

# Event Team Field Guide

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## Introduction

As of 2021, all Events that are held in Councils, or at National level such as jamborees are governed by the [Event Standard](#).

An event is when more than two groups/ sections are working together to facilitate great adventures for our youth. Beaverees, Cuborees, Kub Kar Rallies and Jamborees are all events.

An event is not a group camp or a linking camp between sections or another group.

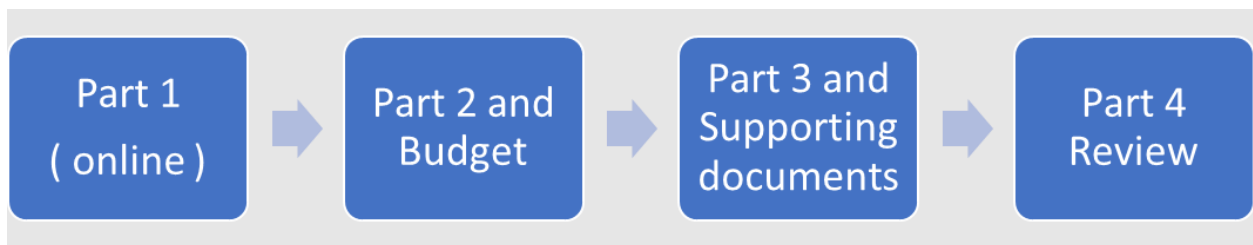
Fundraisers, football games, sleepovers at the science centre are not events and are not governed by the event standard.

Events where scouts are learning new skills (such as ScoutCons or Basic outdoor Skoll sessions) are not Events but do have a separate approval process – please speak to your Program Support Manger for your Council.

## Event Process

- You have submitted your part 1 application for your event, over the next few days you will be contacted by your support scouter. This may be a CK3 member or a Council or National Support Scouter.
- Your event has been risk assessed and that determines which type of Support Scouter you are assigned.
- If you are running a low-risk event, you may have a National Event Support Scouter assigned to you. They sometimes take on that role to help the Council at times of low capacity for them.
- The Event Support Scouter will walk you through the process step by step and will send you documents when you reach the next step. We purposely have built the process this way so that you do not get overwhelmed. They are there to support you with any questions or help you may need.

## Event Process



You will be required to submit supporting documents for your event.

All events must submit (minimum) an Emergency Response Plan for the event (property plan is not sufficient), Event Budget, Registration Package, Program Plan and Activity Risk Matrix.

You may be asked to submit other documents that are pertinent to your event such as a food handling plan/certificate etc.

The support scouter will guide you through this and will supply you with resources on how you put these documents together.

If you ever have any questions that your support scouter cannot answer, please reach out to [Eventsupport@scouts.ca](mailto:Eventsupport@scouts.ca) and we are happy to help you.

## Finances

Each Event should have financial accounting practices similar to your group finances. The event financial workbook has been created to help you do this. Each Event must complete the budget sheet. This sheet allows you to only have to complete the grey squares and it will do all the calculations for you.

It is your responsibility to share regular updates with your team, and the person supporting your event how the event is doing financially. You should also submit a copy of your completed financials with your Part 4 after your event.

Events that are day events, or overnight but have an income of less than \$10,000 they do not have to pay sales tax.

If your event is overnight and has income over \$10,000 you are required to collect sales tax and your finances will be administered by the Scouts Canada Finance Team.

A meeting will be set up with the Finance Team to discuss the process with them.

You can collect donations; all donations must follow the Gift in Kind Procedure.

If you have a lot of assets for your event, you may also be required to have additional insurance.

If you rent any equipment you may have to sign a contract that has a value clause. Additional Insurance may be required by the event to cover these (potential) costs. Please contact [Eventfinance@scouts.ca](mailto:Eventfinance@scouts.ca) if you need a contract signed.

## Attendance

Each event will supply a list of all people that attended the event (inclusive of participants, volunteers, vendors etc.) to [legal@scouts.ca](mailto:legal@scouts.ca) , this information is held in case attendance an event is investigated later.

See appendix 1 for an example of an attendance form.

Please see appendix 2 for Requirements for sections attending the event.

## Screening for Staff/ Event Teams and Youth Offer of Service

The Scouts Canada Screening process will be required to be followed at all events (see screening chart in appendix 3)

All Staff/Offer of Service must be screened.

Registration needs to include the person's name as it appears in Myscouts.

- Scouts' Canada membership#
- Scouts Canada Myscouts Group Name and correct Council
- Only active, and in good standing members of Scouts Canada, and active and in good standing members of WAGGGS or WOSM are permitted at Scouts Canada Events. BPSA and other alternative Scouting associations are not members of WOSM.
- for Non-Members, Hold Harmless and Code of Conduct MUST be signed for each event.

For Low-Risk events:

Councils can run a Myscouts report (Volunteer Readiness) for all Youth and Scouters to ascertain their Scouts Canada membership status. If you have more than one Council contact the National Events Team.

For Med/High-Risk events:

Work with your National Event Support Scouter to ensure all Scouts Canada Screening requirements have been met.

[Registration Forms for Participants \(Youth and Adults\)](#)

- All Adventures Application Forms (AAFs) are to be shown or handed in at your Registration.
  - It is the Group Commissioner's responsibility to ensure that each one of their section's participants attending your event is fully active. No one pending or inactive can attend your event.
- You may have each section bring an attendance form or you may check them into your event on a master sheet. Either is acceptable.

## Alternative Scouting Organizations

Our events are only open to members of WOSM and WAGGGS. As BPSA and others are not members of WOSM, they are not permitted to attend any of our events.

## Youth Offer of Service

Youth that are working as [offer of service](#) have certain screening criteria.

1. They must be a registered Venturer.
2. They must have a letter of reference from the Group Commissioner or section scouter.
3. Signed the youth code of conduct.
4. Completed Scouting Fundamentals (including Respect on Sport). Must be reflected in their Myscouts profile.

They do not need to register as Scouters. They only need to have their own account on Myscouts (contact [registration@scouts.ca](mailto:registration@scouts.ca) if you cannot change their email and reset password).

## Event Subsidy Fund

All events with over two hundred participants must collect 2.5% of their income as an Event Subsidy Fund.

- This money can carry over year to year.
- This money is to be used by Scouters and youth, where financial hardship may have prohibited the person's attendance at the event.
- This is to be managed internally by the Event Organizing Team.
- It is at the discretion of the Event Organizing Team.
- Confidentiality is paramount.

## First Aid Requirements

In all activities where there are 25-50 participants there shall be at least two qualified first aiders and one additional qualified first aider for every additional 50 participants. [Link to policy.](#)

Event Team should verify that all first aiders have the necessary current certification to participate in that capacity. Collecting First Aid Certificates may be prudent.

All medical forms need to be supplied to the first aiders these can either be in paper form, printed from Myscouts or held electronically on a secure server. Once the event is over all copies must be deleted or shredded to safeguard personal medical information.

## Emergency Response Plan

Each event is to supply an emergency Response Plan for their Event. This is not the Property Response Plan but an individualized plan specific to your Event.

This is required to be included in your plan.

When receiving an Emergency Response Plan, there are to be included.

1. Contact details of all relevant people (they could be parents, Camp Chair, Incident Response Scouter etc.).
2. First Aiders contact details.
3. The address and directions to the nearest hospital.
4. Emergency numbers for Fire, Ambulance, Police, Poison Control and Hospital, safe scouting.
5. How they are going to communicate with Parents as an emergency happens.
6. Incident Reporting Plan.

Identified Risks and what they are doing to mitigate them happening. These could be but are not limited to

- Evacuation
- Missing child
- Intruder
- Animal encounters
- Active shooter
- Inclement weather
- Drowning
- Flooding
- Traffic accident
- Trips and Falls
- Hypo/Hyper thermia
- Covid /Illness
- Wildfire
- Mass casualty
- Tornadoes
- Mud slides
- Earthquakes
- Avalanche
- Tsunami
- Any other risk that has been identified.

7. Risk Matrix and [Hazard ID](#) should also be completed with all program activities and each activity that has been deemed a Medium or High Risk should have an individual emergency plan included. These could be but not limited to:

- Canoeing
- Caving
- Sailing
- Hiking
- Biking
- Horseback riding
- Swimming
- Rock Climbing
- Working with Stoves and Knives.
- Archery
- Riflery
- Scuba diving
- Skating
- Tobogganing
- Snowshoeing
- Ice Climbing
- Paddle boarding
- Soap Box Derby
- Alpine Skiing



- Cross country Skiing
- White Water rafting
- Etc.

All the activities above are included in [Adventure Risk Matrix](#).

Relevant Policies and Procedures:

- [Adventure Standard](#)
- [Swimming Standards](#)
- [Watercraft Standard](#)
- [Knives, Axes, Saw, Stove, Lantern and Other Camping Tools Standard](#)
- [Shooting Sports Standard](#)
- [Safety First Policy](#)
- [Zip Lines, Climbing Wall, Challenge Rope Course Standards](#)
- [Safety Equipment Standard](#)
- [Event Standard](#)

## Part 3 documentation

In Part 3 of the process, you will be asked for your:

- Emergency Response Plan
- Risk Matrix (list of activities, risk score and if they need an individual emergency plan)
- Program Plan (a list of the activities that you are doing)
- Registration Package

You may be asked for other documentation specific to your event e.g., Food handling certificates, first aid certificates, traffic management plan, permits, town or city documents, lifesaving certificates etc. Your support scouter will determine what is needed specific to your event.

## Incident reporting for Events

As Events bring in lots of youth and scouter from around the Council, we must be diligent around reporting incidents. Reporting incidents is not something that an event should be scared to report but it does indicate that a risk may not have been considered or that there is lesson to be learned from that incident happening.

Depending on the size of your event, you may have a group of first aiders, MedVents/Rovers, or an emergency medical services team.

You should determine what is required by checking the [First Aid Standard](#).

What is an [incident](#)?

- Injury
- Significant illness
- Failure of youth protection
- Complaint / Scouter Discipline Management
- Environmental spill
- Regulatory non-compliance
- Property or asset damage
- Damage to our reputation
- Near Miss (this is an incident that could have caused any of the above, but thankfully did not).

When an incident happens, you should deal with that emergency first. This may be minor, or it may be critical. All child safety issues, and critical incidents need to be reported to Safe Scouting through the 1-800-339-6643 help line number as quickly as possible. There is a member of the Safe Scouting team on the end of that phone 24 hours a day.

After the emergency/ incident however small it is, has been dealt with an [incident form](#) must be completed. If you are a large event, you may need a designated person whose job it is to only collect and enter incidents into the Safe Scout App. All events should have their incident entered under the name of the event not the name of the Group or Section.

Each incident should be entered into the Scoutsafe app within 24 hours of that incident happening.

The incident is noted and at the review meeting all incidents are categorized into minor and major incidents. All incidents need to be reviewed and lessons learned need to be incorporated into the Emergency Response Plan for next year's event.

The measures taken at the review meeting and moving forward should reduce the number of incidents happening at your event.

If an incident is continually repeated year after year, your event may be put on hold until you can incorporate a plan on how they are going to be mitigated appropriately, or it may even lead to your event not being allowed to run.

The goal is to look at all the risks of an event and have a plan in place so that risk is minimized. If a risk cannot be minimized to an acceptable risk, then the activity does not happen.

Safety at Scouts Canada is our number one priority!

## Critical Response

If the unthinkable happens and you have a critical injury or a death at your event.

Call 911 and deal with the immediate issue.

Notify Safe Scouting immediately through the 1-800-339-6643 help line number. They will tell you what you need to do.

## Safe Scouting at events

As the [Event Standard](#) states high-risk events Safe Scouting must be included for consultation and advice during the planning process. We recommend that Medium Risk Events also consult with Safe Scouting Team.

Prior to your event, during the planning stage, your Event Support Scouter will aide in liaising with the Safe Scouting team or representative to help ensure your event is prepared for the nature of youth safety issues experienced at events.

Safe Scouting will support and meet with the Event Team prior to your event to ensure all youth protection matters are being addressed in a consistent basis and in accordance with Scouts Canada' Policies, Standard and Procedures. Some events will also have a Safe Scouting representative appointed to aide on the ground during your event.

## Recognition

Each event should be recognizing their support staff and team members for all the hard work that they have done.

This could be in the form of a gift from the event or a commendation in Myscouts. If you require help from the National Event Team to enter commendations, please contact [event.support@scouts.ca](mailto:event.support@scouts.ca).





## Registration Requirements for Groups attending Events.

	Scouts Canada	Other WOSM and WAGGGS organizations		
	Group	BSA	Girl Guides of Canada	Other Members
<b>Complete Event Registration Package</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Submit Group Commissioner Approved Adventure Application Form (AAF) either digitally to Event or in person at Event</b>	<b>Yes</b>	No	No	Consult Scouts Canada International Team
<b>*Submit International Event Verification either digitally to Event or in- person at Event</b>	No	<b>YES</b>	No	No
<b>**Safe Guide Acknowledgement either digitally to Event or in- person at Event</b>	No	No	<b>Yes</b>	No
<b>Provide Event approval from Group NSO</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>YES</b>
<b>**** Attendance Form either digitally to Event or in person at Event</b>	Yes	Yes	Yes	Yes

**\*From the BSA Scouts Website:**

"When Scouts or Scout Units travel internationally specifically to participate in a Scouting Event  
The Host of their event may require participants to verify their Membership  
and Good Standing in BSA (International Event Verification)  
This can be obtained from the BSA International Department "

**\*\*Safe Guide Acknowledgment:**

A Guider submits their paperwork for approval to GGC to attend an event.  
An Event Assessor checks their "standing status against the GGC database.  
This verification checks their screening, PRC clearance and expiry,  
external qualifications with relevant expiry dates – (first aid, Paddle Canada/ORCKA, etc.).  
If cleared, the Guider asking for approval will receive an email (Safe Guide Acknowledgement)  
confirming they are able to attend the activity/event

**\*\*\* Attendance**

Scouts Canada requires a separate list of all participants that have attended an event.  
We recognize that for Scouts Canada members this is available on their AAF however is not easily  
extracted

**\*\*\*\* Medical Insurance**

For Out of Country Attendees we strongly recommend medical insurance that is valid in Canada  
For Out of Province Attendees we strongly recommend Out of Province Medical Insurance

**\*\*\*\*\*Liability Insurance**

Non-members and vendors are not covered for liability insurance.  
While having liability insurance is not a requirement, non-member attending  
DIBC may wish to purchase their own coverage.



## Offer of Service Screening Policy

	Scouts Canada		Other WOSM or WAGGGS Orgs		Non-Member not staying overnight	Nonmember staying overnight
	Volunteer, Employee or Rover Scout	Youth member (14-18yearsold)	BSA Scouts	Girl Guide of Canada	Canadian vendors, adult helpers, other third parties	Canadian vendors, adult helpers, other third parties
Be Listed as Active in Myscouts	YES	YES	NO	NO	NO	NO
Ensure Member is in Good Standing	N/A	NO	*International Event Verification or Current BSA member Card	**Safe Guide acknowledgement or member zone screen print or IMIS check with GGC Provincial Assessor	NO	NO
Submit Clean Police Record Check (PRC) with Vulnerable Sector Search (VSS)	N/A	NO	NO	NO	NO	YES
Complete Safe Scouting for Parents	NO	NO	NO	NO	NO	YES
Signed Hold Harmless	NO	NO	NO	NO	YES	NO
Code of Conduct (Age Appropriate)	NO	YES	NO	NO	YES	YES



Letter of Reference from Scouter	NO	YES	NO	NO	NO	NO
Scouting Fundamentals incl Respect in Sport	NO	YES	NO	NO	NO	NO
2 Scouter rule always applies, presence is explained to youth present	NO	NO	NO	NO	YES	YES
***Medical insurance	See Below	See Below	See Below	See Below	See Below	See Below
****Liability Insurance	Covered by Scouts Canada	Covered by Scouts Canada	Covered by Scouts Canada / BSA agreement	Covered by Scouts Canada / GGC agreement	Not Provided	Not Provided

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