



# how to start a scout group



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# Preface

This book has been compiled to enable and guide volunteers in the processes and procedures for opening a New Group.

Before we look at the process of starting a New Group it is essential to understand what Scouting is, and how adult volunteers fit into the various roles within the Movement. It is also important for volunteers to understand the Promise they will make by getting involved, and what is expected of them.

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## Abbreviations

AAM	Application for Adult Membership
AGM	Annual General Meeting
ALT	Adult Leader Training
ADS	Assistant Den Scouter
APS	Assistant Pack Scouter
ARS	Assistant Rover Scouter
ATS	Assistant Troop Scouter
B-P	Baden-Powell (Sir Robert)
DS	Den Scouter
CI	Cub Instructor
CoH	Court of Honour
DC	District Commissioner
DO	Development Officer
EXCO	Executive Committee
HQ	Headquarters
IAL	Introduction to Adult Leadership
NGO	Non-Governmental Organisation
NSO	National Scout Organisation
OR	Organisational Rules (of SSA)
PH	Pack Helper
PL	Patrol Leader
PS	Pack Scouter
PSA	Parent Support Association
RALA	Adult Resources Role Application Form
RC	Regional Commissioner
RS	Rover Scouter
RTC	Regional Team Coordinator
ARS	Assistant Rover Scouter
SSANO	SCOUTS South Africa National Office
SGL	Scout Group Leader
SSA	SCOUTS South Africa
TL	Troop Leader
TS	Troop Scouter
WOSM	World Organisation of the Scout Movement

# Glossary of Terms

**Adult Members** All adults in SSA who have become members by completing an AAM form and making the Scout Promise. This includes operational and administrative members.

**Branch** Signifies one of the constituent parts of SCOUTS South Africa, i.e. Meerkats, Cubs, Scouts, and Rovers.

**Den Scouter (DS)** The warranted Scouter responsible for running a Meerkat Den. They are normally assisted by Assistant Den Scouters (ADSs).

**District Commissioner (DC)** The Scouter responsible for coordinating the support for a number of Groups assigned to them.

**Group.** A Scout Group is composed of one or more Units (Meerkat Den, Cub Pack, Scout Troop and Rover Crew). The term 'Group' applies even if there is only one Unit.

**Introduction to Adult Leadership (IAL)** The Stage One training for Scouters, which has to be completed by all, before they can receive a Limited Warrant.

**Limited Warrant** The document issued to a Scouter after completing the Stage One: (IAL) Training. It gives them limited responsibility for working with Meerkats, Cubs, Scouts, and Rovers.

**Organisational Rules (OR)** The rules which, together with the Constitution and Policies, govern how SSA operates.

**Meerkat, Pack, Troop, Crew** For brevity, these words are used in the place of the Meerkat Den, Cub Pack, Scout Troop and Rover Crew, respectively.

**Pack Scouter (PS)** The warranted Scouter responsible for running a Cub Pack. They are normally assisted by Assistant Pack Scouters (APSs).

**Scout** Youth member (boy or girl) aged from eleven to seventeen years old. Being "a Scout" can also refer to "being a member of the Scout Movement – including Meerkats, Cubs, Scouts, and Rovers.

**Scouter** Any adult leader who holds a Warrant.

**Scout Group Leader (SGL).** The SGL is the Scouter responsible for leading the Group. In the absence of a person holding a Warrant as SGL, the role is filled by a Scouter in the Group, approved by the DC.

**Troop Scouter (TS)** The warranted Scouter responsible for running a Scout Troop. They are normally assisted by Assistant Troop Scouters (ATSs).

**Warrant.** The document issued to a Scouter, which designates the role they have accepted.

**Youth/Youth member** Refers to a boy or girl from five to seventeen years of age, who is a member of SSA.

**Youth Programmes** The structured and incremental youth programmes of activities defined for the youth members of the SSA.

# 1. Orientation

## 1.1. This is Scouting

Welcome to the worldwide Scouts Movement and SCOUTS South Africa (SSA).

Scouts make a positive contribution to communities in South Africa by helping and developing young people. We encourage their physical, mental, spiritual and social development so they can take a constructive place in their community.

The opportunity to learn by doing is provided in the programme. All Scouters in SSA must make sure the programme is fun and exciting, while ensuring that it is safe. Our Organisational Rules (OR), policies and code of conduct are there to help adults make sure the young people in their care stay safe, while they enjoy themselves and learn.

We strive to help the young people in our care develop themselves to their highest potential. Scouting has been doing this for over 100 years. The proof of our success is in those who have gone before us, who are in positions of considerable responsibility and are successful in their lives.

## 2. What is Scouting?

### 2.1. The Founder

Scouting was founded over 100 years ago, in 1907, by Robert Baden-Powell, known to us as B-P. He was born on 22 February 1857. We celebrate his birthday annually as part of our Founder's Day activities, on the nearest Sunday to 22 February.



### 2.2. History of Scouting in South Africa

The Movement in South Africa began as spontaneously as it did in Britain (in 1907), and other parts of the world soon afterwards. Boys read *Scouting for Boys*, and Patrols and Troops were started. Scout Troops in South Africa were formed as early as 1908, and some are still operational today.

Due to the political climate in South Africa, there were four separate Scout Associations, each serving a different demographic - as required by Apartheid Law. In 1977, at the Quo Vadis meeting, the Boy Scouts of South



Africa was established uniting all Scouts under one organisation – despite political objection.

In 2000, the Scout Movement in South Africa amended its constitution to allow girls to join.

From 2010 to 2013 the Scout Association of South Africa reviewed its structures, communication, and programmes to evolve and adapt to the needs of our members and modern-day society. In 2012 at the National Scout Council, the name "SCOUTS South Africa" was adopted.

Find more information here: <https://www.scouts.org.za/about-us/our-history/>

### **2.3. This is SCOUTS South Africa**

#### Vision of SSA

Creating a better South Africa by giving a million young people an opportunity to live the Scout Experience.

#### Aim of SSA

The Aim of SSA is to encourage the spiritual, mental, social, and physical development of boys, girls, and young adults in achieving their full potentials as individuals, as responsible citizens and as members of their local, national, and international community's by:

- **Developing their character:**

- By this, we mean what a person is, as an individual: their habits, their attitudes, their personal qualities, the kind of life they lead, the kind of beliefs they have. By exposing them to positive influences, Scouting can develop and strengthen a young person's character in qualities, such as truthfulness, honour, loyalty, helpfulness, *etc.*, which are embodied in the Scout Law.

- **Training in citizenship:**

- Scouting helps individuals fit into the community: they learn how to positively interact and relate to people around them and are being prepared to assume their adult responsibilities. Though, still a young person, they are already a 'citizen' in their school, home, community, Scout Group, and other activities.
- As a young person grows, so their circles widen and their responsibilities to others grow too. To become a good citizen is to learn to accept one's responsibilities to other people, our communities, and the world we live in.

- A young person learns citizenship step-by-step as their world expands. First, they learn by living in their family, then in the neighbourhood, then in organised groups - such as their school, place of worship, and Scouting. For training in citizenship to be effective, a young person must be exposed to good influences over a period of years. The Scout Programme provides this exposure.
- **Developing their spiritual, social, mental, and physical qualities:**
  - The third kind of development, which Scouting hopes to nurture in a young person, is that of their body, mind, and spirit. The aim is not to develop athletes and intellectuals, but to teach a young person to maintain their body and mind so that they may live and work effectively. By personal example and by proper use of the Scout programme, we can help young people to develop habits and attitudes which can contribute to life-long wellness.

## 2.4. The Values and Principles of Scouting

### The Value System of Scouting:

The value-system is based on Lord Baden Powell's Scout Principles, Scout Promise and Scout Law. Values such as honesty, loyalty, kindness and respect are inculcated through the Scouting activities within schools and communities

The Scout Movement is based on the following principles:

- **Duty to God:**

Adherence to spiritual principles, loyalty to their own religion and acceptance of the resulting duties. An appreciation and understanding of the religious observance of others.

- **Duty to others:**

Loyalty to one's country in harmony with the promotion of local, national, and international peace, understanding and co-operation. Participation in the development of society, with recognition and respect for the dignity of one's fellows and for the integrity of the natural world.

- **Duty to self:**

Responsibility for the development of oneself.

## 2.5. The Scout Method

The Scout Method is a system of progressive self-education through:

- **A Promise and Law:**

- The Scout Promise and Law challenges Scouts to do their best and to apply standards in all they do. In making the Scout Promise, each adult member, and each Scout, promises to do their best to live by the ten parts of the Scout Law. The Scout Law has a positive approach: It tells Scouts what they should be and do (and not what not to do).
- All adult members of SSA are required to make and live by the Scout Promise and Law.

- **Learning by doing:**

- Learning by doing is a basic element of the Scout Method and has become a cornerstone of modern education. B-P showed in his books that he recommended this type of pedagogy. Learning by doing, or activity pedagogy as it is sometimes called, means that you learn by doing things yourself, instead of somebody showing or telling you how something works.
- Scouts want to do things. They should therefore be encouraged, by showing them how, and then letting them do things in their own way, gaining experience.
- By working with their peers, the Scout is given the personal responsibility of following tasks through.

- **The Patrol System:**

Another unique part of the Scout Method is the Patrol System. There is nothing else quite like it. The key group in Scouting is not the Troop under its adult Troop Scouter (TS), but the Patrol (a much smaller group) of young people with a young person as the Patrol Leader (PL).

A similar method is adopted in Cubs, working in their Sixes as well as in Meerkats learning within their Dens

- **A progressive and stimulating Advancement Programme:**

The Meerkat, Cub, Scout and Rover progress are guided by age-appropriate Advancement Programmes. Scouting provides a series of achievable challenges for all branches to tackle in a variety of different skills and activities. The levels advance in a planned progression as the members grow and meet these challenges. Badges provide recognition for those who successfully master them.

- **Nature**

Scouting creates learning opportunities in the outdoors which encourage a better understanding of the relationship with the wider environment. This provides an ideal setting for Scout activities, offering adventure and the promotion of conservation and the mitigation of climate change.

- **Community Involvement**

- Scouting provides opportunities for active exploration and commitment to communities and the wider world, fostering greater appreciation and understanding between people.
- The eight interacting elements of the Scout Method create a dynamic educational environment:
  - the attitude of welcoming: dialogue and support of adult leaders
  - the values of Scout Law that determine how to assess and enrich common life
  - the challenge of personal goals
  - the individual commitment generated by the Scout Promise
  - the framework of teams and councils that allows democratic decision-making processes and
  - promotes youth empowerment
  - the sense of purpose and belonging provided by the symbolic framework
  - the attractiveness of activities in the privileged setting of nature
  - and through the joy to serve others that allows young people to find a role in the community

## **2.6. Branches of Scouting in South Africa**

SSA has four branches, namely:

### **a. Meerkats (Aged 5 – 6 years)**

In 2019 SSA welcomed its fourth branch, namely Meerkats. Meerkats learn through play.

### **b. Cubs (Ages 7 – 10 years)**

Cubs acquire skills through the play-way method and an age-appropriate programme of challenges. With permission from his friend Rudyard Kipling, Cubbing is based on "The Jungle Book". Scouters are given names, such as Akela, Baloo and Bagheera, which are characters taken from the story.

## **b. Scouts** (Ages 11 – 17 years)

Scouts learn by doing, in a programme of exploration, skills transference and youth leadership. A Scouts' leadership and teamwork abilities are learned through small groups called the "Patrol System". The Scouts are encouraged to make decisions on their Group's programmes and enjoy more self-reliance with exciting outdoor activities.

## **c. Rovers** (Ages 18 – 30)

Rovers belong to Rover Crews, which are largely self-governed and self-driven. The Rover programme emphasises the skills development of young adults as they enter tertiary education or the employment market. Rovers are also active within many communities, clearly implementing their motto of "Service".

## **2.7. Scouting worldwide**

Scouting continues to grow internationally. The World Organisation of Scout Movements (WOSM) is an independent, non-political, and non-Governmental Organisation (NGO) that is made up of 164 National Scout Organisations (NSOs). These NSOs are located in 224 countries and territories worldwide. With over 55 million members, WOSM is the largest youth movement in the world. SSA is a member of WOSM.

Each NSO is independently registered as a NPO within their country and is governed by their own constitution. Programmes differ per NSO, but we are driven by a united adherence to the Scout Values, Promise and Laws. By visiting [www.scouts.org.za](http://www.scouts.org.za), you can find out more about Scouting around the world and within your Region.

# **3. The Scout Group**

## **3.1. The Scout Group**

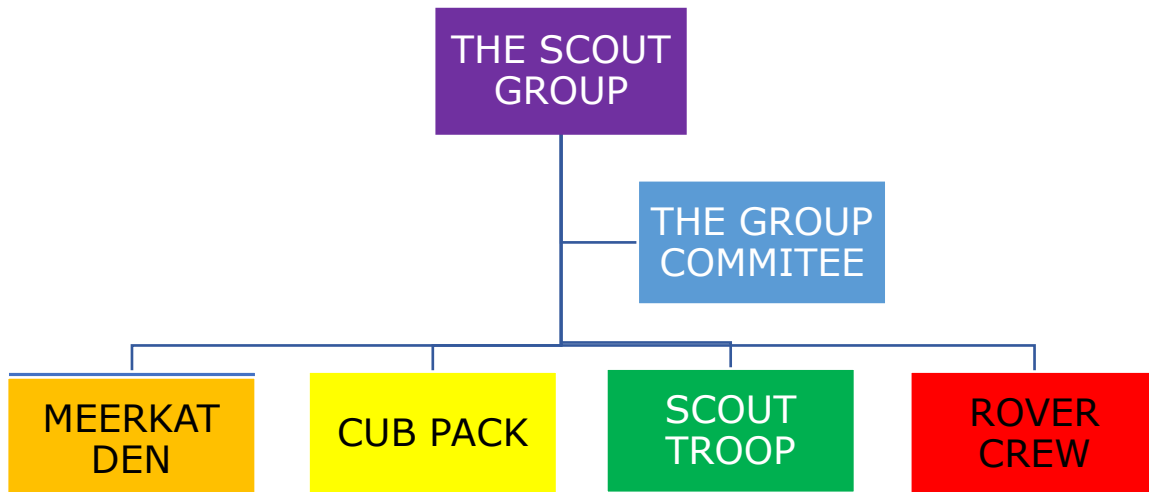
The Scout Group is the fundamental building block of SSA and is headed by the Scout Group Leader (SGL). A Group may consist of one or more Units (Meerkat Den, Cub Pack, Scout Troop, or Rover Crew), but a Group may consist of only one Unit.

Each Unit has its own leader, the Den Scouter (DS) for Meerkats, the Pack Scouter (PS) for Cubs, the (TS) for Scouts and the Rover Scouter (RS) for Rovers. They oversee the running of the Unit, reporting to the SGL. Each Unit Leader will normally have assistants appointed as Assistant Den Scouters (ADS), Assistant Pack Scouters (APS) or Assistant Troop Scouters (ATS) to help them run their Unit. A well-functioning Group will need to have dedicated and committed parents as members of the Group Committee working side by side with the Unit Leaders on the Committee, under the leadership of the SGL. The Committee coordinates the activities in the Group

and ensures that the facilities and needs of the Group are met to allow the Units to function properly.

It is important to remember that Adult Leaders will only successfully perform their functions and duties in Scouting - in addition to their jobs (employment) / studies / family / sport and other commitments - if there are enough adults to adequately meet the demands of the Group.

The Group Structure is depicted below.



### **3.2. The Meerkat Den**

A child is admitted to the Meerkat Den at the age of not less than five years. A Meerkat goes up to the Cubs on their seventh birthday. (Should the Meerkat not be ready for Cubs, they may remain in the Den for a further six months.) Going up earlier or later, needs special permission.

### **3.3. The Cub Pack**

A child is admitted to the Cub Pack at the age of not less than seven years. A Cub goes up to the Troop before their eleventh birthday, but not before they are the age of ten years and six months. Going up earlier, needs special permission. A Cub may not remain in the Pack after their eleventh birthday.

### **3.4. The Scout Troop**

A young person may join the Scout Troop after their eleventh birthday. If they have been a Cub, they may go up to Scouts at the age of ten years and six months. Scouts may not remain in the Troop after their eighteenth birthday.

### **3.5. The Rover Crews**

Young men and women, who are under the age of 30, may be admitted to the Rover Crew at the age of eighteen, or at seventeen and a half if they are a Scout. They may remain in the Crew until their 30th birthday.

### **3.6. The Den, the Pack, the Troop, and the Crew - What is different?**

The main difference is the age of the youth and young adults. Scout training is of a progressive nature and is applied through the four Branches of the Movement, which are themselves adapted to the changing psychology of today's youngsters.

Different age ranges demand different methods of training and management of youth and young adults. Since young people move progressively towards independent decision-making, the Scout programme is designed to help this process towards adulthood. The training methods used are different for the four branches of Scouting, but these will be discussed with you in later training.

### **3.7. Adult Roles within the Group**

The operational roles within a Group, responsible for the youth and young adults, are:

- Scout Group Leader (SGL);
- Den Scouter (DS);
- Assistant Den Scouter (ADS);
- Pack Scouter (PS);
- Assistant Pack Scouter (APS)
- Troop Scouter (TS);
- Assistant Troop Scouter (ATS);
- Rover Scouter (RS), and
- Assistant Rover Scouter (ARS).

Full role descriptions for each position in SSA are available on the National SSA [website](http://www.scouts.org.za): [www.scouts.org.za](http://www.scouts.org.za).

The Group also needs adults to give administrative support to the Scouters. The essential roles are Treasurer and Secretary, but additional important roles are Quartermaster, Public Relations, Fundraising, Transport Officer, *etc.* Parents or legal guardians normally fill these roles, as members of the Group Committee, but other adults can also be appointed to these roles.

## 4. Promise

### 4.1. The Scout Promise

**Every adult** member of SSA becomes a member and accepts the principles of the Movement by making the Promise and following the Scout Law.

**Acceptance of the Scout Promise and Law is a precondition of membership for all members.** The Scout Promise and the Scout Law are applicable to all Scouts, Rovers, and Adult Leaders. The Promise is the most important factor in Scouting since it is the one absolute requirement. Without taking it, one cannot be a Scout.

## 5. Roles and Functions of Adult Members

### 5.1. Scout Group Leader

This is one of the key roles in Scouting - manager of a Scout Group comprising of the Meerkats, Cubs, Scouts, Rovers, Scouters, and parents who will look to the SGL for guidance and encouragement.

They have overall responsibility for the Scout Group – thus, an SGL should be a mature person who will probably be settled in their lifestyle.

The SGL needs to be able to meet and deal, on equal footing, with all people with whom their role is mostly concerned – Adult Leaders (both operational and administrative).

In a nutshell, their role is to ensure, that in their Scout Group, the full Scouting programme is offered from Meerkats through to Rovers in such a way that the young people who finish the 'Course in Citizenship' which you offer, will indeed be ready to take their place in society as well balanced, industrious citizens who accept the values within the Scout Promise and Law as their own personal code of conduct. The Scout Group, under their direction, should be able to help each INDIVIDUAL young person to become the best citizen that they, with their own particular traits, talents, and backgrounds, are capable of becoming.

They will require a team of able Scouters and adults on the Group Committee to help them. Their leadership of these people will be the deciding factor as to the success or failure of the Group.

They may have an Assistant SGL and will probably need one when their Group grows beyond the normal two or three Units, (when a second Pack or Troop is established within the Scout Group).



## **5.2. A Unit Scouter's Responsibility**

The Unit Scouter and their assistants are responsible for the Unit and planning fun and exciting programmes for the youth in their Unit. These Adult Volunteers receive Warrants to act within a specific Group, so their effort and involvement is devoted to the Unit of their choice within that Group.

To achieve this aim, they need to meet with the other Scouters in their Unit regularly and with the youth to decide on activities for the future. They also encourage the youth to make progress through the Advancement Systems. Gaining Interest Badges also help the youth hone their personal interests, achieve their full potential, and expand their horizons.

In addition to planning and running programmes, Unit Scouters should try to involve their Unit in events and activities organised by their Group, District or Region. They also need to keep good records in alignment with SSA's POPIA guidelines, communicate with parents regularly, communicate with other Scouters in their Group and District, recruit more adult helpers and be a good example to the youth by living up to the Scout Promise and Law.

Working with the youth, seeing them develop into good citizens and fulfil their potential is one of the most rewarding parts of belonging to the Scout Movement.

## **5.3. Adult Leaders in the Den**

### **Den Scouter (DS) / Assistant Den Scouters (ADS)**

The DS is responsible to the SGL for planning fun, interesting and exciting Meerkat meetings, and activities through which the Meerkat programme is implemented. The Meerkat method is "Learning through playing".

The primary function of the ADS is to assist the DS in planning and running the active Meerkat meetings and activities which are exciting, fun, and interesting for the Meerkats.

The DS must delegate real responsibility to the ADS(s) and allow and encourage their full involvement in planning and participation in all activities. Although Den Scouters mostly interact with children (the Meerkats), contact with the parents is very important. It occurs after Meerkat meetings, at parent's meetings and will also occur at Den activities. Use every opportunity to get to know the parents of your Meerkats.

Interaction with other Scouters is also important. Promote and encourage opportunities at meetings within the Group and at District and Regional meetings and events.

## **Den Helper**

The primary function of the Den Helper (DH) is to assist the DS and ADS(s) in presenting wholesome, interesting activities.

The DS must delegate their meaningful roles to the DH(s) and encourage involvement in planning and participating in all activities.

The DS and ADS can also be assisted by Senior Scouts, who are appointed as Meerkat Instructors (MI)

## **5.4. Adult Leaders in the Cub Pack**

### **Pack Scouter (PS) / Assistant Pack Scouters (APS)**

The PS (Akela) is responsible to the SGL for planning fun, interesting and exciting Pack meetings, and activities through which the Cub programme is implemented.

The primary function of the APS is to assist the PS in planning and running active Pack meetings and activities which are exciting, fun, and interesting for the Cubs. The activities are based on the "Play-Way Method" and Cub Advancement programme, often with a theme or story from the Jungle Book, which will fire the imagination of younger children. The underlying values will be based on the Cub Promise and Law.

Adults in the Cub Pack aim to:

- Retain the interest of the Cubs up to the time when they "leap" up to the Troop through the presentation of enjoyable activities;
- Ensure that each Cub has a good grounding in basic skills, and particularly in the Cub Promise and Law;
- Ensure that by the time they are ready to go up to the Scout Troop, their appetite for Scouting has been whetted, and
- Ensure that enough opportunity exists for learning new skills and for showing ability in the various challenges and tasks set in the Advancement Programme.

The PS must delegate real responsibility to the APS(s) and allow and encourage their full involvement in planning and participation in all activities. Although Pack Scouters mostly interact with children (the Cubs), contact with the parents is very important. It occurs after Pack meetings, at parent's meetings and will also occur at Pack activities. Use every opportunity to get to know the parents of your Cubs.

Interaction with other Scouters is also important. Promote and encourage meetings within the Group and at District and Regional meetings and events.

## **Pack Helper**

The primary function of the Pack Helper (PH) is to assist the PS and APS(s) in presenting wholesome, interesting, active, and enjoyable Cubbing.

The PS must delegate their meaningful roles to the PH(s) and encourage involvement in planning and participating in all activities.

## **Cub Instructors**

The PS and APS can also be assisted by Senior Scouts, who are appointed as Cub Instructors (CIs).

## **5.5. Adult Members in the Scout Troop**

### **Troop Scouter (TS) and Assistant Troop Scouter (ATS)**

The TS is responsible to the SGL for the manner and method in which Scouting is implemented in the Troop. They are, therefore, responsible for presenting wholesome, interesting, active Scouting in the Scout Troop.

The TS is assisted by one or more ATS(s), as well as Parent Helpers.

All activities will be based on the Scout Advancement Programme and Interest Badges, and will always have underlying values, based on the Scout Promise and Law.

The TS has four areas of responsibility:

1. Training each new Scout in the Promise and Law and investing them as a member of the worldwide Scout Movement.
2. Training the PLs so they can train the Scouts in their Patrol and working with the PLs through the Court of Honour (CoH) to run the Troop.
3. Assisting the youth leaders, Troop Leaders (TLs), Patrol Leaders (PLs) and assistants in correctly implementing the Patrol System.
4. Ensuring each individual develops along the lines of the Scout Promise and Law by giving them an understanding of their responsibility and accountability to these principles.

However, they need the support of the ATS(s) to achieve these.

These four areas are a TS' top priority in dealing with Scouts. The basic aim is to encourage the spiritual, mental, social, and physical development of the Scouts.

This is achieved by planning and implementing a programme incorporating all the following methods:

1. The Promise and Law.
2. The Patrol System, *i.e.* membership of small groups.
3. Learning by Doing.
4. Progressive and stimulating programmes.

In addition, the TS must ensure that the CoH, which comprises the TS, TL (if there is one) and PLs is central to the running of the Troop, planning all its activities and maintaining discipline.

The CoH is responsible for setting the standards in the Troop. The support of all the Adult Leaders is of paramount importance in achieving suitable standards and setting the right example.

Through the CoH, the TS delegates real responsibility to the PLs so that, while still Scouts, they have the opportunity to exercise real leadership. However, the TS remains accountable for their actions.

You will interact mostly with youth members, but parents will also be looking to you to set an example. Good and regular communications with parents is essential in running a successful Troop. Support and new ideas are also obtained from other Scouters in the Group, District and Region. Attending meetings and activities in the District and Region are excellent opportunities for useful interaction and sharing of knowledge.

The Scouters in the Troop will only cope adequately with the task and their studies, work, family, and sport if they have sufficient properly trained assistance, do proper planning, and are well trained.

## **5.6. Adult Members in Administrative Roles**

All Adult Leaders are expected to become members of the Scout Movement and SSA by completing an Application for Adult Membership (AAM) form and taking the Scout Promise. The Principles of Scouting, the OR, and Policies of SSA are equally applicable to all Adult Members. Some specific training is offered for various administrative roles. In addition all Adult Leaders will be required to provide a Police/Criminal Clearance on application.

## **5.7. The Group Committee**

The Group Committee (GC) is chaired by the SGL and comprises the Unit Leaders (DS, PS, TS and RS), together with parent members elected at the AGM. A Secretary and Treasurer are two key roles for which parents are appointed at the Annual General Meeting (AGM).

The primary role of the GC is to coordinate the activities of the Group and ensure that adequate facilities for meetings and equipment to run the Meerkat, Cub and Scout programme is made available. Also, that ongoing

Adult Leader Training (ALT) is made available to all adult members of the Group. Ideally, at no cost to the individual if the Group can afford it.

The parent members of the Group Committee should help with fundraising, communications, promoting the visibility of their Scout Group and the Scout brand within both the Group and community, as well as social activities and all logistical support that the Den, Pack, Troop and, to a lesser extent, the Crew requires.

## **5.8. The Parent Support Association**

The Parent Support Association (PSA) comprises the parents and legal guardians of all Meerkats, Cubs, Scouts, and Rovers.

## **5.9. Commissioners (National, Regional & District)**

Commissioners are personally appointed by the Chief Scout and Chief Commissioner at three levels.

The Commissioners, who are specifically tasked with responsibility for the implementation and management of Scouting are:

- Chief Commissioner (appointed by the Chief Scout);
- Regional Commissioners (RCs), and
- District Commissioners (DCs).

They accept responsibility for Scouting within a geographical area (Nationally, Regionally, or in a District).

They also coordinate support for other Adult Leaders (both operational and administrative), which is provided by the National Support Team.

These Commissioners are **personally responsible** to the Chief Scout and Chief Commissioner for ensuring that the members of SSA in their area of responsibility fulfil the requirements of the posts they voluntarily accepted when they joined SSA. They also support the Groups in ensuring that all activities and events that are undertaken in the name of Scouting, adhere to the requirements and regulations of SSA (as laid out in the OR and policies of the SSA).

They are primarily responsible for the organisational management of the Adult Leaders, the evaluation and monitoring of the Aims and Principles of SSA, and for the constant monitoring of the youth development that has been delegated to the Adult Leaders at Unit level.

A large part of the role of a Commissioner is being in constant contact with adults who seek guidance, support, and advice. This can be fuelled by the adult leaders being inexperienced and looking for re-assurance each step of the way.

Their position also includes ensuring the further enhancement of the visibility of Scouting and adherence to the Scout Marketing and PR Policy, including upholding the integrity of the Scout brand both within their communities as online.

Generally, Commissioners have had several years of experience as Unit leaders or have other relevant knowledge and experience.

## 6. Training

Scouting as an adult member is not “just a couple of hours a week”, but rather a lifestyle that one gets involved in. Within your stay in Scouting, you are expected to attend training courses. Some courses are pre-requisites for obtaining your Warrant or Woodbadge, while others are specialist courses that will improve your Scouting skills and personal knowledge.

The Scout Movement offers all Scouters the opportunity to undergo training. This training is designed to be progressive so that each Scouter will have all the necessary “tools” in their ‘toolbox’ to perform their task as their journey within SSA progresses. The training is presented in such a way that it is practical and that the ultimate result will be that the youth to whom it is relevant will grow to be good citizens while having fun and adventure.

Depending on the “Branch” or “Unit” of Scouting you have chosen, your training path going forward will be along the following lines:

- **Stage One – Introduction to Adult Leadership (IAL) Training:**

In this stage of training, all new Scouters discuss the Aim and Principles of SSA; Methods used in the Meerkat Den, Cub Pack, Scout Troop and Rover Crew; how WOSM operates and how the Movement is organised in South Africa; roles and responsibilities relevant to their position in Scouting; what constitutes the uniform for Scouters and Commissioners, and resources available to a new Scouter (support, Training, Scouting literature and the Scout Wiki). If you were in the Movement as a Scout, you will be assisted to gain the additional knowledge required as an adult and view the Movement from an adult’s point of view. After successful completion of the training, you will be eligible for a Limited Warrant valid for 18 months.

- **Stage Two - Warrant Course:**

The Stage Two - Warrant training is structured to suit the Scouters of the different Branches, as well as SGLs and Commissioners. The training is often held over one or two weekends, during which the fundamentals of Scouting are discussed, and practical Scouting techniques are demonstrated and practiced. The Scouter should arrange to attend this course as soon as possible after the IAL Course and certainly within 12 months. After successful attendance on the course, you will be issued with a Warrant (valid for up to five years) and you may also wear the leather “Turks Head” woggle.

- **Stage Three - Woodbadge training:**

The Stage Three - Woodbadge training is designed for the different Branches, SGLs and Commissioners. It is open to Scouters who have successfully completed Stage Two Warrant training appropriate to their Branch.

Woodbadge training should be tackled two to three years after completing the Warrant training. It must be completed within five years.

Practical modules of the Woodbadge training include options for several practical courses from which the Scouter can select the required number that suit their interests. There are also compulsory modules, which will normally be completed in a Group training environment.

The *Woodbadge* consists of two wooden beads on a leather thong worn round the neck. It signifies the drive of a Scouter to equip themselves to do a better job of Scouting. When awarded the Woodbadge, the Scouter simultaneously joins the *1<sup>st</sup> Gilwell Park Group* – signified by the group scarf with a patch of McLaren tartan on the peak.

#### **Specialist Courses:**

These are offered in such aspects as Promise and Law, Cub Camping and Pack Holidays; Scout Camping; Hike Leadership; and a wide variety of technical subjects such as Camp Fire Leadership, Handcrafts, Pioneering, Water activities, Jungle background, Backwoods, *etc.* Most of them can form part of your Woodbadge training.

Scouters with an interest and ability to train other Scouters, can continue their training and become members of the Adult Leader Training Team.

Certain training modules can also be completed online.

## **7. The Policies of SCOUTS South Africa**

SSA has several policies that members are expected to read and then abide by. The policies listed below will be discussed in more detail on the Stage One – IAL Training Course, however, when filling in your AAM form, you will acknowledge that you have read and understood the **Member Code of Conduct** and **Child Protection Policies** that form part of **SSA's Safe from Harm Framework**.

The **Members' Code of Conduct** contains:

- Code of Conduct for all members, youth, and adults, and
- Disciplinary Code and Procedures.

### **Child Protection Policy:**

- Provides clear guidelines to prevent harm to youth;
- Provides clear guidelines to follow in the event of abuse or suspected abuse, and
- Spells out the rights of the youth.

These two policies are available online at <https://www.scouts.org.za/ssa-constitution-policies/>

The following policy documents are also important and during your training you will be required to become familiar with the contents of those that are relevant to your role. You will also need to have a general knowledge of the remaining Policies, so you are able to implement them when needed.

### **Organizational Rules (OR):**

- Provides details of the Organisational structure and Rules applicable to the operation of SSA.

### **Adult Support Policy:**

- Provides SSA policy on recruiting, training, recognizing and rewarding adult members.

### **Uniform Policy:**

- Sets out the correct uniform for youth and adults in all roles.

### **Safe Scouting Policy:**

- Sets out the requirements for running all Cub, Scout and Rover activities.

### **Financial Policy:**

- Provides clear guidelines for the financial management of Groups, Districts, Regions, and National offices.

### **Fundraising Policy:**

- Provides guidelines on acceptable methods of fundraising, and what steps are to be taken if you approach bigger companies outside of your direct communities.

### **Communication Policies**

- **Internal Communication Policy:**  
To ensure and strengthen the effective and efficient two-way communication with the internal stakeholders.



- **Marketing and PR Policy:** Provides clear guidelines on how to engage with external stakeholders, use and represent the Scout brand, gives examples and templates. Includes **SSA's Social Media Policy**.

## 8. The Different Types of Scout Groups

### 8.1. Sponsored Groups

- The following bodies and other bodies approved by the National Manco are entitled to apply for a special registration of Groups which they raise - churches, universities, colleges, schools, NGOs.
- A Group so registered is known as a Sponsored Group and the body, which raises it, is known as the sponsoring body. The sponsoring body shall appoint a person or a committee, which is known as the sponsoring authority.
- Such Groups may be registered as open Sponsored Groups, or as closed Sponsored Groups. A statement of the qualifications for membership and the policy of recruitment to be followed by the SGL must be approved by and lodged with the DC and the District Warrants Committee prior to registration. The Regional Commissioner shall determine from this statement whether the Group is to be registered as open or closed.
- When a church desires to effect registration as a closed Sponsored Group, the statement of qualifications for membership may include boys and girls who are bona fide members of any youth organisation of the church. Non-observance of this statement of policy does not of itself alter the nature of the registration but shall form a valid ground for a recommendation to the Regional Team by the District Warrants Committee and DC that either the registration be altered, or the Scouts concerned transferred to another Group after consultation with the sponsoring authority and consideration of all the factors.
- The effect of registration as a Sponsored Group is as follows:
  - Closed Sponsored Groups may admit to membership only boys and girls who belong to the church, school, or other body sponsoring the Group.
  - Open Sponsored Groups may admit any boy or girl to membership, subject to the strict application of OR on religious policy.
- In Sponsored Groups sponsored by a religious body, the sponsoring authority shall be the priest, minister, imam, rabbi in charge, or some individual or committee appointed by the cleric for the purpose.

- Where the sponsoring body is a church, the sponsoring body shall be responsible, whether the Group is open or closed, for the religious instruction of the Scouts belonging to that form of religion.
- The sponsoring authority on application for registration agrees: To accept the Aim, Principles, Method, and Policies of the Association as set out in OR and the duty of endeavouring to ensure the continuity and development of the Group.

To undertake to give the SGL the fullest possible assistance in carrying out the duties imposed by SSA's Adult Support Policy.

- The sponsoring authority is not concerned in matters of the youth programme for which the SGL is responsible to the DC.
- The sponsoring authority undertakes the responsibility of nominating suitable persons to the District Warrants Committee and DC for appointment as Scouters of the Group in accordance with SSA's Adult Support Policy. No person may be considered by the District Warrants Committee and DC for such appointment unless so nominated. After such nomination, the application for a Warrant shall follow the ordinary course laid down in OR in view of the difference in function:
  - When the sponsoring authority is a person, he shall not be nominated as SGL;
  - The sponsoring authority where it is a committee, shall not be appointed as the Group Committee; where the sponsoring body is a church, a minister of religion may not be nominated as SGL.

## **8.2. School Groups**

- A School Group is one, which is registered as an open Sponsored Group, or as a closed Sponsored Group by the principal of a school. It is essential that membership of such a Group shall be genuinely voluntary.
- School Groups are included as Sponsored Groups in the ordinary scheme of administration by District Warrants Committee and DC. It is contrary to the spirit of the Movement that any deviation from, or relaxation of rules, other than those specified in this Rule, should be permitted in School Groups. If in any special case any relaxation appears desirable, application is to be made through the DC to Regional Scout Office, whose approval will, however, be given only in exceptional circumstances.
- When a Scout wishes to be connected with a School Group and also with a Group at home, the Scout will belong to the School Group and be attached to the home Group but cannot be registered in both. This will apply only when the home Group is not in the immediate neighbourhood of the Scout's school.

## **8.3. Community Groups**

A Community Group is one that is open to all in the community to join.

## **9. Starting a Group**

### **9.1. Planting the seed.**

#### **9.1.1. Community or School Group**

A need or an opportunity will arise to open a Group, either by interested parties within a community with no previous experience of Scouting, or by a trained Scouter or previous member.

A new Group can be started as a Meerkat Den (5-6), a Cub Pack (7-10), or Scout Troop (11-18) only or all three at the same time for a full Group.

- Identify a group of youth members who are interested in Scouting and have parents who support the concept. Ideally you would want more than 6 potential Youth Members and not more than 30 in each Unit.
- At least three of the parents will need to be willing to serve on a Parents Committee to support the activities of the Group. This entails such work as a Treasurer for the Group and a Scout Group Leader (SGL) for the coordination of the parents in supplying the resources needed for the functioning of the Group. This could include transport, fundraising and or equipment. The third parent will have to take on the role of a Secretary on the committee.
- Identify an Adult Volunteer who would be willing to take up the responsibility of serving the youth as an adult member of the Movement to facilitate the activities. This could be one of the parents or merely an interested third party. Part of the responsibility this person will be taking on is to complete the training necessary for the role they will be fulfilling. This requires as a minimum a one weekend "Introduction to Adult Leadership" course and a two weekend "Warrant course" that will teach them the skills for the running of the programmes for the youth.
- Identify a venue that could be used for the meetings – this could be a church hall, a community centre, one of the parent's homes or an open piece of land that is available for the activities. The only requirement for a meeting space is a place with some open space and the ability to store (which could initially be at someone's home) the Groups' equipment for programmes.

### **9.1.2. NGO/Church Group**

In the partnership with an NGO, Scouting would provide the programme and training for the NGO staff to run the programmes, and the NGO would provide the staffing and on ground resources to implement the programme.

If a church wants to start up a Group, they would follow the same guidelines as a Community Group. Generally, these Groups are closed and would be available to the church members only.

### **9.2. First Committee Meeting Community or School Group**

A meeting must be held with all parties (SGL, Treasurer, Secretary, and any other potential member) to quantify the need and that there are sufficient youth and Adult Leaders to make a Group viable. Items that need to be addressed at this meeting: -

- A venue to meet.
- A decision as to whether the Den, Pack or Troop will be a mixed or male / female Unit. This decision will affect the number of adults that will be involved, especially for a mixed Group, where both a male and female adult will be required.
- Times of the meeting.
- A warranted Scouter within the particular Unit needs to be appointed, if there is no warranted Scouter initially then a warranted Scouter must be obtained from within the District either on a permanent or temporary basis. During this time the potential new Scouter can do the necessary training to then take over and run the Unit.
- A committee must be appointed as per the OR and be approved by the District Commissioner (DC).
- The Group must appoint an SGL (Scout Group Leader), a Treasurer and a Secretary.
- Group Uniform. Each Group needs to decide what sort of uniform they will use, full official uniform or for example a school uniform option. The Uniform Policy can be downloaded from the SSA National website: <https://www.scouts.org.za/ssa-constitution-policies/>
- Group Name. Each Group needs to choose a name. It is useful and most common if this reflects the place where they meet e.g. 1<sup>st</sup> Pretoria. All Units, the Meerkat Den, Cub Pack, Scout Troop, and Rover Crew in that place use the same name.

Should another Group start nearby then the second Group would become a 2<sup>nd</sup> Group with the name i.e., 2<sup>nd</sup> Pretoria.

- Group Scarf. Each Group needs to design a scarf which must be different from any other nearby Group. All members in the same group use the same scarf design. The scarf design should appear on the application to Register a New Group Form and this needs to be forwarded to the DC.

Funding needs. The Group, preferably, (maybe the sponsor) should raise some money or source a donation to cover the cost of the scarf material and basic equipment that will be required to get the Group operational, such as stationery and equipment. Preferably sponsorship and donations should be used for this. Please take note of SSA's fundraising policy, which can be found here:

<https://www.scouts.org.za/ssa-constitution-policies/>

- Parent Supporters. It is a good idea to actively recruit parent supporters at an early stage and get them to organise a committee to help with fund raising and other activities.
- Storage. Once a Group or Unit starts to have a few resources they will need somewhere to store the equipment. This needs to be discussed and an action plan put in place.
- Insurance.
  - Once the Group starts to accumulate equipment, this will have to be insured.
  - The Group will have to take out a Public Liability Policy to cover themselves.
- Community Support. It is advisable to talk to influential community leaders about the proposal to introduce Scouting. Typically, the Village Headman, Ward Councillor, School Principals, Church Leaders, and other influential community leaders.

### **9.3. Group Registration.**

The form can be downloaded from SSA's National website here:

<https://www.scouts.org.za/members/adult-leaders/what-is-adult-support/>

- The completed Registration Form needs to be handed to the District Commissioner for approval. Once the DC has approved the new Group, the form is passed on to the Regional Commissioner for final approval. Once the form has been signed by the RC, the Group may proceed and hold its first meeting.

- In the case of Sponsored Groups, the forms must also be signed by the sponsoring Authority.
- All Groups are required to sign a Social Partnership Agreement with SCOUTS South Africa.

#### **9.4. What happens once the Group Registration has been approved.**

- Once the Group has been registered, the District will assist you with people to start with programmes for the youth as soon as possible, possibly even before the nominated volunteer for the new Group has completed their training.
- The District Commissioner will assist you in getting your Parents Committee up and running as well as with the other necessary processes behind registering your youth members and the systems for running the Group.
- It is highly recommended that new Adult Leaders spend time at an existing Group (where practical) to see how things are run. The DC and DO would be able to assist with this.

#### **9.5. First Group Meeting**

- Use example programmes supplied during adult training or available on the SSA Resource Wiki (<https://scoutwiki.scouts.org.za/wiki/>). For the first meeting keep it exciting and allow extra time to explain everything as it is all new to the youth.

## **10. New Adult Leaders in SSA**

### **10.1. Application for Adult Membership of SCOUTS South Africa**

- To start the ball rolling for you to join the Movement as an adult. You will be asked to complete the Applications for Adult Membership Form. The latest form should be obtained from the website or from your SGL/DC. Find the form here:  
<https://www.scouts.org.za/members/adult-leaders/adult-leader-forms/>

On the form you will be asked to submit two references from people who have known you for more than 5 years and to whom you are not related. This is necessary to ensure that we bring new people into SSA who have the right values, ethics, mind-set, and interests, as well as a sense of responsibility and commitment.

In addition, you will be required to submit a Police / Criminal Clearance with your application form.

## **APPENDIX 1**

### **Application for Adult Membership Form**

The form can be downloaded here: <https://www.scouts.org.za/members/adult-leaders/adult-leader-forms/>

## **APPENDIX 2**

### **Group Registration Form**

The form can be downloaded here: <https://www.scouts.org.za/members/adult-leaders/what-is-adult-support/>

## **APPENDIX 3**

### **Information for new volunteers**

Find current information, guidelines and resources introduce your volunteers to Scouting here: <https://www.scouts.org.za/members/adult-leaders/what-is-adult-support/>