



LONGS PEAK COUNCIL
BOY SCOUTS OF AMERICA

Tour Plan Information and Guidelines

Effective January 2, 2012 – updated Tour Plan Guidelines

On March 1, 2011, by national BSA directive, what was formerly known as local and national tour permits were superseded by what is now called the Tour Plan. The online tour permit system was suspended. This update is the accumulation of work by a cross- functional team of volunteers and staff at the National level.

Units must complete this form when planning for local, national, or international adventure that fall within the guidelines below (see, *When do I need to complete a Tour Plan?*). The plan helps ensure the unit is properly prepared, that qualified and trained leadership is in place, and that the right equipment is available for the adventure. The form is available at http://www.scouting.org/filestore/pdf/680-014_fillable.pdf. The form is a fillable pdf and will auto fill all information as it is added. You can save this form and update for future trips. Forms can be submitted via fax, 970-330-7961 or email tourplanlpc@scouting.org.

How is it different?

1. The council is the reviewer of all Tour Plans; there is no regional review required.
2. The Tour Plan consists of a Tour Planning worksheet to be completed by the unit/contingent. It is retained by the council and the approved Tour Plan will be returned to the unit by email after processing.
3. There is a 21-day advance notice requested for units to submit the plan for review. ***Due to the time required to review the new Tour Plan, it is strongly recommended that you do not wait until the day before you leave to submit your plan.***
4. The plan can be printed on standard 8 1/2 by 11 inch paper.
5. Updated Pledge of Performance.

Why should I complete a Tour Plan?

The Tour Plan is a checklist of best practices to be prepared for safe and fun adventure. Completing the Tour Plan may not address all possible challenges but can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.

In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines drive qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.

The Tour Plan should be included in preparation for all activities, *even those not requiring it*. It guides a tour leader through itineraries, travel arrangements, two-deep leadership, qualifications for supervision of activities, and transportation. In short, it helps a unit to protect both the youth members and adult leaders from unnecessary risk, injury, and liability.

When do I need to complete a Tour Plan?

Your unit (Pack, Troop, Team or Crew) must file a Tour Plan anytime it engages in the following types of activities:

- Trips of 500 miles or more from your traditional meeting place
- Trips outside Longs Peak Council geographic borders
- Trips to any national high adventure base, national Scout jamboree, National Order of the Arrow Conference or national service project, or regionally sponsored event
- The following high risk unit activities not associated with a council or district event:
 - Aquatics activities (swimming, boating, floating, scuba, etc) ***Requires current Safety Afloat or Safe Swim Defense training, as appropriate**
 - Climbing, bouldering, or rappelling ***Requires current Climb On training**
 - Flight orientation events (must also file a flying plan)
 - Shooting sports
 - Any activity involving motorized vehicles as part of the program (snowmobiles, boating, etc)
- Trips to locations or facilities that require an approved Tour Plan, such as military bases, state parks, etc
- Travel to events, including local events, that involve youth members riding with drivers who are not their own parents



When don't I need to complete a Tour Plan?

The following types of activities are exceptions to the above requirements to file a tour plan:

- When your LPC unit has pre-registered to attend a Longs Peak Council or district event (e.g., summer camp, camporees, Klondike derby, day camp, Webelos camp, etc), a Tour Plan is not required
- When your LPC unit engages in activities within Longs Peak Council geographic borders that are not considered high risk activities (e.g., aquatic activities, shooting sports, etc). For instance, if your unit holds a picnic in a city park, a Tour Plan is not required (unless your unit organizes travel to that picnic and youth are riding with drivers other than their own parents).
- When the LPC unit does not organize the travel of its members to the event. For example, a Cub Scout den conducts a See-and-Do activity at a local fire station and parents bring their own sons to the fire station.

Important information needed when filling out your Tour Plan:

1. Vehicle list - drivers for this outing must be indicated. Please review Longs Peak Council Safe Driving Guidelines prior to your trip. (see reverse)
2. BSA policy requires at least two adult leaders (*at least one must be age 21 or older*) on all BSA activities. At least one registered adult who has completed BSA Youth Protection training must be present at all events and activities.
3. Training **requirements**:
 - Hazardous Weather Training** - at least one adult attending the activity
 - Youth Protection Training - at least one adult attending the activity, but this training is mandated for all registered leaders.
 - Other training (safe swim defense, BALOO, safety afloat, Climb on Safely, etc) may be required based on the activity your unit is participating in. Please see Tour Plan and Guide to Safe Scouting for additional requirements.
4. Training **recommendations**:
 - **Basic First Aid and CPR - All Trips
Longs Peak Council requires this at **all** Council Camping Facilities.
 - **Wilderness First Aid - All Backcountry Adventures
This is required for any National High Adventure Base.
5. A Float Plan must be submitted with the Tour Plan for all activities taking place on moving water. (example: Canoeing or Rafting Trip on a River). The Longs Peak Council flowing water protocol must be followed on all float trips. <http://www.longspeakbsa.org/health/>
6. The Boy Scouts Health and Medical Record must be in the possession of the Activity Leader for this outing. Remember if you are attending a Colorado Boy Scout Camp, you must use the Colorado Boy Scout Camps Medical Form. <http://www.longspeakbsa.org/forms/> A physicians signature is only required on trips of greater than 72 hours.
7. If your unit is participating in orientation flights, the flight plan must be filed with the Tour Plan: http://www.scouting.org/filestore/pdf/19-672WB_fillable.pdf

All Longs Peak Council Service Centers and Scout Shops can process Tour Plans. There is a 21-day advance notice requested for units to submit the plan for review. ***Due to the time required to review the new Tour Plan, it is strongly recommended that you do not wait until the day you leave to submit your plan, we recommend a minimum of 72 hours. Every effort will be made to return your Tour Plan to you within 48 hours. If you have not received it within 48 hours, please contact Christie at 970-584-2201 or 800-800-4052 or email christie@bsaemail.org***



Longs Peak Council Driving Safely

Safe and responsible transportation is essential for all Scout activities. Regardless of the distance of travel, drivers are expected to be aware of these General Guidelines

General Guidelines:

1. Seat belts are required for all occupants.
2. All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver, the driver must have a commercial license (CDL).
3. An adult leader (at least 21 years of age) must be in charge and accompany the group for any Scout activity/outing.
4. The driver must be currently licensed and at least 18 years of age. Youth member exception: When traveling to and from an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (at least 21 years of age) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions:
 - Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)
 - No record of accidents or moving violations
 - Parental permission granted to the leader driver, and riders.
5. **Parental permission is required when a Scout rides home or leaves an activity with another Scout or Scouter who is driving their vehicle.**
6. Truck beds are designed and constructed to transport materials and equipment, not people. The beds of trucks or trailers must never be used for transporting passengers.
7. All driving, except short trips, should be done in daylight.
8. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirement of the state in which the vehicle is licensed. It is recommended that *minimum* coverage limits are \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.
9. The Council's automobile liability insurance is excess of (also referred to as "secondary" to) the insurance the owner of the auto carries.
10. Do not exceed the speed limit.
11. Do not travel in convoy. Separation between vehicles helps decrease the risk that all vehicles become involved in a common collision.
12. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.
13. Don't drive drowsy. Stop for rest and stretch breaks as needed. Fatigue is a major cause of highway accident fatalities.
14. Established public carriers—trains, buses—are the safest most comfortable way for groups to travel. Chartered buses are usually the most economical transportation for groups of 20 or more.
15. A Tour Plan that has been filed with and approved by the local Scout Council prior to the activity registers the activity as an official Scouting activity. BSA's insurance coverage only applies to official Scouting activities.
16. Any accident that occurs during Scout activities should be reported to the activity leader and chartering organization as soon as possible. **A Longs Peak Council Incident Report must then be promptly filed with the council office (<http://www.longspeakbsa.org/forms/LPCincidentReport.pdf>)**
17. Youth Protection Policies must be followed at all times, including when traveling in vehicles.

