



# COUNCIL LOW-RISK EVENT GUIDE

It starts with Scouts.

The [Events Standard](#) is designed to be comprehensive in scope but applied in a scalable manner to reflect the variance in complexity, location, duration and program requirements for a particular event. It is primarily targeted at High-Risk events, typically Canadian Jamborees, Pacific Jamborees or other large-scale often complex events with high attendance.

This Council Low-Risk Event Guide is provided to help the Event Management Team as well as the Approvals Team (CK3 or delegate) with the minimum required components of event planning that must be considered for a 'low-risk' Scouts Canada event. In conjunction with the Approval Team, the Event Management Team will decide if there are additional risk controls (from the Event Standard) that are applicable and the scope and scale of application. This is all agreed with the Approvals Team (typically CK3 or delegate) at an early stage of the event planning.

Note: For events that are assessed at 'Medium-Risk' an early discussion with the Council CK3 or delegate is recommended and risk-controls will be identified commensurate with the activity planned.

A Council Low-Risk Event Application is provided to make it easier for Council Event organizers. Council teams (CK3 or delegate) may require this as a mandatory submission with associated timelines appropriate for their location.

## The following list outlines the expected minimum requirements for Council Low-Risk Events.

- **One person is designated the Event Management Team Lead and is accountable to an Approval Team (typically CK3 or delegate) to ensure adherence to the Event Standard and associated procedures.**
- **The Event Plan should follow the Event Management Stage Gate process and timeline outlined in the Events Management Procedure Flowchart and include (at a minimum):**
  - Program objectives (linkages to Canadian Path)
  - Age eligibility / appropriateness (target age group)
  - The site of the event
  - The dates and duration of the event
  - Minimum and maximum participants and volunteers
  - Go/No Go date and decision criteria
  - Event (project) Plan
  - Event Communications Plan
  - Budget / Financial management including banking
  - Registration process, fees and structure
  - Transportation
  - Risk Management Plan
  - Emergency Management Plan
  - Crisis Communications Plan
- **Emergency Management**
  - An Emergency Management Team (or dedicated person) is appointed and trained.
  - The Emergency Management Plan includes details for evacuation of all participants.
- **Environmental Planning to include strategies, actions and performance metrics that role model environmental stewardship and include:**
  - Assurance to maximize the application of Leave No Trace Principles
  - All reasonable measures to minimize negative environmental impacts, including:
    - Minimizing the impact on trees, aquifers with the lowest environmental footprint.
    - Maximizing the use of reusable products, greener materials, recycling, energy conservation and composting and limiting the amount of garbage produced with the aim of zero landfill.
- **Financial Management Requirements**
  - All Events must be designed to break-even.
  - A minimum of 5% contingency is included in the budget.

- **Food Service**

- Food, food handling, and catering arrangements must meet (at minimum) all applicable federal, provincial and local health department regulations and requirements relating to food service, for example Food Handler Training as required.
- When food is provided, catering arrangements must consider the dietary requirements of both the religious and medical nature of all participants and volunteers.

- **Health and Safety**

- The event meets all applicable occupational health and safety regulations
- Scouts Canada's First Aid Standards will be met.

- **Human Resources**

- All Scouters, parent-overnight, other resource people and contractors will be screened according to the Volunteer Screening Procedure.

- **Risk Management**

- The "Scouter in Charge" (or Contact Section Scouters, if appropriate) are responsible for the safety of the youth and Scouters from their Group (or Section) while at the event.
- Group Commissioners are responsible for approving Adventure Activity Applications for Sections attending events.

- **Youth Protection**

- All youth protection matters are dealt with according to Scouts Canada policies and procedures.

- **Incident Management**

- The "Scouter in Charge" (or Contact Section Scouters if appropriate) are responsible for submitting incident reports according to the Incident Management Standard and associated Incident Reporting Procedure—via the ScoutSafe App whenever practical.

- The "Scouter in Charge" (or Contact Section Scouters if appropriate) are responsible for communicating incident information to parents/guardians and families. The exception to this rule is when an Incident is classified an Emergency in which communications follow the Emergency Management Standard and associated procedures.

- **Technology requirements**

- The proposed site should consider access to infrastructure with reliable cellular coverage, as well considerations for publicly accessible Wi-Fi within the camp property.

- **Contracts Management & Procurement**

- All contracts must adhere to the Scouts Canada Contract Procedure.

- **Transportation**

- At least one person is designated the Transport Management Lead and is accountable to manage all transport related plans on site for the duration of the event.

- **Travel**

- All travel arrangements must adhere to the Scouts Canada Transport Standard
- All transportation and travel related contracts must adhere to the Scouts Canada Contract Procedure.