

PRINCESS ANNE



SHOOTING SPORTS

Leaders Guide

Saturday, August 15, 2020

Two sessions: 9:00-Noon & 1-4:00pm

Flag retirement ceremony after each session

Registration opens 8:30am

Leaders Meeting 8:00am

Memorial United Methodist Church

804 Gammon Road

Virginia Beach

Account # 1-6801-658-20

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PRINCESS ANNE SHOOTING SPORTS

2020

General Information

Welcome to Princess Anne District's first ever Shooting Sports Event! This guide is general information put together by the directors, advisor, and volunteers of the Tidewater Council to explain how this event works in the Cub Scout program and how to register. It does not go into detail of operations.

This event is operated by program directors with the assistance of volunteers. **Everyone working is a volunteer.** Without the assistance of a large number of parents and volunteers, this event could not occur.

P.A.S.S. has been designed to support **Shooting Sports requirements & offer a flag-retirement ceremony.** Care is taken to avoid most basic rank Adventure requirements, as this is a supplemental program.

Packs are asked to sign up as a group on Black Pug @ scoutingevent.org/596
Account # 1-6801-658-20 Unfortunately, due to Covid-19 phasing parents are not able to stay but are asked to pick up their child at the end of his/her session.

If you have questions about this guide, or any specific questions relating to the operation of this event, please contact any of the Directors at tidewaterpass@gmail.com Directors are listed at the bottom of this page.

This event will use the current Cub Scout Shooting Sports requirements. No advancement recognition will be awarded. The budget includes: a patch, program materials as well as site and operation expenses. This event is offered to the upcoming ranks of Wolves, Bears, Webelos and Arrow of Light's. Due to space limitations with social distancing we needed to limit this event to the upper ranks of Cub Scouts.

Thank you for your support and dedication to the Tidewater Council Cub Scouting Program and the Princess Anne District. We know from experience how much the scouts enjoy shooting sports and appreciate your involvement.

James Carroll- Director
casualjames@gmail.com
Cell 757-749-1755

John & Pam Samples-Program Directors
jdspip@verizon.net
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PARENT SECTION

WHAT IS P.A.S.S.?

This event is an outdoor experience for Cub Scout youth. This event will run in two sessions: 9:00-12:00pm, a flag-retirement ceremony, then another session from 1-4:00pm. **Lunch will not be provided.** A Director, Program Directors, along with a staff of volunteers, conduct the Program.

P.A.S.S.:

- Promotes year-round Cub Scout program
- Provides opportunity to complete **elective adventure requirements** at every rank (except Lion & Tigers)
- Encourages Cub Scouts to benefit and grow with a good outdoor experience

The program centers on Cub Scout and Webelos electives as they relate to the outdoor program. The Scouts will work on activities that are challenging and age appropriate. This event focuses on:

- Shooting Sports (BB Guns, Archery, and/or Wrist rockets/Sling shots)
- Flag retirement ceremony (which will be conducted at the end of each session)

Cub Scouts (Wolves, Bears, Webelos and AOL's) are eligible to attend. A session is limited to 40 Scouts each.

What Scouts Need to Bring

- Refillable water bottle/canteen
- Sunscreen & Insect repellent -lotion only
- Closed toe shoes/not Crocks
- Hat or sun visor

Medication

Medication will not be administered on site. In the event of life-threatening allergies, den leaders or staff can carry Epi-Pens or equivalent, but those items must be provided by the family.

If your child requires medication that child's adult partner must be present to administer the medication.

Fees

\$10 per Scout. Volunteers are FREE. This fee is designed to cover basic operations and program costs. Registration after the regular deadline will not be accepted without the written permission of one of the Directors (listed on page 3). Late registration will be \$12 per Scout. Registration closes August 1, 2020.

The Pack Event Coordinator will collect your pack's registrations, fees, YPT certificates and medical forms. This person will then submit all required forms and remit one payment to Tidewater Council. Black Pug will be available for online payment.

This event has a maximum capacity for 40 Scouts per session so apply early to reserve your spot.

Forms to Complete

Your Pack event coordinator will collect: (Please do NOT alter the forms in this guide.)

- Scout Registration Form
- Code of Conduct
- Authorization to Pick up Scout
- Medical Forms (parts A and B only)
- Volunteer Registration Form & YPT certificate
- Staff Agreement Form

PACK SECTION

Pack Event Coordinator Responsibilities

The Pack Event coordinator's job is two-fold. First, it is to ensure that every family in the Pack knows about the event and has an opportunity to sign up. This is done by promoting it at den and Unit activities. There are promotional suggestions listed below. A P.A.S.S. (Princess Anne Shooting Sports) Director can be invited to attend a pack meeting to tell everyone about it.

The Pack event coordinator also sets the Pack's deadline for turning in the registration forms. District registration closes on Black Pug August 1st so register early. Pack Event Coordinators are responsible for turning in the following to the Council store: the cover sheet, the Pack roster, the Scout and adult registrations (YPT for Adults), a signed code of conduct from each Scout, staff agreement forms and medical forms A&B for everyone attending. He/she will also collect all fees at the unit level and remit one unit payment to Council. If additional individuals wish to sign up after the Pack's deadline, the Pack coordinator helps them fill out the required forms. The Pack Event Coordinator also then submits an additional cover sheet with a unit roster and required documentation to council in a timely manner. **Please do not hold packets until the next council deadline. Timely processing is critical. Forms must not be altered. Registration is not complete until all forms are submitted.**

Promoting within Your Pack

P.A.S.S. can be a wonderful experience for your Scouts and a valuable contribution to your Pack's summer program. The key to giving every child an opportunity to attend is to get the information out to the unit in a timely manner. This affords families the opportunity to make plans for attending.

FILLING OUT THE FORMS

Please fill out required forms completely. Print neatly on all paperwork. P.A.S.S.Directors do not have access to Council's data base, so they are not able to figure out what they cannot read. These forms are turned into your Pack's Event Coordinator. This person will turn in the complete packet of forms and payment to Tidewater Council. They will use the documentation to register your pack through Black Pug, and then identify those attending.

Cub Scouts:

- Scout Registration Form.
- Code of Conduct signed by Cub Scout and Parent; the Scout must write their name on this document, "do your best" to sign.
- Annual Health and Medical Record. (parts A & B only)

Pack Roster and Pack Payment Forms:

The Pack Roster Form lists all Scouts and qualified adult volunteers (age 21+) attending. Rosters without required documentation will not be accepted. The Pack Payment Form compiles the amount of money due to the council for the registrations being turned in (Adult volunteers are free). It also has a check list of all required documents due with your payment.

VOLUNTEER & STAFF SECTION

Volunteers – Youth or Adult: Volunteers that are 18 years or older are to be registered with BSA and have a background check.

- Staff Registration
- Staff Agreement – completed and signed
- Annual Health and Medical Record (parts A & B) filled out by parent or participant
- If currently CPR or first aid certified, include a copy of the certificate
- All volunteers age 18 years and older must complete Youth Protection Training
- Adult Volunteers must contact the event directors at Tidewaterpass@gmail.com. Due to Covid phasing, we need an accurate count of volunteers prior to the day of the event.

Volunteer Training Session:

When the staff/leader is recruited, a commitment is made by each individual to attend staff/leader information session. Please arrive at 8:00am the morning of the event. This will allow time for staff/leaders to secure tools, equipment, and materials needed for their particular activity.

A Staff Agreement form must be signed prior to working that day. All volunteers 18 years and older are to be BSA registered scouts, with background checks and must have current Youth Protection Training. Reminder, volunteers must be at least 14 years old. Directors are happy to sign any school volunteer forms.

Individuals that are CPR and/or First Aid certified, are asked to submit a copy of their current certificate. This assists us in meeting National requirements.

Youth Protection

Any suspected or alleged child abuse will be reported to the Director immediately. The Director will immediately notify Scout Executive, James Parnell, by calling (214) 883-6027.

All staff volunteers (18 years and older) must have current Youth Protection Training, whether or not they are registered adults. The Youth Protection Training course is available at my.scouting.org. Print the certificate and bring to your Pack Event Coordinator.

Please continue to use only one training account. If you are or were a registered Scout in Tidewater council, and you are creating a training account for the first time, you **MUST** use your BSA ID# to set up your account so that it links to your records of advancement. Otherwise, you will create a new BSA ID #.

Personal Equipment

Our event is hosted at a property that is not council property. Often, we ask volunteers to bring items such as tables, chairs, canopies, easy-up, wagons, water jugs, and the like. We appreciate the generosity of our families and volunteers. Please understand that these items are not covered for loss or damage. The weather is unpredictable in the summer months and has caused destruction of property at times. The owner bears the burden of damaged or lost personal property.

Cancellation/Refund Policy:

This event will take place rain or shine. If a Scout cannot attend please try to fill that slot from within your own Pack. We are unable to issue individual refunds. If a substitution is made please have your Pack Event Coordinator contact one of the Directors with the new Scouts information. Appropriate forms will need to be brought to the event for an added Scout.

If a substitution cannot be found please alert us to the vacancy.

For more questions: email the Directors at: **tidewaterpass@gmail.com**

2020 Princess Anne Shooting Sports Event - Tidewater Council

Pack Payment Form: Due August 1, 2020

Account 1-6801-658-20

Check & Date one: Original ___/___/___ Additional ___/___/___

District _____ Pack # _____ Pack Contact Name: _____

Phone _____ Email: _____

Morning session _____ Afternoon session _____

Youth Registration Forms: (Include only those with attached paperwork)

Prior to August 1st, 2020 x \$10 = \$

After August 1st, 2020 x \$12 = \$

TOTAL AMOUNT DUE THIS FORM \$

Forms Must be Attached:

- Unit Roster (Updated each submission)
- Cub Scout Registration Form (one per scout)
- Code of Conduct (one per scout – signed by parent & scout)
- Staff Agreement Form (one per adult, signed)
- YPT (Youth Protection Training) per volunteer 18+yrs (unit can provide a printout from myscouting.org)
- Medical Forms Parts A & B (one for each scout, adult; NOT Part C)

Additional Forms that can be included:

- Authorization to Pick-Up Scout (someone other than parent picking up the scout)
- CPR and First Aid certificates (Adult volunteers can help meet this National requirement. If adults have a current certificate, please provide a copy)

2020 Princess Anne Shooting Sports Event - Tidewater Council

Pack Roster Form

Check & Date one: Original __/__/__ Additional __/__/__

District _____ Pack _____

Pack Contact Name: _____ Home # _____

Address: _____ Cell # _____

Email: _____ Work # _____

Page _____ of _____ Use additional sheets to list all Scouts.

Cub Scout Name

Adult Volunteer Name(s)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

CUB SCOUT CODE OF CONDUCT

The following applies to all Cub Scouts attending. This document must be read and signed by the Scout and their parent/guardian. **Submit this form with your registration.**

1. Scouts are expected to use the Scout Oath and Law as basic guidelines.
2. **The Buddy System is in effect at all times.** Den leaders will assign buddies. Buddies stay together at all times. Den leaders/walkers and staff may re-assign a buddy as necessary. Scouts should know who your buddy is and where they are at all times.
3. For early departures, please provide written notification in advance. Scouts must sign-out with their Den leader/volunteer prior to departure. The adult must be listed on the Scout's form for Authorization to Pick Up.
4. Scouts must ask for permission from their den leader before they leave their den at all times during the day. At the end of the day, Scouts must be signed out with the Den leader prior to departure.
5. When Scouts arrive they will check-in at the Registration desk.
6. **Scouts will leave their knives at home.**
7. **Scouts will wear closed toe shoes and socks at all times. Crocks are not authorized.** Sandals that cover the toe completely and secure around the heel are acceptable.
8. Scouts will be respectful towards all adults, staff, other Scouts and visitors.
9. Scouts will be respectful and mindful of the feelings, safety, and property of their fellow Scouts.
10. Scouts will use appropriate language at all times. Improper language is the use of foul, profane or abusive words. Please address adults by their proper name.
11. Scouts are not to throw objects that are not otherwise part of a supervised activity.

I have read and understand the Code of Conduct. I understand that repeated violation of this code will lead to quiet time, a phone call or a note home, and/or possible dismissal from the event. There are no refunds if you are asked to leave.

Scout's Name (print): _____

Scout's Signature: (Do your best!) _____

Parent / Guardian signature: _____

Tidewater Council BSA - Staff & Volunteer Agreement
(To be filled out in conjunction with Staff & Volunteer Application and Medical sheet)

Name: _____

Address: _____

Occupation: _____

Most Recent Place and Date of Employment: _____

Number of Years at Current Residence: _____

Personal Reference and Their Phone #: _____

Location and Position Requested: _____

By signing this agreement . . .

- I understand this is a volunteer position offering no monetary compensation.
- I believe that my attitude toward volunteer work should be professional.
- I believe that I have an obligation to my work, to those who direct it, to my colleagues and to the Cub Scouts.
- I will seek to be fair and consistent with the Scouts.
- I understand that there will be no abusive language tolerated by anyone, including me.
- Smoking will be only in a designated area and that I have a qualified adult relieve me of my duties when I go to the smoking area. Smoking is completely out of sight of all children, including my own.
- I understand alcohol and drug use is strictly forbidden. I will not have consumed alcohol prior to the event.
- I understand that firearms are strictly prohibited. Only permitted for on-duty officers.
- I will not submit the Scouts or staff to any form of initiations.
- I will be neatly groomed, and wear approved clothing. Only T-Shirts with appropriate slogans, suggestions, or pictures allowed. We strongly encourage you to wear your unit Activity T-shirt (Class B).
- I will not modify the T-shirt (if provided). I understand that it is the event uniform.
- Closed toe shoes are required, **no sandals, Crocs or flip-flops**. I will lead by example.
- I will follow the guidelines presented in the staff information booklet; and will assist, to the best of my ability, in the operations. I understand that all are volunteers and are doing their best.
- I will keep confidential matters confidential.
- I will promote a pleasant attitude and will strive to see that each Scout has a positive experience.
- I understand that failure to adhere to this agreement could be cause for dismissal by the Director.
- **I will attend the mandatory information session for this event provided by the Director.**
- **I will not leave the event without notifying the Director, and singing out.**

Signature _____ Date _____

**2020 Princess Anne Shooting Sports Event - Tidewater Council
Authorization to Pickup Scout**

Event Location _____

Den # _____

**Will be completed by Director
Do not prefill –**

YOUTH'S NAME: _____

Our volunteers do not know the parents/guardians of all the youth placed in their care. For the safety of all of those entrusted to us for the event, please fill out one form for each youth under 18 years of age.

Parent/Guardian Name	Parent/Guardian Name
Primary phone #	Primary phone #
Secondary phone #	Secondary phone #
Email Address	Email Address

Without written and signed authorization, we cannot release your child to anyone other than a parent/guardian. Phone calls are NOT valid authorization.

Please plan for the unexpected and for carpooling. They will be asked to present ID.

These individuals are AUTHORIZED to pick up my child from P.A.S.S.:

(List OTHER individuals here, as the parent/guardian is already given above.)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Parent/Guardian PRINTED Name: _____

Parent/Guardian SIGNATURE: _____ Date: _____

This form will be held by the Scout's Den Leader and be disposed of after event.

Make sure these individuals picking up Scouts know what DEN your Scout is in.

Each youth under 18 years must have a separate form since they are most likely assigned to different areas.

Scout's Medical Form has authorization to medically treat your son/daughter & gives authorization to photograph and publish their image.