



# Samford Scout Group

## **Guide Book for**

Adult Leader

Adult Helper

Adult Supporter

# Contents

- Welcome
  
- Adult Member Categories
  - (1) Adult Leaders
  - (2) Adult Helpers
  - (3) Youth Program Supporters
  
- CHECKLIST FOR APPLICANTS
  - Before the Interview Meeting
  - At the Interview Meeting
  - After the Interview Meeting
  
- Adult Learning and Training Requirements
  
- Youth Program Planning and Development
  
- Details about Samford Scout Group
  
- Terminology
  
- Uniforms
  
- Buildings and Equipment
  
- Where do I go for help?

# Welcome!

Congratulations on volunteering to help the Samford Scout Group!

You are now part of a global organisation which today has more than 50 million members. Over the past 110 years more than two billion young people have benefited from the Scouting program. In Queensland there are over 15,000 members in local communities. Our Samford Scout Group is run by local families and community members who help make Scouting the best possible experience for local youth members and young adults.

In this Guide Book you'll find some details about how Scouting works. As a valued adult volunteer, our roles can be either an Adult Leader, Adult Helper or Youth Program Supporter. Scouting can offer many exciting experiences and I am sure that with your support we will be able to provide fantastic programs, adventures and heaps of fun for all members.

Welcome to Scouting! We wish you lots of fun, friendship, adventure, and safe times ahead.

## Adult Member Categories

There are (3) three categories of volunteer roles for Adults over the age of 18:

(1) **Adult Leaders:** adults appointed as members to a uniformed leadership role in the education of young people

(2) **Adult Helpers:** adults appointed as members to assist in the delivery of our Youth Program - on a regular basis

(3) **Youth Program Supporters:** adults who are not members and provide support in assisting in the delivery of our Youth Program - not on a regular basis

Members are defined as those persons who are invested as Scouts by accepting the commitment of the Scout Promise and are current members of a Branch according to Branch Rules.

Supporters are defined as those persons who support the Purpose and Principles of the Scout Association but have not made the commitment of the Scout Promise as Members of the Association.

*Regularly* is defined as more than once a month

We'll next explore each of these roles...

# (1) Adult Leaders

## WHO IS AN ADULT LEADER

Adult Leader are uniformed adults who regularly deliver the Youth Program in the youth sections.

## SIGNING ON

Signing on starts with an interview meeting with the Group Leader or Assistant Group Leader, who will also provide details of the Introduction to Scouting.

Adult Leaders must accept the commitment to:

- a. complete Introduction to Scouting (which involves a commitment to uphold the Scout Promise and the Scout Law);
- b. Complete required Mandatory National e-Learning training and Basic Training modules within the time limits.
- c. adhere to the Purpose, Principles and Method;
- d. abide by the Code of Conduct;
- e. accept responsibility of a Duty to Care to both Youth and Adult Members;
- f. hold a volunteer Blue Card;
- g. hold the Scouting Certificate of Adult Membership

## Undertaking by Adult Leaders

A necessary condition for membership by adults is an undertaking to adhere to:

- a. the Purpose of the Association;
- b. the Principles of the Association as encapsulated in the Scout Promise;
- c. the policies and rules of the Association (*National Policy and Rules – P & R*) and the *Queensland Branch Scouting Instructions* (QBSI);
- d. the Code of Conduct for adults in the Association;
- e. the ability to hold a volunteer Blue Card;
- f. to undertake relevant Scouts Adult Leader training as applicable.

Forms to be completed are (a) A1 application (b) Blue Card form/s

## AFTER SIGNING ON

Your application forms are submitted to Scouts Queensland for processing. If you have completed an application for a Blue Card, this will also be submitted for processing. It will take at least 35 working days for acceptance to allow us to proceed to the next stage. This processing time includes a Blue Card Services national criminal history check and a comprehensive assessment of a person's eligibility to work with children.

Once the Blue Card has been approved and acceptance has been given, Adult Leaders can commence participating with their Scouting section.

Next, their Certificate of Adult Membership will arrive from Scouts Queensland and they will be invested as members of the Scout Movement. At investiture, a Certificate of Adult Membership (CAM) is presented by the Group Leader.

Adult Leaders can then wear the uniform of an Adult Leader including blue shirt, maroon scarf and woggle. All Adult Leaders must wear their personal Adult Leader name badge, supplied by Samford Scout Group.

Refer also to Adult Role Descriptions which appear further on in this document.

## (2) Adult Helpers

### WHO IS AN ADULT HELPER

Adult Helpers are non-uniformed adults who regularly assist in the delivery of the Youth Program in the youth sections. Adult Helpers are only involved in Youth Member activities under the guidance of a trained Leader holding a Certificate of Adult Leadership (CAL).

*Regularly* is defined as more than once a month, or are regularly helping and supporting overnight activities such as sleep-overs, pack holidays, hikes and camps.

### SIGNING ON

Signing on starts with an interview meeting with the Group Leader or Assistant Group Leader, who will also provide details of the Introduction to Scouting.

Helpers accept the commitment to:

- a. complete Introduction to Scouting (which involves a commitment to uphold the Scout Promise and the Scout Law);
- b. Complete Mandatory National e-Learning training a. BCORE CHILD – Child Safe Scouting b. BCORE WHS – WHS and Scouting
- c. adhere to the Purpose, Principles and Method;
- d. abide by the Code of Conduct;
- e. accept responsibility of a Duty to Care to both Youth and Adult Members;
- f. hold a volunteer Blue Card;
- g. hold the Scouting Certificate of Adult Membership (CAM).

### Undertaking by Adult Members

A necessary condition for membership by adults is an undertaking to adhere to:

- a. the Purpose of the Association;
- b. the Principles of the Association as encapsulated in the Scout Promise;
- c. the policies and rules of the Association (*National Policy and Rules – P & R*) and the *Queensland Branch Scouting Instructions (QBSI)*;
- d. the Code of Conduct for adults in the Association;
- e. the ability to hold a volunteer Blue Card;
- f. to undertake relevant Scouts Adult Leader training as applicable.

Forms to be completed are (a) A1 application (b) Blue Card form/s

### AFTER SIGNING ON

Your application forms are submitted to Scouts Queensland for processing. If you have completed an application for a Blue Card, this will also be submitted for processing. It will take at least 35 working days for acceptance to allow us to proceed to the next stage. This processing time includes a Blue Card Services national criminal history check and a comprehensive assessment of a person's eligibility to work with children.

Once the Blue Card has been approved and acceptance has been given, Adult Helpers can commence participating with their Scouting section.

Next, their Certificate of Adult Membership will arrive from Scouts Queensland and they will be invested as members of the Scout Movement. At investiture, a Certificate of Adult Membership (CAM) is presented by the Group Leader

Adult Helpers standard uniform shirt is the green polo shirt of Samford Scout Group.

Adult Helpers who have previously undertaken leadership roles may seek permission from the Chief Commissioner to continue to wear uniform as an Adult Helper.

All Adult Leaders must wear their personal Adult Leader name badge, supplied by Samford Scout Group.

## (3) Youth Program Supporter

### WHO IS A YOUTH PROGRAM SUPPORTER

Youth Program Supporters are non-uniformed adults who are not Scout Association invested members and provide support in assisting in the delivery of our Youth Program in the youth sections. They participate not on a regular basis.

A Youth Program Supporter is defined as a person who provides any of the following services:

- a. Assistance in Section Meetings but not on a regular basis;
- b. Motor vehicle transport for Youth Members or for equipment to attend events away from the Scout den;
- c. Cooking and similar support services at overnight or full day Scout activities;
- d. Support not involving Youth Member supervision for activities such as:
  - i. Performing arts such as parking, back stage, kiosk or
  - ii. Water activities such as crewing a rescue boat

Youth Program Supporters are only involved in Youth Member activities under the guidance of a trained Leader holding a Certificate of Adult Leadership (CAL).

### SIGNING ON

Signing on starts with an interview meeting with the Group Leader or Assistant Group Leader, who will also provide details of the Introduction to Scouting. Helpers accept the commitment to:

- a. complete Introduction to Scouting (which involves a commitment to uphold the Scout Law);
- b. Complete Mandatory National e-Learning training within 6 months a. BCORE CHILD – Child Safe Scouting b. BCORE WHS – WHS and Scouting
- c. adhere to the Purpose, Principles and Method;
- d. abide by the Code of Conduct;
- e. accept responsibility of a Duty to Care to both Youth and Adult Members;
- f. hold a volunteer Blue Card;

### Undertaking by Adult Members

A necessary condition for membership by adults is an undertaking to adhere to:

- a. the Purpose and Principles of the Association;
- b. the policies and rules of the Association (*National Policy and Rules – P & R*) and the *Queensland Branch Scouting Instructions* (QBSI);
- c. the Code of Conduct for adults in the Association;
- d. the ability to hold a volunteer Blue Card;

Forms to be completed are (a) A60 application (b) Blue Card form/s

### AFTER SIGNING ON

Your application forms are submitted to Scouts Queensland for processing. If you have completed an application for a Blue Card, this will also be submitted for processing. It will take at least 35 working days for acceptance to allow us to proceed to the next stage. This processing time includes a Blue Card Services national criminal history check and a comprehensive assessment of a person's eligibility to work with children.

Once the Blue Card has been approved and acceptance has been given, Youth Program Supporters can commence participating with their Scouting section.

Youth Program Supporters are not entitled to wear a uniform but Samford Scout Group can provide a name badge be worn to identify the person. They can wear the green polo shirt of Samford Scout Group.

Youth Program or Business of Scouting Supporters are tracked using the existing processes within the Scout Membership System (SMS). A reference number is given to them but this is not a Membership number.

# CHECKLIST FOR APPLICANTS

## Before the Interview Meeting

1. Have you been in Scouting before?

If you have been a Leader, can you bring you Scouts Qld member number and any old training certificates etc

2. Do you hold a current Blue Card?

If so, please bring your Blue Card with you.

3. Prepare to bring (2) Two forms of identification such as Driver Licence/Passport

Complete the following Application Form and Blue Card Form

### (Application Form)

#### **ADULT LEADER or ADULT HELPER**

Application to Scouts Queensland (Form A1 – Application for Appointment – Adult Member) (Issue 7/18)

<https://scoutsgld.com.au/wp-content/uploads/2019/04/A1-Application-for-Appointment-Adult-Leader-Member.pdf>

Part A – complete

Part B – complete but (PLA) area leave blank

Part C – complete

Part D – please read and tick Yes or No

Part E – please read

Parts F and G – please read and tick Yes or No

Part H - please sign

Part I – please complete and let your two referees know they will be contacted

Please sign at the bottom of pages 1,2,3,4,5,6,7,8

Parts J, K and L – do not complete as the Group Leader will. Payment will be made by Samford Scout Group.

Appendix 1 (Code of Conduct) and Appendix 2 (The purpose and Principles of Scouting) - please read and retain

#### **YOUTH PROGRAM SUPPORTER**

Application to Scouts Queensland (Form A60 – Youth Program Support Application)

<https://scoutsgld.com.au/wp-content/uploads/2019/06/A60-Supporter-application-form.pdf>

Part A – complete

Part B – complete and insert same of Formation as SAMFORD SCOUT GROUP. Tick box Youth Program Supporter

Part C – complete. The Scouts Queensland Privacy Policy is available to view at <https://scoutsgld.com.au/privacy-policy/>

Part D, E, F, G – complete and insert same of Formation as SAMFORD SCOUT GROUP

Please sign at the bottom of pages 1,2,3,4

Parts H, I – do not complete as the Group Leader will. Payment will be made by Samford Scout Group.

## (Blue Card Form)

### ADULT LEADER or ADULT HELPER or YOUTH PROGRAM SUPPORTER

#### BLUE CARD FORM – please sign always within signature box perimeter and at the bottom of every page

If you DO NOT have a current Blue Card (BC – Blue Card Application)

This link is to the version valid for lodgement until 31Mar2020

<https://scoutsqld.com.au/wp-content/uploads/2019/07/1.-Blue-Card-Application-Expiry-31-March-2020.pdf>

If you DO have a current Blue Card (LINK – Blue Card Linking Applicant/Cardholder to Scouts)

This link is to the version valid for lodgement until 31Mar2020

<https://scoutsqld.com.au/wp-content/uploads/2019/07/3.-Blue-Card-Link-an-Applicant-or-Cardholder-Expiry-31-March-2020.pdf>

If you are a Queensland registered teacher or police officer (E – Blue Card Exemption Application)

This link is to the version valid for lodgement until 31Mar2020

<https://scoutsqld.com.au/wp-content/uploads/2019/07/2.-Blue-Card-Exemption-Expiry-31-March-2020.pdf>

Further information regarding Blue Card <https://www.bluecard.qld.gov.au>

Bring with you two current, original identification documents which collectively show your full name, date of birth and signature. One of these documents must be a signature document for a photo identification document such as a driving licence or Queensland Government Identification Card or current Australian Passport. The other identification document can be a credit card, bank card, Medicare card, current bank statement, student ID card issued by an education institution with photo and signature, or Department of Human Services issued card. The applicant's details on their identification documents must match the details provided in the application form for Scouts Queensland and Blue Card.

### Forms to Review

(1) Policy and Rules of Scouts Australia –

<https://scouts.com.au/blog/2018/02/21/policy-rules-updates/>

(2) Samford Scout Group Information

<https://samford-scouts.weebly.com/welcome.html>



# Attending the Interview Meeting

Bring your 2 items of identification (to be copied)

Bring your completed Application Form and Blue Card Form

View the Introduction to Scouting Video and learn more about the Samford Scout Group

It should take approximately 60 minutes if the forms have been completed prior to the meeting

## THESE ARE REALLY IMPORTANT GUIDE DOCUMENTS FOR YOUR REVIEW

SCOUTS QUEENSLAND PRIVACY POLICY STATEMENT: Version April 2015

<https://scoutsqld.com.au/wp-content/uploads/2015/04/Privacy-Policy.pdf>

SCOUTS AUSTRALIA NATIONAL POLICY and RULES (P&R) (Nov2018)

Scouts Australia National Policy and Rules (P&R) Policy and Rules has been adopted by the National Council of the Scout Association of Australia as a statement of policy and practice for the conduct of Scouting in Australia. It is binding on all formations, members and supporters of the Movement.

[https://soz-central.s3.amazonaws.com/products/162/download\\_file/POLICY\\_AND\\_RULES.pdf](https://soz-central.s3.amazonaws.com/products/162/download_file/POLICY_AND_RULES.pdf)

QUEENSLAND BRANCH SCOUTING INSTRUCTIONS (Dec2019)

The Queensland Branch Scouting Instructions (QBSI) are provided as a reference guide and information source on most aspects for everyday Scouting as applicable within the Queensland Branch of The Scout Association of Australia

<https://scoutsqld.com.au/wp-content/uploads/2019/12/Queensland-Branch-Scouting-Instructions-QBSI-v122019.pdf>

CONSTITUTION AND BYLAWS OF THE ASSOCIATION (v6 Nov17)

The Branch Constitution and Bylaws

<https://scoutsqld.com.au/members/management/branch-constitution/>

PURPOSE and PRINCIPLES OF SCOUTS AUSTRALIA

CODE OF ETHICS and CODE OF CONDUCT for ADULTS IN SCOUTING

<https://samford-scouts.weebly.com/about-us--adults-join-us.html>

## THIS IS IMPORTANT INFORMATION FOR YOU TO BE AWARE OF

THE AUSTRALIAN GOVERNMENT PRIVACY ACT 1988

<https://www.oaic.gov.au/privacy/the-privacy-act/>

MUTUAL AGREEMENT

As page 2 of Form A1

## ROLE DESCRIPTIONS

Joey Scout Leader	<a href="https://www.dropbox.com/l/scl/AACgxlwHL2uAXYiKiuTILc2TDbF9ydK8L4">https://www.dropbox.com/l/scl/AACgxlwHL2uAXYiKiuTILc2TDbF9ydK8L4</a>
Cub Scout Leader	<a href="https://www.dropbox.com/l/scl/AADF0AJ94jgveGwvNnpLS5GqjMZ_IGn0qRo">https://www.dropbox.com/l/scl/AADF0AJ94jgveGwvNnpLS5GqjMZ_IGn0qRo</a>
Scout Leader	<a href="https://www.dropbox.com/l/scl/AABnSAkwMpVw6XXMrJBObJytN5LwrYLQmM0">https://www.dropbox.com/l/scl/AABnSAkwMpVw6XXMrJBObJytN5LwrYLQmM0</a>
WHAT TASKS CAN YOU DO	<a href="https://scoutsqld.com.au/wp-content/uploads/2015/03/TRAINING-MATRIX-2017-vs-6-October-2017.pdf">https://scoutsqld.com.au/wp-content/uploads/2015/03/TRAINING-MATRIX-2017-vs-6-October-2017.pdf</a>

## Your Scouting Pathway

This is the Scouting pathway for:

Adult Leaders

<https://scoutsqld.com.au/wp-content/uploads/2016/02/Training-Flow-chart-v2-Leaders-Feb-2016.pdf>

Adult Helpers

<https://scoutsqld.com.au/wp-content/uploads/2016/02/Training-Flow-chart-v2-Adults-Feb-2016.pdf>

## After the Interview Meeting

### AFTER SIGNING ON

Your application forms are submitted to Scouts Queensland for processing. If you have completed an application for a Blue Card, this will also be submitted for processing. It will take at least 35 working days for acceptance to allow us to proceed to the next stage. This processing time includes a Blue Card Services national criminal history check and a comprehensive assessment of a person's eligibility to work with children.

Once the Blue Card has been approved and acceptance has been given, Adults can commence participating with their Scouting section.

## Adult Learning and Training Requirements

Scouts Australia has a moral and practical responsibility to ensure that adequate and appropriate training is provided to all Who undertake Adult Leader or Adult Member roles.

Adult Members in the below categories complete all training as per their Learning and Assessment Plan.

Joey Section <https://scoutsqld.com.au/wp-content/uploads/2019/09/Learning-Plan-Joey-Scout-Section-v14-August-2019.pdf>

Cub Section <https://scoutsqld.com.au/wp-content/uploads/2019/09/Learning-Plan-Cub-Scout-Section-v13-August-2019.pdf>

Scout Section <https://scoutsqld.com.au/wp-content/uploads/2019/09/Learning-Plan-Scout-Section-v14-August-2019.pdf>

Venturers <https://scoutsqld.com.au/wp-content/uploads/2019/09/Learning-Plan-Venture-Scout-Section-v14-August-2019.pdf>

Rovers <https://scoutsqld.com.au/wp-content/uploads/2019/09/Learning-Plan-Rovers-v15-August-2019.pdf>

Adult Helper <https://scoutsqld.com.au/wp-content/uploads/2019/09/Learning-Plan-Adult-Members-v2-August-2019.pdf>

Adult Leaders and Adult Helpers must complete these designated compulsory e-Learning modules **within 3 months** after sign up:

- a. BCORE CHILD – Child Safe Scouting
- b. BCORE WHS – WHS and Scouting

## LEADER TRAINING

It is expected that during the period of undertaking Basic Level Training, the appropriate approvals and the Blue Card should have been received from the Public Safety Business Agency. After verification of satisfactory performance of the new Leader and the issue of the Blue Card, a *Certificate of Adult Membership* will be forwarded to the Formation Leader or other nominated person for presentation.

Basic Level Training includes:

- a. e-learning Basic common and sectional specific, including e-learning mandatory attachments;
- b. Basic practical weekend and relevant attachments;
- c. Plus Basic Outdoors and for Leaders in Scout, Venturer and Rover Section.

At the completion of all components and the attainment of competencies associated with Basic Level Training a *Certificate of Adult Leadership* will be issued. Basic Level Training **must be completed within one year after sign up**.

The following categories are used in the Scout Membership System (SMS) to denote a person's training status.

- a. TRAINEE – from sign-up until Basic Level Training is complete and the Certificate of Adult Leadership is issued.
- b. PROVISIONAL – after completing Basic Level Training until the completion of Advanced Level Training and the Wood Badge is issued.
- c. LEADER – A person who holds their Wood Badge.

If changing Sections, a Leader will return to provisional status until the new Section's Advanced Level Training is complete.

## ADULT HELPER

E LEARNING LOGIN SITE <https://login.scouts.com.au/login?service=https%3A%2F%2Ftraining.scouts.com.au%2Fmembers%2Fservice>

## TRAINING MASTER SITE PAGE FOR COURSE CALENDER AND TRAINING BOOKINGS

<https://scoutsqld.com.au/members/leadership/training/>

Leader Adult Training Application Form for All Courses (A15 form) (This version 11/18)

<https://scoutsqld.com.au/wp-content/uploads/2018/12/A15-Leader-Training-Application.pdf>

# Youth Program Planning and Development

The New Youth Program ('NYP', for short) is being introduced into Queensland Scouting from 2018 in stages made up of many different exciting elements that build on each other - each designed to increase the fun, challenge & adventure in our program. The NYP will change the content of our Youth Program Planning so it is important you are aware of the NYP via this website link

<https://sites.google.com/view/qldnyp/home?authuser=0>

The delivery of the Scout Program is the direct responsibility of the Section Leaders and the Deputy Chief Commissioner (Youth Program). The Program has been designed to achieve the educational outcomes required, and to ensure that young people are challenged to their fullest potential.

The programs that are provided to support Sections are designed to ensure that the greatest variety of content is being delivered. The programs are to be implemented, with flexibility being from the point of view of value adding, not deleting, program activities (refer Scout Central).

As well as the delivery of the Scout Program through normal Section meetings and activities, other opportunities should be sought for further Adult Leader development through avenues such as Scouting Centres of Excellence and specialist activities.

Examples of specialist activity and skills areas that may be investigated include:

- (a) Water and air activities \*
- (b) Catering and cooking
- (c) Abseiling and rock climbing \*
- (d) Arts and crafts
- (e) Cultural and hospitality
- (f) Multicultural
- (g) Information technology
- (h) Trade skills - carpentry etc.
- (i) Sports and recreation
- (j) Engineering and science
- (k) Four wheel driving \*
- (l) Camping (advanced techniques)
- (m) Fishing and scuba diving
- (n) Pioneering (new age materials) \*
- (o) Meteorology and climate
- (p) Libraries
- (q) Public speaking (toastmasters rostrum)
- (r) National and international Scouting events and initiatives (e.g. Pen Pals)
- (s) National Youth Week and other community events and initiatives (e.g. Local and state government agencies)
- (t) Messengers of Peace

**\* NOTE: if wishing to attend skills training courses, Leaders must hold a Certificate of Adult Leadership before applying.**

## PROGRAM EVALUATION

The following headings can be used to evaluate the program at the preparation stage and at the end of the meeting. Does the program fit these following areas:

- (a) Areas of Personal Growth?
- (b) Scouting Fundamentals?

- (c) Educational activities?
- (d) Award Scheme?
- (e) The Scout Method?
- (f) Youth empowerment?
- (g) Progress through the Scout family?

Each program needs to meet at least four of the Areas of Personal Growth (there are six). All areas need to be included regularly so as to meet the Section objectives. It is recommended that once completed the program contain the following: fun, new learning, the outdoors, variety, continuity, revision, and use of all Leaders to achieve the Aims and Principles of Scouting relevant to the Sections and individual achievement.

## Useful Reference Websites

### LEADERS

<http://resource.scouts.com.au/leader-resources/links-for-leaders>

### SCOUTS BRAND CENTRE

<https://scouts.com.au/members/resources/brand/>

### MANAGING BEHAVIOUR

<https://scoutsqld.com.au/wp-content/uploads/2015/04/2013-04-Fact-Sheet-1-Managing-Behaviour.pdf>

### PROMOTING GOOD BEHAVIOUR

<https://scoutsqld.com.au/wp-content/uploads/2015/04/2013-04-Fact-Sheet-2-Promoting-Good-Behaviour.pdf>

### BULLYING

<https://scoutsqld.com.au/wp-content/uploads/2015/04/2013-04-Fact-Sheet-3-Bullying.pdf>

### SCOUT CENTRAL HANDBOOK

[https://soz-central.s3.amazonaws.com/products/187/download\\_file/Scout\\_Central\\_Handbook\\_Final\\_-\\_Version\\_2\\_.pdf](https://soz-central.s3.amazonaws.com/products/187/download_file/Scout_Central_Handbook_Final_-_Version_2_.pdf)

# DETAILS ABOUT SAMFORD SCOUT GROUP

Samford Scout Group was established in 1962 and is a dynamic Scout Group with members located in Samford and surrounding areas. It encompasses all the scouting sections, Joeys, Cubs, Scouts, Venturers and Rovers.

Samford Scout Group functions remarkably because of the integral membership of amazing Youth Members, entrusting and committed parents and families, our Samford area local community and dedicated and inspiring Leaders.

Adults and youths in the Samford area have benefited from their time in scouting and many of our future generations will also experience fun, challenge and adventure.

## Where we meet

Samford Scout Group operates from our Samford Scout Den located at:

62 Cash Avenue North (enter via Main Street, Samford)  
Samford QLD 4520

## When we meet:

**Joey Scouts** - Thursday - 5pm to 6pm

**Cub Scouts** - Wednesday - 6.30pm to 8pm

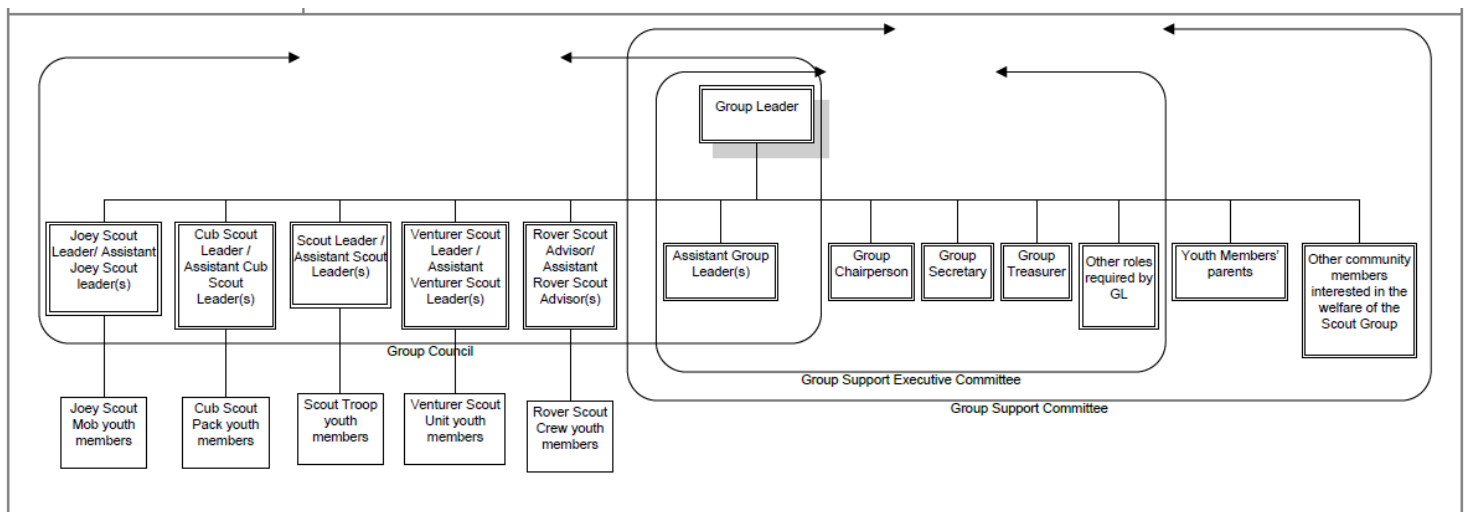
**Scouts** - Thursday - 7pm to 9pm

**Venturer Scouts** - Friday - 7pm to 9pm

**Rover Scouts** - Meet at a district location

Website [www.samford.scouts.com.au](http://www.samford.scouts.com.au)

## Structure



## **GROUP COUNCIL**

The Group Council consists of all Leaders within the Group and is responsible for developing coordination, cooperation, goodwill and harmony between all Leaders and between Sections.

The Crew Leader of the Rover Crew is a part of the Group Council and is expected to attend and participate in the Council's activities.

The functions of a Group Council are:

- a. Coordinate the activities of all the Sections.
- b. Ensure the progressive training of each individual.
- c. Formulate requests to the Group Support Executive Committee in respect of finance, equipment, accommodation, leadership and other matters where assistance is required.
- d. Determine arrangements for District, Region and or Branch events.
- e. Determine arrangements for Group functions.
- f. Receive the individual Section reports that include details of activities, finance, Member progress etc.
- g. Ensure Members complete Leader Training requirements within the designated time frames.

The Group Leader is the Chairman of the Group Council and is responsible for encouraging all Leaders to participate and that, where appropriate, decisions are reached by consensus. The Group Leader is also responsible for the liaison between the Group Council and the Group Support Committee.

Group Councils are held regularly, preferably monthly and preferably face-to-face.

Adult Helpers who are involved in the delivery the Scout Program may be invited by the Group Leader to attend quarterly.

## **SECTION AGE RANGES IN QUEENSLAND**

- a. Joey Scouts can start at age 5 and would normally progress to the Cub Scout Section at around 8 years of age. The linking process would start around seven years and six months, depending on their individual readiness socially and intellectually.
- b. Cub Scouts would start at around their 8th birthday and normally progress to the Scout Section at around 11 years of age depending on their individual readiness, socially and intellectually. Cub Scouts are able to commence their linking process at around 10 years and six months, depending on their individual readiness socially and intellectually.
- c. Scouts would start around their 11th birthday and normally progress to the Venturer Scout Section around 15 years. The linking process would start at about 14 years and six months, depending on their individual readiness, socially and intellectually.
- d. Venturer Scouts would start around their 15th birthday and progress to the Rover Scout Section after their 18th birthday. If still at school they may stay beyond their 18th birthday until the end of that year. Once 18, while still in Venturers, they are an adult and they would be required to meet all adult requirements including having a current Blue Card. Venturer Scouts are able to commence their linking process to the Rover Scout Section at any time after the age of 17 years and six months.
- e. Rover Scouts must have reached their 18 birthday and cannot stay in the Crew after their 26 birthday.
- f. A new Youth Member in may start in the older section up to six months prior to the above requirements - namely a new member aged 7 could start in either Joey Scouts or Cub Scouts; a new member aged 10 could start in either the Cub Scout or Scout and a new member aged 14 could start in Scouts or Venturer Scouts. All Rover Scouts must be aged 18 years.

## **LEADER REQUIREMENTS**

The Leader responsible for a Joey Scout, Cub Scout, Scout or Venturer Scout section meeting must be a Leader with a Certificate of Appointment in that Section or another trained Leader holding a Certificate of Appointment who is considered an appropriate person by the Group Leader. The Group Leader may consult with the District Commissioner regarding suitability. A minimum of two adults are needed for each activity, one of whom should be a Leader as described above.

Where male and female Youth Members are in attendance it is advisable that both male and female adult supervisors are in attendance at the meeting.

## **ADULT SUPERVISION**

The number of adult supervisors required is as follows:

a. Joey Scouts - Ratio of 1 adult : 5 Youth Members

When conducting activities away from the normal meeting place, or in an environment that may be determined as a greater risk, one Adult Leader together with adult help is recommended to maintain a ratio of at least 1 adult: 4 Youth Members dependent on risk assessment.

b. Cub Scouts - Ratio of 1 adult : 8 Youth Members

When conducting activities away from the normal meeting place, or in an environment that may be determined as a greater risk, one Adult Leader together with adult help is recommended to maintain a ratio of at least 1 adult: 6 Youth Members dependent on risk assessment



# Terminology

Group	Our Samford Scout Group consists of two or more Sections delivering the Scout program to Youth Members
Sections	
Joey Scouts	Youth aged 5,6,7 years
Cub scouts	Youth aged 8,9,10 years
Scouts	Youth aged 11,12,13,14 years
Venturer Scouts	Youth aged 15,16,17 years
Rover Scouts	Young adults aged 18,19,20,21,22,23,24,25 years
Leader	Invested and uniformed Leaders undergo Section specific training appropriate to the needs of the Youth Members in that Section. ALL Leaders and Adult Supporters MUST hold a valid Working with Children 'Blue Card'
Group Leader/Ass Group Leader	Provide guidance and management of the Group
Adult Supporter	Non-uniformed adults who provide assistance to the Sections or are members of the Group Support Committee. Adult Supporters MUST hold a valid Working with Children 'Blue Card'
Group Council	Is all Samford Scout Group Section Leaders regularly meeting to discuss and agree on the direction of the Group and the provision of Scouting to the Youth Members
Group Executive Support Committee	Helpers and supporters (generally parents of current Youth Members). The Group Executive Support Committee provides and maintains all of the resources for the Group to operate and provide scouting to the Youth Members
District	Geographical area containing numerous Scout Groups. All Scouting within a District is managed by a District Commissioner. Our district is the Sir Leslie Wilson District. <a href="http://sirlesliewilson.scoutsqld.com.au/">http://sirlesliewilson.scoutsqld.com.au/</a>
Region	Geographical area containing numerous Scout Districts. All Scouting within a Region is managed by a Region Commissioner <a href="http://www.brisnorth.scoutsqld.com.au/">http://www.brisnorth.scoutsqld.com.au/</a>
Branch	Scouts Australia is split into eight 'Branches' that manage Scouting in each of the States and Territories. <a href="https://scoutsqld.com.au/">https://scoutsqld.com.au/</a> <a href="https://scouts.com.au/">https://scouts.com.au/</a>
Parade	At the start and end of each Section meeting the Youth Members will take part in a parade where they will be given instructions for the meeting, receive awards, say prayers and conduct the formal ceremony of breaking and lowering the Australian flag.
Three fingered Salute	Scouts salute the National Flag and each other as a mark of respect. The full salute is made with the right hand, palm face out, the thumb holding down the little finger, and with the fingertips on the brow of the head. A "half-salute", known as the Scout Sign, is also used in certain situations. The hand is still held palm facing out, and the thumb holding the little finger, but the hand is held at the shoulder instead. The salute represents the three aspects of the Scout Promise (1) To Honour God(or your spiritual beliefs) and country (2) To help other people (3) And to live by the Scout Law
Left hand Shake	Scouts all over the world shake hands with their left hand, leaving the right hand free to salute.

## EXPLANATION OF ABBREVIATIONS

AAL Assistant Activity Leader  
AL Activity Leader  
AAAdv.AL Assistant Adventurous Activity Leader  
Adv.AL Adventurous Activity Leader  
ACC Assistant Chief Commissioner  
ACSL Assistant Cub Scout Leader  
AL(B or R) Activity Leader (Branch, Region or District)  
ALT Assistant Leader Trainer  
ADC Assistant District Commissioner  
ADV Adviser (National, Branch, Region or District)  
AGL Assistant Group Leader  
AJSL Assistant Joey Scout Leader  
APL Assistant Patrol Leader  
ARC Assistant Region/Regional Commissioner  
ASL Assistant Scout Leader  
ASS Assessor  
AVSL Assistant Venturer Scout Leader  
BC Branch Commissioner (Designated Appointment)<sup>1</sup>  
BHQ Branch Headquarters  
CAL Certificate of Adult Leadership  
CC Chief Commissioner  
CrL Crew Leader  
CSL Cub Scout Leader  
DA District Association  
DC District Commissioner  
DCC Deputy Chief Commissioner  
DL District Leader (Designated Appointment)  
DRA District Rover Adviser  
DTM District Training Meeting  
GL Group Leader  
Int Comm. International Commissioner  
INST Instructor  
JSL Joey Scout Leader  
LT Leader Trainer  
NCATD National Commissioner, Adult Training and Development  
NCE National Chief Executive  
NCYP National Commissioner, Youth Program  
NEC National Executive Committee  
NYC National Youth Council  
NRC National Rover Council  
PL Patrol Leader  
P&R Policy and Rules (i.e. this publication)  
PLA Personal Leader Adviser

RA Rover Adviser  
RC Region Commissioner  
SL Scout Leader  
VSL Venturer Scout Leader

## Signing In and Out

For security purposes in our younger Sections we ask that whoever drops your son/daughter to the Scout den each week sign's in upon arrival at the hall. We keep track of who attends each week and your assistance with this will be appreciated.

Similarly it is the same at the end of the night that we ask that you sign out your son/daughter when collecting them to take home.

These are also great opportunities to have a chat with one of the Leaders that will be there at the time and check your family pocket for any mail. However, these times can get quite hectic with Youth Members running around and Leaders trying to organize things ... if you have something specific to discuss please try to make an appointment at a more reasonable time so that issues may be addressed in a focused manner without affecting our Section programs.

## Uniforms

Scouts is a uniformed organisation and ALL members are expected to wear the uniform with pride and dignity.

The Uniform consists of a shirt, scarf, belt and bucket hat. Below the waist is the wearer's choice including footwear (which must be enclosed) although jeans are not permitted and we would prefer members to wear stone pants. For formal events we request all members to wear a stone long pants and black shoes.

The Uniform is very distinctive and each Section of Scouting has its own version. Each Section is identified by the colour of the 'yoke' or shoulder of the shirt; tan for Joey Scouts, yellow for Cub Scouts, green for Scouts, maroon for Venturer Scouts, red for Rover Scouts and Leaders uniforms are the same navy blue throughout.

Uniforms are purchased from:

[www.scoutshop.com.au](http://www.scoutshop.com.au)

<https://scoutsqld.com.au/wp-content/uploads/2016/02/Leader-Uniform-Ordering-Flyer-1.pdf>

Scarf and woggle – these are presented by the Section Leader on investiture

Group Shirts – these are available to purchase through the Group. These shirts are great items to have for camps and district activities as they identify our scouts even when not in uniform. It is not an essential item but please consider purchasing one so as they are an excellent shirt and a good way to identify our unit members when out and about.

## Badges

Upon investiture, a set of badges will be presented to the new member to go on their uniform. Placement of badges can be found in the relevant Section Scout Record Book.

Each Section has a specifically designed Award Scheme that **ALL** Youth Members participate in and earn badges to identify and celebrate their achievements. The Award Scheme is intended to encourage Youth Members to strive for a higher level of understanding or expertise over a multitude of activities.

Most badges are earned by participating in the regular Scout program which the Section Leaders design to address desired topics, outcomes and learning experiences.

Throughout their Scouting career your son/daughter will continually be working toward a new badge.

Upon award of badges it is expected that these are sewn onto the uniform before the following week's meeting. Youth Members should be encouraged to do this for themselves.

## Information on Buildings and Equipment

The onsite buildings we have are (in an anti-clockwise direction)

1. Main Den Building – with internal kitchen, Leaders Room, and external toilets
2. Main Store Building (Q-store) – with internal storeroom for high value items
3. 4 storeroom Silver unit building
4. Covered entertainment/assembly area
5. 5 Room Patrol building
6. Trailer and boat equipment Shed
7. Venturer Activity Building

All are secured with an issued security key held by Leaders and Senior Committee members

Our Quartermaster is John Matthews (Sep2019)

## Where do I go for Help?

Want to discuss the content of the program, Award Scheme or badges?	Discuss with Section leader
Want to discuss Your Commitment/Our Expectation, Training	Discuss with the Group Leader/ Asst Group Leader
Want to discuss fees, payments expenses	Discuss with the Treasurer
Have concerns about something seen or heard	Discuss with the Section Leader in the first instance and then Group Leader
I want to volunteer	Discuss with the Group Leader or Section Leader
Anything else????	Discuss with the Group Leader or your Section Leader

Well, this is the end of the document.

If you need more information or have any questions, please consult your Section Leader in Charge, or the Group Leaders.