

POLICY, ORGANISATION AND RULES

May 2015



scouts.org.uk/por

Amendments to POR – May 2015

Chapter	Title	Outline of amendment
Introduction	Definitions	Definition of “Regional Commissioners” updated to reflect the fact that Wales may now have Regional Commissioners appointed.
2	Key Policies	Amendment to Development Policy to reflect change of job title
3	The Scout Group	Rule 3.57 updated in line with fundraising regulations
3	The Scout Group	Rules 3.60 and 3.61 amended to correct inconsistencies
3	The Scout Group	Rule 3.55 amended to include information regarding National Corporate Partnerships
3	The Scout Group	Rule 3.61 updated to provide further information about grants
3	The Scout Group	Rule 3.56 updated to provide further information on joint fundraising projects
3	The Scout Group	Rule 3.26 amended to bring it in line with relevant rules in chapters 4 and 5 in accordance with legislation
3	The Scout Group	3.26f amended as OH form no longer available.
4	The Scout District	Rule 4.69 updated in line with fundraising regulations
4	The Scout District	Rule 4.73 updated to provide further information about grants
4	The Scout District	Rule 4.68 updated to provide further information on joint fundraising projects
4	The Scout District	Due to the changes to the Scout Network programme and structure, rules surrounding the section and its operation have been amended.
4	The Scout District	4.28f amended as OH form no longer available.
5	The Scout County	5.19f amended as OH form no longer available,
5	The Scout County	Rule 5.16 f amended to reflect the fact that Wales may now have Regional Commissioners appointed.
5	The Scout County	Rule 5.57 updated in line with fundraising regulations
5	The Scout County	Rule 5.56 updated to provide further information on joint fundraising projects
5	The Scout County	Rule 5.61 updated to provide further information about grants
5	The Scout County	Due to the changes to the Scout Network programme and structure, rules surrounding the section and its operation have been amended. See separate document for details.
6	The Structure of the Headquarters of The Scout Association	The section on page 3 entitled “Regional Commissioners” has been updated to reflect the fact that Wales may now have Regional Commissioners appointed.
6	The Structure of the Headquarters of The Scout Association	Due to the changes to the Scout Network programme and structure, rules surrounding the section and its operation have been amended. See separate document for details.
9	Activities	Hyperlink added to rule 9.52
9	Activities	Minor amendment to rule 9.64
6	The Structure of the Headquarters of The Scout Association	Amendment of Financial Services Authority to Financial Conduct Authority in the Scout Insurance Services Ltd section
9	Activities	An update to the paragraph at the start relating to guidance available
9	Activities	Reference to factsheet in rule 9.7 “Terrain 2” relating to full first aid certificate removed and replaced by link to web page.
9	Activities	Rule 9.9 amended to clarify requirements for using external providers
10	Uniform and Badges	Due to the changes to the Scout Network programme and structure, rules surrounding the section and its operation have been amended. See separate document for details.
10	Uniform and Badges	Adult and Network diagrams amended to correct the position of length of service awards and good service awards
15	Complaints, Suspensions and Dismissals	Amendments made to rules 15.2b, 15.3b, 15.2e, 15.3a, 15.2g and the table of authorisation for suspension to reflect changes to the suspensions process.
15	Complaints, Suspensions and Dismissals	New rule (15.3f) added to reflect changes to the suspension process.
15	Complaints, Suspensions and Dismissals	Rule 15.4d amended as RDS do not need to be advised of the suspension of a young person.
15	Complaints, Suspensions and Dismissals	Minor amendment to formatting of rule 15.4
Appointments Process	Other Terms	Update to description of parents and occasional helpers.
Appointments process	Appointments table	Amendments to Group Administrator and Explorer Scout Administrator to confirm the need for a DBS check for these roles.

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Introduction

The Founder of Scouting had a vision from which a Movement has grown, so that Scouting is found today in every corner of the land.

Scouting happens principally in Scout Groups, Explorer Scout Units and Scout Networks, wherever boys and girls meet to enjoy the Scout programme. The function of all the other units in the Movement is to enhance the quality of provision of that programme at local level.

With approximately 9,000 Scout Groups in the United Kingdom and its dependent territories, a support structure is clearly necessary. The main purpose of *Policy, Organisation and Rules* is to explain as simply as possible how that structure is organised.

It is impossible to set out in detail rules to cover every eventuality, which means that much depends upon the judgement of responsible people at every level of the Movement.

It is important that everyone concerned strives to exercise that judgement in ways that encourage the development and growth of the Movement.

Policy, Organisation and Rules (POR) lays down the structure of Scouting in the United Kingdom, the Channel Islands and the Isle of Man and defines information about its training and management.

Each Rule is distinguished by a Rule number, which references the Chapter in which it is located.

Matters of policy, information and advice on good practice are generally unnumbered.

Policies are authoritative statements of principle governing the work of the Scout Movement.

Rules provide directives, which must be followed by all to whom the Rule is addressed.

For ease of reading words using the masculine form should be read to include the feminine as well.

There are many opportunities for local decisions to be made under a wide range of headings. The devolution of authority to Counties, Districts and Groups is clearly indicated where appropriate.

It is important that the exercise of that authority is not frustrated by the imposition of local rules. It must also be noted that the law of the land is paramount.

Information provides a statement of fact, which does not require action on the part of the reader. For example, the chapter on the Association's Headquarters is provided for interest and understanding only.

It is recognised that some matters may be difficult to follow in certain circumstances. For example, in some very rural areas and in some inner cities, where numbers of supporters may be small, it may not be possible to constitute Group Councils and Group Executive Committees exactly as the Rules require.

However, many years of experience have dictated what is good practice and what works well, and wherever advice is given it should be followed if at all possible.

Definitions

The Programme - describes the diverse and exciting selection of activities and experiences provided in the Sections for young people. It is based around three main themes: outdoor and adventure, world and skills. In each section a range of badges and awards are there to support all aspects of Scouting, including the three main themes as well as, leadership, teamwork and personal development. The programme should be delivered in a balanced way that incorporates elements from each theme. The programme is designed to be progressive through the sections to offer young people an appropriate level of challenge.

The Programme in Scouting has a fundamental dimension, which determines how it is carried out. This is the Scout Programme Method:

- keeping the Promise and Scout Law
- community action
- having fun
- meeting new people, making friends and developing relationships
- spending time outdoors
- games, physical and adventurous activities
- design and creativity
- visits and visitors
- camps, sleepovers, international trips and other residential experiences
- working in small teams
- trying new things, and learning new skills
- teambuilding and leadership activities
- taking responsibility, giving ideas and opinions, making choices and decisions
- spiritual reflection
- finding out about themselves

A high quality balanced programme is one that:

- Offers a balance of each of the challenge areas for the Section.
- Includes opportunities to achieve badges and awards such as activity badges, challenge awards or staged activity badges.
- Enables all young people to achieve Chief Scout's Awards.
- Provides opportunities for young people to influence the programme and provide feedback, and feedback is acted upon.
- Provides opportunities to engage with young people outside of their Section, such as attending District and county events or taking part in activities with other Sections.
- Provide opportunities to take part in activities away from the normal meeting place.
- Provide opportunities to engage with the local community.
- Offer opportunities to experience nights away.
- Be planned in advance by the Section's leadership team.
- Be delivered using a wide variety of methods
- Be delivered by adults or young people with the appropriate skills for the planned activities.

To measure the quality of a programme Quality Programme checker tools are available from www.scouts.org.uk/qualitychecker

Members of the Scout and Guide Movements

- is taken to mean Members of an Association or Federation recognised by either the World Organisation of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).

County - although in some parts of the British Isles Scout Counties are known as Areas or Islands - and in one case Bailiwick - for ease of reading POR simply refers to County/Countries.

Where relevant, when the word 'County' is used, it may be read as Area, Island or Bailiwick as appropriate.

'Counties' includes Areas, Islands and Bailiwick when appropriate.

Country Headquarters - refers to the headquarters of The Scottish Council of The Scout Association or the Northern Ireland Scout

Council and to Headquarters at Gilwell Park in the case of England and Wales and the offshore islands.

Regional Commissioners - Any references to the post of Regional Commissioner refers to England or Wales only. For Northern Ireland, all references to Regional Commissioner should be read as Chief Commissioner.

Scottish Variations - The affairs of the Association in Scotland have been delegated to the Scottish Council of the Association.

In Scotland Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts.

Unless otherwise stated, all references to 'County' or 'Counties' relate to 'Region' or 'Regions' in Scotland. Scottish Variations identifies which of these functions fall under the specific responsibility of Districts in Scotland.

The above organisational differences and differences in legislation mean that some of the Rules in POR do not apply in Scotland without modification. These modifications are described in *POR Scottish Variations* and those variations are highlighted in this document by a ^{SV}.

Headquarters - refers to the Headquarters of The Scout Association in the United Kingdom.

Regional Development Service – Regional Development Managers and Officers who are appointed by Headquarters and assigned to work in support of the development of Scouting in Counties and Districts in England.

Overseas Branches - refers to Branches of The Scout Association which are established in certain territories overseas.

British Scouting Overseas - are Scout Groups, which are registered by The Scout Association in a number of other countries.

The Personal Enquiry – The Personal Enquiry – Being a volunteer within the Scout Association involves being in a position of trust, all adult volunteers are subject to a check made against records at Headquarters and certain roles will be required to undertake a Criminal Record Disclosure Check. For foreign nationals or British Overseas Territory citizens operating abroad in British Scouting Overseas and Overseas Branches, checks must be made according to arrangements authorised by the Head of Safeguarding at Headquarters.

POR: The Appointment Process – provides the rules for the appointing adults in Scouting. The rules form part of Policy, Organisation and Rules and must be adhered to.

Leaders, Managers and Supporters - these groups of roles are defined in *POR: The Appointment Process* and have replaced any reference to those holding Warranted Appointments.

May 2015

Chapter 1

Fundamentals of Scouting

Chapter Contents

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The Values of Scouting
The Scout Method
The Scout Promise
The Scout Law

The Cub Scout Promise
The Cub Scout Law
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The Beaver Scout Law
Rule 1.1 Variations to the wording of the Promises

The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

The Scout Promise

(for Scouts, Explorer Scouts, the Scout Network and adults)

On my honour,
I promise that I will do my best
to do my duty to God and to The Queen,
to help other people
and to keep the Scout Law.

The Scout Law

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the world-wide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

The Cub Scout Promise

I promise that I will do my best
to do my duty to God and to The Queen,
to help other people
and to keep the Cub Scout Law.

The Cub Scout Law

Cub Scouts always do their best,
think of others before themselves
and do a good turn every day.

The Beaver Scout Promise

I promise to do my best
to be kind and helpful
and to love God.

The Beaver Scout Law

There is no formal Beaver Scout Law. The concepts expressed in the Scout Law are to be presented to Beaver Scouts through games, storytelling and other informal activities.

Rule 1.1: Variations to the wording of the Promises

- a. Scouting is open to people of all faiths and of none and must therefore take account of the different religious obligations of its Members while upholding the essential spirit of the Promise.
- b. The following table shows the alternative wording of the Promise that young people and adults may wish to use to best reflect their own beliefs.

Religion or Belief (including no religion)	Beaver Scout Promise	Cub and Scout Promise (for British Subjects)
Christian, Jew, Sikh	...to love God	...duty to God and to The Queen
Muslim	N/A ...to love God or ...to love Allah	On My honour... or In the name of Allah, the Most Beneficent the Most Merciful... ...duty to God and to The Queen or ...duty to Allah and to The Queen
Hindu	...to love God or ...to love my Dharma	...duty to God and to The Queen or ...duty to my Dharma and to The Queen
Humanist, atheist or no faith	... To be kind and helpful and to love our world To uphold our Scout values, to do my duty to The Queen

- c. Where some other form of wording is required for a member of a particular faith or religion advice should be sought from Headquarters.
- d. Similarly it is accepted that foreign residents who may become Members of the Association owe allegiance to their own country.
- e. To meet these circumstances the phrase 'duty to The Queen' should be replaced by the phrase 'duty to the country in which I am now living'.
- f. In the case of young people the decision as to which permitted form of wording should be used rests with them, however in the younger Sections parents should be aware of the Promise chosen before the investiture ceremony.

- g. In the case of adults the decision as to which permitted form of wording should be used rests entirely with the adult concerned.

Chapter 2

Key Policies

<p>Chapter Contents</p> <p style="text-align: center;">The Religious Policy</p> <p>Rule 2.1 Responsibilities within the Religious Policy</p> <p style="text-align: center;">The Equal Opportunities Policy</p> <p>Rule 2.2 Responsibilities within the Equal Opportunities Policy</p> <p style="text-align: center;">The Safety Policy</p>	<p>Rule 2.3 Responsibilities within the Safety Policy</p> <p style="text-align: center;">The Child Protection Policy</p> <p>Rule 2.4 Responsibilities within the Child Protection Policy</p> <p style="text-align: center;">Anti-Bullying Policy</p> <p>Rule 2.5 Responsibilities within the Anti-Bullying Policy</p> <p style="text-align: center;">Development Policy</p>
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The Religious Policy

The Scout Movement includes Members of many different faiths and religions as well as those with no formal religion. The following policy has received the approval of the heads of the leading religious bodies in the United Kingdom. All Members of the Movement are encouraged to:

- make every effort to progress in the understanding and observance of the Promise to do their best to do their duty to God or to uphold Scouting's values as appropriate;
- explore their faith, beliefs and attitudes
- consider belonging to some faith or religious body;
- carry into daily practice what they profess.

Attendance at services

If a Scout Group, Explorer Scout Unit or Scout Network is composed of members of several denominations, religions or beliefs, the young people should be encouraged to attend services relevant to their own form of religion or belief.

Chaplains

Chaplains may be appointed as Advisers in Scout Groups, Districts, Counties, Countries and Nationally. A Chaplain may be a Minister of Religion or a lay person.

In a Scout Group sponsored by a religious body the religious leader may be appointed Group Chaplain.

National Chaplains may be appointed for religious bodies represented in Scouting.

Rule 2.1 Responsibilities within the Religious Policy

- a. The District Commissioner or the County Commissioner, as appropriate, must be satisfied that all applicants for Leader or

Commissioner appointments are fully aware that they will be required by their personal example to implement the Association's religious policy.

- b. If a Sponsored Group has a policy of recruitment restricted to members of one particular form of religion or denomination, the Sponsoring Authority is responsible for the religious training of all young people in the Group.
- c. In this case it is the duty of the Group Scout Leader to encourage attendance at such religious instruction and observances as the Sponsoring Authority may consider desirable.
- d. Scouts' Own Services may be held for the purpose of spiritual reflection and to promote a fuller understanding of the significance of the Scout Promise and Law.
- e. Such services must be regarded as supplementary to, rather than a substitute for, formal attendance at the services of the individual's own form of religion.
- f. If a Beaver Scout, Cub Scout, Scout, Explorer Scout or Scout Network Member is not allowed, by reasons of the individual's own religious obligations, to attend acts of worship other than that of the individual's own faith, the Leader must make certain that those obligations are not compromised.

The Equal Opportunities Policy

Young People

The Scout Association is part of a worldwide educational youth movement. The values, which underpin and inspire its work are embodied in the Scout Promise and Law and in the Purpose of the Association.

Within this framework, the Association is

committed to equality of opportunity for all young people.

Accordingly:

- a. The Scout Association is committed to extending Scouting, its Purpose and Method to young people in all parts of society.
- b. No young person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:
 - Class or socio-economic status;
 - ethnic origin, nationality (or statelessness) or race;
 - gender (including gender reassignment);
 - marital or civil partnership status;
 - sexual orientation;
 - disability (including mental or physical ability);
 - political belief;
 - pregnancy;
 - religion or belief (including the absence of belief)

All Members of the Movement should seek to practise that equality, especially in promoting access to Scouting for young people in all parts of society. The Scout Association opposes all forms of racism.

Note: With reference to gender, membership of the youth Sections of the Association is open to boys and girls, and young women and young men of the appropriate ages subject to the rules set out in 3.6, 4.6 and 5.6 below.

Leaders and other volunteers

To carry out its work the Association seeks to appoint effective and appropriate Leaders, and to involve other volunteers in supporting roles, all of whom are required to accept fully the responsibilities of their commitment.

The overriding considerations in making all appointments in Scouting shall be the safety and security of young people, and their continued development in accordance with the Purpose and Values of the Association.

Accordingly, all those whom the Movement accepts as volunteers must be 'fit and proper' persons to undertake the duties of the particular position to which they have been appointed (including, if relevant, meeting the requirements of the Sponsoring Authority) and, where appropriate, the responsibilities of membership.

In making an appointment to a particular leadership or support position it may be

appropriate to consider the gender and/or ethnicity of the potential appointee, in particular to ensure appropriate composition of leadership or supporting teams.

The physical and mental ability of a particular potential appointee to fulfil a particular role will always be a relevant factor to consider.

Within these constraints, and those imposed by the need to ensure:

- the safety and security of young people;
- the continued development of young people; and
- equal opportunities for all;

no person volunteering their services should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:

- age;
- class or socio-economic status;
- ethnic origin, nationality (or statelessness) or race;
- gender (including gender reassignment);
- marital or civil partnership status;
- sexual orientation;
- disability (including mental or physical ability);
- political belief;
- pregnancy;
- religion or belief (including the absence of belief)

Note: Paedophilia is a bar to any involvement in the Scout Movement.

Rule 2.2 Responsibilities within the Equal Opportunities Policy

All adults in Scouting have a responsibility for the operation of the Association's equal opportunities policy.

- a. The District Commissioner or the County Commissioner, as appropriate, must be satisfied that all applicants for Leader or Commissioner appointments are fully aware that they will be required by their personal example to operate the Association's equal opportunities policy.
- b. They must also be satisfied that all those whom they invite to assist them in other ways in the work of the District or County are upholding the Association's equal opportunities policy by the personal example

that they set before the Scouts in the District or County as the case may be.

- c. Group Scout Leaders must be satisfied that all those whom they invite to assist them in the work of the Group will uphold the Association's equal opportunities policy by the personal example that they set before the Scouts in the Group.
- d. Appointment Advisory Committees are required to operate the Association's equal opportunities policy in their work.
- e. The District Executive or the County Executive Committee, as appropriate, must be satisfied that all applicants for appointments in their gift are fully aware that they will be required by their personal example to operate the Association's equal opportunities policy.

The Safety Policy

It is the policy of The Scout Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable.

The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:

- all activities are conducted in a safe manner without risk to the health of participants;
- the provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare;
- information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;
- appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.

Rule 2.3 Responsibilities within the Safety Policy

- a. All persons involved with Scouting are responsible for the operation of the Association's Safety Policy.
- b. It is the responsibility of all persons to ensure that:

- they do not endanger the health and safety of themselves or others;
 - they observe the rules established for the safety of those involved in Scouting activities.
- c. The Local responsibility for the management of the Safety Policy of the Association rests with the appropriate County, District or Group Executive Committee together with the appropriate County Commissioner, District Commissioner or Group Scout Leader.
 - d. The District or County Commissioner, as appropriate, must be satisfied that all applicants for adult appointments are fully aware that they will be required by their personal example to implement the Association's Safety Policy.
 - e. Group Scout Leaders must be satisfied that all those whom they invite to assist them in the work of the Scout Group are competent persons to carry out the tasks given to them and are aware of their responsibilities under the Association's Safety Policy.
 - f. Counties may choose to designate one or more Safety Co-ordinators to assist the County Commissioner and the County Executive Committee in the implementation of the Safety Policy within the County and shall assist District Commissioners in operating the policy.
 - g. When District or County Commissioners do not renew, or when they cancel appointments because the holder has not acted in accordance with the Association's Safety Policy, they must inform the Vetting Team at Headquarters, in writing, of the reasons for the termination of the appointment.

The Child Protection Policy

It is the policy of The Scout Association to safeguard the welfare of all Members by protecting them from neglect and from physical, sexual and emotional harm.

Accordingly The Scout Association is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working;
- taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional harm;
- promoting the welfare of young people and their protection within a relationship of trust.

Rule 2.4 Responsibilities within the Child Protection Policy

- a. All adults aged 18 or over within Scouting are responsible for the operation of the Association's Child Protection Policy.
- b. It is the responsibility of all adults to ensure that:
 - their behaviour is appropriate at all times;
 - they observe the rules established for the safety and security of young people;
 - they follow the procedures following suspicion, disclosure or allegation of child abuse;
 - they recognise the position of trust in which they have been placed;
 - in every respect, the relationships they form with the young people under their care are appropriate.
- c. The 'Young People First' (yellow card) sets out a Code of Behaviour, which is essential for all adults in Scouting to follow. Adults who fail to implement the Code of Behaviour or procedures issued by Headquarters may have the matter drawn to the attention of the relevant Commissioner who must take appropriate disciplinary action.
- d. Adults must not consume alcohol when they are directly responsible for young people on a Scouting activity and must not permit young people (aged under 18 years) to consume alcohol on Scouting activities. The Association issues further advice on Alcohol and Scouting, which is available from the Information Centre.
- e. The use of illegal substances on Scouting activities is unacceptable and appropriate action should be taken where necessary by responsible Commissioners. Headquarters issues additional guidance on request.
- f. Counties must designate one or more Safeguarding Awareness Co-ordinators, following consultation with Headquarters. They shall have the responsibility of advising the County Commissioner and the County Executive Committee on the implementation of the Association's Child Protection and Anti Bullying Policies within the County. They shall also have a specific remit for monitoring compliance with these policies within the County and reporting their findings to the County Executive Committee and Headquarters.
- g. Safeguarding Awareness Co-ordinators shall provide general guidance to the various Districts and Groups in the counties to which they are appointed, but should not be involved in responding to allegations or suspicions of abuse.
- h. The role of Safeguarding Awareness Co-ordinator must not be combined with an appointment as a Group Scout Leader or Commissioner in the same County.
- i. The Head of Safeguarding at Headquarters is the Association's ultimate source of advice on all safeguarding matters, subject to any direction from the relevant sub Committee.
- j. The District Commissioner or the County Commissioner, as appropriate, must be satisfied that all those whom they appoint are 'fit and proper' persons to carry out the responsibilities of the appointment.

They must ensure that all applicants demonstrate an understanding of and a commitment to the principles and procedures supporting the Association's Child Protection Policy.
- k. Group Scout Leaders must be satisfied that all those whom they invite to assist them in the work of the Scout Group are 'fit and proper' persons to carry out the tasks to be given to them and are aware of their responsibilities under the Association's Child Protection Policy.
- l. In cases where there is an allegation or suspicion of child abuse the District Commissioner or County Commissioner, as appropriate, must immediately take steps to ensure that no Scouting situation arises which could cause further concern and that no adult or youth Member is placed in a position which could cause further compromise.

To this end, suspension of membership may be necessary (see Chapter 15).
- m. Headquarters may, from time to time, issue procedures detailing the reporting arrangements for suspicions or allegations of abuse. Group Scout Leaders and relevant Commissioners must follow these procedures.
- n. The Safeguarding Team at Headquarters has a remit to advise Commissioners of the actions required in the event of a suspicion or allegation of abuse. The Head of Safeguarding may issue mandatory advice regarding the management of such situations.
- o. Commissioners must consult the Safeguarding Team at Headquarters as soon as possible in the event of any incident, concern or allegation of abuse being made. In any event this must occur

within 24 hours of the incident being reported.

- p. Headquarters may appoint a situation manager to be responsible for the Association's response to any allegation or suspicion of abuse. Situation managers appointed by Headquarters shall have full powers to act.
- q. Where urgent issues of safeguarding are involved the Chief Commissioner has the authority to suspend the membership of any adult or youth Member.
- r. The suspending authority must ensure that the Vetting Team at Headquarters is informed immediately.
- s. When District or County Commissioners do not renew, or when they cancel appointments because the holder has not acted in accordance with the Association's Child Protection Policy, or has breached the code of behaviour, set out in the *Young People First* guidelines, they must inform the Vetting Team at Headquarters in writing of the reasons for the termination of the appointment.
- t. Nothing in the rules of the Association, or any guidance produced by it, may be construed as permitting an adult to take a young person away on an activity alone. No activity may take place where only one adult and one young person are present.

Anti-Bullying Policy

"Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them."
[The United Nations Convention on the Rights of the Child, Article 19]

The Scout Association is committed to this ethos and seeks to ensure, as far as is reasonably practicable, the prevention of all forms of bullying among Members. To this end all Scouting activities should have in place rigorous anti-bullying strategies.

Rule 2.5 Responsibility within the Anti-Bullying Policy

It is the responsibility of all adults in Scouting to help develop a caring and supportive atmosphere, where bullying in any form is unacceptable.

Adults in Scouting should:

- be aware of the potential problems bullying may cause;
- be alert to signs of bullying, harassment or discrimination;

- take action to deal with such behaviour when it occurs, following Association policy guidelines;
- provide access for young people to talk about any concerns they may have;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- help ensure that their Group/Section has a published anti-bullying code.

Note: Support material in the form of a guide and poster is available from the Scout Information Centre

Development Policy

Subject to the Rules governing age ranges and mixed membership the Scout Movement is open to all young people of whatever background.

The Scout Association recognises, however, that access to Scouting is not equally available to all groups and communities across society as a whole.

The Operations sub-Committee of the Trustee Board and the Regional Development Service at Headquarters support the Movement in its work in making Scouting available to all.

In particular, through the use of innovation and experiment, it supports local Scouting in meeting the needs of young people in areas of urban disadvantage or priority, in highly rural areas, and among the minority ethnic communities.

It also works in collaboration with other agencies to support those disadvantaged young people who might benefit from its programme and ethos, and who may never become full Members of the Movement.

The Regional Development Service supports local Scouting in a number of different ways:

- through the production and distribution of development material;
- through the sharing of experience and models of good practice;
- through support and advice from Headquarters staff, volunteer and professional;
- through recommendations to the National Development Grants Board for financial support.

Those seeking help in this field should contact the Regional Development Service at Headquarters in the first instance.

[Whilst Regional Development Managers and Officers support the development of Scouting in England, the Head of Development works closely with Scottish Headquarters, the Welsh Scout Council and the Northern Ireland Scout Council on development matters.]

Chapter 3

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Rule 3.29	<i>This rule is intentionally left blank</i>
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Rule 3.32	<i>This rule is intentionally left blank</i>
Rule 3.33	<i>This rule is intentionally left blank</i>
Rule 3.34	<i>This rule is intentionally left blank</i>

The Scout Group

Rule 3.35	The Appointment of Young Leaders
Rule 3.36	<i>This rule is intentionally left blank</i>
Rule 3.37	<i>This rule is intentionally left blank</i>
Rule 3.38	<i>This rule is intentionally left blank</i>
Rule 3.39	<i>This rule is intentionally left blank</i>
Rule 3.40	<i>This rule is intentionally left blank</i>
Rule 3.41	Limitation on the number of Appointments held
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Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and adults to make decisions and take responsibility;
- functional units through which the design and delivery of the youth programme can be best achieved.

A Scout Group comprises one or more of any or all of the following: a Beaver Scout Colony; a Cub Scout Pack or a Scout Troop. Additionally, a Group may also include one or more Group Scout Active Support Units. An Explorer Scout Unit may also be attached to a Scout Group (see Rule 3.16).

Rule 3.1 Membership of the Scout Group

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles will require a personal enquiry check every five years.
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes an Associate member of a Group, District and County (as appropriate). They also become an Associate Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs and Scout Troops is open to males and females unless otherwise stipulated.

- h. Adult membership whether by appointment or otherwise, is open equally to men and women.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

Members

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
 - Beaver Scouts, Cub Scouts, Scouts;
 - those adults with an appointment as a Leader, Manager or Supporter as described in POR: The Appointment Process;
 - Associate Members; and
 - other adults who opt to be Members.
- n. Members must also pay any County, District and Group Membership Subscription determined locally.
- o. Young people become Members of the Scout Movement by making the Promise appropriate to their Section.
- p. Adults become Members by making the Promise and completing a Members' Declaration.
- q. Members of the Movement may:
 - wear the approved uniform (see Chapter 10);
 - wear the World Membership badge;
 - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
 - wear the World Membership lapel badge.

Associate Members

r. The following are required to be Associate Members and pay the Headquarters Membership Subscription annually:

- Members of the Group Scout Active Support Unit (other than the Group Scout Active Support Manager who must be a Member);
- Section Assistants;
- Group Skills Instructors holding Certificates of Appointment;
- Group Advisers;
- Other adults who opt to be Associate Members.

Associate Members must also pay any County, District and Group Membership Subscription determined locally.

s. Adults become Associate Members of the Scout Movement by completing an Associate Members' Declaration.

t. Associate Members are not required to make the Promise.

u. Associate Members of the Movement may:

- wear the approved uniform (see Chapter 10);
- receive benefits provided by any Group, District, and County to which the Member belongs.

*Note: Group Chairmen, Secretaries, Treasurers and other Group trustees are not required to be Associate Members but are **encouraged** to become Members or Associate Members.*

Rule 3.2 Admission to membership

a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.

b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.

Rule 3.3 Forfeit of membership

a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group.

Rule 3.4 Transfer of membership

a. If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform the District Secretary of the District into which the Member is moving.

b. If the address of the District Secretary is not known, the information should be forwarded to Headquarters.

c. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts and Scouts who are going to live abroad.

Rule 3.5 Annual Census

a. The number of Members and Associate Members must be returned in an annual census of the Group.

b. A list of the names and addresses of Members in the Group at the date of the annual census must be collected by the Group and passed to the District Secretary who in turn will pass a copy to the County Secretary.

Rule 3.6 Mixed Membership

a. *This rule is left intentionally blank.*

b. *This rule is left intentionally blank.*

c. *This rule is left intentionally blank.*

d. *This rule is left intentionally blank.*

e. *This rule is left intentionally blank.*

f. All Scout Groups, Explorer Scout Units and Scout Networks are required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.

g. Special situations are defined as being where:

- there are cultural or religious requirements for single sex working;
- Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group);
- a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

Rule 3.7 The Beaver Scout Colony Size of Colony

a. The recommended maximum size for a Colony is 24 Beaver Scouts.

b. This number may be exceeded with the agreement of the Group Scout Leader.

When deciding on the Colony size, Leaders should take into account the leadership available and the capacity of the meeting venue and whether it might be more effective to run more than one Colony.

Leadership

- c. The operation of the Colony must be overseen by a Leader.
- d. The leader in charge must plan to ensure that at least two adults (aged 18 or over) are present at regular indoor Colony meetings, at least one of whom should hold a Leader, Manager or Supporter Appointment.
- e. In the event of a Leader, Manager or Supporter not being able to attend the Colony meeting, it is possible on occasions for another adult, with youth leadership experience, to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and would normally have completed *Getting Started* or the equivalent.
- f. Other than two adults being present there is no minimum ratio of adults to Beaver Scouts set for regular indoor Colony meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Colony, which may vary depending on the programme.

It is good practice to have a mixed leadership team.

- g. The recommended minimum ratio for both outdoor activities held away from the usual meeting place and nights away experiences is 1 adult to 6 Beaver Scouts plus the leader in charge. However as a minimum at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- h. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.7d and 3.7g or those required by the activity rules in chapter 9

Age Range, Uniform and Programme

- i. The core age range of the Beaver Scout Colony is from 6 years to 8 years. A young person may join at 5¾ years and remain until 8½ years (see also Rule 3.11b).

- j. Beaver Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10.
- k. All Beaver Scouts should be offered a high quality balanced Programme, run in accordance with the Association's official publications for the Section.

l. *This rule is left intentionally blank.*

Minimum Standards

- m. The minimum standard for a Beaver Scout Colony is:
 - Operation overseen by a Leader (Rule 3.7c)
 - Two adults present (Rule 3.7d)
 - The delivery of a high quality balanced Programme (Rule 3.7k)
 - Opportunities for the members to take part in the decision making process.
 - The opportunity for every Beaver Scout to attend at least one nights away experience every year
- n. The District Commissioner, with the District Team, is required where necessary to assist Colonies to reach the minimum standards detailed above.
- o. If a Colony fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 consecutive years, it must be closed.

Rule 3.8 The Cub Scout Pack

Size of Pack

- a. The recommended maximum size for a Pack is 36 Cub Scouts.
- b. This number may be exceeded with the agreement of the Group Scout Leader.

When deciding on the Pack size, Leaders should take into account the leadership available and the capacity of the meeting venue and whether it might be more effective to run more than one Pack.

Leadership

- c. The operation of a Pack must be overseen by a Leader.
- d. The leader in charge must plan to ensure that at least two adults (aged 18 or over) are present at regular indoor Pack meetings, at least one of whom should hold a Leader, Manager or Supporter Appointment.

e. In the event of the Leader not being able to attend the Pack meeting, it is possible on occasions for another adult, with youth leadership experience, to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and would normally have completed *Getting Started* or the equivalent.

f. Other than two adults being present there is no minimum ratio of adults to Cub Scouts set for regular indoor Pack meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Pack, which may vary depending on the programme.

It is good practice to have a mixed leadership team.

g. The recommended minimum ratio for both outdoor activities held away from the usual meeting place and nights away experiences is 1 adult to 8 Cub Scouts plus the leader in charge. However as a minimum at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.

h. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.8d and 3.8g or those required by the activity rules in chapter 9

Age Range, Uniform and Programme

i. The core age range of the Cub Scout Pack is from 8 years to 10½ years. A young person may join at 7½ years and remain in the Pack until their 11th birthday (see also Rule 3.11b).

j. Cub Scouts wear the approved uniform with distinguishing badges and scarves as described in Chapter 10.

k. All Cub Scouts should be offered a high quality balanced Programme run in accordance with the Association's official publications for the Section.

l. *This rule is intentionally left blank*

Minimum Standards

m. The minimum standard for a Cub Scout Pack is:

- Operation overseen by a Leader.(Rule 3.8c)

- Two adults present (Rule 3.8d)
- The delivery of a high quality balanced Programme (Rule 3.8k)
- Opportunities for the members to take part in the decision making process. Any forum or committee should have both Cub Scouts and Leaders working together.
- The opportunity for every Cub Scout to attend at least one nights away experience every year.

n. The District Commissioner, with the District Team is required where necessary to assist Packs to reach the minimum standards detailed above.

o. If a Pack fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 consecutive years, it must be closed.

Rule 3.9 The Scout Troop

Size of Troop

- a. There is no recommended maximum size for a Troop.
- b. *This rule is intentionally left blank.*

When deciding on the Troop size, Leaders should take into account the leadership available and the capacity of the meeting venue and whether it might be more effective to run more than one Troop.

Leadership

- c. The operation of the Troop must be overseen by a Leader.
- d. The leader in charge must plan to ensure that at least two adults (aged 18 or over) are present at regular indoor Troop meetings, at least one of whom should hold a Leader, Manager or Supporter Appointment.
- e. In the event of a Leader, Manager or Supporter not being able to attend a Troop activity, it is possible on occasions for another adult, with youth leadership experience, to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and would normally have completed *Getting Started* or the equivalent.

- f. Other than two adults being present there is no minimum ratio of adults to Scouts set for regular indoor Troop meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Troop, which may vary depending on the programme being delivered.

It is good practice to have a mixed leadership team.

- g. For outdoor activities held away from the usual meeting place and Nights Away experiences led by a Nights Away Permit holder, the recommended minimum ratio is 1 adult to 12 scouts. However as a minimum, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- h. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in 3.9d and 3.9g or those required by the activity rules in chapter 9.

Age Range, Uniform and Programme

- i. The core age range of the Scout Troop is from 10½ years to 14 years. A young person may join at 10 years and remain until 14½ years (see also Rule 3.11b).
- j. Scouts wear the approved Scout, Sea Scout or Air Scout uniform as appropriate with distinguishing badges and scarves as described in Chapter 10.
- k. All Scouts should be offered a high quality balanced Programme run in accordance with the Association's official publications for the Section.
- l. This rule is intentionally left blank.

Minimum Standards

- m. The minimum standard for a Scout Troop is:
- Operation overseen by a Leader. (Rule 3.9b).
 - Two adults present (Rule 3.9c).
 - The delivery of an appropriate high quality balanced Programme (Rule 3.9k).
 - Opportunities for the members to take part in the decision making process. Any forum or committee should have both Scouts and Leaders working together.

- The opportunity for every Scout to attend at least one nights away experience every year.

- n. The District Commissioner, with the District Team, is required where necessary to assist Troops to reach the minimum standards detailed above.

- o. If a Troop fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 years, it must be closed.

Rule 3.10 The Group Scout Active Support Unit

- a. The Group Scout Leader, in consultation with the Group Executive Committee, may form a Group Scout Active Support Unit..
- b. The purpose of the Group Scout Active Support Unit is to provide a body through which adults provide active support to Scouting in the Group.
- c. Further details of the Scout Active Support method of operation are available from the Scout Information Centre.
- d. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the Group Scout Active Support Unit is open to any person over the age of 18 years, including:
- those holding appointments, who will be expected to give priority to the duties of their appointments;
 - Scout Network members will be expected to give priority to the duties of their appointments.
- e. The Group Scout Active Support Manager must be a Member, all other members of the Group Scout Active Support Unit must be at least Associate Members. They may also become Members by making the Scout Promise.
- f. The Group Scout Active Support Manager is responsible for determining the composition, organisation, programme and administration of the Unit in accordance with the service agreement, agreed annually with the Group Scout Leader or nominee.
- g. The Group Scout Active Support Unit is led by the Group Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more Group Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit..

- h. The following minimum standards are laid down for a Group Scout Active Support Unit:
- **Leadership** – there should be an appointed Group Scout Active Support Manager.
 - **Activity** – the Group Scout Active Support Unit should provide active support to Scouting in the group, as detailed in the service agreement
- i. The Group Scout Leader and the District Commissioner, with the District Team, are required to assist Group Scout Active Support Units to reach the required standards.
- j. If a Group Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- k. If a Group Active Support Unit fails to reach the minimum standard for three years it must be closed.

Rule 3.11 Section Flexibility

a. Integrated Sections

- i. An Integrated Section may consist of Beaver Scouts and/or Cub Scouts and/or Scouts, who work together as one Section.

Note: an integrated Beaver Scout / Cub Scout section should not meet for more than two hours.

- ii. An Integrated Section may only be established with the prior approval of the District Commissioner.
- iii. Members of Integrated Sections take part in a Balanced Programme, make the Promise and wear the uniform appropriate to their Sectional age group.
- iv. The operation of Integrated Sections must follow the guidelines available from the Scout Information Centre.

b. Flexibility for Individual Members

When necessary, due to a young person's special needs, the District Commissioner may, on the recommendation of the Assistant County Commissioner or County Adviser (Special Needs) or (Inclusion) as appropriate, permit a young person to be in a Section outside of the normal age range. This permission should be logged on a simple form and be subject to annual review.

A factsheet and supporting forms are available from the Scout Information Centre.

Rule 3.12 Joint Units

- a. A Joint Unit may consist of Rainbow Guides and Beaver Scouts; or Brownie Guides and Cub Scouts; or Guides and Scouts who work together in one Unit. As a single Unit, they share leadership and facilities.
- b. A Joint Unit is open to Members of either Association. The age group for a Joint Unit should be in accordance with *Policy, Organisation and Rules* and *The Guiding Manual*, although local Commissioners may authorise some flexibility to assist in local circumstances.
- c. Members wear the relevant Scout Association or Girlguiding uniform as appropriate.
- d. All other requirements and Rules of each Association apply.

Types of Scout Group

A Scout Group may be registered as an Open Scout Group, a Sponsored Scout Group, or a Joint Group.

Rule 3.13 The Open Scout Group

- a. An Open Scout Group has no formal relationship with any other organisation and has a policy of unrestricted recruitment.

Rule 3.14 The Sponsored Scout Group

- a. Guidance on sponsoring agreements, responsibilities of sponsoring authorities and agreements with regard to property and equipment are contained within the factsheet *Community Sponsorship* available from the Scout Information Centre.
- b. A Sponsored Scout Group can be sponsored by an organisation approved by Headquarters. The Group will have a policy of recruitment defined in a formal agreement with the Sponsoring Authority.
- c. Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations and formations of Her Majesty's Forces.
- d. 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.

- e. Sponsored Scout Groups may have a policy of unrestricted or restricted recruitment as defined in a formal agreement between the District Executive Committee and the Sponsoring Authority.
- f. No restriction on recruitment may be made which contravenes the provisions of any law.
- g. 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.
- h. In the event of a disagreement between the Sponsoring Authority and the Group Scout Leader, the matter must be referred to the District Commissioner. (See Chapter 15 for further information)

Rule 3.15 Joint Scout/Guide Groups

- a. Joint Scout and Guide/Guide and Scout Groups are recognised and supported by The Scout Association and Girlguiding.
- b. Joint Groups should be registered with each Association simultaneously and be fully integrated into the normal District, Division and County structures.
- c. The registration of existing and new Joint Groups require the approval of the relevant Commissioners of both Associations.
- d. The detailed operating arrangements for Joint Groups are a matter for local agreement.
- e. Each unit within the Group should follow the relevant Association's member programme for the Section.

Rule 3.16 Partnerships with Explorer Scout Units

- a. Explorer Scout Units are part of a District provision.
- b. Explorer Scout Units may be attached to a Scout Group but are not a formal part of the Group.
- c. An Explorer Scout Unit and a Scout Group wishing to work together should enter into a Partnership Agreement.
- d. The purpose of the Partnership Agreement is to help an Explorer Scout Unit and Scout Group to understand the operational relationship between the two.

- e. Whilst many links will be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.
- f. The District Explorer Scout Commissioner should ensure that:
 - the Partnership Agreement sets out clearly the links between the Unit and the Group and arrangements on liaison, the use of equipment, facilities and resources.
 - the Agreement is reviewed regularly to ensure its continuing appropriateness in changing circumstances.
- g. Partnership Agreements are not intended to be legally binding documents. Each Agreement should include the following sentence: 'This document is not intended to create legal relations'.
- h. The Agreement should be signed by the District Explorer Scout Commissioner, the Explorer Scout Leader and the Group Scout Leader.

Further information and examples of Partnership Agreements can be obtained from the Members Resources area of the website.

Rule 3.17 The Formation and Registration of Scout Groups

- a. Application for the registration of a Scout Group 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 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;
 - the proposed Group will be run properly;
 - suitable Leaders can be found;
 - the prospective Group Scout Leader (or Section Leader in the case of a Group consisting of a single Section):
 - accepts the Association's policies, rules and procedures;

- undertakes to form a Group Scout Council and a Group Executive Committee as soon as possible but in any case not later than three months after the date of registration;
 - will give due emphasis to the key policies of the Association (see Chapter 2);
 - will initiate a programme of training in accordance with the training policy of the Association;
 - will comply, as appropriate, with the provisions of all rules and guidance relating to Sponsored Scout Groups.
- c. If the District Commissioner and the District Executive Committee refuse to recommend the registration of a Group, the District Commissioner must send a full report on the matter to the appropriate Country Headquarters, through the County Commissioner.
- d. If registration is recommended, Headquarters will issue a Certificate of Registration and send this via the District Secretary to the prospective Group Scout Leader (or Section Leader in the case of a Group consisting of a single Section).
- e. Notification of registration will be sent by Headquarters to the County Secretary and Country Headquarters if appropriate.
- 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 as appropriate.

Rule 3.18 Annual Renewal of Registration

- a. Registration is valid only until the 31 March of the calendar year following the issue of the Certificate of Registration.
- b. Registration must be renewed annually by completing and submitting an annual registration and census return as directed by Headquarters.
- c. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District, and County Membership Subscriptions payable.

Rule 3.19 Changes in Registration

- a. If it is required to change the registration of a Group or to amalgamate with another Group, Form C2 must be submitted to Headquarters by the District Secretary.
- b. Changes in the composition of a Group made by the addition or loss of Sections do not necessitate a change of registration.

- c. Such changes are made with the approval of the District Commissioner after consultation with the District Executive Committee and the Sponsoring Authority, if appropriate.

Rule 3.20 Suspension of Registration

- a. Suspension of registration is a purely temporary measure.
- b. A Group may have its registration suspended by the District Commissioner, or the District Executive Committee. The suspension must be approved by the County Commissioner or County Executive.
- c. In exceptional circumstances Headquarters may suspend the registration of a Group. This must be done in consultation with the County Commissioner.
- d. Suspension of registration may also be a consequence of the suspension of the District.
- e. In such a case the County Commissioner may direct that Groups will not be suspended but attached to a neighbouring District or to the County as appropriate.^{sv}
- f. In the event of suspension all Group activities must cease and all Group Scouters are automatically suspended as if each were individually suspended.
- g. During suspension no member of the Group may wear uniform or badges.
- h. If the Group Executive Committee is included in the suspension, this must be specified and the District Executive Committee will be responsible for the administration of Group property and finance during the period of suspension.
- i. The Group Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Commissioner.
- j. A District Commissioner or District Executive Committee who suspends a Group must report the matter with full details to the County Commissioner. They must also notify the County Secretary, the Sponsoring Authority and the appropriate Country Headquarters.
- k. The County Secretary must report the circumstances as soon as possible to the County Executive Committee.
- l. The District Commissioner should consult their Country Headquarters as to how best to resolve the underlying problem which led to the suspension.

Rule 3.21 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 District Executive Committee, following a meeting specially convened;
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 the required 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 as described in Chapter 13 to deal with its property and assets.
- c. Any Section within a Group may be closed by the District Commissioner and the District Executive Committee acting together, following consultation with the Sponsoring Authority, if any.
- d. The membership of each Member of the closed Section will cease automatically, unless membership of another Section or Group is arranged as directed by the District Commissioner.
- e. A Scout Group cannot exist unless it has a current registration with Headquarters.
- f. Charity law does not permit a Scout Group to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.
- g. Individual or several Members of a Group may leave and join any other organisation they wish. The Group itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- h. In the event of all the Members leaving, the District will close the Group and cancel its registration.
- i. In the event that not all the Members leave, it will be a decision for the District Commissioner and District Executive Committee as to whether to close the Group or try to keep it running with a reduced membership.

Rule 3.22 Management of the Scout Group

- a. A Scout Group is created and operated as an educational charity.
- b. Every Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of the Scout Group subject to the policy and rules of The Scout Association.
- c. A Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.
- d. The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the high quality balanced Programme for young people within the Group.

Rule 3.23 The Constitution of the Scout Group

In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.

a. The Group Scout Council

The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.

- i. Membership of the Group Scout Council is open to:
- Scouters;
 - Group Scout Active Support members (including the Group Scout Active Support Manager and Group Scout Active Support Co-ordinators – if appointed);
 - Colony, Pack and Troop Assistants ;
 - Skills Instructors;
 - Administrators;
 - Advisers;
 - Patrol Leaders;
 - all parents of Beaver Scouts, Cub Scouts and Scouts;
 - the Sponsoring Authority or its nominee;
 - 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 Scout Council;
 - Explorer Scout Leaders (if stated in a Partnership Agreement);

- ii. The District Commissioner and District Chairman are ex-officio members of the Group Scout Council.
- iii. Membership of the Group Scout Council ceases upon:
 - the resignation of the member;
 - the dissolution of the Council;
 - the termination of membership by Headquarters following a recommendation by the Group Executive Committee.
- iv. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:
 - receive and consider the Annual Report of the Group Executive Committee, including the annual statement of 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 or independent examiner or scrutineer as required.

b. The Group Executive Committee

- i. The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:^{SV}
 - Comply with the Policy, Organisation and Rules of The Scout Association
 - Protect and maintain any property and equipment owned by and/or used by the Group
 - Manage the Group finances.
 - Provide insurance for people, property and equipment.
 - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
 - Promote and support the development of Scouting in the local area.
 - Manage and implement the Safety Policy locally
 - Ensure that a positive image of Scouting exists in the local community.

- Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of Sections in the Group as necessary

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
 - Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
 - Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it. (See Rule 13.3)
 - Maintain confidentiality with regard to appropriate Executive Committee business.
 - Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
 - Ensure line management responsibilities for employed staff are clearly established and communicated.
- iii. The Group Executive Committee consists of:^{SV}

Ex-officio Members

- The Group Chairman;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader;
- The Explorer Scout Leader (if stated in a Partnership Agreement, and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function);
- The Sponsoring Authority or its nominee;
- All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in writing or orally

at the meeting) that they are willing to perform such a function.

Elected Members

- persons elected at the Group Annual General Meeting;
- these should normally be four to six in number;
- the actual number must be the subject of a resolution by the Group Scout Council.

Nominated Members

- persons nominated by the Group Scout Leader;
- the nominations must be approved at the Group Annual General Meeting; the number of nominated members must not exceed the number of elected members.

Co-opted Members

- persons co-opted annually by the Group Executive Committee
- the number of co-opted members must not exceed the number of elected members.

Right of Attendance

- the District Commissioner and the District Chairman have the right of attendance at meetings of the Group Executive Committee.

iv. Additional Requirements for sub-Committees:

- sub-Committees consist of members nominated by the Committee.
- The Group Scout Leader and the Group Chairman will be ex-officio members of any sub-Committee of the Group Executive Committee.
- Any fundraising committee must include at least two members of the Group Executive Committee. No Section Leader or Assistant Leader may serve on such a fundraising sub-Committee.

v. Additional Requirements for Charity Trustees:^{SV}

- All members of the Group Executive Committee are Charity Trustees of the Scout Group
- Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as Charity Trustees (however the views of young people in the Group must be taken into consideration).

- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act
- Some Groups may also need to register as a charity. (See Rule 13.3).^{SV}

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 Group Scout Active Support Manager. Explorer Scout Leaders may be included if stated in the partnership agreement.
- ii. The role of the Group Scouters' Meeting is to:
 - consider the well-being and development of each Member of the Group;
 - ensure the progress of each Member through the programme;
 - plan and co-ordinate all the Group's activities;
 - to keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.

d. Conduct of Meetings

- i. Only members as defined above may vote in meetings of the Group Scout Council and the Group Executive Committee.
- ii. Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the chairman does not have a casting vote and the matter is taken not to have been carried.
- iii. The Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Group Executive Committee and its sub-Committees.

Rule 3.24 Administrators and Advisers

- a. The Group Chairman and the Group Scout Leader must be able to work in partnership.
- b. To assist the formation of this partnership the Group Chairman is nominated by the Group Scout Leader. The appointment should not be held by a Leader, Manager or Supporter.

- c. The appointment of the Group Chairman is approved by the Group Scout Council at its Annual General Meeting.
- d. Every effort should be made to find a Group Chairman. Only in extreme circumstances may the Group Scout Leader act as Group Chairman for a short period.
- e. The Group Secretary and Group Treasurer are elected by the Group Scout Council at the Annual General Meeting every year. Neither appointment may be held by a Leader, Manager or Supporter.
- f. No individual should hold more than one of the appointments of Group Chairman, Secretary or Treasurer of the same Executive Committee. Neither can these appointments be combined in anyway.
- g. Other Administrators and Advisers may be appointed by the Group Executive Committee with the approval of the Group Scout Leader as per POR: The Appointment Process.
- h. Administrators and Advisers appointments 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;
 - confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group.
- i. The appointment and termination of all Group Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

Rule 3.25 Minimum Age for Appointments

- a. To hold a adult appointment in a Scout Group a person must have reached the age of 18.

Rule 3.26 The Appointment of Adults

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles will require a personal enquiry check every five years. Where possible this should be carried out at appointment review.

- b. An enquiry is not normally required if the individual is simply moving from one appointment to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial appointment, that they have a valid disclosure and the person's service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- c. The District Secretary must forward the Personal Enquiry to Headquarters without delay, following its completion by the adult concerned.
- d. When completing a Personal Enquiry the fullest possible information about the individual must be given.
- e. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- f. Parents and occasional helpers who are required to undergo a Personal Enquiry (see 3.26a) must either be entered directly into Compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass (available from the Information Centre).^{sv}
- g. Section leaders should ensure parents and occasional helpers who are involved more than once a month are aware of the appointment opportunities available to them.

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Rule 3.35 The Appointment of Young Leaders

Young Leaders (Explorer Scouts)

- a. For rules on the Appointment of Young Leaders see Rule 4.37.
- b. *This rule is intentionally left blank*
- c. *This rule is intentionally left blank*
- d. *This rule is intentionally left blank*
- e. *This rule is intentionally left blank*

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Rule 3.41 Limitation on the number of Appointments held

- a. No Manager, Leader or Supporter may hold more than one appointment unless able to carry out all the duties of more than one appointment satisfactorily.
- b. The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. The Group Scout Leader may not hold any other appointment in the Scout Group other than Training Adviser.

Rule 3.42 Responsibilities of Appointments in the Scout Group

a. The Group Scout Leader

- i. The Group Scout Leader is responsible to the District Commissioner for:
 - the development of Scouting in the Group's catchment area;
 - promoting and maintaining the Policy of the Association;
 - The local management of the Safety Policy together with the Group Executive;

- ensuring that all adults working within the Scout Group (including members of any Group Scout Active Support Unit) are 'fit and proper' persons to carry out the tasks given them;
- the continuity and development of training in Sections of the Group;
- ensuring all adults in the Group are appropriately trained;
- maintaining effective communication with the District Commissioner, District Explorer Scout Commissioner, Scout Active Support Units, the local authority youth service, and other organisations whose advice and support could assist the Group;
- acting as Chairman of the Group Scouters' Meeting;
- encouraging co-operation among the Scouters of the Group;
- nominating the Group Chairman. The Group Scout Leader may not hold this appointment, nor may a Scouter be nominated;
- matters relating to the admission and membership of Beaver Scouts, Cub Scouts, Scouts and members of the Scout Active Support Unit in the Group;
- agreeing the service agreement of any Group Scout Active Support Units and reviewing them annually;
- building and maintaining a good relationship with the Group's immediate community;
- building and maintaining a good relationship with the Sponsoring Authority in the case of a Sponsored Scout Group and with any community represented by the Sponsoring Authority;
- all other matters specified in these Rules for Group Scout Leaders.

b. The Assistant Group Scout Leader

- i. An Assistant Group Scout Leader may be appointed, with responsibilities as defined by the Group Scout Leader.
- ii. The Group Scout Leader should have regard to the desirability of developing the Assistant's leadership potential.

c. Group Scout Leader (Acting)

- i. If a Group Scout Leader appointment is or becomes vacant the District Commissioner will appoint an Group Scout Leader (Acting) as a temporary measure or will perform these duties himself.

- ii. The District Commissioner must give priority to filling the vacancy as soon as possible.

d. The Section Leader

- i. The Section Leader is responsible for planning and implementing a high quality balanced Programme for the Section, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Section Leaders, Section Assistants and Skills Instructors.

- ii. It is a Leader's responsibility actively to encourage transfer between the Sections.

e. Assistant Section Leader

- i. The responsibilities of an Assistant Section Leader are specified by the Section Leader, who should have regard to the desirability of developing the Assistant's leadership potential.

f. *This rule is left intentionally blank*

g. *This rule is left intentionally blank*

h. *This rule is left intentionally blank*

i. *This rule is left intentionally blank*

Rule 3.43 The Training of Adults

- a. The acceptance of an appointment involves an obligation to undertake training appropriate to that appointment.
- b. For roles that require a Wood Badge a Training Adviser will be assigned to the adult to draw up a *Personal Learning Plan*, support the adult through the scheme and validate the necessary modules.
- c. During the Provisional Appointment period, the *Getting Started* modules should be completed. These comprise of:
 - Module 1 – *Essential Information*
 - Module 2 – *Personal Learning Plan*
 and either:
 - Module 3 – *Tools for the Role (Section Leaders)*
 or
 - Module 4 – *Tools for the Role (Managers and Supporters)*
- d. Once the Appointment Certificate has been issued the adult should complete the necessary modules for their role, as outlined on their 'Personal Learning Plan'.

- e. Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.

- f. Validation is necessary for all modules identified on the *Personal Learning Plan*.

Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.

- g. Following the successful validation of the modules on the *Personal Learning Plan*, a Wood Badge can be awarded.

- h. Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing* learning per year, averaged over the length of the appointment.

- i. It is the responsibility of the adult's line manager to monitor completion of *Ongoing* learning.

Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.

- j. In exceptional circumstances, Headquarters may prescribe the *Ongoing* learning requirements during a certain year (or years) for all or certain roles.

For more information about Adult Training see the publication 'The Scout Association's Adult Training Scheme' available from the Scout Information Centre.

Rule 3.44 Adult Responsibility for the Programme

- a. Section Leaders, working with Assistant Leaders and Section Assistants, are responsible for the detailed programme of individual Colonies, Packs, and Troops.
- b. Leaders should take account of the Section's method and programme as outlined in the Association's official publications, together with the special needs of any members.
- c. Attention must be paid to the requirements of safety and to any Rules governing activities.

Rule 3.45 Young People's Responsibility for the Programme

- a. Progressive responsibility for planning and decision-making is an important element of the Programme.
- b. There should be effective operation of the Colony, Pack and Troop Forum, and the Patrol System.

Awards and Badges

Requirements of Section awards and badges are found in the Association's official publications for the Section.

Rule 3.46 rule intentionally left blank

Rule 3.47 Members with Special Needs

- a. It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities.
- b. 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.
- c. Leaders with members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts, Counties, Countries and at Headquarters.

Rule 3.48 Finance and the Scout Group

Certain Rules in this Section do not apply, without modification, in parts of the British Isles outside England and Wales.^{SV}

- a. Every Scout Group is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Acts apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The Group Executive Committee must ensure that proper financial planning and budgetary control is operated within the Group.
- d. The Group Scouters' Meeting must be consulted on the financial planning of the Group's activities.
- e. All expenditure not specifically delegated to the Group Scouters' Meeting or Section Leaders must be approved by the Group Executive Committee to ensure that the Group can meet any liability so incurred.
- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the Group and not in a personal capacity.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.

- h. The Group must ensure that signed copies of the annual report and accounts are sent to the District Treasurer within the 14 days following the Group's Annual General Meeting at which the annual report and accounts were received and considered.
- i. If called upon to do so, the Group Treasurer must also send a copy of the latest statement of accounts to the County Treasurer or Headquarters.
- j. If the Group is a registered charity a copy of the annual report and accounts must also be sent to the appropriate charity regulator if the regulator's rules require it, within ten months of the financial year end.
- k. The annual statement of accounts must account for all monies received or paid on behalf of the Group, including all Sections, Committees and the Group Scout Active Support Unit.
- l. If the gross income or expenditure is above the limits laid down in the factsheet *Guidance on Accounting and Auditing Requirements* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from the Scout Information Centre.
- m. If the gross income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- n. If the Group is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
- o. A permanent endowment is an asset, e.g. a property held by the Group, which may not be sold or disposed of.
- p. The particulars of the trustees in whom such assets are vested also must be shown.
- q. The annual statement of accounts may be in the format of one of four model annual statements available from the Scout Information Centre. These models are suitable for:
 - receipts and payments accounts for a single fund unit ie where there are no special funds whose use is restricted;
 - receipts and payments accounts for a multi fund unit ie where there are special funds in addition to a general fund;

- accruals (SOFA) accounts for a single fund unit;
 - accruals (SOFA) accounts for a multi fund unit.
- r. The appropriate model will depend upon the gross income in the financial year and whether the Group has any special funds whose use is restricted to particular purposes rather than the general purposes of the Scout Group.
- s. At each Annual General Meeting of the Group Scout Council an auditor, independent examiner or scrutineer, as appropriate must be appointed.
- t. Each Group can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Guidance on Accounting and Auditing Requirements*.
- u. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 1993.
- v. A report to the trustees (the Group Executive) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Guidance on Accounting and Auditing Requirements* as appropriate to a scrutineer, an independent examiner or an auditor.
- w. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Guidance on Accounting and Auditing Requirements*.

Rule 3.49 Funds administered by Sections and the Group Scout Active Support Unit

- a. Each Section or Group Scout Active Support Unit must itself administer sums allocated to it by the Group Executive Committee.
- b. Subscriptions paid by or on behalf of Members of each Sections or Group Scout Active Support Unit members must be handed to the Group Treasurer or their nominee as soon as possible after receipt.
- c. The Group Treasurer should make the necessary records and pay the money into the Group bank account(s) as soon as practicable.
- d. Each Section and Group Scout Active Support Unit must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the Group Treasurer at least once in each period of three months.

Rule 3.50 Bank Accounts

- a. All monies received by or on behalf of the Group either directly or via supporters, must be paid into a bank account held in the name of the Group. This account may, alternatively, be a National Savings account or a building society account.
- b. The account(s) will be operated by the Group Treasurer and other persons authorised by the Group Executive Committee.
- c. A minimum of two signatories must be required for any withdrawals.
- d. Under no circumstances must any monies received by a Section or supporter on behalf of the Group be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the Group Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.
- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the Group.
- g. Group funds must be invested as specified by the Trustee Act 2000.^{SV}
- h. Group funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the Group account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

Rule 3.51 Disposal of Group Assets at Amalgamation

- a. If two or more Scout Groups amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.
- b. The statement, together with all Group assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group formed by the amalgamation.
- c. If the Group Treasurer considers it necessary, after consultation with the Group Executive Committee, he may ask the District Executive Committee to appoint an appropriate person to examine the accounts.

Rule 3.52 Disposal of Group Assets at Closure

- a. If a Group ceases to exist, the Group Treasurer must prepare a statement of account at the effective date of closure.
- b. The statement, together with all Group assets, must be handed to the District Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. The District Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Subject to Rule 13.7, any assets remaining after the closure of a Group will automatically pass to the District Scout Council which shall use or dispose of these assets at its absolute discretion.^{SV}
- e. If there is any reasonable prospect of the Group being revived the District Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived Group.
- f. If the District Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the District Treasurer must forward a copy of the financial statement to the County Headquarters with the proposals of the Executive Committee requesting instructions.
- g. The District Executive Committee is responsible for preserving the statements of account and all accounting records of the Group.

Rule 3.53 Preservation of Books of Account

- a. Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

Rule 3.54 Payment of the Membership Subscription

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription.^{SV}

- b. The amount of the Membership Subscription is decided annually by the Board of Trustees.^{SV}
- c. In addition, to meet local costs, the local Scout County and the local Scout District may charge a membership subscription.
- d. Every Scout Group is responsible for the collection and payment of the Headquarters, Membership Subscriptions and any County and District Subscriptions in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to the District Treasurer not later than the date annually notified locally.
- f. Membership subscriptions may be collected from Members or their parents by a method decided by the Group Executive Committee.
- g. The Group is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.
- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

Rule 3.55 Fundraising

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Groups are expected to generate sufficient funds to carry out their own programme of activities.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:

- the proceeds of the activity go wholly to the work of the Group or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group is wholly applied to the work of the Group;
 - it does not encourage the habit of gambling.
- f. Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- g. Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.
- h. The Scout association operates a number of National Corporate Partnerships, for a list please visit, <http://scouts.org.uk/what-we-do/become-a-partner/>. Any fundraising activity that may include a body from this list has to be approved, pre agreement, by TSA HQ. Please submit an enquiry email to corporate.partnerships@scouts.org.uk and a member of the team will reply.

Rule 3.56 Joint Fundraising Projects

- a. Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b. Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- c. When undertaking a joint project it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

Rule 3.57 Fundraising and the Law

- a. All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details may be obtained from the Fundraising section of the Scouts website <http://scouts.org.uk/what-we-do/fundraising>.

Rule 3.58 Lotteries and Gaming

- a. If a Group considers raising funds by means governed by any legislation as detailed at Rule 3.57, the proposed activity must have the recorded approval of the Group Executive Committee and Sponsoring Authority, if any, and of the District Chairman.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c. The promoter of any fundraising activity governed by legislation should be a member of the Group Executive Committee.
- d. Scout Groups in the areas adjacent should be informed of the proposed activity. The fundraising activity should as far as practicable be carried out within the Group's catchment area.
- e. Any advertising material used must conform with the requirements of the Acts and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f. If the Group is a registered charity, this fact must be stated in any advertising material.

Rule 3.59 Appeals for Funds

- a. Groups may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from the District Executive Committee. The District Executive Committee must consult the County Commissioner and Country Headquarters before giving approval.
- c. Any permitted appeal must not exceed the boundaries of the District in which the Group is located.

Rule 3.60 Professional Fundraisers

- a. Groups may not appoint a professional fundraiser without the approval of the District and County Executive Committees who will ensure that the requirements of the legislation are fully complied with.

Rule 3.61 Grant Aid and Loans

- a. Provided that a Group raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the District Chairman and the County Commissioner before Submission.
- c. Applications for grants or loans from Headquarters must have the approval of the Group Chairman and the District Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the Group Chairman and the District Commissioner if the latter so directs.
- e. If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

Chapter 4

The Scout District

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Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and adults to make decisions and take responsibility;
- functional units through which the design and delivery of the programme can be best achieved.

A Scout District comprises several Scout Groups, one or more Explorer Scout Units and one District Scout Network. Additionally a District may have one or more District Scout Active Support Units and Special Groups.

Rule 4.1 Membership of the Scout District

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles will require a personal enquiry check every five years.
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.

- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes an Associate member of a Group, District and County (as appropriate). They also become an Associate Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops and Explorer Scout Units is open to males and females (unless otherwise stipulated).
- h. Adult membership of the Scout Movement, whether by appointment or otherwise, is open equally to men and women.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

Members

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
 - Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, members of Scout Network;

- those adults with an appointment as a Leader, Manager or Supporter as described in POR: The Appointment Process;
 - Associate Members and other adults who opt to be Members.
- n. Members must also pay any County, District and Group Membership Subscription determined locally.
- o. Young people become Members of the Scout Movement by making the Promise appropriate to their Section.
- p. Adults become Members by making the Promise and completing a Members' Declaration.
- q. Members of the Movement may:
- wear the approved uniform (see Chapter 10);
 - wear the World Membership badge;
 - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
 - wear the World Membership lapel badge.

Associate Members

- r. The following are required to be Associate Members and pay the Headquarters Membership Subscription annually:
- Members of the Scout Active Support Units;
 - Section Assistants;
 - Group and District Skills Instructors holding Certificates of Appointment;
 - Group & District Advisers;
 - District Chairman, Secretary and Treasurer;
 - other adults who opt to be Associate Members.
- s. Associate Members must also pay any County, District and Group Membership Subscription determined locally.
- t. Adults become Associate Members of the Scout Movement by completing an Associate Members' Declaration.
- u. Associate Members are not required to make the Promise.
- v. Associate Members of the Movement may:
- wear the approved uniform (see Chapter 10);

- receive benefits provided by any Group, District, and County to which the Member belongs.

*Note: other District trustees are not required to be Associate Members but are **encouraged** to become Members or Associate Members.*

Rule 4.2 Admission to membership

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.
- c. The decision to admit anyone to membership of an Explorer Scout Unit rests with the District Explorer Scout Commissioner subject, in the case of a Partnership Agreement with a Sponsored Scout Group, to any recruitment policy defined.
- d. The decision to admit anyone to membership of a District Scout Network rests with the District Scout Network Commissioner.
- e. Explorer Scouts who turn 18 years of age will automatically become Members of the District Scout Network. Exceptionally, where there is no District Scout Network but a County Scout Network or equivalent operates, they will automatically become Members of the County Scout Network or equivalent

Rule 4.3 Forfeit of membership

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group.
- b. Explorer Scouts forfeit membership if they leave the Explorer Scout Unit.
- c. Scout Network members who hold no other adult appointment forfeit membership if they leave the Scout Network.

Rule 4.4 Transfer of membership

- a. *This rule is left intentionally blank*
- b. *This rule is left intentionally blank*
- c. If a Member leaves a Scout Network due to moving to another locality, the District Scout Network Commissioner should inform the Assistant County Commissioner Scout Network of the County into which the Member is moving.^{sv}
- d. If the address of the District Secretary is not known, the information should be forwarded to Headquarters.

- e. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and members of Scout Network who are going to live abroad.

Rule 4.5 Annual Census

- a. The number of Members and Associate Members must be returned in an annual census of the Group or District.
- b. A list of the names and addresses of Members in a Group at the date of the annual census must be collected by the Group and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- c. A list of the names and addresses of Members of Explorer Scout Units in the District must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- d. A list of the names and addresses of members of a District Scout Network must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.

Rule 4.6 Mixed Membership

- a. *This rule is left intentionally blank.*
- b. *This rule is left intentionally blank.*
- c. *This rule is left intentionally blank.*
- d. *This rule is left intentionally blank.*
- e. *This rule is left intentionally blank.*
- f. *This rule is left intentionally blank.*
- g. *This rule is left intentionally blank.*
- h. All Scout Groups, Explorer Scout Units and Scout Networks are required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.
- i. Special situations are defined as being where:
- there are cultural or religious requirements for single sex working;
 - Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group;
 - a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups or Explorer Scout Units may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

Rule 4.7 Explorer Scout Units

- a. Explorer Scout Units are part of a District's provision of Scouting.
- b. Explorer Scout Units may be attached to a Scout Group but are not a formal part of the Group.
- c. An Explorer Scout Unit consists of a number of Explorer Scouts.
- d. They may be divided into smaller groups but these should be flexible.
- e. All Explorer Scout Units are required to be open to male and female membership except in special situations. Special situations include those where there are specific cultural or religious requirements for single sex Explorer Scout Units.
- f. The operation of the Unit must be overseen by a Leader.
- g. The Leader in charge must plan to ensure at least two adults (aged 18 or over) are present at regular indoor Unit meetings, at least one of whom should hold a Leader, Manager or Supporter appointment.
- h. In the event of a Leader, Manager or Supporter not being able to attend a Unit meeting, it is possible on occasions for another adult, with youth leadership experience, to take their place at the meeting or similar event, as long as the District Explorer Scout Commissioner is consulted and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and would normally have completed *Getting Started* or the equivalent.
- i. Other than two adults being present there is no minimum ratio of adults to Explorers set for regular indoor Unit meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Unit, which may vary depending on the programme being delivered.

It is good practice to have a mixed leadership team

- j. There is no recommended minimum ratio for outdoor activities held away from the usual meeting place or nights away experiences. However as a minimum for all Nights Away experiences led by a Nights Away Permit Holder, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a residential experience.
- k. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in Rule 4.7g or those required by the activity rules in chapter 9.
- l. The age range of the Section is from 14 years to 18 years old. The age for moving from the Scout Section is between 13½ and 14½ years and moving to the Scout Network between 17½ and 18 years. The leaving age is upon reaching the 18th birthday.
(Note: A young person who turns 18 during an event or residential activity (of no more than one month's duration) shall be treated as under 18, and be subject to all rules applicable to under 18 year olds, for the duration of that event.)
- m. The Explorer Scout Unit should have opportunities for the members to take part in the decision making process. Any forum or committee should have both Explorer Scouts and Leaders working together.
- n. Explorer Scouts wear the approved Explorer Scout, Sea Scout or Air Scout uniform with distinguishing emblems and scarves as described in the Chapter 10.
- o. The following minimum standards are laid down for Explorer Scout Units:
- Operation overseen by a leader (Rule 4.7f)
 - Two adults present (Rule 4.7g)
 - The delivery of a high quality balanced Programme run in accordance with the Association's official publications for the Section.
 - Opportunities for the members to take part in the decision making process. (Rule 4.7m)
 - The opportunity for every Explorer Scout to attend at least one nights away experience every year.

- p. The District Commissioner, with the District Team, is required where necessary to assist Explorer Scout Units to reach the required standard.
- q. If an Explorer Scout Unit fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee. If an Explorer Scout Unit fails to reach the minimum standard for three years it must be closed.

Rule 4.8 Explorer Scout Unit Partnerships with Groups

- a. An Explorer Scout Unit and a Scout Group wishing to work together should enter into a Partnership Agreement.
- b. The purpose of the Partnership Agreement is to help an Explorer Scout Unit and Scout Group to understand the operational relationship between the two.
- c. Whilst many links will be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.
- d. The District Explorer Scout Commissioner should ensure that:
- the Partnership Agreement sets out clearly the links between the Explorer Scout Unit and the Group and arrangements on liaison, the use of equipment, facilities and resources;
 - the Agreement is reviewed regularly to ensure its continuing appropriateness in changing circumstances.
- e. Partnership Agreements are not intended to be legally binding documents. Each Agreement should include the following sentence: 'This document is not intended to create legal relations'.
- f. The Agreement should be signed by the District Explorer Scout Commissioner, the Explorer Scout Leader and the Group Scout Leader.

Further information and examples of Partnership Agreements can be obtained from the Scout Information Centre.

Rule 4.9 District Scout Networks^{SV}

- a. District Scout Networks are part of a District's provision of Scouting.
- b. A District Scout Network consists of all Members aged 18-25 within the District.

- c. All District Scout Networks are required to be open to male and female membership except in special situations. Special situations include those where there are specific cultural or religious requirements for a single sex District Scout Network
- d. The age range of the Section is from 18 years to 25 years. The age for moving from the Explorer Scout Section is 18 years. The leaving age is upon reaching the 25th birthday.
- e. The District Scout Network should provide opportunities for the Members to take part in the decision making process. Any forum or committee should have both Scout Network Members and the District Scout Network Commissioner working together.
- f. Scout Network Members wear the approved Scout Network, Sea Scout Network or Air Scout Network uniform with distinguishing emblems and scarves as described in Chapter 10.
- g. The following minimum standards are laid down for District Scout Networks:
- Leadership – every District Scout Network must have a District Scout Network Commissioner appointed in line with POR: The Appointment Process.
 - Training – the training of Scout Network Members must be in accordance with the Association's official publications for the Section.
 - Nights Away – every Scout Network Member must have the opportunity of attending a camp every year.
- h. The District Commissioner, with the District Team, is required where necessary to assist a District Scout Network to reach the required standard.
- i. If a District Scout Network fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- j. If a District Scout Network fails to reach the minimum standard for three years it must be closed.
- k. A District Scout Network should have a link agreement in place with the Explorer Scout provision within the District.

Rule 4.10 Joint Units

Whilst formal Joint Units are not permitted between Explorer Scout Units or Scout Networks and sections of Girlguiding, joint activities are encouraged.

Further advice and information is available from the Scout Information Centre.

Rule 4.11 The District Scout Active Support Unit

- a. The District Commissioner, in consultation with the District Executive Committee may form District Scout Active Support Units.
- b. The purpose of District Scout Active Support Units is to provide active support to Scouting in the District, as identified in the service agreement.
- c. All adult only support groups linked to Scouting within the District must be registered as Scout Active Support Units.
- d. The District Commissioner must ensure that:
- District Scout Active Support Units are supported and co-ordinated; and
 - District Scout Active Support Managers are provided with line management either directly by the District Commissioner or from a Deputy District Commissioner or other nominee.
- e. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the District Scout Active Support Unit is open to any person over the age of 18 years, including:
- those holding appointments, who will be expected to give priority to the duties of their appointments;
 - Scout Network members, who will be expected to give priority to their Scout Network.
- f. The District Scout Active Support Manager must be a Member, all other members of a District Scout Active Support Unit must be at least Associate Members. Associate Members may become Members by making the Scout Promise.
- g. The District Scout Active Support Manager is responsible for determining the composition, organisation, programme and administration of the Unit in accordance with the service agreement agreed annually with the District Commissioner or nominee.

- h. The District Scout Active Support Unit is led by the District Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more District Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.
- i. The following minimum standards are laid down for a District Scout Active Support Unit:
- **Leadership** – there must be an appointed District Scout Active Support Manager
 - **Activity** - the District Scout Active Support Unit must provide active support to Scouting in the District, as detailed in the service agreement.
- j. The District Commissioner, with the District Team is required to assist District Scout Active Support Units to reach the required standards.
- k. If a District Scout Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- l. If a District Scout Active Support Unit fails to reach the minimum standard for three years it must be closed.

Rule 4.12 Special Groups (Scouting for people in hospital or with severe disabilities)

- a. Special Groups exist for Members who are in hospital or have severe disabilities and it is not possible or appropriate for them to be integrated into mainstream Scouting.
- b. In Special Groups the District Commissioner may, on the recommendation of the Assistant County Commissioner or County Adviser (Special Needs) or (Inclusion) as appropriate, authorise operation outside the standard age ranges. It is good practice to ensure that any one grouping does not span more than six years in the 6-14 age range and more than ten years in the 14-25 age range. This permission should be logged on a simple form.
- c. Membership is acquired through making the Promise. The Promise needs to be meaningful for each Member and some flexibility in expressing the Promise may be required.
- d. Members wear the uniform of the appropriate Section to which they belong.

- e. Provision for people aged over 25 with severe learning difficulties is made through the Scout Active Support Unit.
- f. The Gateway Award, as an alternative to the Duke of Edinburgh Award, may be achieved following the successful completion of the Gateway Award programme. The cloth badge is worn on the upper left arm. Further information is available from www.mencap.org.uk/gatewayaward.

Further guidance on the formation and operation of Special Groups is available from Headquarters. Guidelines for District Commissioners and sample forms are available from the Scout Information Centre.

Rule 4.13 The Formation and Registration of Scout Districts

- a. Scout Districts are registered by Headquarters on the recommendation of the County Commissioner and of the Country Headquarters, where appropriate.
- b. Application for registration must be completed and signed by the prospective District Secretary and District Commissioner.
- c. The form is sent to Headquarters through the County Secretary who must sign it to signify the approval of the County Commissioner and forward it through the Country Headquarters, if appropriate.
- d. The County Commissioner and the County Executive Committee must be satisfied that:
- registration is desirable;
 - the proposed District will be run properly;
 - suitable Leaders can be found;
 - the prospective District Commissioner:
 - accepts the Association's policies, rules and procedures;
 - undertakes to form a District Scout Council and a District Executive Committee as soon as possible but in any case not later than three months after the date of registration;
 - will give due emphasis to the religious, equal opportunities, child protection and safety policies of the Association;
 - will initiate a programme of training in accordance with the training policy of the Association;
 - will comply, as appropriate, with the provisions of all rules and guidance relating to Sponsored Scout Groups.

- e. If the County Commissioner and the County Executive Committee refuse to recommend the registration of a District, the County Commissioner must send a full report on the matter to the appropriate Country Headquarters.
- f. If registration is recommended, Headquarters will issue a Certificate of Registration and send this via the County Secretary to the prospective District Commissioner.
- g. Notification of registration will be sent by Headquarters to the Country Headquarters if appropriate.

Rule 4.14 The Formation and Closure of Explorer Scout Units

The opening and closing of Explorer Scout Units is the responsibility of the District Commissioner in consultation with the District Explorer Scout Commissioner, District Executive Committee and Group Scout Leaders.

Rule 4.15 The Formation and Closure of District Scout Networks

The opening and closing of the District Scout Network is the responsibility of the District Commissioner in consultation with the District Scout Network Commissioner, District Executive Committee and Assistant County Commissioner Scout Network.^{SV}

Rule 4.16 Annual Renewal of District Registrations

- a. Registration is valid only until the 31 March of the calendar year following the issue of the Certificate of Registration.
- b. Registration must be renewed annually by completing and submitting an annual registration and census return as directed by Headquarters. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District or County Membership Subscriptions payable.

Rule 4.17 Changes in District Registration

- a. If it is required to change the registration of a District or to amalgamate it with another District application must be made to Headquarters by the County Secretary.
- b. Such changes are made with the approval of the County Commissioner after consultation with the County Executive Committee.

Rule 4.18 Suspension of District Registration

- a. Suspension is a purely temporary measure.

- b. A District may have its registration suspended by the County Commissioner, or the County Executive Committee. The suspension must be approved by the Regional Commissioner.

- c. In exceptional circumstances Headquarters may suspend the registration of a District. This must be done in consultation with the Regional Commissioner.

- d. Suspension may also be a consequence of the suspension of the County.

In such a case the Chief Commissioner may direct that Districts will not be suspended but attached to a neighbouring County.

- e. In the event of suspension all District, District Scout Network, Explorer Scout Unit, District and Group Scout Active Support Unit and Group activities must cease. All District and Group Scout Active Support Unit, District Scout Network, Explorer Scout Unit and Group Scouters are automatically suspended as if each were individually suspended.

- f. During suspension no member of the District, District and Group Scout Active Support Unit, District Scout Network, Unit or Group may wear uniform or badges.

- g. If the District Executive Committee is included in the suspension, this must be specified and the County Executive Committee will be responsible for the administration of District property and finance during the period of suspension.

- h. The District Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Commissioner.

- i. A County Commissioner or County Executive Committee who suspends a District must report the matter with full details to the Country Headquarters.

- j. The County Commissioner should consult Country Headquarters as to how best to resolve the underlying problem which led to the suspension.

Rule 4.19 Suspension of Explorer Scout Units

- a. Suspension is a purely temporary measure.
- b. A Explorer Scout Unit may be suspended by the District Commissioner in consultation with the District Executive Committee and District Explorer Scout Commissioner

- c. Suspension may also be a consequence of the suspension of the District.^{SV}

In such a case the County Commissioner may direct that Explorer Scout Units will not be suspended but attached to a neighbouring District or to the County as appropriate.

- d. In the event of suspension all Explorer Scout Unit activities must cease and all Unit Scouters are automatically suspended as if each were individually suspended.
- e. During suspension no member of the Explorer Scout Unit may wear uniform or badges.
- f. A District Commissioner who suspends a Explorer Scout Unit must report the matter with full details to the County Commissioner.

Rule 4.20 Suspension of District Scout Networks

- a. Suspension is a purely temporary measure.
- b. A District Scout Network may be suspended by the District Commissioner in consultation with the District Executive Committee and the District Scout Network Commissioner and reported to the Assistant County Commissioner Scout Network.
- c. Suspension may also be the consequence of the suspension of the District.
- In such a case the County Commissioner may direct that the District Scout Network will not be suspended but attached to a neighbouring District or to the County as appropriate.
- d. In the event of suspension all District Scout Network activities must cease and all members of the District Scout Network are automatically suspended as if each were individually suspended.
- e. During suspension no member of the District Scout Network may wear uniform or badges.
- f. A District Commissioner who suspends a District Scout Network must report the matter with full details to the County Commissioner.

Rule 4.21 Cancellation of Registration of the Scout District

- a. The registration of a Scout District may be cancelled by Headquarters:

- on the recommendation of the County Commissioner and the County Executive Committee, following a meeting specially convened.
At such a meeting, the District Commissioner and District Chairman are entitled to be heard;
 - if registration is not renewed at the time of the required annual renewal of registration;
 - if the registration of the County is cancelled.
- b. When the registration of a Scout District is cancelled the Scout District ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. The membership of each Member of the District will cease automatically, unless membership of another District is arranged as directed by the County Commissioner.
- d. A Scout District cannot exist unless it has a current registration with Headquarters.
- e. Charity law does not permit a Scout District to transfer from The Scout Association to any other body whether calling itself a scout organisation or by any other name.^{SV}
- f. Individual or several Members of a District may leave and join any other organisation they wish. The District itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- g. In the event of all the Members leaving, the County will close the District and cancel its registration.
- h. In the event that not all the Members leave, it will be a decision for the County Commissioner and County Executive Committee as to whether to close the District or try to keep it running with a reduced membership.

Rule 4.22 Management of the Scout District

- a. A Scout District is created and operated as an educational charity.
- b. Every Scout District is an autonomous organisation holding its property and equipment and admitting people to membership of the Scout District subject to the policy and rules of The Scout Association.

- c. A Scout District is led by a District Commissioner and managed by a District Executive Committee. They are accountable to the District Scout Council for the satisfactory running of the District.
- d. The District Commissioner is assisted and supported by:
- the District Team, comprising the District Explorer Scout Commissioner, District Scout Network Commissioner, all Assistant District Commissioners and District Scouters;
 - Administrators and Advisers;
 - the District Scout Council;
 - the District Executive Committee;
 - the District Scout Active Support Unit.

Rule 4.23 Management of the Explorer Scout Unit

- a. Explorer Scout Units are not autonomous organisations. They are part of a Scout District, which acts as an Explorer Scout Unit's parent body.
- b. Scout Districts delegate some authority to Explorer Scout Units to allow them to hold property and equipment and admit people to membership of the Explorer Scout Unit subject to the policy and rules of The Scout Association.
- c. An Explorer Scout Unit is led by an Explorer Scout Leader and managed by a committee of its Members and Leaders acting together. The Committee is accountable to the District Scout Council for the satisfactory running of the Explorer Scout Unit.
- d. The Explorer Scout Leader is assisted and supported by Assistant Explorer Scout Leaders in the delivery of the programme for young people in the Explorer Scout Unit.

Rule 4.24 Management of the District Scout Network^{SV}

- a. District Scout Networks are not autonomous organisations. They are part of a Scout District, which acts as the District Scout Network's parent body.
- b. Scout Districts delegate some authority to the District Scout Network to allow them to hold property and equipment and admit people to membership of the District Scout Network subject to the policy and rules of The Scout Association.
- c. The District Scout Network is managed by a team of its Members and a District Scout Network Commissioner acting together. The team is accountable to the District Scout Council for the satisfactory running of the District Scout Network

Rule 4.25 The Constitution of the Scout District

- a. In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.
- b. There may be situations where it is impractical to implement the constitution in full, such as a District comprising large areas of especially difficult terrain and a small population.
- c. All elected and constitutional bodies of The Scout Association at Headquarters, County, and District should have, as full voting members, at least two young people between the age of 18 and 25 years old.
- d. This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.
- e. The District Scout Council^{SV}**
- i. The District Scout Council is the electoral body, which supports Scouting in the District. It is the body to which the District Executive Committee is accountable.
- ii. Membership of the District Scout Council is open to:
- Commissioners;
 - District and Group Active Support Managers
 - Scouters;
 - Administrators;
 - Section Assistants;
 - Skills Instructors;

- Advisers;
 - all Explorer Scouts;
 - all members of the District Scout Network;
 - A representative of the Troop Leadership Forum, selected from amongst the membership of the Forum;
 - Representatives of each District Explorer Scout Unit, selected from amongst the membership of each Explorer Scout Unit;
 - A representative of the District Scout Network, selected from amongst the membership of District Scout Network
 - Members and Associate Members of the Movement registered in the Scout District and including Members of District Scout Active Support Units;
 - all parents of Explorer Scouts;
 - persons elected or reselected annually by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee;
 - the County Commissioner and County Chairman are ex-officio members of the District Scout Council.
- iii. Membership of the District Scout Council ceases upon:
- the resignation of the member;
 - the dissolution of the Council;
 - the termination of membership by Headquarters following a recommendation by the County Executive Committee.
- iv. The District Scout Council must hold an Annual General Meeting within six months of the financial year end to:
- receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts;
 - approve the District Commissioner's nomination of the District Chairman and nominated members of the District Executive Committee;
 - elect a District Secretary unless the District Secretary is employed by the District Executive Committee;
 - elect a District Treasurer;
 - elect certain members of the District Executive Committee;
- elect Group Scouters to represent the District on the County Scout Council;
 - appoint an auditor or independent examiner or scrutineer as required.
- f. The District Executive Committee** ^{SV}
- i. The Executive Committee exists to support the District Commissioner in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout District, and in the best interests of its members to: ^{SV}
- Comply with the Policy, Organisation and Rules of The Scout Association
 - Protect and maintain any property and equipment owned by and/or used by the District
 - Manage the District finances.
 - Provide insurance for people, property and equipment.
 - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
 - Promote and support the development of Scouting in the local area.
 - Manage and implement the Safety Policy locally
 - Ensure that a positive image of Scouting exists in the local community.
 - Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees
 - Ensure that Young People are meaningfully involved in decision making at all levels within the District
 - The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
 - Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chairman to lead it.
 - Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.
- The Executive Committee must also:
- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
 - Approve the Annual Report and Annual Accounts after their examination by an

appropriate auditor, independent examiner or scrutineer.

- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the County Executive Committee; and if a registered charity, to submit them to the appropriate charity regulator. (See Rule 13.3)
 - Maintain confidentiality with regard to appropriate Executive Committee business.
 - Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
 - Ensure line management responsibilities for employed staff are clearly established and communicated.
- iii. The District Executive Committee consists of: ^{SV}

Ex-officio members

- The District Chairman;
- The District Commissioner;
- The District Secretary;
- The District Treasurer;
- The District Explorer Scout Commissioner;
- The District Scout Network Commissioner.

Elected members

- persons elected at the District Annual General Meeting.
- these should normally be four to six in number.
- the actual number must be the subject of a resolution by the District Scout Council.

Nominated members

- persons nominated by the District Commissioner.
- the nominations must be approved at the District Annual General Meeting.
- persons nominated need not be members of the District Scout Council and their number must not exceed that of the elected members.

Co-opted members

- persons co-opted annually by the District Executive Committee.
- the number of co-opted members must not exceed the number of members who may be elected.

Right of Attendance

- The County Commissioner and the County Chairman have the right of attendance at meetings of the District Executive Committee.
- iv. Additional Requirements for sub-Committees:
- sub-Committees consist of members nominated by the Committee.
 - The District Commissioner and the District Chairman will be ex-officio members of any sub-Committee of the District Executive Committee.
 - Any fundraising committee must include at least two members of the District Executive Committee No Section Leader or Assistant Leader should serve on such a fundraising sub-Committee.
- v. Additional Requirements for Charity Trustees: ^{SV}
- All members of the District Executive Committee are Charity Trustees of the Scout District
 - Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as Charity Trustees (however the views of young people in the District must be taken into consideration).
 - Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
 - Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act.
- g. *This rule is left intentionally blank*
- h. **The District Team Meeting**
- i. The District Team, comprising the Explorer Scout Commissioner, Scout Network Commissioner, all Assistant District Commissioners, District Scouters and District Scout Active Support Managers, meet as frequently as necessary under the chairmanship of the District Commissioner.
- ii. The purpose of the District Team Meeting is to:
- review the progress, standards and effectiveness of programmes of Groups, Explorer Scout Units and District Scout Network in the District;
 - plan a programme of visits to Scout Groups, Explorer Scout Units and District Scout Network;

- give support and encouragement to Leaders;
- plan the support of adults undertaking Adult Training;
- plan any programme of District events deemed to be necessary to supplement Scouting in the Groups, Explorer Scout Units and District Scout Network;
- secure the support of District Scout Active Support Units in the work of the District;
- keep the District Executive Committee advised of the financial requirements of the training programme in the District, including Explorer Scout Units and District Scout Network;

i. Conduct of Meetings in the Scout District^{SV}

- i. In meetings of the District Scout Council and the District Executive Committee only the members specified may vote.
- ii. Decisions are made by a majority of votes of those present at the meeting. 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 and the matter is taken not to have been carried.
- iii. The District Scout Council must make a resolution defining a quorum for meetings of the Council and the District Executive Committee and its sub-Committees.

Rule 4.26 Administrators and Advisers

- a. The District Chairman and the District Commissioner must be able to work in partnership.
- b. To assist the formation of this partnership the District Chairman is nominated by the District Commissioner.
- c. The appointment of the District Chairman is approved by the District Scout Council at its Annual General Meeting. The appointment may not be held by a Leader, Manager or Supporter.
- d. Every effort should be made to find a District Chairman. Only in extreme circumstances may the District Commissioner act as District Chairman for a short period.
- e. The District Secretary - unless employed by the District - is elected by the District Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.^{SV}

- f. The District Treasurer is elected by the District Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.^{SV}
- g. No individual may hold more than one of the appointments of District Chairman, Secretary or Treasurer of the same Executive Committee. Neither may the appointments be combined in anyway.
- h. Other Administrators and Advisers may be appointed by the District Executive Committee with the approval of the District Commissioner as per POR: The Appointment Process.
- i. Administrators and Advisers appointments may be terminated by:
 - the resignation of the holder;
 - the unanimous resolution of all other members of the District Executive Committee;
 - the expiry of the period of the appointment;
 - confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the District.
- j. The appointment and termination of all District Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

Rule 4.27 Minimum Age for Appointments

- a. To hold an adult appointment in a Scout District a person must have reached the age of 18.

Rule 4.28 The Appointment of Adults in the Scout District^{SV}

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles will require a personal enquiry check every five years. Where possible this should be carried out at appointment review.

- b. An enquiry is not normally required if the individual is simply moving from one appointment to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial appointment, that they have a valid disclosure and the person's service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- c. The District Secretary must forward the Personal Enquiry to Headquarters without delay, following its completion by the adult concerned.
- d. When completing a Personal Enquiry the fullest possible information about the individual must be given.
- e. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- f. Parents and occasional helpers who are required to undergo a Personal Enquiry (see 4.28 a.) must either be entered directly into Compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass (available from the Information Centre).^{sv}
- g. District staff should ensure parents and occasional helpers who are involved more than once a month are aware of the appointment opportunities available to them.

Rule 4.29 *This rule is left intentionally blank*

Rule 4.30 *This rule is left intentionally blank*

Rule 4.31 *This rule is left intentionally blank*

Rule 4.32 *This rule is left intentionally blank*

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Rule 4.37 The appointment of Young Leaders

- a. Explorer Scouts can become Young Leaders in the Beaver Scout, Cub Scout and Scout Sections.

- b. Young Leaders should undertake appropriate training as described in the Young Leaders' Scheme. It is compulsory for Young Leaders to complete Module A within their first three months.
- c. A young person under the age of 18 years working with another Section must not have unsupervised access to youth Members.
- d. All Young Leaders are members of a Young Leaders' Explorer Scout Unit.
- e. The following non-members may work with the Beaver Scout, Cub Scout or Scout Sections, with the agreement of the Section Leader, for a fixed period of time (as required for their level of award):
- Members of Girlguiding UK aged 14-18 undertaking a Girlguiding UK award with a volunteering requirement
 - Young people aged 14-18 undertaking the Volunteering Section of the Duke of Edinburgh's Award
- f. Non-members working with Beaver Scout, Cub Scout or Scout sections are also required to complete training similar to Young Leaders, this is outlined at www.scouts.org.uk/dofe and in the Young Leaders' Scheme.
- g. Members of Girlguiding and those young people undertaking the Volunteering Section of the Duke of Edinburgh's Award are not members of the Association and do not have access to the wider Explorer Scout provision.

Rule 4.38 Employed District Staff

- a. District Trustees (members of the District Executive Committee) other than the District Secretary may not be paid a salary or remuneration.
- b. District Administrators, local Development Officers or other staff may be employed by the District Executive Committee and paid a salary out of District funds.
- c. The District Executive Committee must consult the District Commissioner in making such appointments.
- d. Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- e. The procedures for enquiry and the appointment of adults must be followed.

Rule 4.39 *This rule is left intentionally blank*

Rule 4.40 *This rule is left intentionally blank*

Rule 4.41 *This rule is left intentionally blank*

Rule 4.42 *This rule is left intentionally blank*

Rule 4.43 Limitation of holding more than one Appointment

- a. No Manager, Leader or Supporter may hold more than one appointment unless able to carry out all of the duties of more than one appointment satisfactorily.
- b. The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. The District Commissioner may not hold any other appointment, other than in a short term 'acting' capacity or as a Training Adviser.

Rule 4.44 Responsibilities of Appointments in the Scout District^{SV}

a. The District Commissioner

- i. The District Commissioner is responsible to the County Commissioner and to Headquarters for:
 - the development of Scouting in the District;
 - promoting and maintaining the policies of the Association;
 - the local management of the Safety Policy together with the District Executive Committee;
 - ensuring that all adults working within the Scout District (including members of any District Scout Active Support Units) are 'fit and proper' persons to carry out the tasks given them;
 - ensuring that all Leaders have the opportunity to attend a first aid or a First Response course during their first year of appointment;
 - encouraging and facilitating the training of Members of the Movement as appropriate throughout the District;
 - ensuring that all adults in the District are appropriately trained;

- all aspects of Scouting in the District, particularly ensuring that Managers, Leaders, Supporters and Administrators properly discharge their responsibilities and duties as specified in these Rules;
- ensuring that Scout Groups, Explorer Scout Units, District Scout Network and Group or District Scout Active Support Units are visited by members of the District Team;
- advising Leaders on how to conduct themselves in accordance with the Association's Policies and Rules as defined from time to time in Policy, Organisation and Rules and in the Association's Handbooks and other official publications;
- encouraging the formation and operation of the District Scout Council, Scout Active Support Units, Scout Groups, Explorer Scout Units, and District Scout Network and assisting in their effective working;
- securing the harmonious co-operation of all Members of the Movement in the District and settling any disputes between them;
- performing all duties specified in these Rules for District Commissioners in respect of training and administration, particularly in respect of appointments, registration, Membership of the Movement and decorations and awards;
- the achievement of minimum standards for Scout Groups, Sections in Groups, Explorer Scout Units and District Scout Network;
- the observance of all Rules relating to the conduct of Scouting activities, particularly to camping and activities requiring the observance of safety precautions;
- co-operation and the maintenance of good relations with Members of Girlguiding and other youth organisations in the District and ensuring that the Association is adequately represented on local committees, particularly youth committees;
- encouraging the formation, operation and effective working of the District Explorer Scout meeting;
- encouraging the formation, operation and effective working of the District Patrol Leaders Forum;
- ensuring the District has effective communication with the Assistant County Commissioner Scout Network;

- matters relating to the admission of members of District Scout Active Support Units;
 - agreeing the remit of any District Scout Active Support Units and reviewing them annually;
 - for nominating the District Chairman and certain members of the District Executive Committee.
- ii. The District Commissioner may not hold the appointment of District Chairman, nor may they nominate any other Manager, Leader or Supporter to that appointment.
 - iii. The District Commissioner is an ex-officio member of the County Scout Council.
 - iv. The District Commissioner has the right of attendance at all Councils and Committees and their sub-Committees within the District.
 - v. If the office of District Commissioner is vacant, the County Commissioner will either nominate an Assistant District Commissioner or another Commissioner to act in this capacity or will perform these duties himself.
 - vi. In respect of the District Scout Council and the District Executive Committee the District Commissioner must nominate the District Chairman and certain members.

b. The Deputy District Commissioner

- i. Deputy District Commissioners may be appointed to assist and deputise for the District Commissioner.
- ii. The duties of the appointment will be defined by the District Commissioner at the time of appointment.

c. District Explorer Scout Commissioner

- i. A District Explorer Scout Commissioner may be appointed for the Section.
- ii. The District Explorer Scout Commissioner will normally be a Leader experienced in the Section and will normally have completed a Wood Badge for the Explorer Scout Section.
- iii. The functions of the appointment are to:
 - assist the District Commissioner with the running of the Section, including the personal support and encouragement of Leaders;
 - visit Explorer Scout Units and provide technical advice on their operations;
 - promote the work of the District Explorer Scout Meeting;
 - arrange for the organisation of District events;

- ensure that District Leaders' Meetings are held and to carry out such other duties as may be delegated by the District Commissioner;
- maintain effective links with all Scout Groups;
- maintain effective links with the Scout Network.

d. District Scout Network Commissioner

- i. A District Scout Network Commissioner must be appointed for a District Scout Network.
- ii. The functions of the appointment are to:
 - Ensure that the District Scout Network operates;
 - Provide technical advice on the operations of the District Scout Network;
 - Liaise with the District Explorer Scout Commissioner and maintain effective links with all Explorer Scout Units.
 - Support the Programme Coordinator(s) of the District Scout Network
 - Encourage participation in the programme and projects devised by the District Scout Network and other Scout Networks.
 - Ensure that members of the District Scout Network are aware of volunteering opportunities in the District.

e. Assistant District Commissioners

- i. Assistant District Commissioners may be appointed to assist the District Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Adult Training).

Rule 4.45 Responsibility for Sectional Matters

- a. Assistant District Commissioners may be appointed for the Beaver Scout, Cub Scout, or Scout Sections.
- b. The Assistant District Commissioner is usually a Leader experienced in the particular Section concerned and will normally have completed Wood Badge Training for that Section.
- c. The functions of the appointment are:
 - to assist the District Commissioner with the running of the Section, including the personal support and encouragement of Leaders;
 - to visit Sections in Groups and provide technical advice on their operation;

- to arrange for the organisation of District events;
- to ensure that District Leaders' Meetings are held and to carry out such other duties as may be delegated by the District Commissioner.

Rule 4.46 Responsibility for Specialist Subjects

- Assistant District Commissioners may be appointed to assist the District Commissioner with a variety of special responsibilities, including Air and Water Activities, Inclusion and Media Relations. ^{sv}
- The Assistant District Commissioner will usually, and most importantly, be experienced in the particular subject.
- The precise role of the specialist Assistant District Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the District Commissioner.
- Generally the specialist Assistant District Commissioner will be expected to carry out the functions of the District Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

Rule 4.47 Responsibility for General Duties

- One or more Assistant District Commissioners may be appointed for general duties in the District or for a particular part of the District. Possible roles include General Duties, Development or Relationships. Alternatively the geographical area of the appointment may be named.
- These appointments will normally be filled by experienced Commissioners.
- The duties will be specified by the District Commissioner on appointment, but are likely to include areas of specially delegated responsibility or deputising generally for the District Commissioner.

Rule 4.48 District Scouters

- District Scouters may be appointed to fulfil certain functions in relation to the Sections of Scouting e.g. District Cub Scout Leader. District Explorer Scout Leaders may also be appointed.
- The duties of such appointments will be defined by the District Commissioner at the time of the appointment.

Rule 4.49 Explorer Scout Leaders

- The Explorer Scout Leader is responsible, in conjunction with any Explorer Scout committee, for the training of Explorer Scouts, subject to the general supervision of the District Explorer Scout Commissioner and with the assistance of Assistant Explorer Scout Leaders, Section Assistants and Skills Instructors.
- It is the Leader's responsibility actively to encourage the transfer between Sections, and maintain effective links with local Scout Leaders and Scout Network Co-ordinators.
- The responsibilities of Assistant Explorer Scout Leaders are specified by the Explorer Scout Leader, who should have regard to the desirability of developing the Assistant's leadership potential.

Rule 4.50 The Training of Adults in the Scout District

- The acceptance of an appointment involves an obligation to undertake training appropriate to the appointment.
- For roles that require a Wood Badge, a Training Adviser will be assigned to the adult to draw up a Personal Learning Plan, support the adult through the scheme and validate the necessary modules.
- During the Provisional Appointment period, the *Getting Started* modules should be completed. These comprise of:
 - Module 1 – *Essential Information*
 - Module 2 – *Personal Learning Plan*
 and either:
 - Module 3 – *Tools for the Role (Section Leaders)*
 or
 - Module 4 – *Tools for the Role (Managers and Supporters)*
- Once the Appointment Certificate has been issued the adult should complete the necessary modules for their role, as outlined on their *Personal Learning Plan*.
- Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.
- Validation is necessary for all modules identified on the *Personal Learning Plan*.
Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.

g. Following the successful validation of the *Personal Learning Plan* a Wood Badge can be awarded.

h. Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing* learning per year, averaged over the length of the appointment.

i. It is the responsibility of the adult's line manager to monitor completion of *Ongoing* learning.

Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.

j. In exceptional circumstances, Headquarters may prescribe the *Ongoing* learning requirements during a certain year (or years) for all or certain roles.

For more information about Adult Training see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

Rule 4.51 Adult Responsibility for the Programme

a. Section Leaders, working with Assistant Leaders and Section Assistants, are responsible for the detailed programme of individual Colonies, Packs, Troops and Explorer Scout Units.

b. Leaders should take account of the Section's method and programme as outlined in the Association's official publications, together with the special needs of any members.

c. Attention must be paid to the requirements of safety and to any Rules governing activities.

Rule 4.52 Young People's Responsibility for the Programme

a. Progressive responsibility for planning and decision-making is an important element of the Programme.

b. There should be effective operation of the Unit Forum, and the District Explorer Scout Youth Forum.

Awards and Badges

Requirements of Section awards and badges are found in the Association's official publications for the Section.

Rule 4.53 Responsibility for the Programme in a District Scout Network^{SV}

a. A District Scout Network Commissioner, working with the Programme Coordinator(s) in a District, is responsible for the detailed programme and projects undertaken by the District Scout Network.

b. Members of the District Scout Network should play a leading role in organising projects to facilitate participation in the programme, and where possible, take responsibility for supporting projects by taking on the position of Programme Coordinator.

Rule 4.54 The Scouts of the World Award

a. The Scouts of the World Award aims to encourage Scout Network members to develop and support society, locally and/or globally.

b. The Scout Network member must register with UK Headquarters to begin working on the award and will then be assigned a mentor locally.

c. On completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant Scout Network Commissioner.

d. The award is provided and supported by UK Headquarters, but is managed and delivered by a National Scout Active Support Unit.

Rule 4.55 The Explorer Belt Award

a. The Explorer Belt award is designed to enable Explorer Scouts, Scout Network Members and members of the Senior Section of Girlguiding aged 16 or over, working as a team to plan, train for and undertake their own expedition abroad. If aged 16–18 years old, you may only participate in an organised expedition supported by an in-country leadership team, rather than being self-led.

b. *This rule is left intentionally blank*

c. *This rule is left intentionally blank*

d. The young person must register with Headquarters to begin working on the award and will then be assigned a mentor locally. On completion of the award, Headquarters must be notified and the badge and certificate will be sent to the relevant Commissioner.

Further information is available in the relevant Section handbooks.

Rule 4.56 The Duke of Edinburgh's Award ^{SV}

- a. The Scout Association is an Operating Authority for the Duke of Edinburgh's Award.
- b. Each Country Headquarters is a separate Operating Authority.
- c. The District Commissioner should appoint a District Adviser for the Duke of Edinburgh's Award.
- d. The District Adviser must participate in appropriate training for the role within one year of appointment. This training should include attendance at an Introduction to the DofE Course and any other suitable training which may be available.
- e. The assessors for the various Sections of the Bronze, Silver and Gold Awards must be approved by the County or District Adviser and all expedition assessors must hold the DofE Expedition Assessor Accreditation and have The Scout Association listed as an Operating Authority on their record.
- f. Authorising the Awards:
 - Bronze and Silver Awards may be authorised by the County Adviser;
 - Gold Awards in England, the Channel Islands the Isle of Man and British Scouting Overseas are authorised by Headquarters;
 - Gold Awards in Northern Ireland are authorised by the Northern Ireland Scout Council;
 - Gold Awards in Scotland are authorised by Scottish Headquarters;
 - Gold Awards in Wales are authorised by the Welsh Scout Council.
- g. Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- h. Bronze and Silver Awards are presented by the District or County Commissioner, their nominee or a local authority.
- i. Gold Award Badges are presented locally by the County Commissioner or their nominee.
- j. Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.

Further information about the Duke of Edinburgh's Award can be obtained from www.scouts.org.uk/dofe

Rule 4.57 The Queen's Scout Award

- a. The Queen's Scout Award is the highest youth Award available. It is available for both Explorer Scouts aged 16 or over, and Scout Network Members.
- b. The young person must register with Headquarters to begin working on the award and will then be assigned a mentor locally.
- c. On completion of the award, Headquarters must be notified and the badge and certificate will be sent to the relevant Commissioner. ^{SV}

Rule 4.58 Members with Special Needs

- a. 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.
- b. 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.
- c. Leaders with Members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts, Counties and at Headquarters

Rule 4.59 Finance and the Scout District ^{SV}

Certain Rules in this chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

- a. Every Scout District is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Acts apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The District Executive must ensure that proper financial planning and budgetary control is operated within the District.
- d. The District Team Meeting must be consulted on the financial planning of the District's activities.
- e. All expenditure not specifically delegated to the District Team Meeting, Explorer Scout Units, District Scout Network or District Scout Active Support Unit must be approved by the District Executive Committee to ensure that the District can meet any liability incurred.

- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the District, an Explorer Scout Unit or District Scout Network and not in a personal capacity.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- h. The District must ensure that signed copies of the annual report and accounts are sent to the County Treasurer within the 14 days following the District's Annual General Meeting at which the annual report and accounts were received and considered.
- i. If called upon to do so, the District Treasurer must send a copy of the latest statement of accounts to the County Treasurer or Headquarters.
- j. If the District is a registered charity a copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the end of the financial year end.
- k. The annual statement of accounts must account for all monies received or paid on behalf of the District, including all Explorer Scout Units, any District Scout Network, Committees and District Scout Active Support Units.
- l. If the gross income or expenditure is above the limits laid down in the factsheet *Guidance on Accounting and Auditing Requirements* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from the Scout Information Centre.
- m. If the gross income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- n. If the District is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
- o. A permanent endowment is an asset, eg, a property held by the District, which may not be sold or disposed of.
- p. The particulars of the trustees in whom such assets are vested must also be shown.
- q. The annual statement of accounts may be in the format of one of four model annual statements available from the Scout Information Centre. These models are suitable for:
- receipts and payments accounts for a single fund unit ie where there are no special funds whose use is restricted;
 - receipts and payments accounts for a multi fund unit ie where there are special funds in addition to a general fund;
 - accruals (SOFA) accounts for a single fund unit;
 - accruals (SOFA) accounts for a multi fund unit.
- The appropriate model will depend upon the gross income in the financial year and whether the District has any special funds whose use is restricted to particular purposes rather than the general purposes of the District.
- r. At each Annual General Meeting of the District Scout Council a scrutineer, independent examiner or auditor as appropriate must be appointed.
- s. Each District can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Guidance on Accounting and Auditing Requirements*.
- t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 1993.
- u. A report to the trustees (the District Executive) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Guidance on Accounting and Auditing Requirements* as appropriate to a scrutineer, an independent examiner or an auditor.
- v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Guidance on Accounting and Auditing Requirements*.

Rule 4.60 Funds administered by a District Scout Network, Explorer Scout Units, District Scout Active Support Units and other Sections in the District

- a. Any other District approved activity that is not an independent charity (eg a District Scout Network, an Explorer Scout Unit, a District Scout Active Support Unit, District Scout Show, Campsite, Badge Secretary) must itself administer sums allocated to it by the District Executive Committee.
- b. Subscriptions paid by Members of any District Scout Network, Explorer Scout Unit, District Scout Active Support Unit or other activity within a Scout District or on their behalf must be handed to the District Treasurer or his nominee as soon as possible after receipt
- c. The District Treasurer should make the necessary records and pay the money into the District bank account(s) as soon as practicable.
- d. Each District Scout Network, Explorer Scout Unit, District Scout Active Support Unit or other activity must keep proper cash account(s) which must be produced, together with supporting vouchers and the cash balance, to the District Treasurer at least once in each period of three months.

Rule 4.61 Bank Accounts

- a. All monies received by or on behalf of the District either directly or via supporters, must be paid into bank account(s) held in the name of the District. The account may, alternatively, be a National Savings Account or a building society account.
- b. The account(s) will be operated by the District Treasurer and other persons authorised by the District Executive Committee.
- c. A minimum of two signatures must be required for withdrawals.
- d. Under no circumstances must any monies received by any one on behalf of the District be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the District Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.
- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the District.
- g. District funds must be invested as specified by the Trustee Act 2000. ^{SV}

- h. District funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the District account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

Rule 4.62 Disposal of District Assets at Amalgamation

- a. If two or more Scout Districts amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.
- b. This statement, together with all District assets, supported by all books of account and vouchers, must be handed to the Treasurer of the District formed by the amalgamation.
- c. If the District Treasurer considers it necessary after consultation with the District Executive Committee, he may ask the County Executive Committee to appoint an appropriate person to examine the accounts.

Rule 4.63 Disposal of District Assets at Splitting

- a. If a Scout District is split into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District should be divided into proportions approximately represented by the Scouting populations of each part after splitting.
- b. These proportions of the District assets should then be transferred to the Districts which will in future be responsible for those parts of the old District.
- c. This will normally be done under the supervision of the Scout County in which the District is situated, but in the case of difficulties the instructions of the Country Headquarters should be sought.

Rule 4.64 Disposal of District Assets at Closure

- a. If a District ceases to exist, the District Treasurer must prepare a statement of account dated at the effective date of closure.
- b. This statement, together with all District assets, must be handed to the County Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.

- c. The County Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Any assets remaining after the closure of a District will automatically pass to the County Scout Council which shall use or dispose of these assets at its absolute discretion.^{SV}
- e. If there is any reasonable prospect of the District being revived the County Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived District.
- f. If the County Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the County Treasurer must forward a copy of the financial statement to the Country Headquarters with the proposals of the Executive Committee requesting instructions.
- g. The County Executive Committee is responsible for preserving the statements of account and all accounting records of the District.

Rule 4.65 Preservation of Books of Account

- a. Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

Rule 4.66 Payment of the Membership Subscription

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription.
- b. The amount of the Membership Subscription is decided annually by the Board of Trustees.
- c. In addition, to meet local costs, the local Scout County and the local Scout District may charge a membership subscription.
- d. Every Scout District is responsible for the payment of the Headquarters Membership Subscription and any County Subscriptions in accordance with the numbers returned on the annual census return.

- e. Payments should be remitted to the County Treasurer not later than the date annually notified locally.
- f. Membership subscriptions may be collected from the Members or their parents by a method decided by the District Executive Committee.
- g. The District is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.
- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland, and Wales towards the costs of their own Country Headquarters services.

Rule 4.67 Fundraising

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Districts are expected to generate sufficient funds to carry out their own programme of activities.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
 - the proceeds of the activity go wholly to the work of the District or, in the case of joint activities with other organisations, that part of the proceeds allotted to the District is wholly applied to the work of the District;
 - it does not encourage the habit of gambling.
- f. The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with. Details may be obtained from the Scout Information Centre.

- g. Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

Rule 4.68 Joint Fundraising Projects

- a. Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b. Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- c. When undertaking a joint project it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

Rule 4.69 Fundraising and the Law

- a. All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law for the time being in force. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the Fundraising Section of the Scouts website. <http://scouts.org.uk/what-we-do/fundraising>.

Rule 4.70 Lotteries and Gaming

- a. If a District considers raising funds by means governed by the legislation detailed at 4.69, the proposed activity must have the approval of the District Executive Committee.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c. The promoter of any fundraising activity governed by legislation should be a member of the District Executive Committee.
- d. Districts adjacent to the District engaging in fundraising should be informed of the proposed activity and care must be taken to contain the activity within as close an area to that in which the District operates as practical.

- e. Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f. If the District is a registered charity, this fact must be stated in any advertising material

Rule 4.71 Appeals for Funds

- a. Districts may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from the County Executive Committee, who must consult the Country Headquarters.
- c. Any permitted appeal must not exceed the boundaries of the District.

Rule 4.72 Professional Fundraisers

- a. Districts may not appoint a professional fundraiser without the approval of the County Executive Committee who will ensure that the requirements of the legislation are fully complied with.

Rule 4.73 Grant Aid and Loans

- a. Provided that a District raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the District Chairman and County Commissioner before submission.
- c. Applications for grants or loans from Headquarters must have the approval of the District Chairman and the County Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the District Chairman and of the County Commissioner if the latter so directs.
- e. If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

Chapter 5

The Scout County

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Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and Leaders to make decisions and take responsibility;
- functional units through which the design and delivery of the programme can be best achieved;

A Scout County comprises several Scout Districts. Additionally the County may have one or more County Scout Active Support Units. In exceptional circumstances where District Scout Networks are not feasible, the County may have one County Scout Network which should follow the rules and guidance of a District Scout Network.

Rule 5.1 Membership of the Scout County

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles will require a personal enquiry check every five years.
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes an Associate member of a Group, District and County (as appropriate). They also become an Associate Member of The Scout Association.

- g. Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops, Explorer Scout Units and the Scout Network is open to males and females (unless otherwise stipulated).
- h. Adult membership of the Scout Movement, whether by appointment or otherwise, is open equally to men and women.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

Members

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
 - Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and Scout Network Members;
 - those adults with an appointment as a Leader, Manager or Supporter as described in POR: The Appointment Process;
 - Associate Members and other adults who opt to be Members.
- Members must also pay any County, District and Group Membership Subscription determined locally.
- n. Young people become Members of the Scout Movement by making the Promise appropriate to their Section.
 - o. Adults become Members by making the Promise and completing a Members' Declaration.
 - p. Members of the Movement may:
 - wear the approved uniform (see Chapter 10);
 - wear the World Membership badge;
 - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;

- wear the World Membership lapel badge.

Associate Members

- q. The following are required to be Associate Members and pay the Headquarters Membership Subscription annually:
- Members of the Scout Active Support Units;
 - Section Assistants;
 - Group and District and County Skills Instructors holding Certificates of Appointment;
 - Group, District and County Advisers;
 - District and County Chairman, Secretary and Treasurer;
 - other adults who opt to be Associate Members.
- Associate Members must also pay any County, District and Group Membership Subscription determined locally.
- r. Adults become Associate Members of the Scout Movement by completing an Associate Members' Declaration.
- s. Associate Members are not required to make the Promise.
- t. Associate Members of the Movement may:
- wear the approved uniform (see Chapter 10);
 - receive benefits provided by any Group, District, and County to which the Member belongs.

*Note: other District and County trustees are not required to be Associate Members but are **encouraged** to become Members or Associate Members.*

Rule 5.2 Admission to membership ^{SV}

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.

- c. The decision to admit anyone to membership of an Explorer Scout Unit rests with the Explorer Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- d. *This rule is intentionally left blank*
- e. Explorer Scouts who turn 18 years of age will automatically become Members of the District Scout Network. Exceptionally, where there is no District Scout Network but a County Scout Network or equivalent operates, they will automatically become Members of the County Scout Network or equivalent.

Rule 5.3 Forfeit of membership

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group.
- b. Explorer Scouts forfeit membership if they leave the Unit.
- c. Scout Network Members who hold no other adult appointment forfeit membership if they leave the Scout Network.

Rule 5.4 Transfer of membership ^{SV}

- a. If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform the District Secretary of the District into which the Member is moving.
- b. If a Member leaves an Explorer Scout Unit due to moving to another locality, the District Explorer Scout Commissioner should inform the District Secretary of the District into which the Member is moving.
- c. If a Member leaves the Scout Network due to moving to another locality, the District Scout Network Commissioner should inform the Assistant County Commissioner Scout Network of the County into which the Member is moving.
- d. If the address of the District or County Secretary is not known, the information should be forwarded to Headquarters.
- e. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts and Scout Network Members who are going to live abroad.

Rule 5.5 Annual Census ^{SV}

- a. The number of Members and Associate Members must be returned in an annual census of the Group, District or County.

- b. A list of the names and addresses of Members in a Group at the date of the annual census must be collected by the Group and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- c. A list of the names and addresses of Members of Explorer Scout Units in the District must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- d. A list of the names and addresses of Members of the Scout Network in the County must be collected by the County and passed to the County Secretary.

Rule 5.6 Mixed Membership ^{sv}

- a. *This rule is intentionally left blank.*
- b. *This rule is intentionally left blank.*
- c. *This rule is intentionally left blank.*
- d. *This rule is intentionally left blank.*
- e. *This rule is intentionally left blank.*
- f. *This rule is intentionally left blank.*
- g. *This rule is intentionally left blank.*
- h. *This rule is intentionally left blank.*
- i. All Scout Groups, Explorer Units and Scout Networks will be required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.
- j. Special situations are defined as being where:
 - there are cultural or religious requirements for single sex working;
 - Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group;
 - a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups or Explorer Scout Units may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

The decision whether a County Scout Network may become an exception to the policy is made by the County Commissioner.

Rule 5.7 *This rule is intentionally left blank.*

Rule 5.8 *This rule is intentionally left blank.*

Rule 5.9 County Scout Active Support Units

- a. The County Commissioner, in consultation with the County Executive Committee may form County Scout Active Support Units.
- b. The purpose of County Scout Active Support Units is to provide active support to Scouting in the County.
- c. All adult only support groups linked to Scouting within the County must be registered as Scout Active Support Units.
- d. The County Commissioner must ensure that:
 - County Scout Active Support Units are supported and co-ordinated; and
 - County Scout Active Support Managers are provided with line management either directly by the County Commissioner or from a Deputy County Commissioner or other nominee.
- e. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the County Scout Active Support Unit is open to any person over the age of 18 years, including:
 - those holding appointments, who will be expected to give priority to the duties of their appointments;
 - Scout Network Members, who will be expected to give priority to their Scout Network;
- f. All members of a County Scout Active Support Unit must be at least Associate Members. They may also become Members by making the Scout Promise.
- g. The County Scout Active Support Unit is responsible for providing active support in accordance with their service agreement, agreed annually with the County Commissioner or nominee.
- h. The County Scout Active Support Unit is led by the County Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more County Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.
- i. The following minimum standards are laid down for County Scout Active Support Units:
 - **Leadership** – there must be an appointed County Scout Active Support Manager.

- **Activity** - The County Scout Active Support Unit must provide active support to Scouting in the County as detailed in the service agreement.
- j. The County Commissioner, with the County Team, is required where necessary to assist County Scout Active Support Units to reach the required standards.
- k. If a County Scout Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the County Commissioner with the approval of the County Executive Committee.
- l. If a County Scout Active Support Unit fails to reach the minimum standard for three years it must be closed.

Rule 5.10 The Formation and Registration of Scout Counties

- a. The registration, suspension and cancellation of Scout Counties are matters for the Country Headquarters. This includes their amalgamation and changes in boundary.

Rule 5.11 Suspension of County Registration

- a. Suspension is a purely temporary measure.
- b. A County may have its registration suspended by the most senior Country Committee on the recommendation of the appropriate Chief Commissioner.
- c. In the event of suspension all County, District, and Group activities must cease and all County, District, and Group Scouters are automatically suspended as if each were individually suspended unless otherwise specified by the most senior Country Committee.
- d. During suspension no member of the County, District, or Group may wear uniform or badges.
- e. If the County Executive Committee is included in the suspension, this must be specified and the most senior Country Committee will be responsible for the administration of County property and finance during the period of suspension.
- f. The County Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the most senior Country Committee.
- g. The Chief Commissioner and Country Committee which suspends a County must report the matter with full details to Headquarters.

- h. The Chief Commissioner should consult Headquarters as to how best to resolve the underlying problem which led to the suspension.

Rule 5.12 Suspension of Scout Networks ^{SV}

- a. Suspension is a purely temporary measure.
- b. *This rule is intentionally left blank.*
- c. Suspension may also be a consequence of the suspension of the County.
In such a case the County Commissioner may direct that Scout Network Members will not be suspended but attached to a District or neighbouring County as appropriate.
- d. In the event of suspension all Scout Network activities must cease and all Scout Network Scouters are automatically suspended as if each were individually suspended.
- e. During suspension no Member of the Scout Network may wear the Scout Network uniform or badges.
- f. A County Commissioner who suspends a County Scout Network must report the matter with full details to the Regional Commissioner.

Rule 5.13 Cancellation of Registration of the Scout County

- a. The registration of a Scout County may be cancelled by Headquarters:
 - on the recommendation of the Chief Commissioner and the most senior Country Committee, following a meeting specially convened.
At such a meeting, the County Commissioner and County Chairman are entitled to be heard;
 - if registration is not renewed at the time of the required annual renewal of registration;
 - if the registration of the County is cancelled.
- b. When the registration of a Scout County is cancelled the Scout County ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. The membership of each Member of the County will cease automatically, unless membership of another County is arranged as directed by the Chief Commissioner.
- d. A Scout County cannot exist unless it has a current registration with Headquarters.

- e. Charity law does not permit a Scout County to transfer from The Scout Association to any other body whether calling itself a scout organisation or by any other name.^{SV}
- f. Individual or several Members of a County may leave and join any other organisation they wish. The County itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- g. In the event of all the Members leaving, the Country Headquarters will close the County and cancel its registration.
- h. In the event that not all the Members leave, it will be a decision for the Chief Commissioner and the most senior Country Committee as to whether to close the County or try to keep it running with a reduced membership.

Rule 5.14 Management of the Scout County

- a. A Scout County is created and operated as an educational charity
- b. Every Scout County is an autonomous organisation holding its property and equipment and admitting people to membership of the Scout County subject to the policy and rules of The Scout Association.
- c. A Scout County is led by a County Commissioner and managed by a County Executive Committee. They are accountable to the County Scout Council for the satisfactory running of the County.
- d. The County Commissioner is assisted and supported by:
 - the County Team, comprising Deputy County Commissioners, County Scout Network Commissioner, County Training Manager, all Assistant County Commissioners and County Scouters;
 - County Administrators and Advisers;
 - the County Scout Council;
 - the County Executive Committee;
 - the County Scout Active Support Units.^{SV}

Rule 5.15 *This rule is intentionally left blank*

Rule 5.16 The Constitution of the Scout County

- a. In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.

- b. There may be situations where it is impractical to implement the constitution in full, such as a County comprising large areas of especially difficult terrain and a small population.
- c. All elected and constitutional bodies of The Scout Association at Headquarters, County, and District should have, as full voting members, at least two young people between the age of 18 and 25 years old.
- d. This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.
- e. **The County Scout Council**^{SV}
 - i. The County Scout Council is the electoral body which supports Scouting in the County. It is the body to which the County Executive Committee is accountable.
 - ii. Membership of the County Scout Council is open to:

Ex-officio Members

- County President;
- County Vice-Presidents;
- Regional Commissioner;
- County Chairman;
- County Commissioner;
- County Secretary;
- County Treasurer;
- Deputy County Commissioners;
- County Scout Active Support Managers;
- County Training Manager;
- Assistant County Commissioners;
- County Scouters;
- County Skills Instructors;
- County Advisers;
- County Administrators;
- Local Training Managers;
- District Commissioners;
- District Chairmen;
- District Secretaries;
- District Treasurers;
- District Scout Active Support Managers;
- A representative of the County Troop Leadership Forum, selected from amongst the membership of the Forum;
- A representative of the County Explorer Scout Forum, selected from amongst the membership of the Forum;
- A representative of the Scout Network, selected from amongst the membership of the District Scout Networks in the County

Nominated Members

- the number of persons nominated annually to the County Scout Council from each of the following categories is decided by the County Scout Council:
- persons recommended by the County Commissioner in consultation with the County Chairman.
- County Scout Active Support Members nominated by the County Scout Active Support Unit(s).
- Scouters nominated by District Scout Councils.
- Explorer Scout Members nominated by District Explorer Scout Meetings.
- District Scout Network Members nominated by the District Scout Network.

Co-opted Members

- the County Scout Council may co-opt members annually. Such co-opted members may include representatives of organisations with whom it is desired to maintain co-operation eg Girlguiding, religious bodies, other youth organisations and Local Education Authorities.
- Members are nominated by the County Commissioner.
- the number of members co-opted must not exceed the total of Ex-officio and Nominated Members.

Invited Members

- the Regional Development Manager.
- iii. Membership of the County Scout Council ceases upon:
- the resignation of the member;
 - the dissolution of the Council;
 - the termination of membership by Headquarters following a recommendation by the County Executive Committee.
- iv. The County Scout Council must hold an Annual General Meeting within six months of the financial year end to:
- receive and consider the Annual Report of the County Executive Committee, including the annual statement of accounts;
 - approve the County Commissioner's nomination of the County Chairman and nominated members of the County Executive Committee;
 - elect a County Secretary unless the County Secretary is employed by the County Executive Committee;

- elect a County Treasurer;
- elect certain members of the County Executive Committee;
- elect a representative(s) of the County Scout Council to serve as Nominated Members of the Council of The Scout Association;
- elect a representative of the County Scout Council to serve as Nominated Youth Member on the Council of The Scout Association;
- appoint an auditor or independent examiner or scrutineer as required.

f. **The County Executive Committee** ^{SV}

- i. The Executive Committee exists to support the County Commissioner in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout County, and in the best interests of its members to: ^{SV}
- Comply with the Policy, Organisation and Rules of The Scout Association
 - Protect and maintain any property and equipment owned by and/or used by the County
 - Manage the County finances.
 - Provide insurance for people, property and equipment.
 - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
 - Promote and support the development of Scouting in the local area.
 - Manage and implement the Safety Policy locally.
 - Ensure that a positive image of Scouting exists in the local community.
 - Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-committees.
 - Ensure that Young People are meaningfully involved in decision making at all levels within the County
 - The opening, closure and amalgamation of Districts, the County Scout Network and Scout Active Support Units in the County as necessary
 - Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chairman to lead it.
 - The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
 - Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
 - Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with National Headquarters and if a registered charity, to submit them to the appropriate charity regulator. (See Rule 13.3) The Executive Committee must also:
 - Maintain confidentiality with regard to appropriate Executive Committee business.
 - Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
 - Ensure line management responsibilities for employed staff are clearly established and communicated.
- iii. The County Executive Committee consists of:^{SV}

Ex-officio members

- County Chairman;
- County Commissioner;
- County Secretary;
- County Treasurer.

Elected members

- members of the County Scout Council elected at the County Annual General Meeting,
- these should normally be four to six in number,
- the actual number must be the subject of a resolution by the County Scout Council.

Nominated members

- persons nominated by the County Commissioner in consultation with the County Chairman,
- the nominations must be approved at the County Annual General Meeting,
- persons nominated need not be members of the County Scout Council and their number must not exceed that of the elected members.

Co-opted members

- persons co-opted annually by the County Executive Committee,

- the number of co-opted members must not exceed the number of members who may be elected.

Right of Attendance

- the Regional Commissioner in England; or Chief Commissioner in Scotland, Wales, and Northern Ireland; or the International Commissioner in the case of British Scouts Overseas has the right of attendance at meetings of the County Executive Committee.

Invited to attend

- the County's Nominated Member(s) on the Council of The Scout Association*,
- the County's Nominated Youth Representative on the Council of The Scout Association*,
- Regional Development Manager in England; or Field Commissioner in Wales. (* if not already a member of the Executive Committee)

iv. Additional Requirements for sub-Committees:

- sub-Committees consist of members nominated by the Committee.
- The County Commissioner and the County Chairman will be ex-officio members of any sub-Committee of the County Executive Committee.
- Any fundraising committee must include at least two members of the County Executive Committee. No County Scouter should serve on such a fundraising sub-Committee.

v. Additional Requirements for Charity Trustees:^{SV}

- All members of the County Executive Committee are Charity Trustees of the Scout County
- Only persons aged 18 and over may be full voting members of the County Executive Committee because of their status as Charity Trustees (however the views of young people in the County must be taken into consideration).
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act.
- Some Counties may also need to register as a charity. (See Rule 13.3).
SV

g. This rule is left intentionally blank

h. **Conduct of Meetings in the Scout County** ^{SV}

- i. In meetings of the County Scout Council and the County Executive Committee only the members specified may vote.
- ii. Decisions are made by a majority of votes of those present at the meeting. 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 and the matter is taken not to have been carried.
- iii. The County Scout Council must make a resolution defining a quorum for meetings of the Council and the County Executive Committee and its sub-Committees.

Rule 5.17 Administrators and Advisers

- a. The County Chairman and the County Commissioner must be able to work in partnership.
- b. To assist the formation of this partnership the County Chairman is nominated by the County Commissioner.
- c. The appointment of the County Chairman is approved by the County Council at its Annual General Meeting. The appointment may not be held by a Leader, Manager or Supporter.
- d. Every effort should be made to find a County Chairman. Only in extreme circumstances may the County Commissioner act as County Chairman for a short period.
- e. The County Secretary - unless employed by the County - is elected by the County Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter. ^{SV}
- f. The County Treasurer is elected by the County Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader Manager or Supporter. ^{SV}
- g. No individual may hold more than one of the appointments of County Chairman, Secretary or Treasurer of the same Executive Committee. Neither may the appointments be combined in anyway.
- h. Other Administrators and Advisers may be appointed by the County Executive Committee with the approval of the County Commissioner as per POR: The Appointment Process.
- i. Administrators and Advisers appointments may be terminated by:
 - the resignation of the holder;

- the unanimous resolution of all other members of the County Executive Committee;
 - the expiry of the period of the appointment;
 - confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the County.
- j. The appointment and termination of all County Administrators and Advisers appointments must be reported to the County Secretary who should maintain a record of such appointments.

Rule 5.18 Minimum Age for Appointments

- a. To hold an adult appointment (in a Scout County) a person must have reached the age of 18.

Rule 5.19 The Appointment of Adults in the Scout County ^{SV}

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles will require a personal enquiry check every five years. Where possible this should be carried out at appointment review.
- b. An enquiry is not normally required if the individual is simply moving from one appointment to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial appointment, that they have a valid disclosure and the person's service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- c. The County Secretary must forward the Personal Enquiry to Headquarters without delay following its completion by the adult concerned.
- d. When completing a Personal Enquiry the fullest possible information about the individual must be given.
- e. The full rules for the appointment of adults can be found in POR: The Appointment Process.

- f. Parents and occasional helpers whom are required to undergo a Personal Enquiry (see 5.19 a.) must either be entered directly into Compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass (available from the Information Centre).^{SV}
- g. County staff should ensure that parents and occasional helpers who are involved more than once a month are aware of the appointment opportunities available to them.

Rule 5.20 *This rule is left intentionally blank*

Rule 5.21 *This rule is left intentionally blank*

Rule 5.22 *This rule is left intentionally blank*

Rule 5.23 *This rule is left intentionally blank*

Rule 5.24 *This rule is left intentionally blank*

Rule 5.25 *This rule is left intentionally blank*

Rule 5.26 *This rule is left intentionally blank*

Rule 5.27 *This rule is left intentionally blank*

Rule 5.28 The appointment of Employed Staff in the Scout County^{SV}

Employed County Staff

- a. County Trustees (members of the County Executive Committee) other than the County Secretary may not be paid a salary or remuneration.
- b. County Administrators, local Development Officers, Campsite Staff or other staff may be employed by the County Executive Committee and paid a salary out of County funds.
- c. The County Executive Committee must consult the County Commissioner in making such appointments.
- d. Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- e. The procedures for enquiry and the appointment of adults must be followed.

Rule 5.29 *This rule is left intentionally blank*

Rule 5.30 *This rule is left intentionally blank*

Rule 5.31 *This rule is left intentionally blank*

Rule 5.32 *This rule is left intentionally blank*

Rule 5.33 *This rule is left intentionally blank*

Rule 5.34 Limitation of holding more than one Appointment

- a. No Scouter may hold more than one appointment unless able to carry out all the duties of more than one appointment satisfactorily.
- b. The County Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. A County Commissioner may not hold any other appointment other than in a short term 'acting' capacity or as a Training Adviser.

Rule 5.35 Responsibilities of Appointments in the Scout County

a. The County Commissioner^{SV}

- i. The County Commissioner is responsible to the Regional Commissioner for:
 - the development of Scouting in the County;
 - promoting and maintaining the policies of the Association;
 - the local management of the Safety Policy together with the County Executive Committee;
 - ensuring that all adults working within the Scout County (including members of any County Scout Active Support Units) are 'fit and proper' persons to carry out the tasks given them;
 - encouraging and facilitating the training of Members of the Movement as appropriate throughout the County;
 - promoting the organisation and effective working of the County Scout Council;
 - securing the services of persons suitable for appointment as Commissioners;
 - promoting the effective working of Scout Districts within the County;
 - promoting the effective working of the County Scout Network, if applicable;

- performing all other duties specified in these Rules for County Commissioners, particularly:
 - making recommendations for conferring decorations and awards;
 - making recommendations for conferring the award of title Honorary Scouter on Leaders, Managers and Supporters giving up their appointment;
 - arranging to cover the duties of vacant District Commissioners posts;
 - giving decisions and, where so provided, reporting to Headquarters as appropriate all matters referred to the County Commissioner, particularly disagreements between District Commissioners and District Scout Councils or any other disputes;
 - co-operating with all bodies whose work is relevant to Scouting and ensuring that the Movement's interests are represented on local authority youth committees;
 - encouraging the formation, operation and effective working of the County Explorer and Scout Network Forum or similar;
 - encouraging the formation, operation and effective working of the County Patrol Leaders' Forum;
 - matters relating to the admission of members of County Scout Active Support Units;
 - agreeing the service agreement of County Scout Active Support Units and reviewing them at least annually.
 - ii. The County Commissioner may not hold the appointment of County Chairman, nor may he nominate any other Manager, Leader or Supporter to that appointment.
 - iii. The County Commissioner is an ex-officio member of the Council of The Scout Association.
 - iv. The County Commissioner has the right of attendance at all Councils and Committees and their sub-Committees within the County.
 - v. The County Commissioner has the right of attendance at meetings of the Board of Trustees of The Scout Association.
 - vi. If the office of County Commissioner is vacant, the Regional Commissioner will either nominate an Assistant County Commissioner or another Commissioner to act in this capacity or will perform these duties himself. ^{SV}
 - vii. In respect of the County Scout Council and the County Executive Committee the County Commissioner must nominate the County Chairman and certain members.
- b. The Deputy County Commissioner** ^{SV}
- i. Deputy County Commissioners may be appointed to assist and deputise for the County Commissioner.
 - ii. The duties of the appointment will be defined by the County Commissioner at the time of appointment.
- c. This rule is left intentionally blank**
- d. County Training Manager** ^{SV}
- i. A County Training Manager may be appointed to assist the County Commissioner with the delivery and validation of learning.
 - determine, review and maintain the appropriate structure for management and support of learning opportunities in the County;
 - appoint and act as line manager for those involved in the management, delivery and administration of training;
 - plan and ensure the delivery of the learning provision in the County so that all adults in Scouting completing a 'Personal Learning Plan' have access to suitable learning opportunities using a variety of methods;
 - ensure that people involved in training are suitably qualified (that is have attained or are actively working towards the relevant module) and effective;
 - ensure that the recommendation of Wood Badges is carried out;
 - implement The Scout Association's Adult Training Scheme within the County, in line with the key principles of the scheme.
 - iii. County Training Managers must complete Module 33 *Planning a learning provision* and Module 34 *Managing a learning provision* within three years of appointment.

e. Local Training Managers ^{SV}

- i. Local Training Managers may be appointed to assist the County Training Manager.
- ii. The duties of the appointment will be defined by the County Training Manager at the time of appointment. Any of the County Training Manager's responsibilities may be delegated to a Local Training Manager.

f. Assistant County Commissioners ^{SV}

- i. Assistant County Commissioners are appointed to assist the County Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts).

g. County Scouters

- i. County Scouters may be appointed to fulfil specific functions.
- ii. The duties of such appointments will be defined by the County Commissioner.
- iii. County Scouters are required to complete training appropriate to their duties.

h. *This rule is left intentionally blank*

i. Port Commissioners

- i. Port Commissioners may be appointed by County Commissioners in appropriate Counties for the purpose of supervising the Movement's interests, particularly in respect of Deep Sea Scouts.

Rule 5.36 Responsibility for Sectional Matters ^{SV}

- a. Assistant County Commissioners may be appointed for the Beaver Scout, Cub Scout, Scout, Explorer Scout and Scout Network Sections.
- b. The Assistant County Commissioner is usually a Scouter experienced in the particular Section concerned and will normally have completed Wood Badge Training for that Section.
- c. The functions of the appointment are:
 - to assist the County Commissioner with the running of the Section, including the personal support and encouragement of District Commissioners and Assistants;
 - to visit Districts and provide technical advice on their operations;
 - to arrange for the organisation of County events;
 - to ensure that County Leaders' Meetings are held and to carry out such other duties as may be delegated by the County Commissioner.

Rule 5.37 Responsibility for Specialist Subjects

- a. Assistant County Commissioners may be appointed to assist the County Commissioner with a variety of special responsibilities, including Air and Water Activities, Inclusion and Media Relations. ^{SV}
- b. The Assistant County Commissioner will usually, and most importantly, be experienced in the particular subject.
- c. The precise role of the specialist Assistant County Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the County Commissioner.
- d. Generally the specialist Assistant County Commissioner will be expected to carry out the functions of the County Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

Rule 5.38 Responsibility for General Duties ^{SV}

- a. One or more Assistant County Commissioners may be appointed for general duties in the County or for a particular part of the County. Possible roles include General Duties, Development or Relationships. Alternatively the geographical area of the appointment may be named.
- b. These appointments will normally be filled by experienced Commissioners.
- c. The duties will be specified by the County Commissioner on appointment, but are likely to include areas of specially delegated responsibility or deputising generally for the County Commissioner

Rule 5.39 County Scouters

- a. County Scouters may be appointed to fulfil certain functions in relation to the Sections of Scouting e.g. County Cub Scout Leader.
- b. The duties of such appointments will be defined by the County Commissioner at the time of the appointment.

Rule 5.40 The Training of Adults in the Scout County

- a. The acceptance of an appointment involves an obligation to undertake training appropriate to the appointment.

- b. For roles that require a Wood Badge, a Training Adviser will be assigned to the adult to draw up a *Personal Learning Plan*, support the adult through the scheme and validate the necessary modules
- c. During the Provisional Appointment period, the *Getting Started* modules should be completed. These comprise of:
- Module 1 – *Essential Information*
 - Module 2 – *Personal Learning Plan*
- and either:
- Module 3 – *Tools for the Role (Section Leaders)*
- or
- Module 4 – *Tools for the Role (Managers and Supporters)*
- d. Once the Appointment Certificate has been issued the adult should complete the necessary modules for their role, as outlined on their 'Personal Learning Plan'.
- e. Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.
- f. Validation is necessary for all modules identified on the *Personal Learning Plan*.
- Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.*
- g. Following the successful validation of the modules on the *Personal Learning Plan* a Wood Badge can be awarded.
- h. Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing* learning per year, averaged over the length of the appointment.
- i. It is the responsibility of the adult's line manager to monitor completion of *Ongoing* learning.
- Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.*
- j. In exceptional circumstances, Headquarters may prescribe the *Ongoing* learning requirements during a certain year (or years) for all or certain roles.

For more information about Adult Training see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

Rule 5.41 Minimum Training Standards

- a. In order to provide training and support to adults, County 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;
 - **Planning a Learning Experience** - designing, planning and preparing a learning or training experience;
 - **Delivering a Learning Experience** – running or directing a learning or training experience;
 - **Planning a Learning Provision** – identifying the learning needs of an area and designing a plan to meet them;
 - **Managing a Learning Provision** – implementing a learning plan, monitoring progress and quality control;
 - **Assessing Learning** – supporting adults through the Adult Training scheme and carrying out validations;
- b. Before carrying out any of these functions without supervision, an adult should have the relevant validated module from the Adult Training scheme.

For more information see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

Local Education Authority Training

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

Rule 5.42 Adult Responsibility for the Scout Network Programme^{SV}

- a. The Assistant County Commissioner Scout Network is responsible for supporting District Scout Network Commissioners and suggesting County projects and programme opportunities for Members of all District Scout Networks in that County.
- b. The Assistant County Commissioner Scout Network is responsible for ensuring that a Scout Network Forum, or similar, allows for Members of District Scout Networks to engage in decision making associated with the Section.

- c. In exceptional circumstances where a County Scout Network is required, the County Scout Network Commissioner is responsible for the detailed programme of the County Scout Network and fulfilling any other duties associated with that of an Assistant County Commissioner Scout Network.

Rule 5.43 *This rule is left intentionally blank*

Rule 5.44 The Duke of Edinburgh's Award

- a. The Scout Association is an Operating Authority for the Duke of Edinburgh's Award.
- b. Each Country Headquarters is a separate Operating Authority.
- c. The County Commissioner should appoint a County Adviser for the Duke of Edinburgh's Award, where a County Adviser is not in post the DofE Office at Gilwell Park will resume responsibility for the County as an interim measure.
- d. The County Adviser must participate in a County DofE Adviser Induction Day within one year of appointment. And attend annual County DofE Adviser Forums in order to maintain currency.
- e. The assessors for the various Sections of the Bronze, Silver and Gold Awards must be approved by the County or District Adviser and all expedition assessors must hold the DofE Expedition Assessor Accreditation and have The Scout Association listed as an Operating Authority on their record
- f. Authorising the Awards.
 - Bronze and Silver Awards may be authorised by the County Adviser.
 - Gold Awards in England, the Channel Islands, the Isle of Man and British Scouting Overseas are authorised by Headquarters.
 - Gold Awards in Northern Ireland are authorised by the Northern Ireland Scout Council.
 - Gold Awards in Scotland are authorised by Scottish Headquarters.
 - Gold Awards in Wales are authorised by the Welsh Scout Council.
- g. Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- h. Bronze and Silver Awards are presented by the District or County Commissioner, their nominee or a local authority.
- i. Gold Award Badges are presented locally by the County Commissioner or their nominee.

- j. Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.

Further information about the Duke of Edinburgh's Award can be obtained from www.scouts.org.uk/dofe

Rule 5.45 The Queen's Scout Award ^{SV}

- a. The Queen's Scout Award is the highest award available to young people. It is possible for both Explorer Scouts aged 16 or over and Scout Network Members to achieve this award.
- b. The young person must register with UK Headquarters to begin working on the award and will then be assigned a mentor locally.
- c. On completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant Commissioner or their nominee for presentation.

Rule 5.46 Members with Special Needs

- a. 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.
- b. 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.
- c. Leaders with Members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts, Counties and at Headquarters.

Rule 5.47 Finance and the Scout County ^{SV}

Certain Rules in this chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

- a. Every Scout County is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Acts apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The County Executive must ensure that proper financial planning and budgetary control is operated within the County.
- d. The County Team Meeting must be consulted on the financial planning of the County's activities.

- e. All expenditure not specifically delegated to the County Team Meeting, Scout Network or County Scout Active Support Unit must be approved by the County Executive Committee to ensure that the County can meet any liability incurred.
- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the County and not in a personal capacity.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- h. The County must ensure that signed copies of the annual report and accounts are sent to the County and National Headquarters within the 14 days following the County's Annual General Meeting at which the annual report and accounts were received and considered.
- i. If called upon to do so, the County Treasurer must send a copy of the latest statement of accounts to County and National Headquarters.
- j. If the County is a registered charity a copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the end of the financial year-end.
- k. The annual statement of accounts must account for all monies received or paid on behalf of the County, including any County Scout Network if applicable, Committees and County Scout Active Support Units.
- l. If the gross income or expenditure is above the limits laid down in the factsheet *Guidance on Accounting and Auditing Requirements* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from the Scout Information Centre.
- m. If the gross income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- n. If the County is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
- o. A permanent endowment is an asset, eg a property held by the County, which may not be sold or disposed of.
- p. The particulars of the trustees in whom such assets are vested must also be shown.
- q. The annual statement of accounts may be in the format of one of four model annual statements available from the Scout Information Centre. These models are suitable for;
- receipts and payments accounts for a single fund unit i.e. where there are no special funds whose use is restricted;
 - receipts and payments accounts for a multi-fund unit i.e. where there are special funds in addition to a general fund;
 - accruals (SOFA) accounts for a single fund unit;
 - accruals (SOFA) accounts for a multi-fund unit.
- The appropriate model will depend upon the gross income in the financial year and whether the County has any special funds whose use is restricted to particular purposes rather than the general purposes of the County.
- r. At each Annual General Meeting of the County Scout Council a scrutineer, independent examiner or auditor as appropriate must be appointed.
- s. Each County can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Guidance on Accounting and Auditing Requirements*.
- t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 1993.
- u. A report to the trustees (the County Executive) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Guidance on Accounting and Auditing Requirements* as appropriate to a scrutineer, an independent examiner or an auditor.
- v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Guidance on Accounting and Auditing Requirements*.

Rule 5.48 Funds administered by the Scout Network, County Scout Active Support Units and other Scout Sections in the County ^{SV}

- a. Any other County approved activity that is not an independent charity (e.g. any County Scout Network, a County Scout Active Support Units, Campsite, Badge Secretary) must itself administer sums allocated to it by the County Executive Committee.
- b. Subscriptions paid by Members of any County Scout Active Support Unit, any County Scout Network or other activity within a Scout County or on their behalf must be handed to the County Treasurer or their nominee as soon as possible after receipt.
- c. The County Treasurer should make the necessary records and pay the money into the County bank account(s) as soon as practicable.
- d. Any County Scout Network, County Scout Active Support Unit or other activity must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the County Treasurer at least once in each period of three months.

Rule 5.49 Bank Accounts

- a. All monies received by or on behalf of the County either directly or via supporters, must be paid into a bank account held in the name of the County. This account(s) may, alternatively, be a National Savings Account or a building society account(s).
- b. The account(s) will be operated by the County Treasurer and other persons authorised by the County Executive Committee.
- c. A minimum of two signatures must be required for withdrawals.
- d. Under no circumstances must any monies received by any one on behalf of the County be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the County Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.
- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the County.
- g. County funds must be invested as specified by the Trustee Act 2000. ^{SV}

- h. County funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the County account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

Rule 5.50 Disposal of County Assets at Amalgamation

- a. If two or more Scout Counties amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.
- b. This statement, together with all County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the County formed by the amalgamation.
- c. If the County Treasurer considers it necessary after consultation with the County Executive Committee, he may ask the County Executive Committee to appoint an appropriate person to examine the accounts.

Rule 5.51 Disposal of County Assets at Splitting

- a. If a Scout County is split into two or more separate Counties, or into parts, which will be amalgamated with other Counties, the assets of the County should be divided into proportions approximately represented by the Scout populations of each part after splitting.
- b. These proportions of the County assets should then be transferred to the County, which will in future be responsible for those parts of the old County.
- c. This will normally be done under the supervision of Headquarters

Rule 5.52 Disposal of County Assets at Closure

- a. If a County ceases to exist, the County Treasurer must prepare a statement of account dated at the effective date of closure.
- b. This statement, together with all County assets, must be handed to Headquarters as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. Headquarters will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.

- d. Any assets remaining after the closure of a County will automatically pass to the Country Headquarters, which shall use or dispose of these assets at its absolute discretion.^{SV}
- e. If there is any reasonable prospect of the County being revived the Country Headquarters may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived County.
- f. Headquarters is responsible for preserving the statements of account and all accounting records of the County.

Rule 5.53 Preservation of Books of Account

- a. Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

Rule 5.54 Payment of the Membership Subscription

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription.
- b. The amount of the Membership Subscription is decided annually by the Board of Trustees.
- c. In addition, to meet local costs, the local Scout County and the local Scout District may charge a membership subscription.
- d. Every Scout County is responsible for the payment of the Headquarters Membership Subscription in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to Headquarters not later than the date annually notified.
- f. Membership subscriptions may be collected from the Members or their parents by a method decided by the County Executive Committee.
- g. The County is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.

- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland, and Wales towards the costs of their own Country Headquarters services.

Rule 5.55 Fundraising

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Counties are expected to generate sufficient funds to carry out their own programme of activities.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
 - the proceeds of the activity go wholly to the work of the County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the County is wholly applied to the work of the County;
 - it does not encourage the habit of gambling.
- f. The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- g. Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

Rule 5.56 Joint Fundraising Projects

- a. Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b. Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.

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- c. When undertaking a joint project it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

Rule 5.57 Fundraising and the Law

All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This will include those regulations governing house-to-house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the Fundraising Section of the Scouts website <http://scouts.org.uk/what-we-do/fundraising>

Rule 5.58 Lotteries and Gaming

- a. If a County considers raising funds by means governed by any legislation as detailed in Rule 5.57, the proposed activity must have the approval of the County Executive Committee.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c. The promoter of any fundraising activity governed by the legislation should be a member of the County Executive Committee.
- d. Counties adjacent to the County engaging in fundraising should be informed of the proposed activity and care must be taken to contain the activity within as close an area to that in which the County operates as practical.
- e. Any advertising material used must conform with the requirements of the legislation and must not contain any matter, which is not in strict conformity with the standards of the Movement.
- f. If the County is a registered charity, this fact must be stated in any advertising material.

Rule 5.59 Appeals for Funds

- a. Counties may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from Headquarters.
- c. Any permitted appeal must not exceed the boundaries of the County.

Rule 5.60 Professional Fundraisers

- a. Counties may appoint a professional fundraiser.
- b. All legislation associated with fundraising must be fully complied with.

Rule 5.61 Grant Aid and Loans

- a. Provided that a County raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the County Chairman and County Commissioner before submission.
- c. Applications for grants or loans from Headquarters must have the approval of the County Chairman and the County Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the County Chairman and of the County Commissioner if the latter so directs.
- e. If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

Chapter 6

The Structure of the Headquarters of The Scout Association

The Council and committees of The Scout Association, membership, national leadership and support.

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The Royal Charter

The Scout Association exists by authority of a Royal Charter, granted by King George V in 1912 and supplemented by further Charters granted by King George VI and Queen Elizabeth II.

These Charters give authority to the Bye Laws of the Association, which are approved by Her Majesty's Privy Council.

The Bye Laws, in turn, authorise the making of rules for the regulation of the Association's affairs, and thereby give authority for the Rules printed in *Policy, Organisation and Rules*.

The Patron

Her Majesty The Queen is the Patron of The Scout Association.

The President

His Royal Highness The Duke of Kent is the President of The Scout Association.

The Council of The Scout Association

The Scout Association is governed by a Council of between 300 and 500 members as determined by the Royal Charter of 1912 and the Supplemental Royal Charters of 1949, 1959, 1967 and 1991.

The Council appoints the Chief Scout, who becomes the Chairman of the Council.

Membership of the Council

The Council consists of:

Ex-officio members

- The President

- The Chief Scout
- The Treasurer
- The Deputy Chief Scout[s]
- The Chief Executive
- The International Commissioner
- The Chairmen of the national boards of the Association
- Any person holding appointment as a Chief Commissioner or a national Commissioner
- The County Commissioners of the United Kingdom
- The Chairman and Members of the Board of Trustees

Nominated Members

Each Scout County and each Overseas Branch may nominate members to the Council.

Each County or Overseas Branch may have one Nominated Member for every 10,000 Members or part thereof declared by the County or Branch at the time of the annual census taken prior to the nomination.

A Nominated Member serves for three years unless another is nominated in the member's place.

Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of Headquarters are not eligible for nomination.

Nominated Youth Representative

Each Scout County may nominate one youth representative to the Council.

The Nominated Youth Representative must be a Member or Associate Member of the Association in the nominating County.

On nomination the representative must have passed their 18th birthday but not reached their 24th birthday at the date of the annual census.

A Nominated Youth Representative serves for three years unless another representative is nominated in the representative's place or until the date of the Annual Census following the representative's 25th birthday.

Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of Headquarters are not eligible for nomination.

Elected Members

The Council may include up to sixty other persons of whom not more than three may be full-time employees of The Scout Association.

These Members are elected by the Council at the Annual General Meeting of the Council.

Elected Members serve for three years.

The Board of Trustees of The Scout Association

The Board of Trustees exists to manage the business of the Association in accordance with the Bye Laws of the Association.

It is the body, which makes the Policy and Rules of the Association as published in *Policy, Organisation and Rules* and in the various handbooks and other official literature of the Association.

Membership of the Board of Trustees

The Board of Trustees consists of:

Ex-officio members

- Chief Scout or Deputy Chief Scout (but not both); and
- Chief Executive.

Elected members

Nine Members or Associate Members of the Association (one each from Northern Ireland, Scotland, Wales and three from northern England and three from southern England) elected at an Annual General Meeting of the Council.

Elected Members are elected for a period of three years.

Elected Youth Members

Three youth Members or Associate Members of the Association elected by the Council at an Annual General Meeting of the Council

Elected Youth Members are elected for a period of three years.

Appointed Members

The Chairman of the Board, the Treasurer and up to three other persons who need not be, at the time of their nomination, Members or Associate Members of the Association, provided always that those so nominated accept to become at least Associate Members on their appointment by the Council at an Annual General Meeting.

Appointed Members are appointed for a period of three years.

Attending Members

The Secretary, who shall not have a vote.

Right of Attendance

The Chief Scout and any Deputy Chief Scouts [if they are not Trustees], Chief Commissioners [including the International Commissioner], the UK Commissioners for Programme and Adult Support, Regional Commissioners, County Commissioners and County Chairmen have the right of attendance without vote at meetings of the Trustee Board and may put forward matters for discussion on giving fourteen days' notice to the Secretary of the Board.

Sub-Committees of the Board of Trustees

The Board of Trustees delegates certain powers to five sub-Committees:

- The Finance Committee;
- The Operations Committee;
- Risk Assurance Committee
- The Nominations Committee
- Staffing, Salary and Remuneration Committee

The membership and terms of reference of these sub-Committees is determined by the Board of Trustees. Two or more members of the Board of Trustees must serve on each.

Chairmen of sub-Committees are appointed for a three year term by the Board of Trustees subject to them remaining as trustees and a satisfactory annual performance review.

Other National Groups

The Committees are advised by national groups appointed from time to time with the approval of the Board of Trustees.

The membership and terms of reference of each board or group is determined by the Board of Trustees or by a sub-committee under its delegated powers.

National Leadership

Chief Scout

The Chief Scout is appointed by the Council of The Scout Association according to the terms laid down by the Council.

UK Chief Commissioner

A UK Chief Commissioner may be appointed by the Association.

The UK Chief Commissioner is treated as a Deputy Chief Scout for the purposes of the Bye Laws.

Treasurer

The Treasurer is appointed by the Council of The Scout Association according to the terms laid down by the Council.

Chief Commissioners

Chief Commissioners are appointed by UK Chief Commissioner with the approval of the Headquarters Appointments Committee.

The appointment of a Chief Commissioner remains valid until the fifth anniversary of the date of the appointment.

The appointment of Chief Commissioners is subject to formal review by the UK Chief Commissioner.

The appointment of a Chief Commissioner may be renewed for a second period not exceeding five years.

Chief Commissioners are Ex-officio Members of the Council of The Scout Association.

Regional Commissioners (England or Wales)

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Regional Commissioners (England and Wales) are appointed by the Chief Commissioner (England or Wales) / Deputy Chief Commissioner (England) with the approval of the Headquarters Appointments Committee.

The appointment of a Regional Commissioner remains valid until the fifth anniversary of the date of the appointment.

The appointment of Regional Commissioners is subject to formal review by the Chief Commissioner (England or Wales) / Deputy Chief Commissioner (England)

The appointment of a Regional Commissioner may be renewed for a second period not exceeding five years.

Regional Commissioners are Ex-officio members of all County Scout Councils in their region and have Right of Attendance at all County Executive Committees in their region.

Regional Commissioners (England or Wales) are treated as National Commissioners for the purposes of the Bye Laws.

United Kingdom Commissioners

UK Commissioners are appointed by UK Chief Commissioner with the approval of the Headquarters Appointments Committee to undertake special responsibilities, such as the leadership and support of the Sections.

The appointment of a UK Commissioner remains valid until the fifth anniversary of the date of appointment.

The appointment of a UK Commissioner may be renewed for a second period not exceeding five years.

The appointment of UK Commissioners is subject to a formal review by the UK Chief Commissioner.

UK Commissioners are treated as National Commissioners for the purposes of the Bye Laws.

Headquarters

The Board of Trustees of The Scout Association maintains a Headquarters staff with a departmental structure as required for the implementation of its policy and to provide services and materials necessary for the proper conduct and development of Scouting. (This includes Regional Development Managers and Officers who are appointed by Headquarters and assigned to work in support of the development of Scouting in Counties and Districts in England.)

Chief Executive

The Chief Executive is appointed by the Board of Trustees. The Chief Executive is responsible for the co-ordination of all the work of the staff of Headquarters, for the implementation of the policy of the Board of Trustees and for such special tasks as may be requested by the Board.

The Chief Executive is an Ex-officio Member of the Council of the Association and of the Board of Trustees.

Board Secretary

The Board of Trustees appoints a Secretary to carry out the duties required of such a person by the Bye Laws.

The Scout Information Centre

The Scout Information Centre provides advice, support and guidance to the Movement. It can be contacted as follows:

Tel: 0845 300 1818 or 0208 433 7100

Fax: 0208 433 7103

Email: info.centre@scouts.org.uk

Mail: Scout Information Centre, The Scout Association, Gilwell Park, Chingford, London E4 7QW

SCOUTING Magazine

is the national magazine of The Scout Association and provides practical resources, information and support for those involved in Scouting.

www.scouts.org.uk

is the official website of the Association and provides regular news updates, general information on Scouting, material for young people, Scouting magazine online and access to a range of online member resources.

The Country Scout Councils of Northern Ireland, Scotland and Wales

These Scout Councils exist to advise their respective Chief Commissioners in all matters relating to the exercise of the Commissioner's discretionary powers as specified by Headquarters, and to perform such administrative and executive duties as may be delegated to them by Headquarters, which may include management of their financial affairs. Headquarters makes and approves constitutions for Country Scout Councils in order to facilitate the performance of delegated duties.

Northern Ireland Under the Scout Constitution for Northern Ireland the affairs of The Scout Association are under the charge of The Northern Ireland Scout Council, with a Committee for the management of its business. Under the authority of Headquarters, Northern Ireland Headquarters is the body responsible for matters of programme, training and administration in Northern Ireland.

Northern Ireland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Northern Ireland without modification.

Scotland^{SV} Under the Scout Constitution for Scotland, the affairs of The Scout Association are under the charge of The Scottish Council of The Scout Association, with a committee for the management of its business. Under the authority of Headquarters, Scottish Headquarters is the body responsible for matters of programme, training and administration in Scotland.

Scotland has separate legal and educational systems and its own system of local government.

Certain Rules concerning trusteeship, property and charitable status therefore do not apply in Scotland without modification.

Wales Scouting in Wales is supported by the Welsh Scout Council. Headquarters in London undertakes for it many of the functions of a Country Headquarters. Scout Counties in Wales are known as Areas.

The Overseas Branches of the Association

Branches of The Scout Association are established in certain territories overseas, with local Chief Scouts and Chief Commissioners.

Their constitutions are granted by Headquarters and may be withdrawn at its discretion.

Variations to the Rules of the Association may be sanctioned by Headquarters to suit the local circumstances of an Overseas Branch.

The International Commissioner is responsible to the UK Chief Commissioner for the efficiency and well-being of Scouting in Overseas Branches and for relations with Scout Associations in Commonwealth Countries.

British Scouting Overseas

In a number of countries throughout the world there are British Scout Groups, which are registered by The Scout Association. They are under the Leadership of the Area Commissioner

for British Scouting Overseas who is appointed by Headquarters under the recommendation of the International Commissioner. The Area Commissioner is responsible to the International Commissioner.

The Area receives appropriate support by Headquarters as agreed by the Area Commissioner.

Companies and Trusts Associated with The Scout Association

Scout Shops Limited is a wholly owned subsidiary of the Scout Association. It is primarily involved in supporting the parent charity through the sourcing and distribution of merchandise (such as the supply of uniform, badges, resources, souvenirs and camping equipment). All profits generated are returned to the Association via gift aid.

World Scout Shop Ltd is a wholly owned subsidiary of the Scout Association which is operated under licence from World Scouting. Its primary objective is the efficient sourcing and distribution of World Scout branded merchandise to the global Scouting audience. All profits generated are returned to the Association via gift aid

The Scout Association Trust Corporation (SATC) is a company limited by guarantee and operates with its own separate Board of Directors. Its powers and constitution are stated in its Memorandum and Articles of Association. It was created to ease the administrative burden faced by Scout Units in having to find/appoint/retain local individual Holding Trustees to hold title to their land and to also ensure consistency by holding important land documentation securely in a central location. Where appointed, the SATC can hold title to freehold, leasehold and long-term Licence land interests as a sole Custodian Trustee on behalf of Scout Units registered with The Scout Association in the United Kingdom (excepting Scotland and Northern Ireland). It can also hold title to land held jointly by Scout and Guide Units. As Custodian Trustee, whilst the SATC will be a party and signatory to any substantive land documentation, it cannot and does not have any responsibility for the management of a Scout Unit or its land. This responsibility remains vested in the Scout Unit's local Executive Committee who also act as the Charity Trustees.

Scout Services Limited is a wholly owned subsidiary of the Scout Association whose principal activity is that of sponsorship and marketing services for The Association and other commercial activities, including both Gilwell Park and Baden Powell House Scout Conference Centres, and Scouting Magazine. All profits generated are returned to the Association via gift aid.

Scout Insurance (Guernsey) Limited is a wholly owned subsidiary of the Scout Association whose principal activity is that of a 'captive' insurance company registered in Guernsey. Its purpose is to undertake certain insurance business on behalf of the Scout Movement and thus, to a certain extent, protect the Movement from premium rates applicable to the general insurance market. The premiums charged can be related more directly to the risks involved in Scout activities instead of having to follow the open market rates.

Scout Insurance Services Limited (trading as Unity) is The Scout Association's dedicated insurance broker providing insurance support to the Association and to the Scout Movement in the UK. Unity arranges liability insurance and personal accident and medical expenses cover for The Scout Association and its Members. Unity provides additional specialist insurance cover that Groups, Districts, Counties and campsites may need. Scout Insurance Services Limited is authorised and regulated by the Financial Conduct Authority, and as a wholly owned subsidiary of The Scout Association all profits generated are returned to the Association via gift aid.

Girlguiding

The Scout Association and Girlguiding, although separate organisations, share a common Founder and have similar aims, principles and methods. Co-operation between the two organisations is encouraged at all times and at all levels.

Rule 6.1 National Scout Active Support Units

- a. The UK Commissioner for Adult Support may form National Scout Active Support Units.
- b. Applications to form a National Scout Active Support Unit are made to the UK Commissioner for Adult Support.
- c. The purpose of National Scout Active Support Units is to provide active support to Scouting at a national level.

- d. All adult-only support groups linked to Scouting at a national level must be registered as National Scout Active Support Units.
- e. The UK Commissioner for Adult Support may delegate another national appointee to act as the responsible Commissioner to support the activities and development of a National Scout Active Support Unit, to agree and review the service agreement, and to maintain effective liaison between Headquarters and the National Scout Active Support Unit.
- f. Each National Scout Active Support Unit is led by a National Scout Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more National Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit. All appointments of National Scout Active Support Unit Managers and Co-ordinators will take place through arrangements nominated by the UK Commissioner for Adult Support.
- g. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of a National Scout Active Support Unit is open to any person aged 18 or over, including:
 - i. those holding other appointments in Scouting, who will be expected to give priority to the duties of these local appointments;
 - ii. Scout Network Members, who will be expected to give priority to their Scout Network.
- h. The National Scout Active Support Manager must be a Member of the Association. All members of a National Scout Active Support Unit must be at least Associate Members. They may also become Members by making the Scout Promise.
- i. A National Scout Active Support Unit is responsible for providing active support in accordance with its service agreement, agreed annually with the UK Commissioner for Adult Support or nominee.
- j. The following minimum standards are laid down for National Scout Active Support Units:
 - There must be an appointed National Scout Active Support Manager.
 - A National Scout Active Support Unit must provide active support to Scouting on a national level, as detailed in the service agreement.

- A National Scout Active Support Unit must comply with the operational procedures agreed with the UK Commissioner for Adult Support or nominee.
- k. If a National Scout Active Support Unit fails to reach the minimum standards for two consecutive years, it may be closed by the UK Commissioner for Adult Support (acting together with the International Commissioner/UK Commissioner (Programme) if appropriate), with the approval of the Operations Committee.
 - l. If a National Scout Active Support Unit fails to reach the minimum standard for three years it must be closed.

Rule 6.2 UK Scout Network

a. Admission to Membership

- i. Explorer Scouts who turn 18 years of age will automatically become Members of the District Scout Network. Exceptionally, where there is no District Scout Network but a County Scout Network or equivalent operates, they will automatically become Members of the County Scout Network or equivalent.
- ii. Members of District Scout Networks, and County Scout Networks or equivalents where exceptions have been made, are also members of the UK Scout Network.
- iii. Members with no District affiliation, either by being a Member of a District Scout Network or having another role, can choose to be a Member of the UK Scout Network only. Should a Member of the UK Scout Network subsequently choose to join a District Scout Network, or take on another role in a District, they will be affiliated with that District.
- iv. The decision to admit anyone to membership of the UK Scout Network rests with the District Scout Network Commissioner or the UK Scout Network Commissioner if they are not affiliated with a District.
- v. All Members must satisfactorily complete a 'Personal Enquiry' (unless otherwise stipulated).

b. Transfer of membership

- i. If a Member of the UK Scout Network also joins a local Scout Network, the UK Scout Network Commissioner should inform the District Scout Network Commissioner and/or Assistant County Commissioner Scout Network of the County into which the Member is joining.

c. Management of the UK Scout Network

- i. The UK Scout Network is managed by a team of its Members and a UK Scout Network Commissioner acting together. The UK Scout Network Team is accountable to the UK Scout Network Commissioner for the satisfactory running of the UK Scout Network.
- ii. The UK Scout Network should provide opportunities for Members to take part in the decision making process through the UK Scout Network Team who will encourage and support participation in the programme and develop projects for all Members.

d. UK Scout Network Commissioner role

- i. The UK Scout Network Commissioner is responsible to the Deputy UK Commissioner for Programme (14-25).
- ii. The functions of the appointment are to:
 - Ensure that the UK Scout Network operates;
 - Provide technical advice on the operations of the UK Scout Network;
 - Support the UK Scout Network Team
 - Encourage participation in the programme and projects devised by the UK Scout Network and other Scout Networks.

e. Responsibility for the Programme in the UK Scout Network

- i. A UK Scout Network Commissioner, working with the UK Scout Network Team, is responsible for the detailed programme and projects undertaken by the UK Scout Network.

- ii. Members of the UK Scout Network should play a leading role in organising projects to facilitate participation in the programme, and where possible, take responsibility for supporting projects by seeking to volunteer with the UK Scout Network Team.

Chapter 7

Emergency Procedures

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- Rule 7.1 Communication
Rule 7.2 Emergency Procedures

- Rule 7.3 Overriding Controls
Rule 7.4 Accident Reporting
-

Rule 7.1 Communication

- a. For all Scouting activities each party must implement an 'InTouch' system.
- b. Details of what this needs to include are contained in the Factsheet *FS120075 InTouch*.

Rule 7.2 Emergency Procedures

- a. All accidents to individuals or involving damage to property must be reported. (See Rule 7.4).
- b. In the case of an accident to an individual, a member of the party or their designate must:
- alert the appropriate rescue services, if required;
 - advise the home Scout authority;
 - advise the next of kin.
- c. In the case of a serious accident, incident or the loss of life by whatever cause the Duty Media Officer at Headquarters must be advised immediately.
- Contacting Headquarters will ensure that appropriate media and incident support is made available. It is vital that Headquarters are informed at the earliest opportunity.*
- d. The contact telephone number for the Duty Media Officer at Headquarters is:
- 020 8433 7100
- After office hours a recorded message detailing the contact telephone number of the Duty Media Officer is available.*
- e. In Scotland, the Scottish Headquarters should also be informed. The telephone numbers are:
- during office hours - 01383 419073;
 - after office hours - 020 8433 7100.
- f. In Northern Ireland, Northern Ireland Headquarters should also be informed. The telephone numbers are:
- during office hours - 02890 492829;
 - after office hours - 07973 301195.
- g. Communications with the news media may not be initiated by members of the party or others involved.

- h. All communication with the news media must be referred to the Duty Media Officer at Headquarters or the home Scout authority.
- i. In many cases the news media will arrive at the incident or get in touch with those involved before any communication with Headquarters has been established.
- Take care if the news media contact you. Seek support in these situations before talking to the media by calling the emergency support number.
- j. The Duty Media Officer at Headquarters will offer advice and assistance in dealing with the news media when emergencies and accidents to individuals occur.
- k. In the case of an accident abroad, involving a stay in hospital, or loss of life, a member of the party must advise appropriate agency(ies) required by their travel insurers.
- l. The home Scout authority must ensure that:
- clear communication links are maintained with a responsible person in the area of the accident, the next of kin and Headquarters;
 - appropriate arrangements are made for the return of the party, as necessary;
 - in cases of serious injury, every assistance is available to ensure the next of kin can visit the casualty.
- m. Headquarters, when notified, will contact the Scout authority of the area in which the incident occurred.
- n. The home District Commissioner (or County Commissioner in the case of County activities), in conjunction with the leader of the party or other responsible person, must be prepared, if required by Headquarters, to produce a full confidential report relating to authorisation, training, equipment, briefing and leadership of the party involved, together with their observations relating to the sequence of events and possible causes of the accident.

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- o. This report will be submitted to the home County Commissioner who will forward it to Headquarters accompanied by their own observations relating to the circumstances, details of County support for education and training in respect of such activities and, as appropriate, any recommendations they intend to implement in the light of experience gained.
 - p. In the case of a fatal incident, or an incident that Headquarters considers could have resulted in a fatality, The Director of Corporate Services of the Association will establish an enquiry on behalf of the Board of Trustees.
 - q. Leaders are also required to notify the appropriate Government Agency when accidents occur during Air Activities or during Water Activities in coastal or deep sea waters

Rule 7.3 Overriding Controls

- a. For safety reasons only, the District or County Commissioner (or their representatives) of the area where the activity takes place has an overriding authority (in consultation with the home Commissioner) to direct that any activity should be postponed, stopped or cancelled.

Rule 7.4 Accident reporting

- a. Headquarters (*via the Scout Information Centre*) must be informed at the earliest suitable opportunity if any person, whether a Member of the Movement or not:
 - suffers personal injury or illness where that injury or illness necessitates medical treatment (i.e. treatment by a doctor, dentist, nurse, paramedic or at a hospital). Minor injuries or illness not requiring such treatment must be recorded locally, with Headquarters being informed if they subsequently receive medical attention;
 - requires rescuing (where rescue involves any Emergency Service, i.e. Police, Fire, Ambulance, Mountain Rescue or Coastguard);
 - or dies;in the course of, or arising out of, a Scout activity or while on, or in conjunction with, any Scout property.
- b. If an accident during a Scout activity results in third party damage, Headquarters must be informed at the earliest suitable opportunity.
- c. On receipt of this information Headquarters will issue the necessary instructions and an incident report form.

- d. In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by Headquarters.

(See 7.2 above for actions required in the event of an emergency)

Chapter 8

Insurance

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Personal Accident and Medical Expenses Policy

Personal Accident and Medical Expenses Supplementary Insurance

The Scout Association Legal Liability Policy

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Rule 8.2 Indemnities

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Personal Accident and Medical Expenses Policy

This insurance is provided by Headquarters and covers the total Membership as shown on the Annual Census Return together with new Members joining during the year in the British Isles, including British Scouts in Western Europe and British Groups Abroad.

Details of the current benefits under this policy may be obtained from Unity (Scout Insurance Services).

Special travel insurance should be obtained for authorised Scout visits abroad.

Parties of up to five foreign Scouts visiting the British Isles to take part in Scout activities organised by a British home unit are also covered by this policy. Larger parties can be insured by the host unit if the visiting Scouts are not already insured through their home Association.

The policy covers accidents and medical expenses in the British Isles and on the continent of Europe.

Personal Accident and Medical Expenses Supplementary Insurance

Supplementary insurance can be arranged to provide higher benefits.

Non-members, such as supporters, are not provided with the same automatic basic Personal Accident Insurance as members.

They can be insured under the basic policy and can have the benefit of Supplementary Insurance similar to that which is available to other adults.

Details are available from Unity (Scout Insurance Services) on request.

The Scout Association Legal Liability Policy

This policy covers The Scout Association and may, at its request, provide cover for Commissioners, Scouters and other persons authorised to be in charge of, or to assist with, Scout activities against claims made by members

under their control, or their parents/guardians, or by third parties, alleging legal liability arising out of accidents or incidents occurring during any authorised Scout activity.

Such indemnity will also apply to those responsible for the organisation and running of Scout fundraising events and covers the property owner's liability which rests upon any Scout authority which owns or is responsible for land and/or buildings (except for liability under any agreement).

It is a condition precedent to indemnity being granted by The Scout Association that any assistance required in investigating and/or defending any potential litigation will be given by those involved in the incident giving rise to the claim.

The Scout Association Legal Liability Policy does not cover legal liability arising out of the ownership and/or driving/piloting of motor vehicles, aircraft and/or gliders.

It does not fully cover liability for injuries to third parties and/or damage to third party property arising out of the ownership or operation of boats.

Unity (Scout Insurance Services) can arrange marine liability insurance and will provide details on application.

The provision of any indemnity given by The Scout Association is subject to the terms and conditions of any legal liability insurance policy which may be in force.

Rule 8.1 Insurance Cover

- a. Every Scout Group, District and County must maintain insurance cover, to be reviewed annually, in respect of the following risks:
- property and equipment, including the risk of loss or damage to equipment whilst in transit or at camp or on expeditions;
 - motor vehicles, including passenger risk, in the British Isles or abroad;

- marine and boating risks;
 - aviation and air activity risks.
- b. Insurance cover must be taken out in respect of risks incurred when undertaking travel.
- c. Unity (Scout Insurance Services) is a subsidiary company of The Scout Association and is one company that can arrange insurance cover that meets the standards described above.

Rule 8.2 Indemnities

- a. If a Scout Group, District or County is arranging to use land, premises or other facility belonging to another authority, organisation or an individual, and is required to sign an agreement or indemnity, details must be sent to Unity (Scout Insurance Services) as soon as possible.
- b. The acceptability of the agreement or indemnity terms by Unity (Scout Insurance Services) and the adequacy of the Association's Legal Liability Policy in relation to them must be confirmed before proceeding with the arrangements or signing any agreement or indemnity.

Rule 8.3 Compliance with Rules

- a. For insurance cover by Headquarters to be effective, the Rules of the Association must be complied with, particularly those Rules governing the organisation of activities and safety precautions applying to activities.
- b. Some adventurous activities carry a potentially larger third party risk than others, and appropriate insurance arrangements have therefore to be made by Unity (Scout Insurance Services).
- c. For this reason, Groups, Districts or Counties undertaking the following activities are required to notify Unity (Scout Insurance Services) beforehand:
- Air activities;
 - Karting.

Rule 8.4 Effecting Insurance and Reporting Claims

- a. If action is taken in relation to effecting insurance or reporting claims, injuries or fatalities, this action must be taken by the Leader or other adult responsible for the individual's or party's participation in the event or activity.
- b. Incident report forms when received, should not be completed by any adult involved in the incident but should be handled by a suitable independent person.

Chapter 9

Activities

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Rule 9.12	Air Activities - Public Liability Insurance and Pilot and Aircraft Requirements	Rule 9.44	Classification of Waters
Rule 9.13	Flight Briefings	Rule 9.45	Water Activities Permits
Rule 9.14	<i>This rule is intentionally left blank.</i>	Rule 9.46	Boats
Rule 9.15	<i>This rule is intentionally left blank.</i>	Rule 9.47	Charter Vessels
Rule 9.16	Powered Aircraft Flying	Rule 9.48	Activities near the water
Rule 9.17	Gliding	Rule 9.49	Paddling
Rule 9.18	Balloonng	Rule 9.50	Swimming General
Rule 9.19	Parachuting	Rule 9.51	Swimming Activities – Class C waters (including swimming pools)
Rule 9.20	Hang Gliding, Paragliding and Parascending	Rule 9.52	Swimming Activities – All other open waters
Rule 9.21	Hovercrafting	Rule 9.53	<i>This rule is intentionally left blank.</i>
Rule 9.22	Creative Activities for Public Performance	Rule 9.54	Scout Owned Swimming Facilities
Rule 9.23	<i>This rule is intentionally left blank.</i>	Rule 9.55	Nights Away Permit Scheme
Rule 9.24	<i>This rule is intentionally left blank.</i>	Rule 9.56	Responsibilities
Rule 9.25	<i>This rule is intentionally left blank.</i>	Rule 9.57	Nights Away Permits
Rule 9.26	Hill Walking and Off Road Cycling Permits	Rule 9.58	Renewal, Restriction, Suspension or Withdrawal of Nights Away Permits
Rule 9.27	Hill Walking and Off Road Cycling - Safety	Rule 9.59	<i>This rule is intentionally left blank.</i>
Rule 9.28	Terrain Zero Definition	Rule 9.60	<i>This rule is intentionally left blank.</i>
Rule 9.29	Terrain One Definition	Rule 9.61	Nights Away Passports
Rule 9.30	Terrain Two Definition	Rule 9.62	Family Nights Away
Rule 9.31	Specialist Terrain	Rule 9.63	Expeditions and Events in Adventurous Country or Onboard Craft
Rule 9.32	Party Size	Rule 9.64	Visits Abroad
		Rule 9.65	Visits to the United Kingdom
		Rule 9.66	<i>This rule is intentionally left blank.</i>

Rule 9.67	Banned Activities
Rule 9.68	<i>This rule is intentionally left blank.</i>
Rule 9.69	Martial Arts
Rule 9.70	Horse Riding and Pony Trekking
Rule 9.71	Cycling
Rule 9.72	Motorsports
Rule 9.73	<i>This rule is intentionally left blank.</i>
Rule 9.74	<i>This rule is intentionally left blank.</i>

Rule 9.75	<i>This rule is intentionally left blank.</i>
Rule 9.76	Joint Activities or Joint Use of facilities with other Youth Organisations
Rule 9.77	Other Activities
Rule 9.78	High Ropes Activities
Rule 9.79	Permanent High Ropes Activities
Rule 9.80	Temporary High Ropes Activities

A list of available guidance on activities is contained in the a-z directory of activities available at [Scouts.org.uk/A-Z](https://scouts.org.uk/A-Z).

Further advice may be available from District and County Activity Advisers, details of which may be available from your Assistant County Commissioner (Activities). You may also contact Headquarters via the Scout Information Centre. In addition to the factsheets stated, others may be available to provide guidance in activity areas.

Rule 9.1 Activity Rules – Application

- a. These Rules apply to all activities carried out anywhere in the world.
- b. The District Commissioner is responsible for approving all activities for Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts. This will usually be by means of an informal system agreed between the District Commissioner and each Group Scout Leader or District Explorer Scout Commissioner.
- c. For Scout Network the relevant Commissioner is responsible for approving all activities for Scout Network Members at that level, i.e. a District Commissioner for District Scout Network Activities and the County Commissioner for County Scout Network Activities. This will usually be by means of an informal system agreed between the District Scout Network Commissioner, Assistant County Commissioner Scout Network or County Commissioner.^{SV}

- d. The relevant District or County Commissioner is responsible for approving all activities for groups of adults (i.e. where each individual is aged 18 and over). This will usually be by means of an informal system agreed between the relevant Commissioner and the County Scout Network Commissioner (in respect of Scout Network), Scout Active Support Manager (in respect of Scout Active Support) or other person recognised by the relevant Commissioner.^{SV}
- e. For special events and activities approval must be granted by a County, Regional or Chief Commissioner, as appropriate.
- f. For safety reasons **only**, the District or County Commissioner (or their representatives) of the area where the activity takes place has an overriding authority (in consultation with the home Commissioner) to direct that any activity should be postponed, stopped or cancelled.

Please refer to [rule 7.3](#).

- g. There are additional requirements for the District/County Commissioners approval for those activities which fall within the scope of the Association's Adventurous Activity Permit Scheme.
- h. When professional instructors or leaders from outside the Movement are engaged separate rules apply (see [Rule 9.9](#)).
- i. *This rule is intentionally left blank.*

Rule 9.2 Preparations

- a. Prior to every activity the Leader must ensure that:
 - it has been approved by the relevant District/County Commissioner;
 - if necessary, they - or another member of the party - holds a permit in accordance with the Adventurous Activity Permit Scheme (see [Rule 9.7](#));

- it is the leader holding the permit who takes all decisions for the duration of the activity;
- there is additional, responsible supervision as required (including for those in the locality of the activity but not actively involved, see [Rules 3.7-3.9](#)), all supervising adults and participants are made aware of who is in charge;
- suitable InTouch arrangements (see [Rule 9.3](#)) and Emergency Procedures ([Chapter 7](#)) are in place;
- it is appropriate to the age and abilities of all participants;
- each participant has received appropriate training;
- an appropriate weather forecast is obtained and acted upon in terms of selecting the area in which the activity will operate and that each participant is suitably equipped to tackle predicted/possible extremes;
- all equipment is appropriate for the activity;
- any other requirements of The Scout Association, including Child Protection and Safety, have been complied with;
- any legal requirements for the activity have been complied with;
- a risk assessment is carried out in accordance with [Rule 9.4](#). Risk Assessment and safety instructions are communicated to all supervising adults and participants;
- suitable first aid materials are available.

Rule 9.3 InTouch

- For all Scouting activities each party must implement an 'InTouch' system.
- Details of what this needs to include are contained in the factsheet [FS120075 InTouch](#) and at scouts.org.uk/intouch.

Rule 9.4 Risk Assessment

- Leaders must carry out risk assessments before and during every activity.
- All activities must be undertaken in accordance with the Association's Safety Policy (see [Chapter 2](#)) and adhere to the relevant general and specific activity rules set out in Chapter 9 - Activities.

Further details are contained in the factsheet [FS120000 Activities – Risk Assessment](#) and at scouts.org.uk/safety.

Rule 9.5 Emergency Procedure

Please refer to [Chapter 7 Emergency Procedures](#).

Rule 9.6 Large Scale Events

- Where an adventurous activity involves 100 or more people, the activity must be specially approved by the home District or County Commissioner(s) and advance notice in writing must be given to the host County Commissioner(s) at least two months before the event, together with the following details:
 - the numbers and age ranges of those involved;
 - the names and addresses of the responsible Leaders;
 - the outline programme;
 - the proposed location(s);
 - the proposed transport arrangements, including those to be used during the event;
 - the proposed method of liaison with local landowners.
- In all such cases involving the activities covered in this chapter, the organisers must:
 - carry out a risk assessment;
 - consider and document the arrangement for the supervision of participants and the procedures to be used in the event of an emergency;
 - submit a safety plan to the home District or County Commissioner(s) for approval.
- For large scale adventurous activities where alternative written safety procedures are in place the County Commissioner, in consultation with the relevant County Activity Adviser, may agree to an alternative system of supervision, checking and control of participating groups.

Rule 9.7 Adventurous Activities Permit Scheme

- These rules apply to all adventurous activities.

Adventurous activities are:

- archery;
- caving;
- climbing and abseiling, except;

- *bouldering*;
- *climbs using auto belay systems (systems that lower a climber to the ground without any human intervention)*;
- hill walking and off road cycling (in Terrain One and Two);
- hovercrafting;
- snowsports (in Terrain One and Two); (except artificial slopes and nursery slopes);
- all water activities, except swimming, on class B1, B2, B3 or A waters;
- all motorised water activities and SCUBA activities on class C waters.

b. Members or associate members of Scouting wishing to run any adventurous activity must hold the appropriate activity permit where any member of the activity group is under the age of 18 or has a special educational need that places their mental age as below 18. For joint activities with under and over 18 members the activity permit scheme applies. Where these activities are being run by non-members, see [Rule 9.9](#) Use of External Centres and Instructors.

Note: Rule 9.7a referring to Archery is now for implementation by Districts (and Counties) by 31st December 2015. During this time, where the revised processes have not yet been implemented locally, reference should be made to Rule 9.36 September 2014 version of POR.

- c. A Commissioner issues a permit on the recommendation of an assessor and in accordance with the process and content of the factsheet [FS120103 Adventurous Activity Permit Scheme – Commissioners’ Guide](#).
- d. Permits can be granted for leadership, supervisory and personal. Details of which are available for each activity can be found in the factsheet *FS120100 Adventurous Activity Permit Scheme*. The remit of each permit can be found in the appropriate factsheet for the specific activity, although all permits can have additional restrictions placed on them based on the skills and experience of the permit holder.
- e. There is no minimum or maximum age to hold a leadership or supervisory permit (except any imposed by outside agencies). There is no minimum age to hold a personal permit, but the maximum age is 17.

- f. Recommendations for permits may be made by County assessors or external assessors in accordance with the *factsheet FS120104 Adventurous Activity Permit Scheme – Approved Assessors*.
- g. Permits must have an expiry date of not more than five years. When a permit expires the permit holder must apply for, be assessed for and be granted a new permit before they are able to run the activity again.
- h. Where a leadership or supervisory permit holder is under 18 their permit will expire on their 18th birthday if the required safeguarding checks for an adult holding a permit have not been carried out. When they turn 18 they can be granted a new permit, once the required safeguarding checks have been carried out, without the need for another assessment, to expire no longer than five years after their initial permit was granted.
- i. All groups undertaking adventurous activities must have immediate access to someone holding a relevant and current first aid qualification. This need not be the permit holder. The detail of the first aid skills required will be identified by the risk assessment, but the minimum qualifications (or equivalents) are:
 - Terrain 2 – A full first aid certificate as defined in the [First aid and First Response](#) page on Scouts.org.uk.
 - All other adventurous activities – First Response.
- j. Once holding a permit an activity leader may operate with Members from another District or County (subject to the normal approval of the District/County Commissioner of the Members concerned).
- k. When a permit holder leaves Scouting their permit(s) will automatically expire on the date that they leave.
- l. Where a permit holder is not following the activity rules or running the activity in an unsafe manner, their Commissioner may review and further restrict or cancel their permit.
- m. Each County is required to carry out a self- moderation of their management of the adventurous activity permit scheme by the end of each January in accordance with the details in *FS120106 Adventurous Activity Permit Scheme – Moderation*.
- n. The County Commissioner is responsible for;

- agreeing the County self- moderation as an accurate record;
 - ensuring action plans are in place where any minimum standards are not met;
 - ensuring any agreed action plans are carried out.
- o. Where a County is selected for national sampling of their self- moderation they need to send their completed County self- moderation form to the UK Activities Team at Gilwell Park before the end of February.

Rule 9.8 Adult Groups in Adventurous Activities

- a. An adventurous activity is defined in [Rule 9.7a](#).
- b. Where any participant in the activity group is aged under 18, or has a special educational need that places their mental age below 18, Rule 9.7 Adventurous Activity Permit Scheme will apply.
- c. Rules within Chapter 9 regarding adventurous activities should be taken as guidance except Rules 9.3 – 9.6, 9.9, 9.12 and 9.64 (except a) which must be followed irrespective of age.
- d. Any activity that is banned applies to all age groups.
- e. Each activity must have a co-ordinator.
- f. Each participant must sign an acknowledgement of risk statement and have read the guidance set out in the fact sheet [FS120087 Adult Groups in Adventurous Activities](#).

Rule 9.9 Use of External Centres and Instructors

Delivery of activities using an external provider can enrich the programme, but a number of factors require consideration. This rule intends to provide a structure to support leaders in making informed decisions about the suitability of external providers.

- a. When external providers are used for the delivery of activities for members of The Scout Association the external provider must hold a relevant accreditation or qualification for the activity they are delivering (e.g. AALA Licence, Adventure Mark Accredited Provider, Government Agency, National Governing Body qualifications) as well as adequate insurance cover. These criteria are subject to frequent change and up to date guidance on the above can be found in the A-Z directory at scouts.org.uk/a-z.

As the standards and criteria for the delivery of activities overseas are very varied it is not possible to provide specific guidance for each country and activity. Leaders therefore need to check the suitability of providers themselves and this rule supports that process with additional guidance.

- b. When using external providers overseas, the guidance for activities overseas must be followed (scouts.org.uk/FS120085). If the leader in charge feels that the activity is not safe then the activity should be stopped immediately.

Rule 9.10 Air Activities – General

- a. Rules 9.11-9.13 apply to all forms of air experience flying and flying instruction undertaken by Members of the Movement.

Rule 9.11 Access to Airfields

- a. Before any Member of the Movement proceeds on to any private, civil or Service airfield the permission of the controlling body of the airfield must be obtained.
- b. Any individual or party must be briefed as detailed in FS120702 Access to Airfields.
- c. The above rules do not apply when visits to civil airports are confined to the spectators' enclosure or to Service establishments and civil airfields on open days or at air shows when using public enclosures.

Rule 9.12 Air Activities - Public Liability Insurance and Pilot and Aircraft Requirements

- a. The pilot must comply with the Air Navigation Order, Rules of the Air, Joint Aviation Requirements – Operations and any EASA Regulations supplementing or replacing them for licensing, medical and class/type ratings.
- b. The aircraft must comply with the Air Navigation Order, Joint Aviation Requirements – Operations and any EASA Regulations supplementing or replacing them for registration and maintenance (or the requirements of the Light Aircraft Association, the British Gliding Association and the British Microlight Aircraft Association to the extent that authority for such matters has been delegated to them).
- c. The aircraft operator is required to either;
 - hold an Aviation Liability Insurance policy with a Combined Single Limit in respect of Third Party and Passenger Liability complying with the requirements of EC Regulation 785/2004 as enacted by The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof, or
 - hold an Aviation Liability Insurance policy with a Split Liability complying with the requirements of EC Regulation 785/2004 as enacted by The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof in respect of Third Party Liability and having a minimum in respect of Passenger Liability of 1 million pounds.

In either case where the aircraft is a helicopter the Passenger Liability limit must be to a minimum level of 5 million pounds.,

Suggested Endorsement: *“It is hereby noted that this policy includes the interest of The Scout Association as an additional insured in respect of flights involving members of the Scout Movement.”*

- d. All members undertaking Air Activities (including hovercrafting) are required to notify the Scout Information Centre (by phone or via www.scouts.org.uk/airnotifications) beforehand or immediately after the activity takes place.

Rule 9.13 Flight Briefings

- a. Any Member of the Movement engaged in any flying activity must be given prior instruction in:
 - the use of the aircraft safety harness and other safety equipment;
 - the purpose of the flight, the sensations likely to be experienced and the method of clearing the ears on ascent and descent.
 - the emergency evacuation procedures including the use of an emergency parachute where appropriate.

Rule 9.14 This rule is intentionally left blank.

Rule 9.15 This rule is intentionally left blank.

Rule 9.16 Powered Aircraft Flying

- a. Powered Flying involving payment (in accordance with the Air Navigation Order 2009 Article 262):
 - the flight must be provided by an Air Operators Certificate holder or;
 - if the flight is of an instructive nature, it must be under the supervision of a flying instructor holding a valid JAR – FCL Flight Instructor Rating (or Part-FCL equivalent) at a CAA Registered Training Facility or European Aviation Safety Agency equivalent.
 - the age, weight and maturity of the Scout Member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the facility providing the instruction.
 - any Scout Members who are observers in passenger seats must not pay anything.
- b. Powered Flying where no payment is involved.

The requirement for pilot experience level is at least 250 hours total of which 150 hours are as pilot in command of an aircraft including;

- at least 20 hours as pilot in command of an aircraft of the same type as that being used to carry Scout Members of which at least 3 hours must have been within the preceding 90 days; and at least 3 take offs and 3 landings as the sole manipulator of the controls of an aeroplane of the same type as that being used to carry Scout Members within the preceding 30 days.
- c. Motor / Self launching glider flights must be under the supervision of a flying instructor holding a British Gliding Association Motor Gliding Instructor Rating or a Flight Instructor (SLMG) Rating at a British Gliding Association registered club. Age, weight and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.
- d. Microlighting must be under the supervision of a holder of the National Private Pilots Licence (Microlight and Powered Parachute) or a UK PPL or JAR – FCL PPL with microlight class rating and following the guidance set out by the British Microlight Aircraft Association.

Rule 9.17 Gliding

- a. The flight must be under the supervision of a British Gliding Association Flying Instructor at a British Gliding Association registered club. Age, weight and maturity of the Scout Member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

Rule 9.18 Ballooning

- a. Where payment is involved the flight must be under the provision of an Air Operators Certificate (Balloon) holder.
- b. Where payment is not involved the pilot must hold a UK PPL (Balloon and Airship) and have at least 100 hours as pilot in charge of the type of balloon (hot air or gas) being used.

Rule 9.19 Parachuting

- a. Members may undertake parachute training supervised by a person holding an instructor rating of the British Parachute Association.

- b. Members may undertake parachuting or skydiving through a recognised British Parachuting Association centre.

Rule 9.20 Hang Gliding, Paragliding and Parascending

- a. Hang gliding, paragliding and parascending training may only be undertaken under the supervision of a person holding a British Hang Gliding and Paragliding Association Senior Instructor Licence operating within a BHPA registered school.
- b. Hang gliders, paragliders and parascending equipment purchased or used by Members must comply with the British Hang Gliding and Paragliding Association airworthiness requirements as set down in their Technical Manual.
- c. Hang gliding, paragliding and parascending must be undertaken only at British Hang Gliding and Paragliding Association approved sites.
- d. Members may undertake dual/tandem flights on hang gliders, paragliders or wing ascending canopies (this specifically excludes round canopies) with a pilot holding the appropriate British Hang Gliding and Paragliding Association dual licence. Members are not permitted to undertake dual/tandem flights using round canopies.
- e. When overseas, professional instructors/pilots must hold the relevant national qualification or equivalent.
- f. The flying of powered hang gliders and powered paragliders must fully comply with the appropriate rules above.

Rule 9.21 Hovercrafting

- a. Helmets must be worn by all those taking part in all organised Scout hovercrafting events, except in the case of 9.21b.
- b. A Sikh wearing a Turban may choose not to wear a helmet (ensuring there is no loose fabric which could be drawn into the fan). This does not apply to a Sikh wearing a Top Knot.
- c. Buoyancy aids must be worn at all times when on board a hovercraft.
- d. A remote cut off device must be fitted to any craft being used for solo training.

- e. Hovercrafting over water may only take place on inland waters of Class C, B1 or B2 waters (as defined in Rule 9.44b).

Rule 9.22 Creative Activities for Public Performance

- a. All forms of creative activities intended for public performance must have the approval of the relevant Commissioner, or their designate. Public performance is defined in the relevant toolkit ([Staged Performances](#) or [Musical Performances](#)).
- b. *This rule is intentionally left blank.*
- c. Scout and Guide joint activities must be approved by both the relevant Scout and Girlguiding Commissioners.
- d. All guidance and assessment criteria as laid down in the relevant toolkit must be met.
- e. All staged and musical performances wishing to perform publically must undertake an assessment when any of the following apply:
- their key participants significantly change as determined by the relevant Commissioner, or their designate,
 - the agreed period has elapsed since their last assessment, or prior to their first public performance,
 - the relevant Commissioner or their designate has reason or concern to submit the performance for re-assessment.
- f. Musical performances assessment is granted for a maximum of three years.
- g. Staged performances assessment is granted for a maximum of five years.
- h. The relevant Commissioner, or their designate, can issue an exemption from the assessment to one-off performances. All other guidelines set out in the toolkits must still be followed.

Note: All Rules regarding Creative Activities for Public Performance are for implementation by Districts (and Counties) by 1st April 2016. During this time, where the revised processes have not yet been implemented locally, reference should be made to Rules 9.22, 9.23, 9.24, 9.25 in the September 2014 version of POR.

Rule 9.23 Rule Intentionally Left Blank

Rule 9.24 Rule Intentionally Left Blank

Rule 9.25 Rule Intentionally Left Blank

Rule 9.26 Hill Walking and Off Road Cycling Permits

- a. All activities in Terrain 1 or Terrain 2 must be under the direct control of, or supervised by, a person holding the appropriate permit (see Rule 9.7).
- b. All activities in Terrain Zero must be approved by the relevant Commissioner (see Rule 9.1(b)).

Rule 9.27 Hill Walking and Off Road Cycling – Safety

For activities in Terrain One and Two as defined in Rules 9.29 & 9.30:

- a. A detailed route plan must always be left with a responsible person not taking part in the activity.
- b. Any route planning forms produced locally must contain at least the same information as sought in the Headquarters form.
- c. The route plan should be cancelled or collected when the activity is completed.
- d. Emergency cards must be carried by the party.
- e. Any emergency cards produced locally must contain the same information as sought in the Headquarters form.
- f. When Members take part in non-Scout events, the above rules may be varied at the discretion of their County Commissioner.

Rule 9.28 Terrain Zero Definition

Terrain Zero describes terrain which meets one of the following criteria:

- a. Meets all the following criteria:
- is below 500 metres above sea level; and
 - is within 30 minutes travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box); and

- contains no element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)

or:

- b. Is a road, or path adjacent to a road, on which you would expect to see traffic.

Rule 9.29 Terrain One Definition

Terrain One describes terrain which meets all of the following criteria:

- a. Meets any of the following criteria:

- is below 800 metres but more than 500 metres above sea level or;
- is more than 30 minutes but less than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box).

and

- contains no element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)

and

- b. Is not a road, or path adjacent to a road, on which you would expect to see traffic.

and

- c. Is not Terrain Two as defined by Rule 9.30.

Rule 9.30 Terrain Two Definition

Terrain Two describes terrain which meets all of the following criteria:

- a. Meets any of the following criteria:

- is over 800 metres above sea level or;
- lies more than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box), or:

- contains an element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This excludes climbing activities but may include areas where ropes are used for confidence and security.)

and

- b. Is not a road, or path adjacent to a road, on which you would expect to see traffic.

Rule 9.31 Specialist Terrain

When in terrain or using skills that have not been assessed for a terrain 2 hillwalking or a climbing permit (such as glaciers, scrambling, via ferrata), then specific approval is required for the activity from the responsible Commissioner based on advice from someone with knowledge and experience of the activity. Specific approval is in addition to the holding of a terrain 2 hillwalking or climbing permit.

Rule 9.32 Party Size

For activities in Terrain One and Two as defined in Rules 9.29 & 9.30:

- a. Parties must consist of no more than eight, but no less than four people, except as provided for in Rule 9.32 (d) below.
- b. Each party must have a leader holding a permit or a designated party leader.
- c. If more than one group is formed the parties must use different routes or, if using the same route, leave a clear time and distance interval between them – so that they do not become mixed.
- d. When walking directly to, and off the hills after, a multi pitch climb the party size may be less than four..
- e. No leader with a permit to supervise the activity may do so with more than three parties, including their own.
- f. When leaders holding permits are checking on the safety of Scout parties or their routes, the party size may be less than four. All the members of such a reduced party must each have the skills and experience required to travel safely in the hills in such circumstances, must follow rules regarding route plans and should plan to spend the minimum of time on their own..

Rule 9.33 Snowsports

- a. On piste is defined as: within the marked and patrolled defined snowsports area.
- b. A nursery slope is defined as: on piste runs designated for beginners by the body responsible for the snowsports area.
- c. For on piste snowsports the maximum party size is 12 skiers or 8 snowboarders. The maximum party size for a mixed skier and snowboarder group is 8; however where there are no more than 4 snowboarders in a mixed group, the group size can be increased to 12.
- d. Short term personal permit exemptions can be granted by appropriately qualified people, as described in the snowsports factsheet.
- e. Off piste covers all terrain not covered by 9.33a.
- f. For off piste snowsports the rules for hill walking and off road cycling should be followed in respect to party size, terrain, route cards, etc (see Rules 9.27 - 9.32).

Rule 9.34 Climbing and Abseiling

- a. Climbing helmets must always be worn by all those climbing or abseiling on natural features, except in the case of 9.34c.
- b. Climbing helmets need not be worn by those climbing or abseiling on artificial walls provided the activity leader is satisfied that the climber or abseiler has sufficient skill not to react unpredictably. Novices must always wear helmets, except in the case of 9.34c. The use of helmets for climbing using auto belay systems must be determined by the activity risk assessment.
- c. A Sikh wearing a Turban may choose to climb or abseil on natural features and artificial climbing walls without a helmet. This does not apply to a Sikh wearing a Top Knot.
- d. All climbing equipment should be used following the manufacturer's guidelines. Where it is not possible to follow manufacturer's guidelines a backup / redundancy must be built into this element of the setup.

- e. The storing, maintenance and replacement of all climbing equipment should follow the manufacturer's guidelines.
- f. Automatic belay systems (systems that lower a climber down to the ground when they let go of the climbing wall without any human intervention) can be led by either:
 - A climbing permit holder (within the remit of their permit); or,
 - Following a written operating manual which must be agreed by a County Climbing Assessor.
- g. Abseiling and climbing activities can be run for non-members, when carried out following these rules, as long as the necessary extension of insurance cover is obtained.
- h. Other than (g) above, the only persons who may undertake abseiling and climbing activities using Scout equipment and/or under Scout supervision are Members of the Scout and Guide Movements.

Rule 9.35 Caving and Mine Exploration

- a. These rules apply to:
 - all caving systems (excluding show caves);
 - all mine exploration (excluding working show mines);
- b. The leader holding the permit must ensure that before the party sets out it must:
 - have received adequate instruction in equipment and safety procedures;
 - be carrying the appropriate equipment.
- c. The leader holding the permit must have:
 - taken advice on local knowledge, weather conditions and party size;
 - considered the use of local or professional guides.
- d. No underground activity may be undertaken by a party of fewer than four.
- e. A detailed plan must always be left on the surface with a responsible person in the host area.
- f. Any forms produced locally must contain at least the same information as sought in the Headquarters form.
- g. The plan should be cancelled or collected when the activity is completed.

- h. All mines used for mine exploration must have a current inspection report covering the sections used that must be accessible to, and have been read by the permit holder.

Rule 9.36 Archery

- a. Archery must be run as specified in rule 9.7 and the [externally led archery page of scouts.org.uk](http://scouts.org.uk)
- b. Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout Movement.
- c. The use of crossbows as a Scouting activity can be found in [rule 9.37](#) Shooting.

Note: Rule 9.36 is now for implementation by District (and Counties) by 31st December 2015. During this time, where the revised processes have not yet been implemented locally, reference should be made to Rule 9.36 September 2014 version of POR

Rule 9.37 Shooting

- a. This rule applies to the use of firearms as defined in law (note that this term includes airguns) and also to the use of crossbows with a draw weight of 1.4kg or greater.
- b. Before engaging in shooting as an activity Leaders should take account of local feelings on shooting.
- c. Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout Movement.
- d. For each young person under the age of 18 years of age, the leader of the activity must obtain written permission from each young person's parent/guardian before undertaking the activity, or series of activities.
- e. The parent/guardian should be supplied with detailed information on the nature of the activity when permission is sought. An example form is available on the [shooting pages of the website](#). Where other forms are used they should at least include this information.

- f. No firearms, may be acquired, held or used by any Scout unit or campsite unless the Group Scout Leader, District Explorer Scout Commissioner or Campsite Manager as appropriate has ascertained, understands and complies with any statutory requirements or bye laws relating to their possession and use.
- g. Firearms may be taken on to Scout premises so long as permission is sought from the owner or their representative and the person responsible for the activity (i.e. site warden/ manager or District Commissioner).
- h. In no circumstances may any person handling any firearm or crossbow at any Scout premises, camp site, camp or a Scout project or expedition, indulge in indiscriminate firing.
- i. In every case, shooting must be supervised by a competent and appropriately qualified Range Officer who must have a knowledge of the correct use of the firearms being used and shall be responsible for ensuring compliance by all persons in the range with the relevant range safety and other rules.
- j. Wherever practical, shooting ranges should be out of bounds, except during the specified times for shooting.
- k. Members may practise target shooting with firearms, whether requiring a Firearms Certificate or not, under any of the following circumstances:
- as a member or guest of a club approved for this purpose by the relevant Government Department;
 - on Service premises under the supervision of an authorised member of the armed forces;
 - if the firearms are shotguns, clay pigeon shooting under the standards and controls of the Clay Pigeon Shooting Association;
- l. Members may practise shooting with air guns which do not require a Firearms Certificate [except that in Northern Ireland a Firearms Certificate is always required] as follows:
- the ranges must have been properly constructed to comply with guidelines issued by the National Small-Bore Rifle Association or the National Rifle Association and with any bye laws relevant to the location of the range;

- the guns used must not be of an automatic nature;
 - the pellets used must be 'diabolo shaped' and of soft deformable metal such as lead;
 - the Range Officer must hold one of the qualifications listed in the current issue of the [factsheet FS120004 Shooting](#) and, if any of those shooting is under the age of 14, the Range Officer or another person supervising participants in the activity must be aged not less than 21;
 - for a temporary range, the Range Officer shall prescribe appropriate range safety and other rules, taking account of the particular circumstances of the range;
 - where the air guns being used are of greater than .177inch (4.5mm) calibre, shooting must take place outdoors on a range with a minimum distance to target of 12m.
- m. Members may use firearms for historical re-enactment purposes as a member or guest of a club affiliated to the National Association of Re-enactment Societies and operating in accordance with their standards and codes of practice. Members using firearms under this rule remain subject to Rule 9.37c (which forbids shooting at targets representing human beings or animals).
- n. The person in charge of crossbow activities where the crossbow has a draw weight in excess of 1.4kg must hold a minimum of YPS Tutor Sport Crossbow qualification from the NSRA. Where members taking part in the activity are under the age of 17, the Range Officer or another person supervising participants in the activity must be aged not less than 21.

Further guidance is available to support all of the above on the [shooting pages of scouts.org.uk](http://scouts.org.uk).

Note: Rule 9.37 n for the use of Crossbows as a Scouting activity is now for implementation by Districts (and Counties) by 31st December 2015. During this time, where the revised processes have not yet been implemented locally, reference should be made to Rule 9.37 September 2014 version of POR.

Rule 9.38 Rule Intentionally Left Blank

Rule 9.39 Paintball Games

- a. When taking part in paintballing members must:

- use external operators who are members of the UK Paintball Association (UKPBA), the UK Paintball Sports Federation (UKPSF) or an equivalent body;
- have parental permission for all under 18s taking part.

Rule 9.40 Laser Games

- a. Laser Games remain an optional Scouting activity without age limit but with the knowledge of parents.
- b. Parental permission is required for laser clay pigeon shooting.

Rule 9.41 Aerial Runways

- a. Aerial runways may only be constructed under the personal supervision of an experienced and responsible adult, who must also supervise its use and operation.
- b. Aerial runways must be constructed and maintained in accordance with the factsheet FS120006 *Aerial Runway Code*.
- c. The responsible adult must ensure that:
- all equipment is checked before use;
 - the entire structure is checked regularly during the activity for safety.
- d. The only persons who may use an aerial runway constructed by Members of the Scout Movement are Members of the Scout and Guide Movements.

Rule 9.42: Water Activities – General

- a. Members taking part in any water activity (those which take place on or in the water) must be able to demonstrate to a suitable person their ability to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration) and keep afloat for five minutes. Anyone unable to meet these requirements is classified as a non-swimmer and must follow Rule 9.42(b).
- b. A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken;
- any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult (this does not apply for swimming, paddling or activities near water).
 - there must be no more than one non-swimmer in any craft, unless a one-to-

one ratio is maintained (one competent adult to one non-swimmer).

- in the case of single-handed craft this should only be on C or B1 Waters (see Rule 9.44 (b)) with supervision on a one-to-one basis (one competent adult to one non-swimmer).
 - Where non-swimmers are taking part in swimming activities (as defined in Rule 9.50) they must be under the direct supervision of an adult in the water. This must not exceed two non-swimmers to one adult.
- c. The above conditions do not apply when below decks, protected in larger vessels or when using recognised forms of public transport.

Rule 9.43 Life Jackets and Buoyancy Aids

- a. All members taking part in water activities (excluding scuba diving, snorkeling, surfing and swimming) must wear an EC approved buoyancy aid or lifejacket appropriate to the activity, weather conditions, size or the participant. This does not apply when below decks. Further guidance can be found in [FS120603 Water Safety \(incorporating Lifejackets and Buoyancy Aids\)](#).
- b. The person in charge of any water activity must ensure that the lifejackets and buoyancy aids being used are fit for purpose and suitable for the activity on each occasion that it is used.

Rule 9.44 Classification of Waters

- a. All waters used for Scouting activities must be classified as C, B1, B2, B3 or A in accordance Rule 9.44b.
- b. Water class definitions;
- **Class C** - safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools);
 - **Class B1** - sheltered inland waters and other sheltered water where currents and tides create no real danger;
 - **Class B2** - the sea up to one mile from the shore, but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs; inland waters British Canoe Union Grade 2;
 - **Class B3** - the sea up to three miles from the shore, but excluding more

dangerous waters close inshore; busy commercial ports, exposed parts of estuaries; inland waters British Canoe Union Grade 3;

- **Class A** - open sea more than three miles from the shore, and other dangerous waters close inshore; inland waters British Canoe Union Grade 4 and above.

c. *This rule is intentionally left blank.*

The National Directory of Waters is available online at scouts.org.uk/waterways

Note: Rule 9.44c has been removed to ensure consistency for members delivering water activities. The removal of this rule is now for implementation by Counties by 31st December 2015. During this time, where the revised processes have not yet been implemented locally, reference should be made to Rule 9.44c September 2014 version of POR.

Rule 9.45 Activities on Class C Waters

All water activities on Class C waters (excluding swimming – see Rules 9.48-9.52, SCUBA and motorised activities) must be approved by the relevant Commissioner and the standards contained in the factsheet FS120623 Class C Waters followed.

Rule 9.46 Boats

- a. All boats owned by or on long term loan to the Movement must have a unique identifier clearly marked on the craft.
- b. When members take part in Scouting activities on waters controlled by the Canal and River Trust an adult must carry with them a current appointment card to gain access to the waters within the TSA bulk license agreement.
- c. All boats should have adequate marine insurance cover.
- d. *This rule is intentionally left blank.*
- e. The person in charge of any water activity must ensure that the craft and associated equipment are fit for purpose and suitable for the activity on each occasion that it is used.

Rule 9.47 Charter Vessels

- a. When vessels are hired or chartered the activity rules of the Association apply.
- b. Before entering into a hire agreement which includes an indemnity clause (i.e. where it is assumed that the hirer will be responsible for damage, injury or loss) the agreement must be referred to Headquarters (see Rule 9.9(e)).
- c. Where the vessel is chartered to be under the command of professional staff, the rules relating to permits do not apply.
- d. When taking Members as passengers on hired sailing or powered craft, the leader responsible must:
 - have reasonable grounds to believe the person in charge of the craft, who must be either the owner or authorised by the owner, has the necessary knowledge, skill and experience;
 - ensure that the party understands the discipline necessary for safety including any local regulations or bye laws which may apply.

Rule 9.48 Activities near the water

When activities take place near the water the guidance contained within the CCPR Group Safety at Water Margins document should be followed. This can be found at www.scouts.org.uk/watersafety

Rule 9.49 Paddling

When in water that is, for the individual taking part, below waist height (or knee height in moving water) when standing, leaders must:

- Conduct a risk assessment of the activity.
- Provide appropriate individual(s) as safety cover and equipment as identified by the risk assessment,
- Ensure any safety cover is in an appropriate position to provide effective cover.
- Ensure the participants are clearly visible above the water level at all times.

Rule 9.50 Swimming - General

When in water that is, for the individual taking part, above waist height (or knee height in moving water) when standing, leaders must follow the rules on swimming (Rule 9.51 and 9.52) except where:

- taking part in scuba diving or snorkelling

- it is a river crossing during hillwalking under the leadership of someone holding a hillwalking permit
- it is underground during caving or mine exploration under the leadership of someone holding a caving or mine exploration permit

Rule 9.51 Swimming Activities – Class C waters (including swimming pools)

- a. When members of The Movement take part in a swimming activity in Class C waters there must be one responsible person in overall control.
- b. This person must meet the requirements of any written operating procedure and carry out a risk assessment for the location and activity.
- c. Where there are no operating procedures, the leader must ensure that:
 - Sufficient people are present to provide safety cover to those in the water as identified in the risk assessment.
 - The safety cover meet the requirements for providing safety cover for swimming activities (within FS120620 – Swimming).

Rule 9.52 Swimming Activities – All other open waters

- a. When members of The Movement take part in a swimming activity in open waters of Class B1 or higher, there must be one responsible person in overall control.
- b. This person must meet the requirements of any written operating procedure and carry out a risk assessment for the location and activity.
- c. Where an attendant lifeguard is provided they must follow the direction of the lifeguard on duty.
- d. Where an attendant lifeguard is not provided, leaders must ensure appropriate safety cover is present. The safety cover must either:
 - Hold the relevant elements of the RLSS Water Safety Management Programme (WSMP) [see FS120620](#) as outlined below, (or an equivalent or higher qualification), and work within the remit of their award:
 - Sea (beaches etc): WSMP level 1, level 2 (beach) and level 3.
 - Flat inland water (lakes, lochs etc): WSMP level 1, level 2 (flat water) and level 3.

- Moving inland water (rivers etc): WSMP level 1, level 2 (river) and level 3.

or:

- Hold a water activity permit (leadership or supervisory); operate within the remit of their permit (i.e. class of waters, group size etc) and meet the requirements for providing safety cover for swimming activities (within FS120620 – Swimming).

Rule 9.53 Rule Intentionally Left Blank

Rule 9.54 Scout Owned Swimming Facilities

- a. Management Committees of Scout property with a swimming pool must operate the facility in accordance with the HSE guidance contained within HSG 179 - *Managing Health and Safety in Swimming Pools*.

Rule 9.55 Nights Away Permit Scheme

- a. All camping and residential experiences within the United Kingdom are subject to Rules 9.55 – 9.63.
- b. This includes all events where it is intended that young people will sleep overnight and arrangements are put in place for this purpose, such as sleepovers, camps, Pack Holidays and expeditions.
- c. Nights away abroad are subject to Rule 9.64.

Rule 9.56 Responsibilities

- a. A Leader or other adult leading a camp or residential experience involving young people under 18 years old must:
 - hold a valid *Nights Away Permit*;
 - have the prior agreement of the young person’s Section Leader;
 - as a minimum, attend the event during the time that provision is made for young people to be sleeping overnight. They remain responsible for the event at all times;
 - ensure the relevant notification is made, as per [Rule 9.57](#).
- b. The District Commissioner is responsible for:

- the issue of Nights Away Permits in accordance with the application, assessment and approval process and content of the appropriate factsheet; The Commissioner can only approve the issue of a Permit following the recommendation of a Nights Away Adviser and cannot increase the level of the permit beyond that recommended without a further assessment by an NAA.
- suspension or withdrawal of Nights Away Permits as per [Rule 9.58](#);
- the standards of all camping and residential experiences taking place in the District and may cancel an event, if judged necessary;
- appointing one, or more, Nights Away Advisers in accordance with the process and content of the appropriate factsheet.

County Commissioners have these responsibilities for events and permits issued by the County.

- c. For large scale events there needs to be a permit holder responsible for each residential group. There is no limit to the number of groups that a permit holder can be responsible for, but they remain responsible for the standard of the event for each group. In addition the permit holder must ensure the home Commissioner is notified ([Rule 9.57](#)) and inform them of the total number of groups they are responsible for during the event.
- d. All groups undertaking a nights away event must have immediate access to someone who has a current First Aid qualification, minimum First Response. The level of First Aid competence required for each event will be determined by the event risk assessment. The permit holder is not required to hold a first aid qualification.

- e. The requirement to have completed a First Response course is waived for holders of a valid First Aid qualification, where the syllabus equals or exceeds that of a First Response course, including hypothermia and hyperthermia training.

9.57 Nights Away Permits

- a. There are four categories of permit:
- indoor – for staying in a building that has built in lighting and cooking facilities, toilets plumbed into a waste disposal system (i.e. a cess pit, storage tank or mains drains) and running drinking water;
 - campsite – for staying at a site that has toilets plumbed into a waste disposal system (eg. a cess pit, storage tank or mains drains) and access to running drinking water;
 - Green Field – for staying at any site where any of the above facilities do not exist – for example, a summer camp on a farmer's field;
 - Lightweight Expedition – for staying at any site for not more than one night before moving on. The core activity is a form of expedition, not residential, and all the equipment is transported with the participants. eg. QSA/DofE hikes, expedition hikes, canoe expeditions:
- b. Those holding a *Green Field Permit* may lead residential events in the other three categories.
- c. Those holding a *Camp Site Permit* may also run indoor residential events.
- d. Those holding a *Hillwalking Permit* that includes lightweight camping in remote areas may also run Lightweight Expedition events.
- e. *Nights Away Permits* are not Section specific and Districts and Counties must not operate a policy of issuing only Section specific permits.
- f. A permit holder may operate with Members from another District or County (subject to the normal approval of the District/County Commissioner of the Members concerned).
- g. Permit holders proposing to work outside their usual Section should obtain guidance from the Nights Away Adviser before the event takes place.
- h. Permits can only be held by Members or Associate Members of The Scout Association.
- i. There is no maximum age limit to gaining a nights Away Permit.
- j. Permits must be renewed at intervals of not more than five years.
- k. Permits will expire automatically if they are not renewed.
- l. Assessment:
- i. An applicant will be assessed by a Nights Away Adviser appointed by the District or County Commissioner, who will recommend a level of permit to be granted;
 - ii. Assessments will be carried out in accordance with the process and content of the appropriate factsheet.
- m. Notification
- i. The relevant home Commissioner (or their nominee) must be notified before any nights away event takes place. It is best practice for at least seven days' notice to be given;
 - ii. The notification must include all the information required in the Nights Away Notification Form (NAN).
 - iii. It is the responsibility of the Permit holder to ensure that appropriate notification is made for each group they are responsible for.
 - iv. Adult groups are required to notify their relevant Commissioner of nights away events.

Rule 9.58 Renewal, Restriction, Suspension or Withdrawal of Nights Away Permits

- a. Any Leader who is alleged to have broken these activity rules must have their permit(s) suspended immediately.
- b. The relevant Commissioner will promptly enquire into the allegation and determine whether the permit(s) are to be reinstated, modified or cancelled.

- c. The relevant Commissioner may at any time impose restrictions, suspend, withdraw or not renew a permit provided they have reasonable grounds to do so. Any amendment of a permit's status is only valid if the record on Compass is updated as appropriate.

- d. A Permit automatically expires if a member leaves the Scout Association.

Rule 9.59 Rule Left Intentionally Blank

Rule 9.60 Rule left Intentionally Blank

Rule 9.61 Nights Away Passports

- a. A Scout or Explorer Scout who wishes to lead a camping or residential event can do so when issued with an Event Passport, this is only valid for use with members of their own section.
- b. Each *Event Passport* is issued for one event only by a permit holder experienced in the category of camp or residential experience proposed.
- c. *Event Passports* can not be given to anyone aged over 18.
- d. The permit holder has responsibility for notification (see [Rule 9.57](#)).
- e. The permit holder must provide support during both the preparation and the event itself and be satisfied that the young person has the required abilities, but is not required to attend the event.

Event Passports and guidance are available from the Scout Information Centre or can be downloaded from the [print centre](#).

- f. Those responsible for running Scout campsites or activity centres who hold a permit may issue site specific *Event Passports* for an extended period (up to a maximum of 12 months) covering multiple service events for those under 18 years working on projects on their site.
- g. The home Commissioner must be informed of those under 18 years working on service team projects at Scout campsites and activity centres, but a separate NAN form for each occasion need not be completed if a range of dates is specified.

- h. When leading a Scout Network residential event a permit is not required, but notification ([Rule 9.57](#)) is, and the event Leader must have first hand experience of camping or residential events and be familiar with the Association's appropriate resource material.

For adult / Scout ratios on Nights Away activities, see [Rule 3.9](#)

Rule 9.62 Family Nights Away

- a. The permit holder is responsible for the overall camp and must ensure that all Scout Association rules are followed regardless of the presence of parents, carers or other adults.
- b. Beaver Scouts may attend family camps under the supervision and control of their parent(s)/Carer(s), or a responsible adult(s) nominated by them.
- c. The nominated adult(s) takes responsibility for the young person and must not be a member of the camp leadership team. A parent/Carer permission form must be completed beforehand. [Factsheet FS120083 Family Camps](#), includes a parent/Carer permission form. Other guidance is given in the publication *Nights Away*.

Rule 9.63 Expeditions and Events in Adventurous Country or Onboard Craft

- a. All expeditions within the United Kingdom are covered by this Rule. Prior notification to relevant Commissioners of expeditions involving nights away must be given as described in Rule 9.57.
- b. Some events will require the leader to hold an appropriate Adventurous Activity Permit. (Terrain One and above or on board watercraft). There is no additional requirement to gain a *Nights Away Permit* if the Activity Permit included an assessment of the skills needed to supervise camping or other residential experiences.

Rule 9.64 Visits Abroad

- a. A camp or residential experience abroad which includes Beaver Scouts, Cub Scouts, Scouts, or Explorer Scouts, must be led by an adult holding an appropriate permit. For Scout Network visits abroad see Rule 9.61e.
- b. All visits abroad must be approved by the District, County or International Commissioner, as appropriate. A Form TA must be submitted to the Assistant County

Commissioner (International) or International Adviser who supports such events on behalf of United Kingdom headquarters.

A Visits Abroad Folder containing the Form VA can be obtained from Assistant County Commissioners (International) or County International Advisers on completion of the factsheet FS260018 Thinking of Going Abroad.

- c. The adult in charge of a camp or residential experience abroad must ensure that adequate travel insurance has been arranged for all members of the party, and that suitable InTouch arrangements are in place (Rule 9.3).
- d. The adult in charge of any adventurous activities abroad must apply the appropriate Rules and hold the appropriate permits, classifying the hills/mountains or waters as defined in Rules 9.28–9.30 and 9.44, although the altitude criteria for hills/mountains may not apply in some areas. In case of doubt, the Assistant County Commissioner (Activities) or Adviser should be consulted.
- e. When overseas, UK members may take part in activities being run by members of the host Scout organisation following the host organisation's guidance and rules. In this context, Kandersteg International Scout Centre is deemed an independent Scout organisation. There must be a Leader from the UK present who is able to halt the activity if they have safety concerns at any point. Activities forbidden by UK Scouting remain forbidden even when overseas.
- f. Beaver Scouts who go on visits abroad must be under the supervision and control of their parent(s)/carer(s) or a responsible adult nominated by them.
- g. The nominated adult(s) takes responsibility for the Beaver Scout and must not be a member of the leadership team. A parent/carer permission form must be completed beforehand.
- h. The leadership team for a Beaver Scout visit abroad must adhere to rule 3.7g and in addition include another appointed leader

Rule 9.65 Visits to the United Kingdom

- a. Invitations to Scouts and Scouters or Guides and Guiders from abroad to visit or camp in the United Kingdom should not be confirmed until approval has been obtained from the District Commissioner. The Assistant County Commissioner (International) or the County International Adviser, if there is such a County appointment, should also be informed.
- b. Where, in the activity rules in this chapter, reference is made to 'Members of the Scout and Guide Movements' this is taken to mean Members of an Association or Federation recognised by either the World Organisation of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).
- c. The Association's Personal Accident and Medical Expenses Insurance Policy does not cover adequately foreign Scouts and Guides visiting the United Kingdom (see Chapter 8).
- d. Unity (Scout Insurance Services) should be informed of visiting parties or individuals and will advise whether additional cover is required.

Rule 9.66 *This rule is intentionally left blank*

Rule 9.67 Banned Activities

The following activities are not permitted within The Scout Association:

- Towing of inflatables behind powered watercraft (eg banana boating)
- Bungee jumping
- Hitch hiking

Rule 9.68 *This rule is intentionally left blank*

Rule 9.69 Martial Arts

- a. All martial arts should be carried out using the standards and controls laid down by the appropriate Sports Council recognised National Governing Body.

Rule 9.70 Horse Riding and Pony Trekking

- a. Activities involving horse riding or pony trekking should be carried out using the standards and controls of the British Horse Society.

Rule 9.71 Cycling

- a. Cycle safety helmets must be worn by all cyclists in all organised Scout cycling events, except in the case of 9.71b.

- b. A Sikh wearing a Turban may choose not to wear a cycle helmet. This does not apply to a Sikh wearing a Top Knot.

Rule 9.72 Motor Sports

Motorised activities away from public roads may be undertaken when:

- Participants must wear appropriate safety equipment for the activity being undertaken, this includes helmets for all off road and racing activities.
- Safety briefings must be given to all participants and marshals.
- The activity must take place in an area with clear separation and boundary between participants and spectators/ the public.
- The maximum speed must be considered based on the age and ability of the participant, the vehicle, the supervision, the terrain and any additional factors including legal restrictions on age e.g. quad biking.

Rule 9.73 This rule is intentionally left blank

Rule 9.74 This rule is intentionally left blank

Rule 9.75 This rule is intentionally left blank

Rule 9.76 Joint Activities or Joint Use of facilities with other Youth Organisations

- a. Joint activities involving members of the Scout Movement with members of any other youth organisation [other than Girlguiding] must be approved by the County Commissioner.
- b. The County Commissioner or their representative must be satisfied that:
- the Child Protection and Safety Polices of the Association will be adhered to;
 - all adults undertaking the joint activity have been deemed suitable to work with young people;
 - the other organisation is aware of The Scout Association's internal rules and good practice.
 - the other organisation is suitably covered by insurance to undertake the proposed joint activities with members of the Scout Movement.

Satisfaction about Girlguiding policies and procedures will be monitored and maintained by Headquarters for the whole Association.

- c. Those responsible for accepting bookings from other youth organisations for use of Scout camp sites, activity centres or other Scout owned facilities must satisfy themselves that:

- the Child Protection and Safety Polices of the Association will be adhered to;
 - all adults in the party have been deemed suitable to work with young people by their own organisation;
 - they are aware of The Scout Association's internal rules and good practice.
- d. The above should be an integral part of any booking procedure.
- e. Scout Counties, Districts and Groups are able to make their own decisions on the use of their facilities. Much will depend on the situation locally.

Rule 9.77 Other Activities

- a. There are many opportunities for Members to take part in potentially hazardous activities which are not specifically covered in the activity rules. Before undertaking an activity of this nature the Leader concerned must:
- assess the risks involved;
 - ensure that the Members concerned are physically and mentally able to cope with the activity;
 - ensure that all equipment used fits the participants and is suitable for the activity;
 - obtain the approval of the Home District/County Commissioner.

Rule 9.78 High Ropes Activities

- a. High ropes activities are:
- Any off ground activity, not covered by the adventurous activity permit scheme that should use a belay or similar safety system such as cow's tails or a trolley system. Examples of what activities are included within this can be found in FS120423 *High Ropes*.
- b. Temporary high ropes structures are:
- A high ropes construction erected for a single event or no longer than a week, whichever is longer.
- c. Permanent high ropes structures are:
- A high ropes construction not classed as temporary.

Rule 9.79 Permanent High Ropes Activities

- a. Construction and maintenance of permanent high ropes structures must follow the guidelines in AAIAC (Adventure Activities Industry Advisory Committee) – The UK Ropes Course Guide. This can be found at www.scouts.org.uk/highropessetup.
- b. Permanent high ropes structures must have a written operating manual which needs to be approved by a Technical Adviser. The minimum qualification of a Technical Adviser is Mountain Instructor Award (MIA) or a European Ropes Course Association (ERCA) qualified high ropes instructor qualified to rescue (or equivalent of higher).

Further details of what should be included within the operating manual can be found in FS120423 *High Ropes*.

Rule 9.80 Temporary High Ropes Activities

- a. Construction of temporary high ropes activities must follow the guidelines contained in FS120423 *High Ropes*.
- b. Temporary high ropes activities must be constructed and operated either:
 - By the holder of a climbing permit (that includes selecting anchors and setting up belay systems), or a caving or mine exploration permit holder (not including a permit for caving or mine exploration – no vertical pitches). Operation (group size, supervision levels etc) must be within the remit of the permit.

Or

- Using a setup agreed by a County Climbing Assessor or a European Ropes Course Association (ERCA) instructor qualified to rescue (or equivalent or higher), **and**
 - which is:
 - Constructed by a competent person, **and**
 - has a written operating manual,
- both of which must be agreed by a County Climbing Assessor or a European Ropes Course Association (ERCA) instructor qualified to rescue (or equivalent or higher).

Further details of what should be included within the operating manual can be found in FS120423 *High Ropes*.

Chapter 10

Uniform, Badges and Emblems

Chapter Contents

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Rule 10.1 Protection of Uniforms

- a. The Movement's uniforms are protected under the Chartered Associations (Protection of Names and Uniforms) Act 1926.
- b. It is unlawful for persons not entitled as Members of the Movement to wear them, except for the purposes of entertainment and then only provided that they are not brought into contempt.

Rule 10.2 Entitlement to Wear Uniform

- a. The appropriate uniform, as described in the following Rules, may be worn by all Members of the Movement.

Rule 10.3 Safety Considerations

- a. 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.
- b. Weather conditions and other such considerations must be taken into account. The well-being of Members must take precedence over formality of dress.

Rule 10.4 Cultural Requirements and Religious Needs

- a. When cultural requirements or religious needs require, members of recognised faith communities may wear appropriate clothing of a style and fashion in accordance with their beliefs as part of their Scout uniform.

- b. Knives may not be worn with uniform except for religious reasons.

Rule 10.5 Beaver Scout Uniform

- a. Items of official uniform:
- turquoise crew neck sweatshirt;
 - Group scarf;
 - maroon woggle or one of another colour that identifies the lodge or team.
- b. Items of official uniform for which there is a personal choice:
- smart navy blue skirt.
- c. Optional items a Group may decide to have as part of its official uniform:
- navy blue shorts;
 - grey fleece;
 - navy blue outer jacket;
 - navy blue baseball cap.
- d. Optional items for activity dress:
- navy blue activity trousers;
 - turquoise polo shirt.

Rule 10.6 Cub Scout Uniform

- a. Items of official uniform:
- dark green crew neck sweatshirt;
 - Group scarf and identifying Six woggle.
- b. Items of official uniform for which there is a personal choice:
- smart navy blue skirt.
- c. Optional items a Group may decide to have as part of its official uniform:
- navy blue shorts;
 - grey fleece;
 - navy blue outer jacket;
 - navy blue baseball cap.
- d. Optional items for activity dress:
- navy blue activity trousers;
 - dark green polo shirt.

Rule 10.7 Scout Uniform

- a. Items of official uniform:
- teal green long sleeved shirt or blouse;
 - navy blue activity trousers;
 - smart navy blue skirt;
 - Group scarf and woggle;
 - leather Scout belt and buckle.
- b. Optional items a Group may decide to have as part of its official uniform:
- navy blue shorts;

- grey fleece;
- navy blue outer jacket;
- navy blue baseball cap.

- c. Optional items for activity dress:

- teal green polo shirt;
- navy blue sweatshirt.

Rule 10.8 Sea Scout Uniform

- a. Items of official uniform:
- dark blue jersey;
 - light blue long sleeve shirt or blouse;
 - smart navy blue trousers;
 - smart navy blue skirt;
 - Group scarf and woggle;
 - leather Scout belt and buckle;
 - Seaman's Class 2 round cap with 'Sea Scout' tallyband.
- b. Optional items a Group may decide to have as part of its official uniform:
- navy blue shorts;
 - lanyard worn only with Bosun's call;
 - grey fleece;
 - navy blue outer jacket;
 - navy blue activity trousers.
- c. Optional items for activity dress:
- navy blue baseball cap;
 - navy blue sweatshirt.

Rule 10.9 Air Scout Uniform

- a. Items of official uniform:
- light blue long sleeve shirt or blouse;
 - smart navy blue trousers;
 - smart navy blue skirt;
 - Group scarf and woggle;
 - leather Scout belt and buckle;
 - Air Scout beret with cloth badge.
- b. Optional items a Group may decide to have as part of its official uniform:
- navy blue shorts;
 - grey fleece;
 - navy blue outer jacket;
 - navy blue activity trousers.
- c. Optional items for activity dress:
- navy blue baseball cap;
 - navy blue sweatshirt.

Rule 10.10 Special Groups Uniform

- a. Items of official uniform:
- as appropriate to Section.

- b. Optional items a Group may decide to have as part of its official uniform:
 - as appropriate to Section.
- c. Items of official uniform for which there is a personal choice:
 - as appropriate to Section.
- d. Optional items for activity dress:
 - as appropriate to Section.

Rule 10.11 Explorer Scout Uniform

- a. Items of official uniform:
 - beige long sleeve or short sleeve shirt or blouse;
 - Explorer Scout Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement);
 - navy blue activity trousers;
 - smart navy blue skirt;
 - Scout belt/Explorer Belt and buckle/Young Leader belt and buckle once achieved.
- b. Optional items a Explorer Scout Unit may decide to have as part of its official uniform:
 - navy blue shorts;
 - grey fleece;
 - navy blue outer jacket;
 - navy blue baseball cap.
- c. Optional items for activity dress:
 - beige polo shirt;
 - navy blue sweatshirt.

Rule 10.12 Explorer Sea Scout Uniform

- a. Items of official uniform:
 - light blue long sleeve shirt or blouse;
 - Explorer Scout Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie;
 - smart navy blue trousers;
 - smart navy blue skirt;
 - Scout belt/Explorer Belt and buckle/Young Leader belt and buckle once achieved;
 - Seaman's Class 2 round cap with 'Explorer Sea Scout' tallyband or peaked Officer's hat with white top and Sea Scout cap badge (each Explorer Scout Unit to wear the same headwear option)

- b. Optional items a Explorer Scout Unit may decide to have as part of its official uniform:
 - navy blue shorts;
 - grey fleece;
 - navy blue outer jacket;
 - navy blue activity trousers;
 - lanyard worn only with Bosun's call.
- c. Optional items for activity dress:
 - navy blue baseball hat;
 - navy blue sweatshirt.

Rule 10.13 Explorer Air Scout Uniform

- a. Items of official uniform:
 - light blue long sleeve shirt or blouse;
 - Explorer Scout Unit scarf and woggle (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie;
 - smart navy blue trousers;
 - smart navy blue skirt;
 - Scout belt / Explorer Belt and buckle / Young Leader belt and buckle once achieved;
 - Air Scout beret with cloth badge.
- b. Optional items a Explorer Scout Unit may decide to have as part of its official uniform:
 - navy blue shorts;
 - grey fleece;
 - navy blue outer jacket;
 - navy blue activity trousers.
- c. Optional items for activity dress:
 - navy blue baseball hat;
 - navy blue sweatshirt.

Rule 10.14 Scout Network / Adult Member's Uniform

- a. Items of official uniform:
 - stone long sleeve or short sleeve shirt or blouse;
 - Group / Explorer Scout Unit / Scout Network / universal / Gilwell / Scout Active Support scarf (as entitled) or, on formal occasions, a blue tie;
 - Scout belt / Explorer Belt and buckle.
- b. Items of official uniform for which there is a personal choice:
 - navy blue activity trousers;
 - smart navy blue trousers;
 - smart navy blue skirt.

- c. Optional items a Group / Explorer Scout Unit / Scout Network / Scout Active Support Unit may decide to have as part of its official adult uniform:

- navy blue shorts;
- grey fleece;
- navy blue outer jacket;
- navy blue baseball cap.

- d. Optional items for activity dress:

- navy blue sweatshirt: (please note that this is no longer a current item of stock at Scout Shops)
- stone polo shirt.

Rule 10.15 Sea Scout Network / Adult Member's Uniform

- a. Items of official uniform:

- light blue long sleeve shirt or blouse;
- smart navy blue trousers;
- smart navy blue skirt;
- Group / Explorer Scout Unit / Scout Network / universal / Gilwell / Scout Active Support scarf (as entitled) or, blue tie on formal occasions;
- Scout belt / Explorer Belt and buckle;
- peaked Officer hat with white top and Sea Scout cap badge;
- Naval pattern tricorne hat option for females holding uniformed appointments.

- b. Optional items a Group / Explorer Scout Unit / Scout Network / Scout Active Support Unit may decide to have as part of its official adult uniform:

- navy blue shorts;
- navy blue activity trousers;
- grey fleece;
- navy blue outer jacket;
- lanyard worn only with Bosun's call.

- c. Optional items for activity dress:

- navy blue sweatshirt;
- navy blue baseball cap.

Rule 10.16 Air Scout Network / Adult Member's Uniform

- a. Items of official uniform:

- light blue long sleeve shirt or blouse;
- smart navy blue trousers;
- smart navy blue skirt;
- Group / Explorer Scout Unit / Scout Network / universal / Gilwell / Scout Active Support scarf (as entitled) or, blue tie on formal occasions;

- Scout belt / Explorer belt and buckle;
- Air Scout beret with cloth badge.

- b. Optional items a Group / Explorer Scout Unit / Scout Network / Scout Active Support Unit may decide to have as part of its official Adult uniform:

- navy blue shorts;
- navy blue activity trousers;
- grey fleece;
- navy blue outer jacket.

- c. Optional items for activity dress:

- navy blue sweatshirt;
- navy blue baseball cap.

Rule 10.17 Marching Bands^{SV}

- a. Uniform:

- i. Members of Scout Marching Bands have two options from which the Band as a whole may choose:

- youth members may wear the official uniform shirt for their Section or the approved sweatshirt (for Cub Scouts and Beaver Scouts only). Adults wear the adult official uniform shirt;

or

- all members, including adults, wear the official uniform shirt ie the Scout, Explorer Scout or the adult official uniform shirt.

- ii. Members wear the official uniform blue tie or the Group or other approved scarf;

- iii. Members wear the official uniform smart trousers or skirt. Younger members, for whom smaller sizes of the official uniform trousers or skirts may not be available, may wear trousers or skirts of similar colour and style to the official uniform smart garments.

- b. Badges:

- i. The Membership Badge and the appropriate County, District and Group name tape may be worn on the shirt selected by the band.

- ii. Individual badges earned, emblems and awards may also be worn on the uniform selected by the band.

- c. Additional options:

- i. Protective clothing for drummers;
- ii. Sashes, music pouches, white gloves, belts and socks as appropriate;
- iii. Berets with the arrowhead badge only, for competitions where the rules necessitate the wearing of headgear;

- iv. Lanyards are not permitted except as part of Sea Scout uniform.

Rule 10.18 The Kilt & Pleated Tartan Skirts

- a. Kilts and pleated tartan skirts may be worn as part of the appropriate uniform, subject to the following colour:
- in Scotland, male Members who are entitled to wear uniform may wear the tartan kilt of any tartan;
 - elsewhere, male Members who are entitled by descent to wear tartan may wear the kilt;
 - in Scotland, female Members who are entitled to wear uniform may wear a pleated tartan skirt of any tartan;
 - elsewhere, female Members who are entitled to wear tartan may wear a pleated tartan skirt;
 - outside Scotland, where Members are entitled to wear tartan, male holders of appointments may wear the kilt of their own or Scout tartan and female holders of appointments may wear a pleated tartan skirt of their own or Scout tartan;
 - in Northern Ireland, male Members who are entitled to wear uniform may wear the saffron kilt;
 - elsewhere, male Members who are entitled by descent to do so may wear the saffron kilt;
 - in Northern Ireland, female Members who are entitled to wear uniform may wear a saffron pleated skirt;
 - Elsewhere, female Members who are entitled by descent to wear saffron may wear a saffron pleated skirt;
 - Outside Northern Ireland, where Members are entitled to wear saffron, male holders of appointments may wear a saffron kilt and female holders of appointments may wear a pleated saffron skirt.
- b. The following items are correct wear with the tartan kilt: plain leather sporran, plain lovat green knee length socks and green garter tabs, black shoes, outer jacket tailored for wear with the kilt (optional).
- c. The following items are correct wear with the saffron kilt: plain leather sporran, plain knee length socks of a traditional colour (eg, green, fawn or white), black or brown shoes, outer jacket tailored for wear with the kilt (optional).

- d. Where a Section is wearing saffron, the sock and shoe colours must be the same for the whole Section. This decision is to be taken by the Section Leader after consensus has been sought.

Rule 10.19 Position of Badges on Uniform

- a. See the illustrations '*Positions of Badges on Uniform*' at the end of in this chapter.

Rule 10.20 Awards and Decorations - Method of Wear

- a. Scout awards and decorations (except the Silver Wolf, the Silver Acorn and its Bar, Award for Merit and its Bar, which are worn around the neck) and the emblems corresponding to them are worn immediately above the right breast.
- b. Awards and decorations are worn in the following order from the wearer's left to right: awards for gallantry, meritorious conduct, good service, the Chief Scout's Personal Award, Chief Scout's length of service awards.
- c. The Cornwell Scout Badge and its emblem are worn above this line of emblems.
- d. Only the highest award received for good service and its emblem and the highest award for long service may be worn.
- e. King's and Queen's medals, war medals, decorations and orders, and decorations conferred by foreign governments may be worn on Scout uniform on appropriate occasions. The ribbons of King's and Queen's medals, war medals, decorations and orders, and ribbons of decorations conferred by foreign governments may be worn on uniform above the left breast pocket.
- f. Ribbons of decorations conferred by foreign and Commonwealth Scout Associations are worn below the emblems of United Kingdom Scout Association decorations.
- g. The life-saving medals of the Order of St. John and the Royal Humane Society, together with their ribbons, may be worn with uniform.

Rule 10.21 Badges and Emblems - Method of Wear

- a. Beaver Scouts, on entering the Cub Scout Pack, may continue to wear the Chief Scout's Bronze Award. The award must be removed when the Cub Scout gains their Chief Scout's Silver Award. It is to be worn on the right breast (as illustrated in *Positions of Badges on Uniform*).
- b. *rule intentionally left blank*

- c. *rule intentionally left blank*
- d. A Cub Scout, on entering the Scout Troop, may continue to wear their Chief Scout's Silver Award.
- e. *rule intentionally left blank*
- f. *rule intentionally left blank*
- g. *rule intentionally left blank*
- h. A Scout on entering an Explorer Scout Unit may continue to wear the Chief Scout's Gold Award. The award must be removed when the Scout gains the Chief Scout's Platinum Award.
- i. *rule intentionally left blank*
- j. *rule intentionally left blank*
- k. *rule intentionally left blank*
- l. An Explorer Scout on entering the Scout Network may continue to wear the Chief Scout's Platinum or Diamond Award or Queen's Scout Award. The Award will be removed when the next Award is gained.
- m. *rule intentionally left blank*
- n. *rule intentionally left blank*
- o. Cub Scouts, Scouts and Explorer Scouts may also wear the current Joining In / Participation and Moving On Awards.
- p. The Queen's Scout Award / Queen's Guide Award Badge, Explorer Belt Badge, Scouts of the World Award, Scout Wings Award and Young Leader Service Award may be worn on uniform by adults so entitled.
- q. A metal version of the Queen's Scout Award cloth badge is available for wear when out of uniform by those who have gained the award.

Rule 10.22 Badges and Awards - Supply

- a. Badges and awards must be obtained through County or District Badge Secretaries and from no other source.
- b. The exception to this is the Queen's Scout Award, the Explorer Belt badge and the Scouts of the World Award, which are only available from Headquarters.

Rule 10.23 The World Membership Badge

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

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

Rule 10.24 The Scout Association Arrowhead Badge

- a. The Arrowhead Badge is the symbol of The Scout Association and is part of the Association's Armorial Bearings.
- b. The Arrowhead Badge may be worn on activity or special garments.

Rule 10.25 Identifying Name Tapes

- a. The name of the Group, Explorer Scout Unit, Scout Network or Scout Active Support Unit may appear in red, green, blue, white or yellow lettering on a single tape no more than 12mm deep on a green background.
- b. The name of Sea and Air Scout Groups may appear in the same colours, but on a dark blue background.

Rule 10.26 Identifying Group, District and County Badges^{SV}

- a. Group, Unit or Network badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted.
- b. District and County badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted.

A manufactured example of all District and County badges should be submitted subsequently to Headquarters.

- c. A combined District and County badge bearing distinctive identifying emblems and/or lettering and of any size, rectangular in shape up to 50mm deep by 76mm wide may be worn after approval by the County Commissioner to whom a drawing or specimen of the design must be submitted. The District section will be on the left side of the badge, and the District and County sections are to be equal in width.

A manufactured example of all District and County badges should be submitted subsequently to Headquarters

- d. 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. Approval as in Rule 10.26 (a) applies

Rule 10.27 Identifying Group, Explorer Scout Unit and Scout Network Scarves

- a. Scarves worn by Members of a Scout Group as part of the appropriate uniform must all be of the same colour(s).
- b. The colour(s) are chosen by the Group Scouters' Meeting, subject to the approval of the District Commissioner and the District Executive Committee.
- c. Groups in the same District should wear scarves of different colours if this is possible.
- d. Explorer Scout Unit scarves may be chosen by the Explorer Scout Unit subject to the approval of the District Commissioner and the District Executive Committee.
- e. District Scout Network scarves may be chosen by the Scout Network members with the approval of the District Commissioner and the District Executive Committee.

Rule 10.28 Identification Badges

- a. An Air Scout identification badge may be worn by any Member of an Air Scout Group.
- b. Explorer Scout Members, Scout Network Members or Leaders associated with an Air Scout Group may also wear the badge.

Rule 10.29 Royal Navy or Royal Air Force Recognition Scheme Badges

- a. Scouts, Explorer Scouts, Scout Network Members and Leaders in or associated with a Group, Explorer Scout Unit or Scout Network which is recognised by the Royal Navy or Royal Air Force may wear the appropriate R.N. or R.A.F. Recognition Badge.

Rule 10.30 Rule intentionally left blank

Rule 10.31 Rule intentionally left blank

Rule 10.32 The Duke of Edinburgh's Award Badges

- a. Cloth badges of The Duke of Edinburgh's Award are worn on uniform by members who are entitled to wear them.
- b. Only the badge of the highest Award gained may be worn.

- c. In the case of the Gold Award only, the badge may be worn on uniform by adults so entitled.

Rule 10.33 Occasional Badges Worn with Uniform

- a. Occasional badges in respect of national programmes, activities or events may be worn as directed and for such periods as decided by Headquarters.
- b. Occasional badges for wear by Members of a Group, a District or County in connection with a special gathering, camp, event or anniversary must be approved by the County Commissioner to whom a drawing or specimen of the design must be submitted.
- c. Such badges must not be worn after a period of three months from the date of the conclusion of the occasion unless exceptionally authorised by the County Commissioner in respect of special circumstances for a further period not exceeding nine months.

Rule 10.34 The Union Flag Badge

- a. The Union Flag badge may be worn on uniform when going overseas on a Scouting activity and indefinitely on return.

Rule 10.35 Mourning

- a. A black crepe band 50mm wide may be worn on the left arm above the elbow to denote mourning.

Rule 10.36 Adult Training Awards

- a. On completion of the *Getting Started* modules, uniformed adults may wear the Gilwell Turks Head woggle.
- b. For occasions when uniform is not worn, uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.
- c. On completion of the *Getting Started* modules non-uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.
- d. The Award for completion of training for Leaders, Managers and Supporters is the Wood Badge.
- e. Leaders holding the Wood Badge may wear the Gilwell Scarf and woggle.

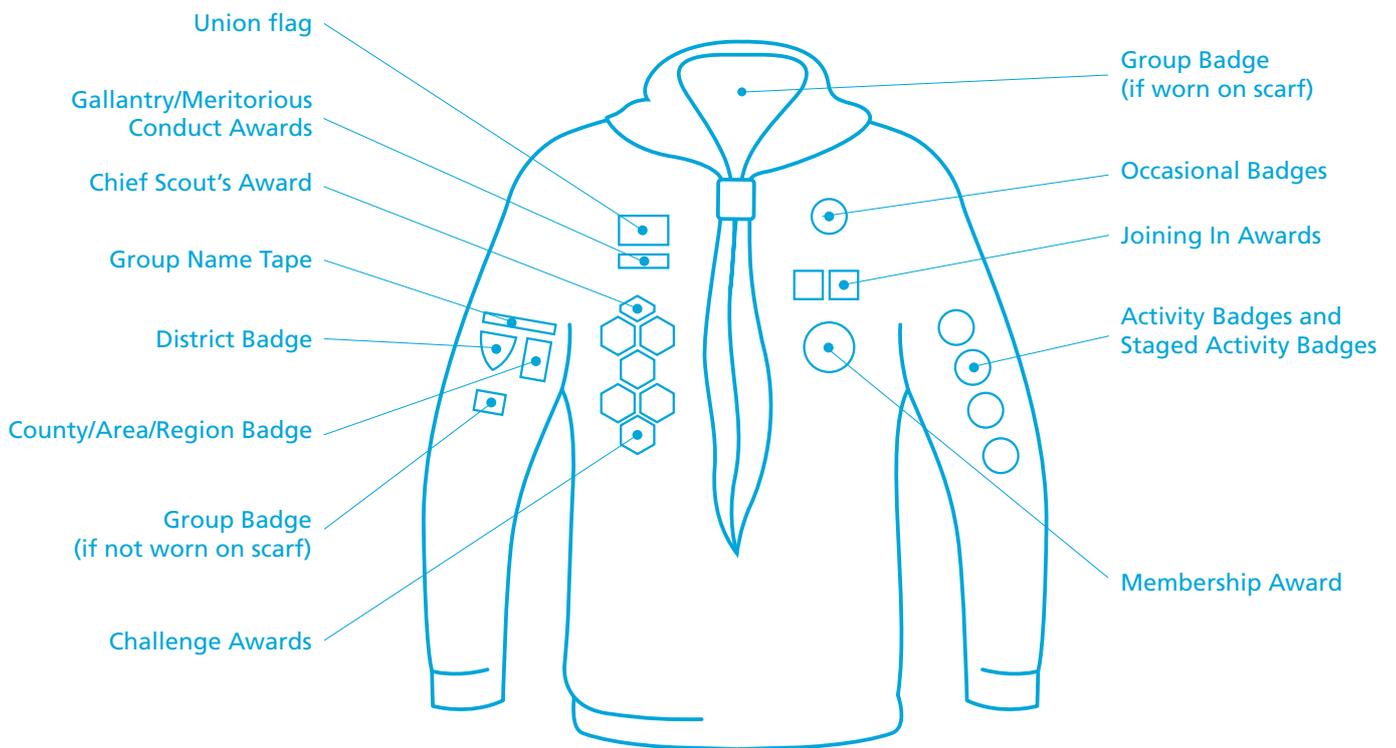
Rule 10.37 The Scout Active Support Badge

- a. The Scout Active Support Badge is an optional item to be worn on the adult uniform.
- b. For occasions when uniform is not worn, members may wear a metal Scout Active Support pin badge

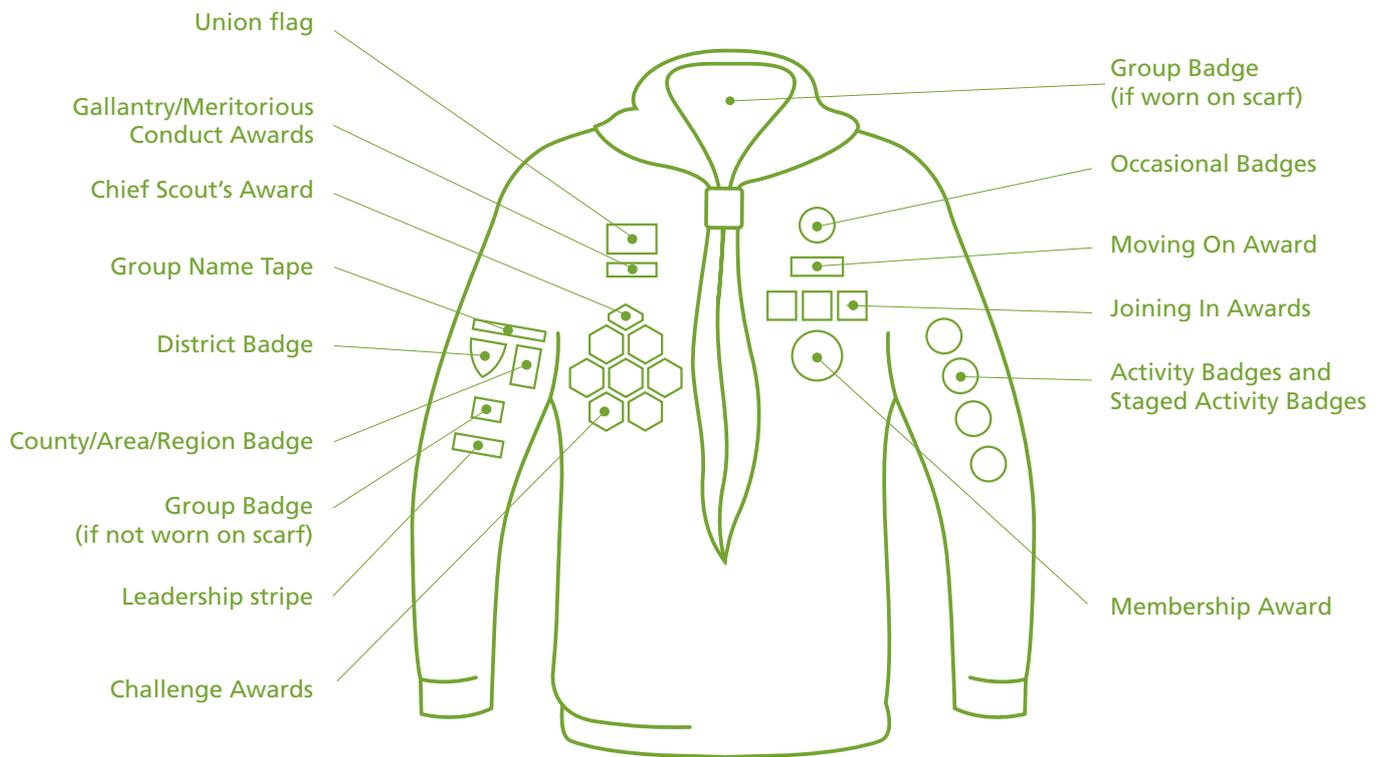
Rule 10.38 Badges of Other Organisations

- a. Unless specifically mentioned elsewhere in the Rules of the Association, badges of other organisations are not worn with uniform.
- b. Explorer Scouts and Members of Scout Network who have gained the Queen's Guide Award may wear the badge on their uniform.
- c. Scouts, Explorer Scouts, Scout Network Members and adult Members may wear with uniform the approved proficiency badges of a number of organisations involved with First Aid and the Saving of Life.
- d. The full list of approved badges is available from the Scout Information Centre.
- e. Scouts, Explorer Scouts, Scout Network Members and 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.
- f. The full list of approved qualifications is available from the Scout Information Centre.

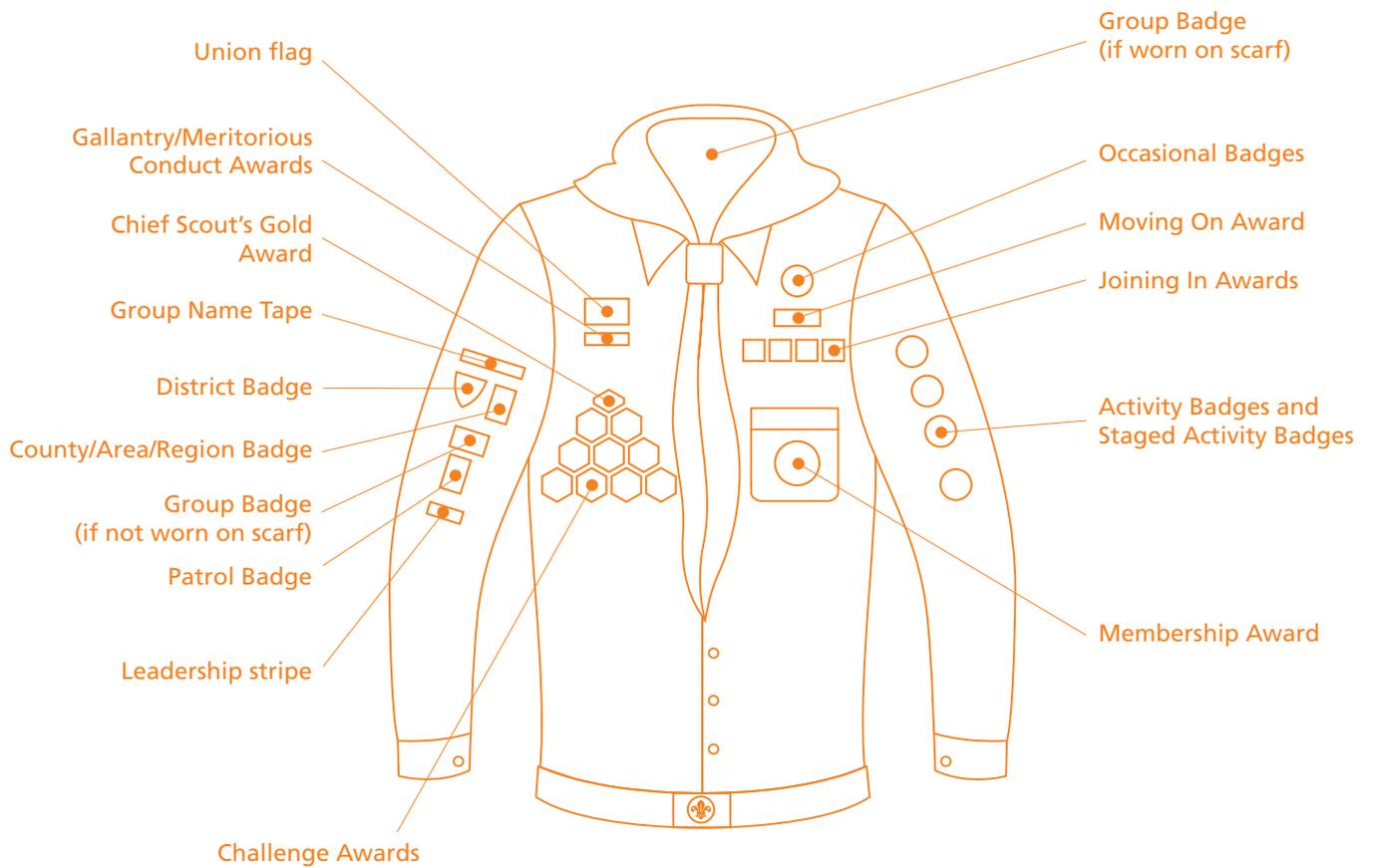
BEAVER SCOUT UNIFORM



CUB SCOUT UNIFORM

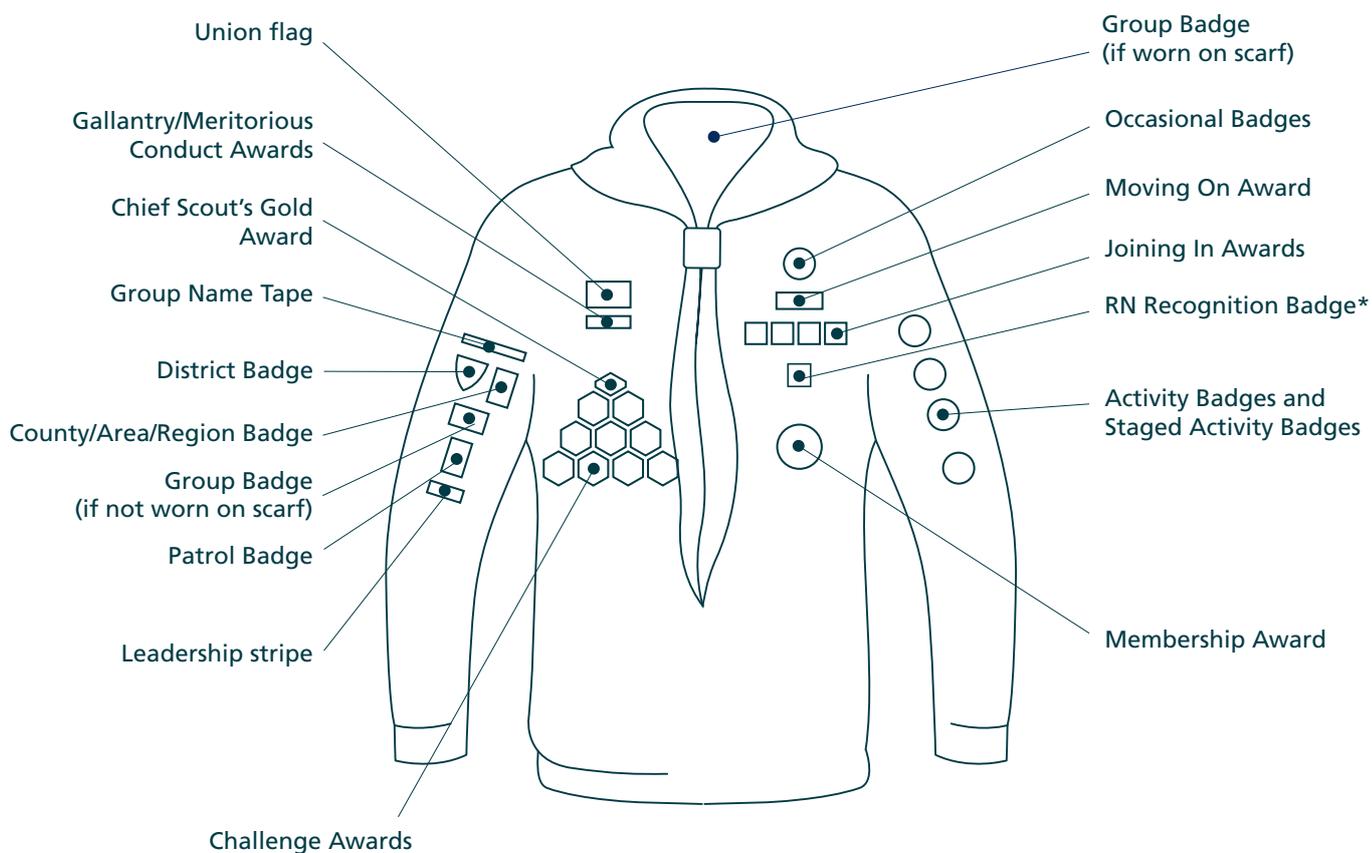


SCOUT UNIFORM



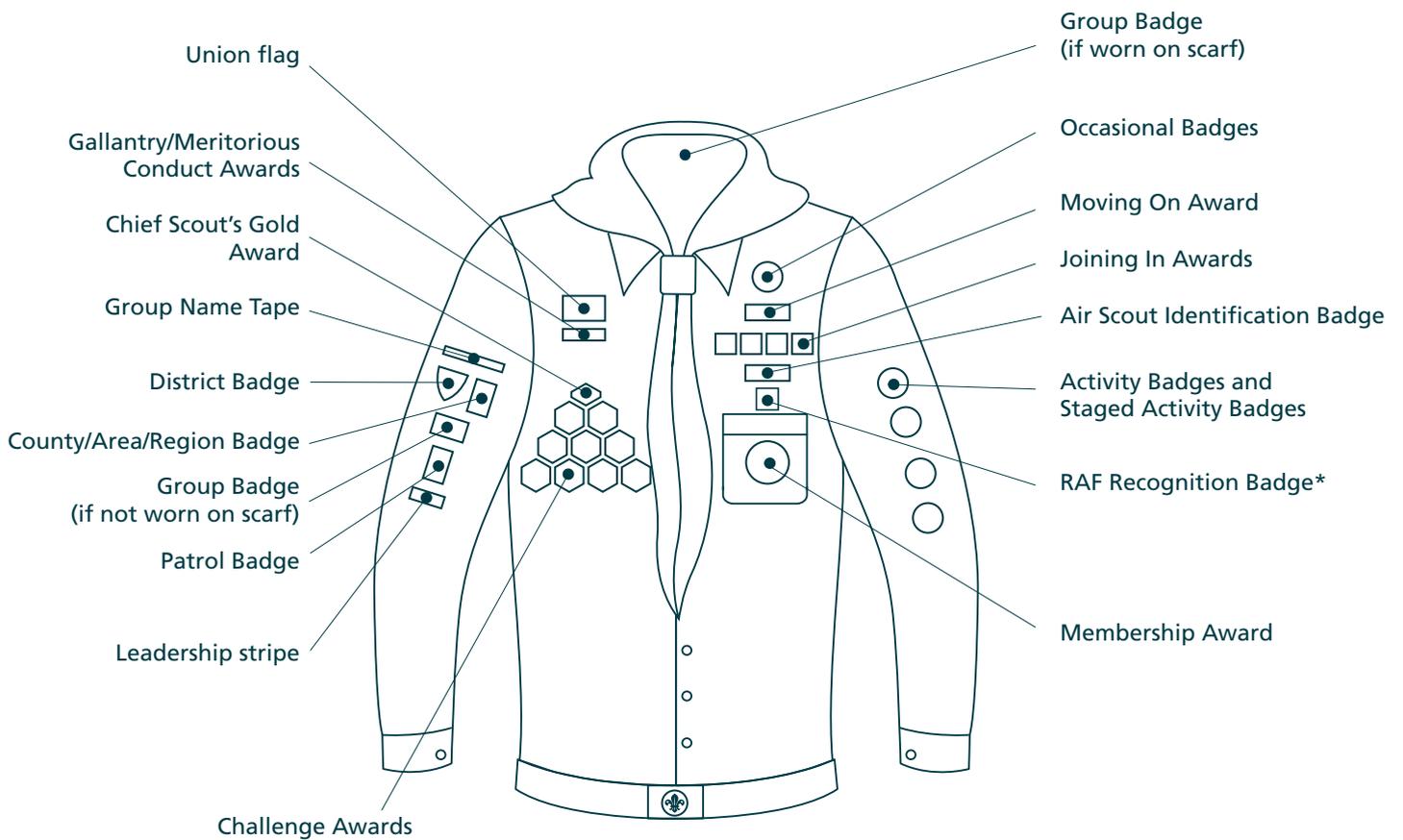
SCOUT JUMPER (SEA)

*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge



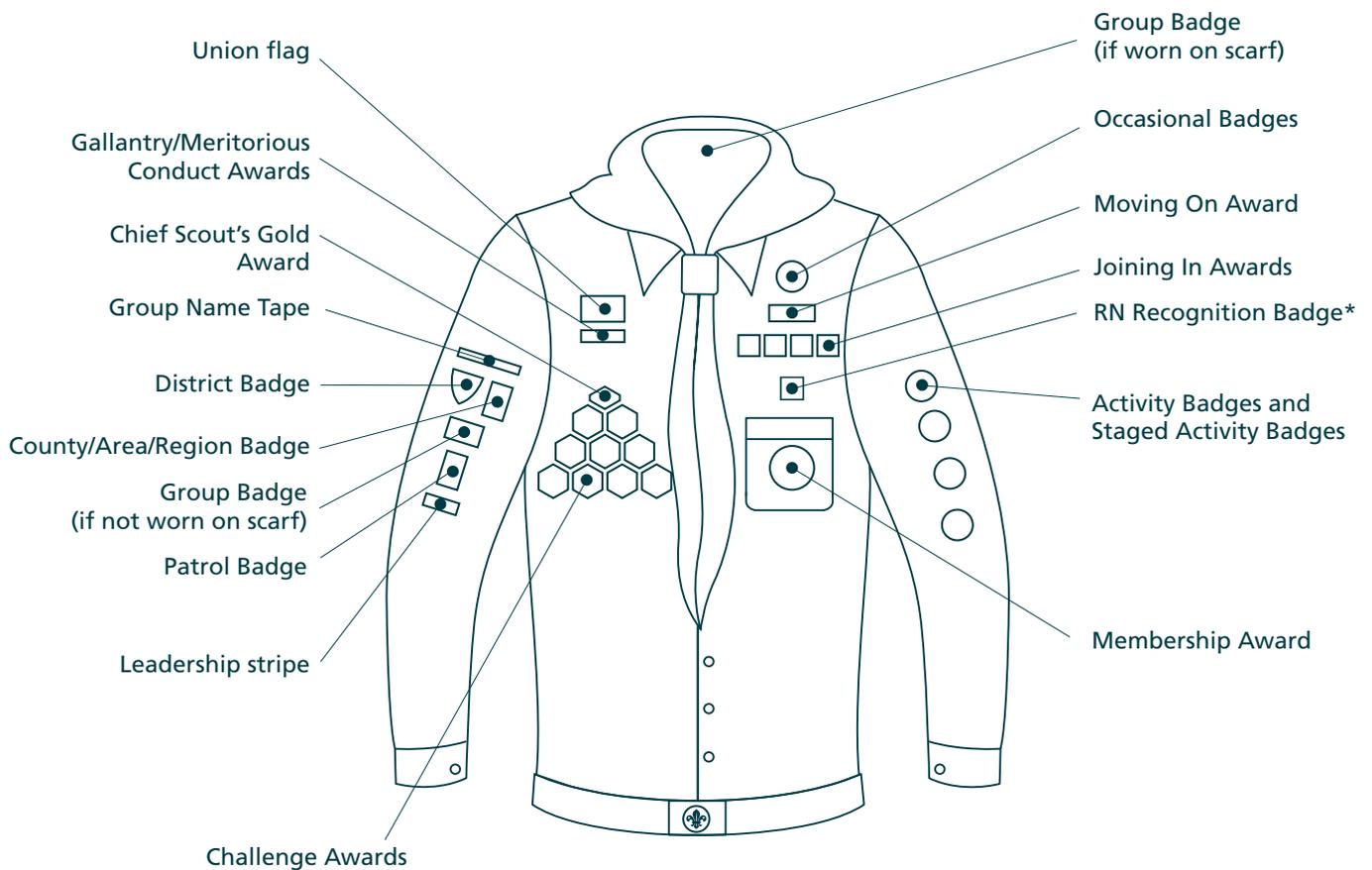
SCOUT UNIFORM (AIR)

*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

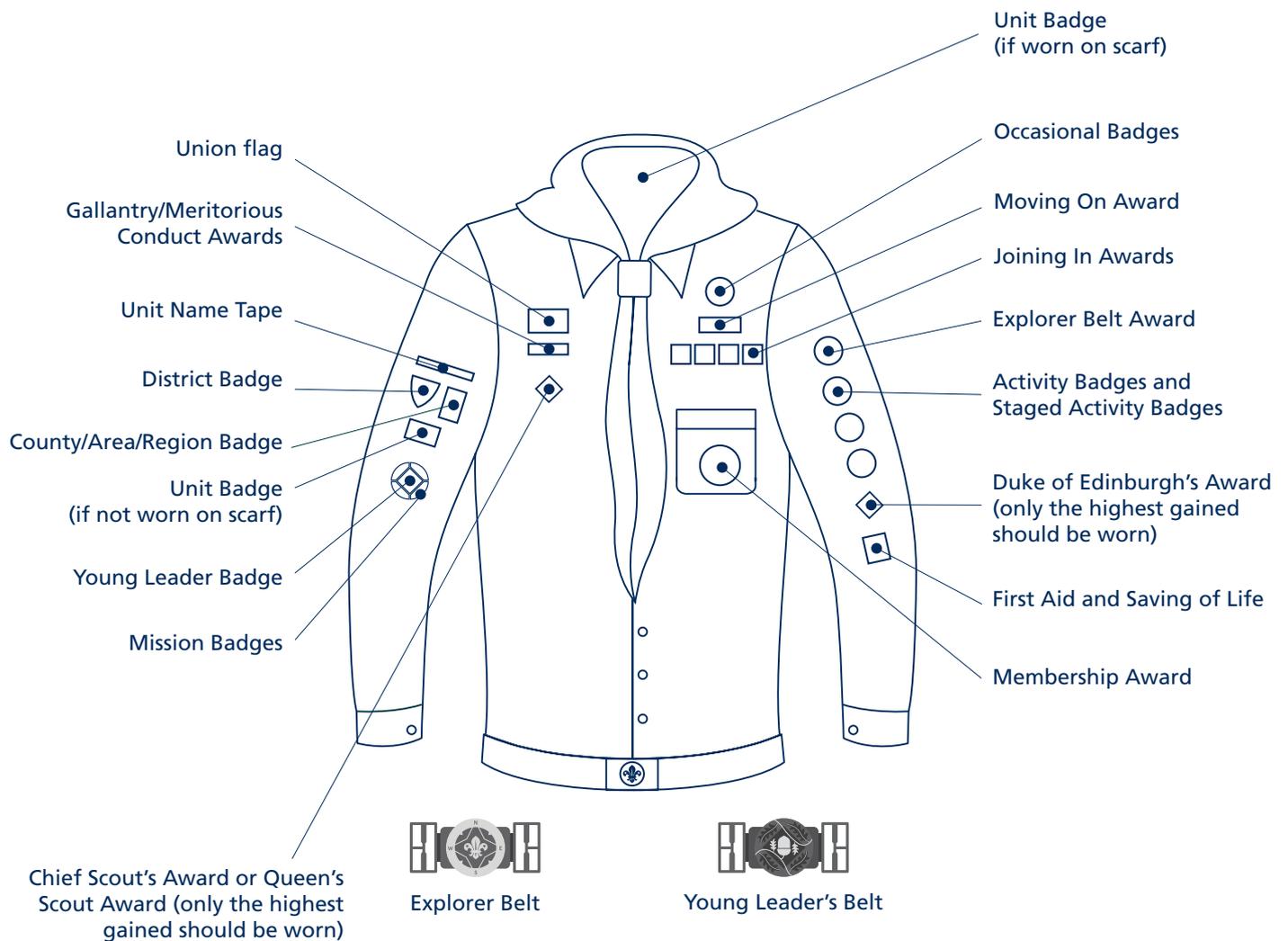


SCOUT UNIFORM (SEA)

*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

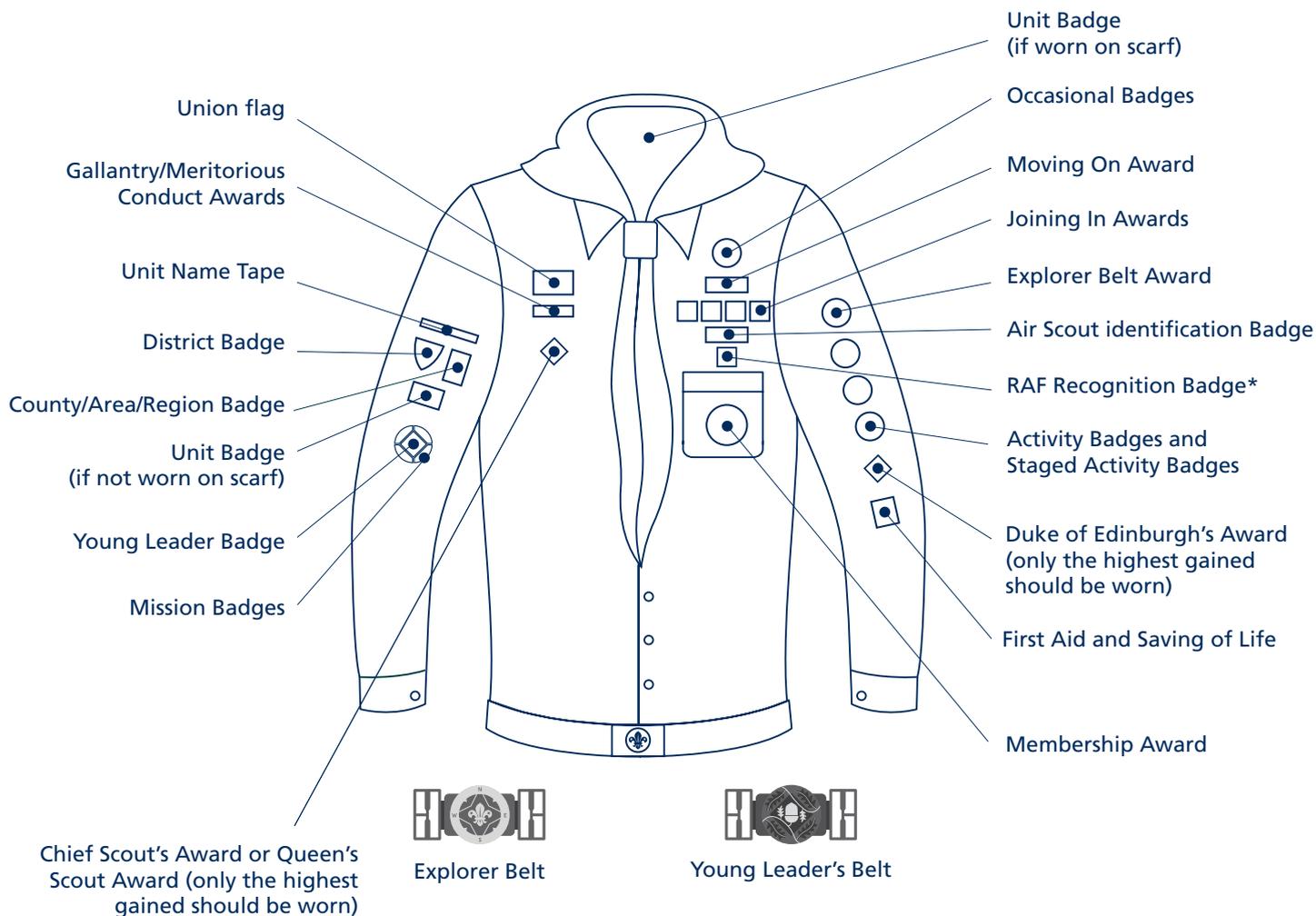


EXPLORER SCOUT UNIFORM



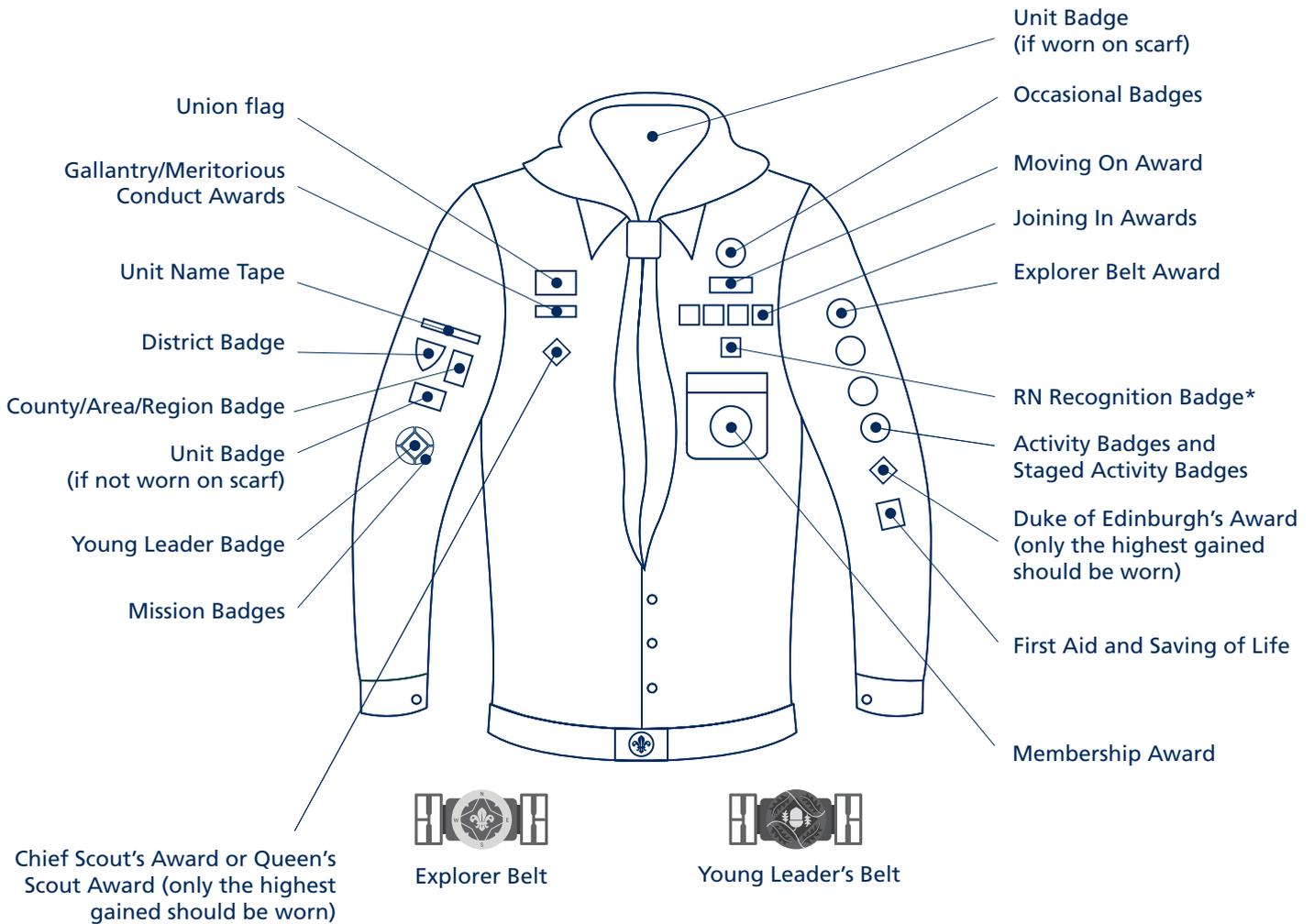
EXPLORER SCOUT UNIFORM (AIR)

*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

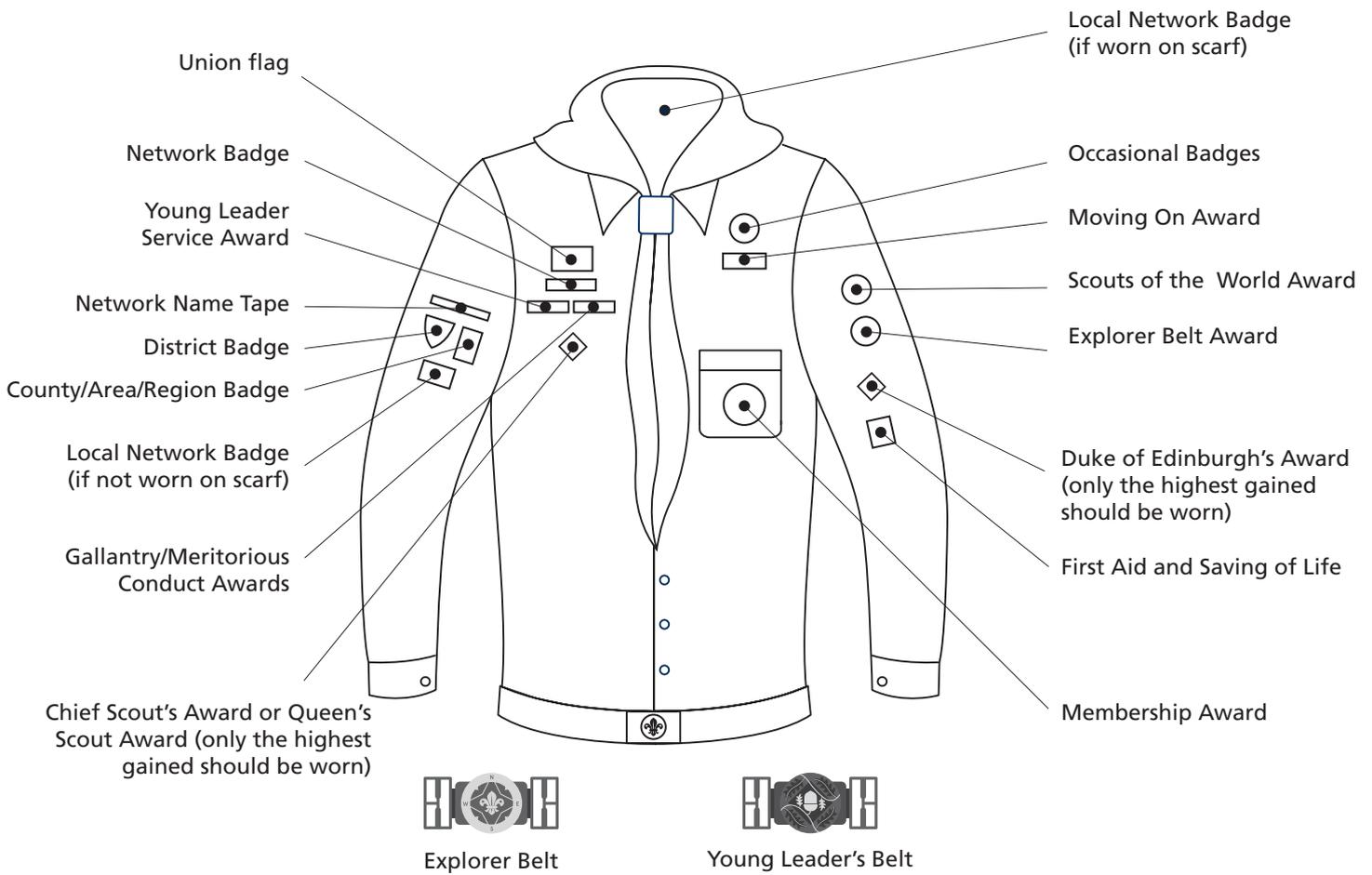


EXPLORER SCOUT UNIFORM (SEA)

*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

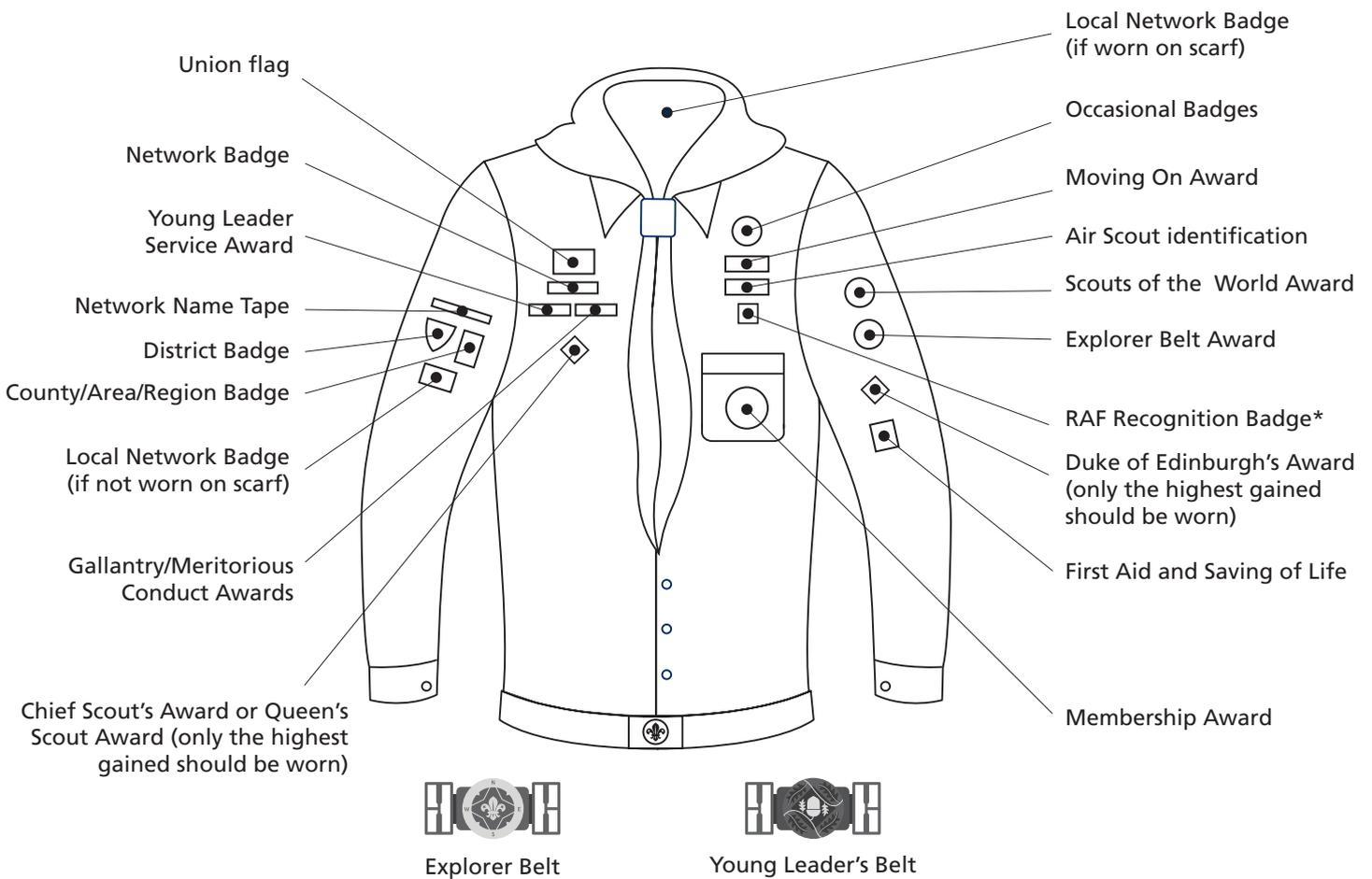


SCOUT NETWORK UNIFORM



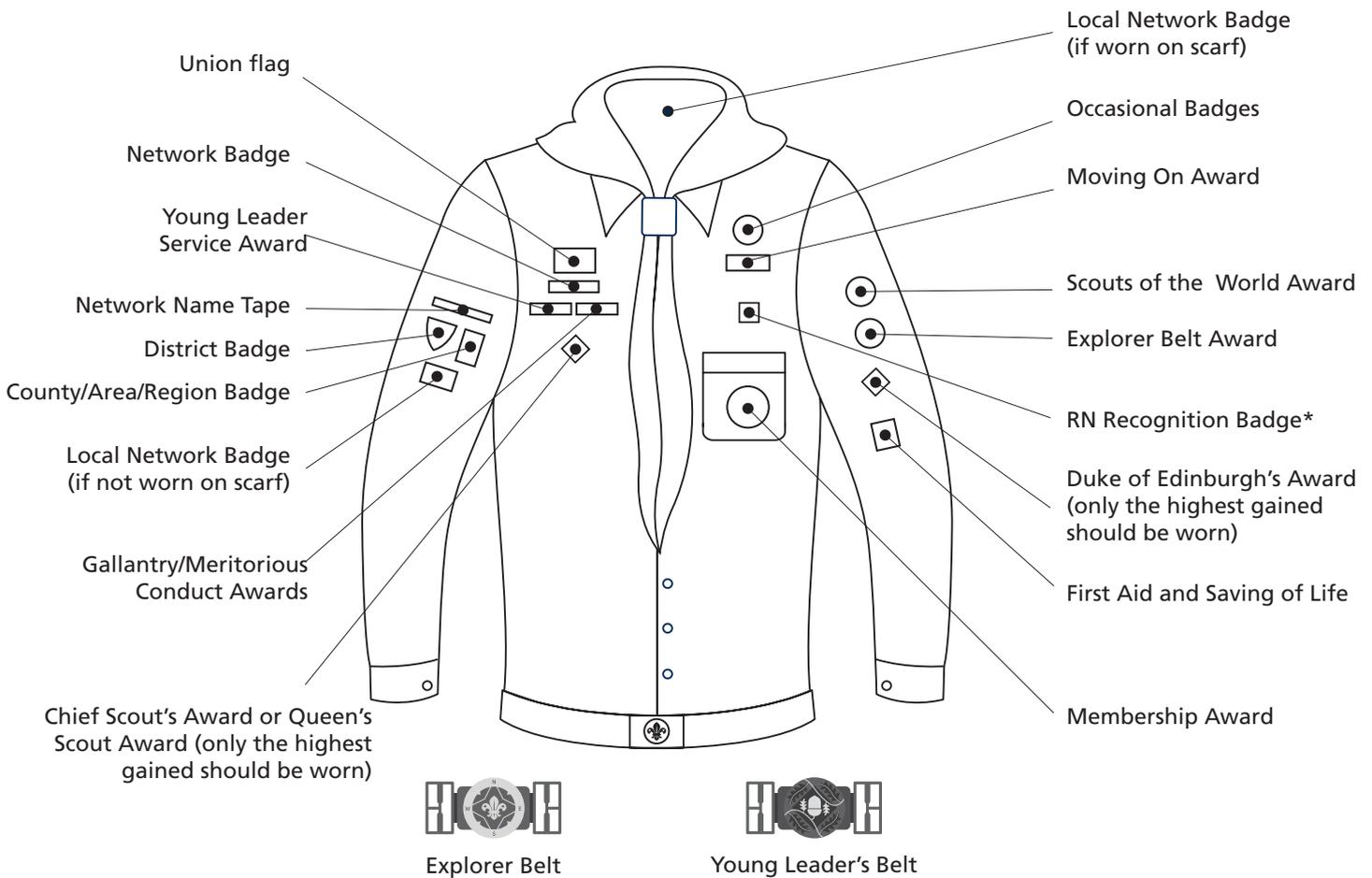
SCOUT NETWORK UNIFORM (AIR)

*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.

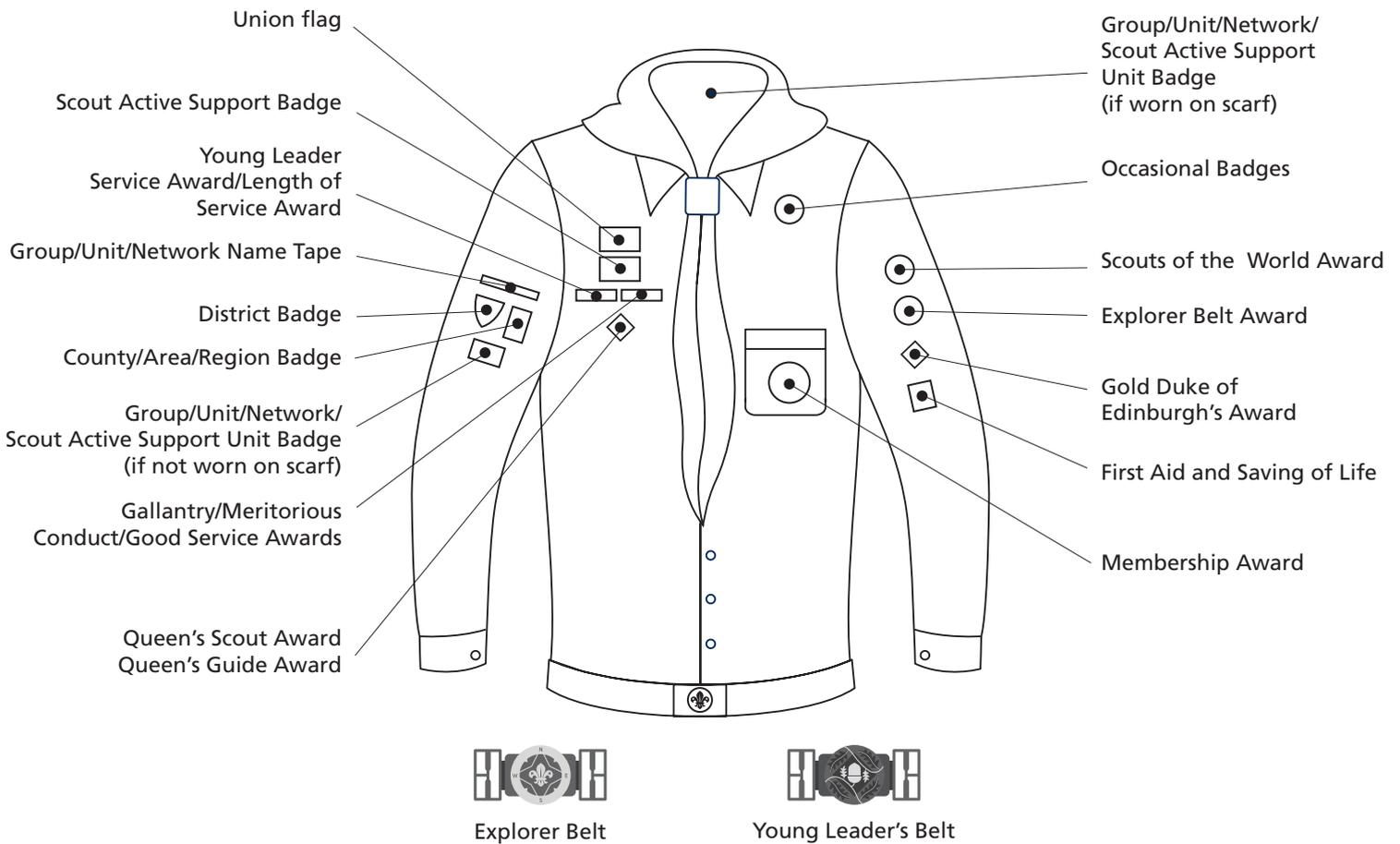


SCOUT NETWORK UNIFORM (SEA)

*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge

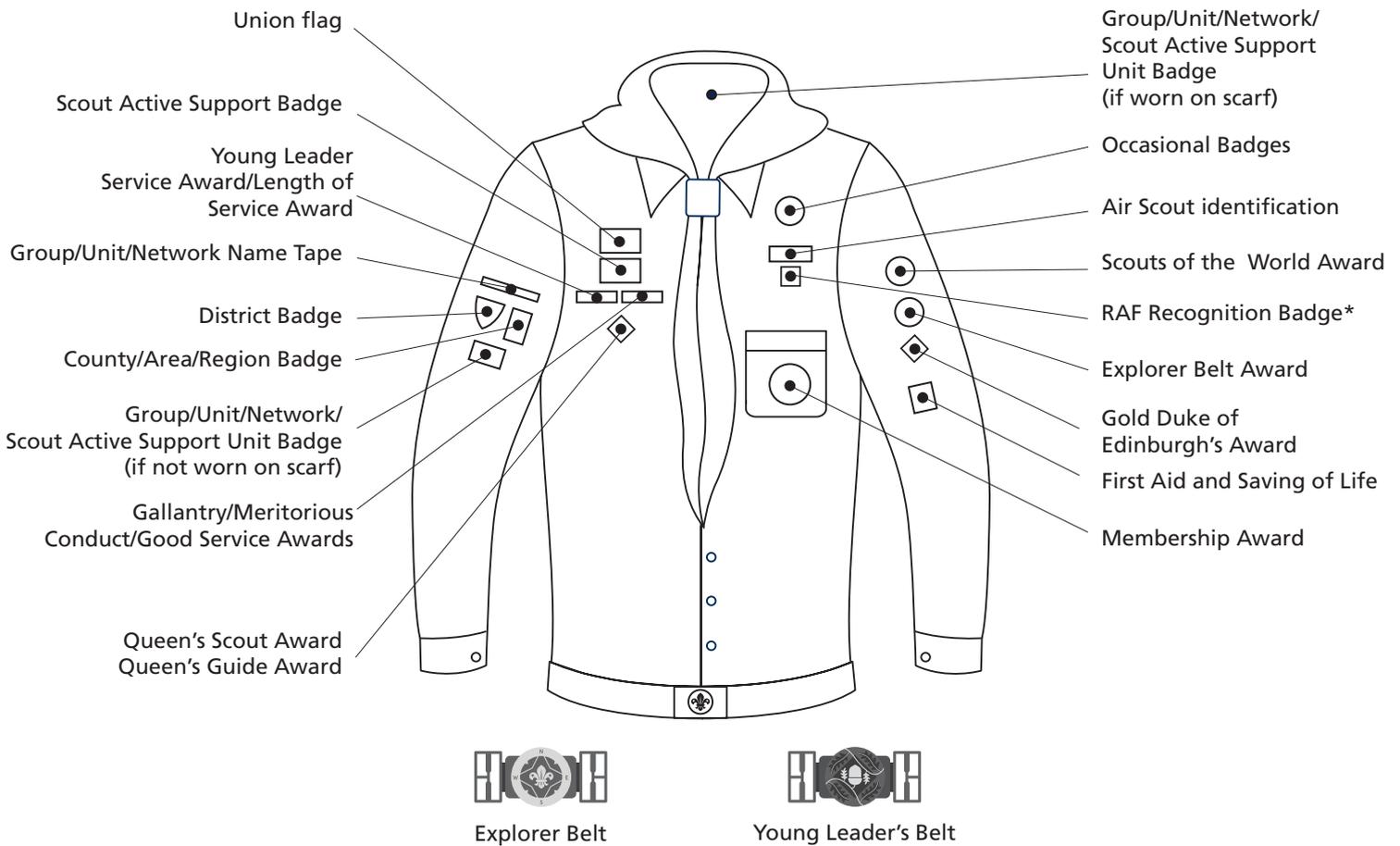


ADULT UNIFORM



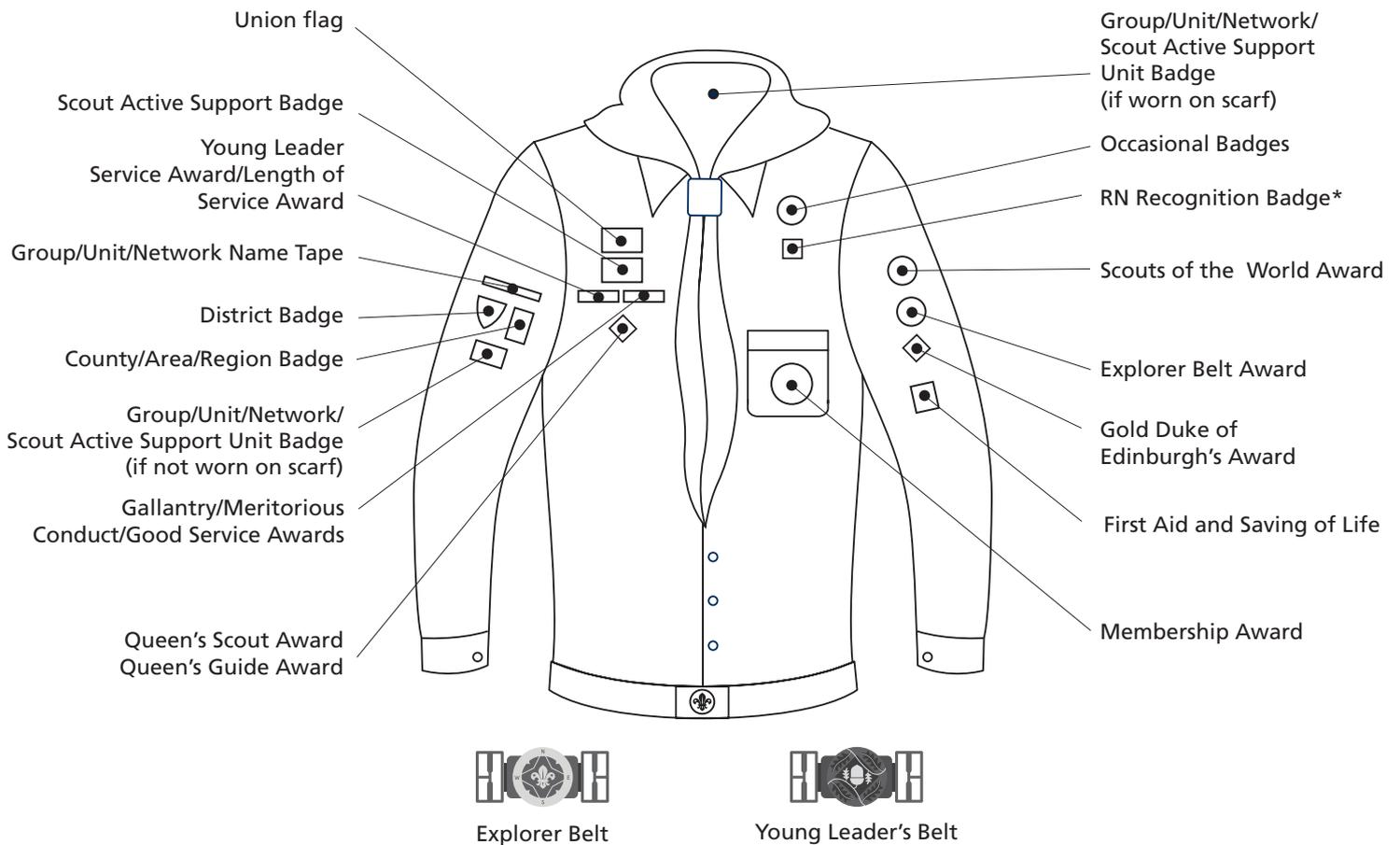
ADULT UNIFORM (AIR)

*Only Royal Air Force (RAF) Recognised Air Scouts are permitted to wear the RAF Recognition Badge.



ADULT UNIFORM (SEA)

*Only Royal Navy (RN) Recognised Sea Scouts are permitted to wear the RN Recognition Badge.



Chapter 11

Awards and Recognition of Service

Chapter Contents

- Rule 11.1 Applications for Awards and Recognition of Service
- Rule 11.2 The Cornwell Scout Badge
- Rule 11.3 Awards for Gallantry
- Rule 11.4 Awards for Meritorious Conduct
- Rule 11.5 Awards for Good Service
- Rule 11.6 Chief Scout's Personal Award

- Rule 11.7 Chief Scout's Length of Service Awards
- Rule 11.8 Emblems and Certificates of Awards
- Rule 11.9 Thanks Badge
- Rule 11.10 Conferment of the Title 'Honorary Scouter'
- Rule 11.11 Method of Wear

Rule 11.1 Applications for Awards and Recognition of Service

- a. Applications for Scout awards and recognition of service are initiated by any member of The Scout Association. Nominations must be supported by the County/Area/Region (Scotland) Commissioner or where a CC/AC/RC is nominated, supported by the appropriate line managing Commissioner.
- b. Application forms, as listed below, detail the necessary qualifications and the administrative procedure and may be obtained by these Commissioners or by District or County Secretaries from the Scout Information Centre or visit www.scouts.org.uk/awards
- *Form TSA06/GS* - Application for Award for Good Service to the Movement and Chief Scout's Personal Award;
 - *Form TSA07/CGM* - Application for Cornwell Scout Badge, Gallantry or Meritorious Conduct Awards;
 - *Form TSA05/L* - Application for Chief Scout's length of service awards.
- c. Before completing an Application Form, District and County Commissioners are advised to consult the guidelines *Applying for Decorations and Awards*, available from the Scout Information Centre or visit www.scouts.org.uk/awards

Rule 11.2 The Cornwell Scout Badge

- a. The Cornwell Scout Badge is awarded in respect of pre-eminently high character and devotion to duty, together with great courage and endurance.
- b. It is restricted to Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and Scout Network Members.
- c. Both the bronze badge and the cloth emblem of the same design may be worn.

Rule 11.3 Awards for Gallantry

- a. Awards for gallantry are for acts which would normally include an element of personal risk.
- b. Awards for gallantry are made by the Chief Scout, who is advised by the Awards Board, to Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Scout Network Members, Scout Active Support Members, Adult Leaders, Section Assistants, Skills Instructors, Administrators, Advisers and Honorary Scouters.
- c. The Gilt Cross, with a blue and red vertically patterned ribbon and emblems or brooches corresponding to them, is awarded for gallantry in circumstances of moderate risk.
- d. The Silver Cross, with a blue ribbon and emblems or brooches corresponding to them, is awarded for gallantry in circumstances of considerable risk.
- e. The Bronze Cross, with a red ribbon and emblems or brooches corresponding to them, is the highest award of the Association for gallantry, granted for special heroism or action in the face of extraordinary risk.
- f. A Bar may be awarded to the holder of any gallantry Cross for further acts of gallantry in circumstances of similar risk.

Rule 11.4 Awards for Meritorious Conduct

- a. Awards for meritorious conduct are made by the Chief Scout, who is advised by the Awards Board, to Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Scout Network Members, Scout Active Support Members, Adult Leaders, Section Assistants, Skills Instructors, Administrators, Advisers and Honorary Scouters.

- b. Awards are made for conduct involving a high degree of courage, endurance, initiative or devotion to duty, often under suffering, without necessarily involving any element of risk.
- c. A Chief Scout's Commendation for Meritorious Conduct medal, on a green ribbon with a blue vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of a high standard.
- d. The Medal of Meritorious Conduct, on a green ribbon with a red vertical stripe and emblems or brooches corresponding to them, is awarded for meritorious conduct of an exceptionally high standard.
- e. A Bar may be awarded to the holder of a Medal of Meritorious Conduct for further acts of comparable outstanding conduct.

Rule 11.5 Awards for Good Service

- a. Awards for good service are made by the Chief Scout, who is advised by the Awards Board, to adult Members or Associate Members and, exceptionally, to others who have given valuable service to Scouting over a considerable period.
- b. *This rule is intentionally left blank.*
- c. *This rule is intentionally left blank.*
- d. A Chief Scout's Commendation for Good Service, with a white and yellow knot cloth emblem and a brooch of similar design, is awarded for good service while holding adult roles for a period of not less than five years.
- e. The Award for Merit, formerly the Medal of Merit, worn with a green neck ribbon and emblems or brooches with a green knot, would normally be awarded after a period of not less than 12 years, but exceptionally after 10 years of outstanding service while holding adult roles.
- f. The Bar to the Award for Merit, formerly the Bar to the Medal for Merit, worn with a green neck ribbon with a vertical yellow stripe and emblems or brooches with a green knot and yellow fleur-de-lys, may be awarded for further outstanding service while holding adult roles.
- g. The Silver Acorn, worn on an orange ribbon around the neck, and emblems or brooches with an orange knot is awarded for specially distinguished service while holding adult roles for a period of not less than twenty years.

- h. A Bar to the Silver Acorn, denoted by the substitution of an orange ribbon with a green stripe, and emblems or brooches with an orange knot and green fleur-de-lys may be awarded for further distinguished service while holding adult roles.
- i. The Silver Wolf, worn on a green and yellow ribbon around the neck, and emblems or brooches with a yellow and green knot is the unrestricted gift of the Chief Scout, awarded for service of the most exceptional nature while holding adult roles.

Rule 11.6 Chief Scout's Personal Award

The Chief Scout's Personal Award, with a green arrowhead badge superimposed on a gold circular background on a dark green cloth emblem or brooch, is awarded by the Chief Scout, in consultation with the Awards Board to recognise achievement not covered by the criteria for any other awards. It may be accompanied, where appropriate, with a suitable commemorative item

Rule 11.7 Chief Scout's Length of Service Awards

- a. Service in the Association is recognised by the Chief Scout's Length of Service Award at 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70 year Intervals. A certificate and either a cloth emblem or brooch with a white knot and corresponding green number is available to all Members and Associate Members of the Association.
- b. Qualifying service for the above awards need not be continuous.
- c. Any service given while holding an adult appointment whilst a member of the UK Scout Association counts towards service. This includes service such as Secretary, Executive Member etc. However, this does not cover service whilst in a youth role such as Scout Network or previously Rover Scout (or Mate) or service as an Occasional Helper. However, if a qualifying adult appointment was held concurrently, that service would count.
- d. Overseas service with another Scout Association does not count towards service. However, active service whilst part of British Scouting Overseas or Branches is recognised.

Rule 11.8 Emblems and Certificates of Awards

- a. When the insignia of a Scout award is not worn with uniform, it is represented by a brooch with the same design as the cloth emblem.
- b. The award of a Bar to a Good Service Award is indicated on the emblem or brooch by the arrowhead brooch superimposed over the centre of the knot design.
- c. The arrowhead is green for the Bar to the Silver Acorn and gold for the Bar to the Award for Merit.
- d. All awards are accompanied by a certificate.

Rule 11.9 Thanks Badge

- a. The Thanks Badge is the means of expressing the appreciation of the Association to those who are not Members or Associate Members but who have been of service to Scouting.
- b. The metal badge is for wear with ordinary clothes and does not confer Membership or Associate Membership of the Association on the recipient.

Rule 11.10 Conferment of the Title 'Honorary Scouter'

- a. The title 'Honorary Scouter' may be conferred by Headquarters on a Leader, Manager or Supporter who retires and who has completed at least ten years dedicated service across those appointments.
- b. Following the cancellation of all Leader, Manager and Supporter appointments, a recommendation for the conferment of the title may be made on *Form TSA06/GS* by a District or County Commissioner in respect of Leaders.
- c. In the case of Commissioners and County Scouters - other than County Commissioners - the recommendation should be made by the County Commissioner.
- d. The title does not carry any entitlement and there is no requirement to pay the Headquarters, County, District or Group Membership Subscriptions if the 'Honorary Scouter' is not otherwise a Member or Associate Member of the Association.
- e. The appointment will be held in abeyance during the currency of any Leader, Manager or Supporter appointment, but will revive automatically on its termination.

Rule 11.11 Method of Wear

For the method of wear of Scout awards see Chapter 10.

Chapter 12

Flags and Ceremonial

Chapter Contents

Rule 12.1	Permitted Flags
Rule 12.2	Pennants
Rule 12.3	Scout Flags

Rule 12.4	Ceremonial
Rule 12.5	The Scout Sign
Rule 12.6	The Scout Salute
Rule 12.7	Parades

Rule 12.1 Permitted Flags ^{SV}

- a. The following flags may be used:
 - The Union Flag on land;
 - The Red Ensign at sea;
 - The World Scout Flag;
 - Group, District and County flags.
- b. Royal Navy Recognised Groups and Units may use a Red Ensign defaced with the Arrowhead Badge surmounted by an Admiralty Crown in the fly.
- c. Royal Air Force Recognised Groups may use a light blue pennant bearing the Arrowhead Badge, the Scout motto 'Be Prepared' and the Royal Air Force roundel in the fly.
- d. When abroad, Groups may use the Union Flag and the flag of the host nation displayed equally.
- e. Groups may use the flags of the constituent countries of the United Kingdom, together with their own corresponding flag, when in another United Kingdom country.
- f. The use of these flags is in addition to the Union Flag rather than in place of it.

Rule 12.2 Pennants

- a. Green camp pennants, Explorer Scout and Scout Network pennants and blue Scout pennants may be used as appropriate to suitable occasions.
- b. The blue pennant is the burgee to be flown with the Royal Navy Recognised Group Ensign.

Rule 12.3 Scout Flags ^{SV}

- a. Flags used by Scout Groups, Explorer Scout Units, Scout Networks and Scout Active Support Units (except Beaver Scout Colony flags) must be:
 - uniform size;
 - mounted on poles bearing the Arrowhead Badge as a mount;

- must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Scout motto 'Be Prepared'.
- b. In addition, they may only bear the words 'Cub Scouts', 'Scouts', 'Explorer Scouts', 'Scout Network' and the appropriate Group, District or County title.
 - c. Beaver Scout Colony flags must be 3' x 2' mounted on poles bearing a polished wooden pike mount and must bear the Arrowhead Badge, consisting of a white Arrowhead to the approved specification on a purple circle, and the Beaver Scout motto 'Be Prepared'.
 - d. In addition they may only bear the words Beaver Scouts and the Group title.
 - e. Flags used by Scout Districts and Counties are of a similar design and may bear the name and emblem of the District or County in addition to the Arrowhead Badge as described, and the Scout motto 'Be Prepared'.
 - f. The colours to be used on flags, except in Scotland, are as follows:
 - Beaver Scout Colonies: white lettering on a turquoise background;
 - Cub Scout Packs: white lettering on a yellow background;
 - Scout Troops: white lettering on a green background;
 - Explorer Scout Units: white lettering on an olive green background
 - Scout Networks: white lettering on a warm grey background
 - Air Scout Troops, Explorer Air Scout Units and Air Scout Networks: yellow lettering on a light blue background;
 - Sea Scout Troops, Explorer Sea Scout Units and Sea Scout Networks: white lettering on a navy blue background;
 - Scout Active Support Units: white lettering on purple background;

- g. In Scotland, Scout flags are matriculated by the Lord Lyon King of Arms and consist of the St. Andrew's Cross at the hoist with green fly and the Arrowhead Badge in yellow.
- h. Scottish Area flags have the name of the Area in a bar above the badge in the colour of the Area.
- i. The colours on flags in Scotland are:
 - Beaver Scout Colonies: white lettering on a turquoise background;
 - Cub Scout Packs: yellow background with the badge in green and with yellow lettering on green bars;
 - Scout Troops: green background with the badge in yellow and with the name of the Troop in black lettering on yellow bars;
 - Explorer Scout Units: white lettering on an olive green background;
 - Scout Networks: white lettering on a warm grey background;
 - Scout Active Support Units: white lettering on purple background.

Rule 12.4 Ceremonial

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

Rule 12.5 The Scout Sign

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

Rule 12.6 The Scout Salute

- a. 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.

Rule 12.7 Parades

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

Chapter 13

Trusteeship, Property and Equipment

Certain Rules in this Chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

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Rule 13.8	Joint Occupation of Premises by Scout and Guide Units
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Rule 13.1 Persons not allowed to act as Trustees

- a. Members of the Group, District and County Executive Committees are the 'charity trustees' of the Group, District or County.
- b. No person who is disqualified from being a charity trustee by virtue of the Charities Act may be a member of a Group, District or County Executive Committee
- c. The appointment of any such person, whether as Ex officio, by nomination, by election or by co-option shall be void.
- d. It is the responsibility of each person to ensure that he is not disqualified before accepting an appointment as a trustee.
- e. The Charities Acts apply to England and Wales only. Similar legislation applies to Scotland.^{SV}
- f. Certain people are disqualified from continuing as a trustee, or from becoming a trustee. They are people who:^{SV}
 - have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is regarded as spent; or
 - are undischarged bankrupts; or
 - have made compositions with their creditors under the Insolvency Act 1986 which have not been discharged, or are subject to a Debt Relief Order pursuant to the Tribunals, Court and Enforcement Act 2007; or
 - have at any time been removed by the Charity Commissioners or by the court in England, Wales or Scotland from being a trustee because of misconduct; or

- are disqualified from being company directors; or
- have failed to make payments under county court administration orders.

Rule 13.2 Property and Equipment^{SV}

- a. Scout Groups must be properly accommodated and equipped in order to carry out their training programmes.
- b. The administrators of the Group must concern themselves with all legal requirements relevant to the ownership of all property and equipment or to the leasing or hiring of premises.
- c. All freehold, leasehold or licensed land, with or without buildings, must be held by at least two (and no more than four) Holding Trustees appointed as specified (unless title to the said land is held by a Custodian Trustee on behalf of the Scout Unit e.g. The Scout Association Trust Corporation (SATC) or the Official Custodian for Charities etc).
- d. Holding Trustees of land must be appointed under either a Declaration of Trust or named as the Trustees in the relevant Conveyance, Lease, Licence or such other Deed, Transfer or other formal agreement as may be necessary in the circumstances. The SATC will hold land upon standard trusts which have been approved by the SATC's legal advisers.
- e. Investments must also be held in the manner listed above under point c. with the exception being that the SATC is unable to hold such investments.

- f. The SATC can be appointed by Scout bodies to hold title to land as Custodian Trustee only and, as such, the SATC cannot have any responsibility for the decision-making or day-to-day management of the Scout body or its land. The SATC is also unable to negotiate land or property matters on behalf of Scout bodies.
- g. The SATC must be appointed through its proper procedure for which a standard fee is chargeable (please contact the SATC in writing at Gilwell Park, Chingford, London E17 or at trust.corporation@scout.org.uk).
- h. As Custodian Trustee the SATC must obtain instructions regarding the land or property from a member of the relevant Scout body's Executive Committee or a person or persons properly authorised by that Committee to instruct the SATC.
- i. A suggested template for a Declaration of Trust suitable for local Trustees to declare Trust when intending to hold title to land can be provided by the Association's Legal Services Department which should then be amended/checked by a local solicitor acting for the Group, District or County to reflect the particular local circumstances.

Rule 13.3 The Charities Acts

This Rule applies in England and Wales only.

- a. It is no longer necessary for a Scout Unit to register with the Charity Commission purely on the basis that it owns or has an interest in land. However, every Scout Group, District Scout Council and County Scout Council which has any permanent endowment is required to be registered with the Charity Commissioners and abide by the requirements of the Charities Acts as applicable to registered charities (please check with the Charity Commission for more information).
- b. The Group, District or County Secretary must ensure that all statutory duties and obligations imposed by the Charities Acts are fulfilled.

Rule 13.4 Land

- a. The Group, District or County Executive Committee should obtain at least a formal written licence and preferably a lease of any land, with or without buildings, which they do not own and which is to be occupied for a substantial period.

- b. In any event no large amount of capital should be expended on buildings or other improvements unless the Group, District or County has at least seven years uninterrupted interest remaining in the said land.
- c. The Group, District or County Treasurer must ensure that all possible relief from rates is obtained.

Rule 13.5 Property - Sponsored Groups

- a. Agreements with Sponsoring Authorities identify property belonging to the Sponsoring Organisation and that belonging to the Group.
- b. Property owned by the Group as recorded in such agreements must be administered as required by these Rules.

Rule 13.6 Disposal of Property at Amalgamation

- a. The Model 'Declarations of Trust' referred to, contain certain provisions for the amalgamation of Groups, Districts and Counties.
- b. The retiring Secretaries of the Group, District or County which are amalgamating must hand to the Secretary of the new Group, District or County all documents of title and the keys to any buildings which the former had.
- c. For further information on amalgamation see:
 - Group - Rule 3.51
 - District – Rule 4.62
 - County – Rule 5.50.

Rule 13.7 Disposal of Property at Closure

- a. The property of a Group, District or County which ceases to exist will automatically pass to the District Scout Council, County Scout Council or Headquarters as appropriate unless there is some pre-existing arrangement by which the property passes to another beneficiary.
- b. Any liabilities of a Group, District or County, e.g. an outstanding loan to Headquarters, utility bills etc. will also become the responsibility of the District Scout Council, County Scout Council or Headquarters as appropriate.
- c. Such property must be treated in the same way as other assets.
- d. For further information on closure see
 - Group - Rule 3.50
 - District – Rule 4.59
 - County – Rule 5.52.

Rule 13.8 Joint Occupation of Premises by Scout and Guide Units

- a. A special Declaration of Trust, which must provide for the formation of a joint management committee, must be drawn up if the premises are to be owned and occupied jointly by Scout and Guide units.
- b. This does not apply if the premises are used jointly under licence or if the premises are occupied by other similar arrangements.
- c. A copy of an appropriate model Declaration of Trust can be provided by the Association's Legal services department and which should be amended/checked by a local solicitor acting for the relevant Scout Unit to ensure it reflects local circumstances and/or any agreement with the said Guide Unit.

Rule 13.9 Investments

- a. Unless the powers of investment are specified in the formal Trust Instrument creating or governing any given Group, District or County, such powers of investment are governed by the Trustee Act 2000. Accordingly, The Scout Association's own particular powers of investment are specified by its Royal Charter. These particular powers of investment apply to The Scout Association itself and not to its entire member Groups, Districts or Counties.^{SV}
- b. Group, District and County Treasurers must reclaim from H.M. Revenue and Customs any tax deducted at source from investment income.
- c. They are advised to make full use of those special Funds, established for investment by charities, which pay dividends gross.
- d. Investments held on behalf of Groups, Districts or Counties must be registered in such a way as to show that they are held on trust for that body and that they are not the private property of the individuals (if any) appointed as trustees.

Rule 13.10 Motor Vehicles, Vessels and Aircraft

- a. The Group, District or County Treasurer must ensure that motor vehicles, vessels and aircraft owned by the Group, District or County are properly registered, licensed and insured as necessary and that all requirements as to their condition, testing or any other matters are fulfilled.
- b. Motor vehicles must be registered either in the name of the Group, District or County or in the name of a nominee, in which case the registration must show that the person is a nominee of the Group, District or County.

Rule 13.11 Equipment

- a. The Group, District or County Treasurer must maintain proper inventories of all equipment owned, including furniture, training equipment, musical instruments or equivalent of any other kind.

Rule 13.12 Safe Custody of Documents^{SV}

- a. The Group, District or County Secretary must ensure that documents relating to the ownership of property and equipment and all other legal and official documents, together with any documents of historical importance or interest are kept in a safe place.
- b. Specific documents that must be safeguarded are:
 - declarations of trust;
 - title deeds to land or buildings;
 - stock and share certificates;
 - registration documents issued by the Association;
 - documents relating to motor vehicles, vessels and aircraft;
 - insurance policies;
- c. The first three types of documents listed may be safeguarded by using the Headquarters Deeds Custody Service.
- d. The Group, District or County Secretary must keep a register of such documents with details of their location.

Chapter 14

Other Matters

Chapter Contents

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Rule 14.1 Political Activities

- a. The Scout Movement is not connected with any political body.
- b. Members of the Movement in uniform, or individuals when acting as representatives of the Movement, must not take part in any party political meetings or activities that endorse any particular political party or candidate.

Rule 14.2 Citizenship and Participation

- a. The Association, being concerned to help young people prepare for and take a constructive place in society, encourages, through its programme, the development of a positive attitude to the needs of the community.
- b. In pursuance of the Association's Purpose, each Member of the Movement shall, within the bounds of age and mental maturity, be encouraged:
 - to become involved in the processes by which decisions are made within the Association and, to that end, to understand the organisation of the Association;
 - to become more aware of major social issues at local, national and international level;
 - to understand the processes of decision-making by organisations and by government, and to become aware of the individual's role in such processes.

- c. It is accepted that this will involve Members of the Movement with current social issues, some of which are controversial and may therefore have a political dimension. However, individuals representing the Association must not endorse any particular political party or candidate.
- d. If a recognised public authority makes a public request for volunteers to take action to avoid grave public danger or inconvenience, whether it arises from an industrial dispute or not, a Group Scout Leader, the Leader of a Explorer Scout Unit, or a Scout Network Leader may, with the consent of the District Commissioner, offer the services of Scouts provided that each individual participates voluntarily.

Rule 14.3 Expressions of Opinions of the Association's Policy

- a. Members of the Movement may not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of the Association when appearing on television, speaking on the radio or writing for or being interviewed by the Press, unless they have previously obtained permission to do so from Headquarters.

- b. Members of the Movement may not address correspondence on matters relating to Scouting or as representatives of the Association to any Royal personage, Department of State, Embassy or Legation at home or abroad, to any Scout Association Headquarters abroad, or to the World Scout Bureau, World Scout Committee or World Scout Conference except after consultation with and through Headquarters.

Rule 14.4 Associate Organisations

- a. Headquarters may designate certain organisations whose aims and purposes relate to those of the Association.

Rule 14.5 Student Scout and Guide Clubs

- a. A Student Scout and Guide Club may be formed in a higher education or further education institution.
- b. A Club is recognised through the local Scout and Guide County after its constitution has been approved by the local Scout and Guide Commissioners.
- c. The aim of a Student Scout and Guide Club is to promote a framework within which Scout and Guide and other social activities may take place, ideas may be exchanged, and students may maintain, renew or acquire an interest in the principles of Scouting and Guiding.
- d. The purpose of a Student Scout and Guide Club is:
- to provide a programme of activities for its members whether or not they are Members of the Scout and Guide Movements;
 - to create a wider understanding and appreciation of the work of the Scout and Guide Movements, particularly among fellow students, by spreading information and by example;
 - to render service, as a Club, to Scouting and Guiding and the community;
 - to maintain relationships with the Scout and Guide Movements locally.
- e. Students who wish to establish a Student Scout and Guide Club in a higher education or further education institution must seek the approval of their Students' Union and draw up a constitution, embodying the aim and purpose of a Student Scout and Guide Club.
- f. They must then submit it with a Student Scout and Guide Club Registration Form for approval by the local Scout and Guide Commissioners, who must forward it to their respective Headquarters for registration.

- g. A registered and recognised Club receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- h. All Student Scout and Guide Clubs must affiliate to the Student Scout and Guide Organisation.
- i. A Club elects its own Committee from among its members and is responsible for the organisation of meetings and planning activities.
- j. A Club is self-financing and is required to pay the annual affiliation fee to the Student Scout and Guide Organisation.
- k. All Student Scout and Guide Clubs must comply with the Camping, Activity and Safety Rules of The Scout Association and Girlguiding.
- l. A member of a Student Scout and Guide Club who is also a Member of the Scout or Guide Movement may wear the Student Scout and Guide Club Badge on uniform.
- m. Further details may be obtained from the Scout Information Centre.

Rule 14.6 Student Scout and Guide Organisation

- a. The aim of the Student Scout and Guide Organisation is to promote Student Scout and Guide Clubs and to provide a forum for discussion on matters that affect such Clubs.
- b. The Organisation receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.
- c. Further details may be obtained from the Scout Information Centre.

Rule 14.7 Protected Badges and Designations

- a. Except as authorised below the following badges and all Scout designations are protected and may not be used without the prior permission of Headquarters:

Badges and Emblems

- The World Membership Badge
- The Arrowhead Badge and all badges the design of which incorporates the Arrowhead Badge
- The Armorial Bearings of the Association
- The Silver Wolf
- The Wood Badge

Designations

- The name of the Association

- All designations of Members and appointments which incorporate the word 'Scout'
 - The title 'Scouter'
- b. Scout Executive Committees may, under this Rule, authorise reproduction of the following on flags, letterheads, forms, reports and other stationery, band instruments, signs and notice boards, publicity material, pictures of events or places connected with Scouting, fund raising items and items for presentation and Scout gifts:
- the Arrowhead Badge;
 - the name of the Association;
 - all badges of the Association (excluding the World Membership Badge and the Armorial Bearings of the Association).
- c. The badges and designations permitted are restricted to specific items and quantities being ordered.
- d. This Rule does not empower manufacturers or printers to create stocks of items incorporating such reproductions.

Rule 14.8 Trade Marks

- a. The expression "Trade Mark" or "Trade Marks" refers to those words, symbols, Marks, Logos, domain or other names or a combination of any of these which are owned by the Association and which cannot be used without the prior written authorisation of Headquarters. The expression 'Trade Mark Licensee' refers to those who have obtained the written permission of Headquarters to use the Association's copyright material.
- b. Individuals, members and/or Scout Units must not use, apply to register or otherwise seek to obtain any trade mark which is or may in the Association's view be identical or confusingly similar to its Trade Marks without the prior written authority of Headquarters. For the avoidance of doubt a Trade Mark (or domain name and other names) containing the word "scout" in any form will be considered confusingly similar to the Trade Marks of the Association.
- c. Failure to comply with these Rules may constitute a breach of Trade Mark law and give rise to legal action against individuals, members and/or Scout Units. It is therefore the responsibility of all members and, in particular the Scout Unit's Executive Committee, to ensure that these rules are followed.
- d. A Trade Mark Licensee must not claim any right, title or interest in the Trade Mark and

must further ensure that use of the Trade Mark will not:

- i. Damage or be likely to damage the goodwill in any Trade Mark;
 - ii. Be misleading or impose any liability on the Association;
 - iii. Devalue, damage, bring into disrepute or conflict with the good name and reputation of the Association or the Movement as a whole;
 - iv. Jeopardise or invalidate any registration of any Trade Mark or cause the removal of any Trade Mark from the relevant Register;
 - v. Prejudice the right or title of the Association to the Trade Mark.
 - vi. The user shall not at any future time register or use any of the Trade Marks in its own name as proprietor.
- d. A Trade Mark Licensee must:
- i. Promptly inform the Association of any use of any unauthorised or unlicensed use the Trade Marks;
 - ii. Hold all goodwill and any other intellectual property rights generated by the use of the Trade Marks on trust for the benefit of the Association and, if the Association so instructs, shall do all such things necessary to ensure that the same are transferred or assigned absolutely to the Association without any cost or penalty to the Association.
 - iii. Not sub-licence, purport to licence or otherwise authorise use of any of the Trade Marks to any other party;
 - iv. Not seek to profit from any use;
 - v. Hold any profit or other benefit received from use of the Trade Mark on trust for the Association which will be entitled to full access to any related accounts and/or other records;
 - vi. Any money or other benefit received as a result of use of the Trade Marks shall, unless agreed otherwise, be held on trust for the Association which shall be entitled to full access and sight of any and all accounting and other relevant records.

Rule 14.9 Copyright

- a. The expressions 'copyright', 'copyright material' and 'copyright work' includes the entire copyright, moral right, design right,

rental right, right to authorise or lend as well as any database right created by or vested in the Association. The expression 'Copyright Licensee' refers to those who have obtained the written permission of Headquarters to use the copyright material.

- b. Failure to comply with these rules may constitute copyright infringement and give rise to legal action against individuals, members and/or Scout Units. It is the responsibility of all members and in particular the Scout Unit's Executive Committee to ensure that these rules are followed and that the Association's copyright is protected.
- c. In general, copyright material may not be reproduced, distributed, sold, licensed, sub-licensed or assigned (in whole or in part), especially to any commercial entity, without the prior written permission of Headquarters save that the Executive Committee of a Scout Unit may authorise reproducing extracts for use in not-for profit scouting activities provided that:
 - i. No representation is made that the resultant item or work has been approved (in content, quality or otherwise) by the Association.
 - ii. The resultant item or work is not misleading or imposes or creates any liability on the Association or devalues the good name and reputation of the Association;
 - iii. All rights in the resultant item or work, including all moral rights under the Copyright, Designs and Patents Act 1988, shall automatically vest in the Association to the exclusion of all other parties (including the author) and, if the Association so instructs, such parties will do all such things necessary to assist the Association to enforce such rights.
 - iv. If any profit or other benefit is received from the resultant item or work then this will be held on trust for the Association which will be entitled to full access to any related accounts and/or other records.
- d. A Copyright Licensee shall:
 - i. Not at any time assert any claim, right, title or proprietary interest in the copyright material or any part thereof.
 - ii. Promptly inform the Association of any unauthorised or unlicensed use of any copyright material which comes to its attention.
 - iii. Hold all goodwill and any other intellectual property rights generated by the use of the Trade Marks on trust for the benefit of the Association and, if the Association so instructs, shall do all such things necessary to

ensure that the same are transferred or assigned absolutely to the Association without any cost or penalty to the Association.

Rule 14.10 Transport

- a. When Members or units of the Movement use their personal or unit transport on Scout activities, they should be aware of the current regulations affecting motor transport. Guidance can be obtained from the Scout Information Centre.

Rule 14.11 Data Protection and Responsibilities within Scouting

- a. The Scout Association is committed to protecting personal data in compliance with the Data Protection Act 1998 ('the Act') which regulates the collecting and handling of personal data whether kept using electronic or structured manual systems. The Scout Association is a Data Controller under the Act.
- b. Scout Units (i.e. Groups, Districts, Counties or Countries), as charitable organisations processing personal data, are also Data Controllers under the Act. Scout Executive Committees, as the charity trustees, are responsible for ensuring that proper systems are in place in respect of their relevant Group, District, County or Country and that any personal data is collected, managed, kept or handled in compliance with the Act.
- c. Personal data in Scouting will be held and used in accordance with the provisions of the Data Protection Act 1998. In particular:
 - Personal data will only be collected and used for the purpose of activities directly relating to Scouting and/or a person's Membership or association with Scouting.
 - The information must not be sold to any party and may only be shared in strict compliance with the rules of the Association and the law.
 - The information will be kept as accurate and up-to-date as possible for the purposes for which it is being held.
 - The information will be kept secure and prevented from being used in an unauthorised or unlawful way.
 - The information will be securely destroyed when no longer required.

- Individuals can request a copy of their personal data by making a Subject Access Request (SAR) to the relevant Group, District, County, Country or National Headquarters
- d. All Members and Associate Members must ensure that when handling any personal data they comply with the Data Protection Act and the requirements set out in this Rule 14.11.

For further general guidance please see the Data protection and Scouting guidance on Member Resources online. For detailed guidance please also see the ICO website at <http://ico.org.uk/>

Rule 14.12 Compass Membership System (“Compass”)

- a. Compass is the official membership system of the Association.
- b. Compass must contain accurate and up-to-date information on all youth, adult Members and Associate Members of the Association as well as connected individuals such as Executive Committee Members, Occasional Helpers and relevant parents/carers.
- c. Compass must be used in compliance with the Data Protection Act 1998 and the rules given in Rule 14.11 above. In respect of data stored on Compass, The Scout Association is a Data Controller in common together with Groups, Districts, Counties and Countries and each must ensure that the processing of personal data, for which they are responsible, complies with the Act.
- d. Adult members are responsible for maintaining their own data e.g. name, address, contact details either directly or via a nominated individual. Certain other data may only be updated/maintained by authorised persons e.g. roles, training records, permits etc.
- e. Responsibility for maintaining youth data rests with the leader of the Section(s) to which the young person belongs.
- f. All membership data should be checked as regularly as possible to ensure it is correct/factually accurate and must, in any event, be checked on an annual basis.
- g. All joining information must be either entered directly into compass or recorded using the Association’s official Joining Forms and then be transferred accurately into Compass.
- h. Members must ensure that any reports from Compass (electronic or hardcopy) are held and stored in compliance with the Data Protection Act and the Rules given in 14.11 above.

- i. Members must ensure that any reports from Compass (electronic or hardcopy) are destroyed securely as soon as no longer required.

Note: All Rules regarding Compass are for implementation by 1 January 2015. During this time, where Compass has not yet been implemented locally, rule 14.12 will not apply.

Chapter 15

Complaints, Suspensions and Dismissals

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Rule 15.12 *This rule is intentionally left blank*

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Complaints

The Association introduced a new complaints procedure from 1 September 2006. The term 'complaint' is taken to cover also disagreements and disputes.

The new procedure, for those raising a complaint, is outlined in the leaflet *Resolving Complaints*. Detailed guidance notes for Group Scout Leaders and Commissioners in dealing with complaints can be found in the document *Resolving Complaints - The Scout Association's Complaints Procedure - Guidance Notes for Group Scout Leaders and Commissioners*.

The Association strongly encourages the resolution of all complaints by informal means wherever possible. Where a matter of concern requires formal attention the Complaints Procedure should be followed.

Rule 15.1 Complaints

- a. Complaints, disagreements and disputes should be resolved informally if at all possible.
- b. Where a complaint, disagreement or dispute cannot be resolved informally the Association's Complaints Procedure should be followed.

Suspensions

Rule 15.2 Suspension of adult Membership and Associate Membership

- a. The following also applies to Members of the Scout Network.
- b. Suspension of Membership or Associate Membership is a neutral act intended to protect all persons involved. It assists to ensure that any investigation or inquiry proceeds in as fair and objective manner as possible by preventing situations arising which could give rise to further concerns/allegations or which could potentially cause further compromise. Suspension is permitted in the following circumstances:
 - i. when an allegation is made that a Member or Associate Member has committed a serious criminal offence. In this case the Member must be suspended until police inquiries and/or any legal proceedings have been concluded;

- ii. when a disagreement or dispute between adults remains unresolved for a period of more than 30 days (commencing from when a formal written notification of the dispute is provided to the relevant Executive Committee). Suspension in this case is to be for a period of not more than 90 days in the first instance. Suspension for further periods of not more than 90 days may follow and must be communicated to the suspended Member or Associate Member;
- iii. if a Member or Associate Member makes a formal, public challenge (to a non-Scouting organisation, body or forum) against the decision or policy of either:
- a local Executive Committee of a Scout unit (of which that Member or Associate Member is a member) and/or
 - The Scout Association
- where such public challenge seeks to change, overturn or reverse the said decision or policy or causes adverse publicity about the same.
- iv. where the intentional action or inaction of an individual could seriously harm the reputation of the Movement.
- v. when the action of a Member or Associate Member may constitute gross misconduct
- c. In every case Membership may be suspended only by the appropriate authority with approval from the other appropriate authority as defined in the following table:

Authority to approve the suspension of an adult

	Person whose Membership is to be suspended	Authority to suspend	Authority to approve suspension
Headquarters	UK Chief Commissioner	Chair of Trustees	Board of Trustees
	Chief Commissioners, UK Commissioners and other direct reports of the UK Chief Commissioner	UK Chief Commissioner	Chair of Trustees
	Team members reporting directly and indirectly to members of the UK Chief Commissioner's team.	Relevant UK Chief Commissioner's team member	UK Chief Commissioner
	UK Scout Network Member	UK Scout Network Commissioner	Deputy UK Commissioner for Programme (14-25)
British Scouting Overseas	Area Commissioners	International Commissioner	UK Chief Commissioner
	District Commissioners, Area Scouters, Area Scout Network Members, Area Administrators, Advisers, Members and Associate Members	Area Commissioner	International Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members and Associate Members	District Commissioner	Area Commissioner
England	Regional Commissioners	Chief Commissioner	UK Chief Commissioner
	County Commissioners	Regional Commissioner	Chief Commissioner
	District Commissioners, County Scouters, County Scout Network Members*, County Administrators, Advisers, Members and Associate Members	County Commissioner	Regional Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members and Associate Members	District Commissioner	County Commissioner

	Person whose Membership is to be suspended	Authority to suspend	Authority to approve suspension
Northern Ireland	County Commissioners, members of the Northern Ireland team	Chief Commissioner	UK Chief Commissioner
	District Commissioners, County Scouters, County Scout Network Members*, County Administrators, Advisers, Members and Associate Members	County Commissioner	Chief Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members and Associate Members	District Commissioner	County Commissioner
Scotland	Regional Commissioners, members of the Scotland team	Chief Commissioner	UK Chief Commissioner
	District Commissioners, Regional Scouters, Region Scout Network Members*, Regional Administrators, Advisers, Members and Associate Members	Regional Commissioner	Chief Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members and Associate Members	District Commissioner	Regional Commissioner
Wales	Area Commissioners, members of the Wales team	Chief Commissioner	UK Chief Commissioner
	District Commissioners, Area Scouters, Area Scout Network Members*, Area Administrators, Advisers, Members and Associate Members	Area Commissioner	Chief Commissioner
	District and Group Scouters, District Scout Network Members, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members and Associate Members	District Commissioner	Area Commissioner

* Note that the inclusion of Scout Network Members at Area (Wales), County (England and Northern Ireland) and Region (Scotland) is to deal with exceptions where provision of Scout Network is provided at a level other than the District.

Note: Where issues of Safeguarding are involved see also Rule 2.4q

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| <p>d. During a suspension under this Rule, any Appointment Certificate and Appointment Card must be surrendered to the suspending authority on request.</p> <p>e. The suspended Member or Associate Member must not:</p> <ul style="list-style-type: none"> • participate in any activity connected with the Movement (whether or not young people are present) including administrative activities; • contact youth Members of the Association; • enter Association premises unless specifically given permission by the appropriate Commissioner; | <ul style="list-style-type: none"> • be present at any place at which Scouting activities are taking place (including all types of activity whether or not young people are present); • wear the uniform or badges of the Association. <p>The suspending authority is permitted to modify the list of prohibited activities above when the suspended person is a parent or carer of a youth member in Scouting, and must follow the following criteria:</p> <ul style="list-style-type: none"> i. In safeguarding cases the guidance of the Safeguarding Team must be sought and followed. |
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- ii. All modifications must be agreed with the authority that approved the suspension as defined in Rule 15.2c.
- iii. The modifications must be kept to a minimum and are only to enable the suspended person as a parent or carer to participate to some extent in Scouting with their child (for example, to attend award presentations or to drop off and pick-up the child).
- iv. The modifications must not compromise the safety and wellbeing of youth members.
- v. The suspending authority must inform the suspended person in writing with very clear instructions regarding what is permitted.
- vi. The suspending authority may change or remove the modifications during the period of suspension and must notify the suspended person in writing.
- f. They must be informed of their suspension in writing and given a copy of the information sheet *Notes for a person under suspension*. (Available from the Scout Information Centre, the Safeguarding Team or Country HQ)
- g. They must also be offered an independent Scouting colleague to act as a liaison point. The information sheet *Supporting a person under suspension* provides relevant guidelines. (Available from the Scout Information Centre, the Safeguarding Team or Country HQ)
- h. Any appointment held will be regarded as vacant.
- i. Suspension in the case of disagreement must be followed as soon as possible by conciliation and such further steps as are necessary.
- j. When a person's Membership is suspended or the nature of the suspension changes, the appropriate Commissioner must inform the Vetting Team at Headquarters and a Form CS must be completed.
- k. The procedures for suspension detailed in this Rule must not be applied to Beaver Scouts, Cub Scouts, Scouts, or Explorer Scouts.

For further information see POR: The Appointment Process

Rule 15.3 Ending a period of Suspension of adult Membership and Associate Membership

- a. At the end of a period of suspension the appropriate Commissioner and the appropriate Appointments Advisory Committee (where appropriate consulting the Group Scout Leader and the Sponsoring Authority) must agree a recommendation for action and seek approval for that action from the authority who originally approved the suspension. See table above.
- i. If the Appointments Advisory Committee and the appropriate Commissioner disagree on the recommendation for action then the final decision lies with the authority who originally approved the suspension.
- ii. If the authority who originally approved the suspension disagrees with the recommendation for action (following discussion with the Appointments Advisory Committee and the appropriate Commissioner), then the final decision lies with the authority who originally approved the suspension.
- b. The action must include a recommendation to re-instate, modify or revoke the appointment of the adult under suspension. There is no right of appeal against a decision made by an Appointment Advisory Committee or a decision made by the authority who approved the suspension.
- c. When reviewing a suspension and making the subsequent recommendation those responsible must follow a similar process as used when appointing adults and give the same considerations as to the suitability of the individual to carry out a specific role, i.e. they must satisfy themselves that the subject continues to be a 'fit and proper' person for a particular appointment.
- d. The suspended person must be informed in writing of the decision which ends a period of suspension and in each case a record of the discussions and outcomes must be documented and forwarded to the Vetting Team at Headquarters.
- e. In exceptional circumstances Headquarters may, in consultation with the responsible District or County Commissioner, refuse to re-instate membership or an appointment.

- f. Headquarters may directly end a period of suspension by excluding a suspended person from Scouting if the individual is unsuitable to participate in Scouting.

For further information see POR: The Appointment Process

Rule 15.4 Suspension of Beaver Scouts, Cub Scouts, Scouts or Explorer Scouts

- a. Formal suspension of a youth member may be appropriate where they have been accused of a serious criminal offence or of behaviour that put adults or young people at serious risk of harm. See also the factsheet *Guidance on the formal suspension of youth members*.
- b. Suspension is not a disciplinary sanction or an indication of guilt but ensures that no situation can arise that may cause further concern and allows a period where further information may be received and if appropriate the statutory agencies (typically the police or social services) may carry out their duties.
- c. The District Commissioner has the authority to suspend a young person. However wherever possible they should act in consultation with the relevant Group Scout Leader / Explorer Scout Leader.
- d. Before suspending a young person, District Commissioners should consult their County Commissioner and must inform the Country HQ.
- e. Where a statutory authority is involved, advice must be sought from that body.
- f. Where a young person's membership has been suspended they may not participate in any activity connected with Scouting and must not wear the uniform or badges.
- g. The parents / carers of the youth member must be informed of their suspension in writing and given a copy of the information sheet *Notes for the parents /carers for the young person*.
- h. They must also be offered an independent Scouting colleague to act as a supporter. The information sheet *Supporting a young person under suspension* provides relevant guidelines.

Rule 15.5 Ending a period of Suspension of Beaver Scouts, Cub Scouts, Scouts or Explorer Scouts

- a. At the end of a period of suspension the District Commissioner and Group Scout Leader / Explorer Scout Leader must determine if a return to Scouting is appropriate. Advice should be sought from the relevant Regional Development Manager or Officer, Field Commissioner or Country HQ and where a statutory authority has been involved, advice must be sought from that body.

Possible outcomes following a period of suspension would include:

- Reinstatement
 - Reinstatement with conditions
 - Dismissal
- b. The dismissal of a young person (whether following a suspension or not) must follow Rules 15.10 – 15.11.

Rule 15.6 Termination of adult Membership and Associate Membership

- a. Adult Membership and Associate Membership may be terminated by:
- resignation;
 - in the case of adults not holding a particular appointment, by resolution of the Group, District or County Executive as appropriate. The appropriate Executive Committee shall be under no obligation to state its reasons for making such a resolution;
 - failure to pay the Headquarters, County, District and Group Membership Subscriptions;
 - failure to observe the terms of any suspension imposed in accordance with these rules;
 - dismissal.
- b. Notwithstanding any other means provided by these Rules, the Membership of any Member or Associate Member of the Movement may be terminated by resolution of the Board of Trustees of the Association.
- c. The Board shall be under no obligation to state its reasons for making such a resolution.

Rule 15.7 Cancellation or non-renewal of adult Appointments

- a. See *POR: The Appointment Process*

Rule 15.8 Termination of Youth Membership^{SV}

- a. Youth Membership may be terminated by:
- resignation;

- in the case of Beaver Scouts, Cub Scouts, Scouts, and Explorer Scouts by leaving their Group or Explorer Scout Unit without joining another;
 - in the case of Scout Network Members by leaving their County provision without joining another County;
 - failure to pay the Headquarters, County, District and Group Membership Subscriptions;
 - dismissal.
- b. Notwithstanding any other means provided by these rules, Youth Membership may be terminated by resolution of the Board of Trustees of the Association.
 - c. The Board shall be under no obligation to state its reasons for making such a resolution.

Rule 15.9 Dismissal of Scout Network Members^{SV}

- a. No Scout Network Member may be dismissed without the approval of the County Scout Network Commissioner.

Rule 15.10 Dismissal of Explorer Scouts

- a. No Explorer Scout may be dismissed from an Explorer Scout Unit without the approval of the District Explorer Scout Commissioner.

Rule 15.11 Dismissal of Beaver Scouts, Cub Scouts and Scouts

- a. No Beaver Scout, Cub Scout, or Scout may be dismissed from a Scout Group without the approval of the Group Scout Leader.
- b. In a Sponsored Scout Group, the Sponsoring Authority must be consulted before any such dismissal takes place.

Rule 15.12 *(this rule is intentionally left blank)*

Rule 15.13 Appeals against the dismissal Scout Network Members

- a. Any Scout Network Member who is dismissed has the right of appeal (with the aid of a 'friend' if so desired) to the County Commissioner.^{SV}
- b. If so requested by the person dismissed, the County Commissioner may appoint a committee to hear the appeal.^{SV}
- c. Reasonable opportunity must be given for the dismissed person to attend the meeting of such a committee to state a case against dismissal.

Rule 15.14 Appeals against Dismissal of Youth Members (Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts)

- a. Any Beaver Scout, Cub Scout, Scout or Explorer Scout who is dismissed has the right of appeal (with the aid of parents or guardians if so desired) to the District Commissioner.
- b. If so requested by the person dismissed, the District Commissioner may appoint a committee to hear the appeal.
- c. Reasonable opportunity must be given for the dismissed person to attend the meeting of such a committee to state a case against dismissal.
- d. If the dismissal is from a Sponsored Scout Group or Explorer Scout Unit, the Sponsoring Authority, who must have been consulted prior to dismissal has the right to attend and be heard by the committee.
- e. Where the District Commissioner has been involved in the original decision to dismiss, the County Commissioner will replace the District Commissioner for the purposes of any appeal

POR: The Appointment Process

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1. Definitions

1.1 Appointments:

Appointment	An adult role in Scouting which requires the adult appointment process as laid out in this document to be followed.
Full Appointment	An adult role in Scouting for which the holder has satisfactorily completed the adult appointment process as laid out in this document.
Provisional Appointment	An adult role in Scouting for which the holder is part-way through the adult appointment process as laid out in this document.

1.2 Roles:

Administrator	An adult appointed in the Movement to carry out administrative functions within Scouting.	
Adviser	An adult appointed in the Movement to provide advice on a particular subject.	
Assessor	An adult appointed in the Movement to assess a particular aspect of Scouting.	
Co-ordinator	An adult appointed in the Movement who co-ordinates activities on behalf of the line manager.	
Leader	A Member of the Movement involved in the supervision and delivery of programmes to young people within the Movement, including the following appointments below:	
	Assistant Section Leader	an adult appointed to assist the Section Leader.
	Assistant Explorer Scout Leader	an adult appointed to assist the Explorer Scout Leader.
	Explorer Scout Leader	an adult responsible for the delivery of the programme and management of an Explorer Scout Unit.
	Section Leader	an adult responsible for the delivery of the programme and the management of the Section.
Manager	An adult appointed in the Movement who manages adults within the Movement and does not normally directly deliver programmes to young people, as defined by the role description (e.g. Group Scout Leader, District Commissioner, District Explorer Scout Commissioner, District Scout Network Commissioner, Scout Active Support Manager, County Training Manager, and County Commissioner).	
Official	An adult who is a charity trustee within Scouting (that is, a member of a Group Executive Committee, District Executive Committee or County Executive Committee) and who is not a Leader, Manager or Supporter.	
Supporter	An adult appointed in the Movement who works to develop Scouting without having management responsibility for people, as defined by the role description (e.g. Assistant District Commissioner, Assistant County Commissioner, District Scouter and County Scouter).	
Instructor	An adult appointed in the Movement to provide instruction in a particular skill area.	
Section Assistant	An adult who assists the Leaders in delivering programmes to young people in the Movement.	

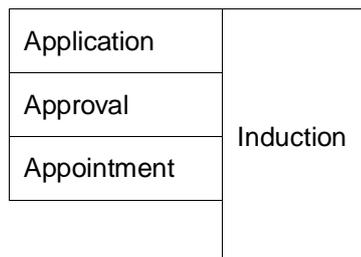
Scout Active Support Member	An adult appointed in the Movement to provide active support to Scouting with no responsibility for other adults or young people.
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1.3 Other Terms^{sv}

Appointments Advisory Committee	The committee appointed by the relevant Executive Committee to assist with the process of appointing adults in Scouting.
Appointments Advisory Committee Panel	A panel of three persons from the Appointments Advisory Committee which undertakes an interview with an applicant for an appointment in Scouting.
Appointments Chairman	The person appointed by the relevant Executive Committee to chair the Appointments Advisory Committee.
Appointments Secretary	The person appointed by the relevant Executive Committee to act as the Secretary of the appointment process.
Occasional helper	Parents and other occasional helpers are not covered by the Appointment Process. Parents and helpers that require a Criminal Records check must either be entered directly into Compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass. For further information please refer to POR rules 3.26f, 4.28f and 5.19f.

2. The Appointment Process Overview

- a) **Purpose:** The purpose of the appointment process is to ensure that all those adults that the Movement accepts as volunteers:
- i. are fit and proper persons to volunteer with The Scout Association;
 - ii. are appropriate for the roles they are undertaking; and
 - iii. fully accept the responsibilities of the roles and, where appropriate, the responsibilities of membership of The Scout Association.
- b) **Principles:** The appointment process must be run so that:
- i. the applicant feels welcomed and not threatened by the appointment process;
 - ii. the applicant is kept informed of progress through the appointment process;
 - iii. the Association has robust assurance of appointing only appropriate people; and
 - iv. the applicant takes a role that is appropriate to his/her skills, knowledge and attitude.
- c) **Stages of appointment:** All adult appointments pass through four stages in the appointment process:



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- i. **application:** where a line manager agrees to support an adult applying for an appointment and agrees a role description for that appointment;
 - ii. **approval:** where independent checking concludes that the applicant is suitable for an appointment and includes agreement from the relevant Commissioner or body, successful outcome of the Personal Enquiry and, where appropriate, taking up two references;
 - iii. **appointment:** where the relevant Commissioner or body makes the appointment including the presentation of an appointment certificate and, where appropriate, the making of the Promise; and
 - iv. **induction:** where the line manager ensures that the adult receives a high quality induction (this stage starts from the application process and runs for some time after the appointment is made).
- d) **Roles in the appointment process:** the following roles are undertaken in the appointment process:
- i. **line manager:** the line manager is responsible for recommending the applicant for the appointment. The details of the appointments that each role may recommend for appointment are given in Table 1: Appointments.
 - ii. **approver:** the appointment is approved by the Appointments Advisory Committee, the relevant Executive Committee or the relevant Scout Council according to the appointment being made. The details of who may approve each appointment are given in Table 1: Appointments.
 - iii. **relevant Commissioner/body:** the relevant Commissioner, the relevant Executive Committee or the relevant electoral body with the responsibility for making the appointment. Details of who the relevant Commissioner/body is for each role are given in Table 1: Appointments.

3. The Appointments Advisory Committee

3.1 Appointing the Appointments Advisory Committee

- a) An Appointments Advisory Committee is mandatory for each District and each County/Area/Region (Scotland) and exists to assist with the process of appointing adults in Scouting.
- b) The following members of the Appointments Advisory Committee are appointed by a resolution of the relevant Executive Committee:
 - i. **Appointments Chairman:** the Chairman is appointed to lead the Appointments Advisory Committee. The Chairman must not be the Chairman of the relevant Executive Committee (because the Chairman of the Executive Committee is involved in the resolutions of disputes involving the Appointments Advisory Committee).
 - ii. **Appointments Secretary:** the Secretary is appointed to ensure that the required administration is carried out for the Appointments Advisory Committee.
 - iii. **Appointments Members:** sufficient members must be appointed to ensure that three members can be found to undertake the interview for each applicant.
- c) In appointing the members of the Appointments Advisory Committee, the Executive Committee should bear in mind the range of skills and attributes that will be required in committee members. All members of the Appointments Advisory Committee must be over 18 years old.
- d) All members of the Appointments Advisory Committee must have successfully completed a Personal Enquiry.
- e) Districts and Counties/Areas/Regions (Scotland) may choose to share an Appointments Advisory Committee so long as:
 - i. each Executive Committee involved agrees to sharing an Appointments Advisory Committee which must be recorded by resolution of each Executive Committee;
 - ii. each Executive Committee involved has an Appointments Secretary appointed to carry out the role on behalf of that Executive Committee (an individual may act as

Appointments Secretary for more than one Executive Committee if agreed by the individual and the relevant Executive Committees);

- iii. each Executive Committee involved agrees the appointment of the Chairman and the other members of the Appointments Advisory Committee; and
 - iv. the Chairman of the Appointments Advisory Committee is not the Chairman of any Executive Committee on whose behalf the Appointments Advisory Committee acts.
- f) Districts and Counties/Areas/Regions (Scotland) may have more than one Appointments Advisory Committee so long as:
- i. each Appointments Advisory Committee is appointed by the relevant Executive Committee according to 3.1 b) above; and
 - ii. each Appointments Advisory Committee has a clearly defined responsibility for appointments (for example, by geographical area or type of appointment) which must be recorded by resolution of the relevant Executive Committee.

3.2 Training Requirements for Appointments Advisory Committee Members^{sv}

- a) The Appointments Chairman, Appointments Secretary and other members of the Appointments Advisory Committee must show that they are competent to carry out this important role of checking potential new adult volunteers in The Scout Association. It is therefore mandatory that members meet certain validation criteria that are defined in The Scout Association's adult training scheme and validate both Module 1 (Essential Information) and Module 37 (the training module for Appointments Advisory Committee members).
- b) As the line manager, the Appointments Chairman is responsible for ensuring that all members of the Appointments Advisory Committee have validated the required modules. The Appointments Chairman, however, does not necessarily have to be the Training Adviser for the Appointments Advisory Committee members. The Appointments Chairman should work closely with the County/Area Training Manager/Assistant Regional Commissioner Adult Training (Scotland) or the Local Training Manager (according to local arrangements) to co-ordinate the allocation of Training Advisers.

3.3 Duties of the Appointments Advisory Committee^{sv}

- a) The Appointments Advisory Committee is responsible for the following areas:
 - i. interviewing candidates and approving appointments (including new appointments and changes in appointment);
 - ii. providing advice to the Commissioner on the outcome of suspension of membership for an adult appointment;
 - iii. when requested providing advice to the Commissioner on the action to take in the event that an adverse personal enquiry is received;
 - iv. providing advice to the Commissioner on the renewal of appointments;
 - v. taking part in the resolution of complaints from applicants regarding the outcome of the appointment process; and
 - vi. considering together with the Commissioner recommendations to cancel appointments as a result of disagreements between adults.

The details of these duties are given in the Appointments Advisory Committee support material.

3.4 The Appointment Interview

- a) To balance the need for a suitably rigorous selection process and the need for a welcoming and non-threatening process, exactly three members of the Appointments Advisory Committee (the Appointments Advisory Committee Panel) will be required to determine an applicant's appropriateness for an appointment by conducting an interview with the applicant.
- b) In some circumstances, the Appointments Chairman may allow one additional person to be present at the interview, for example if Module 37 is being validated, or if the applicant needs an interpreter/signer to attend the meeting.

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- c) Each applicant for an appointment for which the Appointments Advisory Committee is the “approver” (as indicated in Table 1) will be interviewed by an Appointments Advisory Committee Panel. If the Appointments Advisory Committee Panel has recently met the applicant for another appointment, the committee may decide not to interview the applicant again. The decision to interview or not is entirely one for the Appointments Advisory Committee to make.
 - d) The line manager of the applicant is not allowed to be a member of the Appointments Advisory Committee Panel that interviews that applicant.
 - e) The Appointments Advisory Committee Panel members will assess the following areas:
 - i. **Values and policies:** that the applicant is aware of and accepts (and by personal example is prepared to uphold and promote) the values and policies of The Scout Association – including making the Scout Promise if appropriate.
 - ii. **Role:** that the applicant understands the requirements of the role and is able and willing to carry it out.

3.5 Definition of Committee

- a) When the Appointments Advisory Committee have to consider or make decisions on the following:
 - whether to appoint when there are unsatisfactory references;
 - whether to appoint when there is an unsatisfactory personal enquiry;
 - the outcome following the suspension process;
 - the outcome of reviews; and
 - the outcome of complaints regarding the appointment or review process.

three members of the committee (an appointments panel) should meet to consider the issues, and the chairman of the Appointments Advisory Committee is the person responsible for selecting these members, ensuring a fair and independent panel is formed.

4. Making Appointments

4.1 Personal Enquiry^{sv}

- a) No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. See POR Rules 3.26, 4.28 and 5.19.
- b) An adult may not have any involvement in Scouting where a current report from an appropriate professional or statutory source suggests that the individual is not a fit and proper person to hold a position in Scouting.
- c) All reasonable practicable steps must be taken to ensure that those appointed to a role in Scouting are fit and proper persons.
- d) In all cases of doubt concerning the suitability of an individual the District, County or Regional (Scotland) Commissioner (as appropriate) and Appointments Advisory Committee must err on the side of caution and not appoint. The welfare and safety of young people must be the overriding factor.

4.2 Age Limits

- a) The minimum age for all appointments is 18.
- b) There is no maximum age for appointments.

4.3 Membership of the Movement

- a) Some roles require the applicant to become a Member of the Movement. These roles are indicated in Table 1 under the “Membership” column as “Member”.
- b) Some roles require the applicant to become an Associate Member of the Movement. These roles are indicated in Table 1 under the “Membership” column as “Associate Member”. In these cases, the applicant may choose to become a Member if he or she wishes.

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- c) Some roles do not require Membership or Associate Membership. These roles are indicated in Table 1 under the “Membership” column as “None”. In these cases, the applicant may choose to become a Member or an Associate Member if he or she wishes.

4.4 The Procedure for Making Appointments

4.4.1 Elected and Nominated Trustees, Presidents, and Vice Presidents^{sv}

- a) All applicants standing for election or nomination as a trustee must be eligible as a charity trustee. It is the responsibility of the line manager as defined in Table 1 to ensure that the applicant is aware of this requirement.
- b) Chairman, Treasurer and Secretary Appointments may not be held by Leaders, Managers or Supporters.
- c) When the relevant electoral body has elected a member of the Executive Committee or agreed the nomination of a member to the Executive Committee, the following process takes place.
- d) The role description must be agreed with the line manager as defined in Table 1.
- e) Within two weeks of the election or nomination, the applicant must initiate a Personal Enquiry.
- f) If the applicant is taking on the role of Honorary President (where the individual has no executive function or role), then a Personal Enquiry is not required.
- g) The applicant must be made aware of the following by the line manager as defined in Table 1:
- i. Purpose and Method of the Association;
 - ii. Fundamentals of Scouting;
 - iii. Religious Policy;
 - iv. Equal Opportunities Policy;
 - v. Safety Policy;
 - vi. Child Protection Policy;
 - vii. Anti-Bullying Policy;
 - viii. responsibilities and commitments of the appointment;
 - ix. training obligations of the appointment; and
 - x. the procedure for the appointment of adults.
- h) The completed Adult Information Form (if used) must be sent to the Appointments Secretary. On receipt of the Form the Appointments Secretary will:
- i. enter the details from the Form on the online member admin area at scouts.org.uk;
 - ii. ensure that any enquiries required are completed.
- i) On receipt of a satisfactory response to the Personal Enquiry, the appointment is confirmed and the Appointments Secretary informs the applicant.
- j) If the response to the Personal Enquiry is not satisfactory, the Appointments Advisory Committee will consider the matter and may refuse the appointment. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.
- k) Once the appointment is confirmed the applicant will receive an appointment card directly from Headquarters.
- l) If the applicant is being re-elected or re-nominated without any break in service then a new Personal Enquiry and Adult Information Form are not required, unless it has been five years since the last Personal Enquiry when a further criminal record check is required.

4.4.2 Co-opted Trustees, Advisers, Assessors and Administrators^{sv}

- a) Before an application is made for an appointment, the line manager (as defined in Table 1) must discuss the appointment with the applicant including agreement of the role description.
- b) All applicants for a co-opted trustee position must be eligible as a charity trustee. It is the responsibility of the line manager (as defined in Table 1) to ensure that the applicant is aware of this requirement.

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- c) The applicant must be made aware of the following by the line manager (as defined in Table 1)
- i. Purpose and Method of the Association;
 - ii. Fundamentals of Scouting;
 - iii. Religious Policy;
 - iv. Equal Opportunities Policy;
 - v. Safety Policy;
 - vi. Child Protection Policy;
 - vii. Anti-Bullying Policy;
 - viii. responsibilities and commitments of the appointment;
 - ix. training obligations of the appointment; and
 - x. the procedure for the appointment of adults.
- d) The completed Adult Information Form (if used) must be sent to the Appointments Secretary. On receipt of the Form the Appointments Secretary will:
- i. enter the details from the Form on the online member admin area at scouts.org.uk; and
 - ii. ensure that any enquiries required are completed.
- e) If the response to the Personal Enquiry is not satisfactory, the Appointments Advisory Committee will consider the matter and may refuse the appointment. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.
- f) On receipt of a satisfactory response to the Personal Enquiry, the appointment is considered by the Approver (as defined in Table 1).
- g) Once the Approver has confirmed the appointment the applicant will receive an appointment card directly from Headquarters.

4.4.3 Scout Active Support Members^{sv}

- a) Membership of a Scout Active Support Unit is via the Appointment Process. The applicant must be made aware, by the Scout Active Support Manager or nominee, of the:
- i. Purpose and Method of the Association;
 - ii. Fundamentals of Scouting;
 - iii. Religious Policy;
 - iv. Equal Opportunities Policy;
 - v. Safety Policy;
 - vi. Child Protection Policy;
 - vii. Anti-Bullying Policy;
 - viii. responsibilities and commitments of membership;
 - ix. training obligations of membership (where appropriate); and
 - x. the procedure for the appointment of Members.
- b) The completed Adult Information Form (if used) must be sent to the Appointments Secretary. Upon receipt of the Form the Appointments Secretary will:
- i. enter the details from the Form on the online member admin area at scouts.org.uk;
 - ii. ensure that any enquiries required are completed.
- c) If there is a satisfactory final response from Headquarters to any enquiry, where required, then an Appointment Card and Welcome Pack are sent to the Scout Active Support Member. Notification is sent to the Appointments Secretary. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.
- d) The Appointments Secretary updates the online member admin area at scouts.org.uk when the adult has completed Module 1 (there is no formal time limit for completion of this module).
- e) Scout Active Support Managers and Scout Active Support Co-ordinators are appointed through the process given in section 4.4.4 (“All Other Appointments”).

4.4.4 All Other Appointments^{sv}

- a) A person may apply for: an appointment or a change of appointment.
- b) Before an application is made for an appointment, the line manager (as defined in Table 1) must discuss the appointment with the applicant including agreement of the role description.
- c) The applicant must be made aware, by the line manager, of the:
 - i. Purpose and Method of the Association;
 - ii. Fundamentals of Scouting;
 - iii. Religious Policy;
 - iv. Equal Opportunities Policy;
 - v. Safety Policy;
 - vi. Child Protection Policy;
 - vii. Anti-Bullying Policy;
 - viii. responsibilities and commitments of the appointment;
 - ix. training obligations of the appointment; and
 - x. the procedure for the appointment of adults.
- d) The completed Adult Information Form (if used) must be sent to the Appointments Secretary. Upon receipt of the Form the Appointments Secretary will:
 - i. enter the details from the Form on the online member admin area at scouts.org.uk;
 - ii. ensure that any enquiries required are completed;
 - iii. obtain any references required; and
 - iv. arrange for the applicant to meet with the Appointments Advisory Committee Panel as soon as possible.
- e) If the applicant's character and background are not known (as determined by the Appointments Advisory Committee), or if the applicant is returning to Scouting after a period of absence, the Appointments Secretary must arrange for at least two references in writing or electronically via Compass to be obtained to ascertain the person's suitability. References must be obtained using Form RF.
- f) In the event that the referee has given any indication that the applicant may not be suitable for an appointment, the Appointments Secretary should inform the Appointments Chairman and arrange to contact the referee in confidence to establish further details.
- g) In the event of such references establishing that the person is not suitable for an adult appointment, full details must be sent by the Appointments Secretary to the Vetting Team at Headquarters in a letter marked "Private and Confidential". The relevant Commissioner must be informed.
- h) The Appointments Secretary will agree with the applicant a suitable date and time for the applicant to meet the Appointments Advisory Committee Panel.
- i) The Appointments Secretary will make the following available to the Appointments Advisory Committee Panel before it meets the applicant:
 - i. any relevant information from references; and
 - ii. the information gathered on the Adult Information Form or Compass
- j) When the Appointments Advisory Committee Panel has met with the applicant, it will inform the Appointments Secretary of its decision.
- k) If there is any uncertainty over the Appointments Advisory Committee Panel's approval of the appointment, the Appointments Chairman must be informed. The Appointments Chairman may decide to convene a meeting of the Appointments Advisory Committee to decide on what further steps should be taken to make a decision on the applicant.
- l) If the application is approved by the Appointments Advisory Committee Panel or a subsequent meeting of the Appointments Advisory Committee, the references are satisfactory, there is a satisfactory final response from Headquarters to the Personal Enquiry and the District, County or Regional (Scotland) Commissioner (as appropriate) agrees, the Appointments Secretary updates the applicant's record on the online member admin area at scouts.org.uk with the details to issue a Provisional Appointment. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.

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- m) The Provisional Appointment is for a period of five months.
 - n) During the Provisional Appointment, the Appointments Secretary must wait for the applicant to have completed the *Getting Started* Adult Training modules before updating the applicant's record on the online member admin area at scouts.org.uk with the details to issue a full appointment. An appointment card will then be issued to the applicant and an appointment certificate sent to the District, County or Regional (Scotland) (as appropriate) for presentation.
 - o) Section Assistants have 5 months to complete their *Getting Started* training. This however is not linked to the appointments process and they will therefore receive their full appointment without this information being updated on the online admin area at scouts.org.uk.
 - p) If the Appointments Advisory Committee does not support the application, the Appointments Secretary will inform the District, County or Regional (Scotland) Commissioner (as appropriate) who, if accepting the Appointments Advisory Committee's conclusion, must submit, with the Appointments Secretary, a full report to Headquarters, marked "Private and Confidential".
 - q) If the District, County or Regional (Scotland) Commissioner (as appropriate) does not accept the conclusion of the Appointments Advisory Committee, the application must be considered and reviewed by the Chairman of the relevant District, County or Regional (Scotland) Executive Committee. The Executive Committee Chairman's decision is final.
 - r) In exceptional circumstances Headquarters may, notifying the responsible District, County or Regional (Scotland) Commissioner, refuse to issue an appointment.

4.5 Provisional Appointments

- a) A Provisional Appointment allows an adult volunteer to start getting involved in their new role whilst completing the appointment process.
- b) Provisional Appointments expire five months from the date of issue.
- c) A Provisional Appointment may be renewed only once by the District Commissioner, County or Regional (Scotland) Commissioner (as appropriate) in consultation with the relevant Appointments Advisory Committee. If at the end of the renewed Provisional Appointment period the applicant has failed to complete the requirements below then the appointment is cancelled using the Cancellation/Suspension (CS) Form.
 - i. During the period of Provisional Appointment the relevant *Getting Started* modules must be completed.
- d) Ultimate responsibility for ensuring that the Provisional Appointment stage is successfully completed, including ensuring that minimum safety standards are met, rests with the line manager during the Provisional Appointment period.

4.6 Full Appointments

- a) A Full Appointment will be issued when an adult has satisfactorily completed the appointment process.
- b) On issue of a Full Appointment an adult will receive an appointment card directly from Headquarters.
- c) An adult holding a Full Appointment may have unsupervised access to young people in accordance with The Scout Association's Child Protection Policy.
- d) Any appointment may, in exceptional circumstances, be refused by Headquarters.

4.7 Presenting the Certificate of Full Appointment

- a) Certificates of Full Appointment must be presented by the District, County or Regional (Scotland) Commissioner (as appropriate) or their nominee as soon as possible after receipt.
- b) At the presentation of the certificate, adults who are to become Members of The Scout Association are invested and make or reaffirm the Scout Promise.

4.8 Induction

- a) The person specified in the column entitled “Responsible for Induction” in Table 1 will ensure that the applicant is given a full induction into the role starting when the applicant has agreed to apply for the appointment.

4.9 Training

- a) All appointed adults must undertake the training as specified in the column entitled “Training Obligations” in Table 1. If an appointment does not appear in Table 1 but has unsupervised access to young people then Module 1 must be undertaken.
- b) For those appointed adults that must complete a Wood Badge, if it is not completed within three years of the Full Appointment, the appointment may be cancelled by the relevant District, County or Regional (Scotland) Commissioner acting together with the Appointments Advisory Committee. Where the Appointments Advisory Committee and the relevant District, County or Regional (Scotland) Commissioner agree that there are genuine extenuating circumstances, one further period of up to two years may be allowed for the completion of the Wood Badge.
- c) For the Wood Badge to be awarded, an up to date first aid certificate (a minimum of First Response) and a valid Personal Enquiry (See POR Rules 3.26, 4.28 and 5.19) must be held.

5. Reviewing Appointments

- a) The purpose of the review is to determine whether:
 - i. the appointment is to continue for another period; or
 - ii. the appointment is to be cancelled; or
 - iii. the adult will apply for a different role.
- b) The appointee’s line manager is required to carry out a formal review at the end of each period of the appointment (or earlier if required by the relevant commissioner).
- c) Leaders, Managers and Supporters must hold an up to date first aid certificate (a minimum of First Response) at the point the review is undertaken. All adults are encouraged to maintain a first aid certificate at all times.
- d) The appointee must complete:
 - i. approved safeguarding training;
 - ii. approved Safety training;
 - iii. a satisfactory Personal Enquiryat least every five years. This must be monitored at the point of review.
- e) At a point no less than three months before an appointment is due to be reviewed, the Appointments Secretary will:
 - i. send the review form, Appointment Review (Form AR) to the person carrying out the review; and
 - ii. notify the person concerned that his/her appointment is due to be reviewed.
- f) After the review has been held the person carrying out the review will record the details on Form AR (including the recommended outcome of the review) and pass the completed form to the Appointments Secretary.
- g) The Appointments Advisory Committee and the relevant District, County or Regional (Scotland) Commissioner together consider the completed Form AR and reach a decision on the review of the appointment.
- h) The Appointments Secretary is informed and records the decision.
- i) The following table gives details of the line manager for each appointment who will carry out the review:

Appointment	Carry out review
Group appointments.	Group Scout Leader.

Appointment	Carry out review
District appointments (not reporting to the District Commissioner).	Line manager of the individual.
District appointments reporting to the District Commissioner (including Group Scout Leader).	District Commissioner.
County/Area/Regional (Scotland) appointments (not reporting to the County/Area/Regional (Scotland) Commissioner).	Line manager of the individual.
County/Area/Regional (Scotland) appointments reporting to the County/Area/Regional (Scotland) Commissioner.	County/Area/Regional (Scotland) Commissioner.
Members of Executive Committees.	Not applicable due to election/nomination process at the AGM.

- j) The following appointments may be held by the same individual for a maximum of two consecutive five year periods: County Commissioner, Deputy County Commissioner, Regional Commissioner (Scotland), District Commissioner or Deputy District Commissioner.

As guidance it is suggested that this rule also be applied to District Scout Network Commissioners, County Training Managers, Assistant County Commissioners, Assistant Regional Commissioners (Scotland), Assistant District Commissioners and District Explorer Scout Commissioners.

- k) On the appointment of a County Commissioner, all appointments held at County level (including those of District Commissioners) will be subject to review.
The review must be completed within six months of the County Commissioner's appointment.
- l) On the appointment of a District Commissioner, all appointments held at District level including Explorer Scout Leaders will be subject to review.
The review must be completed within six months of the District Commissioner's appointment.

6. Ceasing to hold an Appointment

- a. An appointee may resign an appointment by notifying the relevant Group Scout Leader or Commissioner.
- b. On ceasing to hold an appointment, in the case of satisfactory service, the Appointments Secretary will cancel the appointment on the online member admin area at scouts.org.uk.
- c. In the case of an individual with satisfactory service who has resigned due to moving out of the District, County or Region (Scotland), the Secretary enters the adult's new address on the online member admin area at scouts.org.uk, if known.
- d. If the adult's service has been unsatisfactory, Form CS must be completed with full details and sent to Headquarters via the District, County or Regional (Scotland) Commissioner as appropriate.
- e. On receipt of the Form CS, Headquarters will cancel the appointment and may seek further information on the cancellation if necessary.

7. Cancellation or Non-renewal of Appointments

- a. The relevant Commissioner and the Appointments Advisory Committee, acting together, may cancel or not renew any appointment on one or more of the following grounds:
- the appointee agrees to resign when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment;
 - the appointee has failed within the time limits satisfactorily to complete Adult Training appropriate to the appointment including *Ongoing* learning;
 - the appointment is not to be renewed following review;
 - the appointee has ceased or failed to perform the duties of the appointment satisfactorily;
 - it becomes evident that the appointee no longer accepts the fundamental principles of the Movement;
 - it becomes evident that the appointee is not a 'fit and proper' person in respect of the Association's Policies and Rules;
 - the adult does not hold a current first aid certificate (a minimum of First Response) if they hold a Leader, Manager or Supporter appointment;
 - the appointee has or is likely to bring the name of the Association into disrepute;
 - the appointment should be terminated following the closure of a Group, Explorer Scout Unit, District Scout Network or a Section.
- b. Additionally, in the case of provisional appointments, that:
- the appointee has failed to complete the requirements of the provisional appointment.
- c. In exceptional circumstances Headquarters may, in consultation with the relevant Commissioner, cancel or refuse to renew an appointment.

8. Resolving Disagreements

- a. If there is a complaint from an applicant because the appointment has not been approved, the applicant may:
1. In the first instance, meet the Appointments Chairman and another member of the Appointments Advisory Committee (preferably a member who has not been part of the approval meeting for the complainant). This meeting shall allow the complainant to explain the problem and to see if an agreeable resolution can be found.
 2. If the complainant is still not satisfied after step one, the complainant may make an appeal to the Chairman of the Executive Committee that is the parent body of the Appointments Advisory Committee.
- The Chairman may choose to ask a small number of members of the Executive Committee (not involved in the appointment of the individual) to investigate the issue and provide a confidential report to the Chairman, whose decision is final.
- Once step two has been completed, the complainant may not take the complaint any further.
- b. If there is disagreement over appointment cancellation as the outcome of a review the individual may only appeal against the process:
1. In the first instance, meet the Appointments Chairman and another member of the Appointments Advisory Committee This meeting shall allow the complainant to explain the problem regarding the process and to see if an agreeable resolution can be found.
 2. If the complainant is still not satisfied after step one, the complainant may make an appeal to the Chairman of the Executive Committee that is the parent body of the Appointments Advisory Committee.
- The Chairman may choose to ask a small number of members of the Executive Committee (not involved in the review process of the individual) to investigate the issue and provide a confidential report to the Chairman, whose decision is final.
- Once step two has been completed, the complainant may not take the complaint any further.

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
GROUP								
Section Leader Assistant Section Leader	Group Scout Leader	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, 2 and 3	Wood Badge and First Aid certificate required	Member	Yes
Assistant Group Scout Leader	Group Scout Leader	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
Section Assistant	Group Scout Leader	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	No requirement	Modules 1 and 3 required (Within 5 months)	Associate Membership	Yes
Group Chairman	Group Scout Leader	Group Scout Council at the AGM*	Group Scout Council	Group Scout Leader	No requirement	Module 1 required (Within 5 months)	None	Yes
Group Secretary Group Treasurer	Members of the Group Scout Council	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes
Other Elected Group Executive members	Members of the Group Scout Council	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	No requirement	Module 1 required if unsupervised access to young people and encouraged for all others	None	Yes

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Nominated Group Executive members	Group Scout Leader	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	No requirement	Module 1 required if unsupervised access to young people and encouraged for all others	None	Yes
Co-opted Group Executive members	Group Chairman	Group Executive Committee	Group Executive Committee	Group Chairman	No requirement	Module 1 required if unsupervised access to young people and encouraged for all others	None	Yes
Group Administrator	Group Chairman	Group Executive Committee	Group Executive Committee	Group Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes
Group Adviser	Relevant Assistant District Commissioner	Group Executive Committee	Group Executive Committee	Relevant Assistant District Commissioner	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Group Skills Instructor	Group Scout Leader	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Group President Group Vice President	Group Chairman	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	No requirement	Module 1 required	None	No

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Group Scout Active Support Manager	Group Scout Leader	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
Group Scout Active Support Co-ordinator	Group Scout Active Support Manager	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Active Support Manager	No requirement	Module 1 required	Associate Member	Yes
Group Scout Active Support Member	Group Scout Active Support Manager or nominee		Group Scout Active Support Manager or nominee	Group Scout Active Support Manager	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
DISTRICT								
Deputy District Commissioner	District Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	District Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
Assistant District Commissioner District Explorer Scout Commissioner District Scout Network Commissioner	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
District Scouter	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, 2 and 3	Wood Badge and First Aid certificate required	Member	Yes

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Group Scout Leader	District Commissioner or nominee	District Appointments Advisory Committee.	District Commissioner or nominee	District Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
District Explorer Scout Leader Explorer Scout Leader Assistant Explorer Scout Leader	District Explorer Scout Commissioner	District Appointments Advisory Committee.	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1, 2 and 3	Wood Badge and First Aid certificate required	Member	Yes
Unit Assistant	District Explorer Scout Commissioner	District Appointments Advisory Committee.	District Commissioner or nominee	District Explorer Scout Commissioner	No requirement	Modules 1 and 3 required (Within 5 months)	Associate Member	Yes
District Chairman	District Commissioner or nominee	District Scout Council at the AGM*	District Scout Council	District Commissioner or nominee	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
District Secretary District Treasurer	Members of the District Scout Council	District Scout Council at the AGM*	District Scout Council	District Chairman	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Elected District Executive members apart from the Secretary and Treasurer	Members of the District Scout Council	District Scout Council at the AGM*	District Scout Council	District Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Nominated District Executive members	District Commissioner or nominee	District Scout Council at the AGM*	District Scout Council	District Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes
Co-opted District Executive members	District Chairman	District Executive Committee	District Executive	District Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes
District Appointments Chairman	District Chairman	District Executive	District Executive	District Chairman	No requirement	Module 1 (within 5 months) and module 37 required	None	No
District Appointment Advisory Committee members and Secretary.	District Appointments Chairman	District Executive	District Executive	District Appointments Chairman	No requirement	Module 1 (within 5 months) and module 37 required	None	No
District Administrator	District Chairman	District Executive Committee	District Executive	District Chairman	No requirement	Module 1 required (Within 5 months)	None	No
Explorer Scout Administrator	District Explorer Scout Commissioner	District Commissioner or nominee	District Commissioner or nominee	District Explorer Scout Commissioner	No requirement	Module 1 required (Within 5 months)	None	Yes

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
District Adviser	Relevant Assistant District Commissioner	District Executive Committee	District Executive	Relevant Assistant District Commissioner	No requirement	Module 1 required (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	Yes
District Skills Instructor	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
District President District Vice President	District Chairman	District Scout Council at the AGM*	District Scout Council	District Chairman	No requirement	Module 1 required	None	No
District Scout Active Support Manager	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
District Scout Active Support Co-ordinator	District Scout Active Support Manager	District Appointments Advisory Committee	District Commissioner or nominee	District Scout Active Support Manager	No requirement	Module 1 required	Associate Member	Yes
District Scout Active Support Member	District Scout Active Support Manager or nominee		District Scout Active Support Manager or nominee	District Scout Active Support Manager	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
COUNTY								

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Deputy County Commissioner Assistant County Commissioner County Training Manager	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes Yes Yes No
County Scouter	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, 2 and 3	Wood Badge and First Aid certificate required	Member	Yes
District Commissioner	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
County Chairman	County Commissioner or nominee	County Scout Council at the AGM*	County Scout Council	County Commissioner or nominee	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
County Secretary County Treasurer	Members of the County Scout Council	County Scout Council at the AGM*	County Scout Council	County Chairman	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Elected County Executive members except the Secretary and Treasurer	Members of the County Scout Council	County Scout Council at the AGM*	County Scout Council	County Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Nominated County Executive members	County Commissioner or nominee	County Scout Council at the AGM*	County Scout Council	County Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes
Co-opted County Executive members	County Chairman	County Executive	County Executive	County Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes
County Appointments Chairman	County Chairman	County Executive	County Executive	County Chairman	No requirement	Module 1 (within 5 months) and module 37 required	None	No
County Appointment Advisory Committee members and Secretary	County Appointments Chairman	County Executive	County Executive	County Appointments Chairman	No requirement	Module 1 (within 5 months) and module 37 required	None	No
County Administrator	County Chairman	County Executive	County Executive	County Chairman	No requirement	Module 1 required (Within 5 months)	None	No
County Adviser	Relevant Assistant County Commissioner	County Executive	County Executive	Relevant Assistant County Commissioner	No requirement	Module 1 required (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	Yes

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
County Assessor	County Manager of the Activity Permit Scheme or relevant Assistant County Commissioner or County Adviser for Scout Show Assessors	County Appointments Advisory Committee	County Commissioner or nominee	County Manager of the Activity Permit Scheme or relevant Assistant County Commissioner or County Adviser for Scout Show Assessors	No requirement	Module 25 (Activity Assessors or Scout Show Assessors) required Module 1 recommended	Associate Member	Yes
County Skills Instructor	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
County President County Vice President	County Chairman	County Scout Council at the AGM*	County Scout Council	County Chairman	No requirement	Module 1 required	None	No
County Scout Active Support Manager	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
County Scout Active Support Co-ordinator	County Scout Active Support Manager	County Appointments Advisory Committee	County Commissioner or nominee	County Scout Active Support Manager	No requirement	Module 1 required	Associate Member	Yes

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
County Scout Active Support Member	County Scout Active Support Manager or nominee		County Scout Active Support Manager or nominee	County Scout Active Support Manager	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Safeguarding Awareness Co-ordinator	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Module 1 required. HQ approved CPC training within one year of appointment. Ongoing refresher training.	Member	No
County Media Manager	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	No requirement	Module 1 required. (Within 5 months)	Member	No
County Safety Co-ordinator	County Chairman	County Appointments Advisory Committee	County Executive	County Chairman	No requirement	Module 1 required (Within 5 months)	None	No
Local Training Manager	County Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	No

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Trainer	County Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	No requirement	Module 1 (within 5 months) and then one or more of the following modules (depending on role description): Module 27, Module 28, Module 29	Associate Member	No
Local Training Administrator	Local Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	Local Training Manager	No requirement	Module 1 (within 5 months) and 30 required	None	No
County Training Administrator	County Training Manager	County Executive	County Commissioner or nominee	County Training Manager	No requirement	Module 1 (within 5 months) and 30 required	None	No
Training Adviser	County Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	Module 1 and 25 required	None	None	No
SCOTLAND								
Regional Commissioner (Scotland)	Chief Commissioner of Scotland or nominee	Scottish Council of the Association	Chief Commissioner of Scotland or nominee	Chief Commissioner of Scotland or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
Assistant Regional Commissioner (Scotland)	Regional Commissioner or nominee	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
District Commissioner (Scotland)	Regional Commissioner or nominee	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
Regional Chairman (Scotland)	Regional Commissioner or nominee	Regional Scout Council at the AGM*	Regional Scout Council	Regional Commissioner or nominee	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Regional Treasurer (Scotland) Regional Secretary (Scotland)	Members of the Regional Scout Council	Regional Scout Council at the AGM*	Regional Scout Council	Regional Chairman	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Elected Regional Executive Members excluding Treasurer and Secretary (Scotland)	Members of the Regional Scout Council	Regional Scout Council at the AGM*	Regional Scout Council	Regional Chairman	No requirement	Module 1 required (Within 5 months)	None	Yes
Regional Appointments Chairman (Scotland)	Regional Chairman	Regional Executive	Regional Executive	Regional Chairman	No requirement	Module 1 (within 5 months) and module 37	None	No

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Regional Appointments Advisory Committee Members including Secretary (Scotland)	Regional Appointments Chairman	Regional Executive	Regional Executive	Regional Appointments Chairman	No requirement	Module 1 (within 5 months) and module 37 required	None	No
Regional Administrators (Scotland)	Regional Chairman	Regional Executive	Regional Executive	Regional Chairman	No requirement	Module 1 required (Within 5 months)	None	No
Regional Advisers (Scotland)	Relevant Assistant Regional Commissioner (Scotland) or Regional Adviser (Scotland)	Regional Executive	Regional Executive	Relevant Assistant Regional Commissioner (Scotland) or Regional Adviser (Scotland)	No requirement	Module 1 required (within 5 months) Module 25 (Nights Away Advisers) required for Nights Away Advisers	Associate Member	Yes
Regional Assessor (Scotland)	Regional Manager of the Activity Permit Scheme or relevant Regional Adviser for Scout Show Assessors	Regional Executive	Regional Executive	Regional Manager of the Activity Permit Scheme or relevant Regional Adviser for Scout Show Assessors	No requirement	Module 25 (Activity Assessors or Scout Show Assessors) required	Associate Member	No

Table 1: Appointments^{SV}

Appointment	Line manager to help make the application	Approver	Relevant Commissioner or body	Responsible for induction	<u>Getting Started requirement for full appointment</u>	Training Obligations	Minimum Membership	Criminal Records Check Required
Regional Skills Instructors (Scotland)	Regional Commissioner (Scotland) or nominee	Regional Appointments Advisory Committee	Regional Commissioner (Scotland) or nominee	Regional Commissioner (Scotland) or nominee	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Regional President and Vice Presidents (Scotland)	Regional Chairman	Regional Executive in conjunction with the Chief Commissioner of Scotland	Regional Executive	Regional Chairman	No requirement	Module 1 required	None	No
Regional Scout Active Support Manager (Scotland)	Regional Commissioner or nominee	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid certificate required	Member	Yes
Regional Scout Active Support Co-ordinator (Scotland)	Regional Scout Active Support Manager	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Scout Active Support Manager	No requirement	Module 1 required	Associate Member	Yes
Regional Scout Active Support Member (Scotland)	Regional Scout Active Support Manager		Regional Scout Active Support Manager	Regional Scout Active Support Manager	No requirement	Module 1 required (Within 5 months)	Associate Member	Yes
Regional Training Adviser (Scotland)	Assistant Regional Commissioner (Adult Training)	Regional Appointments Advisory Committee	Assistant Regional Commissioner (Adult Training)	Assistant Regional Commissioner (Adult Training)	No requirement	Module 1 (within 5 months) and Module 25 required	None	No

Notes: *Approval of these appointments would normally take place at the relevant Council AGM, however this could instead take place at an Extraordinary Meeting of the relevant Council.