



SCOUTS CANADA

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To: Commissioners
Group Committee Chairs
Council Executive Directors
Field Executives
Membership Development Workers
National Operations Advisory Committee

CC: National Office Staff

From: Rob Stewart
Executive Commissioner and CEO

Date: September 18, 2003

Re: Registering and insuring members

Scouts Canada is pleased to report that we have successfully renewed our general liability insurance for another year.

In this day and age renewals often bring about changes and new requirements in order to secure coverage. This holds true for Scouts Canada.

Please note: The following conditions must apply for any adult or youth to be considered registered and therefore covered by Scouts Canada's Liability Insurance:

ADULTS:

New:

Must have successfully completed the screening process (5 steps), be entered into the Membership Management System and have a status of "active".

Note: *Until the probationary step can be removed from the Membership Management System, members with a status of "probationary" will be considered as "active".*

Renewals:

Adults who are currently in the Membership Management System with a status of "active not renewed" are covered by insurance until September 30, 2003. On or before that date, the status of "active not renewed" must be confirmed as "active" to retain coverage.

Third Party Adults:

This includes parents/guardians, volunteer helpers and resource persons. These people are not covered by our liability insurance but are covered by our national indemnity insurance.

YOUTH:

New:

When confirmed in the Membership Management System as an “active” member.

Returning:

If their status in the Membership Management System is “active not renewed,” they are covered by liability insurance until September 30, 2003. They, on or before that date, must be confirmed as an “active” member in the Membership Management System to retain coverage.

Please Note: there is no “grace period” (overlap between one year-end and the start of another) as our insurance for last year terminated at year-end (August 31, 2003).

What are the implications of these changes?

- 1) Councils Commissioners, Executive Directors and staff must encourage Groups to register their members as soon as possible by entering the appropriate information into the Membership Management System. The Group Registrar can renew existing or returning members quickly by using the Membership Management System renewal process.
- 2) Councils can continue to conduct School talks and registration nights with parents and their children as in the past.
- 3) Councils should make extra efforts to facilitate the registration process, i.e. providing computer access to Group Registrars, etc.
- 4) Group Registrars without convenient access to the Internet must package their Group’s registration and forward it directly to the National Processing Centre (see below for address) where the data will be entered and registration confirmed with the Group.
- 5) Councils should begin planning to shift the registration period to May and June 2004. This will provide for a smoother transition at September start-up as our members’ registration and insurance expires August 31. Details will be forthcoming on how to make this an easier transition.
- 6) Parents, Volunteer helpers and Resource people attending or helping at Scouting activities must be informed that Scouts Canada’s Liability Insurance does not cover non-members therefore if they choose to participate they do so at

their own risk and indicate this by signing Scouts Canada's Individual Release and Hold-Harmless Agreement. (This form is attached at the bottom of this document.)

- 7) Parents/guardians of children/youth wishing to attend Scouting activities must be informed that Scouts Canada's Liability Insurance does not cover non-members. If they choose to allow their participation, they do so at their own risk and indicate this by signing Scouts Canada's Individual Release and Hold-Harmless Agreement. (This form is attached at the bottom of this document.)

Managing the Process

A new version of the Membership Management System was launched recently. The new version contains many timesaving features requested by registrars. A listing of the changes is available in the What's New link on the home page of the System.

The deadlines and forwarding instructions in your registration kit are no longer valid, and have been replaced with a "need for speed" in getting registrations processed.

If you have entered and confirmed your members in the Membership Management System, please send the forms and registration fee payments to your Council Office. If you have not entered and confirmed your members in the System, or you cannot finish entering and confirming members by September 30th, you should send the complete package, including payment, to the National Processing Centre at the conclusion of your registration night. Although your Council Office is equipped and ready to assist in the process, sending the forms to the National Processing Centre means both the Centre and your Council can focus on particular steps in the registration process, making the process faster. The Processing Centre will ensure that the materials your council needs are forwarded quickly, so that together we can ensure your members are registered.

All registration packages for the National Processing Centre must be addressed to:

National Processing Centre
Scouts Canada
1345 Baseline Road
Ottawa ON K2C 0A7

Conclusion

I cannot stress enough the importance of the point made above in number five. Conducting registration prior to year-end (August 31) must become the norm. In fact, when promoted positively this can be to our advantage in that: we register Leaders and youth while fond memories of Scouting are still fresh in their minds; we know well in

advance how many leaders and youth are returning enabling us to begin recruiting leaders and youth right away; and it will provide for a smoother transition for starting up in September by allowing leaders to quickly move forward with fun, exciting programs without having to worry about registration and insurance issues.

To be successful in managing these changes, we need your help and support. Please move forward with registering members promptly and encouraging Groups/Councils to embrace a May/June registration.

I appreciate your cooperation in working to implement the above.

(Note: please see the following Question and Answer document to assist you in answering questions in the field.)

Questions and Answers

Q: We have held our registration night, and our registrar has entered and confirmed our members in the Membership Management System. What do we need to do?

A: Forward the registration forms and fee payment to your Council Office.

Q: We have held our registration night, but our registrar has not yet started to enter the information into the Membership Management System. What do we need to do?

A: Enter and confirm your members in the Membership Management System or mail the registration forms and fee payment, as well as any other forms and coversheets your Council has included in the registration kit, to the National Processing Centre.

Q: We have held our registration night, but no one in our Group has Internet access. What do we do?

A: Mail the registration forms and fee payment, as well as any other forms and coversheets your Council has included in the registration kit, to the National Processing Centre.

Q: What about late registrations, or additional members?

A: Enter them into the Membership Management System and forward the form(s) and payment to your Council Office, or mail them to the National Processing Centre with payment.

Q: We have yet to hold our registration night. Does any of this apply to us?

A: If your Group has not yet started its program, and will not be starting its program (including camps and other activities) until after your registration night, hold your registration night as scheduled. Enter and confirm your members in the Membership Management System promptly after your registration night, or mail your forms and fee payment to the National Processing Centre. If your Group has started its program, you should hold your registration night immediately. Enter and confirm your members in the Membership Management System promptly after your registration night, or mail your forms and fee payment to the National Processing Centre.

Q: Will this be the accepted practice for future registration?

A: The change as to when a member is insured is a permanent change. There will be significant changes in the registration process coming for the 2004/2005 registration year, including moving registration processing to the spring. More information on the changes to the registration process will be forthcoming.

Q: Our registration process is already in motion, and we see no reason to move from the deadlines our Council has established. What impact is there to us?

A: A member is considered registered when they have been entered in the Membership Management System and confirmed for the current year by a registrar. Until a member is registered they are considered to be taking a personal risk in participating or leading a Scouting activity.

Q: We have new leaders who are in the process of being volunteer screened. How do we handle their applications?

A: Until a new adult volunteer has passed volunteer screening (including a clean Police Record Check (PRC)) they are not considered members, and should not be working in their role. If you have entered the new adult volunteer into the Membership Management System you will not be able to confirm them until all volunteer screening steps have been completed. If the PRC and Volunteer Screening Worksheet are completed, send them attached to the Application for Membership form when you send the rest of your forms to the Council Office or National Processing Centre. If the PRC or Volunteer Screening Worksheet are not yet available, send the Application for Membership form when you send the rest of the forms, and forward the PRC and/or Volunteer Screening Worksheet to your Council Office when they are available.

Q: If I need help, or want to talk to someone about this, whom can I contact?

A: If you have questions about the “need for speed,” or the process itself, you should contact your Council Office. If you need help about where to send the forms, or help with the Membership Management System call the Membership Management System help line at 1-866-274-0477, or by e-mail at mms@scouts.ca.

BOY SCOUTS OF CANADA

INDIVIDUAL RELEASE AND HOLD-HARMLESS AGREEMENT

I understand that participation in the _____ which is sponsored
(Describe Activity)

by the _____, Boy Scouts of Canada and is to be held on _____,
(Name of Council, District, Group) (Date)

involves a certain degree of risk that could result in injury, death or loss or damage to person or property.

After carefully considering the risk involved, and in view of the fact that Boy Scouts of Canada is a not-for-profit organization, I hereby release, hold-harmless and waive all claims associated with this activity which I may have against Boy Scouts of Canada, its employees, officers, directors, agents, volunteers and members.

Signature: _____ Date: _____

If participant is under 18 years of age, this release must be signed by a parent or guardian.

Parent/Guardian: _____ Date: _____

To be used for participation in low risk activities by non-Scouting members.

Note: Please forward completed copies of this form to Council Office.