

Adult Leader Outing Responsibilities

8 Feb 05

Adult Responsibilities

- Every Troop 860 outing requires a minimum of three adult leaders to participate in order to ensure a safe and fun outing. At least two leaders are required to ensure two-deep leadership for Youth Protection. The third leader ensures that any injured scout can be returned safely for medical attention while allowing the rest of the party to continue with two adults. For outings with over 10 scouts, an additional fourth adult will be required.
- All adult leaders participating in an outing are expected to contribute a few hours of their time to help the group prepare as well as help with any cleanup. It is imperative that everyone attending an outing sign up & commit to the event by no later than 3 weeks prior to the outing. This is necessary to designate the adult and scout leaders so that they may get organized and perform the planning. This lead time is necessary to give the scouts adequate time to perform the planning, learn the skills, and satisfy their requirements for advancement. BSA requires a Tour Leader and an Assistant Tour Leader be designated for each outing. These leaders are expected to manage and coordinate with the adults and work with the scouts prepare for the outing. This includes taking care of all administrative and logistical details with the adults and working with the scouts to ensure their organization & preparations are adequate. Tour Leaders are responsible for the safe conduct of the outing and must ensure qualified adult leaders are present on the outing. Both the Tour Leader and Assistant Tour Leader will sign and obtain approval of the Tour Permit several days prior to the beginning of the event.
- In addition to the BSA required Tour Leaders, our Troop will designate a Skill Expert to be on the outing to ensure safety. Skill Experts are registered adult leaders who have had the requisite outdoor training to ensure the safety of the group in the wilderness. The skill expert is expected to be sufficiently involved with the outing preparations to ensure adequate steps are taken for a safe outing. The Skill Expert must be closely coordinated with the Tour Leaders in preparations and in the field. Technically, the Tour Leaders must be fully trained and qualified by BSA to technically supervise outing (ie. be the skill expert) however, we have designated a separate Skill Expert from the Tour Leaders in order to reduce the burden on the few who are experienced with BSA outings. All adult leaders are encouraged to obtain the training they need from BSA.

Tour Leader and Assistant Tour Leader

- Lead Adult Responsible for Outing Planning & Preparation.
- Plans and organizes participating adults and scouts.
- Works with adults to ensure adequate transportation, provisions, equipment, and required BSA documentation is prepared.
- Designates the outing Senior Patrol Leader and Patrol Leaders.
- Works with the scout leaders and scouts to plan and prepare for the outing.
- Works closely with the Skill Expert to ensure the outings objectives and safety requirements are met.
- Has read and understands Guide to Safe Scouting Requirements.
- Signs and obtains approved Tour Permit.
- Provide a designated Home Base contact with all pertinent outing information to coordinate safety and emergency situations, if needed. The Home Base contact needs to be known to all parents and scouts associated with the outing (including people staying home and attending the outing).
- Conduct a safe outing.
- Assures that all camping equipment is returned to Troop inventory and cleaned and ready for next use.

Skill Expert

- BSA Qualified Skill Expert Responsible for Outing Safety. Must approve all outing plans & preparations as well as attend outing. Provides guidance to the scout leader, designated outing Senior Patrol Leader. May provide training prior to outing.