

# Adult Leader Training Policy in Black Swamp Area Council

Effective 01/01/2016

In order to ensure the safety of the youth in our council, and provide the youth we serve the best opportunity to get all benefits possible from the Scouting experience, the Executive Board of the Black Swamp Area Council supports mandatory Leader Specific Training for all positions identified as Direct Contact Leaders by the Boy Scouts of America and strongly urges all leaders in all registered positions complete training for positions they hold.

Effective January 1, 2016, the following is the Leader Training Policy for all registered adult leaders in the Black Swamp Area Council:

## New Leader Applications

- I. Youth Protection Training
  - a. When an adult leader application is submitted to the Council Office, it **WILL** include a current certificate of Youth Protection Training (YPT).
    - i. District Executives who deliver adult leader applications to the Council Office will make sure the YPT certificate is attached prior to delivery.
    - ii. Office staff who receive personally delivered adult leader applications will check to make sure the YPT certificate is attached. If none, they will inform the person delivering the application to return the application after the applicant attaches the required YPT certificate.
  - iii. If an adult leader application is received via U.S. Mail at the Council Office, the Council Registrar will check for the YPT certificate. If none, the registrar will notify the applicant by return mail of the requirement and return the application to sender. The mailing will include instructions on how to take the training on-line and print the certificate. The letter will also inform the prospective leader to return the application with proof of YPT, and that the leader is not registered until this is done. The registrar will send an email to the Council Training Chair, District Training Chair of the applicant, and the District Executive of the applicant indicating the application is defective.
- II. Adult leader applications which meet the requirement for proof of YPT will be processed by the Council Registrar for the National BSA background check.
  - i. The Registrar will enter the applicant on the unit charter using the position code indicated on the application.
  - ii. If the applicant has not completed Leader Specific Training (LST) for their position, the Registrar will notify the applicant about the deficiency in LST and inform the applicant they will be required to complete the training by the end of the current charter year. Failure to do so will result in the applicant being unable to register the following charter year. LST was required for all "direct contact leaders to recharter for 2016. See later provisions of this policy for guidance on which non-contact positions will require LST and the year it is required.

### .Current Registered Adult Leaders

All adult leaders in all positions must have up-to-date and current YPT in place at the time of annual re-chartering. Failure to comply with this provision will deny the person the ability to re-charter until he/she is in compliance with National BSA Youth Protection policy.

All currently registered adult leaders in a position defined as a “direct contact” position will be required to have completed LST for the position in order to maintain that position on the 2016 and subsequent year charters.

A currently registered leader who has a registered position which is not a “direct contact” position will be permitted to change position and charter. The leader changing to a “direct contact” position has the remainder of the charter year to obtain all LST required for the position they have entered.

When the transfer is for a position defined as a “direct contact” position by the BSA, the Registrar will notify the applicant about the deficiency in LST and inform the applicant they will be required to complete the training by the end of the current charter year. Failure to do so will result in the applicant being unable to register the following charter year.

No unit charters will be held in a pending status for lack of training unless the position is one that is required for the unit to exist. Other untrained leaders will be moved to Scouter Reserve status. If insufficient leaders are trained for the required unit positions to allow them to re-charter, the charter will be held in a pending status until the training deficiencies are corrected or the grace period expires.

By the end of calendar year 2016, in order to recharter for 2017, positions defined as Direct Contact positions and all Committee Chairs, and Committee Members of Packs, Troops, and Crews in the council will have completed the LST course specified for that position.

By the end of calendar year 2017, in order to recharter for 2018, all Merit Badge Counselors will have completed Merit Badge Counselor Orientation.

By the end of calendar year 2018, in order to recharter for 2019 all Charter Organization Representatives will have completed the basic training required for their position.

Beginning with the charter year which begins in 2019, all provisions of this policy regarding YPT and LST will continue in effect each year.

Enacted by the Executive Board: 09/22/2015

Revised 09/20/2016