

# SCOUT FAIR 2017

Booth Guidelines & Safety Manual

May 6, 2017 • 10AM – 3PM

Minute Maid Park

*“Scout Today – Legends Tomorrow”*



Please contact Cesiah Molina at 713-756-3398 or email to

[Cesiah.molina@scouting.org](mailto:Cesiah.molina@scouting.org)

For any changes, cancellations or concerns regarding your booth.

# The BSA's Commitment to Safety

We want you to know that the safety of our youth, volunteers, staff, and employees is an important part of the Scouting experience. Youth develop traits of citizenship, character, fitness, and leadership during age-appropriate events when challenged to move beyond their normal comfort level, and discover their abilities. This is appropriate when risks are identified and mitigated.

The Scouting program, as contained in our handbooks and literature, integrates many safety features. However, no policy or procedure will replace the review and vigilance of trusted adults and leaders at the point of program execution.

Commit yourself to creating a safe and healthy environment by:

- Knowing and executing the BSA program as contained in our publications
- Planning tours, activities, and events with vigilance using the tools provided
- Setting the example for safe behavior and equipment use during program
- Engaging and educating all participants in discussions about hazards and risks
- Reporting incidents in a timely manner

Thank you for being part of the Scouting movement and creating an exciting and safe experience for every participant.



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## **PREFACE**

All participants at Scout Fair must be familiar with and adhere to the requirements in this manual. In addition, all applicable Boy Scouts of America practices, policies, and guidelines apply to this event and program areas. In the event these requirements conflict with BSA documents/policies or local, state or federal laws the more stringent requirement applies.

Activities not covered by this document or another BSA practice, policy or guideline must be approved by event coordinators and the Scout Fair Risk Management Chair. Participants that do not meet or follow the following safety requirements will not be allowed to participate or may have their booth activity stopped.

## **APPROPRIATE STANDARDS**

Although booth activities can draw from a wide range of subjects and treatments, they must always be appropriate and in good taste. The theme of the booth should be positive, build self-confidence and self-esteem, and be age-appropriate. Be sure that every feature of your booth upholds Scouting's highest traditions. All booths should reflect the values and ideals of Scouting as outlined by the Scout Promise and Scout Law. Booths should never embarrass or demean anyone or any group of people

There are several gray areas that are best simply to avoid:

- Underwear/undergarments
- Toilet paper or related activities/facilities
- Bodily functions
- Violence, name-calling, hazing, put-downs
- Water used to get someone wet
- Wasteful or improper use of food, water, or other resources
- Politics
- Use of alcohol, drugs or tobacco, except as advocating avoidance
- Cross-gender impersonation

## **GENERAL SAFETY REQUIREMENTS**

All Scout Fair booths and activities must meet the current [Guide to Safe Scouting](#).

### **Adult Supervision:**

Adults/leaders must be present in booths at all times. Remember two-deep leadership.

### **Age-appropriate Activities:**

Activities and booths must adhere to the [Age-Appropriate Guidelines for Scouting Activities](#). This means some booth activities may be appropriate for older scouts but not Cub Scouts.

### **Bag Check:**

In compliance with Major League Baseball (MLB) and Astros security policies, all bags, purses and containers will be searched prior to entry. Guests entering Minute Maid Park may be subject to inspection by handheld and walk through metal detectors. There are no lockers available outside of the ballpark to secure items not allowed inside, nor can any items be held by security staff members.

Items that are not permitted in the ballpark and are surrendered to security will not be stored or returned. To ensure safety, the Houston Astros reserve the right to refuse admittance of any item deemed hazardous, suspicious or offensive.

**Chemicals/Fuels:**

Flammable liquids, chemicals, or harmful hazardous substances are prohibited. This includes propane tanks of any size.

**Emergency Equipment/Exits:**

All fire extinguishing equipment (e.g., fire extinguishers, fire hoses, etc.) must be unobstructed and accessible at all times. All exits and aisle ways to exits shall be maintained free and clear at all times.

**Extension Cords:**

All electrical cords/wires must be in good condition. Cords on the floor must be taped to floor to restrict movement and prevent tripping.

**Fires:**

No fires or open flames inside Minute Maid Park. Charcoal off the ground fires will be permitted outdoors.

**Injuries:**

Call 911 for emergency situations. Non-emergencies should be referred to the First Aid Booth (located at Section 150).

**Noise:**

Booths shall not conduct activities that generate continuous load noise ( $\geq 90$  decibels for more than an hour) or is deemed a nuisance to adjacent booths by the Safety Team.

**Prohibited Activities/Items:**

- Aerosol cans
- Animals (except for service animals and vendor approved animals)
- Bicycles, motorbikes, skateboards, scooters, hover boards, roller skates/blades/shoes or the like
- Climbing on any statues or permanent structures. Picture taking is permitted.
- Drones
- Fireworks
- Human pyramids
- Inflatables (i.e. beach balls, basketballs, balloons)
- Live or cut trees, hay or straw
- Outside food and beverages
- Noise makers (e.g., air horns, cow bells, etc.)
- Sand, gravel, dirt or topsoil
- Weapons (e.g., firearms, mace, etc.) – Knives 4 inches or less are allowed
- Whistles, air/fog horns, etc.
- Any item deemed inappropriate or hazardous by ballpark security of the BSA safety team

**Security:**

Both handheld and walk through metal detectors will be used at all gates to facilitate and expedite entry to Minute Maid Park. Security officers and uniformed personnel are stationed throughout the ballpark during all events. Valuable items left in your booth area are at your own risk.

**Setup:**

Booth setup is from 6:00 am – 10:00 am Saturday morning. Event starts at 10 am sharp. All necessary personal protective equipment (e.g., helmets, safety glasses, gloves, etc.) must be worn during set up/tear down.

**Smoking:**

No smoking or use of tobacco products are allowed inside Minute Maid Park, at the entry/exit ways, or around Scouts.

**Staffing:**

Proper staffing (in addition to adult/leader supervision) must be provided to control people waiting to participate in booth activities. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

**Surface Safety:**

Exhibits featuring jousting, climbing, or other possibilities of a youth falling, must provide padding equivalent to gym mats (aerobic/exercise pads are not acceptable). Also, age-appropriate (sized) protective clothing, helmets and gloves must be provided. Frames made to contain pads must be padded and all bolts/nuts must be padded. All balls or projectiles used to knock down objects such as paint cans, plastic bottles, must be contained within the booth boundary.

**Tools:**

Use of any gasoline power tools is prohibited. All tools require adult supervision.

**Vehicles in Minute Maid Park:**

Vehicles cannot drive inside Minute Maid Park to setup booths. Bring your own dollies, hand-trucks and/or wagons, etc. to transport items to your designated booth. Vehicles for outdoor booths to transport large displays (e.g., boats, etc.) must coordinate with the safety/security team at the event.

**Water Usage:**

Activities involving water will not be allowed inside Minute Maid Park. Outside exhibits involving water must take steps to avoid a slip or fall.

## **OUTDOOR BOOTH REQUIREMENTS**

### **Cooking/Fires:**

1. Fires will only be fueled by charcoal. No liquid fuel, such as propane, can be used to ignite charcoals on the premises.
2. No other fuels are permitted. This means no wood, grass, straw, hay, etc.
3. Cooking fires cannot be built directly on the pavement. Use a steel plate, garbage can lid, concrete blocks, BBQ grill with legs, etc. to keep cooking fires up off the pavement.
4. Ashes cannot be left or scattered, they must be placed in specially marked receptacles located outside or taken with you.
5. Two (2) fully charged multipurpose (ABC) fire extinguishers must be provided by each unit and displayed in an easily accessible location in the booth. Sand and/or water buckets are not acceptable.
6. Hot pad gloves and safety glasses must be worn by people for protection against hot grease splatters.
7. Disposable serving gloves are to be worn by participants serving food samples.
8. Wash stations must be provided for hand washing by all units participating.

### **Flint and steel:**

1. All fires must be made in a proper fire pit - such as a tuna tin can with no sharp edges. Scouts staffing the activity as well as participants must wear age appropriate safety glasses.
2. Frayed rope is the only material acceptable to use as tender at Scout Fair.
3. Leather gloves should be used by all Scouts and staffers when holding the flint.
4. Age-appropriate safety goggles must be worn by all participants and staffers.

### **Vehicles/Parking:**

1. There will be someone outside in the area to assist in locating your booth space.
2. Vehicles towing trailers will not be permitted to park in the parking lots containing outdoor booths during the duration of the show.
3. All vehicles must be removed from the outdoor booth display area 1 hour before the show begins (i.e., 9:00 AM) and will not be permitted to re-enter the area until after 3:00 PM.
4. Security and law enforcement personnel will be on site to answer any questions.

## **SHOOTING BOOTH REQUIREMENTS**

All shooting activities must adhere to the BSA National [\*Shooting Sports Manual\*](#). The Archery activity will be sponsored by the Sam Houston Area Council Shooting Sports Committee.

### **Archery:**

1. If there is only a display of bows, arrows and accessories, the booth may be anywhere in Minute Maid Park. Displays must be supervised at all times.
2. If arrows are to be shot, the booth must be at the end of the aisle and the archery range must be placed so two sides of the building forms two boundaries of the range. The other two boundaries must be well marked and some distance from the shooting lanes.
3. Commercial, institutional quality indoor archery targets (such as Ethafoam) must be used. (Bales of hay and common Styrofoam blocks cannot be used).
4. Targets must be placed in the front of one of the solid walls.
5. Bow must be lightweight, pulling less than 25 lbs.
6. Arrows must have target points.
7. Shooting will be done only by trained members of the unit carrying out the demonstration and under the constant supervision of an adult.
8. All equipment must be safely stored out of reach of visitors.

**BB Gun/Air Rifle:** This activity will not be offered this year.

### **Rubberband Guns/Slingshots:**

1. Age-appropriate safety glasses must be worn by all participants.
2. A safe backstop must be in place.
3. A safe firing line must be in place.
4. Shooting must be at targets only. No shooting at each other. Human form and zombie silhouette targets are not approved for use.
5. The activity must be contained within the assigned area.
6. Slingshots are not an age-appropriate activity for Cub Scouts at this event.
7. A range master must be present and a 1-to-1 adult-to-youth ratio must be used.

### **“Tabletop” Catapults:**

1. Only tabletop catapults are acceptable.
2. Age -appropriate safety glasses must be worn by participants as well as those staffing the activity.
3. All apparatus, including projectiles, must stay within confines of booth.
4. Only soft objects are acceptable as projectiles.
5. No exposed sharp edges, corners or exposed bolts or nuts. Must be padded.
6. Only fixed targets are acceptable. (No catching of any type of projectile).
7. Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

## CLIMBING/PIONEERING REQUIREMENTS

### **Climbing:**

1. Climbing activities and portable structures must adhere to the BSA [Belay on Manual](#).
2. Structures must be structurally sound.
3. Climbing activities or demonstrations that would require a belay system (i.e., climbing above shoulder height) is not allowed.
4. Climbers must be protected by spotters. In addition to spotters, mats or pads should be placed at the base of structures.
5. Bolts used to secure hand or footholds must be load rated for climbing purposes. No bolts used from a home improvement store (e.g., Home Depot, Lowe's, etc.).
6. **A picture/diagram of the exhibit along with a detailed description of the operation, must accompany your unit participant's application. Email your pictures/diagram to Cesiah Molina at [Cesiah.molina@scouting.org](mailto:Cesiah.molina@scouting.org).**

### **Monkey Bridges:**

1. Monkey bridges may not be constructed higher than 5 feet above the surface nor may they be longer than 40 feet.
2. The shoulder height of the crosser should be at least the distance between the hand ropes and the foot rope. (4 feet tall at the shoulder if the distance between the hand rope and the foot rope is 4 feet).
3. Only one person is allowed to cross at a time (no one else even touching the ropes).
4. Each youth crossing the bridge must be accompanied by two adults (one on either side) walking beneath them to serve as "spotters". One of the adults must be a member of the unit (one adult may be the youth's parent).
5. Floor pads are not required for monkey bridges (due to requirement No. 4).
6. No swinging or any form of horseplay is to be tolerated.
7. **A picture/diagram of the exhibit along with a detailed description of the operation, must accompany your unit participant's application. Email your pictures/diagram to Cesiah Molina at [Cesiah.molina@scouting.org](mailto:Cesiah.molina@scouting.org).**

### **Pioneering:**

1. Adult leadership must be present in the booth at all times (during construction, during display and during take down).
2. The structure shall be structurally sound. Ties and lashings must be strong, tight and substantial. They must be checked frequently.
3. Anchoring ropes must avoid friction against sharp edges of the supporting structures.
4. Climbing on structures such as signal towers, etc. that have walking surfaces above 5 feet, must be limited to members of the unit putting on the display.
5. Only one person is allowed to climb on a structure at a time and a "spotter" must be used at all times.
6. More than one person will be allowed on bridges with spotter on and next to entry and exit ramps as well as on the bridge itself. Adequate handrails, (at least two and preferably three) must be provided for the walking area as well as entry and exit ramps.
7. Pioneering Projects that have the potential of a participant falling and/or slipping, must provide a helmet (age appropriate) and the individual must be secured by rope and belayed with proper equipment. Mats (per floor safety requirements) must also be provided.
8. **A picture/diagram of the exhibit along with a detailed description of the operation, must accompany your unit participant's application. Email your pictures/diagram to Cesiah Molina at [Cesiah.molina@scouting.org](mailto:Cesiah.molina@scouting.org).**



## **MISCELLANEOUS REQUIREMENTS**

### **Cancrusher – Recycling:**

1. Provide “Age Appropriate” eye protection/safety glasses and gloves.
2. Guard against pinching of hands and fingers.

**Cub Pushmobile:** This activity will not be offered this year.

### **Jousting:**

1. This activity will only be permitted for outdoor use.
2. The ends of the device used for jousting must be well padded.
3. All participants must wear age-appropriate helmets, safety glasses and leather gloves.

### **Knife Handling:**

1. This activity will only be permitted for outdoor use.
2. Provide age-appropriate leather gloves for each participant.
3. Provide a guard on “Mill Files” for sharpening.
4. Utilize safe practices as outlined in the Whittling and Totin’ Chip

### **Nail and Hammer:**

1. Age-appropriate safety glasses and leather gloves must be worn by all participants.
2. Nails must be started by an adult pre-nailing it in board.
3. Aluminum nails are suggested.

### **Tire Safety:**

1. Tires must be safe with no exposed metal belting that can cause injury upon contact.
2. Stacked tires must be secured so as not to fall over.
3. You must take all tires used in the booth home with you. In addition, laws prohibit the disposal of tires in commercial trash dumpsters.