

# Scouting Ireland International Camp Process Document

**Version 1**

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## International Camp – Process Document

Welcome to the International Camp Process Document. Here you will find instructions and information surrounding the Scouting Ireland International Camp application process. This is the first version of this document and we will review and update if any changes are made to the system or new information becomes available. We hope you find this document useful in your scouting journey.

### Section 1 – Making an International Camp Application

International Camp Applications must be made using the online Membership Management System (MMS) [my.scouts.ie](https://my.scouts.ie). The online application can be made by the following roles;

- Group Leader
- Deputy Group Leader
- Group Secretary
- Section Leader

**Please Read - Before You Apply** - During the application process you will be asked for your group's travel insurance details. Travel Insurance must be in place for the group to cover your travel arrangements and any additional activities that are not covered by the regular Scouting Ireland Insurance. Travel Insurance can be obtained through the Scouting Ireland Insurer (Marsh Ireland [CLICK HERE](#) to view form) or through an alternative Travel Insurance provider. If you do not have the finalised details of your group's cover when making your application, you can click save and return to your application at a later stage when you have the final information. Further information about obtaining travel insurance through Scouting Ireland can be found on page 6 of this document.

### Domestic Camps Notice

This document can also be used if making a domestic camp application. You will still be asked for Insurance Details however as this cover is already in place for Domestic camps you can enter the following.

Supplier: Scouting Ireland Domestic

Policy Number: SID

## International Camp Application Checklist

In addition to the above please see below a checklist which will assist you prior to making the application.

International Camp Application Checklist		
#	Item	<input checked="" type="checkbox"/>
1	Paid & Confirmed Travel Insurance for the Group ( <a href="#">CLICK HERE</a> ) for form and details of insurance cover	
2	All Youth Members are registered on the Membership Management System my.scouts.ie	
3	All Adult Members are registered on the Membership Management System my.scouts.ie	
4	At least one Scouter has Youth Led Programme Training & Overnights, Adventures and International Camp Module or the equivalent from previous training schemes	
5	All Scouters have completed Being A Scouter Training or the equivalent from previous training schemes	
6	All Scouters have completed Vetting within the last three years	
7	First Aider holds valid First Aid Qualification	
8	The Ratio of Adults to Youth Members is correct	
9	Read Policy number - SID-YP05	
10	Read Policy number - SID-YP06	

## Timeline for the Submission of Forms for Youth Programme Abroad Activities

Camp Type	Group Leader	County Programme Coordinator	National Office
	No less than	No less than	No less than
United Kingdom	42 days (6 wks)	35 days (5 wks)	28 days (4 wks)
Europe	56 days (8 wks)	49 days (7 wks)	42 days (6 wks)
Outside of Europe	84 days (12 wks)	77 days (11 wks)	70 days (10 wks)
All Service/Partnership Projects [Venture Scouts and Rover Scouts]	252 days (38 wks)	245 days (37 wks)	238 days (36 wks)

## Making the Application

**Applicable to Group Leader, Deputy Group Leader, Group Secretary and Section Leader.**

- Log onto [my.scouts.ie](https://my.scouts.ie).
- Click “Manage Group”.
- Click the “Events” Tab and select “Camps”.
- Click “+New Camp Application”
- Fill out the information as required on the screen,
  - ‘Section’,
  - ‘Camp type –International’
  - ‘Start and end date’
  - Number of Scouts attending
  - Number of Scouters attending
  - Enter the name of the Camp Leader, (once you have selected the name of the Camp Leader, this name is automatically added to the list of adult members)
  - Enter the name of the First Aider, (once you have selected the name of the First Aider this name is automatically added to the list of adult members)
  - Enter the names of all youth members, only members of the Cub Section may be entered into a Cub section Camp Application; only Scout section members in a Scout Section Camp application etc.
  - Enter the names of the Adult members ( the list will already show the names of the Camp Leader and the First Aider)
  - Enter the name and address of the Camp Venue.
  - Enter the name, contact phone number and email address of the person who will be acting as Home Contact Person for the duration of the Camp
  - Enter details of the ‘Shared Scouting Experience’ or the ‘Service/Partnership Project’ that will be part of the camp programme
- If you do not have the finalised correct information click “Save Application” and you can return to the application at a later date.
- When your application information is finalised and correct click “Submit for Approval”
- It is not possible to edit a Camp Application once it has been submitted for approval.

## Section 2 – “Cancelling” or “Adjusting” an International Camp Application

Below you will find instructions on how to cancel or adjust your International Camp Application. It is not possible to edit a camp application once it has been submitted for approval.

To **cancel** an international camp application;

- Log onto [my.scouts.ie](https://my.scouts.ie).
- Click “Manage Group”.
- Click the “Events” Tab and select “Camps”.
- Click “View/Edit Camp”
- At the bottom of the page Click “Cancel Camp”

To **adjust** an application **prior** to submitting for approval please follow the instructions below.

- Log onto [my.scouts.ie](https://my.scouts.ie).
- Click “Manage Group”.
- Click the “Events” Tab and select “Camps”
- Click “View/Edit Camp”.
- Edit the Camp details as necessary
- Click “Save Changes”
- Click “Submit for approval”

## Section 3 – Travel Insurance

An International Camp Application will not be confirmed until the required Travel Insurance has been arranged.

Travel Insurance can be obtained through the Scouting Ireland Insurer (Marsh Ireland) at the following rates.

- **Europe - €10.00 per person**
- **Worldwide - €17.50 per person**

If Travel Insurance is arranged on the below process then the International Camp Application will not be approved until payment has been received.

Please note that all third party service providers must have their own public liability cover in place and also have qualified instructors.

The Scout Group should ensure they obtain a copy of these insurances for their records.

Process to arrange Travel Insurance through Scouting Ireland;

- [CLICK HERE](#) to Download the Form.
- Enter the required details onto the form.
- Email the completed form to [mmoorelewy@scouts.ie](mailto:mmoorelewy@scouts.ie).
- Scouting Ireland will generate a payment on the “Manage Group”, “Payments Tab”.
- This payment can only be paid through the Membership Management System by Debit or Credit Card. (Cheques and Bank Transfers will not be accepted).
- Once the payment has been completed your group will be issued with the policy document.

**Important Note** - If your Group intend to undertake an activity that is not included on this list of activities in the “Travel Insurance Application Form”, then this activity is outside of our normal travel insurance cover and you need direct advice from our insurance broker. Please email [adam.shiels@marsh.com](mailto:adam.shiels@marsh.com) for assistance in this regard.

## Section 4 – Making Travel Insurance Payment

If you have arranged Travel Insurance through Scouting Ireland a payment will be generated to the Scout Group payments tab on the MMS.

The payment method for travel insurance is online by Credit or Debit Card only. (Cheques and Bank Transfers will not be accepted)

Travel Insurance will not be confirmed until payment in full has been received.

You have 7 days from when your payment is generated to make the full payment. If the payment has not been received within this time frame, this may lead to cancellation of the policy cover.

The following roles can make a payment on behalf of the group;

- Group Leader
- Deputy Group Leader
- Group Secretary
- Group Treasurer

**Online Payment** – This is the only method of paying for Travel Insurance arranged through Scouting Ireland.

To make an **Online Payment**;

- Log on to [my.scouts.ie](https://my.scouts.ie)
- Click “Manage Group”
- Click “Payments”
- Select the Travel Insurance Payment you wish to make.
- Select “Online Payment”
- A pop up message will ask you to “press submit” to go to the “Scouting Ireland Payment Page”.
- When you get to the payment page enter your card details as instructed to complete the payment.
- When your payment has been received it will be marked as successful.

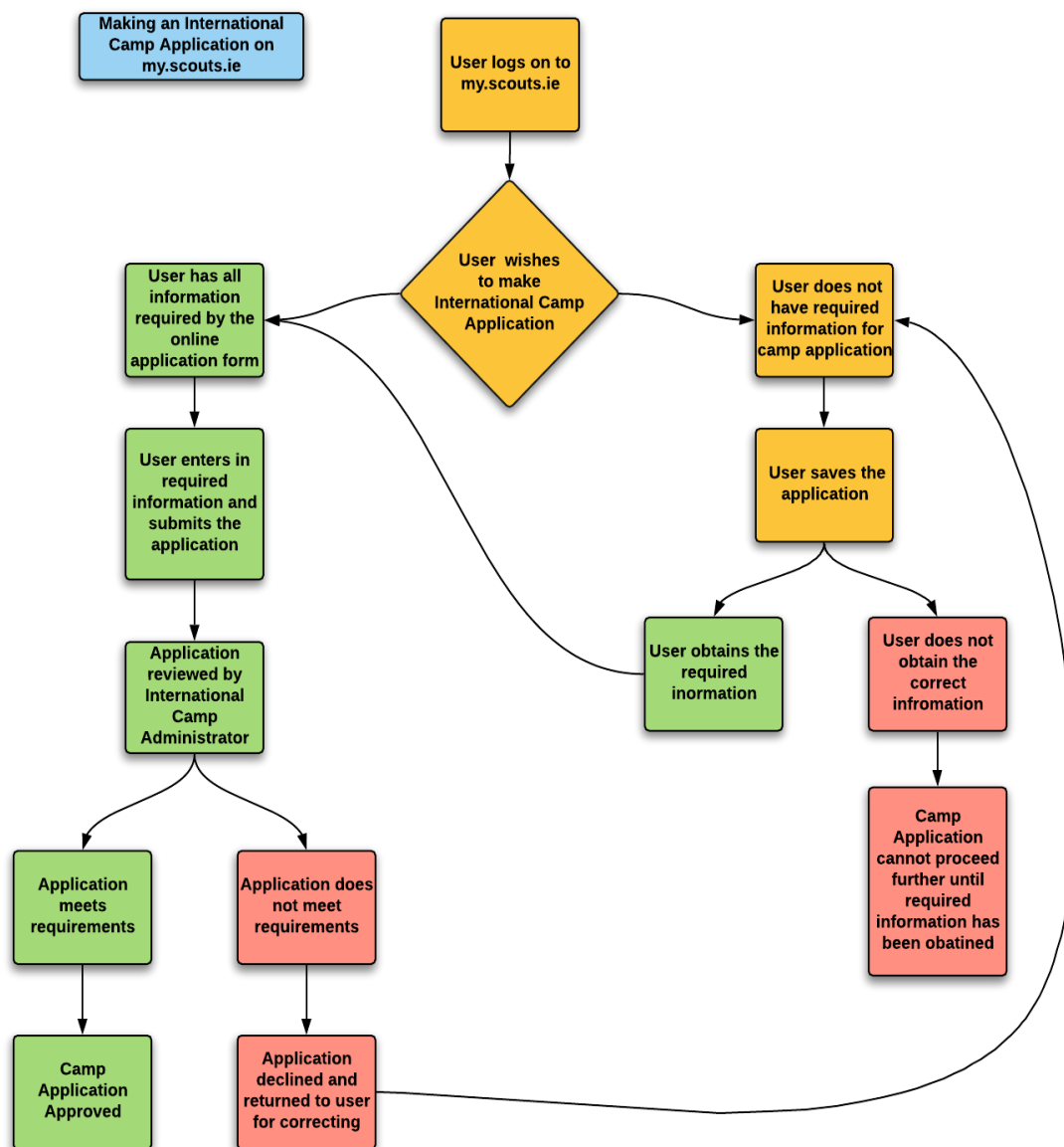


## Section 5 - Further Points about International Camp Applications

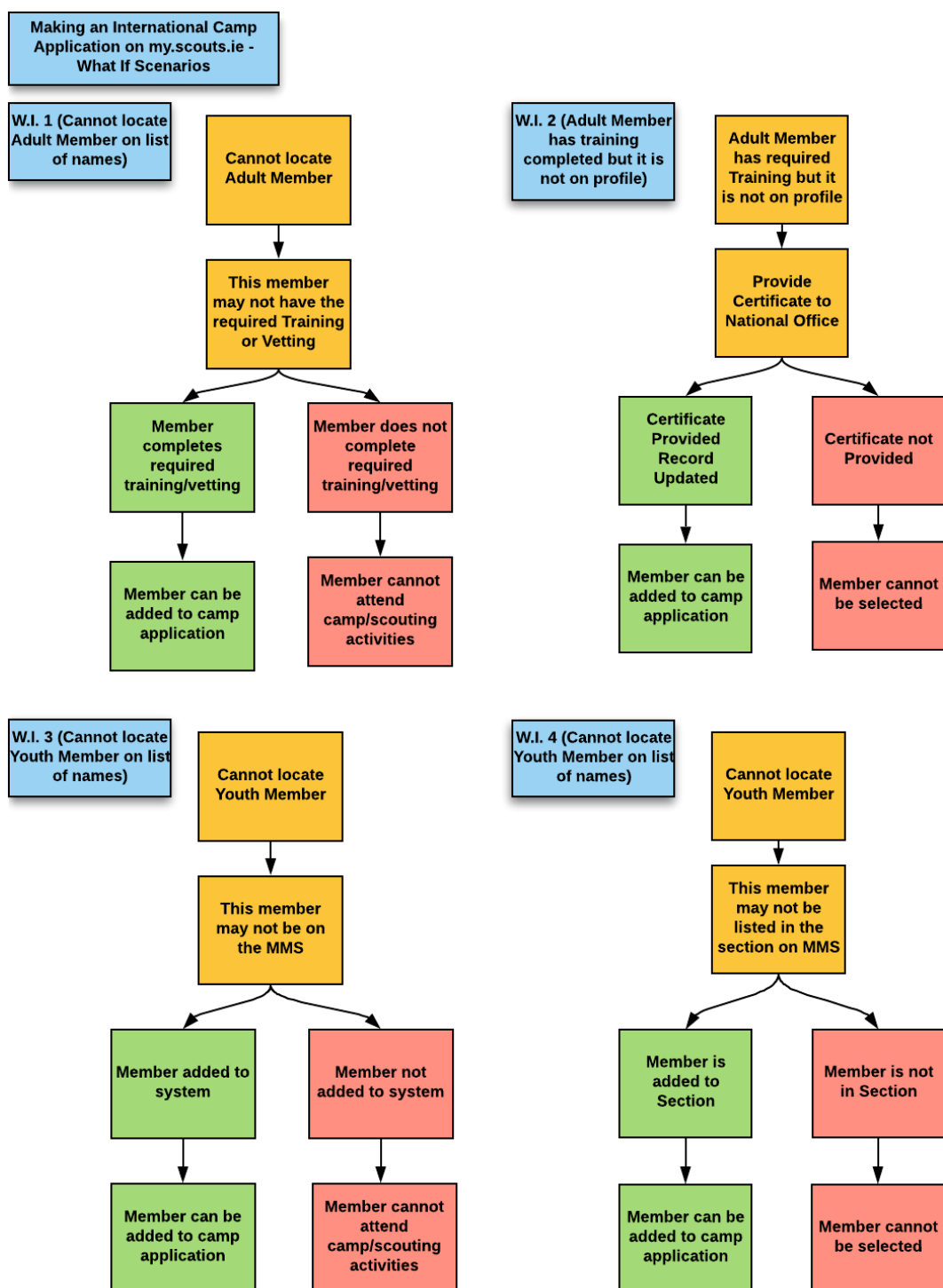
- International Camp applications must be submitted using the online MMS (Membership Management System). Paper forms are no longer valid.
- Each section must submit its own camp application i.e. a Cub Camp application, a Scout camp application, a Venture camp application, a Rover camp application etc.
- Adult members must be vetted with Scouting Ireland in order to participate in overnight activities.
- The training requirements can be split amongst the adults going on camp. i.e. one member can have Youth Led Programme, one member can have Overnights Adventures and International Camps or the same member can have both.
- The camp leader box will show anyone who has Being A Scouter providing the above training requirements have been met.
- Other Scouter Requirements - For the rest of the adults they need to have a Being a Scouter or Stage 2 Child Protection Awareness on their record to be selected to attend.
- Equivalent training courses from previous training schemes are also taken into account (e.g. Stage 2 Child Protection Awareness - Stage 5 Event planning or Stage 2 Child Protection Awareness and a Woodbadge Award etc.)
- Members will not appear in the camp leader box unless a combination of the training requirements as per the above has been met by the adults going on the camps.
- If the member has completed the required training and it is not on their training record then, please send a copy of the certs or record card to [trainingbookings@scouts.ie](mailto:trainingbookings@scouts.ie) and this will be updated.
- Requirements for First Aiders works the same way as the Camp Leader box due to an error, so select the camp leader again and you can write the first aider in the camp information box.
- Only Youth Members who are listed in the section will be eligible to participate in an International Camp for the section.
- Only adult members with the membership type of "Scouter" or "Scouter + Rover" can be entered as the Camp Leader or First Aider.
- At least one Scouter partaking in the activity must hold an appropriate First Aid certificate (i.e. REC/Wilderness First Aid)
- See the following documents for further information with regard to International Camp requirements:
 

<b>SID-YP03</b>	Youth Programme Abroad Policy
<b>SID-YP04</b>	Youth Programme Abroad Guidelines
<b>SID-YP05</b>	Scouting Ireland – Camping and Adventures in the Out of Doors Policy
<b>SID-YP06</b>	Scouting Ireland – Camping and Adventures in the Out of Doors Guidelines

## Section 6 – International Camp Process Flow Chart – Normal



## Section 7 – What if Scenarios Flow Chart



## Section 8 – Travel Insurance Flow Chart

