



THE SCOUT ASSOCIATION OF JAMAICA

POLICY, ORGANISATION AND RULES

POLICY, ORGANISATION **AND RULES**

The following constitute the policy, organisation and rules under which the Association is to run in pursuance of the objects for which the Association is incorporated under the “Memorandum of Association of the Scout Association of Jamaica”.

“To carry on, develop and extend the activities and work of the now existing incorporated Scout Association of Jamaica on a strictly non-political, non-military and inter-denominational religious basis and generally to develop good citizenship among youth, by forming their character, training them in habits of observation, obedience and self-reliance, including loyalty, patriotism, courage and thoughtfulness for others, teaching them services useful to the public and handicrafts useful to themselves; and promoting their physical, mental and spiritual development in accordance with the fundamental principles of Scouting as established by the late Chief Scout of the World, Robert Baden-Powell - First Baron Baden-Powell of Gilwell.”

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POLICY, ORGANISATION AND RULES

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PART I

GENERAL PRINCIPLES

Aims and Basis

1. (i) The aim of the Scout Association of Jamaica is to help young persons to develop their character as responsible and resourceful members of the community by providing opportunities and guidance for their mental, physical and spiritual development.
- (ii) The method of training the Cub/Scout is by admitting the young person into membership of a Cub Pack/Scout Group and by offering the young person a succession of congenial activities and achievements in a largely outdoor setting with opportunities for service to others, so that the young person acquires competence, self-reliance, character, dependability and powers both of co-operation and of leadership.
2. The principles and practice of the Association are founded on the basis of the Scout/Cub Promise and the Scout/Cub Law.

The Scout Promise

3. On investiture the Scout makes the following **PROMISE** -
On my honour I promise that I will do my best to love and serve God, my country and the Queen, to help people, and to obey the Scout Law.”
4. On investiture the Cub Scout makes the following **PROMISE** -
“I promise to do my best, to love and serve God, my country and the Queen, to help people, and to obey the Cub Scout Law.”
5. On investiture the Venture Scout and the Rover Scout as hereinafter defined in Part II make the promise as in Rule 3.
6. Scouters to whom warrants are issued for the first time make or re-affirm the Promise as in Rule 3.
7. The Cub Scout, Scout, Venture Scout, Rover Scout as hereinafter defined and Scout Leader who is not a Jamaican citizen, but resides temporarily in Jamaica and desires membership in the Scout Association of Jamaica, must re-affirm the promise with variations which will meet the young person's position as an "expatriate" Scout, i.e. in place of “My country and the Queen” will say “The country in which I now reside”.
8. **The Scout Law is:**
A Scout is to be trusted
A Scout is loyal
A Scout is friendly and considerate
A Scout belongs to the worldwide family of Scouts
A Scout has courage in all difficulties
A Scout makes good use of time

A Scout is careful of possessions and of all property
A Scout has respect for self and for others
A Scout obeys the orders of those in authority
A Scout is clean in thought, word and deed.

9. **The Cub Scout Law is:**

A Cub Scout does his best,
thinks of others before himself,
and does a good turn every day.

10. **The Scout Motto:**

"Be Prepared"

RELIGIOUS POLICY

1. Acceptance of the aims and principles of the Scout Association of Jamaica is the basis for membership.
 - (a) The young person should be encouraged to participate actively in the life of a religious community and to assume responsibilities therein.
 - (b) Scout Leaders, in addition to accepting the aims and principles of the Scout Association of Jamaica, should provide leadership by word and example in the application of (a) above.
 - (c) The Scout Association of Jamaica strongly encourages membership and participation by all adult members in the religious programmes and activities of a religious community.
2. When a group is sponsored by a church or other religious institution and consists of members of one denomination only, it is the responsibility of Scouters in consultation with the Chaplain or other religious authority concerned to seek to fulfil in and through the Scout Group, the spiritual goals of the sponsor.
3. (a) Church sponsors may make religious exercises and/or instructions a condition of membership. This condition must be stated to all applicants.
 - (b) In church-sponsored groups, open to young person of any faith, young persons not belonging to the sponsoring church may be excused from the exercises and/or instructions of the sponsoring church on parental request.
4. Gathering of Scouts, known as the Scouts' Own, are held for the worship of God and to promote a fuller understanding of the Promise and Law, but these are supplementary to and not in substitution for regular religious services.
5. In planning combined or district church services or church parades, Scouters shall consult with the churches concerned and with the District Commissioner.
6. (a) In camp, daily prayers should be of the simplest form. Grace should be said at meals. This condition is subject to the condition of Rule 3 (b) above.

6. (b) In camp, the Scouters should endeavour to provide the opportunity and the means for campers to attend religious observances of their own faith or denomination. Where it is not possible for campers to attend religious observances of their own faith or denomination a Scout's Own should be held.

7. **Religion and Life Award**

The Religion and Life Award is granted to a Cub Scout, Scout, Venture Scout or Service Scout who has completed the requirements laid down by the young person's own faith or denomination, and to the satisfaction of the young person's minister, priest or rabbi.

FINANCE

These rules should be read in conjunction with Section 60 to 63 of the Articles of Association entitled "Accounts and Auditors, which are quoted below as an Appendix.

1. Apart from any profit arising from the Scout Shop, the Scout Association of Jamaica depends on the support of the public and the Movement for the expenses of its central office and staff for service rendered. Annual sums to be determined by the Executive Committee of the Scout Council shall be payable to Headquarters on the 1 January each year:
 - (a) by each Local Association as an affiliation fee;
 - (b) by each member of a group as a registration fee; and
 - (c) by such other members as may be determined by the Executive Committee as subscriptions.
2. Donors of Ten Thousand Dollars or more to Headquarters funds are regarded as Life Associates of the Scout Association, annual subscribers of One Thousand Dollars or more to Headquarters fund are regarded as Associates of the Association during the continuance of their Subscription. The above fixed sums are subject to review from time to time by the Scout Council.
3. Groups and Local Associations are expected so support themselves locally; but they should not make any appeal for funds, or otherwise attempt to raise money, in any area outside their own.
4. Scout Groups are not allowed to issue any form of general appeal for funds unless permitted to do so by the Local Association and the District Commissioner in exceptional circumstances. In giving such permission the Local Association and the District Commissioner must designate the exact area in which the appeal may be made, which must not in any event extend beyond the boundaries of the Local Association itself.
5. (a) The spirit of the movement is that on the part of the boys/girls themselves, money should be earned and not solicited.
 - (b) Grant aid or loans for the financing of particular projects are permissible on condition that the Group or Local Association raises a reasonable proportion of the funds required for such projects.

Applications for grants or loans from whatever source must be supported by the Local Association and the District Commissioner; and if the District Commissioner so directs such applications must be approved by the Chief Commissioner himself or a representative appointed by him for that purpose.

6. Scout Leaders and Scouts acting as such must not take part in street sales or collections, either for their own funds or for other institutions or charities, or in any method of touting the public but they may assist institutions or charities as messengers or in other capacities. They may also assist under proper supervision in the selling of programmes at a fixed price at recognised entertainment events.

Provided that -

Authority may, however, be given under special circumstances by Headquarters for Scouters or Scouts to take part in sales or collections for a specific occasion for a limited period of time.

7. All members of the Movement, acting as such, must observe the provisions of Rule 6 and must not countenance or be concerned or involved in any public method of raising money for Scouting or other purposes, which is in any way contrary to the law of the land, or likely to encourage Scouts in the practice of gambling.

8. **Administration of Funds**

- (a) Particular care must be exercised in the handling of all funds belonging to or entrusted to all sections of the Scout Association of Jamaica. Adequate financial accounts must be maintained, and properly audited. Financial statements must be submitted annually by all groups, to their Local Association and by Local Associations to the Executive Committee of the Scout Council.
 - (b) Funds raised for specific Scouting purposes must not be used for any other purpose without the approval of the Local Association or the Scout Council as the case may be and the consent of the donors or sponsors if any.
9. Where a group ceases to exist, title to any property or funds of the group vests in the Local Association, and where a Local Association does not exist, such property or funds vests in the National Association.

PART II

NATIONAL ORGANISATION

Membership

1. The following are members of the Movement:
 - (i) Cub Scouts, Scouts, Venture Scouts and Rover Scouts who are members of a registered Group and insured
 - (ii) Scouters (Warranted)
 - (iii) Instructors and persons holding non-warranted or honorary rank
 - (iv) Members of Group Committee
 - (v) Members of Local Association
 - (vi) Members of the Council of the Scout Association of Jamaica.
2. Membership of the Movement is open to all Jamaicans of every class, colour and creed. (Membership is by application).
3. (i) Citizens of other countries may be admitted as members of the Movement subject to the approval of the Executive Committee of the Scout Council.
 - (ii) Scouts, Venture Scouts and Rover Scouts who have foreign citizenship will make or affirm the Scout Promise in the following form:

“On my honour I promise to do my best to love and serve God, and the country in which I am living, to help others and to obey the Scout law.”

Cub Scouts who have foreign citizenship make or affirm the Cub Scout Promise in the following form:

“I promise to do my best, to love and serve God and the country in which I am living, to help people, and to obey the Cub Scout law”

The full name and present address of any person so admitted, together with the name of any foreign Group of which the young person was a member, should be sent to Headquarters for record.

The appointment of a citizen of another country to warranted or non-warranted rank requires the special sanction of the Executive Committee of the Scout Council on the recommendation of the Chief Commissioner.

4. In view of the responsibility to parents and the specific dangers which have been found to exist, Local Associations and District Commissioners must take every precaution to ensure that no one whose moral character is in anyway open to suspicion is admitted to the Movement. Where a criminal offence may appear to have been committed, the District Commissioner must see that the police are informed without delay.

POLICY ON GIRLS IN SCOUTING

1. Girls may be allowed to join a Scout Troop where there is no existing Girl Guide Company in that particular area.

2. There is to be no admission of girls into the Cub section of Scouting.
3. Where girls are admitted, after consultation and agreement between the District Commissioner, the Local Association, the Sponsoring Authority and the Group Council, into a Troop, there must be at least two leaders, one of who must be a female. Where there is no female leader, for a period of more than six months, there should be no girls in the Troop.
4. No all female Troops are to be formed.
5. Where there are a disproportionate percentage of girls to boys in a Troop, the Leader must seek to address the numbers to bring about a balance favourable to the boy population.

Note: Though it is the wish of Scouting to integrate, the Association is mindful of the fact that the 'Boy' must have an avenue of activities that bring about an understanding of his gender. Evidence is showing that where females have been allowed to enter a male-oriented organisation, the male population reduces drastically and this fact must be taken into consideration by our leaders. It is also desirable that in the Scout, Venture and Service sections, the dominant leader be male.

THE JAMAICA SCOUT COUNCIL

1. As provided in the Articles of Association, the Scout Council is appointed each year and consists of:
 - (i) The President, Vice President, Honorary Vice Presidents
 - (ii) Chairman of the Executive Committee
 - (iii) Treasurer
 - (iv) Secretary
 - (v) All Scout Commissioners in Jamaica
 - (vi) The Chairman and Secretary of each Local Association, together with two other representatives (one Scouter {districts with over 1000 in registered membership should be allowed two Scouters}, other than a Commissioner and one lay) appointed annually by the Local Association
 - (vii) Two representative of the National Youth Forum
 - (viii) Other persons co-opted annually including representatives of bodies with which it is desired to maintain co-operation, e.g. Girl Guides, The Ministries of Education and Youth, Culture and Sport, the Council of Voluntary Social Services, religious bodies, other 'Boy' organisations, B.P. Scout Guild (referred to as Nominated Members)
 - (ix) Associates Members (Life and Paid up Members)
 - (x) Elected Members (No more than twelve).
2. The functions of the Jamaican Scout Council are:
 - (a) To promote the welfare of the Movement and to arrange for harmonious relationships between Local Associations and with other organisations.
 - (b) To appoint the Officers of the Council and other members of the Executive Committee and to act in all matters concerning Finance, Warrants, Awards and Property.
 - (c) The Quorum of the Council shall be sixteen (16) members

OFFICERS

The Officers of the Association so provided for in the Articles of Association are:

(a) Chief Scout

The office of Chief Scout is normally held by the holder of the office of Governor General. If the Governor General, for any reason, is unable to accept the office, a Chief Scout shall be elected as provided in the Articles of Association.

(b) President

The President of the Association is elected by the Scout Council at an Annual Meeting, and holds office for a term of three years. The functions of the President of the Association are to encourage the welfare and progress of the Movement in Jamaica.

(c) Vice Presidents

Vice Presidents are elected at each annual meeting and shall perform the duties of President if the President is absent or otherwise unable to perform the duties of his office.

(d) Chairman of Executive Committee

The Chairman is elected annually by the Scout Council. The Chairman shall preside at meetings of the Executive Committee and shall be responsible generally for the administration of the Association.

(e) Treasurer

1. The Treasurer is elected annually by the Scout Council.
2. The Treasurer shall perform the duties which are usual to this office. He will receive all moneys and pay certified bills on behalf of the Scout Association of Jamaica. He will make arrangements for an account to be kept of all funds.

(f) Secretary

1. The Secretary is elected annually by the Jamaica Scout Council.
2. The functions of the Secretary shall include the following:
 - (i) To serve as Secretary of the Jamaica Scout Council.
 - (ii) To perform the duties which are usual to this office.
 - (iii) To undertake such other duties as may be assigned to him by the Executive Committee.

(g) Chief Commissioner

The Chief Commissioner is appointed by the Chief Scout on the recommendation of the President, the Deputy Chief Commissioners, and the Assistant Chief Commissioner and shall hold office for a term of three years. No person so appointed shall hold office for more than two consecutive terms.

The responsibility of the Chief Commissioner shall be:

- (i) To promote the organisation and general welfare of the Scout Movement in conjunction with the Scout Council.
- (ii) To secure the services of persons suitable for appointment as Commissioners, and to supervise their activities.
- (iii) To approve the granting and withdrawal of Warrants, on the recommendation of the Warrants committee.
- (iv) To promote the organisation and effective working of Local Associations.
- (v) To consider applications for Awards and make recommendations to the Executive Committee of the Scout Council as recommended by the Awards Committee.
- (vi) To encourage the training of Scouters.
- (vii) To co-opt and maintain good relations with the Girl Guides and other Youth organisations.

(h) Deputy Chief Commissioners

The Deputy Chief Commissioners are appointed by the Chief Scout on the recommendation of the Chief Commissioner and the President. A Deputy Chief Commissioner shall hold office for a term of three years but shall be eligible for re-appointment. The Deputy Chief Commissioners are required to assist the Chief Commissioner in the performance of his duties and to undertake such specific assignments as maybe delegated to them by the Chief Commissioner.

In the absence of the Chief Commissioner or under special circumstances as may arise, a Deputy Chief Commissioner shall act for, or represent the Chief Commissioner.

(i) Assistant Chief Commissioners

The Assistant Chief Commissioners are appointed by the Chief Scout on the recommendation of the President and the Chief Commissioner. An Assistant Chief Commissioner shall hold office for a term of three years but shall be eligible for re-appointment. Each Assistant Chief Commissioner shall perform such duties as the Chief Commissioner may assign to each.

(j) National Training Commissioner and Training Team

The office of National Training Commissioner shall be held by a person not below the rank of an Assistant Chief Commissioner. He shall be assisted by Leader Trainers and Assistant Leader Trainers appointed by the Chief Commissioner on the recommendation of the National Training Commissioner.

The National Training Commissioner, together with the Leader Trainers and Assistant Leader Trainer shall form the National Training Team and are selected for their suitability to train Scouters and Committee members.

Members of the National Training Team shall normally hold Warrants as Scout Leaders.

They shall assist the Chief Commissioner and District Commissioners in providing facilities for and in encouraging the training of leaders, and in organising Basic and Advanced Training.

- (a) Before being appointed as an Assistant Leader Trainer, a Scouter must have:
 - (i) completed Advanced Training/Wood Badge
 - (ii) had experience of helping on courses
 - (iii) attended a National Trainer Course.

- (b) Before being appointed as Leader Trainer the Scouter must have:
 - (i) completed Advanced Training/Wood Badge
 - (ii) assisted on at least two advanced courses
 - (iii) attended an International training team course.

The Executive Committee

Its Role and function

The duties and responsibilities of the Executive Committee shall be to promote and further the Scout Movement in accordance with the Objects and Aims of the Association.

The general management of the affairs of the Association shall be the responsibility of the Executive Committee which shall exercise all such powers of the Association as are not, by the Act or by these Articles required to be exercised by the Association in General Meeting, subject nevertheless to the provisions of the Act and these Articles and to such Bye-Laws, being not inconsistent with the aforesaid provisions, as maybe prescribed by the Council; but no regulations or Bye-Law made by the Council shall invalidate any prior act of the Executive Committee which would have been valid if that Regulation or Bye-Laws had not been made.

The Executive Committee shall be Chaired by the Chairman of the Executive Committee and consist of Ex-Officio and Elected Members as follows:

- 1. Ex-Officio
 - a. Officers of the Council
 - b. The Chief Commissioner
 - c. The Deputy Chief Commissioners
 - d. The Assistant Chief Commissioners
 - e. National Training Commissioner
 - f. The Executive Commissioner
 - g. All District Commissioners
 - h. Field Commissioners

2. Elected

Ten persons elected annually by the Council from the nominated and elected members of the Council, other than Scouters nominated by the Local Association.

To include:

Chairmen of Sub-Committees

Finance

Fundraising

Property

Awards and Warrants

Public Relations

Scout Shop

3. Co-opted

Not more than two persons who may or may not be members of the Council Co-opted and appointed annually by the Executive Committee in its discretion and who shall retire at the Annual General Meeting following appointed but who shall be eligible for re-appointment

4. Quorum: Ten (10) members.

The Management Committee

A Management Committee is formed of Selected Members of the Executive Committee to carry on the day to day activities and report to the Executive Committee at its meetings and chaired by the Chairman of the Executive Committee.

The Management Committee shall include:

Chairman of the Executive Committee

Treasurer

Secretary

Executive Commissioner

Chairmen of Sub-Committees

Finance

Fundraising

Property

Awards and Warrants

Public Relations

Scout Shop

Chief Commissioner

Deputy Commissioners

National Training Commissioner

Field Commissioners (Co-opted)

Executive Secretary

Quorum: Seven members (Three each from both sections of the Organisation (Uniform and Lay) plus one from either.

The Sub-Committees are made up of the Chairmen, representatives (2) of the Uniform section and Co-opted persons for the carrying out of the responsibility given to the particular Sub-Committee.

HEADQUARTERS STAFF

The Executive Commissioner

Reporting Duties

The Executive Commissioner reports to the Chief Commissioner and the Chairman of the Executive Committee.

Supervisory functions

The Executive Commissioner supervises the following paid employees:-

- Executive Secretary
- Field Commissioners
- Scout Shop Assistant
- Typist
- Office Attendant
- Caretaker

Responsibilities

The Executive Commissioner is responsible for:

- The efficient operations of the administrative services to ensure adequate support function for the effective conduct of the programmes of the Scout Association of Jamaica.
- The general promotion of Scouting through:
 - the projection of a favourable image to maintain its prestige in the eyes of the public
 - the fostering of harmonious relationship with all persons, associations and corporations
 - special emphasis on the recruitment, development and motivation of personnel.
- The proper maintenance of the Headquarters and its surroundings situated at 2D Camp Road, Kingston 5.

Duties

The main characteristics of the duties include:

- a) Effective management of the Headquarters Secretariat and the Field Commissioners.
- b) Adequate supervision of all paid employees in the performance of their duties.
- c) Interpretation and enforcement of policies, standing orders and agreements of the Scout Association of Jamaica.
- d) Control of the liquid assets and the recording and accounting functions of the Scout Association of Jamaica.
- e) Co-ordination of the work of all committees and reporting on activities to the Chief Commissioner and the Executive.
- f) Maintenance of proper security and adequate insurance coverage against perennial risks.
- g) Other duties as maybe assigned from time to time within the prevue of the officer.

Performance Appraisal Criteria

The performance of the Executive Commissioner will be assessed on:

- a) Ability of the administration to cope with demands and targets.
- b) The quality and image projected by the Secretariat and staff.
- c) Effectiveness of cash, revenue and expenditure control.
- d) Timeliness and accuracy of records and reports.
- e) General appearance and security of the Headquarters.

Special Characteristics

- Be a uniformed leader.
- Be the holder of a valid driver's licence
- Possess considerable training and up to five (5) years experience in a management/supervisory position.
- Possess good written and oral communication skills.
- Be computer literate.
- Be knowledgeable of the policies and standing rules of the Association as contained in the P.O.R. of the Scout Association of Jamaica.

Executive Secretary

Reports to: Executive Commissioner

Job Purpose

- To provide secretarial and administrative support to facilitate achievement of corporate goals, objectives and targets, and in keeping with the Association's vision and mission.

Key Outputs

- Typed correspondence, reports, memos and documents.
- Weekly, monthly and quarterly reports.
- Agendas and minutes of meetings.
- Filing systems.

Job Responsibilities

1. Type reports, official correspondence and other miscellaneous documents.
2. Draft standard letters and routine correspondence.
3. Prepare meeting agendas and take minutes.
4. Receive and process incoming mail.
5. Action routine correspondence in accordance with guidelines given.
6. Develop and maintain filing systems to facilitate easy access.
7. Receive and make telephone calls as advised.
8. Set and confirm appointments and make necessary arrangements and preparations.

9. Maintain adequate supply of office stationery and other materials.
10. Assist in the collection and preparation of standard monthly reports.
11. Perform duties as assigned and as required for the operation and maintenance of the Scout Association of Jamaica.
12. Perform other related duties as directed by assigned by assigned Manager.

Field Commissioner

Reporting Duties

The Field Commissioner reports to the Executive Commissioner/Chief Commissioner.

Job summary

The Field Commissioner under the general direction of the Chief Commissioner/Executive Commissioner to develop Scout Troops, Cub Scout Packs, Sea Scouting, Air Scouting, Venture Scouting, Rover Scouting, Extension Scouting and Local Association in districts assigned.

Responsibilities

The Field Commissioner is responsible for:-

1. assisting Area and District Commissioners and Local Associations with the growth and development of Scouting at District level.
2. discussing itinerary of work with Area and District Commissioners and present same to the Executive/Chief Commissioner for approval.
3. targeting the formation of a minimum of three new groups monthly in each District assigned.
4. preparing and presenting to the Chief Commissioner, a monthly report of achievements and forecasts in respect of activities.
5. visiting groups and giving technical support and guidance to all existing groups – District Commissioners, Local Associations, Scout Troops, Cub Packs, Venture Units, Rover Units and Group Committees.
6. assisting District Commissioners with training of all members of the District.
7. assisting Local Associations in identifying qualified personnel and in achieving annual quotas.
8. ensuring that all groups in the Districts are duly registered and insured.
9. maintaining a harmonious relationship with all members of the Association.
10. keeping and maintaining an up-to-date record of groups in the Districts.
11. participating in District, Area and National activities.
12. conducting self in a manner that fosters emulation.

Standard of performance

The Field Commissioner should:

1. be conversant with day-to-day activities of Scouting at the District level.
2. present his itinerary not later than the first working day of each month.

3. ensure that new groups formed are registered and insured and must be of the minimum numbers as specified in P.O.R.
4. present monthly reports on the prescribed form.
5. be able to communicate effectively and technical assistance should be related to the P.O.R.
6. be able to plan and organize effective and realistic training in accordance with the P.O.R.
7. ensure that qualified persons are selected for Local Association in accordance with the P.O.R.
8. ensure that groups are registered and insured in accordance with the P.O.R.
9. be able to take a clinical approach to human relations and interpersonal relationships.
10. ensure that written records are in relationship to accepted standards.
11. conform to the accepted social and professional norms.

AREAS/ZONES

The Scout Association may be divided into Zones or Areas for the effective management of the Scout Programme and activities. Each Zone/Area will have a number of Districts assigned and be overseen by Deputy Chief Commissioners as assigned.

EXTERNAL RELATIONS

1. The Association is not subject to control by any Department of State.

2. **Girl Guides:**

Co-operation between the Girl Guides Association of Jamaica and the Scout Association of Jamaica should be as close as possible with particular reference to the development of joint public or community projects.

Joint training of Scouts and Guides may be carried out in specific subjects when suitable arrangements are made with the approval of the respective Chief Commissioners or their accredited representatives. In every case there must be proper supervision.

The exchange of Scout and Guide Training Instructors is permissible for the teaching of subjects in which they are especially proficient but must be arranged through the respective commissioners concerned.

Adhere to the WAGGS/WOSM agreement on girls in Scouting.

3. **Other National Organisations**

The Association should promote friendly relations with other organisations of non-political character having similar aims.

4. **The World Scout Bureau**

The Scout Association of Jamaica, in common with all recognised Scout Associations of other countries, is registered with the World Scout Bureau, which is responsible for the recognition and registration of National Associations throughout the world and for the organisation of international events. (The World Bureau is controlled by a World Committee elected bi-annually by the World Scout Conference, and is administered by a Secretary General appointed by the World Committee).

5. **The Interamerican Region**

The Interamerican Scout Conference and the Interamerican Scout Committee were established at the meeting held in Bogota, Colombia, in 1946, by the accredited representatives of those National Scout Organisations of the American Continent which practised the Scout Movement at that time and which has been recognised by the World Scout Conference. Both bodies were subsequently recognised by Resolution #9 adopted by the XI World Conference in Rosny, France, in August 1947.

The Interamerican Scout Organisation is part of the World Organisation of the Scout Movement and is constituted by the members of the latter so desiring within the geographic area of the Interamerican Region, which will be defined periodically by the World Committee.

The Interamerican Scout Conference is the governing body of the Interamerican Organisation.

The Interamerican Scout Organisation shall be led and administered by the Interamerican Scout Committee, on the basis of the objectives, policies and lines of action established by the Scout Conference.

PART III

GROUP ORGANISATION

General Scheme

1. The Scout Association of Jamaica operates its programme in four sections designed to meet the requirements of four specific age groups, viz. -
 - Cub Scout for boys aged 7 – 11 years
 - Scout for boys and girls 11 - 14 years
 - Venture Scout for young persons aged 15 - 17 years
 - Rover Scout for young persons aged 18 - 21 years
2. The operational unit for the Scout Organisation within the District is the Group and, ideally, it should consist of all four Sections.
3. It is important that a Group Scout Leader be appointed to encourage the development of a complete Group, though the Group at the time consists of one section only.

Types of Scout Group

Scout Groups may be registered in either of the following categories:

- (a) Open Scout Group, not related to any other organisation and having a policy of unrestricted recruitment.
- (b) Sponsored Scout Group, sponsored by organisations approved for the purpose by Headquarters and having a policy of recruitment defined in the agreement with the Sponsoring Authority. Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations and in the case of a Sponsored Scout Group which is sponsored by a University, College or school, membership of the Group must be voluntary for the students or pupils of the Sponsoring Organisation.

The Sponsored Scout Group

Sponsored Scout Groups may have a policy of unrestricted or restricted recruitment as defined in the agreement between the District Commissioner, the Local Association and the Sponsoring Authority.

The Organisation which sponsors the Group shall appoint a person or committee to act as the Sponsoring Authority. The District Commissioner must be informed of this appointment.

Agreements with Sponsoring Authorities

- (a) A formal agreement between the Local Association and the Sponsoring Authority must be prepared by the L.A. Chairman at the time of the initial registration of a Sponsored Scout Group and must specify the responsibilities of the Sponsoring Authority as defined below.
- (b) Where the Sponsoring Authority and the District Commissioner have agreed a policy of restricted recruitment to the Group, such restriction must be defined by the formal agreement. It must be noted that no restriction on recruitment may be made which contravenes the provisions of any statute or enactment.

- (c) The agreement must be reviewed by both parties at least every five years but may be reviewed at any time at the request of either party. It must also be reviewed in the event of a change of Sponsoring Authority or Group Scout Leader.

Responsibilities of the Sponsoring Authority

On receipt of an application for the registration of a Sponsored Scout Group, the District Commissioner must be satisfied that the Sponsoring Authority is prepared to discharge the following responsibilities:

- to accept the policy of the Association as stated in this book, in particular the policy as to minimum standards for Scout Groups and Sections within Groups;
- to encourage the development of Scouting within the Group and to give the fullest possible encouragement and assistance to the Group Scout Leader;
- to prepare an agreement with regard to property and equipment to be adhered to by the Sponsoring Authority and the Group and to be recorded annually by the L.A. Secretary.

The District Commissioner will further establish which, if any, of the following responsibilities the Sponsoring Authority is willing to assume and is equipped to discharge:

- to provide suitable accommodation for the Group and opportunities for training;
- to maintain the continuity of Leadership and to approve Scouters for appointments subject to the appointment procedure laid down in this book;
- to provide financial support and to ensure the Group is able to acquire funds adequate to the fulfilment of its training programme;
- in the case of a religious body, to support the Group Scouters in their responsibilities for the spiritual development within the training programme of the Cub Scouts, Scouts, Venture and Rover Scouts.

Rights of the Sponsoring Authority

The Sponsoring Authority may nominate a representative to serve on the Group Executive Committee. The Sponsoring Authority has the right of consultation with the District Commissioner who must take all reasonable steps to ascertain the Authority's views before taking decisions on matters affecting the Group, particularly:

- Group registration, the recognition of a Section;
- the suspension and closure of any Section within the Group;
- the appeal by a Cub Scout, Scout, Venture or Rover Scout against dismissal;
- matters affecting Scouters in the Group, if the Sponsorship Agreement so specifies;
- the suspension of a Scouter, unless, in the opinion of the District Commissioner, this is a matter of such urgency that there is insufficient time for prior consultation;
- the amalgamation of a Sponsored Scout Group with another Group, which may take place only with the full consent of the Sponsoring Authority. If a Sponsored Scout Group meets the minimum standards for Scout Groups and the Sponsoring Authority does not desire amalgamation with another Group, those wishes must be respected.

Disagreements

In the event of a disagreement between the Sponsoring Authority and the Group Scout Leader, the matter must be referred to the District Commissioner. Both the Sponsoring Authority and the Group Scout Leader must be given reasonable opportunity to state their cases.

The Formation and Registration of Scout Groups

Application for Registration

- (a) Application for registration must be made to the District Commissioner by:
- the prospective Group Scout Leader, in the case of an Open Scout Group;
 - the organisation which proposes to act as sponsor, in the case of a Sponsored Scout Group;
 - the prospective Venture Scout Leader, in the case of a local Venture Scout Unit;
 - the prospective Section Leader in the case of a Group which will consist of a single Section.
- (b) The District Commissioner and the District Executive Committee must be satisfied that registration is desirable, that the proposed Group will be properly conducted, that suitable Leaders can be found and that the prospective Group Scout Leader (or Section Leader in the case of a Group consisting of a single Section) accepts the Association's policy, undertaking to:
- form a Group Council and a Group Executive Committee as soon as possible, but not later than three months after the date of registration;
 - give due emphasis to the religious policy of the Association as defined;
 - initiate a programme of training in accordance with the training policy of the Association as defined by The Youth Programme;
 - comply, if appropriate, with the provisions of all Rules relating to Sponsored Scout Groups.
- (c) When satisfied that the requirements of (b) above can be met, the District Commissioner and the Local Association will request the L.A. Secretary to make a recommendation for registration to Headquarters;
- (d) If the District Commissioner and the Local Association refuse to recommend the registration of a Group, the District Commissioner must send a full report on the matter to Headquarters;
- (e) If registration is recommended, Headquarters will issue a Certificate of Registration and send this through the L.A. Secretary to the prospective Group Scout Leader (or Section Leader in the case of a Group consisting of a single Section);
- (f) Groups in which the Scout Troop is a Sea or Air Scout Troop may adopt the title Sea Scout Group or Air Scout Group.

Annual Renewal of Registration

- (a) Groups exist only so long as they are registered as recognised units by The Scout Association.
- (b) Registration is valid only until the next September 1 following the issue of the Certificate of Registration. It must be renewed then and subsequently on September 1 each following year, by completing the Annual Registration and Census Return form, and by remitting the Headquarters Membership Subscriptions and insurance which have been collected.

Changes in Registration

- (a) If it is required to change the registration of a Group or to amalgamate with another Group, this must be submitted to Headquarters by the L.A. Secretary.
- (b) Changes in the composition of a Group made by the addition or loss of Sections do not necessitate a change of registration. Such changes are made with the approval of the District Commissioner after consultation with the Local Association and the Sponsoring Authority, if appropriate. No information need be sent to Headquarters until the registration is renewed at the end of the normal period through submission of the relevant form. If, however, approval for changes in the composition of a Group is refused, the District Commissioner must send a full report to Headquarters.

Suspension of Registration

- (a) A Group may have its registration suspended by the District Commissioner or the Local Association.
- (b) In the event of suspension all Group activities must cease and all Group Scouters are automatically suspended as if each were individually suspended. No Member of the Group may wear uniform or badges. If the Group Executive Committee is included in the suspension, this must be specified and the Local Association will be responsible for the administration of Group property and finance during the suspension.
- (c) The Group Council will be included in the suspension only if there are special reasons and then only with the approval of the Headquarters.
- (d) A District Commissioner or Local Association who suspends a Group must report the matter with full details to the Headquarters in writing within fourteen days of the suspension (notification verbally in five days). They must also notify the Sponsoring Authority, if any.
- (e) Suspension is a purely temporary measure.

Cancellation of Registration and the Closure of Sections within a Group

- (a) The registration of a Scout Group may be cancelled by Headquarters:
 - on the recommendation of the District Commissioner and the Local Association following a meeting of this Committee or of a sub-Committee specially convened for this purpose and ratified by the District Executive Committee. At such a meeting, the Scouters concerned, the Group Chairman and the Sponsoring Authority, if any, are entitled to be heard;
 - if registration is not renewed at the time of annual renewal of registration;

- if the registration of the District is cancelled;
- (b) When the registration of a Scout Group is cancelled the Scout Group ceases to exist and action must be taken to deal with its property and assets;
 - (c) Any Section may be closed by the District Commissioner and the Local Association acting together, following consultation with the Sponsoring Authority, if any;
 - (d) Membership of the Movement of each Member of the closed Section will thereupon cease automatically, unless Membership of another Section or Group is arranged as directed by the District Commissioner.

Composition of Sections within the Scout Group

The Cub Scout Pack

- (a) The Cub Scout Pack comprises a maximum of six Sixes, each of which consists of a Sixer, a Second and up to four other Members.
- (b) The Cub Scout Pack is male.
- (c) The age range of the Cub Scout Section is from the seventh birthday to the age of eleven years six months. The seventh birthday is the absolute minimum age of entry into the Cub Scout Pack; but, to meet the demands of local circumstances and individual rates of development, the Group Scout Leader may exercise discretion and after consultation with the Cub Scout Leader and the Scout Leader, permit a Cub Scout to transfer to the Scout Troop at any time between the Cub Scout's eleventh and twelfth birthdays. The District Commissioner may exercise discretion to permit a Cub Scout to transfer to the Scout Troop outside the limits stated above in very exceptional circumstances.
- (d) Sixers are appointed by the Cub Scout Leader. Seconds, who are the Sixers' assistants and deputies, are appointed by the Cub Scout Leader in consultation with the Sixer concerned.
- (e) The Sixers' Meeting consists of Leaders of the Pack, the Sixers and, if desired, the Seconds. The Sixers' Meeting is a forum for discussing the ideas for the Pack events and programme and other matters that may affect the Pack. It is not an executive body, but an informal meeting to seek views and opinions.
- (f) Cub Scouts wear the approved uniform, with distinguishing emblems and scarves as described.
- (g) The following Minimum Standards are laid down for Cub Scout Packs:
 - *Leaders* - There should be at least two adults in the Pack, at least one of whom must hold a Warrant.
 - *Training* - The Training of Cub Scouts must be in accordance with the Association's official publications on The Progressive Award Training Scheme for the Section and there should be at least one whole day Pack expedition each year.
 - *Progress* - Each year, at least one quarter of the Pack should gain one of the four Cub Scout Progress Awards.

The requirements of this Rule constitute the Minimum Standards for Cub Scout Packs.

The Scout Troop

- (a) The Scout Troop comprises a number of Patrols, each of which consists of a Patrol Leader, Assistant Patrol Leader and up to six other Members.
- (b) The Scout Troop may be either single sex or mixed. The decision that a Troop shall be mixed must be taken by the Troop itself and the Group Scouters' Meeting after discussion with the District Commissioner and the Sponsoring Authority. Such decision will be subject to the approval of the Group Executive Committee. In the event that the Troop includes females, the leadership should have a female along with male leaders.
- (c) The age range of the Scout Section is from ten years six months to fifteen years six months. To meet the demands of local circumstances and individual rates of development the Group Scout Leader may exercise discretion and after consultation with the Scouters concerned, and in the case of transfer to the Venture Scout Unit, the Unit Executive Committee, as follows:
 - permit a Cub Scout to transfer to the Scout Troop at any time between the Cub Scout's eleventh and twelfth birthdays;
 - and permit a Scout to transfer to the Venture Scout Unit at any time between the Scout's fifteenth and sixteenth birthdays.

The District Commissioner may exercise discretion to permit transfer to and from the Scout Troop outside the limits stated above in very exceptional circumstances.

- (d) Patrol Leaders are appointed by the Scout Leader in consultation with the Patrol Leaders' Council and Members of the Patrol. Assistant Patrol Leaders are appointed by the Patrol Leader with the approval of the Scout Leader and the Patrol Leaders' Council. A Senior Patrol Leader may be appointed by the Scout Leader after consultation with the Patrol Leaders' Council.
- (e) The Patrol Leaders' Council consists of the Patrol Leaders of the Troop, led by the Senior Patrol Leader if one is appointed. Scouters attend the Patrol Leaders' Council in an advisory capacity. The Patrol Leaders' Council arranges the programme of Troop activities and attends to Troop administration and expenditure.
- (f) The Patrol-in-Council is a meeting of all the Members of the Patrol called by the Patrol Leader to discuss Patrol affairs.
- (g) Scouts wear the approved Scout, Sea Scout or Air Scout uniform with distinguishing emblems and scarves as described.
- (h) The following Minimum Standards are laid down for Scout Troops:
 - *Leaders* - There should be at least two adults for the Troop, at least one of whom must hold a Warrant (An Assistant Leader for each four patrols).
 - *Training* - The training of Scouts must be in accordance with the Association's official publications on The Progressive Award Training Scheme for the Section and every Member of the Troop must have the opportunity of attending at least one Patrol or Troop camp every year.
 - *Progress* - Each year at least one quarter of the Troop should gain one of the four Scout Progress Awards.

The requirements of this Rule constitute the Minimum Standards for Scout Troops.

The Venture Scout Unit

- (a) Venture Scout Units may be formed in any one of the following categories:
- a Unit within a Group;
 - a Unit serving a number of Groups within a locality;
 - a Unit serving all the Groups in a District;
 - a Unit in a school or community college, Service establishment, industrial or commercial firm, youth centre or similar establishment.
- (b) The Venture Scout Unit may be either single sex or mixed, as decided by the Unit itself and the Group Scouters' Meeting after discussion with the District Commissioner and the Sponsoring Authority (if any) and such decision will be subject to the approval of the Group Executive Committee. In the event that the Unit includes females, the leadership should have a female along with a male leader. Guidance to Units wishing to have mixed Membership is available from Headquarters.
- (c) The age range of the Venture Scout Section is from fifteen years six months until the seventeenth birthday, which is the absolute maximum age for Membership of the Venture Scout Unit. To meet the demands of local circumstances and individual rates of development, the Group Scout Leader (or the Venture Scout Leader of a local Venture Scout Unit) may, at his discretion and after consultation with the Scouters concerned and the Unit Executive Committee, permit a younger person to join the Venture Scout Unit at any time following the fifteenth birthday.
- (d) The Unit Executive Committee is elected by the Venture Scouts of the Unit and consists of a Unit Chairman and such other Members as they may decide. The Unit Executive Committee is responsible for the composition, organisation, programme and administration of the Unit.
- (e) Venture Scouts wear the approved Venture Scout, Venture Sea Scout or Venture Air Scout uniform as appropriate with distinguishing emblems as described.
- (f) The following Minimum Standards are laid down for Venture Scout Units:
- *Leaders* - There should be at least two adults for the Unit, at least one of whom must hold a Warrant.
 - *Training* - The training of Venture Scouts must be in accordance with the Association's official publications on the Progressive Award Training Scheme for the Section.
 - *The Unit Executive Committee* is responsible for organising a worthwhile training programme for a period of up to a year ahead.
- The requirements of this Rule constitute the Minimum Standards for Venture Scout Units. The District Commissioner is required to act in regard to Venture Scout Units in exactly the same way as in regard to the other Sections in a Group.*
- (g) A local Venture Scout Unit (i.e. a Unit which is not part of a Scout Group which has one or more Sections other than a Venture Scout Unit) must have a Group Council. This function may be discharged by the Local Association.

The Rover Scout Unit (Will follow the requirements in the Rover programme Appended)

Specially Challenged Scouts

It is important that young people are seen as individuals and that they are regarded equally as members of the Movement, whatever their abilities or disabilities. Some young people have special needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential. Their leaders are supported in providing these resources by a network of Commissioners and Advisers within the District and at Headquarters.

Management of the Scout Group

Every Scout Group is an autonomous organisation holding its property and equipment and admitting young people to Membership of the Scout Group on the basis that it is autonomous but otherwise subject to the Policy and Rules contained in this book.

A Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Council for the satisfactory running of the Group. The Group Scout Leader is assisted and supported by the Group Scouters' Meeting in the delivery of that part of the progressive training scheme for young people age seven to twenty one that is applicable to the Sections within the Group.

The Constitution of the Scout Group

The following represents an ideal Constitution for a Scout Group where the circumstances and the support allow. It is recognised that in some situations it will not be possible to implement in full all the recommendations which follow; but any deviation from the Constitution set out below, to suit local circumstances, requires the approval of the District Commissioner and the Local Association. The general principle is that there is a Group Council which is the electoral body which supports Scouting in the locality and to which the Group Scout Leader and the Group Executive Committee are accountable. There should be a Group Executive Committee, which is a much smaller body than the Group Council, which manages the business affairs of the Group, leaving the Warranted Leaders to concentrate on delivery of the training programme. The Group Scouters' Meeting, which consists of all the Warranted Leaders in the Group, chaired by the Group Scout Leader and including all Section and Assistant Leaders, concentrates on the delivery of the member programme and identifies to the Group Executive Committee the financial and other resources required to do this.

(a) The Group Council

- (i) Membership of the Group Council is open to Scouters, Helpers, Skills Instructors, Administrators, Advisers, Venture Scouts, Patrol Leaders, parents of all the Cub Scouts, Scouts and Venture Scouts, Rover Scouts, the Sponsoring Authority or nominee, and any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Executive Committee or the Group Council. The District Commissioner and District Chairman are *ex officio* members of the Group Council.
- (ii) Membership of the Group Council ceases upon:
 - the resignation of the member;
 - the dissolution of the Council;
 - or the termination of such membership by Headquarters following a recommendation by the Group Executive Committee.

- (iii) The Group Council should hold an Annual General Meeting in May or as soon as possible thereafter in each year to:
- approve the Annual Report of the Group Executive Committee, including the audited accounts;
 - approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
 - elect a Group Secretary and Group Treasurer;
 - elect certain members of the Group Executive Committee;
 - appoint an auditor.

(b) The Group Executive Committee

- (i) Membership of the Group Executive Committee may include *ex officio* members, nominated members, elected members and co-opted members. The following are *ex officio* members if the appointments are filled:

The Group Scout Leader
The Group Chairman
The Assistant Group Scout Leader
All Section Leaders
The Group Secretary
The Group Treasurer
The Sponsoring Authority or nominee, if any
The District Commissioner and District Chairman.

The Group Scout Leader may annually nominate a number of members of the Group Council to serve on the Group Executive Committee. The Group Council at its Annual General Meeting should elect a number of members to serve. The number of elected members must not exceed the number of members nominated by the Group Scout Leader. Ideally, the nominated members should include a parent of at least one member of each of the Sections in the Group. The Committee itself may co-opt further members, but the co-opted members must not exceed the number of nominated members.

- (ii) The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for:
- the maintenance of Group property;
 - the raising of funds and the administration of Group finance;
 - the insurance of persons, property and equipment;
 - Group's public occasions;
 - arranging accommodation and assisting to find camping grounds;
 - assisting in the recruitment of Leaders and other adult support;
 - appointing any sub-Committees that may be required;
 - appointing Group Administrators and Advisers other than those who are elected.

- (iii) The Group Executive Committee may appoint any sub-Committees that they deem necessary. The Group Scout Leader, the Assistant Group Scout Leader and the Group Chairman will be *ex officio* members of any sub-Committee of the Group Executive Committee. Any fund-raising sub-Committee must include at least two members of the Group Executive Committee, in addition to the *ex officio* members, but no Section Leader or Assistant Leader should serve on such a sub-Committee.
- (c) The Group Scouters' Meeting
- (i) Membership of the Group Scouters' Meeting consists of the Group Scout Leader as chairman, all Section Leaders and Assistant Leaders and the chairman of the Executive Committee of any Venture Scout Unit in the Group.
 - (ii) The purpose of the Group Scouters' Meeting is to concern itself with the well-being and development of each Member of the Group, to ensure the progress of each Member through the Progressive Award Training Scheme, and to plan and co-ordinate all the Group's activities and to keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.
- (d) Conduct of Meetings in the Scout Group
- (i) In meetings of the Group Council and the Group Executive Committee, only the members as defined above may vote.
 - (ii) Decisions are made by a majority of votes. In the event of an equal number of votes being cast on either side in any issue, the chairman does not have a casting vote but the matter is taken not to have been carried.
 - (iii) The Group Council must make a resolution defining a quorum for meetings of the Group Council and the Group Executive Committee and its sub-Committees.
- (e) Administrators and Advisers in the Scout Group
- (i) The Group Chairman must be able to work in partnership with the Group Scout Leader. Therefore, the Group Chairman is nominated by the Group Scout Leader and the appointment is approved by the Group Council at its Annual General Meeting. Every effort should be made to find a Group Chairman and only in extreme circumstances may the Group Scout Leader act as Group Chairman.
 - (ii) The Group Secretary and Group Treasurer are elected by the Group Council at the Annual General Meeting every year; neither appointment should be held by a Scouter, nor should any single individual hold more than one of the appointments of Group Chairman, Secretary or Treasurer.
 - (iii) Other Administrators and Advisers may be appointed by the Group Executive Committee if it so wishes, subject to the approval of the Group Scout Leader. The appointment and termination of all Group Administrators and Advisers should be reported to the L.A. Secretary who should keep a record of them. The appointment of Administrators and Advisers may be terminated by the resignation of the holder, the unanimous resolution of all other members of the Group Executive Committee, the expiry of the period of the appointment or confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group.

(f) Responsibilities of Group Administrators

- (i) The Group Chairman must function in partnership with the Group Scout Leader. The Group Chairman acts as chairman of the Group Council and the Group Executive Committee. The function of both bodies is to create the best possible circumstances and facilities for the delivery of the training programme to the Members of the Group. The Group Chairman should therefore take all possible steps to ensure that there is an effective Executive Committee, and that the Executive Committee provides effective administration and financial support for the Group. Another duty is to ensure that when new Group Secretaries or Group Treasurers are appointed they are fully briefed to administer, with the Group Chairman, the affairs of the Group efficiently and to comply with all statutory requirements.
- (ii) The Group Secretary is elected to act as Secretary of the Group Council and the Group Executive Committee. The Group Secretary should keep such records concerning the administration and training in the Group as the Group Scout Leader and the Group Chairman may require, and should make available to Members of the Group information and advice received from Headquarters, or from any other outside source as may be appropriate.
- (iii) The Group Treasurer is elected to advise the Group Executive Committee on financial control and expenditure and, after consultation with the Group Scouters' Meeting, to produce an annual budget for approval by the Group Executive Committee. The Group Treasurer should collect the Headquarters Membership Subscription from all Members of the Group who are liable for its payment and remit the total sum to the L.A. Treasurer. Another responsibility is to receive all monies from Sections in the Group on behalf of the Group Executive Committee and to keep account of all funds. Money should be paid out only as authorised by the Group Executive Committee, and such bank accounts as may be necessary should be maintained in the name of the Group, ensuring that funds allotted to Sections in the Group are properly accounted for and any accumulated funds that are not immediately required are invested.

The Group Treasurer should work closely with the Group Council and the L.A. Treasurer in all matters related to the raising of funds, supervise the administration of Group property and equipment and ensure that proper inventories are maintained and proper insurance arranged. Finally, the Group Treasurer must comply with all the Rules relating to finance which are contained in this book or are required by the law of the land.

Scouters in the Group

(i) Group Scout Leader

A Group Scout leader who is responsible to co-ordinate the activities and exercise general supervision over all Sections of the Group while delegating authority for their actual management to the Scouter in charge of each section. He will serve as Chairman of the Group Council and encourage co-operation between the various sections.

He will take measures to ensure the formation of a Group Committee, with himself being a member.

(ii) Cub Scout Leader

A Cub Scout Leader is the person in charge of a Cub Scout Pack. He/she is appointed on the recommendation of the Group Committee, the Sponsoring Authority, if any, the Local Association and the District Commissioner. The Role of the Cub Scout Leader is to help the Pack to achieve the objectives of the Cub Scout Section.

The qualifications required are as follows:

- (a) Minimum age - 21 years;
- (b) Personal standing and character to ensure good moral influence over the boys and sufficient steadfastness of purpose to carry out the duties with energy and perseverance;
- (c) Willingness to abide personally by the Promise;
- (d) Willingness to undertake such training as may be required to better fit him/her for the duties of the post;
- (e) A knowledge of the aims and objectives of the Scout programme and acceptance of the policies and methods prescribed for carrying out such a programme.

(iii) Assistant Cub Scout Leader

The qualifications are the same as for the Cub Scout Leader, except that the minimum age is 18 years.

His/her responsibilities are to carry out the duties assigned to him/her by the Cub Scout Leader and to understudy him/her in case he/she may be called upon to take over the running of the Pack at any time.

(iv) Scout Leader

A Scout Leader is responsible for the operation of a Scout Troop. He/she is appointed on the recommendation of the Group Committee, the Sponsoring Authority, if any, the Local Association and the District Commissioner.

The minimum age required is 21 years.

Qualifications

- (a) Good personal standing and character with ability to work with youth of any age group.
- (b) Willingness to abide personally by the Promise.
- (c) Willingness to undertake such training as may be required to better fit him/her for his/her duties.
- (d) A general knowledge of the Aims and Objectives of Scouting, the Scout Programme and Progress Badges, along with the Proficiency Badges. Have knowledge of the resources and social needs of the particular community, and the ability to identify and locate service projects.
- (e) Willingness to delegate authority to the members of his/her section, thereby encouraging their development in leadership.

The role of the Scout leader is to help the troop to achieve the objectives of the Scout section by:

- (a) ensuring that the requirements of the Scout Association of Jamaica, the sponsoring authority, the group Committee, parents and guardians of Scouts regarding health, safety and general well-being of the boys/girls are met;
- (b) assisting in the planning and operation of the troop programme;
- (c) encouraging the use of the Patrol System, and getting the Patrol Leaders to accept their share of responsibility for the troop programme and seeing that the Scouts receive the full benefit of the Scout Programme;
- (d) being willing to take the training necessary to fit him/her for the duties and responsibilities as a leader;
- (e) working in co-operation with the leaders in the other sections of the Group.

(v) Assistant Scout Leader

The qualifications are the same as for the Scout Leader, except that the minimum age is 18 years.

The responsibilities are to carry out the duties assigned by the Scout Leader and to understudy the leader in case he/she may be called upon to take over running of the troop at any time.

(vi) Venture Scout Leader

A Venture Scout Leader is responsible for the leadership of a Venture Scout Unit. The minimum age is 24 years.

The following qualifications are required:

- (a) Good personal standing and character with ability to work with youth of any age group.
- (b) Willingness to abide personally by the Promise.
- (c) Willingness to undertake such training as may be required to better fit him/her for his/her duties.
- (d) A general knowledge of the resources and social needs of the particular community, and the ability to identify and locate service projects.
- (e) Willingness to delegate authority to the members of his/her section, thereby encouraging their development in leadership.

(vii) Assistant Venture Leader

The qualifications are the same as for the Venture Scout Leader, except that the minimum age is 21 years.

The responsibilities are to carry out the duties assigned to him/her by the Venture Scout Leader and to understudy him/her in case he/she may be called upon to take over the running of the section at any time.

(viii) Rover Scout Leader (Service Scout Leader)

A Rover Scout Leader is responsible for the leadership of a Rover Scout Unit. The minimum age is 25 years.

The following qualifications are required:

- (a) Good personal standing and character with ability to lead and work with young people.
- (b) Willingness to abide personally by the aims, principles and objectives of the Scout Movement.
- (c) A general knowledge of the principles on which the Rover Scout Section operates, and an ability to promote the Rover Scout programme.
- (d) A general knowledge of the social needs of his/her community and the ability to guide Rover Scouts in their effort to participate in worthwhile community projects.

(ix) Assistant Rover Scout Leader

The qualifications are the same as for the Rover Scout Leader except that the minimum age is 23 years. His/her responsibilities are to carry out the duties assigned to him/her by the Rover Scout Leader and to understudy him/her in case he/she may be called upon to take over the running of the unit at any time.

The Rover Scout Programme (Service Scouts) – see Appendix
(Guideline submitted by the World Scout Bureau)

PART IV

LOCAL ASSOCIATION

1. In accordance with Article 58 of the Articles of Association of the Scout Association of Jamaica, Local Associations are established and maintained by the Council of the Scout Association of Jamaica and with the concurrence of the Chief Commissioner may hold Warrants for the execution of their functions and duties.
2. The functions of the Local Association are as follows:
 - (i) In co-operation with the District Commissioner to promote the welfare of the Movement within the district with the least possible interference with the independence and initiative of the Groups.
 - (ii) To deal with matters assigned under Policy, Organisation and Rules in the prescribed manner, and in particular with:
 - Warrants
 - Group Registration
 - Membership
 - Decorations and Awards
 - Appointment of Committees
 - Arrangements for examinations for proficiency badges
 - Presentation of badges.
 - (iii) To supervise Group finances and the establishment of proper trusts for Group property.
3. Local Associations are registered with Headquarters and warrants authorising their operation issued by the appropriate authorities.
4. (i) The Chief Commissioner may suspend the registration of any Local Association pending consideration by the Scout Council of his/her recommendation for the cancellation of such registration.
 - (ii) During such suspension all persons holding non-warranted or honorary ranks under the Local Association are automatically suspended.
5. Membership of the Local Association shall consist of the following:
 - (i) *Ex-officio*: The following members of the Scout Council: The President and the Vice Presidents, the Chief Commissioner, the Chairman of the Executive, the Treasurer, the Secretary, any D.C.C. or A.C.C. performing duties within the area. The District Commissioner, Assistant District Commissioner, District Scouters and other warranted Scouters within the district.
 - (ii) *Elected*: Any person, including Scouters not specified in (1), elected by vote at a meeting of the L.A. Such members may be required to pay an annual subscription, but do not require annual re-election.
 - (iii) *Associate*: Associates may be appointed with full rights of membership on an annual basis at the annual meeting of the Association. Such membership shall be confined to a parent or guardian of a Scout or any former Scout who has in any case attained the age of 21 years. Such members shall be required to pay a prescribed fee annually.

The Local Association has the right, however to refuse membership to any person applying under this clause without being under an obligation to state reasons for such refusal.

- (iv) *Co-opted*: Such representatives as may be determined by the Local Association (who must be over the age of 16 years) may be co-opted to the Local Association annually at the Annual General Meeting from among the following:

Patrol Leaders

B.P. Scout Guild

Individuals from within the community with whom the Association desires to maintain regular contact.

Bodies with which the Association desires to maintain regular contact, such as Girl Guides, Local Education Authorities, Religious bodies, Boys' **Brigade** and other organisations.

6. Assistant Scout Leaders are entitled to attend meetings of the Local Association and to speak, but are not *ex-officio* members of the Local Association. They may not vote except in the absence of the Scout Leader, in which case one Assistant Scout Leader who must be named and recognised as representative of the absent Scout Leader may vote in respect of the section concerned.

7. The Local Association will hold its Annual Meeting as soon as possible after the end of the Scout year on December 31, and not later than May of the ensuing year, when the following business shall be included in its agenda for attention.

- (i) Adoption of the Annual Report and audited accounts, copies of which must be sent to National Headquarters within two weeks of the meeting.
- (ii) Election of the following officers of the Association:

President

Vice-President

Chairman of the Executive

Secretary

Treasurer

The term of office of the President shall be for three years and that of the other officers, one year, all being eligible for re-election. None of the above offices shall be held by a warranted Scout Leader, unless with the specific approval of National Headquarters.

- (iii) Election for the ensuing year of an Executive Committee and of such standing committees may be considered necessary, which shall operate at sub-committees of the Executive Committee.

- (iv) Election of new members.

8. National Headquarters must be kept informed at all times of the names and addresses of all the officers of the Local Association and of the other members of the Executive Committee.

9. The Executive Committee shall consist of the following members:

Ex-officio: The President, the Vice President, the District Commissioner, the Chairman, the Vice-Chairman, the Secretary, the Treasurer, the Assistant District Commissioners holding warrants in the district.

Elected: Four members of the Executive of the Pow-Wow of the District as elected by that body. A number of other members as specified and elected at the Annual Meeting of the Local Association provided that half the number of members of the Executive Committee shall be lay persons and half shall be Scout Leaders holding warrant for the district.

Co-opted: The Executive Committee may co-opt as members any of those persons who may have been co-opted as members of the Local Association provided, however, that the number of such persons so co-opted shall not at any time exceed half of the number of those members of the Executive Committee elected as above at the preceding Annual Meeting of the Association.

10. Quorum: The Quorum for meetings of the local Association shall be 15 members personally present at the time when the meeting proceeds to business. The quorum for meetings of the Executive Committee shall be 7 members personally present at the time when the meeting proceeds to business.

11. By-laws: Subject to paragraph 12 the Local Association shall make its own by-laws which will include the length of notice required for meetings of the Association and the Executive Committee as well as for the conduct of their business.

Copies of such by-laws must be sent to National Headquarters.

12. The Local Association must on registration adopt by-laws in accordance with the sample form provided by National Headquarters.

These copies of the by-laws as adopted must be submitted to Headquarters over the signature of the Chairman of the Local Association and the District Commissioner.

Any alteration or amendments to the by-laws must similarly be submitted. Valid reasons for such alterations or amendments must be given to Headquarters in support of any requests for sanction.

13. The Executive Committee shall see that all functions of the Local Association are carried out and may perform all such functions with the exception of those relating to the making, adoption or variation of by-laws.

14. The Local Association may appoint sub-committees of the Executive Committee to deal with questions connected with Cub Scouts, Scouts, Venture Scouts, Service Scouts, Finance, Warrants, Badges and such other subjects as may be necessary. These Committees shall appoint their own secretaries.

Suitable persons, although not members of the Executive Committee, may be appointed as members of such committees, provided that at least one member of the Executive is a member of each committee.

15. Disagreement of Local Association and District Commissioners

If the Local Association **and** the District Commissioner are unable to agree in any case, the matter must be referred to the Chief Commissioner, who will decide it and report his decision to the Executive of the Scout Council.

16. Finance

- (i) The local Association will raise locally the amounts required for its operation. Funds for this purpose are to be paid to the Treasurer of the Association and not to individual Scout Leaders.
- (ii) All moneys received by the Local Association must be paid into a bank - Commercial, Post Office Savings or other similar accounts in the name of the Local Association and operated by not less than two members of the Association.
- (iii) A copy of the audited accounts of the Association, together with a schedule of all Local Association property must be sent to National Headquarters within four months of the end of the Scout Year.

17 (i) Local Association may require subscriptions from members and groups in sums to be prescribed from time to time.

- (ii) The Jamaican Scout Council requires an annual Affiliation Fee from each Local Association in sums to be prescribed by the Scout Council from time to time.

18. The property of each Local Association shall be vested in Trustees under a Deed of Trust in the name of the Scout Association of Jamaica and administered by the Local Association.

DISTRICT ORGANISATION

- 1. The Scouting area is divided into Districts, each of which is under the charge of a District Commissioner with supporting Local Association.
- 2. The extent and boundaries of each District is determined by the Chief Commissioner. A District must be confined to such limits as will permit of the District Commissioner relating to the corresponding Local Association and of the District Commissioner or one of his assistants being in constant personal contact with the constituent Groups and Scouters.

District Commissioners

- 3. District Commissioners are appointed by the Chief Commissioner in consultation with his assistants. The Executive Committee of the Scout Council is to be advised of such appointments.

The functions of the District Commissioner in his District are, generally to be responsible to the Chief Commissioner with the co-operation of the Local Association for the welfare, progress and training of leaders and Scouts within the District, and for the implementation of the Policy Organisation and Rules of the Association, and in particular:

- (i) to encourage the formation of Local Association and Groups, and to secure their effective operation;
- (ii) to ensure the co-operation of the Local Association and Scout Leaders in the District;
- (iii) to settle any dispute between members of the Movement within his District. Any dispute which the District Commissioner is unable to settle at an early stage, or any dispute in which he is personally involved, should be referred to the Chief Commissioner who will endeavour to settle on an amicable basis or make a final decision in the matter;

- (iv) to arrange for the pre-warrant training of candidates for Warrants at Assistant District Commissioner or Group Scouters and to facilitate further training of all Scout Leaders;
 - (v) to encourage and supervise the training of Scouts;
 - (vi) to visit or arrange for visits by his assistants to advise on how to conduct meetings, camps, etc., in accordance with Policy, Organisation and Rules and programmes as arranged;
 - (vii) to test the wearer of any Proficiency badge on his knowledge of the subject and to withdraw the badge if he is not satisfied that such knowledge is, in his opinion, sufficient qualification for the badge being worn;
 - (viii) to deal with all matters under his purview in accordance with the Policy, Organisation and Rules and any other roles and regulations of the Association such as:
 - Warrants
 - Selection of persons for non-warranted and honorary ranks
 - Group Registrations
 - Membership of Scouts
 - Decorations and Awards
 - (ix) to grant camping permits to Scouts and Scouters of his District and to arrange for proper supervision of all camps held within his District;
 - (x) to exercise supervision over all visiting Scouts, whether camping or not, and if necessary to report any special circumstances to the District Commissioner of the District from which the Scouts come for such action as he may consider necessary;
 - (xi) to combine with his functions those of the Scout Association of his District wherever such a body does not exist;
 - (xii) to co-operate and seek to maintain good relationships with the Girl Guides and other youth organisations within the District and with the B.P. Guild of Scouts.
4. Where the office of District Commissioner is vacant, the Chief Commissioner will either deputise one of the Assistant District Commissioners or some other Commissioner to act until a successor is named or will himself assume the responsibility on a temporary basis.

Assistant District Commissioners

5. Assistant District Commissioners are appointed by the Chief Commissioner in consultation with the District Commissioner and Warrants issued by Headquarters in accordance with the conditions prescribed in Part III of Policy, Organisation and Rules.

Assistant District Commissioners are appointed to assist the District Commissioner in the following areas:

- (i) General duties of the whole district;
- (ii) General duties for a specified part of the district;
- (iii) Specific duties relating to Cub Scouts, Scouts, Venture Scouts, Sea Scouts, Rover Scouts, Air Scouts, Handicapped Scouts;
- (iv) Training.

District Scouters

6. District Scouters, i.e. District Cub Scout Leaders, District Scout Leaders, District Venture Scout Leaders and District Rover Scout leaders, may be appointed on the recommendation of the District Commissioner and the Local Association.

The functions of the District Scouters are to perform such duties as the District Commissioner may assign to them.

Non-Warrant Ranks

7. The following appointments may be made by the District Commissioner and the Local Association and are known as Non-warrant ranks:

| | |
|------------|-------------------|
| Instructor | Surgeon |
| Examiner | Service Auxiliary |
| Chaplain | Quartermaster |

In addition, other non-warranted ranks may be conferred by the District Commissioner and the Local Association.

8. The rank of Instructor may be conferred, as above, upon a person who has specialised knowledge of any subject necessary for a Scout proficiency badge. The appointment may be made in respect of one or more Groups or for the Local Association as a whole.
9. The rank of Examiner may be conferred, as above, upon a person who has specialised knowledge of any subject necessary for a Scout proficiency badge in which he is prepared to examine Scouts. The appointment may be made in respect of one or more Groups or for the Local Association as a whole. An instructor or a Group Scouter may be appointed an Examiner.
10. The rank of Chaplain may be conferred, as above, on a minister of religion or on a lay leader who acts as Chaplain of a Group.
11. The rank of Surgeon may be conferred, as above, on a member of the medical profession who gives his services to any body of Scouts.
12. The District Commissioner and the Local Association may confer the corresponding Honorary rank on a person ceasing to hold a Warrant as a Group Scouter, and not having any other rank as a Scouter in the Movement.
13. All appointments to non-warranted ranks are open to revision each year on the occasion of the Annual Meeting of the Local Association.
14. Persons holding honorary rank may wear uniform.

District Venture Scouts

- (i) The District Commissioner and the Local Association may form one or more District Venture Scout units for Venture Scouts who otherwise would not receive adequate Venture Scout Training.
- (ii) Scouts joining District Venture Scout units retain their membership of the Groups from which they have advanced.

- (iii) A young person of Venture Scout age who is not a member of the Movement may be accepted into a District Venture Scout unit subject to the normal conditions of admission.
- (iv) District Venture Scout units must be registered at National Headquarters.
- (v) Warrants as Venture Scout Leaders and Assistant Venture Scout Leaders may be granted to Scouters of District Venture Scout Units.
- (vi) The formation of District Venture Scout Units should not hinder the establishment of Venture Scout units within existing individual Groups where a sufficient number of Venture Scouts and Venture Scout Leaders are available.

PART V

THE TRAINING OF ADULTS

Leader Training Obligations

The acceptance of a Warrant involves an obligation to undertake training appropriate to the appointment for which the Warrant is issued. Training is also available for Helpers and Skills Instructors, Administrators and Advisers, who do not have the same obligation, but who are encouraged to avail themselves of the training provided.

The retention and renewal of Warrants is dependent on the satisfactory completion of the appropriate training.

Training for District and Group Scouters

Initial Training (General Information Course)

- (a) All Leaders should be given the opportunity to complete Initial Training (or its local equivalent) within three months of application.
- (b) Initial Training starts immediately upon the appointment of a new Leader. This training is the responsibility of the District Commissioner, supported by the Assistant District Commissioner (Leader Training).
- (c) Initial Training provides practical advice and information to help the Leader. It provides an explanation of the Aim and the implementation of the Method of the Scout Association.

Introductory Training (Basic Course)

- (a) All Leaders should be given the opportunity to complete Introductory Training (or its local equivalent) within six months of appointment and must be given the opportunity to complete it within nine months.
- (b) Introductory Training gives grounding in programme, principles and method and outlines support available.
- (c) Introductory Training may be undertaken by Venture Scouts at the age of 17 (but not earlier) in order that they may qualify for the Queen's Scout Award or the Duke of Edinburgh's Award.

Leadership Training (Wood Badge, etc.)

- (a) All Section Leaders and District Scouters should ideally complete Leadership Training (or its local equivalent) within three years of appointment and must complete it within four years.
- (b) All Assistant Section Leaders should ideally complete Leadership Training (or its local equivalent) within four years of appointment and must complete it within five years.
- (c) Leadership Training - Part One is usually Sectional in nature and helps the Leader gain practical skills and experience for programme planning and activities.
- (d) Leadership Training - Part Two usually gives skills of leadership (practical).

- (e) In-Service Training consists of a period of not less than three months following the completion of Leadership Training - Part Two, including the answers to the fifteen questions to fulfil the theory section. The District Commissioner may extend this period if necessary. During In-Service Training, Leaders continue working with their Group while receiving encouragement and support from the District Commissioner and Assistant District Commissioners.
- (f) At the conclusion of the In-Service period, the Leader will prepare a personal plan for ongoing training. When this has been decided, the District Commissioner (in consultation with the Assistant District Commissioner (Leader Training) and the Group Scout Leader) may recommend the award of the Wood Badge to those who have satisfactorily completed Leadership Training.
- (g) When a Leader who has completed Section Leader Training subsequently changes Section the Leadership Training - Part One appropriate to the new Section is undertaken together with appropriate pre-course projects as agreed with the Assistant District Commissioner (Leader Training).

Special Circumstances

Responding to training needs of Leaders, Headquarters may recognise alternative approaches to training proposed by Districts provided they enable the objectives of Section Leader Training to be met within the overall time scales and are in accordance with the criteria advised by the National Training Team.

Training for Group Scout Leaders and Commissioners

Training for Group Scout Leaders and Commissioners commences immediately on appointment and must be completed within two years. There are modular units which can be selected following a profile interview, and there are projects to be completed.

- (a) Training required by the individual Group Scout Leader and Commissioner will be identified at the time of appointment by a Commissioner nominated for that purpose.
- (b) The appropriate Commissioner may recommend the award of the Wood Badge to those who have satisfactorily completed training.
- (c) Commissioners and Group Scout Leaders changing appointment should complete training appropriate to the new appointment.

Certificates of Competence (Training)

- (a) Adults working towards gaining a **Certificate of Competence** from the Association will require the support of a mentor/personal training adviser who will either be an experienced holder of a similar **Certificate of Competence**, or the holder of a **Certificate of Competence** in Facilitating, Directing or Managing Training, all of which include such skills.
- (b) Before carrying out any of these functions without supervision, an adult must hold a current Certificate of Competence from the Association in that function.
- (c) The Competence for Managing Training for the Association includes that of Assessing.

- (d) A Certificate of Competence from the Association may only be issued when an assessor has signified that sufficient evidence to meet the Association's standards has been presented to establish competence.
- (e) Certificates of Competence remain valid for not longer than three years from the date of issue when the holder is the subject of appraisal and review.
- (f) In order to provide training and support to adults, District Commissioners will require the assistance of suitably qualified people to perform the following functions:
- Instructing Practical Skills - helping individuals and small groups acquire practical skills;
 - Presenting - delivering specific training sessions which form part of the overall training experience;
 - Facilitating - working face to face with individuals and small groups in a learning environment;
 - Directing Training - designing, planning, preparing and directing a training experience;
 - Managing Training - managing a team with these skills to ensure the effective provision and delivering of both formal and informal training.
- (g) The approval to issue a **Certificate of Competence** is as follows:
- | | |
|--------------------|---|
| Skills Instructing | Training Commissioner, on the nomination of the Assistant District Commissioner (Leader Training), through the District Commissioner; |
| Presenting | Training Commissioner, on the nomination of the Assistant District Commissioner (Leader Training) through the District Commissioner; |
| Facilitating | Training Commissioner, on the nomination of the Assistant District Commissioner (Leader Training), through the District Commissioner; |
| Directing Training | Training Commissioner, following consultation with Headquarters; |
| Managing Training | Training Commissioner, following consultation with Headquarters. |
- (h) A Certificate of Competence may be issued to an adult who is not a Member of the Scout Movement. In such cases an appropriate Form must be submitted before the Certificate of Competence is approved.
- (i) Headquarters will maintain, through the Training Commissioner, a network of verifiers who will review a sample of all assessments in order that standards and methods may be monitored and evaluated and reports made.

Local Education Authorities

Many Local Education Authorities run basic common element courses and specialist activity courses for youth leaders. Leaders are encouraged to participate in such courses.

PART VI

UNIFORM

Protection

The Movement's uniforms are protected under the Chartered Associations (Protection of Names and Uniforms) Act 1926. It is unlawful for persons not entitled as Members of the Movement to wear them, except that they may be worn on stage, in pageants or films, provided that they are not brought into contempt.

Entitlement

The appropriate uniform, as described in the following rules, may be worn by all Members of the Movement who make the Promise.

Authority

Public Occasions

The correct uniform as defined in these Rules should be worn on public occasions specified by appropriate Scouters and Commissioners.

Health and Safety

In the organisation of all Scouting activities priority is invariably given to considerations of safety in specifying what form of dress is to be worn. Weather conditions and other such considerations must be taken into account and the well-being of members must take precedence over formality of dress.

Knives

Knives may not be worn with uniform.

Cub Scout Uniform

Clothing worn should be appropriate to the activity at any time and not necessarily comply with the following rules on informal occasions.

The Uniform

- Navy Blue Shirt and Pants (Short), Black Shoes and Socks (Tall)
- Cub Scout Belt, Cub Scout Cap, Garter Tabs
- Group scarf and identifying Six woggle
- The colour of the garment to be worn as uniform is to be the decision of the Cub Scout Leader, after consulting the Pack, with the approval of the District Commissioner, Group Scout Leader, The Sponsoring Authority and parents of the Cub Scouts.

Badges and Emblems

- (a) Badges and emblems worn with Cub Scout uniform are positioned as in the illustration provided.
- (b) The Cub Scout Membership Award (World Badge) is to be sewn on to the shirt on the left breast pocket.

Scout Uniforms

Clothing worn should be appropriate to the activity at any time and not necessarily comply with the following rules on informal occasions.

Scout Uniform

- Navy Blue Shirt and Navy Blue or Black Pants (Long), Black Shoes and Socks
- Green Beret or Blue Beret with metal Arrowhead Badge
- Scout Belt (Brown)
- Group scarf and woggle
- The colour and style of uniform long trousers and alternatives for female Scouts to be the decision of the Patrol Leaders' Council who, after consulting with the Troop Membership, The Sponsoring Authority, will reach their decision bearing in mind the image of the Scout Association.

Sea Scout Uniform

- White or Navy Blue Shirt, Black Pants (Long), Black Shoes, Socks
- Group scarf either worn with woggle or tied
- Sea Scout Cap
- Lanyard (worn only with Bosun's call [whistle]).

Air Scout Uniform

- Blue long-sleeved shirt with two pockets, without pleats, in the approved style
- Group scarf and woggle
- Black Pants (long), Shoes, Socks
- Blue Beret with metal Arrowhead badge.

Badges and Emblems

- (a) Badges and emblems worn with Scout uniforms are positioned as in the illustration provided. The Scout Membership Badge (World Badge) is to be sewn on.
- (b) A Cub Scout, on entering the Scout Troop, may continue to wear the highest Progressive Award Training Scheme badge gained, until earning the first Award of the Scout Progressive Award Training Scheme in the Troop. The badge is worn in the centre of the right-hand breast pocket and must be removed on gaining the first Award of the Scout Progressive Award Training Scheme.

Venture Scout Uniforms

Clothing worn should be appropriate to the activity at any time and not necessarily comply with the following rules on informal occasions.

Venture Scout Uniform

(a) Venture Scouts - Male

- Beige shirt in **one** of the approved styles
- Dark brown tie or Group scarf and woggle
- Dark brown long trousers without turn-ups
- Brown leather belt with buckle bearing the Scout Badge.

(b) Venture Scouts - Female

- Beige blouse in **one** of the approved styles
- Dark brown tie or Group scarf and woggle
- Mushroom plain skirt or long trousers or culottes (for camp wear)
- Brown leather belt with buckle bearing the Scout Badge.

Venture Sea Scout Uniform

(a) Venture Sea Scouts - Male

- Blue/white shirt in **one** of the approved styles
- Black tie or Group scarf and woggle
- Navy blue or grey long trousers without turn-ups
- Brown leather belt with buckle bearing the Scout Badge
- Peaked cap with white top and Sea Scout cap badge.

(b) Venture Sea Scouts - Female

- Blue/white blouse in one of the approved styles
- Black tie or Group scarf and woggle
- Navy blue or grey plain skirt or long trousers or culottes. The choice of colour to be at the discretion of the Unit Executive Committee after consultation with members of the Unit and the Sponsoring Authority, informing the District and Headquarters
- Brown leather belt with buckle bearing the Scout Badge.

Venture Air Scout Uniform

(a) Venture Air Scouts - Male

- Blue/white shirt in one of the approved styles
- Light blue tie or Group scarf and woggle
- Air Scout blue or grey long trousers without turn-ups
- Brown leather belt with buckle bearing the Scout Badge
- Air Scout blue beret with the Association's metal Arrowhead Badge.

(b) Venture Air Scouts - Female

- Blue/white blouse in one of the approved styles
- Light blue tie or Group scarf and woggle
- Blue or grey plain skirt or long trousers or culottes. The choice of colour to be at the discretion of the Unit Executive Committee after consultation with Members of the Unit and the Sponsoring Authority informing the District and Headquarters
- Brown leather belt with buckle bearing the Scout Badge.

Badges and Emblems

- (a) Badges and emblems worn with Venture Scout uniforms are positioned as in the illustration as provided.
- (c) A Scout on entering the Venture Scout Unit may continue to wear the highest Award gained in the Scout Troop.

Adult Uniforms

Official Uniform for Headquarters Patrol only

- Navy Blue Jacket with Scout World Badge, Light Blue shirt and Scout tie, Black or Navy Blue Pants (male)
- Navy Blue Jacket with Scout World Badge, Light Blue blouse and Scout tie, Black or Navy Blue Skirts (female).

Note: This does not replace the Official Scout Uniform.

Adult Uniforms - Male

(a) Scout Groups

- Navy Blue Shirt and navy Blue or Black Pants (Long), Black Shoes and Socks
- Green or Blue Beret with metal Arrowhead Badge
- Group scarf and woggle
- Scout Belt (Brown)
- The Gilwell scarf may be worn when not with the Group, if the wearer is so entitled. A Commissioner may wear the Gilwell scarf instead of the green tie, if so entitled. A member of the International Fellowship of Former Scouts and Guides may wear a blue scarf with the International Fellowship badge on the point.

(b) Sea Scout Groups

Male adults working in Sea Scout Groups who are entitled to wear uniform, wear the same uniform as Venture Sea Scouts.

(c) Air Scout Groups

Male adults working in Air Scout Groups who are entitled to wear uniform, wear the same uniform as Venture Air Scouts with a black tie or the Group scarf instead of the light blue tie.

Adult Uniforms - Female

(a) Scout Groups

- Same as the male leaders, except that skirts instead of pants may be worn (Below the knee length).

(b) Cub Scout Section

Adult females holding an appointment in the Cub Scout Section wear uniform:

- (a) in the colour described
- (b) Sea Scout Groups.

Adult females holding an appointment in a Sea Scout Group wear the uniform as in the colours worn by Venture Sea Scouts.

(c) Air Scout Groups

Adult females holding an appointment in an Air Scout Group wear the uniform as in the colours worn by Venture Air Scouts and with a black tie or Group scarf instead of the light blue tie.

Helpers and Skills Instructors

Venture Scouts and Ranger Guides who are Helpers or Skills Instructors wear the Venture Scout or Ranger Guide uniform. Other Helpers and Skills Instructors, who are entitled to wear uniform, wear the appropriate adult uniform.

Marching Bands

Uniform for Marching Bands

Scout marching bands whose membership includes both Scouts and Venture Scouts may wear either Scout or Venture Scout uniform, with badges and emblems and with the option of the following additional items:

- White gloves
- Lanyard around the shoulder
- Protective clothing for drummers
- Drum major's sash and/or cords
- Orderly sergeant's plain sash or white music pouch
- Green or blue beret or equivalent for females, with metal arrowhead badge.

Marching Bands in Venture Scout Uniform

If Venture Scout uniform is worn, a green tie may be worn instead of the brown and Scouts may wear only their Membership Badge and the Progress Badge to which they are entitled.

Marching Bands in Scout Uniform

If Scout uniform is worn, Venture Scouts may wear only their Membership Badge and the Venture Scout Award or Queen's Scout Award badge if entitled.

Cub Scouts in Marching Bands

Notwithstanding whether Venture Scout or Scout uniform is worn, any Cub Scout in membership of the band should wear Cub Scout uniform with the option of the additional items.

Badges and Emblems

Protection

The badges and emblems in use by The Scout Association are protected.

Sources of Supply

All Membership Badges, Proficiency and Activity Badges and Progressive Training Award Badges must be obtained through the District Badge Secretaries or Headquarters and from no other source.

The World Membership Badge

The World Membership Badge is the symbol of Membership of World Scouting and of The Scout Association as a part of World Scouting. It is the property of the World Scout Bureau and it may only be used or worn as permitted in these rules.

The two forms of the World Membership Badge are:

- (a) for wear with uniform - made of embroidered or woven cloth, with the design in white on a purple background;
- (b) for wear with ordinary clothes by members of the Movement - made of metal to the same design, pattern and colour.

The Arrowhead Badge

The Arrowhead Badge is the symbol of The Scout Association, to be worn on headgears.

Identifying Emblems and Scarves

Name Tapes

The name of the Group, local Venture Scout Unit or Scout Fellowship may appear in red, green, blue, white or yellow lettering on a single tape no more than half an inch deep on a green background. The name of Sea and Air Scout Groups may appear in the same colours, but on a dark blue background.

Group, District and National Badges

- (a) District and National badges, bearing distinctive identifying emblems and/or lettering and of any size up to two inches deep by one and a half inches wide may be worn after approval by the Headquarters on the recommendation of the appropriate Commissioner, to whom a drawing or specimen of the design must be submitted.

- (b) Group badges of similar size and description may be worn after approval by the appropriate Commissioners.
- (c) Sponsored Scout Groups may wear, as a Group badge, an appropriate badge produced by organisations approved as Sponsoring Organisations by Headquarters. The decision whether to wear such a Group badge is the responsibility of the Group Scout Leader in consultation with the Group Scouters' Meeting and the Sponsoring Authority.

Scarves

Scarves worn by Members of a Scout Group as part of the appropriate uniform must all be of the same colour, chosen by the Group Scouters' Meeting, and the Sponsoring Authority, subject to the approval of the District Commissioner and the District Executive Committee. Groups in the same District should wear scarves of different colours and design if this is possible. The design and colours are to be registered with Headquarters.

Woggles

Woggles worn with Cub Scout uniform are of the colour by which the Six is named.

Scout Wings

Scout Wings for Flight Training

These may be worn by any Venture Scout or adult Leader who has met the following requirements:

- made three solo flights in a glider, thus gaining the A Badge of the British Gliding Association (minimum age 16 years);
- or
- made a solo flight in a balloon (minimum age 17 years);
- or
- made a solo flight in a powered aircraft (minimum age 17 years);
- or
- achieved Pilot 1 qualification of the British Hang Gliding Association.

Scout Wings for Canopy Training

These may be worn by any Venture Scout or adult Leader who has met the following requirements:

- made eight parachute jumps from a powered aircraft (minimum age 16 years);
- or
- obtained category B of the British Association of Paragliding Clubs proficiency scheme. The 25 flights are to include at least five circuits on a self-inflating wing canopy (minimum age 16 years).

*Note: Only **one** of these badges may be worn on uniform.*

The Queen's Scout Award Badge

The Queen's Scout Award Badge may be worn on uniform by those qualified until they reach the age of 25 years.

The Duke of Edinburgh's Award Badges

Cloth badges of the Duke of Edinburgh's Award Scheme are worn on uniform by Scouts and Venture Scouts who are entitled to wear them. Only the badge of the highest Award gained may be worn. In the case of the Gold Award only, the badge may be worn on uniform by adults so entitled until they reach the age of 25 years.

Occasional Badges Worn with Uniform

Badges and emblems authorised from time to time must be worn as directed by Headquarters. If authorised for temporary wear in connection with a special gathering, camp, event or Group anniversary such badges must not be worn after a period of six months from the time of the conclusion of the occasion. Badges for wear by members of a Group, a District or National must be approved by the Chief Commissioner to whom a drawing or specimen of the design must be submitted.

Mourning

A black crepe band two inches wide may be worn on the left arm above the elbow to denote mourning.

Badges Worn by Adults Only

Adult Training Awards

The Award for completion of obligatory adult training is the Wood Badge. Leaders holding the Wood Badge may wear the Gilwell Woggle. They may also wear the Gilwell Scarf when they are not with their Scout Groups.

Badge of the International Fellowship of Former Scouts and Guides

The badge of the International Fellowship of Former Scouts and Guides may be worn in uniform by members of the Scout Fellowship. They may wear the lapel badge in ordinary clothes.

Badges of Other Organisations

Unless specifically mentioned elsewhere in the Rules of the Association, badges of other organisations are not worn with uniform.

Venture Scouts or adult Members may wear with uniform the approved Proficiency Badges of a number of organisations involved with First Aid and the Saving of Life. The full list of approved badges is available from Headquarters.

Venture Scouts or adult Members who hold approved First Aid or Life Saving qualifications for which there is no cloth badge may wear the Scout Association badge(s) as appropriate. The full list of approved qualifications is available from Headquarters.

Badges not Worn with Uniform

The World Membership Lapel Badge

A metal form of the World Membership Badge is available for Members of the Movement to wear with ordinary clothes.

PART VII

Decorations and Awards

Applications for Decorations and Awards

Applications for Scout decorations and awards are initiated by a District or Chief Commissioner. Application forms, as listed below, detail the necessary qualifications and the administrative procedure and may be obtained by these Commissioners or by District or Executive Secretaries from Headquarters:

- Application for Award for Gallantry
- Application for award for Meritorious Conduct
- Application for Award for Good Service to the Movement
- Application for Chief Scout Commendation
- Application for Long Service Decoration.

Awards for Gallantry

Awards for gallantry are for acts which would normally include an element of personal risk.

Eligibility

Awards for gallantry are made by the Chief Scout, who is advised by the Awards Board, to Cub Scouts, Scouts, Venture Scouts, Rover Scouts, Groups or local Venture Scout Units collectively, Scouters, Helpers and Skills Instructors, Administrators, Advisers and Honorary Scouters.

Gallantry Awards

- (a) The Bronze Cross, with a red ribbon, is the highest award of the Association for gallantry, granted special heroism or action in the face of extraordinary risk.
- (b) The Silver Cross, with a blue ribbon, is awarded for gallantry in circumstances of considerable risk.
- (c) The Gilt Cross, with a blue and red vertically patterned ribbon, is awarded for gallantry in circumstances of moderate risk.
- (d) A Bar may be awarded to the holder of any gallantry award for further acts of gallantry in circumstances of similar risk.
- (e) A Chief Scout's Commendation for Gallantry, with a blue and white cloth emblem or brooch may be awarded for acts of gallantry in circumstances of less risk than that specified for the award of a Cross.

Awards for Meritorious Conduct

Eligibility

Awards for meritorious conduct are made by the Chief Scout, who is advised by the Awards Board, to the same categories of recipients as are eligible for gallantry awards, for conduct involving a high degree of courage, endurance, initiative or devotion to duty, often under suffering, without necessarily involving any element of risk.

Meritorious Conduct Awards

- (a) The Medal of Meritorious Conduct, on a green ribbon with a red vertical stripe, is the highest award for meritorious conduct. A Bar may be awarded to the holder for further acts of comparable conduct.
- (b) The Certificate of Meritorious Conduct, with a green and white knot cloth emblem or brooch, is awarded for meritorious conduct of a moderate standard.
- (c) A Chief Scout's Commendation for Meritorious Conduct, with a green-blue knot cloth emblem or brooch, is awarded for meritorious conduct of a lower standard than that for which the Medal or Certificate are awarded.

Awards for Good Service

Eligibility

Awards for good service are made by the Chief Scout, who is advised by the Awards Board, to adult Members or Associate Members of the Movement and, exceptionally, to others who have given valuable service to Scouting over a considerable period.

Good Service Awards

- (a) The Silver Crocodile, worn on a green and yellow ribbon around the neck, is the unrestricted gift of the Chief Scout, awarded for service of the most exceptional nature.
- (b) The Silver Pineapple, worn on an orange ribbon around the neck, is awarded for especially distinguished service. A Bar to the award, denoted by the substitution of an orange ribbon with a green stripe, may be awarded for further distinguished service.
- (c) The Medal of Merit, with a green ribbon, is awarded after a period of not less than 10 years of outstanding service. A Bar, with a green ribbon with a vertical orange stripe, may be awarded after not less than five years of further outstanding service.
- (d) A Chief Scout's Commendation for Good Service, with a white and yellow knot cloth badge and a brooch of similar design, is awarded for good service over a minimum period of seven to eight years.

The Long Service Decoration and Bar

The Long Service Decoration, which consists of a cloth emblem or brooch with a white knot, is granted to Members of the Movement who have given 15 years' service while holding adult appointments. A Bar, which consists of a cloth emblem or brooch with a green arrowhead badge superimposed on a white knot, is granted to Members of the Movement who have given a total of 25 years' service while holding adult appointments. The service need not be continuous.

Emblems and Certificates of Awards

When the insignia of a Scout decoration or award is not worn with uniform, it is represented by an emblem having a knot design in appropriate colours. The award of a Bar to any decoration is indicated by the Arrowhead Badge superimposed over the centre of the knot design. The Arrowhead is green for the Bar to the Silver Pineapple and the Long Service Decoration, gold for all other awards. All awards are accompanied by a certificate.

The Thanks Badge

- (a) The Thanks Badge is the means of expressing the appreciation of the Movement to those who are not active Members but who have been of service to Scouting. The badge may be presented by a Cub Scout, Scout, Venture Scout, Rover Scout or a Leader. It is for wear with ordinary clothes and does not confer Membership or Associate Membership of the Movement on the recipient.
- (b) The Thanks Badge is available in a larger size mounted on a plaque for presentation, under the same arrangements described, to clubs, societies, business houses, etc.

Method of Wear

Position on Uniform

Scout decorations (except the Silver Crocodile and the Silver Pineapple and its Bar, which are worn around the neck) and the emblems corresponding to them are worn immediately above the right breast pocket flap, or in the same position on blouses or dresses, in the following order from the wearer's left to right: awards for gallantry, meritorious conduct, good service, the Chief Scout's Personal Award, long service decorations.

Precedence

Only the highest award received for good service and its emblem may be worn.

Collective Awards

Where a collective award for gallantry or meritorious conduct is made to a Group or local Venture Scout Unit, this may be attached to the Group or Unit flag at the hoist.

Other Decorations

Ribbons of King's and Queen's medals, war medals, decorations and orders, and ribbons of decorations conferred by foreign governments may be worn in uniform above the left breast pocket flap or in the same position on blouses and dresses. Ribbons of decorations conferred by foreign and Commonwealth Scout Associations are worn below the emblems of the Scout Association decorations.

Life-Saving Medals

The life-saving medals of the Order of St. John, together with their ribbons, may be worn with uniform.

PART VIII

Flags and Ceremonial

Flags

Permitted Flags

- (a) The following flags may be used:
- The National Flag
 - World Scout Flag
 - Group and District flags.
- (b) When working abroad, Groups may use the National Flag and the flag of the host nation displayed equally.

Pennants

Green camp pennants, Venture Scout pennants and blue Scout pennants may be used as appropriate to suitable occasions.

Scout Flags

- (a) Flags used by Scout Groups, must be of uniform size, mounted on poles bearing the Arrowhead Badge as a mount and must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Scout motto 'Be Prepared'. In addition, they may only bear the words **Cub Scouts, Scouts** or **Venture Scouts** and the Group title.
- (b) Flags used by Scout Districts are of a similar design and may bear the name and emblem of the District in addition to the Arrowhead Badge as described and the Scout motto 'Be Prepared'.
- (c) The colours to be used in Group flags are as follows:
- Cub Scout Packs: white lettering on a yellow background;
 - Scout Troops: white lettering on a green background;
 - Air Scout Troops or Venture Air Scout Units: yellow lettering on a light blue background;
 - Sea Scout Troops or Venture Sea Scout Units: white lettering on a navy blue background;
 - Venture Scout Units: white lettering on a brown and white flag.

Ceremonial

In the conduct of normal Scouting activities, only those ceremonies described in the Association's handbooks should be used.

The Scout Sign

The Scout Sign is made during the making or reaffirming of the Cub Scout Promise and the Scout Promise, and at no other time.

The Scout Salute

The Scout Salute is made only by Members of the Movement in uniform on formal Scout occasions, as a mark of respect at the hoisting of National flags, at the playing of National Anthems, to uncased Colours, Scout flags and to funerals.

Parades

On all parades of a public nature, other than in church, the Leader calls the party to the alert and the Leader alone salutes.

PART IX

The Youth Programme

Cub Scout Training Programme

On entry into the Cub Scout Pack, a boy begins to work on the requirements for the Cub Scout Badge. The badge takes the form of the World Membership Badge, which the boy is entitled to wear once he is invested as a Member of the Association. The Cub Scout Badge is passed under arrangements made by the Cub Scout Leader. Details of the requirements for this Badge appear in the Cub Scout Handbook.

The Cub Scout Progress Scheme and Badges

Bronze Arrow
Silver Arrow
Gold Arrow

Activity Areas

| | |
|--------------|-----------------------|
| Health | National Heritage |
| Skills | Handicraft |
| Exploring | Discovering Nature |
| Entertaining | |
| Safety | Knotting |
| Service | The Cub Scout Promise |

In normal circumstances, a Cub Scout will complete the requirements of one Progress Badge before proceeding to the next, but the Cub Scout Leader may make exceptions if it seems appropriate to do so, e.g. a boy joining in an expedition on which a favourable opportunity for particular Badge work occurs.

The three Progress Badges are passed under arrangements made by the Cub Scout Leader. The requirements for each Progress Badge appear in the Cub Scout Handbook.

The Cub Scout Proficiency Badges

While working on the three Progress Badges, a boy may also gain Proficiency Badges as listed in the Cub Scout Handbook. These Badges are designed to allow a boy to demonstrate individual skills and interests or to participate with others in the performance of worthwhile tasks.

The Cub Scout Proficiency Badges are passed under arrangements made by an examiner appointed by the Local Association Executive.

The Link Badge

The Link Badge may be gained after a boy has reached the age of ten and a half years. It provides a link/bridge between the Cub Scout Pack and the Scout Troop. A Cub Scout working for or holding the Link Badge, may take part in a camp with the Scouts, provided that the camp is under approved adult leadership or is at a permanent camp site under approved adult supervision.

The Link Badge is passed under arrangements made by the Cub Scout Leader.

The Scout Training Programme

Entry to the Scout Troop

Boys and girls may enter the Scout Troop either from a Cub Scout Pack (boys only), on making the Scout Promise and acquiring the Scout Badge, or as a new member of the Association, on making the Scout Promise and acquiring the Scout Badge. The Scout Badge is the same as the World Membership Badge and is passed under arrangements made by the Scout Leader.

The Patrol System

The Organization of the Scout Troop, which is made up of a number of Patrols each led by a Patrol Leader, forms an essential feature of Scout Training, which includes Training in Leadership, in planning and in carrying out activities in the context of self-reliance.

The Training of Patrol Leaders and the provision of opportunities for leadership by allowing them full status in the affairs of the Troop, through the Patrol Leaders' Council and by acting as instructors and examiners is vital to the success of their training.

At camp, Patrols live and work as self-contained units.

Scout Progress Scheme and Badges

The Scout Training Programme involves the acquisition of four Progress Badges.

The Scout Badge

The Scout Standard Badge (to be gained within a year of joining)

The Advanced Scout Standard Badge (to be gained in 18 months)

The Chief Scout Award (to be gained by 15th birthday).

The requirements for these badges may be met in any order that is convenient to the Scout and is not necessary for him to meet all the requirements of one before proceeding to the next. However, the Scout Standard Badge must have been gained through meeting all its requirements before the Advanced Scout Standard Badge can be awarded. Similarly, the Advanced Scout Standard Badge must have been gained before the Chief Scout Award can be awarded.

The Scout Standard Badge is passed under arrangements made by the Patrol Leader, awarded on the recommendation of the Patrol Leaders' Council, subject to the approval of the Scout Leader.

The Advanced Scout Standard Badge is passed under the arrangements made by and on the recommendation of the Scout Leader.

The Chief Scout Award is passed under the arrangements made by and on the recommendation of the Scout leader, after the Scout has been interviewed by the District Commissioner or his Nominee (to be completed by 15th birthday with a grace period of 6 months).

Proficiency Scheme and Badges

A Scout may also gain Proficiency Badges as listed under Scout Proficiency Badges (provided he has gained the Scout Standard Badge).

These badges are designed to allow Scouts to demonstrate individual skills and interests and to participate with others in the performance of activities.

Interest - of an elementary nature, open to all Scouts but primarily intended for Scouts 11 – 12 years. Passed under arrangements made by the Scout leader or by an Examiner appointed by the Local Association Executive

Pursuit - of a practical nature, open to all Scouts but primarily intended for Scouts 12 -14 years. Passed under arrangements made by an examiner appointed by The Local Association Executive or in special circumstances by the Scout leader with the approval of the Local Association Executive

Service - involving both theory and practice, open to all Scouts but primarily intended for Scouts 13 years and over. The Standard of badges in this group may not be varied for younger Scouts. Passed under arrangements made by an examiner appointed by The Local Association Executive or in special circumstances by the Scout leader with the approval of the Local Association Executive

Instructor - open to all Scouts but primarily intended for Scouts over 14 years. Instructor Badges may be acquired by those holding the appropriate Interest, Pursuit, Service, Air or Sea Training Badges, who meet the requirements specified in Instructor Badges. No more than three Instructor Badges may be acquired. Passed under arrangements made by an examiner appointed by The Local Association Executive or in special circumstances by the Scout leader with the approval of the Local Association Executive

Collective - to encourage a Scout Patrol or Group of scouts to work together on a Project. The standard and the duration of the Project will be decided by the Patrol Leader's Council in consultation with the Scout Leader and those who are attempting to gain the Badge. Awarded by the District Commissioner on the recommendation of the Scout Leader and Patrol Leader Council. The Project will be assessed on the basis of progress, perseverance and achievement.

The Venture Scout Award Progress Badge

The Venture Scout Membership Badge

A Scout may work and qualify for the Venture Scout Membership Badge and may meet the requirements for the Venture Award during the three months immediately prior to his/her transfer to the Venture Scout Unit.

The Venture Award

To be passed under arrangements made by the Unit Executive Committee.

The Queen's Scout Award

To be passed under arrangements made by the Unit Executive Committee and awarded by them after consultation with the Venture Scout Leader and the District Commissioner by the 18th birthday.

Duke of Edinburgh Award

The Scout Association is an Operating Authority for the Duke of Edinburgh's Award Scheme. See their rules and regulations for the programme.

The Sea Scout Training Programme

The Sea Scout Training Programme establishes the pattern of training for Sea Scouts and provides additional specialised training for all Scouts who may wish to take part in water activities. It is not a substitute for the training followed by other Scouts and the Scout Progress Badges remain the basis of the training for all Scouts.

The Sea Scout Training programme is in three stages, followed in parallel with the stages of the Scout Training Programme as shown below.

- a. While working on the Scout Standard, Sea Scouts also work on the Boatman Badge.
- b. While working on the Advanced Scout Standard, Sea Scouts also work on the Coxswain Mate Badge.
- c. While working on the Chief Scout's Award, Sea Scouts also work on the Coxswain Badge.

All Scout Proficiency Badges may be acquired by Sea Scouts and all Sea training badges may be acquired by all Scouts. If any Scout develops a strong interest in the Sea Scout Training Programme, he should be encouraged to transfer to a Sea Scout Troop if one is available locally.

The Air Scout Training Programme

The Air Scout Training Programme establishes the pattern of training for Air Scouts and provides additional specialised training for all Scouts who may wish to take part in air activities. It is not a substitute for the training followed by other Scouts and the Scout Progress Badges remain the basis of the training for all Scouts.

The Air Scout Training programme is in three stages, followed in parallel with the stages of the Scout Training Programme as shown below.

- a. While working on the Scout Standard, Air Scouts also work on the Airman Badge.
- b. While working on the Advance Scout Standard, Air Scouts also work on the Senior Airman Badge.
- c. While working on the Chief Scout's Award, Air Scouts also work on the Master Airman Badge.

All Scout Proficiency Badges may be acquired by Air Scouts and all Air training badges may be acquired by all Scouts. If any Scout develops a strong interest in the Air Scout Training Programme, he should be encouraged to transfer to an Air Scout Troop if one is available locally.

The Air Scout Training Badges are passed under arrangements made by examiners appointed by the Local Association Executive.

The Service Flash

(A red stripe on a green background with the Arrowhead Badge)

To be passed under arrangements made by the Scout Leader.

Requirements

1. Either hold the Advance Scout Standard or have reached the age of fourteen years.

2. Have gained two of the Service group of Proficiency Badges. A Badge from the Interest or Pursuit group may qualify in place of one of these badges if, in addition to holding the Badge, you are carrying out regular service under the heading of the badge, e.g. Handyman.
3. Have gained one of the Instructor Group of Proficiency badges or the Ambulance (service) proficiency badge, provided it has not been gained under requirement 2.
4. Put into practice the training you have received from gaining a Service or Instructor badge by giving regular service over a period of at least three months after gaining the badge. An equivalent of one hour's work per week is the normal standard required.

The Patrol Leader's Training Emblem

(A blue stripe on a green background with the Arrowhead Badge)

To be passed under arrangements made by the Scout Leader.

Requirements

Attend a course in Patrol Leader Training organized by the Troop or District.

The Troop Leader/Senior Patrol Leader's Badge

(One narrow and two broad gold bars and the Arrowhead badge on a green background)

To be worn by the Troop/Senior Patrol Leader.

The Patrol Leader's Badge

(Two gold bars and the Arrowhead Badge on a green background)

Worn by Patrol Leaders.

The Assistant Patrol Leader's Badge (Second)

(One gold bar and the Arrowhead Badge on a green background)

Worn by Assistant Patrol Leaders (Seconds).

Registration Fees and Insurance

The Association is required to pay its registration fees to the Interamerican Region and the World Bureau yearly.

All Districts of the Scout Association are required to pay a registration fee as approved by the Executive on a yearly basis, on the first day of September each year. The annual return and Census are to be presented for registration.

All Cubs, Scouts and Leaders are to pay a registration fee, which includes a charge for insurance, to Headquarters through the District annually, on the first day of September.

The terms of agreement for the Insurance coverage with the Insurance Provider are available at the Scout Headquarters.

APPENDICES

Appendix I - Activity and Camping Rules

Appendix II - The Child Care Policy

Appendix III - The Community Development Programme

Appendix IV - The Environmental Programme

Appendix I – Rover Scout (Service Scout) Programme