

Checklist for AUXSCOUT Involvement

Required Auxiliary training for Sea Scout Involvement

All Auxiliary members who may come into direct contact with Sea Scout youth on a regular basis (excluding regular Flotilla member meetings, Public Education (PE) or Public Affairs (PA) events) are required to:

- a. Read and be thoroughly familiar with the Auxiliary/Boy Scouts of America/ Coast Guard Auxiliary Association Memorandum of Agreement (MOA) dated 25 Aug 18;
- b. Read and be thoroughly familiar with the AUXSCOUT Standard Operating Procedure (SOP);
- c. Be current in AUXCT;
- d. **Successfully complete the BSA Youth Protection Training (YPT) and provide proof of such completion to their Flotilla Commander. YPT expires and must be updated every twenty-four months.**

This requirement applies to:

- a. Any Auxiliarist who may have direct contact on a regular basis with Sea Scout youth under the age of 18 who are involved in joint Auxiliary/Sea Scout activities.
- b. Any Auxiliarist who may have direct contact on a regular basis with Sea Scouts under the age of 18 who are enrolled in the Auxiliary.
- c. Auxiliarists who train Sea Scout youth, including Auxiliarists who are also Sea Scouts and under 18 years of age, in any competency including, but not limited to, TCO, VE, PV, Boat Crew, shore-side and underway.

Regular basis is defined as the likelihood of direct contact (face-to-face or via phone/email/text) with youth BSA members more than once in each calendar year. However, if only contact with Sea Scout youth are at flotilla meetings, PE activities, and PA activities, no BSA training is required.

Two-Deep Leadership

BSA's principles of two-deep leadership (i.e., at least two adult person presence) and gender-specific requirements (at least one adult of the same gender as the Scout) always apply to Auxiliarists when engaging face to face with any member of the BSA younger than 18 years of age who is not a family member, whether enrolled in the Auxiliary or not (SOP section 1b5). Specific requirements include:

- a. No Auxiliarist shall ever put themselves in a one-on-one situation with such BSA youth members
- b. Every Auxiliarist is expected to prevent the possibility of singular presence and shall ensure that another adult is in their company whenever physically present with such BSA members
- c. If Sea Scout youth participating in or attending an Auxiliary activity are of both sexes, then two-deep leadership must also consist of at least one member of each sex. If the Sea Scout youth are of a single sex, then at least one of the two-deep leadership shall be of that sex

Permitted Activities

Auxiliary Units Sponsoring a Sea Scout Ship

Sea Scout Ships are chartered by Coast Guard Auxiliary units (flotillas or divisions) through a two-part process. First, a BSA charter application package is submitted to the local Scout council. Second, an Auxiliary chartering package is submitted through the chain of leadership and management to the Auxiliary District's Director of Auxiliary (DIRAUX). Division requirements only apply if a division plans to sponsor the ship.

The BSA charter application package submitted to the local Scout council includes the following:

1. New-Unit Application (BSA document no. 524-402)
2. Charter Agreement (BSA document no. 524-182)
3. Adult Applications (BSA document no. 524-501) with YPT certificates attached for the following *required* positions:
 - a. Committee Chair
 - b. Member of Committee (at least 2)
 - c. Skipper (unit leader)
 - d. Charter Organization Representative – must be a member of the flotilla or division chartering the Ship
4. Adult applications (BSA document no. 524-501) with YPT certificates attached for the following *optional* positions:
 - a. Mates (assistant unit leaders)
 - b. Additional Members of Committee
5. Youth Applications (BSA document no. 524-406) with YPT certificates attached for youth age 18 and older.
6. Youth Applications (BSA document no. 524-406) for Sea Scouts who are under 18 years old
NOTE: Check with the BSA council under which the Ship will be chartered for the number of youth required when applying for a new unit charter. The BSA national standard is 5, but some councils have a different number.

The Auxiliary charter application package is forwarded through the Auxiliary Chain of Leadership and Management to DIRAUX and must include (AUXSCOUT SOP 1.c.(2) p. 8):

1. The Flotilla/Division Commander's attestation that all requisite leaders and staff officers have successfully completed BSA YPT: (AUXSCOUT SOP 1.b.(3), (4) pp. 4,5)
 - a. Flotilla/Division Commander;
 - b. Flotilla/Division Vice Commander;
 - c. Flotilla/Division Human Resources Staff Officer;
 - d. Flotilla/Division Member Training Staff Officer;
 - e. Flotilla/Division Operations Staff Officer;
 - f. Any other Flotilla/Division Staff Officer or Auxiliary member who will or possibly have contact with sea scout youth on a regular basis (e.g., VE, TCO, PV, Coxswain, boat crew);
2. The Flotilla/Division Commander's attestation that the local BSA council has indicated that they will approve the charter application
3. A roster of Ship's adult leaders

4. A roster of Ship's youth

If a member is assuming one of the above listed positions and has not completed YPT training, he/she cannot take office until the YPT training is successfully completed.

Auxiliary members who take a leadership role in a Sea Scout Ship are required to complete:

1. **Sea Scout Adult Leader Basic Training.** This is available online or in classroom setting;
2. **Safety Afloat.** This is required by BSA for on the water activities and AUXSCOUT SOP for under-way training;
3. **Safe Swim Defense.** This is required by BSA for waterfront and swimming activities, as well as by the AUXSCOUT SOP for AUXPAD training;
4. **Weather Hazards.** This is required by BSA for outdoor activities;
5. **Charter Organization Representative training.** This is required training for the Charter Organization Representative from the flotilla or division sponsoring the ship.
6. Current CPR and first aid certifications are required of at least one adult leader whenever Sea Scouts participate in outdoor activity.
7. If Sea Scouts are on a facility, at least one participating Auxiliary member must have current CPR certification.

Auxiliary chartered Ships

- May participate in Sea Scout activities outside of Auxiliary programs (e.g., marksmanship programs, whitewater paddling, etc.) as allowed by BSA policies. While doing so, leaders may not wear Auxiliary uniforms.
- May participate in Auxiliary-led programs as allowed by the AUXSCOUT SOP, the local Order Issuing Authority (OIA), and the on-scene Auxiliary leader (e.g., the coxswain).

Sea Scouts who are Auxiliary members:

- Sea Scouts who are age 14 or older may join the Auxiliary:
 - If the Sea Scout is under age 17, they may join and participate in training, but may not serve in a lead or independent role and may not qualify for lead positions including aircraft commander, coxswain, pilot, co-pilot, PWC operator or paddle craft operator;
 - If a Sea Scout leaves Sea Scouting more than 90 days before their 17th birthday, they will be disenrolled from the Auxiliary;
- Sea Scouts under age 17 are restricted in the number of elected offices they may hold.
 - Sea Scouts under age 17 are permitted to serve as Flotilla Secretary (FSO-SR) without obtaining a DIRAUX waiver.
 - Sea Scouts under age 17 may be appointed to Flotilla Communications Services (FSO-CS), Public Affairs (FSO-PA) and Publications (FSO-PB) with a waiver from DIRAUX.
 - Sea Scouts under age 17 may not serve in any other elected or appointed Auxiliary positions

- Sea Scouts who are under age 18 must be accompanied by a parent or other adult serving *in loco parentis*;
- No Auxiliarist under the age of 17 may board or move about a Coast Guard facility by themselves. At a minimum they shall be accompanied by another Auxiliarist of at least 17 years of age, a parent, a legal guardian, or another person authorized by the facility's command (per SOP section 1 paragraph b9).

Auxiliarists who serve as leaders in Sea Scout Ships:

- Are bound by and must follow all Auxiliary policies and procedures when they are acting as Auxiliary members; and
- Are bound by and must follow Boy Scouts of America policies and procedures when they are acting as Sea Scout leaders.
- Auxiliarists may serve with Sea Scout units on their own time without following Auxiliary policies and procedures. It must be clear that they are not serving as Auxiliarists and they must not wear the Auxiliary uniform when doing so.

Sea Scout youth and adults who are not Auxiliary members:

- May participate in Auxiliary-led shoreside and on-water training upon approval of the appropriate OIA and the on-scene Auxiliary leader:
 - See MOA Section IV, section A2 *"The Auxiliary will provide shore-side, and underway, training to Sea Scouts and other members of the BSA at installations and on operational facilities belonging to, or utilized by, the Auxiliary or the Coast Guard in a manner consistent with all Coast Guard, Auxiliary, and BSA policies"*
 - See SOP Section 2 "Authorized Activities" section C4 *"The Auxiliary shall provide shore-side and underway training to Sea Scouts and other members of the BSA at Auxiliary installations and on operational facilities belonging to, or utilized by, the Auxiliary or the Coast Guard, as authorized, in a manner consistent with all Coast Guard, Auxiliary, and BSA policies."*
- If the Sea Scout is under age 18, a parent or other adult serving *in loco parentis* must accompany the Sea Scout;
- If the Sea Scout is under age 18, Auxiliary personnel interacting with them more than once a year, outside of meetings, PA and PE events, must complete YPT;
- Sea Scouts and Sea Scout leaders who engage in Auxiliary activities pursuant to this SOP but who are not enrolled as Auxiliarists shall be recognized and treated as guests in the conduct of such Auxiliary activities (SOP section 1 paragraph a7).