:**

- Conduct evaluations of Area Commissioners, identify development needs and provide opportunities for further leadership development where required.

- Prepare and conduct Area reviews.

**Volunteer Recruitment And Development Strategy**

- Ensure compliance with all Screening Procedures set by Scouts Canada.

- Advise the Council Executive Director immediately if, as a result of a complaint or observed behavior, a Member should be suspended. Take appropriate action as directed by Council Executive Director. Council Management Operating Procedures must be followed.

- Identify the developmental needs of Volunteer members within the Council and provide opportunities for appropriate leadership development.

- Be a catalyst for service and achievement recognition for members within the Council.

**Qualifications**

The ideal candidate will have:

- Two or more years experience as a Scouter.

- Completed Wood Badge Part II for one or more program Sections.

- Committed to undertake further personal development related to their role as Council Commissioner within one year.

- Demonstrated effective interpersonal skills.

- Modeled positive behaviors appropriate to Scouting.

- Registered as a member of Scouts Canada.

- Demonstrated knowledge of VRAD process.
COUNCIL YOUTH COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner

Term: In Consultation with the Council Youth Forum and the Council Executive Director, the Council Commissioner appoints the Council Youth Commissioner (CYC) annually.

Time required: 10 to 15 hours per month.

Tenure: The Council Youth Commissioner will not serve more than three (3) years consecutively, as per By-Law, Policies and Procedures.

Scope of Position: The CYC is the recognized point of contact on issues of program satisfaction and evaluation between the youth, the Council Management Committee and the areas. The CYC shall be a catalyst for promoting meaningful youth involvement within the Council and seeing that Youth initiatives are actively supported and recognized in conjunction with the Area Youth Commissioners.

Major Responsibility:
The CYC’s role is to ensure, in conjunction with the Council Management Committee that communication is of the highest priority between the youth, the National Youth Network (NYN), the Council, the Area Service Teams and the groups. The CYC should also act to fulfil the aims and objectives of the National Youth Network and the Council Youth Forum. Priority is given to: Youth input, Local initiatives, Network development, Membership Development Activities and Section Support.

Duties and Responsibilities:

National

1. Actively contribute to all established NYN initiatives as indicated in the NYN plan.
2. Bring forward to the NYN all pertinent issues identified by youth in their Council
3. Co-ordinate Council action plans so as to include priorities set by the NYN.
4. Attend, or provide alternate delegate to, all NYN meetings.

Council

1. Ensure all Council youth are provided with an opportunity for providing input on Scouting issues.
2. Serve as Chair of the Council Youth Forum (if established).
3. Serve as a contributing member of the Council Management Committee.
4. Assist the Council Management Committee in an annual goal setting process.
5. Encourage training for youth as part of the National Training scheme and as local initiatives.
6. Communicate on a regular basis with the Council Commissioner.
7. Communicate on a regular basis with the Deputy Executive Commissioner – Youth (Geographic).
8. Ensure that youth and adult volunteers are recognized for their contributions.

Qualifications:
A CYC should be enthusiastic, committed and possess a positive attitude. They should have the time available without interfering with their academic achievements.

Possesses skills in:
- communications
- time management
- planning
- team work

Has knowledge of:
- Scouting’s programs
- By-law, Policies & Procedures
- Scouts Canada’s Mission
- Program resources available
DEPUTY COUNCIL COMMISSIONER – RECOGNITION
VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner
Note: This may vary from council to council.

Term: The Council Commissioner annually appoints the Deputy Council Commissioner - Recognition at an appropriate General Meeting of the Council for a three (3) year term.

Time required: 8 to 10 hours per month

Scope of Position: The Deputy Council Commissioner – Recognition ensures the implementation and promotion of a system of recognition for adults and youth members for outstanding service, gallantry, meritorious conduct or local awards.

Responsibilities:
1. Be pro-active in assisting the recognition process in imaginative ways.
2. Promote the attached position on encouraging awards.
3. Participate as a member of the Council Management Committee and the Council Service Team – both these are optional and to be determined by each council.
4. Serve as the Chair of the Council Recognition (Honours & Award) Committee.
5. Provide appropriate leadership in the recruitment, training, direction, supervision and evaluation of members of the committee.
6. Make certain that the committee is working and coordinated towards the Mission Statement and council goals and that there are regular opportunities to review progress.
7. Monitor areas of responsibility within the Council Plan and recommend changes where appropriate.
8. Ensure that correspondence and submissions are reviewed in a timely manner.
9. With members of the Council Recognition Committee, initiate succession planning for the committee and work to ensure that there is a supporting committee at the Area level.
10. With members of the Council Recognition Committee, assist and guide development of and where necessary, identify and prepare applications for members of the Council deserving of recognition, which may include awards issued by other agencies.
11. Review all Area Recognition submissions to ensure completeness and to suggest any changes necessary for consideration for a higher award. Forward submission to next senior council in a timely manner.
12. Promote to all members of the Council, the procedures for recognizing gallantry, meritorious conduct and outstanding service to Scouting. Working with the Deputy Council Commissioner – Volunteer Development and Training, arrange workshops/training opportunities as appropriate.
13. Arrange for the notification and presentation of approved awards, based on developed practices.
14. In cooperation with Areas, ensure that award recipients are appropriately identified to the local media.
15. Prepare articles for the Council newsletters, recognizing those who have received awards.
16. Working with Areas, identify partners deserving recognition and ensure appropriate recognition takes place.
17. Working with the Council Recognition Committee, organize and conduct an annual Adult Recognition Ceremony.
18. Develop materials on the recognition process for websites and cross council communication.
19. Be part of the National Honours & Awards network to develop and explore further honours and awards.

Qualifications:
- Willing to commit 8 – 10 hours per week.
- Maintain a cheerful, energetic, objective and positive attitude towards Scouting and fellow Scouters.
- Be a good communicator.
- Be able to work on a large team.
- Have knowledge of the By-Law, Policies, and Procedures of Scout Canada.
- Knowledge of Scouting’s Mission Statement.
- Familiar with Scouts Canada resources and literature.
- Have leadership experience in at least one program section.
- Have a minimum of 3 years experience in the organisation, or equivalent experience in a leadership setting.
- Having attended and completed Wood Badge Part II in one or more program sections would be a definite asset.
- Having attended a Service Team and or National Training Event is an asset.
- Take appropriate training related to functioning in the role within one year.
- Willing to grow as a volunteer of Scouts Canada.

Relationships:
The Deputy Council Commissioner – Recognition works with:
- Council Commissioner
- Executive Director
- Deputy Council Commissioners
- Council Management Committee
- Area Commissioners
- Group Commissioners
- Assistant Area Commissioners - Recognition
- Deputy Area Commissioner – Volunteer Services (if applicable)
- Assistant Area Commissioner – Volunteer Development
- Area program resource Scouters, event organizers and trainers
- Council Field Executives
- Operations Centre Staff
- National Honours & Awards Committee
Attitude, Skills & Knowledge:

- Demonstrated commitment to the Mission, Principles and Practices of Scouts Canada.
- Demonstrated commitment to social inclusiveness.
- Demonstrated leadership, organization, communication, planning, problem solving and decision making skills.
- Willing and able to work as a member of a team.
- Effective communication.
- Effective interpersonal relations.
- Planning, organizing, problem solving and decision-making.
- Knowledge of communities served.
- Knowledge of Scouting programs although this may be acquired.
- Knowledge of group community operations and the role of servicing.
- Coaching, mentoring; ability to provide guidance; facilitation and encouragement.
- Knowledge of the Honours and Awards recognition process
- Knowledge of Scouting’s accreditation program
AREA COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner

Term: Appointed/elected annually by the Council Commissioner in consultation with the members in the area to be served. The Area Commissioner shall not hold office for more than three (3) consecutive years.

Time required: 16 to 20 hours per month (on average)

Scope of position: The Area Commissioner is recognized as the principle point of contact for the Area.

Responsibilities:
- Responsibilities include Communication and ensuring that the Group Commissioners receive the service and support necessary for them to perform their roles. Typical roles and/or responsibilities may include but are not limited to:

Membership:
- Encourage an attitude favorable for growth and identify, create and provide opportunities for growth within the Area.
- Regularly meet with Group Commissioners to review their plan and progress for achieving growth.
- Effectively manage the VRAD process in the Area.
- Actively support the promotion of all seven programs currently offered.
- Selectively recruit, orient and appoint:
  - Group Commissioners
  - Other adults to assist in the management of the Area as necessary (i.e. Adult Development, Service and Support, Communications, etc.).

Communication:
- Represent the Area as a member of the Council Commissioner’s team and provide monthly reports on the program status of the Area.
- Manage the flow of accurate and timely information on all Scouting matters, including procedure and policy changes.
- Develop positive working relationships with Group and Council Commissioners, Scouters and the community at large within their area.
- Encourage Section Scouters and Group management team members to attend Area Scouters’ Clubs.

Program Support:
- Provide assistance and leadership to the Group Commissioners
- Be a catalyst for youth input at the Area level.
- Regularly meet with Group Commissioners to monitor progress in achieving Scouts Canada’s Program Standards and provide assistance where possible.
- Ensure due emphasis is placed on risk management with a focus on member safety.
- Identify/engage external resources as required so that Area initiatives and goals can be achieved.
• Provide support in the preparation of Area camps or special events.

Program Evaluation:
• Ensure compliance with Scouts Canada’s Polices, Procedures and Program Standards.
• Prepare and conduct Group Audits.
• Ensure compliance with all Screening Procedures as set by Scouts Canada.

Volunteer Recruitment and Development Strategy:
• Conduct evaluations of Commissioners, identify development needs and provide opportunities for further leadership development where required.
• Advise the Council Executive Director immediately if, as a result of a complaint or observed behavior, a Member should be suspended. Take appropriate action as directed by Council Executive Director. Council Management Operating Procedures must be followed.
• Identify the developmental needs of Volunteer members within the Area and ensure opportunities for appropriate leadership development are provided.
• Be a catalyst for service and achievement recognition for members within the Area.
• Recommend approval of adult members where no Group Commissioner is available.

Qualifications:
The ideal candidate will have:
• Two or more years experience as a Scouter.
• Completed the Wood Badge Part I for one or more program Sections.
• Committed to undertake further personal development related to their role as Area Commissioner within one year.
• Demonstrated effective interpersonal skills.
• Modeled positive behaviors appropriate to Scouting.
• Registered as a member of Scouts Canada.
• Demonstrated knowledge of VRAD process.
AREA YOUTH COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to:  
The Area Commissioner

Appointment:  
In consultation with the Area Youth Forum, the Area Commissioner appoints the Area Youth Commissioner annually.

Tenure:  
The Area Youth Commissioner may be reappointed annually, but will not serve more than three (3) years consecutively, as per By-law, Policies & Procedures.

Time required:  
10 to 15 hours per month.

Scope of Position:  
The Area Youth Commissioner (AYC) is the recognized point of contact on issues of program satisfaction and evaluation between the youth and the Area Service Team. The AYC shall be a catalyst for promoting meaningful youth involvement within the area and seeing that Youth initiatives are actively supported and recognized in conjunction with Council Youth Commissioner (CYC).

Major Responsibility:

The AYC’s role is to ensure youth are being provided leadership opportunities at the section level, through avenues such as Sixer/Second Councils and Courts of Honour. They also ensure, with the Area Service Team, that communication is strong between the youth and the groups, the Area Service Team and the Council. The AYC should act to fulfill the aims and objectives of the Council Youth Network. Priority of initiatives is given to: Section Youth Leadership Development, Youth input, Local initiatives, Network development, Membership Development & Growth Activities and Section Support

Duties and Responsibilities:

Area:

1. Promote youth leadership development within the sections by visiting the sections and encouraging proper use of Sixer/Second Councils, Courts of Honour, and Venturer Executives.
2. Serve as Chair of the Area Youth Forum (if established).
3. Serve as an active, contributing member of the Area Service Team.
4. Encourage Scouting growth and image improvement initiatives.
5. Encourage youth training events to run (i.e. FOCUS, Venturer Exec. Training)
6. Work with the Area Service Team to provide direct support to section leaders and the group, in the form of evaluation and feedback based on Quality Program Standards.
7. Ensure that youth and adult volunteers are recognized for their contributions, through either local or national awards process.
8. With the Area Service Team, help identify resources needed to promote and deliver Scouting within the communities we serve.
9. Serve as member of the Council Youth Forum and communicate on a regular basis with the Council Youth Commissioner.
10. Encourage youth representatives to attend the Area Scouters’ Clubs.
11. Work with the Area Commissioner and the Council Youth Commissioner to develop a set of realistic goals, annually.

Qualifications:
Enthusiastic and committed providing they have the time available without interfering with their academic endeavours.

Possesses skills in:
- communication
- time management
- planning
- team work
- positive attitude
- willing to grow the movement
- willing to take training appropriate to their role

Has knowledge of:
- Scouting’s programs
- By-law, Policies & Procedures
- Scouts Canada’s Mission
- Program resources available
COUNCIL SERVICE SCOUTER VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner

Term: Appointed annually by the Council Commissioner.

Time required: 15 to 20 hours per month

Scope of Position: The recognized primary point of contact for all issues of Council servicing, Group support and program delivery.

Responsibilities:
- Ensure the delivery of Scouts Canada’s programs in accordance with its Mission and Principles, which meet Scouts Canada’s Program Standards and are in keeping with the goals and ideals of the Partner/Sponsor.
- Work with the Areas and encourage Scouters to attend the Area Scouters’ Clubs.
- Actively promote volunteer development and training offered by Scouts Canada.
- Monitor and coach service delivery at the Area level.
- Work closely to ensure that a climate exists between the Council team and the Areas that will facilitate a close form of communication and good working relations.
- Communicate on a regular and timely basis with the Council Commissioner and report progress and difficulties encountered in their position.
- Along with the Council team be an agent of information or a liaison for the Council and as such provide accurate and timely two-way information given on all Scouting events, program updates, and program evaluation, procedural and or policy changes, and ensure that the information gets to the appropriate persons.
- Ensure that adult volunteers are recognized for their contributions, through either local or national awards process.
- Perform other duties as assigned by their Commissioner.

Qualifications:
The ideal candidate will have:
Demonstrated skills in:
- communications
- team player
- time management
- problem solving and decision making
- conflict resolution
- planning

Demonstrated knowledge of:
- Scouting’s Mission
- By-law, Policies and Procedures
- servicing standards and operations
- Scouts Canada’s Program Standards
- volunteer development and training
- availability of program resources
- Scouting’s seven programs.
AREA SERVICE SCOUTER VOLUNTEER POSITION DESCRIPTION

Accountable to: Area Commissioner

Term: Appointed annually by the Area Commissioner.

Time required: 15 to 20 hours per month

Scope of Position: The recognized primary point of contact for all issues of servicing, Group support and program delivery.

Responsibilities:
- Ensure the delivery of Scouts Canada’s programs in accordance with its Mission and Principles, which meet Scouts Canada’s Program Standards and are in keeping with the goals and ideals of the Partner/Sponsor.
- Work with the Area Team Members to provide direct support to Section leaders.
- Participate in recruiting, orienting, coaching, mentoring, training and evaluation of Section leaders and committee members.
- Be the primary source of contact for Scouters at the Group level, and as such provide accurate and timely information and support on all Scouting events, programs, procedures, and policy changes and ensure that the information gets to the appropriate persons.
- Communicate regularly with the Area Commissioner and report all progress and difficulties encountered in the Groups.
- Encourage the development of sound relationships between the Groups, and Area.
- Identify the development/training needs of the Groups.
- Ensure that adult volunteers are recognized for their contributions, through either the Honours and Awards program or some other form of recognition.
- Encourage leaders to attend Area Scouters’ Club.
- Assist the Group in completing the annual Group registration process.
- Guide and assist the Groups in the goal setting process, developing action plans, and risk management.
- Perform other duties as assigned by their Commissioner.

Qualifications:
The ideal candidate will have:

Demonstrated skills in:
- communications
- team player
- time management
- problem solving and decision making
- conflict resolution
- planning

Demonstrated knowledge of:
- Scouting’s Mission
- By-law, Policies and Procedures
- servicing standards and operations
- Scouts Canada’s Program Standards
- volunteer development and training
- availability of program resources
- Scouting’s seven programs.
GROUP COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to: Area Commissioner

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

Time required: 12 to 16 hours per month (on average)

Scope of Position: The Group Commissioner is recognized as the principle point of contact for the Group and assumes the leadership of the Group Committee. The Group Commissioner may delegate the responsibility for chairing the Group Committee meetings to the Group Administrator but still retains the responsibility of accountability to the Area Commissioner for the Group’s overall well being.

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

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

Communications:
- Represent the Group as a member of the Area Commissioner’s team and provide monthly reports on the program status of the Group.
- Communicate accurate and timely information on all Scouting matters, including procedure and policy changes, between the Scouters in the Group and the Area Commissioner.
- Develop positive relationships between the Sections, the Sponsor/Partner, the community and the Area Commissioner’s Team.
- Encourage Section Scouters and Group Committee members to attend Area Scouters’ Clubs.
Program Support:
- Provide assistance and leadership to the Group in the development of quality program plans on a regular basis (as per Scouts Canada’s Program Standards).
- Approve Section programs and outdoor activities.
- Regularly meet with Scouters to monitor progress in achieving Program Standards and provide assistance where possible.
- Ensure all guidelines, practices and procedures pertaining to risk management and the safety of members is strictly adhered to.
- Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.
- Provide support in the preparation of camps or special events.
- When necessary, assume direction of a Section.

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

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

Qualifications:
The ideal candidate will have:
- Two or more years experience as a Scouter.
- Completed Wood Badge Part I for one or more Sections.
- Undertake further personal development related to their role as Group Commissioner within one year.
- Demonstrated effective interpersonal skills.
- Modeled positive behaviors appropriate to Scouting.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process.
GROUP ADMINISTRATOR VOLUNTEER POSITION DESCRIPTION

Accountable to: Group Commissioner

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

Time required: 8 to 10 hours per month (on average)

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

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

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

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

Program Support:
- Provide assistance and leadership to the Section Scouters in the development of budgets.
- Coach/Mentor and assist the administrative members of the Group Committee in achieving competency and ensuring that all reporting and activities are consistent with Scouts Canada’s Mission, Policies and Practices.
- Prepare for, and participate in, the Group Annual Review, paying particular attention to all non-program related activities such as the Group financial statements in conjunction with the Group Treasurer.
- Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.
- Provide support to the Group Commissioner as required in the preparation of camps and special events.
Qualifications:
The ideal candidate will have:
  • Demonstrated the appropriate knowledge and skills related to the position.
  • Committed to further personal development related to their role within one year.
  • Effective interpersonal skills.
  • Registered as a member of Scouts Canada.
GROUP TREASURER/FUNDRAISER
VOLUNTEER POSITION DESCRIPTION

Accountable to: Group Commissioner

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

Time required: 4-6 hours per month (on average)

Scope of Position: Encourages and supports participation in all of Scouts Canada’s official fundraisers.

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

Membership:
- Create/provide opportunities for growth within the Group.

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

Program Support:
- Provide assistance and leadership to the Section Scouters in the development of Section budgets.
- Take the lead in the development of fundraising goals, action plans and the implementation of these goals and plans.
- Be the principal point of contact on matters of fundraising for the Group.
- Coach/Mentor and assist the members of the Group in attaining competency in their financial management.
- Prepare for and participate in, the Group Annual Review; paying particular attention to all financial and fundraising matters.
- Identify/encourage external resources as required by the Group Commissioner so that the Group’s annual goals can be achieved.
- Provide support to the Group Commissioner as required in the preparation and approval of budgets.
Qualifications:
The ideal candidate will have:

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

Accountable to: Group Commissioner

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

Time required: 4 to 6 hours per month (on average)

Scope of Position: Effectively record and maintain minutes as well as compose other correspondence as required by the Group Committee.

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

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

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

Qualifications:
The ideal candidate will have:
- Word processing skills.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process.
GROUP REGISTRAR VOLUNTEER POSITION DESCRIPTION

Accountable to: Group Commissioner

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

Time required: 4 – 6 hours per month (on average)
NOTE: Heavier time commitment during registration period.

Scope of Position: Ensure that youth and adults are registered promptly in Scouts Canada’s Membership Management System.

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

Qualifications:
The ideal candidate will:
- Be familiar with computer data entry and operation of web browser software.
- Have access to a computer with Internet access.
- Be trustworthy and accountable for large sums of money.
- Be organized and capable of dealing with paperwork in an orderly manner.
- Have effective interpersonal skills.
- Registered as a member of Scouts Canada.
COLONY SCOUTER VOLUNTEER JOB DESCRIPTION

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

Accountable to: Group Commissioner

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

Scope of Position: This position requires working as part of a leadership team conducting colony programs in accordance with guidelines in Beaver program handbooks and By-Law, Policies and Procedures.

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

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

Prepared to:
- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.

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- Subscribe to the Beaver Section’s program goals.
- Be comfortable with, enjoy, and care about Beaver-aged children in developmentally appropriate ways.
- Ensure that Beaver-aged children in the colony experience the outdoors on a frequent basis.
- Be accountable for his/her actions.
- Follow Scouting’s policies and procedures.

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

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

Accountable to: Group Commissioner

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

Scope of Position: This position requires working as part of a leadership team conducting pack programs in accordance with guidelines in Wolf Cub program handbooks and By-Law, Policies and Procedures.

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

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

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

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

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

Accountable to: Group Commissioner

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

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

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

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

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

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

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

Accountable to: Group Commissioner

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

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

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

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

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

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

Position: Scouters in a Rover crew are called Crew Scouters. A crew has a Crew Scouter who must be at least 25 years of age. Section members should help select the Scouters.

Accountable to: Group Commissioner

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

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

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

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

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

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

STANDARD OPERATING PROCEDURES

SECTION 5000 – SCOUTS CANADA’S PROGRAMS

5001 – PROGRAMS

Scouts Canada provides programs designed for the following sections:

(i) Beavers - for children ages 5, 6 and 7.
(ii) Wolf Cubs - for children ages 8, 9 and 10.
(iii) SCOUTSabout- for children ages 5 - 10. (Jr. Program 5 - 7; Sr. Program 8 – 10)
(iv) Scouts - for children and youth ages 11, 12, 13 and 14, with the option to continue in the section until their 16th birthday.
(v) Venturers - for youth ages 15, 16 and 17.
(vi) Extreme Adventure - for youth ages 14 - 17.

5001.1 – Program Age Exceptions

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

5001.2 – Program Objectives

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

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

(i) understanding of God;
(ii) ability to accept responsibility for themselves mentally, physically, socially, spiritually, and for the consequences of their actions;
(iii) ability to respond to others in caring ways; and
(iv) awareness of, and concern for, the environment.
5001.3 – Program Goals

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

5002 – BEAVERS
(See also Program Standards, www.scouts.ca)

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

Ages: 5 - 7 years old
Unit name: Colony
Small Groups: Lodges
Meetings: Approximately 1 hour weekly

5002.1 – Program

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

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

5002.2 – Promise

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

5002.3 – Law

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

5002.4 – Motto

Sharing, Sharing, Sharing.
5003 – WOLF CUBS
(See also Program Standards, www.scouts.ca)

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

Ages: 8 - 10 years old
Unit Name: Pack
Small Groups: Sixes
Meetings: Approximately 1½ hours weekly

5003.1 – Program

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

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

5003.2 – Activities

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

5003.3 – Promise

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

5003.4 – Law

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

5003.5 – Motto

Do Your Best.
5004 - SCOUTSABOUT

SCOUTSabout members, who are registered members of Scouts Canada, adhere to most of the same goals as Beaver/Cubs without the use of the Promise and Law.

Ages:
- Junior program: 5 - 7 years old
- Senior program: 8 - 10 years old

Meetings: Generally 1½ hours weekly, three month term.

5004.1 – Program

(i) - Junior SCOUTSabout:

To meet the Mission and Principles of Scouts Canada, emphasis is placed on activities that encourage youth to:

1. find examples of God’s love for them and the world;
2. experience and express love and joy;
3. express themselves;
4. be healthy and have good feelings about themselves;
5. develop a sense of belonging and sharing in small group activities;
6. develop a sense of co-operation through non-competitive activities; and
7. appreciate nature.

(ii) - Senior SCOUTSabout:

To meet the Mission and Principles of Scouts Canada, emphasis is placed on activities that encourage youth to:

1. express and respond to God’s love in their daily lives;
2. do their best;
3. keep fit;
4. satisfy their curiosity and need for adventure and new experiences;
5. be creative and develop a sense of accomplishment;
6. make choices;
7. develop a sense of fair play, trust and caring;
8. work together in small groups and experience being a leader;
9. participate in outdoor activities;
10. learn about the natural world and their part in it

5004.2 – Activities

Games, music, storytelling, playacting, and crafts
5005 – SCOUTS

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

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

Ages: 11 - 14 years old, with an option to age 16
Unit name: Troop
Small Groups: Patrols
Meetings: Approximately 2 hours weekly

5005.1 – Program

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

(i) behave in ways that show adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting there from;  
(ii) understand and demonstrate the requirements and responsibilities of good citizenship;  
(iii) develop the skills of working in co-operative relationships;  
(iv) develop self-discipline and the skills of working co-operatively with others;  
(v) show respect, tolerance for, and be of service to, others;  
(vi) practice leadership skills;  
(vii) camp, explore and respect the outdoors, and develop good environmental practices;  
(viii) develop and display self-discipline and self-reliance; and  
(ix) pursue hobbies and personal interests.

5005.2 – Activities

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

5005.3 – Promise

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

5005.4 – Law

A Scout is helpful and trustworthy, kind and cheerful, considerate and clean, wise in the use of all resources.
5005.5 – Motto

Be Prepared.

5005.6 – Sea Scouts

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

5006 – VENTURERS

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

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

Ages: 15-17 years old
Unit Name: Company
Meetings: Approximately 2 hours weekly

5006.1 – Program

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

(i) show adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the resulting duties;
(ii) fulfill the requirements and responsibilities of good citizenship;
(iii) become aware of, and respond to, local, national and international community needs, as well as the natural and cultural environment;
(iv) provide leadership and work co-operatively in adult-like situations;
(v) participate in a variety of social and cultural activities;
(vi) demonstrate respect for the natural world while participating in challenging physical and outdoor activities;
(vii) explore vocational opportunities and develop personal interests; and
(viii) develop and use communication, problem-solving and decision-making skills; through a system of progressive self-educating practices and activities.

5006.2 – Self-directed Activities

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

5006.3 – Promise

On my honour, I promise that I will do my best, to do my duty to God and the Queen, to help other people at all times, and to carry out the spirit of the Scout Law.
5006.4 – Motto

Challenge

5006.5 – Sea Venturers

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

5007 – EXTREME ADVENTURE

Extreme Adventure members are registered members of Scouts Canada and adhere to most of the same program goals as Venturers without the use of the Promise and Law.

Ages: 14 - 18 years old
Meetings: Weekly, short term up to 3 months

5007.1 – Activities:

Youth will plan, prepare for and participate in an adventure including activities or experiences to prepare them for the adventure.

5008 – ROVERS

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

Unit name: Crew
Meetings: As agreed by Rover Crew

5008.1 – Program:

To meet the Mission and Principles of Scouts Canada in the Rover program, emphasis is placed on activities that encourage Rovers to:
(i) develop spiritual depth and joy in living;
(ii) establish their own sense of identity, values and lifestyle;
(iii) become self-directed individuals and responsible adult participants in society;
(iv) blend personal freedom with group responsibility;
(v) develop meaningful and lasting friendships;
(vi) provide meaningful services to the community; and
(vii) participate in satisfying outdoor activities that contribute to protection of the environment, fitness and a sense of well-being.

5008.2 – Activities
Community service, outdoors, and crew interests.

5008.3 – Promise

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

5008.4 – Motto

Service

5009 – SCOUTERS

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

5009.1 – Promise

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

5009.10 – Temporary Resident’s Promise

Beavers, Cubs, Scouts, Venturers, Rovers and Scouters who are not Canadian citizens but temporarily reside in Canada and who desire membership in Scouts Canada, must know and subscribe to the foregoing (with the exception that the phrase “the Queen” in the promises may be omitted and the following substituted: “the country in which I am living”).

5010 – SCOUTS CANADA’S PROGRAM STANDARDS

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

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

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

5011 – LONE CUBS/SCOUTS

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

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

5012 – SCOUTING FOR YOUTH WITH DISABILITIES

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

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

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

Special Groups/Sections may be formed specifically for children and youth with mental, physical or emotional disabilities, with the intention to integrate youth into regular Groups/Sections as they become prepared to do so.

Special Groups/Sections may be formed in hospitals, training schools, treatment centers, etc.
SCOUTS CANADA
STANDARD OPERATING PROCEDURES

SECTION 6000 – ADULT VOLUNTEER TRAINING AND DEVELOPMENT

6001 – ADULT VOLUNTEER TRAINING AND DEVELOPMENT PROGRAM

The adult volunteer training and development program is designed to support Scouters to:
- develop competence, confidence and effectiveness to carry out the mission of Scouts Canada;
- achieve program objectives;
- develop, maintain and strengthen teamwork and unity of purpose throughout the organization;
- attract and retain adults who are capable of making worthwhile contributions to Scouting;
- develop deeper commitment to helping children and youth to develop, and fully use their potential in our society.

Adults are required to complete training and development in order to ensure competence in their role.

The content and format of the adult volunteer training and development program is approved by Scouts Canada. Delivery of volunteer training and development program is the responsibility of Scouts Canada or Councils as set out in this procedure.

The adult development program will be delivered by Scouts Canada and councils in accordance with the following principles:
- participants in any training program shall be treated as responsible individuals who feel welcomed, respected and accepted for themselves;
- each individual has unique learning needs that must be met and training methods should build on the learners’ abilities and past experience;
- people learn best when they see a clear and direct link between the performance that is required of them in their role, their personal learning needs and what they are offered in a learning opportunity;
- individuals are to be encouraged to take responsibility for their own continuous learning and development as competent, committed, connected and highly effective members of Scouts Canada.

Councils must ensure that learning opportunities:
- are approved and reflect the above ideas;
- are available and accessible as soon as an adult volunteer assumes any new position in Scouting;
- take into account the high priority jobs adults perform in Scouting and, therefore, the learners’ needs and organizational priorities;
- meet the learning needs required for adult volunteers to be effective in their work;
- make use of effective and flexible delivery to ensure that learning opportunities are broadly accessible to those who require them;
• are planned, organized, conducted and evaluated by competent persons to ensure that every learning activity is effective, appropriate, timely and wise in the use of resources.

6001.1 – National Development Events:

Scouts Canada will deliver or provide development opportunities nationally or on a decentralized basis in cooperation with Councils to:
• develop understanding of the principles of adult learning;
• develop knowledge and skill in identifying needs, designing, organizing, conducting and evaluating a variety of development opportunities and events;
• maintain and continuously improve adult volunteer training and development programs;
• ensure that adult volunteer training and development programs keep pace with new developments in the mission, principles, organization and programs of Scouting.

6001.2 – Wood Badge Development Recognition: Revised: October 2010

All volunteers are eligible to take Wood Badge Part I training. This includes Activity Leaders and Scouters in Training attending training for the section in which they are working.

All volunteers are eligible to take Wood Badge Part II training. This includes Scouters in Training attending training for the section in which they are working.

Recognition with Wood Badge symbols is available for successful completion of approved training courses as follows:
• Wood Badge I: Wood Badge woggle, tie tack.
• Wood Badge Part II: Gilwell Neckerchief, Wood Badge Beads and parchment, tie tack.

Recognition for successful completion of Scouts Canada training will be issued at the end of the course. As a general rule, Scouts Canada training should not need to be renewed.

6001.3 – Adult Development Recognition:

There are three classifications of Trainer Accreditation and Recognition available to members of Scouts Canada as set out in 6001.4 below:

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<thead>
<tr>
<th>Classification</th>
<th>Accreditation</th>
<th>Recognition</th>
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<tbody>
<tr>
<td>Trainer I</td>
<td>Accreditation card</td>
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<tr>
<td>Trainer II</td>
<td>Accreditation card</td>
<td>Third Wood Badge bead</td>
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<tr>
<td>Trainer III</td>
<td>Accreditation card</td>
<td>Fourth Wood Badge bead</td>
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</tbody>
</table>

The procedures for applying for an issuance of accreditation and recognition are set out in Section 6001.5 below.
6001.4 – Training Accreditation Classifications:

<table>
<thead>
<tr>
<th>RECOMMENDED BY:</th>
<th>GROUP/AREA/COUNCIL</th>
<th>COUNCIL</th>
<th>COUNCIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVED BY:</td>
<td>COUNCIL</td>
<td>COUNCIL</td>
<td>SCOUTS CANADA PROGRAM SERVICES</td>
</tr>
<tr>
<td>ACCREDITATION ISSUED BY:</td>
<td>COUNCIL</td>
<td>SCOUTS CANADA PROGRAM SERVICES</td>
<td>SCOUTS CANADA PROGRAM SERVICES</td>
</tr>
<tr>
<td>ACCREDITED FOR THE PERIOD OF:</td>
<td>So long as registered adult volunteer member of Scouts Canada</td>
<td>So long as registered adult volunteer member of Scouts Canada</td>
<td>So long as registered adult volunteer member of Scouts Canada</td>
</tr>
<tr>
<td>MINIMUM REQUIREMENTS FOR ACCREDITATION:</td>
<td>a) Hold a Section or Group Commissioner Wood Badge Part I</td>
<td>a) Hold a Trainer I and Wood Badge Part II</td>
<td>a) Hold a Trainer II</td>
</tr>
<tr>
<td></td>
<td>b) Have knowledge and application of Scouts Canada VRAD processes and demonstrated the ability to recruit, screen, orient, coach and ensure formal recognition of Group or Section adult volunteers as a Section, Group, Area or Council Scouter</td>
<td>b) Have demonstrated mastery of the ability to communicate knowledge and skill to Group or Section adult volunteers during approved Wood Badge Part I training courses</td>
<td>b) Have demonstrated mastery of the ability to facilitate adult learning and development by planning, leading, and evaluating Group or Section Wood Badge Part I training courses OR Have demonstrated mastery of the ability to communicate knowledge and skill to Group or Section adult volunteers as a Group Commissioner or area/council Service Scouter.</td>
</tr>
<tr>
<td></td>
<td>c) Have completed the Training Course or its equivalent</td>
<td>c) Have completed the Training Design Evaluation Course or Council/Area Commissioner Course or equivalent</td>
<td>c) Have completed the approved training program in facilitating adult learning</td>
</tr>
<tr>
<td></td>
<td>d) Have established a personal learning and development plan.</td>
<td>d) Maintained a personal learning and development plan.</td>
<td>d) Assisted in the development of and ongoing support of personal learning and development plans for section, group, area or council Scouters</td>
</tr>
<tr>
<td>RECOGNITION</td>
<td>Accreditation card</td>
<td>Accreditation card and third Wood Badge bead.</td>
<td>Accreditation card and fourth Wood Badge bead.</td>
</tr>
</tbody>
</table>

Notes:
1. The issue of Trainer II and III Accreditation nationally is in keeping with these two categories being equivalent to International Recognition of Assistant Leader and Leader Training.
2. At the discretion of Scouts Canada, training taken through other agencies may be acceptable as the equivalent for training requirements.
### 6001.5 – Issuance of Trainer Accreditation and Recognition:

<table>
<thead>
<tr>
<th>Application Initiated By</th>
<th>Trainer I</th>
<th>Trainer II</th>
<th>Trainer III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area/Council</td>
<td>Council</td>
<td>Council</td>
<td>Council</td>
</tr>
<tr>
<td>Sent To For Approval</td>
<td>Council</td>
<td>Council</td>
<td>Council</td>
</tr>
<tr>
<td>Sent to For Issue</td>
<td>Council</td>
<td>Scouts Canada Program Services</td>
<td>Scouts Canada Program Services</td>
</tr>
<tr>
<td>Application Form Used</td>
<td>Available on line</td>
<td>Available on line</td>
<td>Available on line</td>
</tr>
<tr>
<td>Procedure For Issuance</td>
<td>Council to complete Accreditation Card. Completed Accreditation Card returned to originating Area for presentation.</td>
<td>On receipt of application, including fully completed forms (either in hard copy format, by fax, or by e-mail), Scouts Canada will complete and return Accreditation Card(s) and bead(s) to the Council</td>
<td>Council to arrange for presentation.</td>
</tr>
</tbody>
</table>

Forms and other materials to support Trainer Development Recognition include:

**Application Forms:**
- Trainer I: Available from Councils
- Trainer II: Available from Councils
- Trainer III: Available from Councils

**Accreditation Cards:**
- (Wallet Sized)
  - Trainer I: Available from Councils
  - Trainer II*: Issued by Scouts Canada Program Services
  - Trainer III*: Issued by Scouts Canada Program Services

**Wood Badge Beads:**
- *: Available from Councils & Scouts Canada Program Services

### 6001.6 – Records Administration:

Responsibility for recording successful completion of mandatory training and development in the format prescribed by Scouts Canada is the responsibility of Councils.
6002 – TRAINING AND COACHING

6002.1 – Definitions:

**Competence**: is having the knowledge, skills and attitudes (KSA's) necessary for performance. - Being able to do the job.

**Commitment**: is having the confidence, motivation and willingness necessary for performance. – Willing to do the job.

**Performance**: is meeting objectives and standards through the application of competence and commitment. - Doing the job.

**Training**: is a method of increasing competence through structured learning activities. Appropriate and effective training should also increase commitment.

**Coaching**: is a method of increasing competence through individual or small group hands-on structured learning activities, before, during or after performance. Appropriate and effective coaching should also increase commitment.

**Mentoring**: is a one-to-one relationship based on encouragement, constructive comments, openness, mutual trust, respect, and a willingness to learn and share.

**Learning**: is a change in behaviour resulting from an experience.

**Recognition**: is public acknowledgment of competence, commitment, performance, or completion of training. It is primarily intended to increase commitment. Training recognition recognizes successful completion of training.

6002.2 – Goal/Objective:

Performance is the bottom line and what Scouts Canada promises youth and parents to ensure better Scouting for more youth. Performance demands competence and commitment. Adult learners generally come to Scouting with transferable KSA’s, learned through parenting, work and other life experience. The difference between required competence and transferable competence is called a “learning gap”.

Learning gaps can be reduced or eliminated through training, coaching, or other less structured learning methods. Where the typical learning gaps of novices are similar, training tends to be an effective learning method. Where learning gaps vary widely from one novice to another coaching or some other individual learning method may be more effective.

All learning methods including training and coaching must be competency based and support effective performance. If not, they are merely conversation or interaction. In addition to competence, performance also requires commitment. Commitment depends on connection with the mission and the job, confidence in one’s abilities, and the feeling that the work is worthwhile.
Councils have a responsibility to ensure that all new leaders achieve the 7 “C”s
- Competent,
- Confident,
- Connected and
- Committed through
- Courses and
- Coaching…by
- Christmas

High-quality and effective Group and Section Part 1 Wood Badge programs should be available and accessible to new leaders to help them acquire the appropriate knowledge and skills to deliver an effective program as quickly as possible. This is critical, as providing good training has a significant impact on the quality of the program and our ability to attract and retain skilled and dedicated adult volunteers. Effective learning methods which increase performance of front-line service delivery people (section leaders) by developing their competence and commitment must be the primary focus. Effective learning methods which increase performance of those who support front-line service delivery people (commissioners, service-scouters and trainers) by developing their competence and/or commitment are an important secondary focus.

6002.3 – Training Rationale and Process:
Councils will ensure that training courses are delivered according to approved Scouts Canada Course Training Standards. Courses will be planned, delivered and evaluated by competent and committed trainers.

It is risky to assume that novice leaders have small and very individual learning gaps.
It is risky to assume that Scouts Canada has numerous competent and committed coaches.
It is risky to assume that novices know what they do not know.

It is more likely that while all of our novice leaders bring rich and varied life experiences, few of them have delivered structured programming to children and youth – not their own. The competence and commitment gaps of a random group of novice section leaders are fairly similar. Few know what they do not know. The most effective way to help them perform is through relevant and effective training.

It is strongly recommended that Group and Section Wood Badge Part 1 courses be delivered by the best trainers available because the learning gaps for novice Scouters tend to be large and it is critical to build confidence in their ability to work with youth and other adults to deliver high-quality safe programs. It is also critical to build appreciation of, and connection with scouting and other Scouters. This connection, more than anything else, will enhance retention and encourage continuous learning.

6002.4 – Training Records:
It is the responsibility of course leaders to ensure that all participants complete all aspects of a learning program. Every course leader will promptly submit a written report listing all successful and unsuccessful course attendees. Where exemptions as
described in Section 6002.6 are granted by a Course Leader these will be listed on the report. Where an exemption as described in Section 6002.6 has been granted by a Council Commissioner, this will be recorded in writing as described in Section 6002.6. Council Commissioners are responsible for ensuring that all training records are accurate and complete.

6002.5 – Qualifications for Course Leaders and Trainers

The ultimate responsibility for selecting qualified Course Leaders, Trainers and Coaches rests with the Council Commissioner but this can be delegated to Council Scouters or Area Commissioners. Just because a Scouter has become an effective performer with a high degree of competence and commitment, does not mean that s/he will be effective as a trainer or coach. The competence and commitment gaps of a random group of novice trainers/coaches are fairly similar and that the most effective way to help them perform is through relevant and effective trainer training. Trainers and Coaches should generally meet the requirements for Trainer 1 and have successfully completed any course they are training on. Course Leaders should generally meet the requirements for Trainer 2 and have successfully trained on any course they are leading.

6002.6 – Timelines:

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

6002.6 – Exemptions from Required Training:

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

On application in writing from an Area Commissioner, a Council Commissioner or his/her designate may exempt a Scouter from all or part of any Group or Section Wood Badge 1 or Wood Badge 2 Course (or other Council Course) based on credible evidence that the Scouter already possesses all of, or the specific exempted parts of the knowledge, skills and attitudes described in the course training standard and award the Wood Badge 1 or 2 once any parts of the course which were not the subject of the exemption have been successfully completed and recorded in writing by a Course Leader or Coach. Records pertaining to Wood Badge granted by a Council Commissioner will be filed by the Council in the same manner as Course Leader end of course reports.
6002.7 – Content, Delivery and Administration of Required Training:

Responsibility for the content, delivery and administration of Scouts Canada Training courses will be as set out in the table below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum design, review and approval</th>
<th>Approval of Delivery</th>
<th>Exemptions (Certification of members on the basis of equivalent KSA’s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Wood Badge 1</td>
<td>National</td>
<td>Council Commissioner</td>
<td>Council Commissioner based on written application from Area Commissioner</td>
</tr>
<tr>
<td>Group Commissioner Wood Badge 1</td>
<td>National</td>
<td>Council Commissioner</td>
<td>Council Commissioner based on written application from Area Commissioner</td>
</tr>
<tr>
<td>Section Wood Badge 2</td>
<td>National</td>
<td>Council Commissioner</td>
<td>Council Commissioner based on written application from Area Commissioner</td>
</tr>
<tr>
<td>Outdoor Skills Modules</td>
<td>National</td>
<td>Council Commissioner</td>
<td>Council Commissioner based on written application from Area Commissioner</td>
</tr>
<tr>
<td>Introductory Trainer</td>
<td>National</td>
<td>Council Commissioner</td>
<td>Council Commissioner based on written application from Area Commissioner</td>
</tr>
<tr>
<td>SCOUTSabout Leader Training</td>
<td>National</td>
<td>Council Commissioner</td>
<td>Council Commissioner based on written application from Area Commissioner</td>
</tr>
<tr>
<td>Council and Area Commissioner Training</td>
<td>National</td>
<td>National – Adult Volunteer Development</td>
<td>National – Adult Volunteer Development</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Training design and evaluation</td>
<td>National</td>
<td>National – Adult Volunteer Development</td>
<td>National – Adult Volunteer Development</td>
</tr>
<tr>
<td>Training Management</td>
<td>National</td>
<td>National – Adult Volunteer Development</td>
<td>National – Adult Volunteer Development</td>
</tr>
</tbody>
</table>
SCOUTS CANADA
STANDARD OPERATING PROCEDURES

SECTION 7000 – DUTY OF CARE

7000 - CODE OF CONDUCT:

Statement of Policy

The primary responsibility of all volunteers and staff in the Scouting movement is the well-being and development of youth. As a Scouts Canada volunteer or staff, you are required to abide by the organization’s policies and procedures and to ensure your conduct is in keeping with the organization’s Mission and Principles.

This Code of Conduct applies to all Scouts Canada volunteers and staff, regardless of location, and in accepting an appointment; you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection, although a breach may result in disciplinary action (including dismissal in some instances) and, in some cases, may lead to criminal prosecution.

MISSION AND PRINCIPLES

MISSION:
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.

PRINCIPLES:
Scouting is based on three broad principles which represent its fundamental beliefs. Duty to God: This is defined as “adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom.” Duty to Others: This is defined as “loyalty to one’s country in harmony with the promotion of local, national and international peace, understanding and cooperation,” 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: This is 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.

Scouts Canada Code of Conduct

This Code of Conduct applies to all Scouts Canada volunteers including youth in positions of responsibility (Activity Leaders, Scouters-in-Training and Youth Commissioners) and employees regardless of location. When you accept an
appointment, you agree to carry out your duties and act according to the requirements of this Code.

This Code of Conduct also applies to parents and guardians who wish to participate in their child’s overnight Scouting activities and to resource people recruited to assist with a specific Scouting activity. Additional requirements may apply and are detailed in Scouts Canada’s Volunteer Screening Policy found at http://www.scouts.ca/cys/SC-CYS-VolunteerScreeningPolicy-eng.pdf

As a volunteer or employee of Scouts Canada, or as a parent or resource person attending Scouts Canada activities, you are expected to agree to each of these statements:

1. **I will ensure the safety, health and well-being of all Scouts Canada members, especially children and youth.**
   - I will follow all legal and Scouts Canada health and safety requirements.
   - I will follow all screening guidelines and will immediately tell my Commissioner or Scouts Canada employee if any of the guidelines have been broken or ignored.
   - I will avoid any unnecessary risk to the safety, health and well-being of myself and others.
   - I will do risk and hazard reviews before, during and after all Scouting activities.

2. **I will ensure that my personal conduct is, and is seen to be, of the highest standards and follows Scouts Canada’s Mission and Principles.**
   - I will treat all people fairly and with respect and dignity.
   - I will follow the drug and alcohol policy for all Scouting-related activities.
   - I will not swear or use inappropriate language in front of youth.
   - I will always ask a youth member for permission before I touch them; I will only touch them on the hands, arms, shoulders or head and will always do it where others can see us. The only exception is in the case of a medical or safety emergency.
   - I will respect everyone’s right to personal privacy. For co-ed sections, I will make best efforts to have separate sleeping accommodations and washing facilities that are also different from adult ones.
   - I will not smoke in front of youth.
   - I will never be alone with a youth member except in an emergency. I will ensure that any private conversations that I have with a youth member will take place where we can be seen by others.
   - I will not use my role in Scouting to have contact with youth members outside of Scouting.
   - I will follow the Scouts Canada guidelines for connecting with youth participants using technology and social media.
   - I will use positive discipline that includes setting fair rules, listening, problem-solving, encouraging and being a good example. I will not use harmful methods such as hitting, name-calling, yelling, put-downs or rejection.
3. I will avoid involvement in any criminal activities, activities that do not respect human rights or activities that risk the reputation of Scouts Canada.

- I will report to authorities (see www.scouts.ca/ca/canadian-child-protection-agencies for provincial listing) any form of illegal activities against children and youth that I become aware of.
- I will notify Scouts Canada if I face any new criminal charges during my time as a volunteer or employee.
- I will not in any way behave sexually with children or youth. This includes sexual jokes, language, names, touching, pornography, and exploitation.
- I will not use technology or social media to encourage youth to disrespect or exploit others.
- I will not abuse or exploit children or youth in any way, and will immediately report to authorities (see www.scouts.ca/ca/canadian-child-protection-agencies for provincial listing) and my Commissioner or Scouts Canada employee if I see anyone else doing it.

4. I will not participate in any form of bullying, harassment, discrimination, physical or verbal abuse, neglect, intimidation or exploitation.

- I will follow the requirements of Scouts Canada’s Child and Youth Protection, Diversity and Bullying/Harassment policies. If I see anyone not following these requirements or hear of an incident, I will report it as required in the Complaint Procedure. (http://www.scouts.ca/bpp/en/policies/Complaint-Form.pdf)
- I will never engage in any exploitative, abusive or corrupt relationships, acting always as a kind and judicious parent and/or volunteer.

The Code of Conduct must be read, reviewed and signed electronically or in hard copy prior to the beginning of each Scouting year.

KEY RELATED DOCUMENTS
Bullying/Harassment Policy
Child Protection Policy
Drug and Alcohol Policy
Screening Policy
Complaint Procedure

*Approved by the BOG (May 2012)
Revised July 15, 2012
Revised May 2014
7001 – Bullying/Harassment Policy

Statement of Policy

Bullying/harassment are forms of abuse.

Bullying/harassment breaks down the positive and protective environment we seek to develop, and, at its worst, is physically, emotionally, or sexually harmful. It is contrary to our objective of individual growth and development.

Bullying/harassment in any form are unacceptable.

Definition of Bullying and Harassment

Bullying has traditionally been defined by three elements: aggression (the intent to harm), a power differential, and repetition.

The power that those who bully hold over others can arise from their individual characteristics, such as superior size, strength, or age; and from knowledge of others’ vulnerabilities. The power in bullying can also arise from a position in a social group, either in terms of generally high social status, by membership in a group of peers who support bullying, or through systemic power (e.g., class, race, mainstream culture).

The perspective of bullying as a relationship problem highlights that problems arise from complex interpersonal dynamics rather than simply from an individual’s problem with aggression or with being unable to defend him or herself. Within a bullying relationship, children and youth who bully are learning how to use power and aggression to control and distress another and children and youth who are repeatedly victimized become trapped in abusive relationships that are increasingly difficult to escape.

Bullying takes different forms at different ages and the label applied to bullying also changes with developmental stage and relationship context. The term harassment is more often applied to teenagers and adults for repeated aggression from a position of power. When children enter adolescence, new forms of aggression combined with power emerge. As children develop cognitive and social skills, they become more aware of others’ vulnerabilities and differences and of their own power relative to others. Bullying becomes diversified into more sophisticated forms of verbal, social, electronic, sexually and racially-based aggression. In sexual harassment, the power derives from targeting another’s sexuality, sexual orientation, or some other physical or psychological vulnerability related to sexuality. Racism and sexism are also forms of aggression exerted from a position of power entrenched in socio-political foundations.

Challenges in Identifying Bullying

Bullying can be considered on a continuum from mild forms of aggression to behaviors that deeply violate an individual’s sense of well-being and belonging.
Repetition is an element of the definition that has recently been disputed by researchers. Children and youth consider an isolated act of bullying as such. With repeated bullying, however, the power differential between the individual who bullies and the victimized individual increases, leaving victimized individuals increasingly powerless to defend themselves. An understanding of the following will enable Scouters to identify bullying.

- The distress of the victimized individual may be the only indicator of a bullying situation. An outsider cannot always determine whether an act is aggressive; however, if a victimized child experiences it as distressing, then it needs to be addressed. To further complicate matters, the person who is victimized may mask his or her distress to save face; this is especially true in adolescence. Scouters must use judgment as to what kinds of behaviour are interpersonally hurtful and unacceptable.

- It may not be possible to know what the intentions are of a person who is bullying, but the Scouter should consider whether there is an intent to harm or cause distress, or a callous disregard for the distress of the victimized individual. Aggression in bullying needs to be differentiated from rough-and-tumble play and friendly, mutually fun teasing in which there is no intent to harm.

- Some children and youth are both aggressive and victimized by their peers. These children have been called “provocative victims” or “bully-victims”. They experience a wide range of problems in their relationships and require intensive support to move beyond their involvement in bullying and victimization.

Means and Forms of Bullying

Bullying can be carried out in several ways, some of which are face-to-face and others which are indirect. Children, youth and adults who bully/harass do so in a variety of ways. Bullying and harassment can take many forms, all of which reflect the power differential inherent in bullying.

All leaders handbooks contain details on the following types of bullying: Physical, Verbal, Social, Electronic or Cyber bullying, Racial bullying/harassment, Religious bullying/harassment, Sexual bullying/harassment and Disability bullying/harassment.

Statement of Contextual Parameters

This bullying and harassment policy pertains and applies to ALL members of the Scouting community, and ALL the different forms of relationships within our community: including relationships between adult professionals, volunteers, parents; as well as between children and youth of all ages. It is recognized that adults and older youth are role models, and that children and youth learn powerful lessons through observation of the behaviours of adults. Children and youth learn what is and what is not acceptable in relationships through observing the ways Scouters relate to each other, how
Scouters relate to other children and youth in their section, and how Scouters relate to them.

Because cyber bullying affects relationships and the social climate within the Scouting community, cyber bullying is covered by the same policy as other forms of bullying and harassment.

Procedures and Processes to Resolve Bullying and Harassment Problems

Prevention

1. All Scouters should be educated about bullying and bullying prevention. Basic information about bullying can be found in the Leader Handbooks. It is critical that all Scouters be aware that bullying behaviour is common among children and youth but hidden from adults.

2. Scouters must be vigilantly observant regarding the way youth in their groups relate to one another.

3. In establishing expectations about appropriate and respectful behaviour for each scouting group, Scouters must define bullying and harassment in developmentally appropriate terms and communicate that everyone has the right to be safe and has the responsibility to treat others with respect. The Scouter should send a clear expectation that bullying/harassment will not be accepted in any scouting activity or online.

4. Sometimes, children and youth need guidance in how to handle teasing and bullying and what the difference is. Leaders may need to lead a discussion on this topic. Do You Feel Targeted? (adolescences) and How to Handle a Bully (children) are two topics in a handout format can be found on the PREVnet website.

5. Parents should be aware of the Scouts Bullying and Harassment Policy.

6. Scouters must communicate to all members that they expect children and youth who are victimized to come forward and report the problem to them. As well, Scouters must communicate that peers who observe bullying and harassment should respectfully stand up against the bullying and/or report the problem to them.

Roles, Responsibilities, and Reporting

The response must address the needs of:

1) the child/youth who has been victimized,
2) each child/youth who has seen bullying/harassing and
3) the Scouts in the affected peer group.

a) Group Commissioner needs to be informed of the situation.
b) Section leaders should meet with the children/ youth in the group: to get more information if needed, convey the seriousness of the bullying incident, and/or to create a restorative response to the bullying problem so it doesn’t happen again. This is best done in a small group format i.e. lodges, sixes, patrols with one leader to each group. A Sixers Council and Court of Honour could be used to help solve the problem and give support to victim and help the bully to change. Responses should use “relationship solutions”, that is, they should be geared to enhancing children and youth’s development of the ability to have healthy and respectful relationships.

c) A meeting with the section leader, the child/youth who was victimized and his or her parent’s needs to be held to assess what happened and create a plan to ensure safety and the building of healthy relationships. Leaders need to regularly check in with the victimized child or youth for a long enough time period to ensure that the bullying/harassment has stopped and to ensure the physical and psychological safety of the child.

d) A meeting with the section leader, the child/youth who was bullying and his or her parents to assess the seriousness of the incident, and to select and enforce appropriate formative consequences. Those who bully need to be aware that there will be regular check-ins to ensure the bullying has stopped. These consequences have two simultaneous goals 1) to hold the child responsible for their bullying and harassing behaviour and 2) to educate the child who has bullied so that over time he or she develops greater understanding, insight, and motivation to refrain from the behaviour.

e) The intensity of the response for all three audiences should be balanced with the severity of the problem defined by
- the severity of the aggressive behaviour,
- how long the bullying/harassment has been going on,
- how frequently it occurred,
- how pervasive is the pattern of bullying involvement (in other words, does the child or youth have a history of repeated involvement in bullying or being victimized in other settings?)

f) If all efforts made to prevent and constructively address bullying/harassment have failed, as a last resort, suspension or expulsion of the bully may be the only way to secure the welfare and safety of a person who is victimized and the positive functioning of the group.

g) It is the Group Commissioners responsibility to make a decision if time limited suspensions or expulsions are warranted in consultation with the section leaders and parents of the child who bullied.

h) A brief written report indicating dates and names of those involved in meetings should be presented to the Group Commissioner and a copy to the parents. These to be kept until the end of the scouting year.
This person who meets with the involved children/youth and their parents should be:

- Prepared for this role and sensitized to the issue of bullying and harassment
- Capable of assessing the degree of distress and potential risk for both the child or youth who was bullying and child or youth who was victimized.
- Knowledgeable about appropriate responses that take into account the child’s or youth’s unique characteristics, his or her family situation, the peer group dynamics, and available community supports beyond the Scouts setting.

*Approved by the BOG (May 2012)
Revised July 15, 2012

7002 – Child Abuse Prevention Policy

Background
Scouts Canada has set as its mission “to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.”

This mission is operationalized through a variety of means that includes: the assistance of youth to establish a value system based upon spiritual, social and personal principles as expressed in the Promise and Law. These principles include: duty to God, duty to others and duty to self.

Consequently Scouts and their leaders have a collective responsibility to ensure the safety of children and youth involved in Scouting as well as responsibility to protect its members from bullying and all forms of child abuse, whether physical, sexual or emotional, and neglect. Additionally Scout leaders must be alert to inappropriate physical or sexual behaviour between Scouts.

Child abuse cannot and will not be tolerated in the Scouting movement but leaders must also be aware of signs of neglect by a parent or other caregiver. These signs however are often more difficult to determine. If one has suspicions of abuse or neglect it is required that these suspicion be reported to the appropriate authorities. When unsure if circumstances require a report, it is prudent to consult with local authorities.

Child protection is a provincial/territorial responsibility and as such is provided in various forms across the country and may be identified by different names but will be listed under “child protection services” in your community. An up to date list is available from Scouts Canada or your Council Executive Director or local police service.

Most provinces provide the service directly through employees of the public service but in Ontario and some parts of Manitoba the service is provided through private agencies. Additionally several provinces have divested protection responsibility to native agencies.

However legislation and definitions of child abuse are relatively standardized across the country. All include a definition of physical, sexual and emotional abuse as well as the risk thereof. Scout
leaders must be aware of the local definitions and contact information for child protection authorities and police.

Additionally the definition of a child is included in child protection legislation. Generally a child is defined as any person under the age of 19, 18 or 16 depending on the province.

It is imperative therefore that all adults in the Scouting movement are aware of, and adhere to provincial legislation and the following policies relating to the abuse of children.

**Child Abuse Prevention Policy Statement**

All complaints of physical or sexual abuse must be reported immediately to the child protection authorities and the police in your jurisdiction. Additionally all complaints of risk of physical, sexual or emotional abuse must be reported to the local child protection authorities. Failure to do so may result in suspension from the Scouting program and criminal charges under provincial child protection legislation. If the person is uncertain about circumstances, it is prudent to consult with local authorities.

Information relating to a current situation must be reported to the local child protection authorities. Information of an historical nature involving a former scout who is now an adult should be reported to police. Scouts Canada will ensure that each Scout leader is aware of local authorities and their contact information as well as the definition of a child as defined by the provincial legislation.

The recipient of the complaint must stop collecting information upon determining that there are reasonable and probable grounds to suspect abuse and turn the matter over to the appropriate authorities immediately.

Upon completing the report to authorities the person must then report to the Council Executive Director, as per the Compliance Procedure, who will contact the child protection authority and in cases of physical or sexual abuse, the police, to ensure the referral has been made. He/she must also report to the Scouts Canada Risk Manager and the Director of Communications.

The Council Executive Director, immediately, upon consultation with the child protection authorities and in cases of physical or sexual abuse, the police, will suspend the alleged abuser.

**Child Protection Policy**

Anyone with reasonable and probable grounds to believe that a child is being mistreated or is receiving inadequate care and supervision is required to report such suspicions to the local child protection authority. If there is uncertainty about information, it is prudent to consult with local child protection authorities.

**7002. 1 – Procedures**

When any member or parent contacts a member of Scouts Canada with a complaint of abuse or neglect against a member, or if the police contact Scouts Canada to inform us of allegations or charges against a current member, the following steps should be taken immediately.
1. Advise the person that you are required to and will report the occurrence to the appropriate Child Protection Authority and in circumstances involving physical or sexual abuse, police as well as the Scouts Canada Council Executive Director. No judgment statement should be made about the alleged abuser, nor should you show alarm or anger.

2. Remove the child from any further danger if warranted.

3. Advise the person they will hear further directly from the child protection authority or police.

4. Advise the child or parent that all information will be kept confidential and will only be provided to those who require it for the protection of all involved.

5. Contact the child protection authority, and in circumstances involving physical or sexual abuse, police and your Council Executive Director immediately following the discussion.

6. As soon as possible, write a more detailed report of your discussion regarding alleged or suspected abuse or neglect (i.e. who, what, when, where). Give your written statement to your Council Executive Director as soon as possible as per Compliance Procedure.

Do not investigate further; this is the duty of Child Protection Authorities or Police.

Tips for dealing with child abuse or child protection allegations

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

2. Ensure that discussions with the child occur in a private setting, (using the “two leader rule”).

3. It is critical to use open-ended questions. Do not lead. “Tell me what is happening” is a good open-ended question.

4. It is imperative that the child does most of the talking so as to avoid any leading by the adult in the collection of information.

5. When the disclosure has given reasonable and probable grounds to suspect child abuse, no further questions should be asked. Do not probe for any details. It is now time to make a child abuse referral to the child protection authorities and/or the police.

6. The details of the interview should be documented immediately upon its conclusion because recall and memories are most accurate at this time.

Child Protection Training Policy

Scouts Canada will make available to each Scout leader as part of orientation to scouting, information with regard to provincial/territorial legislation identifying child protection authorities and definitions of child abuse and neglect and will ensure through training, that leaders are aware of reporting requirements and procedures. In addition each Scout leader will be provided with information and best practices to prevent child abuse, bullying, exploitation, other mistreatment or violence from occurring while involved in Scouting programs.
Scouts Canada will collect from the provincial or territorial child protection authorities, information to be included in its orientation materials outlining the definition of a child, the definition of child abuse and a child in need of protection as well as contact information for the local child protection authorities and the police.

*Approved by BOG (May 2012)
Revised July 15, 2012

7003–ADDITIONAL RESOURCES:

- Scouts Canada’s *Bylaw, Policies & Procedures*
- Scouts Canada’s Help Line – helpcentre@scouts.ca
- Scouts Canada’s web site - www.scouts.ca
- Scouts Canada’s *How to Protect Your Children From Child Abuse: A Parent’s Guide*
- Any Scout Office
- Provincial and local laws
8000 – UNIFORMS

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

Only members of Scouts Canada may wear the official uniform.

8000.1 – Section Members and their Section Leaders

<table>
<thead>
<tr>
<th>Section</th>
<th>Formal Uniform*</th>
<th>Alternative Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaver Scouts</td>
<td>Beaver Vest – Brown with logo</td>
<td>Same as Formal</td>
</tr>
<tr>
<td></td>
<td>Hat – Blue bucket style with logo</td>
<td>Optional T-shirt available.</td>
</tr>
<tr>
<td></td>
<td>Necker – Scouts Canada</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beaver Scout Necker or Group neckerchief</td>
<td></td>
</tr>
<tr>
<td>Cub Scouts</td>
<td>Shirt – Long sleeve grey jersey</td>
<td>Same as Formal</td>
</tr>
<tr>
<td></td>
<td>Pants – Navy blue</td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>Shorts – Navy blue</td>
<td>Shirt – Grey Tech tee with logo</td>
</tr>
<tr>
<td></td>
<td>Necker – Scouts Canada red or tan Necker or Group neckerchief</td>
<td>Pants – Navy blue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shorts – Navy blue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Necker – Scouts Canada Red or Tan Necker or Group neckerchief</td>
</tr>
<tr>
<td>Scouts</td>
<td>Shirt – Green Scouts Canada long sleeve shirt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pants – Navy blue or tan</td>
<td>Same as Formal</td>
</tr>
<tr>
<td></td>
<td>Shorts – Navy blue or tan</td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>Necker – Scouts Canada red or tan Necker or Group neckerchief</td>
<td>Shirt – Green Tech tee with logo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pants – Navy blue or tan</td>
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<tr>
<td></td>
<td></td>
<td>Necker - Scouts Canada red or tan Necker or Group neckerchief</td>
</tr>
<tr>
<td><strong>Venturer Scouts</strong></td>
<td><strong>Rover Scouts</strong></td>
<td><strong>Leaders/Advisors/Service Scouters</strong></td>
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<tr>
<td>---------------------</td>
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<td>--------------------------------------</td>
</tr>
<tr>
<td>Shirt – Navy Blue Scouts Canada long sleeve shirt</td>
<td>Shirt – Red Scouts Canada long sleeve shirt with Rovers Canada badge strip</td>
<td>Shirt – Red Scouts Canada long sleeve shirt with appropriate role badge</td>
</tr>
<tr>
<td>Pants - Tan</td>
<td>Pants – Tan</td>
<td>Pants – Tan</td>
</tr>
<tr>
<td>Shorts – Tan</td>
<td>Shorts – Tan</td>
<td>Shorts – Tan</td>
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<tr>
<td>Necker – Scouts Canada red or tan Necker or Group neckerchief</td>
<td>Necker – Scouts Canada red or tan Necker or Group neckerchief</td>
<td>Necker – Scouts Canada red or tan Necker or Group neckerchief</td>
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<td><strong>Same as Formal Or</strong></td>
<td><strong>Same as Formal Or</strong></td>
<td><strong>Same as Formal Or</strong></td>
</tr>
<tr>
<td>Shirt – Navy Tech tee with logo</td>
<td>Shirt – red or Navy Tech tee with logo</td>
<td>Shirt – red or Navy Tech tee with logo</td>
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<tr>
<td>Navy Tech polo with logo</td>
<td>Red or Navy Tech polo with logo</td>
<td>Red or Navy Tech polo with logo</td>
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<td>Pants – Tan</td>
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<td>Pants – Tan</td>
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<tr>
<td>Shorts – Tan</td>
<td>Shorts – Tan</td>
<td>Shorts – Tan</td>
</tr>
<tr>
<td>Necker – Scouts Canada red or tan Necker or Group neckerchief</td>
<td>Necker – Scouts Canada red or tan Necker or Group neckerchief</td>
<td>Necker – Scouts Canada red or tan Necker or Group neckerchief or Gilwell neckerchief</td>
</tr>
</tbody>
</table>

**NOTES:**

*See section 8000.3 for definition of a formal event. Activity uniforms are appropriate for most Scouting activities.*

Members may wear official pants/shorts/skirts supplied by National Retail Services, or a similar style of their own sourcing.

Group neckerchief – design, colour and material to be determined by the Group/Section committee and approved by the next senior Council.

A tech ball cap, field hat or toque, as supplied by Scouts Canada’s Retail Services, are the only authorized headwear for wear with the formal uniform when conditions warrant.
8000.2 – Alternative/Activity Uniform:

This uniform is appropriate to wear for most scouting activities, including during weekly meetings, to camps, while traveling and on outings.

8000.3 – Formal Activity Uniform:

This uniform may be worn for any Scouting activity. It may be a more appropriate choice to wear to formal events such as major award ceremonies, civic meetings, and Remembrance Day ceremonies.

8000.3.1 – Tan Uniform:

The Scouts Canada tan uniform/sash and original Beaver Scout uniform, available for sale by National Retail Services until 2012, may be worn for any Scouting activity. Badges should be worn according to uniform diagram standards, below. Navy blue pants/shorts/skirt should be worn when in full uniform. Headwear requirements are as stated in 8000.13.

8000.4 – Information for Scouters:

The decision on which specific combination of clothing items to wear during program activities is an individual choice made by the youth.

8000.5 – Non-Section Adult Uniform / Standard Business Dress

<table>
<thead>
<tr>
<th>Non-Section Adult Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footwear</td>
</tr>
<tr>
<td>Belt</td>
</tr>
<tr>
<td>Pants/ Skirt</td>
</tr>
<tr>
<td>Shorts</td>
</tr>
<tr>
<td>Shirt/Blouse</td>
</tr>
<tr>
<td>Vest / Outer wear</td>
</tr>
<tr>
<td>Necker</td>
</tr>
</tbody>
</table>
Note:
Registered adults may wear section specific role badges available to Section Scouters when servicing sections.

8000.6 – Service Scouters:

As determined by the supervising Council, Service Scouters may wear the tan or red National neckerchief, Council neckerchief or the Gilwell neckerchief.

8000.7 – Activity Leaders/Scouters-In-Training:

Activity leaders/Scouters-In-Training may wear the uniform of the section to which they belong, or alternatively, the adult Scouter uniform. In the event they do not wear a uniform, they shall wear appropriate activity dress.

8000.8 – Keeo:

While attending colony meetings the Cub uniform is worn and a silver coloured neckerchief with a Keeo badge affixed to the point.

8000.9 – Kim:

While attending pack meetings the Scout uniform is worn and a yellow coloured neckerchief with a Kim badge affixed to the point.

8000.10 – SCOUTSabout:

Members do not wear a uniform. Optional clothing for SCOUTSabout members includes t-shirts, sweatshirts, hats, etc.

8000.11 – Extreme Adventure:

Members do not wear a uniform. Optional clothing for Extreme Adventure members includes t-shirts, sweatshirts, hats, etc.

8000.12 – Other Items:

Other items of dress and equipment carried by Scouts Canada’s Retail Services may be worn when appropriate and at the discretion of each section.
8000.13 – Headwear:

The Scouts Canada uniform includes optional tech ball caps, which may be worn at the individual’s discretion. A field hat and toque, as supplied by Scouts Canada’s Retail Services, are the only alternative authorized headwear for wear with the uniform, when conditions warrant.

8001 – INsignia

Only authorized insignia may be worn on the uniform.

8001.1 – Chaplain:

The Chaplain’s cloth badge is worn above the left breast pocket of the red uniform.

8001.2 – Beaver Lodge Patch:

Worn on the right pocket of the vest. The colour and shape is determined by the members of the lodge.

8001.3 – Wolf Cub Six Patch:

A triangular patch centered on the right sleeve of the shirt just below the Area badge. A different coloured patch is worn by each six in the pack.

8001.4 – Patrol Identification:

Each patrol may select a patrol name that has particular significance to the area in which they live or special meaning to patrol members. The patrol emblem may be selected from crests available through Scout Shops and is worn on the left sleeve of the Scout uniform.

8001.5 – Link Badge:

A youth member who has participated in one or more of the section programs may wear all the appropriate Link Badges on being invested into the next higher age level program. (See appropriate section in handbook for requirements.)
8001.6 – Council Emblem:

A design incorporating the province/territory, if wanted, approved by the Executive Commissioner; worn on the upper left sleeve of the uniform, as indicated on the badge placement diagram. For Beavers, worn on the left breast just below the “Scouts Canada” insignia. Crests should remain within maximum sizing specifications.

8001.7 – Area Emblem:

Of a design approved by the Council Commissioner. Worn on the sleeve of the uniform, just below the Group emblem, as indicated on the badge placement diagram. For Beavers, worn on the right breast just below the Group emblem. Crests should remain within maximum sizing specifications.

8001.8 – Group Emblem:

Name and number of Group in a design approved by the Group/Section committee, worn at the top of the right sleeve of the uniform. Only the emblem of the Group in which the wearer is currently active may be worn. May be worn by all uniformed members of a Group. For Beavers, worn on the right chest at a height equal to the “Scouts Canada” insignia. Crests should remain within maximum sizing specifications.

8001.9 – Service Stripes:

A member may indicate total length of service by wearing one or more service stripes. Service is indicated as follows:

- Silver Service Stripe—1 year
- Gold Service Stripe—5 years

For each year of service a silver service stripe may be added, until five years of service has been reached, when a gold stripe will replace the silver stripes. Thereafter, a silver stripe may be added for each further year of service until ten years is achieved, when a gold stripe would again replace the silver stripes. Membership in Scouting as a youth may be included. Service in the Girl Guide Movement may be included.

8001.10 – Rank Badges:

- Wolf Cub Sixer - Sixer Woggle (2 stripes)
Wolf Cub Second – Second Woggle (1 stripe)
Patrol Leader – Patrol Leader Woggle (2 stripes)
Assistant Patrol Leader – Assistant Patrol Leader Woggle (1 stripe)
Sea Scout Patrol Leader – Sea Scout Patrol Leader Woggle (2 stripes)
Sea Scout Assistant Patrol Leader – Sea Scout Assistant Patrol Leader Woggle (1 stripe)

8001.11 – Other Insignia:

The Canada Cord Pin may be worn by former youth members of Guiding, on the flap of the left breast pocket on the uniform, until such time as the Queen’s Venturer Award is earned.

8001.12 – Wood Badge Part I:

Scouters, including SIT’s and Venturers, who have completed Wood Badge Part I and who wear a neckerchief may wear the Wood Badge woggle.

8001.13 – Wood Badge Part II:

Those 16 years of age and older who have completed Wood Badge Part II may wear the Gilwell neckerchief and Wood Badge woggle.

8001.14 – Agency Badges:

Venturers, Rovers and Scouters who hold a current certificate awarded by St. John Ambulance Association, Lifesaving Society or Canadian Red Cross Society may wear the appropriate agency badge on the uniform.

Only the most senior badge earned from each agency may be worn, and such badge(s) is/are to be worn on the right sleeve of the uniform just above the cuff.

Agencies require periodic re-testing to ensure the skill level is maintained and updated. Members should remove badges when no longer qualified by the agency to wear them.

8001.15 – Sea Programs:

Sea Scouts/Venturer Scouts/Rover Scouts wear a section-specific strip on their right breast pocket flap to designate themselves, as well as the appropriate woggle, if applicable.
8001.16 – Uniform Diagrams:
Please click on link below to see appropriate uniform.


Rover Scout:  http://www.scouts.ca/canadianpath/download/uniforms/insignia-placement-rs.pdf

8002 – FLAGS

Any of the following may be used:
• The Canadian Flag;
• The Provincial/Territorial Flag.
• Section flags, flags of official design bearing the appropriate symbols and, if desired, the name of the group.

– Official Designs are:

Beaver colony flag
— blue field and brown beaver on a white circle and blue lettering.

Wolf Cub pack flag
— yellow field, green wolf head, green lettering.

Scout troop flag
— green field, yellow fleur-de-lis, green lettering.

Sea Scout troop flag
— navy field, white fleur-de-lis, white lettering.

Venturer company flag
— blue field, gold, white and blue symbol, gold lettering.

Rover crew flag
— white field, red cross, yellow fleur-de-lis, green lettering.

World Flag
— purple field, white fleur-de-lis encircled by white rope.

Scouts Canada’s flag
— white field, Scouts Canada’s logo, black lettering.

2. – Dedication:

Flags presented to a Group or Section may be dedicated to their use by a fitting ceremony.
SCOUTS CANADA
STANDARD OPERATING PROCEDURES

SECTION 9000 – RECOGNITION / HONOURS AND AWARDS

9000 – RECOGNITION

Members of Scout Canada can earn a number of honours and awards in recognition of acts of gallantry, bravery and service to Scouting. The terms below will familiarize you with definitions, types of Honours & Awards and basic information about the application process. In addition, we recommend that you read “A Guide to the Honours and Awards of Scouts Canada” on Scouts Canada’s web site (www.scouts.ca).

The intent of Scouts Canada’s Honours and Awards program is to provide recognition of its members while they are still members of the organization. This allows members to be recognized for their service by the youth and their fellow Scouters.

This would extend to Councils approving Honours and Awards within their jurisdictions.

9001 – DEFINITIONS

9001.1 – Honour:

Two types of honours are awarded for different acts:

- Recognition of high character and courage, gallantry, meritorious conduct or outstanding service to Scouting.
- A Long Service Award in recognition of long, faithful and efficient service to Scouting.

9001.2 – Decoration:

A medal design representing an honour or long service award, worn by recipients at formal functions.

9001.3 – Bar:

An insignia added to a previously granted honour in recognition of further acts of gallantry, meritorious conduct or service. There are two indicators of a Bar:

(i) Gallantry and Meritorious Conduct: Shown by a metal bar added to the ribbon conferred with the original award.

(ii) Recognition for Service: Indicated by a different coloured ribbon, replacing the ribbon supplied with the original award.
9001.4 – Certificate:

A document declaring an honour.

9001.5 – Emblem:

A cloth or metal insignia identifying an honour, usually sewn to the uniform for normal wear.

9002 – HONOURS

9002.1 – The Jack Cornwell Decoration (awarded for High Character and Courage):

(i) - Historical Note:

John Travers Cornwell, at age sixteen, served as a Boy (1st class) on board H.M.S. “Chester” at the Battle of Jutland in 1916. Mortally wounded early in the action, he remained at his post awaiting orders until the end of the action, with the dead and dying around him. Transferred to Grimsby Hospital, he died a few days later. He was posthumously awarded the Victoria Cross. Jack had been a Scout in London, England.

To perpetuate his memory, the Jack Cornwell Decoration (formerly the “Cornwell Scout” Badge) was instituted.

(ii) - Eligible:

Children and youth members in any program section of Scouts Canada.

(iii) - Qualifications:

1. A nominee must be especially recommended for pre-eminently high character, devotion to duty and specific acts of physical courage; or must have undergone great suffering in an heroic manner.

2. The nominee must be the subject of a good report from the nominee’s Scouter and an additional, independent, responsible person certifying as to:
   • initiative
   • industry and effort
   • obedience and discipline
   • trustworthiness
   • punctuality in attendance, and
   • smartness of bearing and appearance
9002.2 Award For Fortitude (awarded for fortitude):

Eligible:

- Youth and adult members of Scouts Canada who, despite physical or mental impediments to their involvement, have made a significant contribution to the Movement.

9002.3 – Awards For Gallantry (in ascending order):

(i) - Certificate for Gallantry (for gallantry with slight risk worthy of commendation).

(ii) - The Bronze Cross (for gallantry with moderate risk).

(iii) - Bar to the Bronze Cross (for an additional and similar act of gallantry).

(iv) - The Silver Cross (for gallantry with considerable risk).

(v) - Bar to the Silver Cross (for an additional and similar act of gallantry).

(vii) - The Gold Cross (for gallantry with special heroism and extraordinary risks).

(viii) - Bar to the Gold Cross (for an additional and similar act of gallantry).

Eligible:
Members in any program section of Scouts Canada and adults holding any appointment or position with Scouts Canada. Sections are also eligible in cases of combined action by all, or a number, of its membership.

9002.4 – Awards For Meritorious Conduct (in ascending order):

(i) - Certificate For Meritorious Conduct:
For meritorious conduct worthy of recorded commendation, but which does not justify a medal or bar.

(ii) - The Medal For Meritorious Conduct:
For especially meritorious conduct not involving heroism or risk of life.

(iii) - Bar To The Medal For Meritorious Conduct:
For further meritorious conduct that would justify conferring a medal.
Eligible:
Members in any program section of Scouts Canada and adults holding any appointment or position with Scouts Canada. Sections are also eligible in cases of combined action by all, or a number, of its membership.

9002.4 – Awards For Meritorious Conduct (in ascending order):

(i) - Certificate For Meritorious Conduct:
For meritorious conduct worthy of recorded commendation, but which does not justify a medal or bar.

(ii) - The Medal For Meritorious Conduct:
For especially meritorious conduct not involving heroism or risk of life.

(iii) - Bar To The Medal For Meritorious Conduct:
For further meritorious conduct that would justify conferring a medal.

Eligible:
Members of any program section of Scouts Canada and adults holding any appointment or position with Scouts Canada.

9002.5 – For Outstanding Service To Scouting:

(i) - At Council Level (in the order in which they are usually conferred):

1. Certificate of Commendation (for service to Scouting worthy of commendation). Certificates of Commendation may be awarded to youth 16 years of age or older.
2. Medal for Good Service (for good service to Scouting).
3. Medal of Merit (for especially good service to Scouting).
4. Bar to the Medal of Merit (for further especially good service to Scouting which, in itself, would justify conferring a Medal of Merit).

(ii) - At National Level (in the order in which they are usually conferred):

1. The Silver Acorn (for especially distinguished service to Scouting).
2. Bar to the Silver Acorn (for further especially distinguished service to Scouting which, in itself, would justify conferring a Silver Acorn).
3. The Silver Wolf (for service of the most exceptional character to Scouting, normally of national importance).
4. The Silver Maple Leaf (for service to Scouting in excess of 25 years as a member of the executive staff - awarded at retirement.)
5. For International Service:
   The Silver Fox (for service of the most exceptional character to Scouting in the international field, performed by persons who are NOT members of...
Scouts Canada but who are associated with the World Organization of the Scout Movement).

Eligible:
For the Silver Fox and the Silver Maple Leaf, as specified above. For other outstanding service to Scouting awards, adult volunteer members holding any appointment or position with Scouts Canada.

9002.6 – For Long, Faithful and Effective Service to Scouting:

Long, faithful and effective service to Scouting is recognized by awarding a medal or service pin. Councils administer these awards on behalf of Scouts Canada:

(i) Five Year Service Pin (for five years of faithful and effective service to Scouting).

(ii) The Long Service Medal (for ten years of faithful and effective service to Scouting).

(iii) Long Service Pins (for each additional five years of faithful and effective service to Scouting).

Eligible:
Adult members holding any appointment or position with Scouts Canada. Years of Service as a Scouter-in-training qualify.

Service as a Scouter in another country recognized by the World Organization of the Scout Movement (WOSM), or as a leader in a Girl Guide Association recognized by the World Association of Girl Guides and Girl Scouts (WAGGGS), may be claimed only after a person has been registered with Scouts Canada for a period of three years.

9003 – PROCEDURE FOR MAKING APPLICATION FOR AN HONOUR:

Any member of Scouts Canada can initiate an application for an honour at any time, on behalf of any other member. The appropriate form must be completed and submitted through the local Council office. Several categories of forms can be downloaded from Scouts Canada’s web site (www.scouts.ca), or they can be picked up from Council offices. Each form is suitable for the classification of honour to be submitted. These are as follows:

- Jack Cornwell Decoration
- Award for Fortitude
- Gallantry
- Meritorious Conduct
- Outstanding Service to Scouting
- Long Service Award
In the case of either gallantry or meritorious conduct, if the interval between the act and the initiation of the application for recognition has exceeded six months, an explanatory note must accompany the completed form.

An act of gallantry performed by a non-Scouting person, together with a member of Scouts Canada, may be drawn to the attention of The Royal Humane Association, the Carnegie Hero Fund Commission, and in the case of a member of Girl Guides of Canada, to Girl Guides of Canada.

Once the initiator has submitted an application, it passes through a review by the Council honours and awards committee and, where appropriate, by the national Honours and Awards Committee. Occasionally a recommendation may be changed at either committee level in which case consultations take place until agreement is reached.

For further information, consult Scouts Canada’s web site, (www.scouts.ca) for A Guide to Scouts Canada’s Honours and Awards program.

9003.1 – Announcements:

When the Scouts Canada Honours and Awards Committee has confirmed an honour or award, the appropriate Council Office is advised. The necessary arrangements are then made to inform the recipient and advise the local media.

Arrangements for presentation are made at appropriate levels and recipients are advised accordingly.

9004 – CANADIAN BRAVERY DECORATIONS:

The Honours and Awards Committee will, from time to time, select and forward for consideration of the Decorations Advisory Committee at Government House, the names of recipients of gallantry honours of Scouts Canada, together with details of each act and copies of supporting documents, if any.

9004.1 – THE ORDER OF CANADA

Companion of the Order—Officer of the Order—Member of the Order

Proposals for the nomination by Scouts Canada for appointment to the Order of Canada should be submitted through the same channel as proposals for recognition by Scouts Canada. On approval, nominations shall be submitted to the Advisory Committee of the Order by the Chief Commissioner on behalf of Scouts Canada.

Order of Precedence:
(i) Cross of Valour
(ii) Companion of the Order of Canada
(iii) Officer of the Order of Canada
(iv) Commander of the Order of Military Merit  
(v) Star of Courage  
(vi) Officer of the Order of Military Merit  
(vii) Medal of Bravery  
(viii) Member of the Order of Canada  
(ix) Member of the Order of Military Merit

9005 – WEARING OF SCOUTING DECORATIONS:

9005.1 – Wearing Of Emblems:

Cub Scouts, Scouts, Venturer Scouts, and Rover Scouts can wear their emblems on the uniform. The emblem is centered on the wearer’s **left** breast pocket. **Beavers** wear the emblem centered under the Lodge Badge on the vest. When a pinned decoration is worn, it is attached to the right breast.

Adults wear the emblem on the wearer’s **left** pocket. When the pinned decoration is worn, it is attached to the right breast, so as not to be confused with medals officially awarded through the Canadian Honours system, administered by the Governor General.

If more than one emblem is worn, the SENIOR emblem is worn on the wearer’s **right**.

The emblem of an honour conferred upon a *Section* is attached to the Section flag adjacent to the carrying pole. On formal or ceremonial occasions, the decoration is fastened below the emblem.

On formal or ceremonial occasions, medals are worn suspended around the neck. If more than one honour has been received, only the SENIOR medal will be worn. An adult wearing an emblem conferred upon him/her as a youth will wear it on the wearer’s **left** pocket and to the wearer’s right of honours received as an adult.
9005.2 – Wearing Of Decorations For Long Service:

Service pins are worn on civilian clothes.

A gold brooch is available for wear by a member of a Scouting Auxiliary who has had the Long Service Medal conferred upon them.

9005.3 – Youth Awards On The Leader Uniform:

Youth awards (Chief Scout or Queen’s Venturer) can only be worn if the leader is registered as a youth member of a Scout, Venturer Scout, or Rover Scout section. Those adults who, as a youth, achieved the Kings/Queens/Chief Scout’s or Queen’s Venturer award are eligible to wear the Adult Recognition award on the right pocket of the uniform.

9005.4 – Honours And Awards From Other Sources:

At their discretion, holders of honours or awards as prescribed by the Secretary of State for Canada, or the Canadian Military, or for gallantry from any source, or for good services from any Scout or Guide Association, may wear these on their uniform above the left pocket, below the role specific insignia. Undress medals are typically considered more appropriate for wear on the uniform than full medals.
10000 – CAMPING AND OUTDOOR ACTIVITIES

Scouts Canada believes:
• That the outdoors provides an ideal setting for personal growth and recreation;
• That responsible citizenship imposes upon each person an increasing obligation to live in harmony with the natural environment.

Because of these beliefs, camping and outdoor activities are essential parts of the programs.

Every member must be offered the opportunity to participate in camping and outdoor activities. These activities must meet the needs of members for fun and challenge and comply with recognized health and safety practices. Some activities are prohibited by Scouts Canada – refer to Section 13001 – Activity Guidelines for further details.

The responsibility for ensuring the development of long-range plans for camping and outdoor events is carried out by the Council or Group that can most appropriately meet the needs of members. Guidance, resource material and supporting programs are provided by Scouts Canada’s Program Services.

Group Commissioners are responsible for:

• Providing the opportunity for members to have year-round camping experiences.
• Approving plans and operations of Section camps.
• Submitting camp applications to their Council as required.

Sections involved in outdoor activities must ensure that sound conservation and environmental practices as described in this section are followed. This section also helps leaders and group committee members determine if the proposed activity meets the following criteria:
Leaders and Participants Are:
  in the Right Place,
  at the Right Time,
  with the Right People
  and with the Right Equipment.

The Section Leadership requirements outlined in Section 4008.2 must be adhered to at all times. In addition, participation in camping and outdoor activities requires some additional leadership requirements that are outlined in Section 10001.
10000.1 – Activity Categories
(See also Section 13001 for Activity Guidelines for Prohibited Activities)

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

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

(i) - Category 1
Green - (go carefully) Regular weekly meetings whether they are held indoors or outdoors at the regular meeting place. For this category all “Acceptable Practices for Conducting Outdoor Scouting Activities” would apply. Note: Tour, visits and fundraisers would be included in this category. See Section 10006.

(ii) - Category 2
Yellow - (proceed with caution) Any outdoor activity away from the regular meeting facilities, or, of an extended nature, up to and including short-term camping, two nights or less (as defined in Section 10000.2). For this category all “Accepted Practices for Conducting Outdoor Activities” would apply. In addition to these practices the “Acceptable Practices for Specific Outdoor Scouting Activities” may also apply. See Sections 10006 & 10007.

(iii) - Category 3
Red - (stop, be alert, check things carefully before proceeding) Long-term overnight activity of three nights or longer, (as defined in Section 10000.2), or activities of shorter duration, but requiring advanced levels of skills and competencies. For this category, “Accepted Practices for Conducting Outdoor Activities” would apply. In addition to these practices, the “Acceptable Practices for Specific Outdoor Scouting Activities” may also apply. See Sections 10006 & 10007.

10000.2 – Definitions:

(i) “Short-term camp” consists of two nights or less.
(ii) “Long-term camp” consists of three nights or more.
(iii) “Camping” consists of staying overnight for one or more nights in a tent, cabin or other form of shelter.
(iv) “Day-Camps” are outings that do not involve an overnight stay.

10000.3 – Approval/Planning Steps:
Submit to your Group Committee, for their approval, a completed Camping and Outdoor Activity Application for each activity (see Section 20000 for the applicable forms).

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

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

If necessary, apply for a Tour Permit.

Ensure an Emergency Plan is completed.

Review Section 10000, and in particular 10006 for general guidelines and 10007 for the applicable activity for additional requirements, if any.

10001 – ADDITIONAL LEADERSHIP REQUIREMENTS FOR CAMPING AND OUTDOOR ACTIVITIES (See Section 4008.2):

10001.1 – Beaver Scouts, Cub Scouts & SCOUTSabout:

(i) Minimum facilities for camping must include tents for sleeping and some form of additional weather resistant shelter suitable for games, crafts, dining and cooking.

(ii) Additional winter camping requirements:

1. At least one of the adults is experienced in winter camping.
2. A parent or guardian of each youth receives a list of the clothing and bedding required. This gear is checked by the experienced adult before leaving for camp.
3. A telephone or similar communication equipment is available for emergency use.
4. A vehicle, to be used in the event of an emergency, is present on site.
5. The weather resistant shelter contains a source of heat.
6. Indoor washroom facilities are available.
7. A supply of drinking water is available.
8. Arrangements made in case of the need for emergency evacuation.

10001.2 – Scouts:

Troop Scouters may approve patrol size groups of Scouts (two to ten) holding short-term camps without adult leadership, providing each Scout has obtained permission from a parent or guardian.
10001.3 – Venturers/Extreme Adventure
Venturers may hold short-term/long-term camps without adult leadership, providing each youth has obtained permission of a parent or guardian and the approval of the advisor.

10001.4 – Rovers:
Rovers may camp without adult leadership provided notification has been given to the Rover crew advisor.

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

10002 – FIRST AID:

At least one adult has first aid training and first aid equipment appropriate for the activity and is designated as the “First Aider”. If an adult is not present for any reason, a youth member must have first aid training and first aid equipment appropriate to the activity and be designated as the “First Aider”.

The Leader/First Aider must have a method or plan for communications at all times.

10003 – SLEEPING QUARTERS:
The individual’s right to privacy must be recognized and taken into consideration in such matters as sleeping places and sanitary facilities.

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

- Co-educational camps should ensure that every consideration is given to propriety.
10004 – TRANSPORTATION:

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

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

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

Scouts Canada strongly suggests leaders, other Scouting members and/or parent volunteers who use their vehicles to transport passengers carry a minimum of $1,000,000 Liability insurance, and further recommends $1,000,000 per passenger on their vehicle to ensure they are fully protected. Volunteers who drive Scouting members do so at their own risk.

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

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

10005 – TRAVEL:

Please refer to Section 19016.

10005.1 – Air Charter Flights:
   Please refer to Section 19002.

10005.2 – International Letters of Introduction:
   Please refer to Section 19008.
10006 – ACCEPTED PRACTICES FOR CONDUCTING OUTDOOR ACTIVITIES:

Please Note: The Association for Experiential Education (AEE), has granted permission for the use of its resources in the development of this Procedure. *AEE’s Manual of Accreditation Standards for Adventure Programs, 3rd Edition*, has proven particularly valuable and Scouts Canada would like to thank AEE for its support and assistance. Although selected material used in the development of this procedure has come from other sources, the Procedure is solely the property of Scouts Canada. Permission to use source material does not express or imply any endorsement whatsoever by AEE, any other organization or individual.

The following acceptable practices are appropriate for Outdoor Scouting Activities and are consistent with Scouts Canada’s Practices or Methods.

10006.1 – Risk Management:

Sensible and safe practices, tested over time, are the best preparations for safe programs. These practices should include a comprehensive set of guidelines and procedures for encouraging their systematic use by members. Copies of the forms referred to in this Section are found in the Section 20000.

(i) Leaders, and parents/guardians of youth members complete Scouts Canada’s Application For Membership And Appointment of Volunteers Form or Program Participant Enrolment Form at the beginning of each year and update it as the medical history of the participant changes. This form also gives permission for the leader-in-charge or delegates to make arrangements for qualified surgical or medical attention for a child/ward in the event of an emergency without necessity of parents’ prior approval. Note: These are an important and necessary part of the Leader’s Emergency Plan.

(ii) Effective leader-parent communication is critical to ensure that parents are aware of our programs and activities to they can properly prepare and equip their child/youth. This includes information about the nature of the activity, when and where it will be held and specific equipment or preparation required.

(iii) Parents/Guardians complete a Scouts Canada Parent/Guardian Consent Form prior to a category 3 activity or international travel. This form gives permission for a child to participate in a specific event and provides information where the parents may be reached in the event of an emergency.

(iv) Leaders develop an emergency action plan appropriate for their activities. The emergency action plan will include but may not be limited to: a) the Application For Membership And Appointment of Volunteers Form or Program Participant Enrolment Form b) Scouts Canada Parent/Guardian Consent Form (where required); c) site specific considerations; d) search and rescue protocols; e)
location of, and contact information for, emergency medical facilities; f) first aid protocols; and g) notification protocols.

(v) At least one adult/youth has First Aid training and equipment appropriate for the activity. The level of training required varies with the context within which the programming occurs, i.e. Emergency, Standard, Wilderness, etc. Copies of leader certifications are kept on file and must be current to be considered valid.

(vi) Leaders understand that each individual experiences things differently and that for some the perceived risk is far greater than for others. Having this understanding, leaders encourage participants to share their concerns/anxieties either publicly or confidentially so that these may be dealt with in an appropriate manner.

10006.2 – Leadership

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

(i) Leaders/adults have successfully completed Scouts Canada’s screening process. (see Section 3000).

(ii) Leaders/adults have demonstrated the appropriate attitude, skills and knowledge necessary to conduct the activities and the leader responsible is at least: Beaver/Cub/Scout section, 18 years of age; Venturer section, 21 years of age.

(iii) At least one leader/adult has successfully completed recognized training appropriate to the activity or has demonstrated equivalent attitudes, knowledge and skills appropriate to the activity.

(iv) Leaders keep up-to-date on changes in policies, procedures and practices for all program activities. Leaders remain current in their knowledge of Scouts Canada’s By-Law, Policies & Procedures for all program activities.

(v) Leaders are familiar with the program areas and type of terrain where activities are conducted, and can adapt to changing conditions. Leaders have a general knowledge of the area and type of terrain in which the program will occur. This knowledge includes, but may not be limited to, an understanding of the educational possibilities of the site. Familiarity does not necessarily imply previous experience with the specific route, program area or activity site. It does imply that there is enough familiarity with the terrain in which activities take place so that the focus can be on the participants, and on the program goals. Leaders are prepared to address changes in weather, damaged or lost equipment, or other potential and unforeseen program changes.
(vi) Leaders have appropriate skills for observing, interpreting, and predicting basic weather patterns. Leaders understand the types and extremes of weather conditions in the program area in order to anticipate and be prepared for changes, have the necessary equipment, and are able to make activity adjustments.

(vii) Leaders have appropriate skills and are effective at navigating in the program areas encountered. Leaders are able to get participants from one point to another in an appropriate manner. Skills required include but may not be limited to: a) map reading; b) compass use; c) celestial navigation; d) route interpretation, and e) obstacle avoidance.

(viii) Leaders are familiar with the identification and avoidance of specific environmental hazards of the program area. There are physical features, plants, animals - large and small, weather, diseases, and humans, that can cause serious harm to staff and participants.

(ix) Leaders are aware of relevant medical and psychological histories and health needs as disclosed by parents and/or guardians of the participants. Leaders are aware that participants can come to harm if they have particular physiological or psychological problems and they are engaged in certain activities. Examples include but are not limited to such things as: a) going on a high ropes course with a heart condition; b) a person with claustrophobia - fear of enclosed spaces. Leaders are familiar with participants’ medications, as well as the dosages and side effects thereof. Leaders ask the participant or their parents/guardians what signs or symptoms may develop due to increased stress levels and dietary changes.

(x) Leaders select activities based on participants’ skill levels, physical ability and psychological or emotional readiness and can adapt the activity to meet the needs of the participants. Leaders recognize that participants can come to harm if they are confronted with activities that are beyond their physical or psychological readiness.

(xi) Adequate supervision is provided for the activity. Participants are provided with adequate supervision considering their cognitive, emotional, psychological and physical abilities and the program goals and activities.

Appropriate youth/leader ratios are followed as indicated in Section 3000, and Section 10001.

(xii) Leaders, in consultation with the youth, have established appropriate rules, goals and objectives for the activity.
10006.3 – Planning and Research:

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

(i) Leaders have demonstrated that they have conducted thorough research appropriate to the nature of the activity. Inspection of the activity area is conducted appropriately and adjustments are made accordingly.

(ii) Leaders have identified and assessed the risks/hazards associated with the activity and modified their program appropriately if necessary.

(iii) Leaders have determined what the participants’ appropriate attitudes, skills and knowledge for the activity should be.

(iv) Leaders have obtained permission to conduct the activity. These permissions include but may not be limited to: Group Committee, Commissioner, Land Owner, Parents, etc.

(v) Activity areas and weather conditions are appropriate for the activities and the level of the participants’ skills.

(vi) Participants are provided with adequate instruction for the activity. This includes but may not be limited to instruction in: a) clothing; b) equipment; c) food; d) navigation; e) conduct on the route; f) injury prevention; and; g) the appropriate information, practice, experience and evaluation in the appropriate sequence.

(vii) Participants and/or parents are appropriately briefed and then debriefed following the activity. This includes but may not be limited to: description of event, attitudes, skills, knowledge, and equipment required.

(viii) Leaders have ensured that the activities to be conducted are consistent with Scouts Canada’s Bylaw, Policies and Procedures and program objectives, local Scouting policies and the laws of the land.

(ix) Leaders have ensured that the group has acquired, through training or experience, the appropriate attitudes, skills, knowledge, health and fitness levels appropriate for the activity.

(x) Leaders have contingency plans in the event that an emergency or change of route plan requires them.

(xi) Leaders are able at a minimum to effect simple rescues from various situations.
(xii) Leaders have knowledge and locations of all medical facilities en route, and the ability to contact support personnel.

10006.4 – Equipment, Nutrition and Hygiene:

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

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

(ii) Leaders have demonstrated the ability to properly select, use and maintain equipment appropriate for the activity. Appropriate guidelines include but may not be limited to: a) properly care for and maintain equipment as per manufacturer’s directions; b) checking equipment prior to each outing; c) retiring equipment that is no longer functional or adequate; and d) properly recording the purchase, maintenance, and replacement of equipment.

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

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

(v) Appropriate measures are taken to provide proper hygiene for participants and leaders. Proper hygiene may reduce the frequency and severity of illness and infections. Measures taken include, but may not be limited to: a) use of appropriate latrine facilities; b) bathing; c) hand washing; d) water purification; e) feminine hygiene products and f) proper food handling.

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

(vii) The program follows an appropriate inspection schedule for equipment and associated protective gear. Inspections are conducted prior to participant use.
This includes but may not be limited to: a) checking equipment at the beginning of each activity; and b) any damaged equipment is brought to the attention of the leaders and either repaired or retired.

10006.5 – Environment:

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

(i) Leaders have assessed the potential risks/hazards associated with the environment in which the activity is to take place. This includes but may not be limited to: weather, location, isolation, accessibility, communication, water, etc. and leaders have taken steps to minimize/manage potential risks/hazards identified.

(ii) Leaders and participants respect other campers, hikers, cyclists, the environment, and any wildlife, which they may encounter. This includes but may not be limited to: a) establishing location of camps in group camping areas where possible; b) keeping noise levels to a reasonable level and establishing “quiet hours”; c) sharing the trail and allowing other hikers to pass; and d) not harassing or feeding wildlife.

(iii) Leaders select routes and campsites where impact to the environment is minimal and all garbage and waste is properly disposed of, or packed out, following a “Leave No Trace” philosophy. If human waste is disposed of in the natural environment, it is done so in a minimally invasive manner. If this cannot be accomplished, it is carried out. If needed, latrine areas are constructed for the type of environment in which activities are conducted.

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

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

(iv) Washing is done in a manner that will not adversely affect participant’s health or attract animals, and limits environmental impact. The program uses “Leave No Trace” philosophies that make minimal use of soap near water sources, including scouring with sand and gravel, lathering first and rinsing well, and brushing teeth at a minimum of 60 metres from water source.
Cooking and food handling are conducted in a manner that will not affect or attract animals. This includes but may not be limited to; a) clean campsites; b) not feeding animals; and c) and using appropriate methods for avoiding bears.

Food is appropriately stored, and in reusable containers when possible. Food is purchased in accordance with a reduce/reuse/recycle policy, and is appropriately stored against the effects of heat and cold and possible animal predation.

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

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

10006.6 – Conducting Activities:

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

Participants proceed at a pace that is appropriate for all members of the group and will reasonably prevent injury or illness. The strenuousness of the activity is adjusted to be appropriate for all members of the group and consistent with the program goals. “As fast as the slowest person” is appropriate if the group has agreed that travel together is the activity goal. There are times when a person is physically, mentally or emotionally unable to complete an activity and should no longer participate.

If programming is conducted in diminished conditions (e.g., at night, or in difficult terrain), it is limited to appropriate times and appropriate safety precautions are in place.

Appropriate safety procedures are followed.

10006.7 – Watercraft:

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

(i) Watercraft used for Scouting purposes must meet Transport Canada/Coast Guard and local Scouting regulations. In addition to the regulations of Transport Canada/Coast Guard, watercraft used for Scouting purposes must:
   1. be equipped with painters or end loops; and
   2. if equipped with drain holes, carry a spare plug.

(ii) Each small watercraft, if full of water, must be capable of remaining afloat supporting its occupants (this may necessitate the addition of buoyancy materials).

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

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

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

10006.8 – Swimming:

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

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

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

(i) Before beginning a swim period, the safety of the swim area shall be established.

(ii) At least one water activity supervisor for every ten (10) swimmers must be on duty.
(iii) The minimum qualification for youth members who are acting as water activity supervisors is the Bronze Cross and they must be a minimum of 16 years of age.

(iv) Water activity supervisors should be identified to the swimmers prior to the commencement of swimming activities, and suitable attire is to be worn by the supervisors while on duty.

(v) Suitable rescue and reaching aids must be available at all times.

(vi) All swim groups must be organized under the paired “buddy system”.

(vii) The physical condition and swimming ability of each member should be known by the water activity supervisor before the activity/program begins.

(viii) Water activity supervisors are to be positioned within easy reach of swimmers.

(ix) No member shall be permitted to swim unless under responsible supervision.

(x) Each swim period shall be under the supervision of a qualified person to whom the water activity supervisor is responsible.

10006.9 – Recognized Agencies:

The following agencies are formally recognized by Scouts Canada as an authority in their respective fields:
- Canadian Red Cross Society (Swimming)
- The Lifesaving Society (Lifesaving)
- St. John Ambulance (First Aid).

10007 – ACCEPTABLE PRACTICES FOR SPECIFIC OUTDOOR SCOUTING ACTIVITIES

This section provides information relating to specific activities. This material should be used in addition to the material found previously.

10007.1 – Hiking and Backpacking:

(i) - General:
Hiking and backpacking activities may combine a number of other skills found in other sections so those will apply accordingly.

(ii) - Planning and Research:
Leaders have contingency plans for emergency campsites in the event that an emergency or change of route plan requires them.

(iii) - Environment:
Campsites, shelters, tarps, and hammocks are utilized in a manner so as to limit impact on the environment. In most circumstances, the use of tents, tarps, or hammocks rather than constructing shelters from surrounding resources are the least invasive methods of providing shelter. There are exceptions, including: a) snow igloos or quinzhees in winter settings, and b) emergency situations. When there is a choice, tents and tarps are set up on sand, duff, or mineral soil and not vegetated areas. Hammocks are hung from trees sturdy enough not to be pulled down or scarred. When the shelter is taken down, the area appears to be in its natural state.

10007.2 – Camping:

Camping may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - General:
Campsite selection is conducted appropriately. Leaders choose safe and appropriate sites for setting up camps or teach participants how to choose and set up safe and appropriate low impact campsites.

(ii) - Environment:
Leaders select routes and campsites where impact to the environment is minimal and all garbage and waste is disposed of, or packed out, following a “Leave No Trace” philosophy. Campsites, shelters, tarps, and hammocks are utilized in a manner so as to limit impact on the environment. In most circumstances, the use of tents, tarps, or hammocks rather than constructing shelters from surrounding resources are the least invasive methods of providing shelter. There are exceptions, including: a) snow igloos or quinzhees in winter settings, and b) emergency situations. When there is a choice, tents and tarps are set up on sand, duff, or mineral soil and not vegetated areas. Hammocks are hung from trees sturdy enough not to be pulled down or scarred. When the shelter is taken down, the area appears to be in its natural state.

10007.3 – Initiative Games and Problem-Solving Exercises:

(i) - General:
The location is appropriate for the initiative activities that are planned. Leaders are aware that proper environmental conditions are critical for fostering the appropriate conduct of initiative activities, as well as for enhancing the educational possibilities.

(ii) - Leadership:
Appropriate supervision is provided for initiative games and problem-solving exercises. Leaders follow the current and standard practices for initiative games and problem-solving exercises. Some conditions may necessitate specific and direct observation and instruction by staff. Supervision is implemented accordingly.
10007.4 – Orienteering:

Orienteering may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - General:
Leaders are familiar with the orienteering course. Leaders understand the conditions of the terrain and the educational possibilities for the participants. Leaders are aware that familiar terrain can change as a result of weather or other natural phenomena, and that the activity often involves off-trail obstacles such as swamps, streams and dense underbrush.

(ii) - Leadership:
Adequate supervision is provided for orienteering. While the goal of orienteering is to have participants follow a course on their own, some conditions may necessitate specific and direct observation by staff. Supervision is implemented accordingly.

10007.5 – Bicycle Touring:

Bicycle touring may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - General:
Leaders are familiar with the roads and areas where participants will be riding. Appropriate methods of pre-site investigation are conducted by leaders in order to understand the road conditions, rules, regulations, potential route variations, and educational possibilities of the biking area. The factors guiding the investigation include but may not be limited to: a) participants’ abilities; b) leaders’ knowledge of the area; c) difficulty of the riding conditions of the road. The method may range from having actually biked the road to consulting guidebooks, trail research, and input from other leaders.

(ii) - Leadership:
Adequate supervision is provided for bicycle touring. Factors governing supervision include, but may not be limited to: a) level of traffic congestion; b) length of the bike ride; c) goal of the riding experience; d) number of multiple roads and intersections; e) when to walk and not to ride due to dangerous conditions (e.g., crossing busy intersections, through congested parking lots, or other unregulated traffic areas); f) inclement weather; g) proper positioning of participants and staff. Some of these conditions may necessitate direct visual observation by staff.

(iii) - Planning and Research:
Leaders have knowledge and locations of all medical facilities en route, and the ability to contact support personnel. Motorized support vehicles are used with
certain groups (especially beginners) for long distances in remote areas, and in areas with heavy traffic.

(iv) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity. This includes but may not be limited to: food, clothing, footwear and equipment, etc. Participants and leaders wear helmets, appropriate clothing, and other protective gear appropriate for the conditions. Other items may be appropriate for the conditions, including but not limited to: gloves, reflective vests, seat padding, protective eyewear, rear view mirrors, and rear mounted antennae with reflective flag. Participants have or are outfitted with bicycles that are appropriately designed and fitted. Bicycles are structurally sound and in good repair, have adequate gears, gear ratios and brakes.

2. Leaders have demonstrated the ability to properly select, use and maintain equipment appropriate for the activity. This includes but may not be limited to: a) the proper inflation of tires; b) properly adjusted brakes; c) appropriate lubrication and adjustment of bearings; d) appropriate replacement of chains; and e) safety check before leaving on a trip.

3. Appropriate measures are taken to ensure that participants have adequate nourishment and water appropriate for the activity. Because dehydration and fatigue can happen quickly in this activity, and can go unnoticed as a result of conditions, all bikes must have the means of carrying water.

4. The program follows an appropriate inspection schedule for equipment and associated protective gear. Inspections are conducted prior to participant use. Inspections of bikes during appropriate intervals (e.g., daily) can help to prevent potential equipment breakdowns. Such inspections may include but may not be limited to checking: a) wheels; b) bottom brackets; c) pedals; d) headset; e) brakes; f) wheel trueness; and g) bolts.

(v) - Conducting The Activity:

1. Participants bike at appropriate levels of control and speed. The speed at which participants can safely travel is influenced by factors including, but not limited to: a) road conditions; b) level of traffic congestion; c) participant skill level. Travel speeds are set according to these conditions.

3. If programming is conducted at night or during other diminished conditions, it is limited to appropriate times, and appropriate safety precautions are in place. If cyclists must travel during times of diminished vision, appropriate lighting, clothing, and reflection is used. While bike touring should be limited to appropriate visual conditions, there are times when travel under limited vision occurs, such as fog, dawn, dusk, or times where it may be safer to continue
than to stop. If night riding occurs, participants are informed of potential dangers, and appropriate steps are taken to reduce the hazards that exist.

10007.6 – Mountain Biking:

Mountain biking may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - General:
Leaders are familiar with the trails and areas where participants will be riding. Appropriate methods of pre-site investigation are conducted by staff in order to understand the trail conditions, rules, regulations, potential route variations, and educational/therapeutic possibilities of the biking area. The factors guiding the investigation include but may not be limited to: a) participant’s abilities; b) staff knowledge of the area; c) difficulty of the riding conditions of the trail. The method may range from having actually ridden the trail to consulting guidebooks, trail research, and input from other staff.

(ii) - Leadership:
Adequate supervision is provided for mountain biking. This includes, but may not be limited to: a) participant ability; b) difficulty of terrain; c) length of the bike ride; d) goal of the riding experience; e) number of multiple trails and intersections; f) proper positioning of staff and participants; g) when not to ride due to dangerous conditions; h) appropriate staggering of cyclists; and i) weather conditions. Some of these conditions may necessitate direct visual observation by staff. It is also recognized that mountain bikers use trails where they will encounter other bikers, horseback riders, hikers, and other users. Participants are informed as to how to interact with such users.

(iii) - Planning and Research:
Leaders have knowledge and locations of all medical facilities en route, and the ability to contact support personnel. Motorized support vehicles are used with certain groups (especially beginners) for long distances in remote areas, and in areas with heavy traffic.

(iv) - Equipment, Nutrition And Hygiene:

1. Participants have, or are provided with, a list identifying: the appropriate food, clothing, equipment and footwear for each activity. Participants and leaders wear helmets, appropriate clothing, and other protective gear appropriate for the conditions. Other items may be appropriate for the conditions, including but not limited to: gloves, reflective vests, seat padding, protective eyewear, rear view mirrors, and rear mounted antennae with reflective flag. Participants have, or are outfitted with, bicycles that are appropriately designed and fitted. Bicycles are structurally sound and in good repair, have adequate gears, gear ratios and brakes.
2. Leaders have demonstrated the ability to properly select, use and maintain equipment appropriate for the activity. This includes, but may not be limited to: a) the proper inflation of tires; b) properly adjusted brakes; c) appropriate lubrication and adjustment of bearings; d) appropriate replacement of chains; and e) safety check before leaving on a trip.

3. Appropriate measures are taken to ensure that participants have adequate nourishment and water appropriate for the activity. Adequate levels of food and water are supplied for participants including pure water or a pure water source. It is understood that the amount of water and food will vary depending on the activity, length of activity, type of terrain and environment, time of year and the weather, which could be encountered. Also, because dehydration and fatigue can happen quickly in this activity, and can go unnoticed as a result of conditions, all bikes must have the means of carrying water.

4. The program follows an appropriate inspection schedule for equipment and associated protective gear. Inspections are conducted prior to participant use. Inspections of bikes during appropriate intervals (e.g., daily) can help to prevent potential equipment breakdowns. Such inspections may include but may not be limited to checking: a) wheels; b) bottom brackets; c) pedals; d) headset; e) brakes; f) wheel trueness; g) bolts.

(v) - Environment:
The leaders and participants respect other campers, hikers, cyclists and any wildlife that they may encounter. This includes, but may not be limited to: a) establishing location of camps in group camping areas where possible; b) keeping noise levels to a reasonable level and establishing “quiet hours”; c) sharing the trail and allowing other hikers or cyclists to pass; d) not harassing or feeding wildlife; and e) cycling only on trails designated for cyclists.

(vi) - Conducting The Activity:

1. Participants proceed at a pace that is appropriate for all members of the group and will reasonably prevent injury or illness. Participants bike at appropriate levels of control and speed. The speed at which participants can safely travel is influenced by factors including, but not limited to: a) road conditions; b) level of traffic congestion; and c) participant skill level. Travel speeds are set according to these conditions.

2. If programming is conducted at night or during other diminished conditions, it is limited to appropriate times, and appropriate safety precautions are in place. If cyclists must travel during times of diminished vision, appropriate lighting, clothing, and reflection is used. While mountain biking is limited to appropriate visual conditions, there are times when travel under limited vision occurs, including fog, dawn and dusk. If night riding occurs,
participants are informed of potential dangers, and appropriate steps are taken to reduce the hazards that exist.

10007.7 – Artificial Wall Climbing:

Artificial wall climbing may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - General:

The program uses or has constructed an artificial climbing wall with hard and soft materials which meet accepted standards. Considerations include but are not limited to: a) the site or existing structure can accommodate the additional loads of an artificial climbing structure; b) the climbing structure conforms to local zoning requirements and building codes; c) the design of the climbing structure is appropriate for the site; d) the climbing structure is designed and constructed to withstand the loads and forces acting on all components; e) the structure was constructed using appropriate construction materials and techniques; f) the structure incorporates an appropriate impact-absorbing surface at the base; and g) all soft materials conform to appropriate standards and are of the appropriate type and strength for their intended use.

(ii) - Leadership:

1. Leaders are familiar with the activity areas and the type of terrain where the activities are to be conducted, and can adapt to changing conditions. Even though many programs have relied upon outside contractors to construct their artificial walls, leaders should have an appropriate working knowledge of the accepted standards for the construction and conduct of activities on artificial walls. Appropriate staff need to know the following terminology and accepted usage and standards associated therewith: a) safe working load (SWL); b) minimum breaking strength (MBS); c) carabiners (kinds, materials, strengths); d) pulleys (kinds, sizes, strengths); e) belay devices (kinds, materials, strengths); f) static and dynamic belay methods; g) belay anchors; and h) harnesses (kinds, materials, strength).

2. The climbs selected are appropriate for the level of participant’s skills. The training area and routes selected are within the physical and psychological capabilities of participants. Participants are not put on routes that are beyond their level of physical and psychological readiness.

(iii) - Planning and Research:

1. Appropriate inspection of the climbing wall is conducted prior to programming, and adjustments are made accordingly.
2. Adequate instruction is provided for artificial wall climbing. This includes, but is not limited to: a) belaying techniques; b) belay signals; c) lowering technique; and d) protection.

3. Participants are instructed how to spot for each other when appropriate. Because learning how to support and protect someone’s head and upper body when he/she is falling can prevent serious injury, this technique is taught before any climbing is done unroped and, therefore, unbelayed. The maximum height for climbing above the spotter is at the spotter’s shoulder height. Participants are also taught the difference between spotting and catching.

4. Appropriate knots are used for all tie-in situations. Climbing knots appropriate for the ends, middle, and tying two ends together are used. The knots used are appropriate for the application and the material being tied.

5. Participants are tied in correctly. Rope is tied in directly to a properly fastened harness. The climbing rope is properly threaded through the harness and tied with a figure eight follow through and back-up knot or other appropriate knot and back-up. In certain situations, a bowline or bowline on a coil may be used to tie directly into the rope.

(iv) - Conducting The Activity:

1. Participants climb at an appropriate level of control and speed. This includes but may not be limited to ensuring that participants climb no faster than the belayer can take in rope.

2. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place. Appropriate precautions are taken for the use of outdoor climbing structures in diminished conditions.

3. Appropriate safety procedures are followed for artificial wall climbing. Safety procedures include, but may not be limited to; a) attention to falling objects or climbers; b) spotting techniques; c) assessment of competency with rope and belay systems; d) helmet use; e) assessment of effective harness use; and f) harness tie in. Leaders are aware that helmets are not a requirement for artificial climbing walls. Helmets are constructed to protect one’s head from falling objects rather than from actually falling.

(v) - General Guidelines:

Should a Council/Group decide to lease, construct or purchase a climbing wall to be used for Scouting activities, the following points must be considered and guidelines followed:
- Who built (or will build) the wall? Who is setting the climbing wall up and tearing it down? A diagram of the wall must be obtained, along with the designing engineer’s certification

- Is there a checklist? Is there some type of safety backup?

- What safety equipment will the participants be using?

- How many participants are anticipated?

- The wall itself needs to be described as to how it is attached. What type of hand-holds are used. The bolts attaching the hand-holds need to be described as to grade, hardness and size. The belay points and the top rope anchor points need to be described as to type of construction, the top rope anchor points need to have redundant or fail safe back-up system - at least one. Example, bolts with chain that would be attached at separate points that would catch if the eye-bolt failed. The whole structural system needs to be signed off by an engineer, architect, or another qualified individual as to its structural soundness and safeness, so as not to collapse on the participants or bystanders.

- Surface under the climbing wall (base); recommended is a minimum of four (4) inches of rubber covered athletic mat extending from the wall surface to at least six (6) feet. Eight (8) feet with walls over twenty (20) feet. Alternate one (1) is very uniform gravel. Round pea-gravel with a minimum depth recommended no less than twelve (12) inches. Alternate two (2) is twelve inches shaved rubber tires. The belay anchoring points must be provided and described. Method of training belayers must be described with the number of hours required for belayers observed to be approved. Record keeping system must be described for recording and keeping track of climbers and belayers. All climbers, belayers and users who are not registered members of Scouts Canada must first sign an Individual Release and Hold-Harmless Agreement. Helmets must be worn by all climbers. Telephone communications for 911 emergency rescue of any injured participant must be readily available and marked with appropriate markings so anyone can locate and use. On-site visual manager must be described as to method of securing climbing wall to prevent climbing during unattended time. Discussion necessary as to under what conditions, non-topped roped non-belayed climbing will be allowed and to what height. Recommended no higher than shoulder height of spotter. Six (6) feet recommended if this is allowed, painted line not to exceed across line with the climber’s feet on penalty of not climbing there anymore. Number of rental helmets or free gratis helmets available to be disclosed in said paperwork. Any additional or other equipment furnished such as shoes, harness, etc. to be listed and described. Type of tie-in to be described and listed. For example, figure 8 retrace with half prussic safety knot.
10007.8 – Top Rope Rock Climbing

Top rope climbing may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - General:
Leaders are familiar with the climbing site and have inspected the routes before participants climb. Leaders investigate the climbing site to determine the current conditions as well as the educational and/or therapeutic possibilities. Because environmental conditions can change familiar terrain, a site inspection is conducted to confirm whether or not to use the routes on a given program day. Considerations include, but are not limited to: new rockfall, loose rocks, blow-down trees, nesting birds, or stinging insects such as bees. Leaders who are supervising participants have led the climbs themselves.

(ii) - Leadership:

1. The routes selected are appropriate for the level of participant’s skills. The training area and routes selected are within the physical and psychological readiness of the participants.

2. Adequate supervision is provided for top rope climbing. Staff maintain contact with participants that will allow them to confirm that knots, harnesses, belaying, and anchors are being used properly.

(iii) - Planning and Research:

1. Adequate instruction is provided for top rope climbing. Participants are instructed how to spot for each other when appropriate. Because learning how to support and protect someone’s head and upper body when he/she is falling can prevent serious injury, this technique is taught before any climbing is done unroped and, therefore, unbelayed. The maximum height for climbing above the spotter is at the spotter’s shoulder height. Participants are also taught the difference between spotting and catching.

2. Appropriate knots are used for all tie-in situations.
   (a) Climbing knots appropriate for the ends, middle, and tying two ends together are used. The knots used are appropriate for the application and the material being tied. Participants are tied in correctly.
   (b) Rope is tied in directly to a properly fastened harness. The climbing rope is properly threaded through the harness and tied with a figure eight follow through and back-up knot or other appropriate knot and back-up. In certain situations, a bowline on a coil may be used to tie directly into the rope.
(iv) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity. This includes, but may not be limited to: food, clothing, footwear and equipment, etc. Helmets are required for climbing. Manufactured harnesses, slings, carabineers, and any other gear must be designed for climbing. Nylon webbing may be used for harnesses and slings, but must have adequate tensile strength.

2. Leaders have demonstrated the ability to properly select, use and maintain equipment appropriate for the activity. Care of ropes and slings includes but is not limited to: a) storing in dark, dry place, b) avoiding unnecessary exposure to light; c) using only for climbing activities; d) protecting ropes from sharp edges and contact with corrosive and acid-based products; e) protecting ropes from abrasion from dirt and avoiding stepping on ropes when possible; f) washing ropes regularly; and g) ropes are not left tightly knotted or stretched longer than necessary. Participants are taught to check ropes for damage when coiling. Rope logs report on the ways in which the rope was used, i.e. date first put into service, date of use, type of activity, falls, etc.

(v) - Conducting The Activity:

1. Participants climb at an appropriate level of control and speed. This includes but may not be limited to ensuring that participants climb no faster than the belayer can take in rope.

2. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place.

3. Appropriate safety procedures are followed for top rope climbing. Safety procedures include, but are not limited to: a) attention to falling objects or climbers; b) spotting techniques; c) assessment of competency with rope and belay systems; d) helmet use; e) assessment of effective harness use, harness tie in; f) participants tying in if needed; g) walking ascent and descent of the climbing site; and h) edge behaviour and appropriate boundaries.

10007.9 – Rappelling:

Rappelling may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - General:

Leaders are familiar with the rappelling area and have visually inspected and cleaned it before participants rappel. Leaders investigate the rappelling site to determine the current conditions as well as the educational and/or therapeutic possibilities. Because environmental conditions can change familiar terrain, a
site inspection is conducted to confirm whether or not to use the site on a given program day.

Considerations include, but are not limited to: new rockfall, loose rocks, run-off, blow-down trees, nesting birds and stinging insects such as bees. Staff who are supervising participants have done the rappels themselves.

(ii) - Leadership:

1. The rappels selected are appropriate for the level of the participant’s skills. The rappels selected are within the physical and psychological capabilities of participants. Participants are not put on routes that are beyond their level of physical and psychological readiness.

2. Adequate supervision is provided for rappelling. Leaders maintain contact with participants that will allow them to confirm that knots, harnesses, belaying, and anchors are being used properly.

(iii) - Planning and Research:

1. Adequate instruction is provided for rappelling. While there are many procedures that are similar to rock climbing, there are specific areas of concern that rappelling leaders are aware of. These include, but are not limited to: a) the use of appropriate gear, such as figure of eight descenders and locking carabiners; b) ensuring that loose clothing, equipment and hair will not become lodged in rappelling devices; and c) appropriate signals for rappelling are used.

2. Appropriate knots are used for all tie-in situations. Climbing knots appropriate for the ends, middle and tying two ends together are used. The knots used are appropriate for the application and the material being tied.

3. Participants are tied in correctly. Rope is tied in directly to a properly fastened harness. The climbing rope is properly threaded through the harness and tied with a figure eight follow through and back-up knot or other appropriate knot and back-up. In certain situations, a bowline or bowline on a coil may be used to tie directly into the rope.

(iv) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity. This includes, but may not be limited to: food, clothing, footwear and equipment, etc. Helmets are required for climbing. Manufactured harnesses, slings, carabiners, and any other gear must be designed for climbing. Nylon webbing may be used for harnesses and slings, but must have adequate tensile strength.
2. Leaders have demonstrated the ability to properly select, use and maintain equipment appropriate for the activity. Care of ropes and slings includes but is not limited to: a) storing in dark, dry places; b) avoiding unnecessary exposure to light; c) using only for climbing activities; d) protecting ropes from sharp edges and contact with corrosive and acid-based products; e) protecting ropes from abrasion from dirt and avoiding stepping on ropes when possible; f) washing ropes regularly; g) ropes are not left tightly knotted or stretched longer than necessary. Participants are taught to check ropes for damage when coiling. Rope logs report on the ways in which the rope was used, i.e. date first put into service, date of use, type of activity, falls, etc.

(v) - Conducting The Activity:

1. Participants rappel at an appropriate level of control and speed. This includes but may not be limited to insuring that participants do not damage equipment or rope due to their rate of descent.

2. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place.

3. Appropriate safety procedures are followed for rappelling. Safety procedures include, but may not be limited to: a) appropriate and adequate rappelling and belaying equipment; b) climbing site supervision especially in regards to edge behaviour, falling objects and walking around the site; c) signals or other forms of communication; d) anchors; e) belays; f) use of helmets; g) rappel and belay technique is appropriate and adequate; h) supervision of tie-in process.

10007.10 – Caving:

Caving may combine a number of other skills found in other sections, so those will apply accordingly. Advanced caving techniques can include the use of other adventure skills such as technical climbing, rappelling, or water activities. Safety procedures for these techniques, with appropriate adaptations for caving, are followed.

(i) - General:
Leaders are familiar with the caving site. A pre-site investigation conducted by the leaders is necessary to understand the physical conditions as well as the educational/therapeutic possibilities of the caving site. Staff are aware of any recent hazardous environmental conditions such as surface rain storms.

(ii) - Leadership:

1. The caves selected are appropriate for the level of participants’ skills.
2. Appropriate plans of supervision are in place for caving. These include, but may not be limited to: a) stopping to conduct a head count at all major junctions; b) implementing a “buddy system”; and c) participants staying between a scout (first caver) and sweep (last caver). Some of these conditions may necessitate specific and direct visual observation by the leaders.

(iii) - Planning and Research:

1. Adequate instruction is provided for caving. Participants have been instructed how to spot for each other when appropriate. Appropriate knots are used for all tie-in situations. Climbing knots appropriate for the ends, middle and tying two ends together are used. The knots used are appropriate for the application and the material being tied.

2. Participants are tied in correctly if needed. Rope is tied in directly to a properly fastened harness. The climbing rope is properly threaded through the harness and tied with a figure eight follow through and back-up knot or other appropriate knot and back-up. In certain situations, a bowline or bowline on a coil may be used to tie directly into the knot.

(iv) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity. This list includes, but may not be limited to: food, clothing, footwear and equipment etc. Helmets and lights are required. Each participant should have a minimum of three sources of lighting. Other equipment includes but may not be limited to: a) cave map; b) food; c) clothing - overalls, gloves, appropriate boots; d) individual first aid kit; e) knee pads, f) candles; g) compass; h) spare batteries and bulbs; i) survival kits; and j) dust masks.

2. Leaders have demonstrated the ability to properly select, use and maintain equipment appropriate for the activity. Care of ropes and slings includes but is not limited to: a) storing in a dark, dry place, b) avoiding unnecessary exposure to light; c) using only for climbing activities; d) protecting ropes from sharp edges and contact with corrosive and acid-based products; e) protecting ropes from abrasion from dirt and avoiding stepping on ropes when possible; f) washing ropes regularly; and g) ropes are not left tightly knotted or stretched longer than necessary. Participants are taught to check ropes for damage when coiling. Rope logs report on the ways in which the rope was used, i.e. date first put into service, date of use, type of activity, falls, etc.

3. Leaders have checked the participants to ensure that they are adequately equipped and prepared for the activity and the group has appropriate emergency and repair kits. Appropriate rescue gear includes but may not be
limited to: a) a full length static rope; b) wire ladders; c) ascenders; d) necessary anchors; e) carabiners; and f) pulleys. There is enough water, food, and extra clothing for at least 24 hours beyond the intended stay in the cave for situations such as getting lost or injury.

(v) - Conducting The Activity:

1. The caving proceeds at a pace that is appropriate for members of the group, and that will reasonably prevent injury.

2. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place.

3. Appropriate safety procedures are followed. The minimum number of cavers in a group is recommended at three to four people for safety reasons. The maximum number of cavers is typically six to ten and should seldom exceed 15 for conservation reasons. Appropriate efforts are made to keep participants out of obvious areas of hazard.

10007.11 – River Crossings:

River crossings may combine a number of other standards found in other sections, so those will apply accordingly.

(i) - General:

Program leaders are familiar with the type of river crossing to be attempted. River currents and beds change with seasons and weather. Leaders should be familiar with the particular rivers they intend to cross, or may have to cross, and be able to “read” them on-site. Considerations include, but are not limited to: a) configuration of the river; b) downstream hazards; c) depth of water; d) water temperature; e) rate of flow; f) time of day; g) opacity of water; h) composition of the bottom and footing; i) condition of the participants; j) rescue options in the event of losing control and being taken downstream; and k) good visual contact with probable deposition zones.

(ii) - Leadership:

1. River crossing sites selected are appropriate for the level of participant skills.

2. Adequate supervision is provided for river crossings. Program goals, expectations, curriculum, sequence of training and specific crossing variables will determine appropriate levels of leader supervision. These variables include but may not be limited to: a) configuration of the river; b) downstream hazards; c) depth of water; d) water temperature; e) rate of flow; f) time of day; g) opacity of water; h) composition of the bottom and
footing; i) condition of the participants; j) rescue options in the event of losing control and being taken downstream; and k) good visual contact with probable deposition zones. When conditions warrant, there is one leader on each side of the river before participants are allowed to cross.

(iii) - Planning and Research:

1. Adequate instruction is provided for river crossings. There are explicit educational or instructional objectives for this activity addressing skills taught, participant standards of performance, and appropriate assessment of participant skills.

2. Leaders are aware of participants’ swimming ability, strength, and balance relative to the chosen crossing. River crossings where swimming, using a pole, a rope or human linkage, and/or belaying may be needed require a level of strength and skill that should be assessed before attempting to cross.

3. Experiences are sequenced appropriately and appropriate warm up activities are conducted prior to this activity.

(iv) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity. This list includes, but may not be limited to: a) ropes; b) slings; c) carabiners; d) throw bags; and e) personal gear for the kind of crossing which may be encountered.

2. Personal items include but may not be limited to: a) waterproof bags; b) extra clothes; c) boots and lightweight shoes; d) helmets; and e) gloves.

(v) - Conducting The Activity:

1. An appropriate pace is set that will reasonably prevent injury.

2. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place.

3. Appropriate safety procedures are conducted for river crossings. Leaders have appropriately assessed the hazards of the river before participants are allowed to cross, especially if participants cross before leaders. Because conditions change so frequently, it is essential that staff are aware of the immediate conditions in order to judge the difficulty of the crossing at hand.

10007.12 – Snowshoeing:

Snowshoeing may combine a number of other standards found in other sections, so those will apply accordingly.
(i) - Leadership:
Adequate supervision is provided for snowshoeing. Factors that determine supervision plans include, but may not be limited to: a) participants’ ability; b) difficulty of terrain; c) length of the route; d) goal of the experience; and e) environmental conditions. Some of these conditions may necessitate specific and direct visual observation by the leader and supervision should be implemented accordingly.

(ii) - Equipment, Nutrition and Hygiene:
Leaders have checked the participants to ensure that they are adequately equipped and prepared for the activity and the group has appropriate emergency and repair kits. Items in the repair kit may include but are not limited to: a) spare parts and bindings; b) wire; c) screwdrivers; d) pliers; e) tape.

(iii) - Conducting The Activity:

1. Participants travel at a pace appropriate for all members of the group and that will reasonably prevent injury or illness. The appropriate travel speed is influenced by factors that include but may not be limited to: a) participants’ physical condition; b) environmental conditions; and c) participant skill level.

2. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place.

4. Appropriate safety procedures are followed for snowshoeing.

10007.13 – Cross-Country Skiing and Backcountry Skiing:

Cross-country and back country skiing may combine a number of other standards found in other sections, so those will apply accordingly.

(i) - Leadership:
Participants are provided with adequate supervision for cross-country and backcountry skiing.

(ii) - Planning and Research:
Participants are provided with adequate instruction for cross-country and backcountry skiing. This may include, but is not limited to: a) layering clothing; b) fitting foot and hand wear for maximum circulation; c) sizing skis and poles properly; d) high energy food and ample liquid; e) ski preparation and technique for varying terrain and snow conditions; and f) improvising shelters and evacuation sleds. (Participants on short day ski adventure programs are not routinely taught how to make improvised litters and shelters).

(iii) - Equipment, Nutrition and Hygiene:
Leaders have checked the participants to ensure that they are adequately equipped and prepared for the activity and the group has appropriate emergency and repair kits. The items in the kit may include but are not limited to: a) spare ski tips; b) pole shaft and baskets; c) spare bindings; d) wire; e) screwdrivers; f) pliers; g) tape.

(iv) - Conducting The Activity:

1. A pace is set that is appropriate for all members of the group and that will reasonably prevent injury or illness.

2. If programming is conducted in diminished conditions, it is limited to appropriate times, and appropriate safety precautions are in place.

3. Appropriate safety procedures are followed for cross country and back country skiing.

10007.14 – Expeditions and Remote Wilderness Travel:

This kind of travel may include off trail hiking above and below tree line, in all conditions and environments. Many of the standards for other activities encountered will apply here. See those standards for appropriate explanations.

(i) - General:
Expeditions and remote wilderness travel can be major undertakings where assistance might be delayed or perhaps unavailable. Groups may need to be self-sufficient for long periods and may need to be resupplied more than once.

(ii) - Leadership:
Adequate supervision is provided for the activity. Factors that determine the level of supervision include but may not be limited to: a) participants’ skills and abilities; b) difficulty of terrain; c) length of the trip; d) goal of the experience; and e) environmental conditions. Some of these conditions may necessitate specific and direct visual observation and supervision by the leaders.

(iii) - Planning and Research:
Adequate instruction is provided for expeditions and remote wilderness travel.

(iv) - Conducting The Activity:

1. A pace is set that is appropriate for all members of the group and which will reasonably prevent injury or illness. Factors that determine the pace include, but may not be limited to: a) participants’ physical condition; b) environmental conditions: c) terrain; d) participants’ skill level.

2. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place.
3. Appropriate safety procedures are followed for expeditions and remote wilderness travel. Participant groups are only allowed to make unaccompanied expeditions when the group has successfully demonstrated appropriate skills, has shown appropriate judgment, and has other critical qualities including appropriate physical and psychological readiness. Skills requiring direct, specific supervision are not included in the unaccompanied expedition itinerary. These skills include technical skills beyond the level of the participants, for example: major water crossings or roped climbing.

5. Unaccompanied groups have a minimum of four participants. Leaders who make the decision to allow a group to be unaccompanied should have experience in making such decisions. Criteria for unaccompanied expedition groups include, but may not be limited to: a) if plans are made by the participants, they are approved by the leaders; b) the unaccompanied expedition does not cover terrain more hazardous than previously encountered by the participants; c) routes for unaccompanied expeditions are through terrain familiar to the leaders; d) prior to the unaccompanied expedition, the leaders provide a briefing that includes safety considerations and emergency procedures; e) instructors monitor the unaccompanied group’s progress periodically as needed. Methods for doing this include periodic accompaniment, “shadowing”, daily personal contact, checkpoints, and written notices; f) skills requiring direct supervision, which includes technical skills beyond the level of the participants, such as major water crossings or roped climbing, are not included in the unaccompanied expedition itinerary; and g) the participants are informed of the proposed routes of the leaders, location of the base camp, and the routes of other groups that may also be conducting expeditions.

10007.15 – Flat Water Canoeing and Kayaking:

This section includes operations in Tandem Canoe, Solo Canoe, and Kayaks. Flat water canoeing and kayaking may combine a number of standards found in other sections, so those will apply accordingly.

(i) - Leadership:

1. Leaders are aware of and comply with legal statutes as well as rules and regulations for PFDs.

2. Adequate supervision is provided for flat water canoeing and kayaking. Visual supervision is done for beginners and individuals unfamiliar with the activity area, or when participants could inappropriately deviate from the intended route.
(ii) - Planning And Research:
Adequate instruction is provided for flat water canoeing and kayaking. Some of the strokes include, but may not be limited to: a) power strokes; b) turning; c) corrective strokes; d) braces. Some of the maneuvers may include, but may not be limited to: a) spins; b) forward straight; c) reverse straight; d) sideslips or shifts; e) eddy turns or peelout; f) bracing; g) ferries; h) rolling.

(iii) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity and conditions to be encountered. Factors that determine these items include, but may not be limited to: a) temperature of the water and air; b) the length of time participants may spend in the water; c) the degree of difficulty of the rapid; d) the experience level of the participant.

2. Leaders and participants have, or are provided with, and use appropriate Personal Floatation Devices (PFDs) for each water activity. Leaders are aware that the leading cause of any boating fatality stems from not wearing an appropriate, properly fitted PFD. Requirements for the PFDs include but are not limited to: a) appropriate numbers of PFDs available; b) PFDs meet the standards set by the Canadian Coast Guard; c) PFDs are the appropriate type (e.g. Type I, II, III, or IV PFDs), size, and fit for each user based on the type of activity, conditions and water craft used; d) buoyancy is sufficient to support the particular participant’s weight; e) a safety check is conducted immediately prior to use; f) PFDs are in serviceable condition, including working clasps and zippers.

3. PFDs are cared for in an appropriate manner. This includes but may not be limited to: a) wet PFDs are allowed to dry thoroughly before storing; b) storage is in a well-ventilated area.

6. The program follows an appropriate inspection schedule for PFDs. This includes, but may not be limited to a) inspections are conducted prior to participant use; b) all PFDs are tested annually for buoyancy.

5. The purchase or rental, maintenance and replacement of PFDs is properly conducted and recorded. This includes, but may not be limited to: a) purchaser/renter is aware of the type of PFDs required for the various water activities; b) maintenance is conducted according to manufacturer’s recommendations; c) PFDs are replaced when they no longer perform as intended.

6. Leaders teach the appropriate use and fit of PFDs. This includes, but may not be limited to: a) participants are taught how to fit and fasten PFDs properly; b) participants are informed as to how their PFD works in the water under the conditions they are likely to experience; c) participants are taught to check PFDs prior to each use; d) participants are taught to bring
any damaged PFDs to the instructor’s attention; e) PFDs are not altered or used in a manner for which they are not intended; f) participants are informed of and, when appropriate, practice the methods of swimming while wearing PFDs.

7. Leaders keep up-to-date on changes in technology for PFDs.

8. Leaders have checked the participants to ensure that they are adequately equipped and prepared for the activity and the group has appropriate emergency and repair kits. Available rescue equipment includes: throw lines/throw bags, painter lines, grab loops, pulley and rope systems, repair kits.

(iv) - Conducting The Activity:
Appropriate safety procedures are followed for flat water canoeing and kayaking. This includes, but may not be limited to considering the water temperature in relation to the clothing, skills, and abilities of the participants to determine whether to enter the program area or not.

10007.16 – White Water Canoeing and Kayaking:

White water canoeing and kayaking may combine a number of other standards found in other sections, so those will apply accordingly.

(i) - Leadership:
Adequate supervision is provided for white water canoeing and kayaking. Visual observation is maintained when appropriate. Visual supervision is essential for beginners and individuals unfamiliar with the activity area, or when participants could deviate from the intended route in rapids. Leaders are available to supervise activities in white water activities. The nature of the overall supervision will be dictated by the conditions.

(ii) - Planning and Research:

1. Leaders have demonstrated that they have conducted thorough research appropriate to the nature of the activity. Considerations include locating appropriate put in areas, take out areas and access to safe transportation sites. The route is visually inspected and if necessary, cleared before entering the water. Inspection items include but are not limited to: a) water levels and flow rates; b) fallen trees and/or branches; c) obstacles. If any obstructions on the intended route are considered to be an unacceptable hazard and cannot be rectified, an alternate route is selected.

2. Adequate instruction is provided for white water canoeing and kayaking. Some of these strokes include but may not be limited to: a) power strokes; b) turning; c) corrective strokes; d) braces. Some of the maneuvers include but may be limited to: a) spins; b) forward straight; c) reverse straight; d) sideslips or shifts; e) eddy turns or peelout; f) bracing; g) ferries; h) rolling.
(iii) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity and conditions to be encountered. Factors that determine these items include, but may not be limited to: a) temperature of the water and air; b) the length of time participants may spend in the water; c) the degree of difficulty of the rapid; d) the experience level of the participant.

2. Personal clothing to be considered include but may not be limited to: a) wet/dry suits; b) pile or fleece top and bottoms; c) appropriate booties or footwear; d) gloves; e) hats; f) wind-proof pants and jacket.

3. Leaders have checked the participants to ensure that they are adequately equipped and prepared for the activity and the group has appropriate emergency and repair kits. Available rescue equipment includes but may not be limited to: throw lines/throw bags, painter lines, grab loops, pulley and rope systems, repair kits.

(iv) - Conducting The Activity:

Appropriate safety procedures are followed for white water canoeing and kayaking. The water temperature in relation to the clothing, skills, and abilities of the participants will determine whether to enter the program area or not. Storage of accessory gear is made secure to avoid a paddler’s entanglement with ropes, rope systems, and other gear.

10007.17 – Sea Kayaking:

This activity may combine a number of standards found in other sections, so those will apply accordingly.

(i) - Leadership:

Adequate supervision is provided for sea kayaking. Convoys may require appropriate support boats and escorts when paddling in open stretches of water. The skill level of participants and the environmental conditions may preclude this activity even with an escort.

(ii) - Planning and Research:

Adequate instruction is provided for sea kayaking. Skills include but may not be limited to: a) boat construction; b) carrying boats; c) boat care and maintenance; d) weight distribution and loading; e) navigation skills; f) communication; g) rafting boat procedures; h) deploying sea anchors; i) appropriate strokes; j) appropriate maneuvers.

(iii) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity and conditions to be encountered. Factors that determine
these items include but may not be limited to: a) temperature of the water and air; b) the length of time participants may spend in the water; c) the degree of difficulty of the conditions; d) the experience level of the participant.

2. Personal clothing to be considered include but may not be limited to: a) wet/dry suits; b) pile or fleece top and bottoms; c) appropriate booties or footwear; d) gloves; e) hats; and f) wind-proof pants and jacket.

3. Leaders have checked the participants to ensure that they are adequately equipped and prepared for the activity and the group has appropriate emergency and repair kits. Available rescue equipment includes but may not be limited to: throw lines/throw bags, painter lines, grab loops, pulley and rope systems, and repair kits.

(iv) - Conducting The Activity:

1. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place. Appropriate measures are taken to deal with high winds and seas, strong currents, strong tides, low visibility, lightning, etc. Unless there is an emergency, all paddling in diminished conditions should be done near shore.

2. Appropriate safety procedures are followed. These include, but may not be limited to: a) shore maneuvers; b) bracing techniques; c) basic sea operation procedures; and, d) rescue techniques. When traveling in a convoy, boats should be within a 50-yard perimeter of one another. During certain times of poor conditions, such as low visibility or high winds, this distance may be reduced, and staff may want boats close enough for verbal communication.

10007.18 – Sailing:

This activity may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - Planning and Research:

Adequate instruction is provided for sailing. Participants have an appropriate understanding of the operation of the boat and associated equipment. Participants also have an appropriate understanding of sail handling and navigation principles.

(ii) - Equipment, Nutrition and Hygiene:

1. The program uses vessels that meet accepted Transport Canada/Coast Guard standards.

2. Appropriate inspection of the vessel is conducted prior to sailing and adjustments or repairs are made accordingly.
10007.19 – Power Boating:

This activity may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - Leadership:
At least one leader/adult has successfully completed recognized training appropriate to the activity or has demonstrated equivalent attitudes, skills and knowledge appropriate to the activity. Power boat operators must comply with Canadian Coast Guard regulations including operator competency requirements.

(ii) - Planning and Research:
Adequate instruction is provided for power boating. Participants have an appropriate understanding of the operation of the boat and associated equipment. Participants also have an appropriate understanding of power boat handling and overboard recovery procedures as well as navigation principles.

(iii) - Equipment, Nutrition and Hygiene:

1. The program uses vessels that meet accepted Transport Canada/Coast Guard standards.

2. Appropriate inspection of the vessel is conducted prior to use of power vessel and adjustments or repairs are made accordingly.

10007.20 – Power or Sail Cruising:

This activity may combine a number of other skills found in other sections, so those will apply accordingly.

(i) - Leadership:

1. At least one leader/adult has successfully completed recognized training appropriate to the activity or has demonstrated equivalent attitudes, skills and knowledge appropriate to the activity. Power boat operators must comply with Canadian Coast Guard regulations including operator competency requirements.

2. Adequate supervision is provided for power or sail cruising. Factors that may determine the level of supervision include, but may not be limited to: a) participant’s skills; b) length of cruise; c) the environmental conditions; d) location of cruise.

(ii) - Planning and Research:
Adequate instruction is provided for length of cruise. Skills include but may not be limited to: a) vessel construction; b) vessel care and maintenance; c) weight
distribution and loading; d) navigation skills; e) communication; f) rafting vessel procedures; g) deploying sea anchors; h) knowledge of local navigation hazards.

iii) - Equipment, Nutrition and Hygiene:

1. Participants have, or are provided with, a list of appropriate items required for the activity conditions to be encountered. Factors that may determine these items include, but may not be limited to: a) temperature of the water and air; b) the length of time participants may spend on the water; c) the degree of difficulty of the conditions; and d) the experience level of the participants.

2. Personal clothing to be considered include but may not be limited to: a) hats; b) wind/water-proof jackets and pants; c) gloves; d) sunglasses; e) sun-block; and f) whistle attached to PFD.

3. The program uses vessels that meet accepted Transport Canada/Coast Guard standards.

4. Appropriate inspection of the vessel is conducted prior to use of power vessel and adjustments or repairs are made accordingly.

5. Leaders have checked and equipped each vessel to meet accepted Transport Canada/Coast Guard safety and rescue equipment standards for size and type of vessel.

(iv) - Conducting The Activity:

1. If programming is conducted in diminished conditions, it is limited to appropriate times and appropriate safety precautions are in place. Appropriate measures are taken to deal with high winds and seas, strong currents, strong tides, low visibility, lighting, etc.

2. Appropriate safety procedures are followed. These include, but may not be limited to: a) rescue techniques; b) shorting and reefing sails; c) movement on board vessel in diminished conditions (use of lifelines). When cruising in convoy, vessels should be within a half a kilometer first to last vessel. Vessels should be able to communicate with each other by cb/vhf, or predetermined hand signals/whistle signals.

10007.21 – Car Rally Guidelines:

Normal car races or rallies are considered high-risk activities and as such should not be approved as Scouting activities.
Scouts Canada’s insurance brokers have explained that in the event of any automobile accident, the automobile owner’s insurance is always, by law, first payer. However, all automobile policies contain under “Statutory Conditions”, a clause prohibiting the use of vehicles “in any race or speed test”. This, in effect, means that if a vehicle were involved in an accident while participating in a rally, the owner’s insurance would probably not cover their vehicle or occupants.

With most rallies, it is necessary for participants to register at numerous checkpoints, and they are penalized if they are early or late. This in effect, makes the rally a “race or speed test”.

Note: A rally where timing does NOT play any part in determining winners, and where there is absolutely no incentive for one participant to reach a checkpoint or finish the rally ahead of another participant, could be held as an approved Scouting activity. To hold such a rally, you must ensure that written instructions are given to all participants specifically stating that all rules of the road and traffic signs MUST be adhered to, including posted speed limits, and that timing does not play a part in the rally. The important thing is to avoid any “timing” restrictions, as these could be construed as being a “speed test”.

Also, as car rallies are excluded on standard automobile policies, it should be pointed out in writing to owners of vehicles planning to participate in such an event that they should check with their automobile insurers to ensure their policies remain in effect for such an event.

10008 – CHALLENGE COURSE AND PIONEERING ELEMENT CONSTRUCTION – HIGH RISK ACTIVITIES

Challenge Course and Pioneering Element Construction – High Risk Activities. Examples of these activities include climbing walls, high ropes courses, low and high elements, elements requiring a secondary or safety belay, and pioneering projects such as towers and burma bridges. Note the separate statement for zip wires/zip lines at the end of this section. Also please note the climbing wall supervision requirements statement at the end of this Section.

Structures at the group/section level (temporary structure and low volume usage i.e. Group and/or section weekend camp)
Construction – When constructing challenge course elements and pioneering projects leaders should consult appropriate resources and/or other skilled individuals and follow plans and instructions. Examples of appropriate resources include books such as Scout Pioneering and Scout Pioneering in Town and Country by John Sweet, available at your local Scout Shop.

Operation – Leaders will inspect and test the structure prior to use, and monitor its integrity during operation. Only skilled and knowledgeable individuals are to be involved in instructing participants.
Structures at the area/council level (temporary structure and high volume usage i.e. weekend camporee)

Construction – Prior to construction, plans are to be approved by a knowledgeable person for that level of activity. Leaders wishing to construct challenge course elements and pioneering projects should consult appropriate resources and/or other skilled individuals and follow plans and instructions.

Operation – Leaders will inspect and test the structure prior to use, and monitor its integrity during operation.

Structures such as high ropes and challenge course element construction (permanent installations, low and high volume)

Construction – Prior to construction, plans are to be approved by a knowledgeable person for that level of activity or approved by an engineer. A knowledgeable person will inspect the structure after construction.

Operation – A regular maintenance record and documented annual inspection should be conducted. Staff/volunteers have appropriate skills and knowledge to conduct activities.

Zip wires/Zip lines:

Temporary Structures – Low Volume

Construction – When constructing temporary zip wires/zip lines leaders should consult appropriate resources and/or other skilled individuals and follow plans and instructions. Examples of appropriate resources included books such as Scout Pioneering and Scout Pioneering in Town and Country by John Sweet, available at your local Scout Shop.

Operation – Leaders will inspect and test the structure prior to use, and monitor its integrity during operation. Only skilled and knowledgeable individuals are to be involved in instructing participants.

All Temporary and Permanent Installations – High Volume

Permanent installations of zip wires/zip lines are now subject to the following:

The detailed construction/installation plans are to be prepared/reviewed and approved by a qualified engineer prior to the installation;

The same engineer is to inspect and approve the completed installation prior to the use of the apparatus;

All such installations are to be completed by a qualified outside (third party) contractor who is to provide Scouts Canada with proof of their General Liability insurance, naming Scouts Canada as an additional insured, and providing the required Hold Harmless/Indemnification agreement. In certain circumstances, installation by our
own qualified staff and/or volunteers who possess the appropriate skills will be considered upon submission of the specific details and necessary engineering plans to the Risk Manager.

**Inspection** – In addition to an annual inspection by a qualified engineer, a specific set of daily inspections and procedures should be conducted. Prior to the start of each period of operation, the following should be completed:

- A visual inspection of the cable of wear;
- A visual inspection of each pulley for wear;
- A visual inspection of all ropes for wear;
- A visual inspection of the connection points of the cable at each end to ensure that they are properly connected.

At the end of each activity period, each cable is secured in such a manner that unauthorized use is not possible.

**Operation** – Only skilled staff/volunteers and knowledgeable resources individuals are to be involved in instructing and supervising participants.
11000.1 – INTRODUCTION

This policy is derived from “Scouts Canada – Fundraising Programs” which was approved by the Executive Committee of the Board of Directors in March 2001.

Scouts Canada exists for the youth of Canada and all fundraising must be conducted for the sole purpose of fulfilling the mission of the organization. In making its programs available to youth, the organization is providing a valuable service to the community and has the right to seek financial support from the community in return.

The spirit of the movement requires that, as far as possible, funds raised for Scouting purposes shall be earned. The use of endorsed programs ensures that viable financial benefits will accrue to the organization, that brand / image risks are addressed and that fundraising activities are consistent with the mission and values of the organization.

Accordingly, all fundraising activities must be approved and conducted within the policies and procedures of Scouts Canada.

11000.2 – DEFINITION

A fundraiser includes an approved product or service that is provided in exchange for funds received. The corporate fundraisers are those products or services that have been endorsed by the Executive Commissioner & CEO, in consultation with staff and volunteers, and generally provide financial support to all levels of the organization.

11000.3 – POLICY GUIDELINES

(i) Within the general framework set out above, Scouts Canada will undertake a limited number of corporate fundraising programs each year.

(ii) All fundraising activities must be approved and conducted within the framework of the policies and procedures of the organization (e.g. financial accountabilities, use of trademark / brand, etc.)

(iii) Fundraising and the revenue that is generated should be accounted for as described in the Council Financial Responsibilities and Reporting requirements.

(iv) All funds raised for Scouting and/or in the name of Scouts Canada must be used for Scouts Canada purposes only.

(v) Members in uniform, or otherwise representing Scouts Canada, may in exceptional circumstances and with the written approval of the Executive Commissioner and...
Chief Executive Officer, assist other organizations in raising funds. The Executive Commissioner and Chief Executive Officer shall refer to the criteria defined by the Board of Governors in making these decisions.

(vi) Due regard must be given to the effect which the method of fundraising may have on the reputation, integrity and goodwill of Scouts Canada.

(vii) Methods of fundraising used by groups must be compatible with the values, goals and ideals of the group sponsor.

(viii) Where Scouts Canada receives financial support from United Way / Centraide (or similar organizations) whole hearted cooperation must be given to that organization.

(ix) The endorsement of any commercial product or service requires the approval of the Executive Commissioner & CEO.

(x) Fundraising activities may include a provision that the proceeds of the fundraiser may be shared with other levels of the organization.

11000.4 – POLICY ORGANIZATION

In recognition of the fact that fundraising represents a source of revenue required to support ongoing operations of sections, groups, councils and the corporation, the Executive Commissioner & Chief Executive Office holds overall accountability for fundraising activities.

11001 – FUNDING PRINCIPLES

(i) Scouts Canada exists for the youth of Canada and all fundraising will be conducted for the sole purpose of fulfilling the Mission of the organization. All fundraising activities will be conducted within the Policies and Procedures of Scouts Canada.

(ii) In funding Scouting, due regard must be given to the effect which the method to be used might have on the reputation, integrity and goodwill of Scouts Canada. Methods of fundraising used by each local Scout Group shall also be compatible with the goals and ideals of the sponsor.

(iii) The funding of Scouting will come primarily from members through membership and user fees. To the fullest extent possible, supplementary fundraising activities will be conducted in a value-added manner. Scouting provides a significant service to the Canadian Community and therefore, is justified in seeking charitable financial support from the community.

(iv) The strength of Scouting is at the local community level and all funds raised, except funds raised pursuant to Policy 11000.3, subsection V, will accrue to the benefit of our members. The cost of services and materials provided by senior Councils must support the membership, and any funds raised by these Councils except funds raised pursuant to Policy 11000.3, subsection V, must also support the membership by way of a contribution toward expense, a contribution toward membership fees, or additional program activities.

(v) Each fundraising activity will be conducted at the most effective and efficient level of the organization for that type of activity. For maximum efficiency and
effectiveness, all fundraising activities will be performed in a collaborative and cooperative manner without competition among Councils and the various levels of the organization.

(vi) The cost of operating Scouts Canada will be funded by a membership assessment. This assessment can be reduced by fundraising activities conducted by Scouts Canada in accordance with these Funding Principles and Guidelines.

(vii) All requests for funds should clearly state the purpose for the funds.

(viii) Each level of Scouting shall share in the cost of services and materials provided by senior levels. Such senior levels shall be accountable for the use of funds and assets to the support level that provided them.

11002 - GROUP FINANCIAL RESPONSIBILITIES AND REPORTING REQUIREMENTS

The Group Commissioner has the overall responsibility for the group, including the group’s finances. To ensure that the group’s finances are well managed and accounted for, the Group Commissioner recruits a treasurer for the group. The treasurer assumes the responsibilities as described in the treasurer’s position description in B.P.&P., Section 4000.

The treasurer plans, budgets, records, maintains and reports on the financial affairs of the group and ensures that they are compliant with Scouts Canada’s Policies and Procedures.

11003 – FINANCIAL PROCEDURES REGARDING GROUPS

(i) Scouts Canada’s fiscal year is September 1st through August 31st.

(ii) As a non-profit organization, a basic principle is that any and all activities, events or operating expenses be undertaken and organized (budgeted) in such a way that financially, they do not create a deficit.

(iii) All groups must submit an annual financial statement to the Council by November 30. Prior to submission, this will have been subject to an impartial third party review by two individuals who have not been involved in the group financial accounting and reporting, together with group inventory (Quartermaster) reports following year-end.
(iv) Annual financial statements, as stated in (4) must be reported to the appropriate authority as follows:

<table>
<thead>
<tr>
<th>Financial/Inventory Statements</th>
<th>Reported to:</th>
<th>Responsibility of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sections – Beaver, Cub, Scout</td>
<td>Group/Section Committee</td>
<td>Section Scouter</td>
</tr>
<tr>
<td>Sections – Venturer, Rover</td>
<td>Group/Section Committee</td>
<td>Company or Crew treasurer</td>
</tr>
<tr>
<td>Scouting auxiliary</td>
<td>Group Committee</td>
<td>Scouting auxiliary treasurer</td>
</tr>
<tr>
<td>Group</td>
<td>Supervising Council</td>
<td>Group Committee treasurer</td>
</tr>
<tr>
<td></td>
<td>Group Sponsor/Partner</td>
<td></td>
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</tbody>
</table>

(v) Section or group accounts must be clearly identified as “Scouts Canada” together with the name of the section or group.

(vi) Procedures should be established for each Group Committee governing:
1. Bank deposits, withdrawals, advances, cheque signing, and petty cash funds.
2. The investment of funds.
3. The authority to raise and control funds.

(vii) Budgets must be presented to and approved by the Group Committee.

(viii) The expenditure of funds for other than budgeted operating costs shall not be made until approved by the Group Committee.

(ix) Once funds are spent, receipts must accompany a statement of account at the next meeting.

(x) No commitment to pay money in the future shall be made on behalf of Scouts Canada without the permission of the authority listed below:

<table>
<thead>
<tr>
<th>Level</th>
<th>Authority</th>
</tr>
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<tbody>
<tr>
<td>Group/Section, including Scouters of Sections or members of Group Committee or Scouting auxiliary</td>
<td>Group Committee</td>
</tr>
</tbody>
</table>
(xi) Lottery, casino, raffle, bingo or other fundraising that is associated with gambling must be approved by the Council. When the Council gives permission, the Council shall ultimately be responsible for the payment of the commitment which it has permitted, together with all costs related thereto.

(xii) Groups or Sections are not permitted to undertake any form of general appeal for funds unless sanctioned by the supervising Council.

(xiii) Anyone in the group receiving or dispersing funds must keep an accurate record.

(xiv) As far as possible, cheques should pay all expenditures.

11004 - SIGNING AUTHORITIES

i) Funds must be under the control of at least two people.
ii) The signing authorities for the Group shall be members of the Group Committee, as determined by that committee, and must include the Treasurer and at least one additional member.
iii) Two signing officers must sign every cheque.

11005- INACTIVE GROUP ASSETS

When a Group/Section Committee ceases to exist, title to any remaining property and/or funds shall be vested in and held by the Council pending appropriate disposal as determined by that Council.

11006 – STORAGE OF RECORDS

Group financial records will be maintained by the Group and be available to the Council should they be required. The Group will maintain the records in a manner that will be in compliance with requirements for financial records storage as set forth by the Canada Revenue Agency.

11007 – COUNCIL FINANCIAL PROCEDURES

Council Financial Procedures can be found in the Council Operations Manual.

11008 - FOR REFERENCE

Group Committee Position Descriptions
See BP& P, Section 4000 for position descriptions.
11009 – GIFT ACCEPTANCE POLICY  

Approved January 2012

PURPOSE AND APPLICATION

A. In establishing this policy the Board recognizes the utmost importance of ensuring that all gifts to Scouts Canada are made within legal and ethical regulations, codes and guidelines of Canada Revenue Agency (CRA).

B. This policy is designed to ensure clarification of roles, responsibilities and expectations of both Scouts Canada and its donors. The policy will also make certain that Scouts Canada acts in a consistent and timely manner in exercising its fiduciary responsibility.

C. This policy applies to those gifts for which a tax-deductible charitable receipt is to be issued.

1. INTERPRETATION

In this policy the following terms shall have the following meanings:

“Board” means the board of governors of Scouts Canada.

“Scouts” means Scouts Canada.

“Fund” means the fund created as a result of the Fund Agreement entered into between the donor and Scouts Canada.

“Fund Agreement” means an agreement entered into between Scouts and a donor, the details of which are set out in section 7 herein.

“Policy” means this policy and the expressions “hereof”, “herein”, “hereto” and “hereunder” and similar expressions refer to this policy.

“Executive Commissioner and Chief Executive Officer (CEO)” means the Executive Commissioner and CEO of Scouts Canada.

DUTIES OWED TO DONORS

2. Ethics. The Board has formally adopted the Donor Bill of Rights developed by the Association of Fundraising Professionals and Imagine Canada’s Ethical code program. This clearly establishes the donor's rights and sets the standards for all Scouts Canada
3. **Interests.** The donor's wishes and interests will always be the first priority to be considered by anyone acting on behalf of Scouts in fund development activities.

4. **Confidentiality.** All information, philanthropic intent and content of fund agreements will be held in strict confidence, subject to legally authorized and enforceable requests for information. All other requests for information regarding a donor will only be provided if prior written consent from the donor or their legal representative, trustee or attorney by way of a Power of Attorney has been received.

5. **Conflict of Interest.** All persons acting on behalf of Scouts will declare any conflict of interest in the fund development activities. At no time may a Scouts representative place the interests of Scouts ahead of those of the donor.

6. **Disclosure to Donors.** Before a donor makes a gift and signs a Fund Agreement, Scouts shall inform the donor, and ensure that they understand following:

   6.1. the legal and financial consequences of making the gift including the expenses related to the disposition of the assets charged to the donor;

   6.2. their right to receive professional financial advice before making a charitable gift; and

   6.3. the work of Scouts and how the capital and its income will be used.

   Except where the terms of a gift are expressed unilaterally (such as in a will), no gifts will be accepted unless Scouts is satisfied that the donor understands sections 6.1-6.3 of this Policy.

7. **Agreements.** A standard form agreement, amended from time to time, shall be entered into by donors and Scouts where practicable, and shall be used as the basis for all funds. Scouts shall attempt to personalize the standard form agreement with respect to the name and nature of the fund and the use of the fund’s income in order to better tailor the fund to the particular donor. Scouts shall exercise best efforts to adhere to the wishes of a donor as expressed to it in any form, including by will.

**Handling of Gifts**

8. **Forms of Gifts.** Scouts will accept gifts in many forms including, but not limited to, the following:

   - cash, or cash equivalents such as T Bills and GICs;
   - publicly listed securities;
   - life insurance
Scouts will not accept gifts of interest free loans or issue charitable annuities as the Canada Revenue Agency prohibits charities from incurring debt obligations.

9. **Right of Refusal.** The Executive Commissioner & CEO in consultation with the Chief Commissioner and Chair of the Board of Governors will bring to the attention of the Board any issues that generally bring doubt as to the acceptability of the Gift and more specifically any issues that address any of the following points:

9.1. the gift involves in whole or in part a debt obligation;

9.2. the gift is not consistent with the overall mission of Scouts;

9.3. the gift compromises the integrity or non-partisan status of Scouts in the community;

9.4. the gift undermines the classification or status of Scouts under the Canada Revenue Agency (CRA); or

9.5. the origin of the gift may bring Scouts into disrepute.

Notwithstanding the foregoing the Scouts reserves the right to refuse a gift for any reason whatsoever.

10. **Valuation.** In most cases the value of a gift will be immediately apparent, particularly or readily negotiable gifts. Where this is not the case the donor must provide Scouts with an independent appraisal establishing the fair market value of the property being offered as a gift.

10.1. **Rights of Scouts Canada.** Scouts reserves the right to secure and rely on its own appraisal and investigation in determining the acceptability of the gift and the value of the receipt for income tax purposes.

10.2. **Value of Securities.** In the case of a gift of securities the value for receipting purposes will be the closing market price on the day the Scouts receives the securities.

11. **Disposition.** All gifts of cash and cash equivalents made to Scouts shall be transferred to Scouts’ custodian and placed in Scouts investment portfolio. Publicly listed securities may either be delivered by the donor directly to Scouts or transferred by prior agreement to Scouts investment account held by its custodian. All gifts will be...
sold as soon as possible and the proceeds invested in accordance with Scouts investment policy, unless a prior agreement has been reached with the donor that may require the property to be held temporarily. The Executive Director, Financial Services and the Executive Director, Development shall supervise receipt of publicly traded securities, and if required the opinion of a third party counsel with respect to final legal ownership may be obtained.

11.1. Exemption. Gifts in cash or in kind that are directed specifically to support Scouts activities such as sponsorship of an event or to directly offset Scouts administration (not program) expenses will be exempted from this disposition policy.

12. Costs. Except as agreed to by resolution of Scouts the donor shall pay for all costs associated with making a gift. This may include expenses related to appraisal fees, legal and accounting expenses, transaction fees and bank charges. Expenses incurred by Scouts in accepting a gift, which may include legal fees, maintenance, and disposition fees will be charged against the fund once established.

13. Receipt. Scouts cannot issue a tax receipt until the gift is legally the property of the Scouts. The receipt will be issued for the value of the gift, as at the date it becomes Scouts’ property minus any expenses incurred in accepting the gift.

General Conditions

14. Scouts in accepting gifts will apply the following general conditions:

14.1 Scouts is not able, because of the potential for a conflict of interest, to act as the executor of a donor’s will or as a trustee of a charitable reminder trust.

14.2 Scouts will be bound by all applicable statutes with regards to the reporting of the sources of gifts received.

14.3 The Vice Chair Strategic of the Board of Governors will be informed in advance of all donor arrangements of a sponsorship nature to ensure compliance with the Scouts Canada brand.

14.4 Gifts from a donor whose primary business is in the areas of gaming or weapons will be subject to review by the Vice Chair Strategic of the Board of Governors in consultation with the Executive Commissioner/Chief Executive Officer.

14.5 Scouts will not accept donations from suspended or terminated Scouts Members.

14.6 Scouts will not accept a gift from a donor whose primary business is in the areas of tobacco or adult entertainment. Note: donations of tobacco products for the purposes of First Nations ceremonies are fully exempt from this General Condition.
SCOUTS CANADA
STANDARD OPERATING PROCEDURES

SECTION 12000 – PERSONAL INFORMATION PROTECTION

12000 – PROCEDURES AND GUIDING PRINCIPLES:

Scouts Canada is committed to respecting the privacy of our members, their families and our employees, by adhering to the privacy principles set forth in Schedule 1 of The Personal Information Protection and Electronic Documents Act. Those principles are:

12000.1 – Accountability:

The Executive Commissioner and Chief Executive Officer is accountable to the Board of Governors for compliance with this policy. The Scouts Canada Risk Manager and the Council Executive Directors are responsible for the management of the policy including the guiding principles and procedures.

12000.2 – Identifying Purposes:

Scouts Canada only collects personal information necessary to provide attentive and responsible youth programs, meet the individual development needs of each prospective member, member and employee, provide emergency health care, ensure a safe and secure environment and meet applicable regulations. Name, address, birth date and information concerning registration, activities, events and honours and awards received form a permanent record for members and employees. All other information is only kept as long as required to fulfill the purposes identified, unless permission is obtained from the individual providing the information.

12000.3 – Consent:

All members will have the ability to consent to the uses of their personal information. A prospective member, member or employee of Scouts Canada grants, through the act of registering, consent to use of personal information by Scouts Canada members and employees for the purposes of tracking attendance and progress, informing members and/or their parents or guardians of Scouting activities and for analysis. Prospective members, members and employees will have the opportunity, beginning in the 2001-2002 registration period, to select at any time whether they wish to be informed of fundraising and other member benefits not specifically related to their Scouting program and whether information other than name, address, birth date and information concerning registration, performance, activities, events and honours and awards received be kept for a longer period of time. Scouts Canada will assume consent is granted unless a member indicates otherwise.
12000.4 – Limiting Collection:

Scouts Canada will explain the purposes for collecting each piece of personal information. If it is necessary to use the personal information collected for a purpose not identified when the information was collected, consent for the new use will be obtained from prospective members, members or employees.

12000.5 – Limiting Use, Disclosure and Retention:

Scouts Canada will use the personal information obtained from prospective members, members and employees only for the purposes for which it was collected and will not disclose the information for other purposes, except as required by applicable law.

All personal information provided to Scouts Canada will be maintained in a secure manner to ensure that its use is limited to the purposes for which it was collected.

Name, address, birth date and information concerning registration, performance, activities, events and honours and awards received will be retained by Scouts Canada permanently. Other personal information will be retained by Scouts Canada for whatever periods are required by legislation governing our operation and/or the information provided, after which time (unless consent is given to keep information for a longer period) the information will be destroyed in a secure manner. If there is no legislative requirement to retain other information, it will be kept for 18 months from the time it was provided.

12000.6 – Accuracy:

Members will have the ability to review data provided on an application for membership at any time through the Scouts Canada Membership Management System. Individuals may, on presentation of a document establishing their identity to the Council Executive Director responsible for the individual’s geographic area, be able to find out whether personal information is on file with Scouts Canada and, if so, consult it free of charge. A request may also be made in writing or by telephone to view information. A reasonable charge may apply for the transcription, reproduction or transmission of the information.

12000.7 – Safeguards:

Scouts Canada will assess and implement appropriate measures to properly protect personal data. These measures will be subject to independent audit to ensure their effectiveness.

12000.8 – Openness:

This policy and the processes and procedures for obtaining access to personal information will be available to any individual through Scouts Canada’s web site and
in compliance with Scouts’ Canada’s By-laws, Policies and Procedures. If any individual has a question regarding personal information, it may be directed to the Council Executive Director responsible for the individual’s geographic area.

12000.9 – Individual Access:

Individuals will have access to their personal information provided on an application for membership at any time through the Scouts Canada Membership Management System. On request to the Council Executive Director responsible for the individual’s geographic area, an individual will be informed of the existence, use and disclosure of their personal information and will be given access to view that information. An individual may challenge the accuracy and completeness of the information and have it corrected or amended, as appropriate.

12000.10 – Challenging Compliance:

Individuals may challenge Scouts Canada’s compliance with this policy by contacting the Council Executive Director responsible for their geographic area.

If an individual has a concern regarding Scouts Canada’s compliance with its Personal Information Protection Policy and Guiding Principles, a written account of the non-compliance, including timing, dates and location, is to be forwarded to the Council Executive Director for the area where the alleged non-compliance occurred or to the Scouts Canada Risk Manager. A reply to any challenge will be provided within seven days of receipt and if Scouts Canada is non-compliant, immediate action will be taken to correct the non-compliance.

12000.11 – Definitions (see also Section 3000):

(i) **Prospective Member:**
An individual that has indicated an interest in becoming a member of Scouts Canada by filling out an enquiry form or an application for membership but has not yet been accepted for membership.

(ii) **Registered Member - Youth:**
A youth, as defined by By-law No. 2, Article I – General, b. Definitions (10, who meets the conditions of an ordinary member (By-Law No. 2, Article II – Members (1)) and is confirmed in the Scouts Canada Membership Management System (MMS) as an active member.

(iii) **Registered Member – Adult:**
A person 18 years of age or older who meets the conditions of an ordinary member (By-law No. 2, Article II – Members (1)), is fully screened and is confirmed in the Scouts Canada Membership Management System (MMS) as an active member.
12001 – ACCESS TO AND STORAGE OF FORMS

Scouters have a responsibility to respect the purpose of the information we collect.

While in our possession, we have a responsibility to maintain the information in the strictness of confidence, and only share information on a need to know basis. Information contained on the Program Participant Enrollment Form and the Application for Membership and Appointment of Volunteers and Physical Fitness forms contain private and sensitive information.

Your council will also have a process in place for sections and groups to forward the camping and Outdoor Activity Application, Parent/Guardian Consent Forms or Physical Fitness Certificates for storage following the completion of each activity.
SCOUTS CANADA
STANDARD OPERATING PROCEDURES
SECTION 13000 – RISK MANAGEMENT

13000 – RISK MANAGEMENT

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

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

13000.1 – Risk Defined:

Risk is defined as any uncertainty about a future event that may threaten Scouts Canada’s ability to accomplish its mission and protect its assets. Scouts Canada must practice good risk management techniques:

• to provide a safe environment for our members;
• to protect our adult volunteers, providing they are performing their duties in a reasonable manner and in accordance with the By-Law, Policies and Procedures of Scouts Canada; and
• to protect the assets of Scouts Canada.

Scouts Canada’s assets include:

• people - youth members, board members, volunteers, employees, clients, donors and the general public;
• property - buildings, facilities, equipment, materials, copyrights and trademarks;
• income - sales, grants, donations, contributions and fees for membership, and
• goodwill - reputation, stature in the community, and the ability to raise funds and appeal to prospective volunteers and members.

13000.2 – Risk Management Process:

Scouts Canada’s risk management process consists of the following steps:

• identification of risks,
• evaluation of risks,
• control of risks, and
• financing risk.
Generally speaking, once the corporation’s risks are known and evaluated, steps must be
taken to either control those risks or to obtain insurances to help contain the exposure of the
corporation.

(i) - Identification:

During 1998, a process was implemented to identify the current risks faced by the
corporation in the areas of property/facilities, employees, contracts/agreements, and
publications, policies and procedures. Each Council was requested to complete
assessment forms that allow the National Office to assess the risks in the following
areas:

1. Property/Facilities:
   Each Council must ensure that the National Office is advised of any property owned
   or leased by the Council. A database is being developed to include all property
   owned or leased by Scouts Canada. Currently it is restricted to land/buildings, but
   will eventually be expanded to include vehicles, camping equipment, canoes, etc.
   Councils and Groups must purchase insurance to cover all property, equipment, etc.
   owned by them. This can be arranged through a local insurance broker. It is not
   necessary for Councils to purchase third party liability insurance as this has been
   arranged nationally.

   All should be aware that any property owned or leased locally, even at the Group
   level, is deemed legally to be the property of Scouts Canada and could be at risk
   should the corporation face legal challenges that exceed our insurance coverage.

2. Employees:
   Effective January 1, 1999, Scouts Canada adopted a corporate structure for all
   employees of the corporation. The payroll for all employees is now administered
   through the National Office. In addition, a National Director of Human Resources
   was appointed. The Director of Human Resources must be consulted on all matters
   related to employees, and will ensure that all policies and procedures are followed.
   In addition, each Council Executive Director must ensure compliance with the
   Council Management Operating Procedures that relate to the human resources
   of the Corporation as well as Scouts Canada’s Personnel Policy. These measures will
   result in a reduction of the risk to Scouts Canada.

3. Contracts/Agreements:
   Any contracts or agreements entered into by any Councils, Groups, Sections or
   members on behalf of Scouting can also greatly affect the risk exposure of Scouts
   Canada.

   These contracts can include something as simple as an agreement to use a local mall
   for a Scouting display. Some of these agreements are worded in such a way that, if
signed, would make Scouts Canada responsible for anything that happened in the mall on the day we use it, including gross negligence on the part of the mall owners, their employees, etc.

All contracts and/or agreements must be reviewed by the local Council Executive Director prior to signing. Council Executive Directors should refer such contracts to Scouts Canada’s Risk Manager if unsure whether a particular contract or agreement is acceptable. For further detail, see Section 13006.

4. **By-Law, Policies, Procedures and Publications**

Scouts Canada has one general By-law called By-law No.2 and it can only be amended or repealed by a resolution of the Board of Governors approved by an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of the voting members at a meeting duly called, on not less than sixty (60) days’ notice, for the purpose of considering the said By-law.

All Policies of Scouts Canada must be approved by the Board of Governors of Scouts Canada.

All Procedures of Scouts Canada must be approved by the Executive Commissioner & Chief Executive Officer on recommendations and advice from the Scouts Canada National Leadership Team.

All publications of Scouts Canada must be approved by the Executive Commissioner & Chief Executive Officer on recommendations and advice from the Scouts Canada Director of Communications.

(ii) **Evaluation:**

Upon completion of the identification step, the next step in risk management is to evaluate the risks to the corporation. In other words, we must decide whether our current exposures are acceptable or whether steps have to be taken to protect Scouts Canada.

Each risk should be evaluated to determine its frequency, severity, variation and impact on the organization. Proper reporting of accidents and incidents that might lead to a claim will give some clues as to what activities result in accidents; those activities can then be modified to make them safer or eliminated to contain the risk.

Our facilities and properties should be used by Scouting members doing Scouting activities. If we expand outside of this mandate, we create additional risk exposure. The corporation is placed at additional risk if, for example, a Council which owns a pool opens it to the public for a fee. Although this may be perceived by some as doing “a good turn” for the community and sharing our resources or as a good method of fund
raising, it is perceived by our insurers as being outside of our normal mandate and thus increases our risk. We are in effect running a business rather than offering programs to our members.

Policies and Procedures that are created and not followed can create additional risk exposure by showing negligence on Scouts Canada’s part should an incident occur which leads to a claim against Scouts Canada (we have a policy and/or procedure but did not follow it, and subsequently someone is hurt - therefore we are negligent because had we followed the policy and/or the procedure the injury may not have occurred). As well, contracts and/or agreements that are signed by members of a Council, Group or Section can create additional risk for Scouts Canada.

(iii) - Control:

Once risks are identified and evaluated, steps must be taken to eliminate, control or contain them.

If a particular activity results in a number of serious injuries, then that activity should be eliminated - an example would be paint ball which is on the list of activities that are not approved for use. Paint ball games can and have resulted in serious eye injuries.

If a particular activity results in minor injuries, then explore ways to modify that activity to eliminate some of those injuries - for example a “nerf” ball could be used to play dodge ball with Beavers.

Risks can be contained in various ways - for example Scouts Canada’s properties should be used by Scouting people doing Scouting things and not opened to the public unless measures are taken to transfer the risk. If we open them up for general use, we assume additional risk exposures over which we may have no control.

(iv) - Financing:

Scouts Canada finances risk in two ways - through insurance, and through the transfer of risk.

1. **Insurance:**

   Currently Scouts Canada has three main types of insurance coverage – indemnity, liability and self insurance for child abuse, which covers all registered members of Scouts Canada. In addition, a separate policy covers the use, for pleasure, of non-owned aircraft that have a maximum passenger capacity of ten.

   Another form of insurance that is purchased nationally is “Directors’ and Officers’ Liability Insurance” that provides protection for the Directors and Officers of the corporation. For further information on Insurance, see Section 13008.
2. **Transferring Liability:**

As well as purchasing insurance to protect the corporation, Scouts Canada encourages the use of indemnification and/or hold harmless agreements which can limit or transfer to others some of the risk.

For example, if a Council allows another youth organization to use its property for their own purposes, then the Council should ensure an appropriate agreement is signed which transfers the risk to that organization for that event only.

A common example of the use of indemnification and/or hold harmless agreements, from an alternative point of view, is their use by shopping malls. If a Council wishes to use some display space in a local mall, you will undoubtedly be required to sign an agreement that transfers some of the mall’s liability to the Council for the use of that space. It is very important here to note that while Scouts Canada will willingly accept responsibly for its own actions, it must not be expected to assume responsibility for the actions of others. See Section 13012.

13000.3 – **EXCEPTION POLICY:**

The CEO is permitted to grant an exception in appropriate circumstances in relation to Contracts/Agreements, Hold Harmless Agreements and Waivers; in other words, that where a contract/waiver is prohibited by Policy 13006, 13012 or 13025, a request may be made for an exception which would allow Scouts Canada to enter into the contract or Scouts members to agree to the waiver in appropriate circumstances. No exception would be granted where the proposed activity is specifically prohibited by Scouts’ policies or clearly excluded from Scouts’ insurance.

The criteria to be applied when asked for an exception would include:

- Whether a request to use the Scouts Canada indemnification agreement was made;
- Whether a request for change of language of the contract/waiver was made;
- Whether an agreement has been entered into with the City, parent company, national company, association or similar umbrella entity;
- The level of risk of the proposed activity or the proposed venue;
- Whether a suitable alternative venue, site or activity provider is available.

13001 – **ACTIVITY GUIDELINES:**

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

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

Many other activities, although they may contain some risk, may be held as approved Scouting activities; however, all necessary and proper safety procedures must be adhered to, all equipment used must comply with applicable safety standards and have the necessary governmental approvals, and instructors should hold the necessary qualifications. Refer to Section 10000 for more detail on outdoor and camping activities.

13002 – ALCOHOL/DRUG USE:

See Section 1010.

13003 – AVIATION INSURANCE:

Scouts Canada, as part of its liability insurance package, maintains non-owned aircraft liability insurance to protect the Corporation from liability claims for bodily injury and property damage resulting from the use of small aircraft (see Section 13001) with a total seating capacity of 10 or less for approved Scouting activities.

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

The same rules and regulations in effect for the liability insurance pertain to the reporting of incidents in a timely manner and claims against this policy. Please refer to Section 13011. Should you be served with a writ or legal letter regarding a claim against this insurance, it must immediately be forwarded to the Scouts Canada Risk Manager. Refer to Section 13017.

13004 – CERTIFICATES OF INSURANCE:

Certificates of Insurance are available as proof of Scouts Canada’s liability insurance coverage. Refer to Section 13018. Each year, when policies for the year are obtained and/or renewed, Council offices are provided with a “generic” Certificate of Insurance that can be used to provide proof of insurance coverage.

Should a property owner or firm where a particular Scouting activity is being held request a specific Certificate or request to be added as additional insured, you should request that Certificate from your Council office who will, in turn, request it from the Scouts Canada Risk Manager using the broker’s form. Adding a property owner/firm as “additional insured” means
that the person/firm is actually named on our insurance policy, but only for the specific Scouting activity that is being held on that property on a specific date.

Please provide the following information (as outlined on the broker’s form), allowing sufficient time (two weeks) for the required Certificate to be produced:

• name and full address of person/firm to be named on certificate;
• please specify if person/firm is to be added as “additional insured”;
• date(s) of event;
• type of event (i.e., Apple Day, mall display, climbing wall outing, etc.);
• name of Section/Group/Area/Council involved;
• amount required (if more than the standard $2 Million); and
• instructions as to where and how the certificate should be sent.

13005 – COMPLIANCE CERTIFICATES:

Council Executive Directors must provide annually, to the Executive Commissioner and Chief Executive Officer, certificates of compliance as outlined below covering the operation of their Councils:

• Environmental Compliance (compliance with all applicable legislation relating to the protection of the environment);
• Workplace Health and Safety (compliance with all legislation and regulations regarding health and safety in the workplace);
• Property Insurance and Registration (compliance with procedures regarding the registration of Scouting owned property and insuring of same).

Therefore it is most important that concerns regarding Scouting property in your Area be communicated to your Council Executive Director on an ongoing basis.

13006 – CONTRACT/AGREEMENTS GUIDELINES:

Most business relationships involve agreements or contracts. Agreements or contracts are signed for leases, construction, architectural design and engineering services, service agreements, purchases from vendors and activity providers. Council Management Operating Procedures determine who can sign contracts on behalf of Scouts Canada. Contact your Council Executive Director to obtain this information. Refer to Section 11003.2 for further information.

Read all contracts carefully. The contract terms will determine the duties and responsibilities of each party, including who will be responsible for paying a loss.

The use of outside contracts should NOT subject Scouts Canada to additional risk. Contractors are in business to provide services or products, and they should take responsibility for their activities and have insurance or the financial ability to cover their liabilities. Unfavourable
contract terms increase risk and the potential for payment under Scouts Canada’s general liability insurance or from local Council funds.

Contracts must never leave Scouts Canada “solely liable”. Scouts Canada is only willing to accept responsibility for losses due to negligence on its own part, not on the part of others. All contracts should include an acceptable indemnification clause that reflects this policy.

Should you be unsure whether a proposed contract is acceptable, please contact your local Council Executive Director who can, if necessary, contact the Scouts Canada Risk Manager for further advice. Please note that all contacts should contain the legal name of the Corporation, currently “Boy Scouts of Canada”.

There are some cases in which an exception can be granted, please refer to section 13000.3 to review the Exception Policy in full.

**13007 – CRISIS RESPONSE PLAN:**

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

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

The leadership team must have:

- Emergency phone numbers pertinent to their location for: Police, Fire, Ambulance and Poison Control.
- Directions to the nearest hospital or health care facility.
- At least one adult/youth with the appropriate first aid certification and equipment appropriate to the activity.
- A method or plan for communications.
- An evacuation plan.
- Accident reporting/recording procedures.
- Leaves with responsible person at “home” the following: trip plan, map, list of names, phone numbers, start/finish points and times.
- Emergency repair kits where appropriate (i.e. for bicycles, stoves, tents, canoes, etc.).

Leaders must always have an action plan to identify potential emergencies and determine the appropriate response for each, including who will take control. For example, in the event of physical injuries, the most qualified person available takes control until medical personnel arrive. That person will:

- Assess the nature of the accident and the extent of the injury or injuries.
- Direct other leaders to call for appropriate assistance and to manage the crowd.
- Treat or oversee treatment of casualty/casualties. This continues until medical personnel arrive.
• Document and report incident.
• Evaluate the accident for future prevention.

All media inquiries surrounding such emergencies must be referred to the National Director of Communications who is the official spokesperson for Scouts Canada.

13008 – DIRECTORS AND OFFICERS INSURANCE:

Scouts Canada annually acquires Not for Profit Directors and Officers Liability (D & O) insurance to provide protection for its Directors and Officers at all levels of the organization down to and including Group Committees, their estates and their lawful spouses.

The current D & O policy currently includes Employment Practices insurance that protects the corporation in the event of wrongful dismissal lawsuits.

All enquiries regarding this coverage should be directed to the Scouts Canada Risk Manager.

13009 – DUTY OF CARE

Please refer to Section 7000.

13010 – ENVIRONMENTAL CONCERNS:

Councils, particularly those which own camps, etc, often face such concerns as water contamination, endangered plant and animal life, landfill hazards, etc. Proper environmental management is a necessity, and in many Provinces is subject to certain laws, requirements, etc.

Not complying with environmental laws could result in financial costs to the Council, and liability for non-compliance, if deliberately done, would not be covered by Scouts Canada’s liability insurance.

Every Council that owns property must conduct environment audits of those properties on a regular basis to ascertain potential problems, and then must take steps to correct those problems.

Contact the Council Executive Director should there be concerns in this area.

13011 – INCIDENT REPORTS:

All Scouting members are required to immediately report any incident that might lead to a claim against the Corporation and its insurance policies by completing Form 91-112 - see Section 20000 for the prescribed form and information regarding its use.
When an incident occurs that results in bodily injury or property damage, the following process should be followed:

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

13012 – INDEMNIFICATION AND HOLD HARMLESS AGREEMENTS:

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

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

13012.1 - Indemnification Agreement:

When negotiating the use of services of an activity provider (i.e. a climbing wall), it is always preferable to use Scouts Canada’s indemnification agreement wherein Scouts Canada assumes responsibility for negligence on its part, and the other party retains responsibility for its negligence. Don’t forget to attach the other party’s proof of insurance to the signed agreement. See Section 20000 for the Indemnification Agreement form.

Some parties will insist their agreements be used. In those cases, the requested form should be reviewed to ensure only the responsibility that rightfully belongs to Scouts Canada is assumed. If you or your Council Executive Director are unsure, forward the agreement to Scouts Canada’s Risk Manager for review. It may be necessary to have the agreement checked by Scouts Canada’s insurance brokers and/or legal counsel, particularly if it is a complex agreement; therefore, allow ample time for the review of such agreements. Again proof of insurance must be obtained.
13012.2 – Organizational Hold Harmless and Indemnity Agreement:

In keeping with Scouts Canada’s property use policy (see Section 13019), a Council may wish to allow limited third party use of its property by like organizations. Should the Council decide to do so, it must ensure that the additional risk associated with third party use is not placed on Scouts Canada. That risk must be transferred by way of Scouts Canada’s Organizational Hold Harmless and Indemnity Agreement (please refer to Section 20000 for the prescribed form), with that like organization providing proof of their General Liability insurance reflecting a combined limit of not less than $2,000,000.00 per occurrence and specifying that Scouts Canada has been included an additional insured. The appropriate Certificate of Insurance must be attached to the signed Hold Harmless agreement, and must outline any exclusions under the policy. Review such exclusions to ensure they do not create additional risk for Scouts Canada.

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

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

13012.3 – Individual Hold Harmless and Indemnity Agreement:

Persons, adult or youth, who participate in Scouting activities of any kind, and who are not registered members of Scouts Canada, must sign an Individual Release and Hold-Harmless Agreement (see Section 20000 for the prescribed form) to protect Scouts Canada from any claims resulting from participation in the activity or use of Scouts Canada property. The only exceptions to this rule are the following who are not required to sign the Release form:

- those volunteer helpers/resource people, including parents/guardians, who are screened as outlined in the Screening Level Chart (see Section 3001.2); and

- invited youth who attend no more than two meetings to sample the Scouting program.

There are some cases in which an exception can be granted, please refer to section 13000.3 to review the Exception Policy in full.
13013 – INDEMNITY INSURANCE:

The National Indemnity insurance policy is basically an accidental death and dismemberment policy with some additional coverage for dental accidents, loss of wages and sundry medical expenses. It is a basic policy which is intended to supplement personal insurance coverages.

Details of this policy can be found on Scouts Canada’s web site, www.scouts.ca.

This insurance is intended to provide secondary coverage for accidents that occur during Scouting activities. The insurance is not in effect for those out of country activities that require a tour permit – see Section 13022.

In order to ensure coverage, all accidents/incidents which might lead to a claim must be reported immediately to the Scouts Canada Risk Manager – see Section 13011 and Section 20000 for the prescribed form.

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

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

13014 – INTENTIONAL/CRIMINAL ACTS:

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

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

13015 – IN CONFIDENCE CONVERSATIONS:

If approached by a person, former member of Scouting, parent of a member, current youth member or adult leader wanting to provide information “in confidence” and insisting that information must not to be shared with anyone else, be aware of the following:
• There is no legal obligation to treat the information received as confidential, although it may be considered a moral obligation. As a matter of law, a person cannot unilaterally impose a legally binding obligation of confidence.
• The overriding concern in situations such as this is to protect Scouts Canada and the youth it serves. If the information suggests that a potential risk still exists, treat it as an allegation and proceed as per procedures.

This type of situation can be most awkward and usually deals with some form of child abuse - past, present or suspected. If faced with such a situation, follow the steps listed below:
• Make clear to the person at the outset that you will be pleased to listen to the story which the person may wish to tell, but you cannot treat the information received from them in confidence should it relate to your ongoing duty to protect Scouts Canada and the youth which it serves.
• If following such clarification, the person still wishes nonetheless to unburden himself/ herself, so be it.
• Once the conversation is completed, remind the person as to the position that you stated at the outset.
• As soon as possible, write a detailed memo while the conversation is still fresh in your mind and forward this to your Council Executive Director.
• If, based on the information provided, you feel that Scouts Canada or its youth members are potentially at risk, you should take the appropriate action – see Section 7002.

13016 – LETHAL WEAPONS:

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

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

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

Range Shooting - Firearms (Except Archery - Longbows and Crossbows)

After securing permission from the appropriate Councils, Scouters may allow members to practise shooting; but only according to the laws of Canada, provided that the members are enrolled in a section senior to Cubs. Scouters should check with the appropriate authorities i.e. the Chief Provincial Firearms Officer and local police including the Chief Provincial Firearms
Officer and local police before commencing a range shooting program to ensure that all requirements of law are met in the implementation of the proposed program.

**Archery (Longbows and Crossbows)**

Archery is suitable for Wolf Cubs and sections senior to Wolf Cubs.

Scouters may allow members to practice archery or to engage in archery matches only under competent supervision in designated or established areas for archery purposes.

**13017 – LEGAL CLAIMS:**

When Scouts Canada, Council, Group and/or one or more of its members is named in a lawsuit, receives a lawyer’s letter, is served with a Writ and/or Statement of Claim the following action must be taken.

The individual accepting service must immediately contact the Scouts Canada Risk Manager by telephone and forward copies of all documentation immediately by fax, followed by couriering the original documents to the national office. It is preferable, if given a choice, to have an employee accept service of legal documents.

Once lawsuit papers are served, there is a time limit within which Scouts Canada must file a response (in most cases 20 days). It is imperative that the Scouts Canada Risk Manager be notified as soon as possible so that proper defence mechanisms can be put into place in a timely manner. Failure to respond to a lawsuit in a timely manner could result in additional costs to Scouts Canada.

You must also advise the Scouts Canada Risk Manager if you receive correspondence from a lawyer regarding a possible claim against Scouts Canada - copies of that correspondence must also be forwarded immediately to the Risk Manager at the National Office.

Please note that Councils/Groups must NOT initiate lawsuits against others unless they have the prior consent of the Scouts Canada Risk Manager. This includes Small Claims Court actions.

**13018 – LIABILITY INSURANCE:**

The National Liability Insurance program covers Scouts Canada’s legal liability as a result of bodily injury and property damage to third parties arising out of the premises and operation of the named insured. The named insured is Scouts Canada, and providing they are acting within the scope of their Scout duties, all registered members and employees.

Reports of incidents that may lead to claims must be made immediately following their occurrence. Failure to report incidents that lead to claims can result in additional costs to
individuals and the local and national levels of the organization. Time must be taken to make the necessary reports so that possible future claims can immediately be investigated and possibly settled without the need for legal action. If you are negligent in following this procedure, the resultant costs to the organization may become a local Council responsibility.

The Incident Report form is found in Section 20000.

This policy also contains an endorsement, subject to a $5000 deductible clause, which covers Legal Liability for Damage to Non-Owned Automobiles that are rented or leased on a short-term basis in the name of Scouts Canada by full time employees of Scouts Canada. This insurance does not cover automobiles leased in the name of individual employees, although individual employees of Scouts Canada, providing they are duly licensed, can with the approval of the leasing company operate vehicles leased in the name of Scouts Canada. This coverage is not available to registered members or to Groups renting vehicles, and we would caution you to ensure you purchase additional damage and liability insurance when doing so.

For additional information, refer to Section 13004 - Certificates of Insurance and Section 13023 - Vehicle Use.

13019 – PROPERTY:

Property that is owned or leased by Scouts Canada must be primarily used for "approved Scouting activities". It is important to note that Scouts Canada's liability insurance is obtained on this premise and is purchased to protect Scouts Canada in situations where these properties are being used to provide programs to its membership.

Please see Section 1011 for the Scouts Canada Property Policy, the primary purpose of which is to reduce the massive liability exposure for the 600 plus properties currently owned or leased in the name of Scouts Canada. The intent of the property policy is to ensure that property inventory is managed to meet the needs of our membership.

(i) - Property Defined:

Property, for the purpose of this policy, includes all land, buildings and space within a building that is owned or leased by Scouts Canada.

(ii) - Third Party Use: Revised July 2012

Any third party use of Scouting property must fall within the parameters of Scouts Canada’s property policy (Section 1011). The rental of equipment and facilities to third parties is only permitted when all of the following criteria are met:

- Councils conduct an assessment, containing specific tax advice, confirming that third party rentals will not impact the taxation or charitable status of any part of Scouts Canada. The assessment should include advice regarding income tax, property tax, commodity tax (GST/HST/QST) issues however the rental must not
impact income tax treatment or charitable organization status in relation to income taxes. If the rental has commodity tax (GST/HST/QST) and/or property tax obligations, the Council is responsible for any additional costs or administration requirements from the rental of the property. The owner of the property and equipment has provided prior written agreement to third party usage.

- Scouts Canada members have priority of such property and equipment.
- Third parties are only renting excess capacity from Scouts Canada, which is incidental to our operations.
- Single or corporate (group) renters provides a copy of their liability insurance with a minimum of $2,000,000 liability coverage.
- All facilities and equipment is fit and proper for purpose, has been correctly inspected and is compliant with appropriate health and safety regulations as they apply.
- Fees charged are market rate, as to not disadvantage commercial operations with whom we may compete.

- Usage may not be for activities which are restricted by Scouts Canada.
- All Scouts Canada policies, including alcohol usage (Section 1010), must apply.
  - Third parties must fully indemnify and hold Scouts Canada harmless with respect to such usage (See Section 13012.2 for further detail).
- Our charitable goals and not third party rental dominate our decision making.
- Invoices are issued consistent with Revenue Canada and Provincial requirements.

(iii) - Property Insurance:

Sufficient property insurance (fire, theft, etc) on any property owned or leased in the name of Scouts Canada must be maintained to protect the corporation from loss. Third party liability coverage on such properties is provided through the National Liability Insurance – see Section 13018.

13020 – SUSPENSION/TERMINATION OF MEMBERSHIP:

Full membership in Scouts Canada is granted following completion of all of the necessary Volunteer Screening steps as outlined in Section 3001.

An adult volunteer holding a position and/or appointment in Scouts Canada enjoys, for the most part, the same rights as a paid employee pertaining to hiring and termination. The policy for making an appointment is found in Section 4000. The policy for cancelling an appointment is found in Council Management Operating Procedures (COPS 401). Contact the Council Executive Director of your Council for more information.
Membership may be terminated at any time by a volunteer who provides a letter of resignation. The only way for a Group or Council to suspend membership is as per the appropriate Council Management Operating Procedure. Contact your Council/Area Commissioner and/or your Council Executive Director should it become necessary to suspend a member. Termination of membership must be approved by the National Review Board as per Council Management Operating Procedures. Please note, this procedure also applies to the termination of youth membership.

Please note that a suspended individual and/or his/her legal counsel should be provided, in a timely manner, with the nature of any complaint in enough detail to allow the suspended individual to respond to the allegations. Copies of written complaints or other documentation pertaining to the suspension and/or names of complainants must not be released.

13021 – TOOLS/KNIVES:

Knives (safety folding blade type), including multi-purpose tools, may be used during age-appropriate program activities by all members, excluding Beavers, providing it is a bona-fide requirement for the particular activity. Sheath knives may be worn when it is a bona-fide requirement of the particular Scouting activity and only by Scouts, Venturers, Rovers and Scouters and must not at any time be concealed.

13022 – TOUR PERMITS:

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

It is important to note that the Indemnity Insurance provisions, as outlined in Section 13013, do not apply to travel requiring a tour permit; therefore, in addition to the permit, Groups must ensure that all members travelling out of Canada acquire the necessary medical insurance to protect them during the trip. Also, if travelling by commercial carrier, participants are required to acquire trip cancellation insurance.

See Section 20000 for the actual “Tour Permit” form, and instructions on its completion and submission.

13023 – VEHICLE USE (TRANSPORTATION):

Refer to Section 10004 – Transportation.

13024 – VOLUNTEER SCREENING:

Refer to Section 3001.
13025 – WAIVERS:

Scouts Canada does NOT require its members (or their parents/guardians) to waive their rights to participate in approved Scouting activities.

Scouts Canada as a Youth Serving Organization is entrusted with providing a safe and secure environment for the youth it serves to the best of its ability. Scouts Canada practices risk management and provides adequate insurance coverage for all its members. It should be noted that this insurance protection applies to all Scouting members during authorized Scouting activities. Scouts Canada accepts responsibility for its members and its activities and expects others to do the same.

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

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

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

An alternative to waivers is Scouts Canada’s Indemnification Agreement – see Section 13012.1. Attempt to negotiate its use with firms that offer activities to local Scouting Groups. A good example would be a local climbing wall facility. Indeed many such facilities across Canada have agreed to use Scouts Canada’s Indemnification Agreement or an informed consent form in place of parental waivers.

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

(i) - Individual Release and Hold-Harmless Agreement:

Persons, adult or youth who participate in Scouting activities of any kind, and who are not registered members of Scouts Canada, must sign an Individual Release and Hold-Harmless Agreement (see Section 20000 for a copy of the form) to protect Scouts Canada
from any claims resulting from participation in the activity or use of Scouts Canada property.

There are some cases in which an exception can be granted, please refer to section 13000.3 to review the Exception Policy in full.

**Please refer to Section 13012.2 for the only exceptions to this procedure.**

**(ii) - Photo/Video Release Form:**

The only other release form that Scouts Canada’s members may be asked to sign is for the use of photographs or videotapes in those instances where the photos or videos would be used outside of the Group to promote Scouting or for other advertising purposes. It is not necessary to obtain a release for photos or videos that are simply used to record Scouting events or are shared with other Scouting members. Two versions of the form are available – one for members under the age of 18 years which must be signed by parents/guardians, and one for members 18 years of age or older. See Section 20000 for the required forms. Note: Beginning in 2004, some Councils have begun using updated registration forms which include the photo/video release statement.

**13026 – ANIMALS AT CAMP**

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

**13027 – Exceptions to 13006, 13012 or 13025**

The CEO may grant an exception in appropriate circumstances in relation to Contracts/Agreements, Hold Harmless Agreements and Waivers. In instances where conditions of a contract/waiver are prohibited by Policies 13006, 13012 or 13025, Councils may request an exception permitting them to enter into a Contract and/or Waiver that is otherwise contrary to BP&P. Note that no exceptions will be granted where the proposed activity is specifically prohibited by Scouts’ policies or clearly excluded from Scouts’ insurance.

The criteria that will apply when considering an exception will include:

(a) Has a request to use the Scouts Canada Indemnification agreement been made to the vendor?
(b) Has a request for change of language of the contract/waiver been made to the vendor?
(c) Has an agreement been entered into with the City, parent company, association or similar umbrella entity?
(d) What is the level of risk of the proposed activity or the proposed venue?
(e) Is a suitable alternative venue, site or activity provider available?

Procedure:

If your Council would like to request an exception for an event or activity, please submit a request that includes detailed information in relation to each of the criteria noted above and a copy of all the documents proposed to be accepted in order to participate. The request can be sent via email to the Executive Director – Compliance, Governance and Legal Services, who will start the evaluation process.
14000 – EMPLOYEES:

Scouts Canada employs staff to assist with the discharge of the responsibilities of Scouts Canada to the communities it serves and to help ensure the safe and best possible management of resources. Staff should not be employed in such a manner as to jeopardize the voluntary aspect of Scouts Canada.

14001 – ACCOUNTABILITY:

All employees of Scouts Canada are accountable to the Executive Commissioner and Chief Executive Office. The responsibilities and job titles of all employees are decided by the Executive Commissioner and Chief Executive Officer.

14002 – EMPLOYMENT PROCEDURES:

Details of the procedures in connection with the employment of staff are contained in the Scouts Canada Personnel Policy.

14003 – HONOURS AND AWARDS:

Active employees are eligible for the Employee Long Service Awards.

Upon retirement, an application will be made for the Silver Maple Leaf Award for a member of the Executive Staff who has exceeded 25 years of service with Scouts Canada – see Section 9002.5 (ii) 4.

14004 – UNIFORM:

Uniform as for adult members – see Section 8000.

14005 – EMPLOYEES VOLUNTEERING AT SCOUTS CANADA POLICY:

Scouts Canada encourages all of its employees to contribute to Canadian society through volunteerism. Doing so through Scouting may provide tremendous insight that will positively benefit decisions and priorities of work performed and volunteer contribution. It may, however, create situations of real or perceived conflict of interest and for this reason, volunteer activity
with Scouts Canada will be limited to non-Commissioner roles such as a Section Leader or Group Committee member.

Please remember that obligations to Scouts Canada as an employee should supersede obligations you may have as a volunteer. Scouts Canada requires disclosure of actual or potential conflicts of interest as a condition of employment, whether it is at time of hire or well after employment has begun. You should speak with your supervisor whenever in doubt over a potential conflict of interest associated with your Scouting volunteer activities.

Volunteers holding a formal position must resign those positions upon entering into an employment agreement with Scouts Canada.

*Approved by the BOG (May 2012)

I4006 – EMPLOYEE WHISTLEBLOWER POLICY

Scouts Canada is committed to the highest possible standards of openness, integrity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious complaints or allegations about misdeeds or harm to come forward and voice those concerns.

STATEMENT OF POLICY

In compliance with organizational ethics and our Code of Conduct, neither Scouts Canada nor any officer or employee of Scouts Canada may take a disciplinary measure against, demote, terminate or otherwise adversely affect the employment of such an employee, or threaten to do so,

(a) With the intent to compel the employee to abstain from providing information to a person whose duties include the enforcement of organizational policies, respecting an offence that the employee believes has been or is being committed: or

(b) With the intent to retaliate against the employee because the employee has provided information referred to in paragraph (a).

Without limiting the generality of the foregoing, neither Scouts Canada nor any officer or employee may discharge, demote, suspend, threaten, harass, or in any other manner discriminate against an employee in the terms and conditions of employment because of any lawful act done by the employee.
STATEMENT OF PROCEDURE

Definitions:

“Complaint” - a statement describing some wrong or offence.

“Allegation” - something alleged; an unproved statement or assertion.

HOW TO RAISE A COMPLAINT OR ALLEGATION

1. As a first step, raise complaints or allegations with your immediate manager or their superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach the Chief Executive Officer.

2. Complaints or allegations may be raised verbally or in writing. Staff who wish to make a written report are invited to use the following format:
   • the background and history of the complaint or allegation (giving relevant dates);
   • the reason why you are particularly concerned about the situation.

3. The earlier you express the complaint or allegation the easier it is to take action.

4. Although you are not expected to prove beyond doubt the truth of a complaint or allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

5. You may invite a professional colleague or a friend to be present during any meetings or interviews in connection with the complaint or allegation you have raised.

CONFIDENTIALITY

All complaints or allegations will be treated in strict confidence. If we are not able to resolve your concern without revealing your identity (e.g. police involvement; your evidence may be needed in Court), we will discuss this with you.
HOW SCOUTS CANADA WILL RESPOND

1. Scouts Canada will respond to every complaint or allegation. Within ten working days of a concern being raised, the responsible person will write to you:
   • acknowledging that the complaint or allegation has been received
   • indicating how we propose to deal with the matter
   • giving an estimate of how long it will take to provide a final response
   • telling you whether any initial enquiries have been made
   • supplying you with information on staff support mechanisms, and
   • telling you whether further investigations will take place and if not, why not.

2. Where appropriate, the matters raised may:
   • be investigated by next senior manager or through the disciplinary process
   • be referred to the police
   • be referred to an external auditor
   • form the subject of an independent inquiry.

3. In order to protect individuals and those accused of misdeeds or harm initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (for example, child protection or discrimination issues) will normally be referred for consideration under those procedures.

4. Some complaints or allegations may be resolved by agreed action without the need for investigation.

5. If urgent action is required this will be taken before any investigation is conducted.

6. The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, Scouts Canada will seek further information from you.

7. Where any meeting is arranged, off-site if you so wish, you can be accompanied by a colleague or a friend.

8. Scouts Canada will take steps to minimize any difficulties which you may experience as a result of raising a complaint or allegation. For instance, if you are required to give evidence in criminal or disciplinary proceedings, Scouts Canada will arrange for you to receive advice about the procedure.
9. If your complaint or allegation is not confirmed by the investigation, no action will be taken against you. If, however, you make a complaint or allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

10. Scouts Canada accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation.

11. Any breach of this policy on the part of those concerned will be dealt with by the CEO.

*Approved by BOG (May 2012)*
15000 – CONFLICT OF INTEREST PROCEDURES TO BE OBSERVED BY VOLUNTEER MEMBERS OF SCOUTS CANADA

15000.1 – Preface:

Scouts Canada is a highly respected and well known organization throughout Canada. In order to maintain the high level of public support and respect that it enjoys, it is essential that the affairs and business of Scouts Canada be conducted professionally, objectively and without interference or the perception of interference arising from personal interests of the individuals involved in making decisions for the organization.

In order to achieve that goal, Scouts Canada requires that all adult volunteer members of Scouts Canada refrain from placing themselves in a position that could foreseeably produce a conflict of interest or the perception of a conflict of interest or which could potentially give rise to a conflict of interest between their own self-interest and the best interests of Scouts Canada.

15000.2 – Application Of These Procedures:

These conflict of interest procedures apply to all adult volunteer members of Scouts Canada.

15000.3 – Definition Of A Conflict:

A conflict of interest includes the perception of a conflict of interest and a potential conflict of interest and exists where:

(i) a member at any level of Scouts Canada (or a partner, business associate or close family member of any such Scouts Canada member) is a party to a material contract or a proposed material contract with Scouts Canada; or

(ii) a member at any level of Scouts Canada (or a partner, business associate or close family member of any such Scouts Canada member) is a director or officer of or has a material interest in any company or person who is a party to a material contract or proposed material contract with Scouts Canada; or
(iii) a member at any level of Scouts Canada (or a partner, business associate or close family member of any such Scouts Canada member) is directly involved in an issue under discussion, or associated with an issue under discussion in a substantive way, and stands to benefit or personally gain from the decision made; or

(iv) a member at any level of Scouts Canada assists a third party in their dealings with Scouts Canada where such assistance could result in favourable or preferential treatment being accorded that third party by Scouts Canada.

15000.4 – Reporting Of A Conflict:

All members at any level of Scouts Canada shall report a conflict of interest or a potential conflict of interest to the Executive Commissioner and Chief Executive Officer (with the exception of members of the Board of Governors who shall report a conflict to the Chief Commissioner), or to the individual chairing the meeting or committee in which the conflict of interest or potential conflict of interest arises.

The report of a conflict of interest shall be made orally as soon as practical after the conflict of interest has arisen or been identified. Where a conflict of interest or a potential conflict of interest arises during a meeting or a proceeding of any committee, the conflict of interest or potential conflict of interest shall be declared immediately during the course of the meeting or proceeding. The declaration of the conflict of interest or potential conflict of interest shall be recorded in the minutes of the proceeding or the meeting and if minutes are not being taken, the individual chairing the meeting or the proceeding shall make a written memorandum, recording the declaration.

Within seven days of that oral report, a written report shall be made by the member to the recipient(s) of the initial oral report.

15000.5 – Resolution Of A Conflict Of Interest:

The Executive Commissioner and Chief Executive Officer and, in the case of members of the Board of Governors, the Chief Commissioner shall be provided with a copy of the written report and the final resolution of the conflict of interest shall be at the discretion of the Executive Commissioner and Chief Executive Officer, or in cases of members of the Board of Governors, the Chief Commissioner.

In the case of conflicts of interest reported by the Executive Commissioner and Chief Executive Officer or the Chief Commissioner, the resolution of the conflict of interest shall be in the sole discretion of the Board of Governors. Although the final resolution of any conflict of interest rests with the Executive Commissioner and Chief Executive Officer or in the cases of members of the Board of Governors, the Chief Commissioner (or where the Executive Commissioner and Chief Executive Officer or the Chief Commissioner is reporting the conflict, with the Board of Governors), the individual chairing any meeting or proceeding at which there is made a declaration of conflict of interest or potential conflict of interest.
interest shall be entitled to require that the party in the conflict of interest position withdraw from a discussion or a meeting or proceeding and that they refrain from voting on the issue affected by the declaration of conflict of interest or potential conflict of interest.

In all cases, the underlying principle shall be that conflicts of interest shall be resolved in favour of Scouts Canada.

The resolution of the conflict of interest may include, but is not limited to the requirement that the member in the conflict of interest position withdraw from a discussion or a meeting, that they refrain from voting on an issue, or that they remove or terminate the conflict or potential conflict by whatever means is necessary, including relinquishment of their office or position with Scouts Canada.

15000.6 – Effect Of Disclosure Of A Conflict Of Interest:

Provided that the conflict of interest is disclosed in a timely manner, a material contract entered into, or an action taken by Scouts Canada with knowledge of the conflict of interest, is neither void nor voidable.

Where a conflict of interest is discovered after a decision is made which might have been affected by knowledge of that conflict of interest, the decision made is not void or voidable, provided that the decision was made fairly and on reasonable grounds.

Where a conflict of interest is disclosed in a timely manner and in accordance with these procedures, a material contract may be entered into, a decision made, or an action taken by Scouts Canada which allows the conflict of interest (or potential conflict of interest) to continue. For example, Scouts Canada may hire family members of Scouts Canada members or may contract out work to family members, relatives or friends, provided that the conflict of interest has been disclosed by the affected Scouts Canada members in accordance with these procedures.

15000.7 – Effect Of Failure To Disclose A Conflict Of Interest:

Where a member knowingly fails to disclose a conflict of interest, Scouts Canada reserves all rights which it may have at law to have any contract entered into or any action taken set aside, revoked or rescinded. Any member who knowingly fails to report a conflict of interest may be requested to resign, or be removed from office, by the Executive Commissioner & Chief Executive Office (or in cases of members of the Board of Governors, the Chief Commissioner). Should the Executive Commissioner and Chief Executive Officer or the Chief Commissioner fail to report a conflict of interest, he/she may be requested to resign or be removed from office by the Board of Governors.
15000.8 – Use Of Information:

No member at any level of Scouts Canada (or a partner, business associate or close family member of any such Scouts Canada member) shall knowingly take advantage of or use to their benefit any information not generally available to the public and which is obtained in the course of their official duties for Scouts Canada.

15000.9 – Non-Disclosure Of Confidential Information:

No member at any level of Scouts Canada (or partner, business associate or close family member of any such Scouts Canada member) shall disclose confidential information obtained by them through the course of their duties and responsibilities for Scouts Canada.
16000 – OFFICIAL SCOUTS CANADA LOGO AND CORPORATE SEAL

The corporate seal of Scouts Canada was redesigned following the enactment by the Canadian Parliament of Bill S-1001 on February 2, 2007 officially changing the name of the organization to SCOUTS CANADA. A likeness of the redesigned seal is shown below. The Board of Governors is responsible for use of the corporate seal, as outlined in By-Law No. 2.

The official logo of Scouts Canada, shown below, was originally approved by the May 1976 National Council. The design of the logo emphasizes and meets three criteria:

- We are part of the world-wide Movement, identified through the use of the World Scouting symbol (the North Point of the compass).
- We are Scouts Canada, identified through the use of the Scouting symbol and the maple leaf, as well as the words “Scouts Canada”.
- We have an emphasis on the outdoors and camping, identified through the shape of the logo. It is seen by some as a tripod over a fire (outdoors) and by others as a tent (camping).

The logo assists in helping members and the general public identify Scouting, both now and in the future.

The logo is PMS 032 red and black on a white background. The typeface used in the logo is Univers 67. For further colour options or artwork, please contact the Director of Communications at the National Office.
The Scouts Canada logo was registered as a trade-mark with Consumer and Corporate Affairs on October 11, 1978.

The corporate seal will be registered as a trade-mark in the near future.

16001 – USE OF SCOUTS CANADA’S INTELLECTUAL PROPERTY

The official Scouts Canada logo was designed and approved for use throughout Scouts Canada by groups, areas and councils. Several examples of use are: business cards, letterheads, envelopes, signs and on clothing as approved by National Retail Services and/ or National Communications.

16001.1 – Limitations of Use of Logo and Other Intellectual Property

Discretion is intended as a guideline, and good judgment is required in avoiding usage that will cause internal problems or bring disrepute on Scouts Canada.

To note:

- The logo or other intellectual property cannot be used on any advertising or merchandise for sale that is not authorized by National Communications Services or National Retail Services.
- The logo or other intellectual property cannot be used in a manner that is in poor taste and not in keeping with the Mission, Principles and Practices of Scouts Canada or would clearly bring disrepute on Scouts Canada.
- The logo or other intellectual property cannot be used on products that are of poor quality or dangerous, or may cause Scouts Canada to be seen as negligent.

The Scouts Canada logo, the term Scouts Canada, or any other registered trade-mark of Scouts Canada may not be used by any company or individual without the express permission of Scouts Canada – such unauthorized use would constitute a breach of trade-mark and whatever action necessary will be taken to correct any such violation.

The Council Operating Procedures Manual (COPS 410) contains a list of the suppliers authorized by Scouts Canada to use its Trade-marks or Logos.

16001.2 – Requests for Use of Logos and Other Intellectual Property

Any requests for use of Scouts Canada’s intellectual property, including its official logo are separated into two difference groups:
1. Requests for use of Scouts Canada’s intellectual property by Scouting members, must contact the Director of Communications Services, National Office for approval to ensure consistent, accurate messaging and appropriate usage.

2. Requests for use of Scouts Canada intellectual property by non-Scouting members for Scouting purposes or by the authorized suppliers (see above), must be referred to the Director of Communications Services, National Office for approval, as outlined below:
   • Proposals for the use of intellectual property must be submitted in writing to the Director, Communications Services, National Office.
   • Proposals must include both text and visual materials, along with product samples. If approval is granted, an indemnification will be required from the company or individual in favour of Scouts Canada. Accordingly, proof of the financial strength of the company or individual must accompany the proposal.
   • Following a thorough review of the proposal, the Director of Communications Services will refer it to the Risk Manager who will determine whether Scouts Canada may, as a matter of law, grant the right to use the logo in respect to the specific product or service which is the subject of the proposal.
   • The Director of Communications and/or the Risk Manager will then make a recommendation to the Executive Commissioner and Chief Executive Officer.
   • Following approval, the resulting letters of acceptance or required license agreements are subject to review by the Honorary Legal Counsel, and will include an indemnification clause in favour of Scouts Canada. The company or individual will also be required to provide proof of liability insurance coverage. Further, in return for use of the intellectual property, the company or individual will be expected to make a financial contribution to the organization, the amount of same to be determined by negotiation.
   • Communications Services will be responsible for final approvals of all copy and logo placements.
   • Councils will be informed of approvals in writing.

Please note: At the advice of Honorary Legal Counsel, companies or individuals should be advised that payments to Scouts Canada for the use of its intellectual property are considered contributions and/or fees for service and are not, therefore, tax creditable donations.
SCOUTS CANADA
STANDARD OPERATING PROCEDURES

SECTION 19000 – OTHER PROCEDURES

19000 – OTHER PROCEDURES

19001 – ADVERTISEMENTS:

Proposed advertisements containing trademarks and including logos or titles such as Boy Scouts, Scouts Canada and/or names of program sections, emblems, badges, etc, and/or Scouting activities are to be submitted to the Director of Communications. Contact your Council Executive Director who will proceed in accordance with Council Operating Procedures.

19002 – AIR CHARTER FLIGHTS:

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

19003 – ETHNIC SCOUT ORGANIZATIONS AND SCOUTS CANADA RELATIONSHIPS:

Scouts Canada may, at its discretion, enter into arrangements with existing central Councils of Ethnic Scout Organizations whose members are members of Scouts Canada, establishing by mutual agreement the roles and responsibilities of such Councils.

19004 – EXPERIMENTS:

Scouts Canada encourages creative activities and innovations to meet members' needs and the Mission of the organization. All proposals are to be forwarded to Program Services at the National office.

Where the proposed activities or innovations are seen to be in conflict with existing Scouts Canada policies, the appropriate commissioner will submit a proposal to the National Leadership Team for review. Regulations will be established if required.

(i) Each proposal to conduct an experiment must:
   1. Be presented in writing.
   2. Have a clear statement of purpose.
   3. State the specific results (objectives) to be achieved by the experiment.
4. State how the results will be measured and by whom, and describe the process for monitoring the experiment.
5. Have a statement outlining the specific nature of the experiment; i.e. what will be done and how it is proposed the expected results will be achieved. This should be accompanied by a copy of the descriptive material to be given to those conducting the experiment.
6. State clearly how and when the experiment will be concluded and under what conditions it might have to be terminated. In both cases, the steps to be taken to ensure a quick and smooth transition to regular operations must be outlined.
7. Have a time and work schedule covering the process of developing, preparing, implementing, testing, evaluating, terminating and reporting the experiment.
8. Have an approved budget, if necessary.
9. Name the person(s) accountable for the experiment.

(ii) In determining whether permission is to be granted, the following points should be considered:
1. Has this type of experiment been done before?
2. Will the results be likely to benefit Scouting?
3. Should the experimental “program” prove successful, how practical would it be to implement? What are likely to be some of the difficulties to be overcome?
4. Have the criteria for conducting an experiment been met?
5. Does the group responsible for the experiment and its evaluation have the required competencies and objectivity to produce reliable findings?

19005 – GIRL GUIDES:

Cooperation between Girl Guides of Canada/Guides du Canada and Scouts Canada should be as close as possible, with particular reference to the development of joint public or community projects.

Scouts Canada believes it is important that the members of Girl Guides of Canada/Guides du Canada and Scouts Canada have the opportunity to participate in joint activities. All levels of Scouts Canada are encouraged to work jointly with appropriate levels of the Girl Guides of Canada/Guides du Canada to develop program opportunities consistent with the guidelines developed by both organizations. When possible and appropriate, members of both organizations should participate in the planning and conducting of these joint activities. Refer to Section 13012.2 regarding property use.

All enquiries relating to Girl Guides of Canada/Guides du Canada should be addressed to their nearest headquarters.
19006 – HITCH-HIKING:

Hitch-hiking is not permitted as a means of transportation for members of Scouts Canada.

19007 – INDUSTRIAL AND PUBLIC UTILITY DISPUTES:

Scouts Canada, being a non-political body, will not give assistance to either side in an industrial dispute. If any recognized public authority announces that voluntary workers are required to avoid grave public danger or inconvenience resulting from such a situation, there is no objection to Scouters, with the approval of their Council Executive Director, offering their troop, company or crew to that authority. No compulsion must be brought to bear on any individual member to volunteer their services, and no penalty attached to them for not volunteering.

19008 – INTERNATIONAL LETTERS OF INTRODUCTION:

An International Letter of Introduction may be obtained for groups and individuals traveling outside of Canada. Such Letters are issued by Council offices on a standard form issued by the World Organization of the Scout Movement upon written application that must be endorsed by the Area Commissioner. Please also refer to Travel, Section 19016.

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

Council offices must keep records of issuance of such Letters which are to be numbered consecutively and must contain issuing and expiry dates. The bearer must also sign the Letter.

19009 – MAILING LISTS:

The use of Scouts Canada mailing lists is restricted to the purpose of Scouts Canada.

19010 – MULTICULTURALISM IN SCOUTING:

Scouts Canada recognizes and encourages the enrichment of Canadian culture that arises from the multicultural origins of its population. Scouts Canada, while a member of the World Organization of the Scout Movement, is also uniquely Canadian with programs designed to meet the needs of youth in Canada.

In seeking to strengthen a sense of Canadian identity, it respects the desire of ethnic and other cultural groups to preserve their heritage and to contribute from it to the mosaic of Canadian society of which they are an integral part. Sensitive to these aspirations and desires, Scouts Canada encourages those of all cultural backgrounds to participate fully in all Scouting activities through membership in Scouts Canada. Scouts Canada believes that the inclusion in its
membership of a diversity of cultural backgrounds serves to bring to all its members an awareness and understanding of Canada’s multicultural heritage, evidences the unity of the Scout Movement, and enriches its programs. Accordingly to Scouts Canada:

(i) Urges all its members to seek opportunities to enhance their awareness and understanding of the Canadian cultural mosaic through personal contacts and through programs involving members of other cultural and ethnic backgrounds.

(ii) Authorizes those groups that are essentially of one ethnic background, should they so desire to:
1. incorporate into their programs, requirements additional to those of Scouts Canada, relating to the history, language, culture and traditions of their particular heritage;
2. use the language of their ethnic heritage;
3. wear on the uniform an appropriate emblem identifying their ethnic background, in addition to insignia of Scouts Canada;
4. incorporate colours and symbols in their group neckerchief to reflect the ethnic background to the group;
5. identify in their group name, additionally to the designation normally acceptable, their ethnic background;
6. offer and accept invitations to present programs illustrating their traditional and cultural background at Council and other events.

19011 – MOURNING:
A two-inch black ribbon worn around the left sleeve of the uniform, midway between elbow and shoulder, signifies mourning which is normally of one month’s duration. The black ribbon may be worn by a Group/Section because of personal bereavement within that Group/Section. On a Council basis, the period of mourning is decided by the respective Commissioner and could include lowering of flags on Scouts Canada property to half-mast.

National periods of mourning will be based on instructions from the Chief Commissioner on the request of the Chief Scout.

19012 – POLITICS:
Scouts Canada is not connected with any political body. Members in uniform or acting as representatives of Scouts Canada, must not take part in meetings or activities of a political nature or offer support.
19013 – PUBLIC APPEARANCES:

Members in uniform are not allowed to appear on the stages of theatres or other public places in commercial entertainment, without prior approval of the Director of Communications, Scouts Canada.

19014 – VALUES, BELIEFS & SPIRITUALITY IN SCOUTS CANADA:

Scouts Canada welcomes into membership all those whose faith traditions, spiritual expressions and/or personal value systems align with the Scout Law, who wish to explore, through the Adventures of Scouting, their part in a larger reality and who are committed to respecting the spiritual choices of others.

Scouters shall, in addition to accepting the Mission and Principles of Scouts Canada, provide leadership by word and example, in the living of the Scout Law and in showing respect for the beliefs and values of others. Scouters shall respect the religious obligations of members; members may be excused if any program activity is thought to contravene the rules of their own faith.

In each Group/Section which is aligned with a particular faith tradition, it is the responsibility of the Scouters, in consultation with the appropriate religious authority, to seek to fulfill the spiritual goals of the Sponsor/Partner. Faith Sponsors/Partners may make religious exercise and/or instruction a condition of membership. This condition must be stated to all applicants.

19015 – TRANSLATIONS:

Scouts Canada will provide program support materials in whatever language is necessary to meet the needs of a significant number of its members, subject always to the financial implications being satisfactorily resolved.

19016 – TRAVEL:

Members proposing to camp or travel outside Canada as part of an authorized Scouting event/activity must obtain the approval of their Council Executive Director, giving at least four weeks prior notice. Tour Permits for this purpose can be obtained from any Council office, from the www.scouts.ca website, or see Section 20000. Please refer to Section 13022 for further detail on Tour Permits.

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

Scouts Canada requires that individuals and groups traveling outside Canada carry adequate “Out of Country Medical Insurance” and, if traveling by commercial carrier, “Trip Cancellation Insurance”. Travelers may obtain such coverage through local travel agents, insurance companies or family health plans. Travel insurance is not available through Scouts Canada.
Individuals or groups travelling long distances in Canada by commercial carrier may also wish to consider purchasing “Trip Cancellation Insurance. In all instances, it is recommended that an accredited travel agency be used”.

19017 – WORLD SCOUTING:

As a member of the World Organization of the Scout Movement, Scouts Canada, in cooperation with L’Association des Scouts du Canada, will play an active part in World Scouting, within the limits of available resources, by:

(i) Participating in the development and implementation of World Scouting policies.
(ii) Showing willingness to participate in the work of the World Organization.
(iii) Involvement as a member of the Inter-American Scout Region.
(iv) Establishing and maintaining liaison with other Scout regions, particularly the European Region.
(v) Participating in events conducted by other countries and groupings of countries.
(vi) Encouraging the presence of members from other countries at events in Canada.
(vii) Maintaining an association with the International Conference of Catholic Scouting.
(viii) Promoting an awareness of World Scouting and providing opportunities for the membership to identify with World Scouting.
SCOUTS CANADA
STANDARD OPERATING PROCEDURES

SECTION 20000 – FORMS

The following Scouts Canada forms are included in this Section. Please refer to the relevant Sections of this manual for their use. Please note: These are the only forms approved for Scouts Canada’s purposes and are to be used without modification.

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

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<td>Camping</td>
<td>Staying overnight for one or more nights in a tent, cabin or other form of shelter</td>
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<td>Camping – family</td>
<td>Overnight camp where each Beaver is accompanied by an adult member of their family or adult designate.</td>
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<td><strong>CEO</strong></td>
<td>Executive Commissioner and Chief Executive Officer</td>
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<td><strong>Coach/Mentor</strong></td>
<td>A successful and experienced leader who assists with the development of other leaders by sharing his/her knowledge and skills.</td>
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<td>Listed in Schedule A of By-Law No. 2 of the Corporation</td>
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<td><strong>Lethal Weapons</strong></td>
<td>For the purposes of Scouts Canada, are defined as any barreled weapon from which any shot, bullet or other projectile can be discharged that is capable of causing serious bodily injury or death to a person; and further includes a device that propels a projectile by means of explosion, compressed gas or spring; and includes a rifle, shotgun, air gun, pistol, revolver, handgun, spring gun, paint ball gun, crossbow or longbow.</td>
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<td><strong>Member</strong></td>
<td>As outlined in Article IV of By-Law No. 2 of the Corporation</td>
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<td><strong>National Office</strong></td>
<td>Head Office of the Corporation in the City of Ottawa, Province of Ontario</td>
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<tr>
<td><strong>Officer</strong></td>
<td>As outlined in Article IV of By-Law No. 2 of the Corporation</td>
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<td><strong>Parent/Guardian</strong></td>
<td>A non-registered adult accompanying their registered child/youth (Screening Level Chart).</td>
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<td><strong>Policies</strong></td>
<td>Those policies established by the Board pursuant to By-Law No. 2 of the Corporation</td>
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<td><strong>Prospective member</strong></td>
<td>An individual who has indicated an interest in becoming a member of Scouts Canada by filling out an enquiry form or an application for membership, but has not yet been accepted to membership.</td>
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<td><strong>Registered Member – Adult</strong></td>
<td>A person 18 years of age or older who meets the conditions of an ordinary member, is fully screened and is confirmed in the Scouts Canada Membership Management System as an active member.</td>
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<td><strong>Registered Member – Youth</strong></td>
<td>A youth, as defined in By-Law No. 2, who meets the conditions of an ordinary members and is confirmed in the Scouts Canada Membership Management System as an active member.</td>
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<td><strong>Resource Person</strong></td>
<td>A non-registered adult or parent/guardian NOT accompanying their child/youth, recruited to provide assistance for a specific event, or additional assistance to the registered Scouters; e.g., Camp cook, assist with a craft or activity during a regular meeting, assist in fundraising, assist with projects or activities at a camp or outing.</td>
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<td><strong>Section Scouter</strong></td>
<td>A leader in a weekly program who has reached the age of 18 years.</td>
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<td><strong>Sleepover</strong></td>
<td>Staying overnight for one night in your typical meeting place or comparable facility such as community hall, school, etc.</td>
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<td><strong>Trainer</strong></td>
<td>A person who assists others in their development through coaching, mentoring, and/or presenting information and skills (e.g. leaders, Group Commissioners, Council Commissioners, etc.)</td>
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<td><strong>Volunteer Helper</strong></td>
<td>A non-registered adult or parent/guardian NOT accompanying their child/youth, recruited to provide assistance for a specific event, or additional assistance to the registered Scouters; e.g., Camp cook, assist with a craft or activity during a regular meeting, assist in fundraising, assist with projects or activities at a camp or outing.</td>
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<td><strong>Youth</strong></td>
<td>A person who is under twenty-seven years of age as of 1 September of the year in question.</td>
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