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The Scout Association of New Zealand

THE RULE BOOK

Constitution, Rules (P.O.R.) and Management Procedures

2011 Edition

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**THE SCOUT ASSOCIATION
OF NEW ZEALAND**

Constitution

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CONSTITUTION Of THE SCOUT ASSOCIATION OF NEW ZEALAND

(As adopted by the National Council on 28 July 2007 & amended on 16 February 2008, 27 March 2010 & 26 March 2011.)

WHEREAS there was incorporated in Great Britain by Royal Charter dated the fourth day of January 1912, a body corporate known as the Boy Scouts Association, AND WHEREAS the Boy Scouts Association was the outcome of the movement initiated in Great Britain by the late Lord Baden-Powell of Gilwell, O.M., G.C.M.G., G.C.V.O., K.C.B., for the special training and instruction of boys in accordance with the principles and under the organisation from time to time laid down in the constitution and in the "Policy, Organisation and Rules" of the Boy Scouts Association, AND WHEREAS by an enactment of the Legislature of New Zealand entitled "The Scout Association of New Zealand Act 1956", The Scout Association of New Zealand (hereinafter referred to as "the Association") became a fully autonomous unit of the Scout Movement and is registered as such with the World Scout Bureau, now therefore the constitution of the Association is as follows: -

A AIMS AND OBJECTS

- A.1 The aim of the Association is to encourage the physical, mental, emotional, social and spiritual development of young people so that they may take a constructive place in society
- A.2 The method of achieving the aim of the Association is by providing an enjoyable and attractive scheme of progressive training based on the Scout Law and Promise and guided by adult leadership.
- A.3 The principles and practice of the Association are founded on the Scout Promise and the Scout Law.

B POWERS AND DUTIES

The Association has power: -

- B.1 To purchase, take on lease, or hire, or otherwise acquire and hold any lands, buildings, easements, or hereditaments of any tenure, patents, patent rights, trade marks, and any other real or personal property and to construct, provide, maintain, repair and alter any buildings, works, stores, plants and things which may from time to time be deemed requisite whether within New Zealand or elsewhere for any purposes of the Association.
- B.2 To form local branches and committees in all parts of New Zealand, and to organise classes and lectures and publish and sell or distribute papers, books, pamphlets and information for the purpose of stimulating interest in and promoting the objects of the Association and to take all other measures which may seem necessary for providing and maintaining an efficient organisation for the purposes of the Association.
- B.3 To form Scout Groups of any or all of the branches of Scouting, and to enrol as members or officers thereof persons of all ages and to supply (with or without charge) and deal in equipment of all kinds for their use, and to procure them to be instructed in the duties of citizenship generally, and in handicrafts and technical knowledge and to provide classes, lectures and entertainment for their benefit, and to establish and provide prizes, badges, certificates and other rewards of merit to be competed for or awarded to them.

- B.4 To assist past or present members of the Association in establishing themselves in life whether by means of apprenticeship, immigration or emigration or any other manner and to form, contribute to, and administer special funds for that purpose.
- B.5 To receive and accept donations, endowments, and gifts of money, lands, hereditaments, stocks, funds, shares, securities and any other assets whatsoever and either subject or not subject to any special trusts or conditions and in particular to accept and take by way of gifts and absorb upon any terms the undertaking and assets of any society or body whether incorporated or not, carrying on work similar to any work for the time being carried on by the Association and to undertake all, or any of the liabilities of any such other society or body.
- B.6 To borrow or raise money with or without security by any means whatever including the issuing of debentures for any of the purposes of the Association.
- B.7 To make and carry out any arrangements for joint working or co-operation with any other society or body whether incorporated or not, carrying on work similar to any work for the time being carried on by the Association.
- B.8 To undertake, execute and perform any trust or conditions affecting any real or personal property of any description acquired by the Association.
- B.9 To acquire or obtain from or make any arrangement with any government department or authority supreme, municipal, local or otherwise or any corporation, company, firm or person for, or for the transfer or assignment of any authority, right, privilege, licence, concessions, service contract or charter which the Association may think it desirable to obtain or which may seem to the Association conducive to or which may be necessary for any of its objects and to make payments for, in respect of, undertake, carry out, exercise and comply with any such transfer, assignment, arrangement, authority, right, privilege, licence, concession, service contract or charter.
- B.10 To promote and encourage the formation of any body of persons whether incorporated or not for any purpose which may seem directly or indirectly calculated to benefit the Association and to be a member or trustee of such body and to hold shares, debentures, or other securities which such body may be empowered to issue and to apply the funds of the Association in or towards any such purposes.
- B.11 To accumulate, sell, improve, manage, develop, exchange, lease, mortgage or otherwise dispose of or deal with or turn to account all or any property or rights of or vested in the Association provided that no disposition of any real or leasehold property shall be made without such consent or approval as may be by law required therefore.
- B.12 To deposit monies or funds with any registered Bank; and invest monies and funds of the Association, which are not immediately required to be expended for the purposes for which they are held, in any investments authorised by law for the investment of trust funds or authorised in writing by the donor.
- B.13 To grant, continue and pay such salaries, pensions, gratuities or other sums in recognition of services as may from time to time be sanctioned by the Association.
- B.14 To apply for and register the Association as a member of the World Organisation of the Scout Movement with full power to the Association to take part in the activities of the World Organisation and exercise the full rights, privileges and duties incidental to such membership, and to withdraw from or terminate such membership.
- B.15 To promote or join in the promotion of and apply for and take up shares in any company for the purpose of enabling the Association to obtain a lease of all or any part of the premises owned by such company.

- B.16 To do all such other acts and things as are or may be deemed incidental or conducive to the attainment of any of the purposes of the Association or the exercise of any of its said powers.
- C. No part of the Association's funds may be spent or applied other than for, an exclusively charitable purpose within New Zealand, except for the payment of such costs and expenses which are incidental or conducive to the attainment or promotion of the Association's charitable purpose. Nothing contained or implied in this Constitution or in the By-Laws of the Association shall be deemed to authorise, and no power conferred by this Constitution or the By-Laws shall be capable of being exercised in such a way as to cause an application of funds in contravention of the aforesaid.
- D. Other than for the purposes specified in paragraph B.13 of this Constitution no member of the Association shall be entitled to receive or enjoy any pecuniary benefit by virtue of such membership.
- E. The Constitution and General Policy of the Association is determined by a National Council representing members of the Association. The Association is governed by a National Executive Committee appointed by the National Council and constituted in such manner and with such powers and duties as may be prescribed by or in accordance with the by-laws made as hereinafter provided. The Association is managed by a Chief Executive appointed by the National Executive Committee.
- F. This Constitution may be repealed, varied, added to or amended in the manner prescribed by By-Laws 18 and 19 PROVIDED HOWEVER that no amendment shall be made at any time so as to cause the Association to cease to be a charitable body.
- G. In the event of the Association being wound up or otherwise dissolved the surplus assets after payment of the Association's liabilities and expenses shall be disposed of to such other charitable body within New Zealand whose objects are for similar charitable purposes according to the law of New Zealand as the Association may resolve.

BY-LAWS INTERPRETATION CLAUSE

1. In these By-laws unless the context requires a different construction: -
- "The Association" means The Scout Association of New Zealand as incorporated by The Scout Association of New Zealand Act, 1956.
- "Policy, Organisation and Rules" means the Policy, Organisation and Rules of the Association as at present in operation amended from time to time.

NATIONAL COUNCIL

2. There shall be a Council to be called the National Council referred to in these By-laws as "The Council" comprising the following: -
- 2.1 Ex-officio: Chief Scout
National Chairman
National Commissioner
Members of the National Executive Committee
International Commissioner
National Kea, Cub, Scout, Venturer and Rover Leaders
National President of GirlGuiding New Zealand
Immediate Past National Chairman
National Guildmaster, Baden-Powell Guild of New Zealand (inc)

- 2.2 Representatives: Five elected representatives from each Scout Region.
- 3. The National Chairman and any other members of the Council shall vacate office and cease to be a member:
 - 3.1 If by notice in writing to the Secretary they resign, or
 - 3.2 The Council, by a majority of two thirds of such of its members as shall be present and voting at a meeting properly convened, shall resolve that such member do retire, or
 - 3.3 They become permanently incapacitated, or become temporarily or permanently of unsound mind, or
 - 3.4 They are adjudicated bankrupt or have been convicted of any offence punishable by imprisonment for a term of six months or more, or
 - 3.5 Being a member of the Council other than National Chairman they cease to hold an office which qualifies them for membership.
- 4. Members of the Council shall have the right to attend any meeting of the Council and to vote either in person or by appointing another person who is eligible to vote as their proxy.
 - 4.1 Proxy votes may only be exercised when a poll is taken and any person eligible to vote may demand that a vote be taken by poll.
 - 4.2 The instrument appointing a proxy shall be in writing under the hand of the appointer or of the attorney of the appointer. A proxy must be a person who is otherwise entitled to attend and vote at the meeting at which the proxy is to be used
 - 4.3 The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed shall be handed to the National Secretary, or in the secretary's absence, to the Chairman of the meeting no later than the commencement of the meeting at which the person named in the instrument proposes to vote.
 - 4.4 An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances admit: -
 - I,.....being a representative/ex officio/elected member
(delete those which do not apply)
 - of the National Council of the Scout Association of New Zealand hereby appoint
.....as my proxy
 - to vote for me at the meeting of the National Council to be held on the
day of20 and at any adjournment thereof.
 - Signed..... this day of 20....
- 4.5 A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, if no notice in writing of such death, insanity or revocation has been received by the National Secretary, or in the absence of the Secretary by the Chairman of the meeting before the commencement of the meeting or the adjourned meeting at which the proxy is used.

- 4.6 The Chairman shall have a casting as well as a deliberative vote.
- 4.7 A quorum shall consist of ten members personally present.
5. There shall be held each year an Annual General Meeting of the Council at a date and place to be fixed in accordance with By-Law 8 hereof with power nevertheless to the National Executive Committee to alter the place and date so fixed.
6. Subject to limitations of space any member of the Association shall be eligible to attend and speak but not to vote at the Annual General Meeting of the Council by notifying the Secretary in writing pursuant to any notice calling the meeting.
7. At least twenty-eight days' notice in writing of any meeting shall be given by the Secretary to all members of the Council, and, in the case of an Annual General Meeting, to all Regions and Zones. The accidental omission to give notice of a meeting of the Council to any Council member, Region or Zone shall not invalidate anything done at such meeting.
8. The business of the Annual General Meeting of the Council shall be: -
- (a) To receive and adopt the Annual Report of the Association submitted to it by the Executive.
 - (b) To receive and adopt the Annual Financial Statements.
 - (c) To receive from the Secretary the Declaration of the Scrutineers.
 - (d) To fix the date and place for the following year's Annual General Meeting.
 - (e) To deal with such other business as notified to members in the notice convening the meeting.
 - (f) To consider and, if thought fit, refer to the Executive Committee any other business of which written notice is given to the Secretary prior to the commencement of the meeting. The action taken by the Executive shall be reported to the next meeting of the Council.
9. (a) An ordinary meeting of the Council shall be called at any time by the Secretary at the written request of the National Chairman, or fifteen members of the Council, or by resolution of the Executive.
- (b) The business to be to be transacted at an ordinary meeting of the Council shall be notified to members on the notice convening the meeting at which it is to be considered.
10. REGION REPRESENTATIVES
- 10.1 Each Region shall elect five persons to be members of the National Council. Two persons must be under the age of 26 as at the date of nomination. Three other persons may be of any age 18 and over as at the date of nomination.
- 10.2 Any person who has attained the age of 18 years who is a member of a Scout Group, all persons who hold a current warrant and all persons who are serving as a member of an established committee or holding a Zone or Region lay appointment prior to the date of election shall be eligible for election as Region Representatives.
For the purpose of this by-law a Scout Group shall consist of one or more units of Keas, Cubs, Scouts, Venturers or Rovers as registered at the most recent annual census.
Employees of the Association are not eligible to vote or to be elected.

- 10.3 The Region representatives shall be elected by postal ballot to represent the region at two successive Annual General Meetings of the National Council. At the end of such term they shall retire but are eligible for re-election if they qualify as in 10.2 above.
- 10.4 A postal ballot shall be conducted under the authority of the Regional Development Manager and must be completed and reported to the National Secretary at least 65 days before the date scheduled for the next Annual General Meeting of the National Council.
- 10.5 Any two persons who are themselves eligible for election may nominate any other eligible person for election. Nominations must include: the surname and full given names of the nominee; date of birth; residential address; the nominee's consent and certify that they are eligible as in 10.1 and 10.2 above. Nominations will close at 5.00 p.m. on the day 30 days prior to the date on which the postal ballot will close.
- 10.6 If the number of nominations does not exceed the number of vacancies, no ballot shall be held and those nominated shall be declared elected. If the nominations fall short of the number of vacancies the Regional Development Manager may co-opt to fill the vacancies.
- 10.7 If a ballot is necessary ballot papers will be distributed to each Scout Group, Zone and Region. Votes shall be as follows:
- Each Scout Group that has a total membership of less than 50 youth members and Adult Leaders may cast one vote.
Each Scout Group that has a total membership of 50 (and less than 100) youth members and Adult Leaders may cast two votes.
Each Scout Group that has a total membership of 100 or more youth members and Adult Leaders may cast three votes.
Membership numbers will be those recorded at the most recent census of membership.
- In addition to the votes cast by Groups, one vote may be cast on behalf of each Zone.
- Votes should reflect the majority view of all adult uniformed and lay members.
- It is recommended that in the case of Groups having Venturer Units, and in the case of Combined Venturer Units, the Adult Leaders of the Venturer section should consult with the Unit Executive before determining how they will vote.
- 10.8 The Regional Development Manager may suspend the voting right of any Scout Group, if it has not fully paid National or other membership fees owing prior to the current financial year.
- 10.9 The National Secretary shall advise in matters of procedure relating to the election of Region Representatives and shall be sole arbitrator of any dispute arising there from. No accidental omission or act shall void the election.
- 10.10 Where the appointment of Regional Development Manager is vacant or the appointee is absent or for any other reason unable to conduct the postal ballot the National Secretary shall act in the place of the Regional Development Manager.

NATIONAL EXECUTIVE COMMITTEE

11. There shall be a Committee of the Council to be known as the National Executive Committee referred to in these By-laws as "The Executive" which shall consist of:
- 11.1 Ex-Officio:
National Chairman
National Commissioner

11.2 Elected:

(a) Three persons elected by postal ballot as prescribed in By-Law 17. Ex-officio members of the Executive and employees of the Association shall not be eligible. One elected member shall retire annually. The member to retire in every year shall be the one who has been longest in office but as between persons who became members on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot. A retiring member shall be eligible for re-election.

(b) Two persons under the age of 26 years as at the closing date for nominations elected by postal ballot as prescribed in By-law 17 but with the additional requirement that the nominee's date of birth shall be stated in the nomination. One of these elected members shall retire annually. The member to retire in every year shall be the one who has been longer in office but as between persons who became members on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot. A retiring member shall be eligible for re-election.

11.3 Appointed:

Three persons appointed by the Executive at its first meeting after the Annual General Meeting of the National Council and subject to annual reappointment. The Executive will select persons who have demonstrated skills in areas that the Executive has identified as of benefit to its work.

11.4 Co-opted:

The Executive shall have power to co-opt, as members, if necessary, not more than two persons to hold office until the first meeting of the Executive after the Annual General Meeting, when such co-option shall lapse and may not be renewed until after the Annual General Meeting of the following year.

11.5 The Chairman of the Executive may require any National Leader who is not a member of the Executive, any employee, or any appointed adviser to be in attendance in a consultative capacity.

11.6 The National Chairman shall be, ex-officio, chairman of the Executive. The Executive shall elect from its members, a deputy chairman to hold office until the first meeting of the Executive after the next Annual General Meeting of the Council. Should both the Chairman and Deputy Chairman be absent from any meeting the Executive may appoint a temporary chairman from those present at the meeting.

12. In the event of a vacancy on the Executive, such vacancy may be filled by the Executive, at its discretion, such appointee to hold office until the next Annual General Meeting of the Council. However, the Executive may choose to fill the vacancy by postal ballot conducted in accordance with By-Law 17 and if it does so the new member will continue in office subject to the retirement provisions applicable to the member who has vacated office or if there be no such member then subject to the provisions of By-Law 11.2 (a) and 11.2 (b).

13. Any member of the Executive shall vacate office and cease to be a member if: -

- (a) Being an elected or co-opted member, they give notice of resignation, in writing, to the Secretary, or
- (b) They cease to hold an office which entitles them to be an ex-officio member of the Executive or
- (c) Being an elected or co-opted member, they are absent from three consecutive meetings of the Executive without leave having been granted or in

circumstances where the Executive believes such membership should be terminated and resolves, notice having been given on the notice of meeting, to do so.

14. Each member of the Executive personally present at a meeting shall have one vote. The Chairman shall have a casting vote as well as a deliberative vote. No member shall vote by proxy. A quorum shall consist of five members of whom three shall be elected members. The Executive shall hold meetings at such times and places as it may decide from time to time. A meeting of the Executive shall be called at any time by the National Secretary at the request of the National Chairman, the Chief Executive or five members of the Executive. At least fourteen days' notice in writing of any meeting of the Executive requiring attendance in person and 48 hours (excluding weekends and statutory holidays) of any remote conference shall be given by the Secretary or the Chief Executive to all members of the Executive. Between meetings the Executive may conduct its business by any means of communication electronic or otherwise, in accordance with procedures that it may determine from time to time.
15. The Executive shall govern the Association in conformity with the Constitution and General Policy determined by the Council.
16. Subject to the provisions of By-law 15 hereof, the Executive shall have power: -
 - (a) To purchase or otherwise acquire for the Association any real or personal property rights or privileges at such price and generally on such terms and conditions as it thinks fit.
 - (b) To exercise the powers conferred on the Association by section 6 of The Scout Association of New Zealand Act 1956.
 - (c) To accumulate, sell, improve, manage, develop, exchange, lease, mortgage or otherwise dispose of or deal with or turn to account all or any property or rights of or vested in the Association. Provided that no disposition of any real or leasehold property shall be made without such consent or approval as may be by law required therefore.
 - (d) To appoint and at its discretion remove or suspend such officers, managers, secretaries, clerks, agents and servants for permanent, temporary or special services as may from time to time be thought fit, to determine their powers and duties, fix and pay their salaries or emoluments from the funds of the Association and to require security in such instances and to such amount as may be thought fit.
 - (e) To appoint such local or national committees for the management of the Association's affairs as may be thought fit and to delegate all or any of the powers of the Executive with or without power to sub-delegate. The Chief Executive shall be an ex-officio member of any national committee so appointed.
 - (f) To make, vary and repeal rules, regulations and orders, excepting, however, the Constitution and By-laws of the Association for the control of the affairs of the Association or of those sections of the Scout Movement for the time being controlled by the Association or any of them.
17. MEMBERS OF THE EXECUTIVE
 - 17.1 At least sixty days prior to the Annual General Meeting the Secretary shall advise members of the number of vacancies on the Executive together with the names of those persons who are due to retire. The Secretary shall call for nominations for membership to the Executive and advise that nominations, in writing must be received not later than thirty-five days before the date of the Annual General Meeting. Such nominations should give the surname, full given names and address of the nominee,

together with the names of the proposer and seconder who must be members of the Council. The written consent of the person nominated must be submitted with the nomination.

- 17.2 Persons retiring from membership of the Executive shall be eligible for re-election and, subject to their approval, shall be deemed to be validly nominated for re-election.
- 17.3 In any case where there is a vacancy for a specified number, and the nominations do not exceed that number, no ballot shall be held, but those nominated shall be declared elected.
- 17.4 If a ballot is necessary the Secretary shall notify all members of the Council of the details of such nominations by causing voting papers containing details of the positions to be filled and the surnames, given names and place of residence of each nominee, such voting papers to be prepared and despatched to such members not less than twenty-eight days before the date of the Annual General Meeting to enable members of the Council to vote on such nominations by postal ballot which shall close at the office of the Association at 12.00 noon on the tenth day before the day of the Annual General Meeting.
- 17.5 The Executive shall appoint two persons to act as Scrutineers and the declaration of such Scrutineers of the result of the postal ballot notified through the Secretary shall be accepted by the National Council as final.
- 17.6 In the event of an equal number of votes being cast for the last vacancy or vacancies to be filled on the Executive the candidate or candidates to fill such vacancy or vacancies shall be determined by lot in the presence of the Scrutineers.

ALTERATION OF BY-LAWS

18. (a) The Constitution and these By-laws may be altered as follows: -
either
(i) By any Council member giving notice in writing of any desired alteration to the Secretary who shall bring the same before the next properly constituted meeting of the Executive. If the proposed alteration is recommended by the Executive it shall be submitted for the consideration of the Council.
or
(ii) By any Council member giving notice in writing of any desired alterations to the Secretary and if such proposed alteration is supported in writing by at least 15 members of the Council it shall be submitted for the consideration of the Council.
- (b) Notice of the resolution to give effect to the proposed alteration shall be given in the notice of the meeting.
19. Any proposed alteration in the Constitution or these By-laws recommended by the Executive under By-law 18 (a)(i) hereof or brought before the Council under By-law 18 (a)(ii) hereof shall be considered by the Council which may vary or amend the proposed alteration. No such alteration to the Constitution or these By-laws shall be made or come into effect except by resolution of the Council at a properly constituted meeting at which the proposed alteration is considered and then only, in the case of alterations to the Constitution with the approval of two-thirds of the members present and in the case of alterations to these By-laws by a majority of two-thirds of the total votes exercised.

POLICY, ORGANISATION AND RULES

20. The "Policy, Organisation and Rules" heretofore used and adopted by the Association shall continue in force. They may be repealed, varied, added to or amended by

resolution of the Executive, or a committee appointed under by-law 16 (e). At least fourteen days notice of such repeal, variation or amendment must be given prior to the date of the meeting. Provided, however, any repeal, variation, addition or amendment affecting the policy or general principles of the Association must be approved by the Council in manner provided by By-laws 18 and 19 regarding alterations to these By-laws.

APPOINTMENT OF OFFICERS

21. A CHIEF SCOUT shall be appointed by the National Council. The Chief Scout may be a Patron of the Movement in New Zealand.

22. NATIONAL CHAIRMAN: A National Chairman shall be appointed by the National Council. The appointment shall be for an agreed period of up to three years and may at the end of that term be extended by resolution of the National Council. The maximum term of appointment shall be five years, however the Council in exceptional circumstances at the end of five years may re appoint the National Chairman for a longer term in accordance with this rule.

The National Chairman shall:

- (i) Provide leadership to the Association and example and encouragement for all uniformed and lay members in the performance of their duties.
- (ii) Preside over meetings of the National Council and the Executive.
- (iii) Be the principal representative and spokesman of the Association in matters of major policy.
- (iv) Maintain liaison with community leaders to obtain improved understanding of and support for, the Movement.
- (v) Be the liaison representative of the Executive with the Chief Executive.

22.1 Where a person vacates the position of National Chairman they shall be appointed Immediate Past National Chairman and hold this position until they resign, or the third Annual General Meeting following their appointment, whichever comes first.

The position of Immediate Past National Chairman may remain vacant from time to time.

23. NATIONAL COMMISSIONER: A National Commissioner shall be appointed by the National Council on the recommendation of the Executive. The appointment shall be for an agreed period of up to three years and may at the end of that term be extended by resolution of the National Council. The maximum term of appointment shall be five years, however the Council in exceptional circumstances, at the end of five years may reappoint the National Commissioner for a longer term in accordance with this rule.

The National Commissioner shall:

- (i) Be responsible to the National Chairman.
- (ii) Be a member of the National Council and the Executive.
- (iii) Be Deputy Chief Scout.
- (iv) Be a role model and provide a personal example by adherence to the fundamental principles and values of Scouting.

The primary role of the National Commissioner is to support and provide leadership to volunteer leaders throughout the Movement.

24. CHIEF EXECUTIVE: A Chief Executive shall be appointed by the Executive. The Chief Executive will be accountable to the Executive and under its direction shall be the Chief Executive Officer of the Association. As such the Chief Executive shall be

responsible for the management of the affairs of the Association in accordance with its established policy.

The Chief Executive shall:

- (i) Promote and co-ordinate the activities of all National Committees, National personnel and Regional Development Managers in order to ensure the efficient administration, general welfare, progress and development of the Movement in New Zealand.
- (ii) Maintain close liaison with the National Chairman, particularly in regard to matters of major policy.
- (iii) Attend meetings of the National Council and the Executive.

25. **SECRETARY:** The Executive shall appoint a National Secretary. This officer shall be the Secretary of the National Council and the Executive. Under the direction of the Chief Executive, and subject to the provisions of the By-laws, the National Secretary shall carry out the functions set out in these By-laws and perform such other duties as may be prescribed by the Council and the Executive.
26. **FINANCIAL REPORTING:** The Executive shall appoint a person who shall be a member of the Executive, who in liaison with the Chief Executive, shall ensure that true accounts of the National Office of the Association are kept and shall perform such other duties as agreed at the time of appointment. Annual financial statements together with the Auditor's report shall be submitted to the Executive for its approval and presentation to the Annual General Meeting of the Council.
27. **AUDITORS:** The Council shall appoint Auditors on the recommendation of the Executive and such Auditors shall hold office until the close of the next following Annual General Meeting. The Executive shall fix the remuneration of the Auditors and shall have power to fill casual vacancies in this office. It shall be the duty of every officer and servant of the Association to give the Auditors such information and explanations as the Auditors may require.
28. **ADVISERS:** The Executive may appoint such Medical, Legal or other Advisers as may from time to time be considered desirable and may fix the remuneration of such Advisers and shall give due consideration to any recommendation of the Advisers.
29. **PATRONS:** The Council may appoint any persons to hold office as a Patron of the Movement in New Zealand. Patrons shall be honorary members of the Council, but without voting rights.
30. **LIFE MEMBERS:** The Council may, on the recommendation of the executive, appoint any person who has given long and outstanding service to the Association as a Life Member of the Association. Such persons shall have the right to attend and speak but not to vote at meetings of the Council. Life Membership shall be limited to 50 persons appointed for the duration of their lifetime.
31. Any of the Officers, other than Life members, appointed pursuant to these By-laws shall cease to hold such office if: -
- (a) By notice in writing to the Secretary they resign, or
 - (b) They become permanently incapacitated, or
 - (c) They become bankrupt or temporarily or permanently of unsound mind.

The Chief Scout of New Zealand shall be advised immediately that the office of the National Chairman is vacant.

SEAL

32. The National Secretary shall provide for the safe custody of the seal, which shall only be used by the authority of the Executive or a Committee appointed under By-law 16(e) to which such authority has been delegated. Every instrument to which the seal is affixed shall be signed by one member of the Executive and shall be counter-signed by the National Secretary or the Chief Executive.

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**THE SCOUT ASSOCIATION
OF NEW ZEALAND**

Rules

(Policy, Organisation and Rules)

2011 Edition

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POLICY, ORGANISATION AND RULES

EXPLANATION OF ABBREVIATIONS

A.C.L.	Assistant Cub Leader
A.G.L.	Assistant Group Leader
A.K.L.	Assistant Kea Leader
A.L.	Adult Leader
A.R.C.L.	Assistant Rover Crew Leader
A.S.L.	Assistant Scout Leader
A.V.L.	Assistant Venturer Leader
B.P.	The Founder, Lord Baden-Powell of Gilwell
C.E.	Chief Executive (also C.E.O. Chief Executive Officer)
C.L.	Cub Leader
D.S.S.	Deep Sea Scout(s)
G.L.	Group Leader
K.L.	Kea Leader
R.C.L.	Rover Crew Leader
S.L.	Scout Leader
V.L.	Venturer Leader
Z.C.L.	Zone Cub Leader
Z.S.L.	Zone Scout Leader
Z.L.	Zone Leader
Z.T.L.	Zone Training Leader
Z.V.L.	Zone Venturer Leader

The rules in bold type (i.e. this style) in this edition have been constituted by the National Council as policy or general principles of the Movement and any repeal, variation, addition or amendments must be approved by the Council.

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DEFINITIONS

GROUP.

The organisation of one or more Sections, operating under the supervision of one Group Leader. The term "Group" applies to the unit even if lacking one or more of the Sections.

SECTION.

One of the parts of a Group, i.e. Kea Club, Cub Pack, Scout Troop, Venturer Unit, Sea Scout Troop, Air Scout Troop, Venturer Sea Scout Unit, Venturer Air Scout Unit.

ZONE.

A number of Scout Groups as determined by the National Office cooperating under the supervision of a Zone Leader.

REGION.

A number of Scout Zones as determined by National Office coordinated by a Regional Development Manager.

GROUP ADULT LEADER.

A term including the G.L., A.G.L and any Adult Leader of any Section of the Group.

SCOUT

includes: Keas, Cubs, Scouts and Venturers.

CLUB, PACK, TROOP, UNIT.

These words are used in the place of Kea Club, Cub Pack, Scout Troop, Venturer Unit.

ADULT LEADER

includes: all warranted appointments.

GROUP LEADER.

The term "G.L." means, where the context so requires in the absence of a person holding a warrant for this rank the Adult Leader who, with the approval of the Z.L., is in charge of the Group.

ASSOCIATION or THE SCOUT ASSOCIATION or SCOUTS New Zealand

Means The Scout Association of New Zealand as incorporated by The Scout Association of New Zealand Act, 1956.

NATIONAL OFFICE:

The term National Office wherever used in these rules, unless the context otherwise requires, means the Chief Executive or other authorised officer acting on behalf of the Chief Executive or on behalf the National Executive Committee.

NOTE:

- Except where context otherwise indicates or requires, the above expressions include the corresponding Sea or Air designations.

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PART A PRINCIPLES

1. AIM AND BASIS

- (a) The aim of the Association is to encourage the physical, mental, emotional, social and spiritual development of young people so that they may take a constructive place in society**
- (b) The method of achieving the aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.**
- (c) The principles and practice of the Association are founded on the Scout Promise and the Scout Law.**

2. THE SCOUT PROMISE

- (a) On investiture the Scout makes the following promise:**

**"On my honour I promise to do my best,
To do my duty to my God
To the Queen and my country,
To help other people
And to live by the Scout Law."**

- (b) In the case of a renewal of the Scout Promise, whether at a ceremonial parade or otherwise, the above form will be used.**
- (c) On investiture, the Venturer or the Rover makes, or reaffirms, the promise as in Rule 2(a).**
- (d) Adult Leaders to whom warrants are issued for the first time make, or reaffirm, the promise as in Rule 2(a).**
- (e) Other persons connected with the Movement may make the promise as in Rule 2(a).**

3. THE CUB PROMISE

- On investiture the Cub makes the following promise:**

**"I promise to do my best,
to do my duty to my God
To the Queen and my country,
To help other people
And to live by the Cub Law."**

4. THE KEA PROMISE

- A Kea makes the following simple promise:**

"I will try to share my fun and help others."

5. THE SCOUT LAW

The Scout Law is-

**"A Scout is loyal and trustworthy
 A Scout is considerate and tolerant
 A Scout is a friend to all
 A Scout accepts challenges with courage
 A Scout uses resources wisely
 A Scout respects the environment
 A Scout has self respect and is sincere."**

6. THE CUB LAW

The Cub Law is -

**"Cubs do their best,
 Think of others
 And do a good turn every day."**

7. FAITH POLICY

The Scout Movement includes members of many different forms of faith.

- (a) The Association expects its members to believe in a God and respect the beliefs and faiths of others.**

Each invested member of the Movement shall be encouraged:

- (i) To make every effort to progress in the understanding and observance of the Promise they have made - "To do my duty to my God".**
- (ii) To learn more about their own faith and the faiths of others.**
- (b) Interfaith prayer should be an integral part of all section meetings and camps should include simple prayers and worship such as "Scouts Own".
- (c) If a Group is affiliated with a particular faith it is the duty of all Leaders to encourage attendance of all members of the Group at such instruction and worship as that faith may consider desirable.
- (d) If a Group is composed of members of various faiths they should be encouraged to attend the services of their own faith.
- (e) Where it is not permissible under the rule of the faith of any Scout to attend worship or observances other than those of their own faith, the Adult Leaders of the Group must see that such a rule is strictly observed while the Scout is under their control.
- (f) The privilege of adult leadership carries with it the obligation of encouraging the spiritual growth of Scouts as they progress through the Movement.
- (g) Church Parades and other organised attendance at places of worship should be held by arrangement with local church and faith leaders. Participation is encouraged.**

8. SCOUTS OWN

Gatherings of Scouts, known by the term "Scouts Own", are held for the purpose of meditation and furthering faith awareness and to promote fuller realisation of the Scout Promise and Law.

9. POLITICS

The Scout Association is not connected with any political body. Members of the Association in uniform, or acting as representatives of the Movement, must not take part in political meetings or activities.

10. INDUSTRIAL DISPUTES

The Association, being a non-political body, must not give assistance to either side in an industrial dispute. If any recognised public authority announces that voluntary works are required to avoid grave public danger or inconvenience resulting from such a situation, there is no objection to a G.L., with the consent of the Regional Manager, offering the assistance of Troops or Units, to such authority, so long as no compulsion is brought to bear on any individual Scout or Venturer to volunteer their services, and no penalty attaches to them for not volunteering.

11. ALCOHOLIC LIQUOR

(a) All Leaders should be aware of the current laws relating to the supply and consumption of alcoholic liquor especially those concerning young people and must at all times encourage members to conform to them responsibly.

(b) (i) Under no circumstances shall alcoholic liquor be served at a Scout function to Keas, Cubs or Scouts nor, as a general rule, to Venturers.

(ii) The minimum legal drinking age is 18 years of age, with one exception. A person under 18 years of age may have access to licensed premises and be supplied with liquor, providing that they are accompanied by a parent or legal guardian and the liquor is supplied to them by their parent or legal guardian.

Further, any person under the age of 18 may consume liquor on private premises and at certain private functions. Nevertheless, it is recommended that as a guide to Group Leaders, Zone Leaders and Regional Managers, when laying down conditions in terms of paragraph (d) that the consumption of alcoholic liquor by Venturers, without the consent of their parents, shall not be permitted.

(c) If any other organisation is involved with any such function then its views on alcoholic liquor must be respected.

Note: It should be noted that the present policy of GirlGuiding New Zealand is that no alcoholic liquor is permitted at Guide gatherings if the gathering is for girls.

(d) Where it is proposed to consume liquor at any function:

(i) If it is a Group function, the consent of the Group Leader must be obtained, as the Group Leader is responsible for all the sections in the Group. If there is no Group Leader, then the consent of the Zone Leader must be obtained;

- (ii) If it is a Zone function, the consent of the Zone Leader must be obtained as the Zone Leader is responsible for the Movement in the Zone ;
 - (iii) If it is a Region function, the consent of the Regional Development Manager must be obtained, as the Regional Development Manager is responsible for the Movement in the Region;
 - (iv) If it is a National function, the consent of Chief Executive must be obtained.
- (e) If any alcoholic liquor is being provided at social and similar events, then adequate alternative refreshments shall be available for those who may not or do not wish to consume alcohol.
- (f) It is also important that Group and other youth meeting places retain the purpose for which they exist, i.e. the training of Scouts. Therefore, it is recommended that alcoholic liquor should not be consumed on these premises. There are many properly equipped places which present a far better environment for holding functions of this nature and which present a more suitable atmosphere for those wishing to participate.
- (g) In applying the above rules to any function, those responsible for the function must always bear in mind the reputation of the Scout Movement and the safety and other factors affecting not only its own members, but also the community, and to maintain such standards as will allow no-one either within or outside the Movement to make a justifiable complaint in these respects.
- (h) No alcoholic liquor is to be consumed on any "higher risk" activity examples of which are listed on the Activity Intention form.
- (i) Those Leaders who consent to the consumption of alcoholic liquor pursuant to Rule 11(d) or are responsible for the function pursuant to Rule 11(g) must be able to justify their actions should they be subsequently questioned and failure to do so may result in disciplinary action.

PART B GENERAL ORGANISATION

12. LEGAL STATUS

- (a) The Scout Association (in the United Kingdom) was incorporated by Royal charter in January, 1912.**
- (b) The Scout Association of New Zealand was incorporated by The Scout Association of New Zealand Act, 1956, and is the only official Scout Association in New Zealand.**
- (c) It has been held in a case concerning the will of H K Wilkinson, of Dunedin (April, 1943), that the Association is an educational charity.
- (d) The Scout Association of New Zealand in common with all recognised Scout Associations of other countries is registered with the World Scout Bureau which is responsible for the recognition and registration of national Scout Associations throughout the world and for the organisation of international events.
- (e) As a member of the Asia-Pacific region of the World Bureau, New Zealand is expected to participate in Biennial Conferences, Training Courses, and other activities and in particular to assist in encouraging Scouting in new member countries in this region.
- (f) The Scout Association of New Zealand is registered with the Charities Commission as a single entity covering all parts of the Movement operating under its constitution. Charitable and donee status has been granted by the Inland Revenue Department.

13. CONSTITUTION

The general organisation, together with the powers and duties of the Association in New Zealand, are set out in the Constitution and By-laws adopted by the National Council.

14. PROTECTION

The name, uniforms and badges of The Scout Association of New Zealand are protected under The Scout Association of New Zealand Act, 1956.

15. DEPARTMENTS OF STATE

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

16. VACANT

17. FINANCE

- (a) Financial support for Scouting may be derived from within and outside the Movement and may take the form of grants from Government and other sources, donations, bequests, payment for services or entertainment and membership subscriptions.**
- (b) The general principle is that money raised by Scouts for use by the Movement must either be earned, or value in some form given.**

- (c) **Fund raising methods should be properly organised and conducted with dignity remembering that the goodwill of the public towards Scouting is very important.**
- (d) (i) **Groups, Zones and Regions may raise funds by means of raffles, lotteries and other games of chance provided, in all cases, that the provisions of the Gaming and Gambling Act 2003, are strictly observed and where necessary, a licence is obtained.**
- (ii) **Where a Group proposes to use such methods of raising funds the proposal must be agreed to at a duly constituted meeting of the Group Committee and, in the case of a Sponsored Group, approved in writing by the Sponsoring Authority. Before any further steps are taken the written approval of the Zone Leader must be obtained.**
- (iii) **A proposal for raising funds by these methods at Zone or Region level requires the prior approval of the Regional Development Manager, who will apply such conditions, as they considers appropriate.**
- (iv) **When tickets are to be sold to the public the Zone Leader (in the case of a Group project) shall specify, in advance, the locality in which they may be sold.**
- (e) **Scouts must not take part in the collection of money from the public for use by any section of the Movement: Money may be earned by Scouts from the distribution of advertising material on behalf of commercial or other organisations but Scouts may not canvass for orders on behalf of any organisation.**
- (f) **The collection of money or chattels on behalf of charity may be undertaken by Scouts (other than Keas or Cubs unless supervised by adults) in uniform on the authority of the Zone Leader and in accordance with conditions prescribed by the Zone Leader**
- (g) **Every Scout Group and Zone shall forward to National Office, in the manner prescribed, an annual registration fee for each Kea, Cub, Scout, Venturer and Rover. The rate of registration fee shall be determined annually by the Executive Committee in the year preceding payment and shall be advised to Scout Groups no later than 1st October of the year preceding payment.**
- (h) In all forms of financial support the source of money has no bearing on the propriety of acceptance by the Movement provided, of course, that it has not been obtained by means contrary to the law of the land.
- (i) (i) As a general rule the various levels of the Movement (i.e., National Office, Regions and Zones), will limit their appeals to firms, organisations and individuals whose interests or activities cover a similar geographic area.
- (ii) In order to determine the level of approach to the potential donors it is essential that there be liaison between National Office, Regions and Zones.
- (j) Zones should, as far as possible, raise their financial requirements at Zone level. Money raised in excess of routine requirements should be put into a development fund and used to assist Groups and to expand Scouting.
- (k) Each Scout Zone shall forward to Regional Office within three months after the end of the Scout financial year (30 September), an audited or reviewed copy of

its annual accounts. Similarly, each Group shall forward its accounts, when audited or reviewed to the Zone Leader.

- (l) Groups are allowed to issue a general appeal for funds only in exceptional circumstances and then only after obtaining the written permission of the Zone Leader. In giving such permission the Zone Leader must designate the exact area in which the appeal may be made and this must not in any event overstep the boundaries of the Zone
- (m) Groups and Zones may raise funds by the issue of debentures but only with the approval of, and in a form prescribed by, National Office.
- (n) Where a Group or Zone wishes to undertake a fund raising activity which will extend beyond its own locally accepted boundaries the approval of Zone Leader(s) concerned must be obtained. In considering the application the Zone Leader(s) must ensure that the activity is in accord with the spirit of Rule 17(c) and that where appropriate those Groups and Zones from within whose boundaries the funds are to be obtained, should be invited to share in the activity. Where there is any doubt about any fund raising activity, details of the activity shall be submitted to Regional Office for approval.
- (o) National Office shall have the right to enquire into any method of fund raising employed by any level of the Movement and if it appears desirable in the interests of the Association, to disallow it or to impose such conditions for its continuance as it shall think fit.
- (p) No Group, Zone or Region shall invest funds other than with a registered bank, a finance company controlled by a registered bank or in an investment secured by government guarantee or in government stock. The Chief Executive may authorise a Zone to make an investment, not otherwise permitted by this rule, upon application prior to commitment of funds to such an investment and in accordance with any conditions or limitations he/she may consider it appropriate. The general authority for investments is set out in clause B.12 of the Constitution.**

It is the duty of Group Leaders, Zone Leaders and their committees to ensure that this rule is strictly adhered to and they are reminded that, under the Trustee Act, any persons who have the responsibility for Group or Zone funds and invest them in contravention of this rule will be personally liable for the resulting loss.

Note: It is important that those who have the responsibility for funds are made aware of the fact that they are regarded by law as being trustees of that money. In a Group, those who have the responsibility for funds are the Group Leader and the Group Committee; in a Zone it is the Zone Leader - and these people are responsible whether or not the actual management of the funds has been delegated.

If a loss occurs by reason of funds being invested in a security other than one authorised by Rule 17(p), the persons responsible will be personally liable to make up the deficit.

18. PROPERTY

- (a) (i) All real property acquired by any Group, Zone, Region or any part of the Association, is to be vested in the Association in its full legal title:**

"The Scout Association of New Zealand".

- (ii) Where real property is vested in the Association in accordance with the above section, effective control may remain with the Group, Zone, Region or other part of the Association concerned.
- (iii) No buildings for Scout purposes shall be erected on any property unless the written consent of the Chief Executive is first obtained.

(b) Any property vested in the Association may be mortgaged but only on the following conditions:

- (i) Before any such mortgage commitment is entered into, the Group, Zone, Region or other part of the Association on whose behalf the property is vested in the Association, shall make written application to National Office. Such application shall contain the terms of the proposed mortgage and an undertaking by the Group, Zone, Region or other part of the Association concerned to meet all the financial and other obligations of the proposed mortgage.
 - (ii) The application will be considered by the National Office which, if it approves the application, may impose such conditions as it thinks fit.
 - (iii) The amount of such mortgage should not exceed 60% of the value of the property.
- (c)
- (i) Any Group, Zone, Region or other part of the Association planning capital expenditure must have a sound financial proposal before commencing any work or project.
 - (ii) The prior approval of National Office, must always be obtained to all financial obligations which could impose on the part of the Movement involved, and consequently on the Association, a liability which is \$5,000 or more greater than the funds held in cash exclusively for that purpose. The terms of any such obligation must be contained in a written agreement, which, if approved by National Office, must be executed by the Association under its common seal.
 - (iii) In the absence of special circumstances no contract imposing on the Association a liability in excess of \$5,000 will be entered into by the Association on behalf of any Group, Zone, Region or other part of the Association unless such contract shall contain a provision limiting the Association's liability to the extent of the assets of the Group, Zone or other part of the Association on whose behalf the Association is contracting.

(d) Joint Ownership:

Groups, Zones, Regions or other parts of the Association wishing to hold property jointly with any other organisation, must first submit an agreement setting out the rights and liabilities of the parties, to National Office, for approval.

(e) Disposal

When land or buildings are to be sold or otherwise disposed of prior consent must be obtained from the National Office. Where the purpose for which the asset was held has become redundant the proceeds will be used for the benefit of SCOUTS New Zealand at Zone, Region or National level. The National Executive Committee will determine the actual allocation of funds.

19. CORRESPONDENCE

- (a) **Correspondence relating to Scout matters must not be addressed to any Royal Personage, to the Governor-General, or to any Minister of the Crown, Government Department or any Embassy or Legation at home or abroad, or any State or national Scout Headquarters overseas except through National Office or with National Office approval.**
- (b) It is the desire of National Office that correspondence should be reduced as much as possible.
- (c) Correspondence on matters of policy will follow the Executive channel of Group, Zone, Region, National Office except in special cases on matters of urgency.
- (d) Correspondence on routine matters should go direct to the level or person concerned.

20. PRESS AND BROADCASTING

- (a) **Every opportunity should be taken to obtain publicity for the aims, methods and achievements of Scouting. However, no member of the Movement may express opinions in the public press or in a radio or television broadcast on any matter of Scout policy or principle without the previous written approval of the National Chairman or the Chief Executive.**
- (b) Members of the Association in uniform or acting as its representatives, shall not participate in any radio or television production for commercial advertising purposes without the previous written approval of National Office.

21. REPORTS

- (a) Where:
 - (i) in the course of a Scouting activity any person is killed, lost or is so injured as to require hospitalisation;
 - (ii) any Scout property is destroyed or badly damaged by fire or storm;
 - (iii) any funds belonging to any Section, Group, or Zone are suspected to have been misappropriated;

the Zone Leader shall notify Regional Office of such occurrence by the quickest means depending upon the seriousness of the matter.

- (b) Upon receipt of such report from the Regional Office the National Office may direct the Zone Leader to take such further action, as it may consider desirable in the interests of the Association.

22. CENSUS

An annual census is taken from the Annual Registration returns, which are compiled as at 30 June each year. The necessary forms and instructions are issued to all proper authorities without application.

23. KINDRED AND OTHER SOCIETIES

The Association desires friendly relations with other national organisations of a non-political character having similar aims. Special rules apply to Affiliated and Sponsored Scout Groups.

24. GIRLGUIDING NEW ZEALAND

- (a) The Scout Association of New Zealand and The Girl Guides Association New Zealand Incorporated, although separate organisations, share a common Founder, similar aims and principles and use similar methods. Co-operation between the two is encouraged at all times and at all levels.
- (b) Joint Activities
Joint training, service projects and other activities may be arranged at all levels by joint agreement of leaders and the appropriate Guide and Scout Zone or Regional Leaders.

25. THE BADEN-POWELL GUILD

- (a) The Baden-Powell Guild of New Zealand is affiliated with the Scout Association.
- (b) Zone Leaders and Regional Development Managers should ensure that where branches of the Guild are established in their Zone or Region, liaison is established and maintained.
- (c) The Guild is a member of the New Zealand Fellowship of Former Scouts and Guides, which has been set up to represent both the Baden-Powell Guild and the Trefoil Guild, internationally.

26. FLAGS

- (a) Types sanctioned: Scouts can use any of the following:-
 - (i) National Flags. On land, the New Zealand Ensign; at Sea, the Red Ensign.
 - (ii) Scout Flags. Flags of any colour and design, bearing, if desired, the Scout badge and the name of the Group.
 - (iii) Patrol Flags.
- (b) Dedication: If flags are dedicated they must be treated with the greatest reverence at all times- for instance, it would not be correct to fly a dedicated New Zealand Ensign on a flagstaff in camp, or to move it uncased without an escort. Groups are advised to consider this carefully before undertaking the charge of dedicated flags.
- (c) Method of carrying: When large flags are carried, the flagpole should be either sloped over the right shoulder, the flag gathered in, or, when marching past, held vertical in the carrier, the flag flying free.
- (d) **Lowering:**
 - (i) National and Scout flags will be lowered to the Queen, members of the Royal Family entitled to the prefix "Royal Highness", representatives of Her Majesty, foreign Monarchs and Presidents of Republics.
 - (ii) Such flags will not be lowered during the playing of the National Anthem unless one of the persons mentioned in (i) is present.

- (iii) Scout flags only will be lowered to the Chief Scout.

27. SALUTES

- (a) Occasions: Salutes are given on the following occasions:-
 - (i) As a greeting.
 - (ii) As a token of respect.
 - (iii) During the making or re-affirming of the Promise.
- (b) Methods: The following are the methods of saluting:-
 - (i) All members, whether in uniform or otherwise, salute by raising the first three fingers of the right hand to the forehead.
 - (ii) If the hands are occupied, the salute is by turning the head and eyes to the right or left as the case may be.
 - (iii) During the making or re-affirming of the Promise members salute by giving the "Scout Sign". This is given by raising the right hand level with the shoulder, palm to the front.
 - (iv) The above salutes are used irrespective of whether the head is bare or covered.
 - (v) In church, the salute is always by standing at the alert.
 - (vi) On all parades other than in church, the Leader calls the Scouts to the alert and is the only person who salutes, although at flag break it is permissible for all assembled to salute, as the flag is broken.

28. ADULT LEADER TRAINING

Adult Leader Training is designed to help Adult Leaders to deliver quality activity for youth and to develop their own leadership skills. Therefore every Leader is expected to undertake training so far as they are able to do so. A scheme of Adult Training is available for all leaders through Group and Zone Leaders. The Adult training scheme is subject to review from time to time as approved by the Chief Executive.

29. VACANT

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Letter of appointment

Two copies of this document are signed. One is held by the adult accepting the appointment, and the other by the Group Leader/ Zone Leader, Regional Development Manager to whom they will be responsible.

The Scout Movement is the worlds largest organisation dedicated to the education and training of young people. The general principles under which it operates are set out in its rule book and section handbooks. You will be given a copy of the Associations statement of Duty of Care and the Code of Conduct required of all adults working in the Scout Movement

As a volunteer there are some things you have a right to expect from the Association and its Leaders.

You have the right to:

- A personal interview and after approval, placement in a suitable appointment, with consideration given to your personal preferences and abilities.
- Training necessary to undertake the appointment and add to your knowledge and skills.
- Clearly defined lines of responsibility and communication, with sound guidance and direction from someone experienced and well informed about the Movement.
- Information in advance about the organisation, its policies, objectives, programmes, and new developments.
- Receive meaningful recognition for your service and contribution.
- Be included in planning and evaluating the programme in which you are involved.
- Be offered a variety of leadership roles and experiences where practical.
- Be heard by a person in authority if you have any queries, complaints, or suggestions.
- Receive feedback on your performance as a Leader.

In turn, the Scout Association expects that you will:

- Accept the Scout Promise and Law, the aims, principles, methods, and rules and policies of the Scout Association of New Zealand.
- Accept a duty of care for the welfare, safety, health, and happiness of young people while they are your responsibility.
- Allow youth members in your care to take responsibility for their own programme according to section guidelines and to their age and ability.
- Recognise the importance of and encourage the spiritual development of youth members.
- Seek and accept honest feedback on performance.
- Serve as a goodwill ambassador for the Scout Association in the community at large.
- Accept that the Association may sometimes have to reassign duties or even ask volunteers to leave, and that the final decision in such matters rests with the Association.
- Discuss any queries, complaints or suggestions with the appropriate person in authority, so that the matters can be dealt with quickly and effectively.
- Adhere to the Scout Association's policies in regard to drugs, smoking, and alcohol and ensure your duty of care to youth members is met in these areas.
- Be prepared to meet the challenges of helping young people deal with personal and social issues and other relevant community concerns.

Code of Conduct For Adults

The purpose of Scouting is to encourage the physical, mental, social and spiritual development of young people. This is achieved by the example and guidance of dedicated men and women who help the youth members in the fulfilment of the Scout Promise and Law, so they become constructive and responsible citizens.

This Code of Conduct is expected of all adults, Uniformed Leader, Committee people, parents and helpers, who work within the Scout Association, recognising that at all times they should act responsibly and exercise a "duty of care" to the youth Members.

Adults in Scouting: -

- respect the dignity of themselves and others.
- demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other Members of the Movement.
- act at all times in accordance with Scouting principles, thereby setting a suitable example for all.
- do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting principles.
- act with consideration and good judgement in all interpersonal relationships, both inside and outside Scouting.
- respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions are associated with any Scouting activity.
- avoid unaccompanied and unobserved activities with youth members wherever possible. Remember, "in sight - out of hearing".
- for their own protection should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying Youth Members. It is recognised that, in certain circumstances, it may be necessary for a Leader or Adult, whilst acting responsibly and exercising their "duty of care", to be alone with a youth Member.
- realise that bullying, physical, verbal or cultural abuse, sexual harassment, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.

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PART C

MEMBERSHIP AND WARRANTS

30. MEMBERSHIP

- (a) **Membership of the Association is available to adults and young people subject to conditions specific to particular appointments and classes of membership.**
- (b) While some rules use masculine nouns and pronouns, they are not intended to exclude female members.
- (c) **Foreign Nationals may be admitted as members** subject to the approval of the Zone Leader. and will then make or re-affirm the Scout Promise in the following form

"On my honour I promise to do my best -
To do my duty to my God
To the country in which I am living,
To help other people
And to live by the Scout Law."

- (d) The following are considered members of the Movement so long as they are properly serving in the positions enumerated:
- (i) Scouts who are members of a registered Group
 - (ii) Warranted Leaders, Adult Helpers, Programme Activity Leaders and Scouting Associates all of who must complete a Letter of Appointment and comply with the Association's Duty of Care.
 - (iii) Rovers
 - (iv) Persons holding non-warranted or honorary ranks.
 - (v) Members of Group Committees, Zone and Regional Councils.
 - (vi) Members of the National Council.
 - (vii) Life Members of the Association.

31. SUSTAINING MEMBERSHIP

The Association may confer, upon any person, firm or company, the status of a sustaining member in recognition of services rendered or donations made to the Movement. A sustaining member shall not, by virtue of such membership, be entitled to vote or to any of the privileges of membership of the Association.

32. VACANT

33. HONORARY MEMBERSHIP

Any Group, or Zone may appoint any person as an Honorary Member of that Group, or Zone in recognition of long and meritorious service.

34. EXECUTIVE STAFF

The Movement is based on voluntary membership and in general is operated and governed by voluntary personnel. However, to ensure continuity and efficient overall administration of the Association, staff are employed at Regional and National office levels.

35. TERMINATION

In addition to other methods subsequently provided for in the Rule Book, the membership of any person may be terminated by resolution of the Executive Committee. The Executive Committee shall not be under any obligation to state its reasons for such action.

36. SPECIAL AUTHORITY

- (a) The person appointed by the Zone Leader, Regional Manager or National Office to take charge of any Function, event or activity shall, for the duration of the function, event or activity have authority to remove, at their discretion, any member of the Movement from further participation and shall report the circumstances giving rise to this action to the Zone Leader, Regional Manager or National Office as appropriate.
- (b) The person appointed by National Office to take charge of any overseas Contingent shall, from the time that the contingent assembles, either wholly or in part, have all authority, subject to the rules of the Association, over all members of the Contingent and over any other member of the Movement seeking to participate in the event for which the Contingent was formed.
- (c) The person appointed may also take such lawful disciplinary action as they think fit having regard to the circumstances then existing and, in particular, shall have authority to remove any of the above persons from the event, to require any member of the Contingent to return to New Zealand
- (d) The Contingent Leader shall immediately advise the Chief Executive and within one month from the conclusion of the event for which the Contingent was formed submit a written report on action taken under this rule to National Office which shall then take such action as it thinks fit.

37. YOUTH MEMBERSHIP

- (a) **The admission of any Scout rests with the Group Council, but will generally be delegated to the Adult Leader in charge of the Section concerned who, in the case of a Scout, will act in consultation with the Patrol Leaders Council, and in the case of a Venturer in consultation with the Unit Executive.**
- (b) **Membership is open to both boys and girls and is regulated by Part G of these rules and any special provisions determined by the National Executive Committee from time to time.**
- (c) **The approval of the Group Council is necessary in any case of dismissal of a Scout. In an affiliated Group, the G.L. must first consult the Patron Body.**
- (d) In the case of dismissal the Scout has a right of appeal to the Zone Leader who may appoint one or more persons to consider the matter. If the Zone Leader confirms the dismissal, the Scout has a final right of appeal to the National Secretary against such a decision. Every such appeal shall be in writing and shall state the grounds on which such appeal is made. The National Secretary shall consider appeals in such manner as he/she deems fit and the decision shall be

final. In all proceedings under this Rule, the rules of natural justice shall be observed.

- (e) A Scout can belong to only one Group, but be may temporarily attached to another, if eligible.
- (f) Transfers: Scouts become members of the Association on joining a Scout Group. Scouts moving to another locality to live transfer their membership in the Association and must be admitted as a member of a Group in the new location. The Group Leader should complete a Transfer form and forward it to the Zone Leader of the Zone into which the member is moving. If the address of the Zone Leader concerned is not known, the form should be forwarded to Regional Office. Transfer forms should also be sent to National Office in respect of Scouts who are going to live abroad.

38. LONE SCOUTS

- (a) Young people who, for any reason, are unable to regularly attend section meetings and activities may become Lone Scouts i.e. Lone Keas, Lone Cubs, Lone Scouts, Lone Venturers or Lone Rovers.
- (b) Lone Scouts enrol in and are registered with a Scout Group, Venturer Unit or Rover Crew of their choice and take part in meetings and activities when they can.

39. SCOUTS WITH SPECIAL NEEDS

- (a) Special needs Scouting is an extension of the ideals, training and activities of Scouting, to include all young people with physical or intellectual special needs.
- (b) Scouts with special needs should be invested in ordinary Groups if possible, and should take as full a part as possible in the activities of the Club, Pack, Troop or Unit.
- (c) Groups may be registered in hospitals, special schools, occupational centres and similar places, and come under the ordinary Zone organisation. Individual young people confined to their homes may be invested as in the nearest suitable Group, wear its uniform, and have their Scouting taken to them in their homes.

40. WARRANTED RANK

Warrants are issued under the authority of the Chief Executive, to Adults at National, Regional, Zone and Group level.

41. UNWARRANTED RANKS

Warrants are not issued for non-warranted or honorary ranks. The appointments are made at Zone level. A suitable form of certificate of appointment is available from National Office on request.

42. ADULT HELPERS

1. A caregiver of a Scout in the Group or other suitable adult, 18 years old or over, may assist at section meetings or activities giving general assistance and support to the Adult Leaders provided that:
 - (a) Completion of Adult Helper Application.

- (b) the approval of the G.L. has been obtained, and a letter of appointment is signed by the GL and the person being appointed as an Adult Helper
 - (c) the person has not, to the knowledge of the G.L. had an application for a warrant declined by National Office or Zone Leader.
2. In exceptional circumstances, and only with the approval of the G.L. (or in the G.L.'s absence the Zone Leader.) an Adult Helper may, in the absence of an Adult Leader, take charge of a section meeting or activity.
 3. If an Adult Helper attends on a more or less regular basis a warrant as an Adult Leader must be applied for.
 4. The Zone Leader may, at any time and without being required to give any reason, require the Group Leader to withdraw approval to any person continuing to act as an Adult Helper.
 5. Adult Helpers will be identified by a nameplate, which includes that title, and by wearing the Group Scarf. If adults are not identified in this way then the person in charge of an activity or event may require them to withdraw from assisting in youth activities.

43. VACANT

44. PLURALITIES (within Zones)

A person may not hold two or more appointments, unless they have the time and ability to carry out satisfactorily the duties involved and in every case subject to the approval of all Zone Leaders concerned, where the appointments are in different Zones. Plural warrant certificates will not be issued.

45. LIMITATION OF TERM OF WARRANTS AND APPOINTMENTS

- (a) All warrants issued and all appointments shall be valid for a limited term not exceeding three years or such lesser term as the appointee and the person to whom the appointee is responsible shall agree upon. The agreed term shall be included in the warrant application and endorsed on the warrant or other certificate of appointment.
- (b) All warrants or appointments may be renewed for further terms of not more than two years subject to the agreement of both the appointee and the person to whom the appointee is responsible.
- (c) Where no such agreement is forthcoming the person to whom the appointee would have been responsible had the warrant or appointment been renewed shall send a report to Regional Office on the appropriate form.
- (d) In every case a warrant ceases to be valid upon the holder discontinuing, or failing to perform the duties for which it was issued.
- (e) All warrants are valid only in the appointment for which they were issued.

46. RESPONSIBILITY

All persons holding warrants or appointments shall be responsible for the due performance of the duties and responsibilities of that warrant or appointment as follows: -

- (a) All persons holding Group appointments shall be responsible to the Group Leader.
- (b) Group Leaders and all persons holding Zone appointments shall be responsible to Zone Leader.
- (c) Zone Leaders and all persons holding Regional appointments shall be responsible to the Regional Development Manager.
- (d) The following are responsible to the Chief Executive or his /her nominee.
 - National Kea Leader
 - National Cub Leader
 - National Scout Leader
 - National Venturer Leader
 - National Rover Leader
 - All National Advisers
 - All National Organisers
 - National Training Team
- (e) Assistant National Leaders, Assistant National Advisers and Assistant National Organisers are responsible to their principals as listed in (d) above.
- (f) The International Commissioner is responsible to the Chief Executive.
- (g) All persons holding other National appointments (except those appointments made by the National Council) shall be responsible to the National Commissioner unless otherwise determined in their position descriptions recorded at the time of their appointment.
- (h) The authority to suspend any person holding a National appointment (except those appointments made by the National Council and staff members) is vested in the National Commissioner.

47. APPLICATIONS

- (a) Application for all warrants at Group level will be submitted to the Regional Office before any service as an adult leader.
- (b) Before signing the application the Group Leader will consult the Group Council, and in the case of an Affiliated Group, the Patron Body.
- (c) The Group Leader must be satisfied in every case that the applicant is fully fitted by character and previous history to be entrusted with the care of children, and has, in particular: -
 - (i) The necessary qualifications required by the rule relating to the rank in question.
 - (ii) A full appreciation of the spiritual and moral aim underlying the scheme of Scouting.
 - (iii) Personal standing and character such as will ensure a good moral influence and sufficient steadfastness of purpose to carry out the work with energy and perseverance.
 - (iv) A willingness to undertake appropriate training.
- (d) Applications for all warranted Zone and Regional ranks will be submitted to the Regional Office before any service commences.

- (e) Before being presented with a warrant an adult leader must have completed the prescribed introductory training appropriate to that warrant and shall make or renew the Scout Promise.

48. SPECIAL PRECAUTIONS

- (a) In view of the responsibility of the Association to parents and of the dangers which have been found to exist, Group Leaders and Zone Leaders must take every precaution to ensure that no one whose, moral character is open in any way to suspicion or whose conduct would render them unsuitable as a Leader, be admitted or retained as a Leader in the Movement.
- (b) Where any person makes an offer of service as a Leader, care must be taken to ensure that they do not become involved until a warrant application has been forwarded to the Regional Office and that person is authorised to commence service. Unless with the specific approval of the National Office there shall be no exceptions to this Rule.
- (c) Where National Office advises that the Warrant application will not be approved the Zone Leader must, if National Office directs, take steps to ensure that the applicant does not have any further association with the Movement.
- (d) In any case where a Group Committee, Group Leader or Zone Leader decides against submitting an application for a warrant on the grounds that the person is undesirable or unfit to have charge of young people, a confidential report must be sent to Regional or National Office.

49. VACANT

50. COMPLAINTS

1. If the National Secretary receives a complaint that an adult member of the Association may have breached the Association's Code of Conduct for Adults or committed a criminal offence the National Secretary may either appoint a person to investigate the complaint or may refer it to the appropriate Zone Leader or Regional Development Manager to resolve.
2. The National Secretary may also require the person about whom the complaint is made to withdraw from participation in Scouting activities until an investigation and any subsequent Complaints Committee hearing and Appeals procedure have been completed.
3. The person appointed to investigate the complaint shall report their findings to the National Secretary. The National Secretary may then take action as set out in para 5. below or appoint a committee normally comprising three people one of whom shall be appointed as Chair, to hear the complaint.
4. The Complaints Committee shall carry out its task as expeditiously as possible and report its findings to the National Secretary.
5. After investigation of a complaint or upon receipt of a report from a Complaints Committee The National Secretary may:
 - (a) Terminate that person's membership;
Or
 - (b) Issue a warning and may;

- (c) Require that they withdraw from scouting activities for a period not exceeding 12 months and decide what further action, if any, will be taken at the end of that period;
Or
 - (d) Require that person to undergo such training or counselling as may be appropriate;
Or
 - (e) Take other appropriate action.
Or
 - (f) Take no further action.
6. If the National Secretary terminates the membership of an adult that person shall have the right to appeal to the National Commissioner within 28 days of the notification from the National Secretary terminating their membership. The National Commissioner shall appoint a committee to consider the appeal and report to the National Executive Committee whose decision shall be final.
7. The procedure to be followed by any committee appointed to hear a complaint or consider any appeal may be set out in guidelines issued by the Association and in the absence of any such guidelines such procedure as the committee may determine. All such committees shall observe the rules of natural justice and may receive evidence notwithstanding that it would not be admissible in a Court of Law. During an investigation, Complaints Committee hearing or Appeals procedure, the person about whom a complaint has been made or who has lodged the appeal shall have the right to be accompanied, supported or represented by a person(s) of their choice.

51. CANCELLATION OF WARRANTS

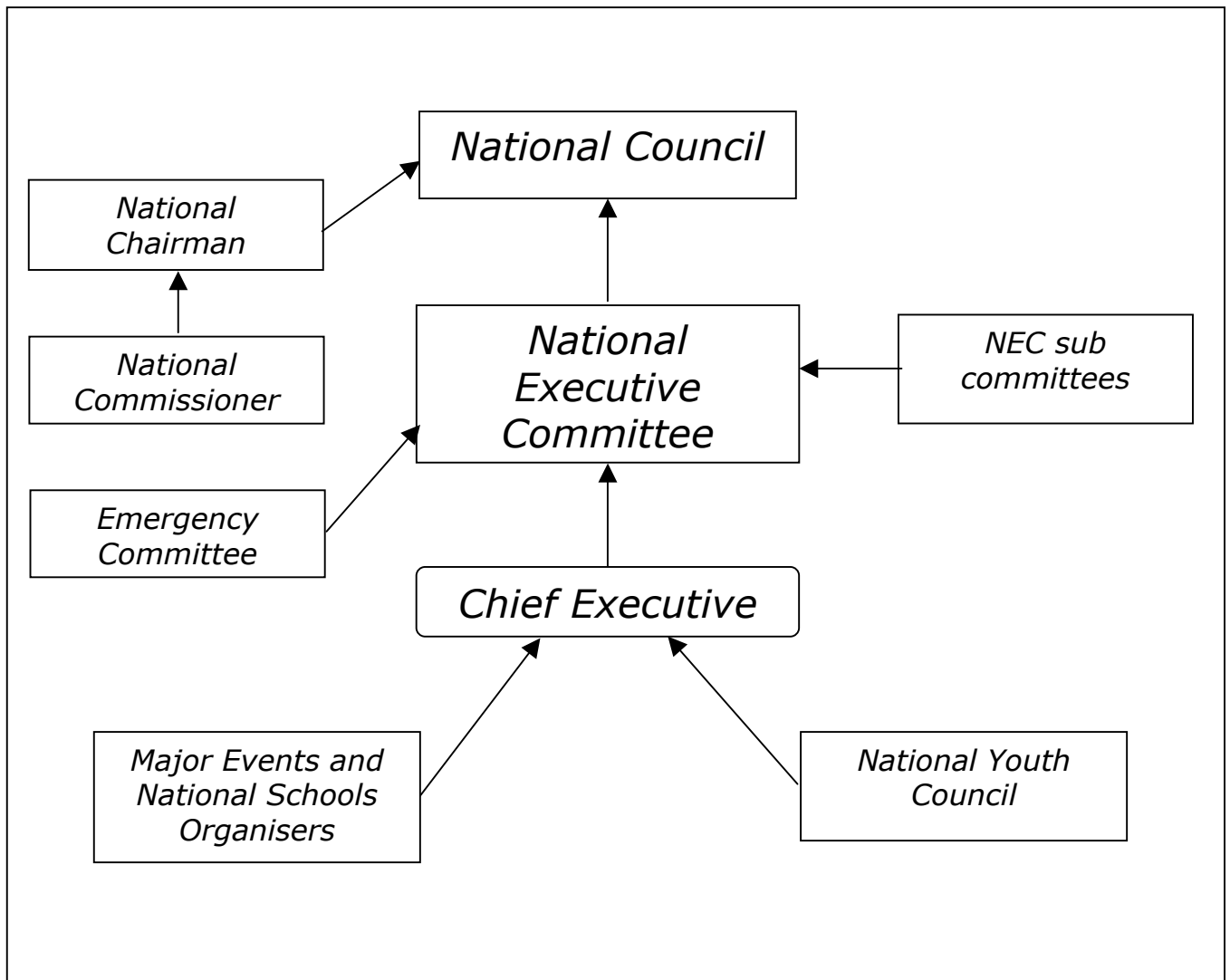
- (a) All warrant certificates remain the property of National Office and must be returned to the National Secretary at any time on demand without the Secretary being called upon to state any reason.
- (b) Warrant certificates must otherwise be returned by the holders through the normal channels to National Office. whether demand is made or not if membership is terminated under the provisions of Rule 35 or Rule 50.
- (c) Whenever a warranted appointment is terminated and no new appointment succeeds it a report as prescribed must be sent to the National Office.

52. TRANSFERS

Warrants are not transferable. A new warrant is not required for an Adult Leader to change appointment within the same Group except when changing to Group Leader. A new warrant application is required whenever an Adult Leader changes Groups or moves to Zone or Regional level or vice versa.

Where the change is within the same Zone and service is continuous, a Form cancelling the previous appointment is not required.

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PART D NATIONAL ORGANISATION

53. CHIEF SCOUT AND PATRON

A Chief Scout shall be appointed by the National Council. The Chief Scout may be a Patron of the Movement in New Zealand.

54. PATRONS AND AMBASSADORS

Patrons may be appointed by the National Council in accordance with the By-laws.

The National Council, on the recommendation of the National Executive, may from time to time appoint special representatives who shall be known as Ambassadors for SCOUTS New Zealand and who will have titles and duties as determined by the Executive.

55. NATIONAL CHAIRMAN & NATIONAL COMMISSIONER

The appointment, responsibilities and functions of the National Chairman and the National Commissioner are set out in the By-Laws of the Association.

56. NATIONAL COUNCIL

The National Council as provided for in the By-laws of the Association is the body responsible for deciding the policy of the Movement in New Zealand.

57. NATIONAL EXECUTIVE COMMITTEE

The National Executive Committee, as provided for in the By-laws, shall govern the Association in conformity with the policy laid down by the National Council.

58. NATIONAL AWARDS COMMITTEE

(a) The National Executive will appoint a National Awards Committee immediately following each Annual General Meeting of the Association.

(b) Membership of the National Awards Committee will be:

- National Commissioner
- A minimum of two and up to four other people

Members will be appointed to the Committee for a 12 month term.

(c) The National Secretary will attend all meetings of the National Awards Committee and provide advice and secretarial services.

(d) The duties of the National Awards Committee will be:

- To monitor the adult awards system and make recommendations on its implementation to the National Executive
- To consider applications and make awards for the Silver Tiki and the Silver Tui

- **To make recommendations to the National Executive on Life Memberships, Distinguished Service Awards and Gallantry Awards**
- (e) **A quorum for a meeting of the National Awards Committee will be a majority of its members.**
- (f) **The National Commissioner will chair the National Awards Committee and will have both a deliberative and casting vote.**
- (g) **Retiring members of this committee may be re appointed.**
- (f) **The National Awards Committee will operate independently of the National Executive Committee but will report to that Committee on an annual or more frequent basis as required.**

59 CHIEF EXECUTIVE

The appointment, responsibilities and functions of the Chief Executive are set out in the by-laws of the Association.

60. NATIONAL LEADERS

The International Commissioner is appointed by the National Executive Committee on the recommendation of the Chief Executive.

National Leaders and Advisers and their assistants are appointed by the Chief Executive. The responsibilities and functions of National Leaders and Advisers are approved by the National Executive Committee and are set out in Management Procedures.

61. OTHER NATIONAL APPOINTMENTS

Additional National appointments may be made by the Chief Executive. The responsibilities and functions of such appointments are approved by the National Executive Committee and are set out in Management Procedures.

62. NATIONAL YOUTH COUNCIL

- (a) The National Youth Council is responsible to the Chief Executive.
- (b) The membership of the National Youth Council is: -
 Regional Representatives elected in accordance with by-law 10 as persons under the age of 26
 Chair of the National Venturer Council or his / her nominee
 Chair of the National Rover Council or his / her nominee
- Any person who is or becomes a member of the National Executive Committee is not eligible for membership of the National Youth Council.
- (c) The normal term for Regional Representatives is two years.
- (d) Purpose

The National youth Council is to advise the Chief Executive on issues affecting the youth membership of the Movement including:

- Providing a Youth perspective on major strategic direction and policy development that can be fed into discussions at the National Council and National Executive Committee meetings

- Providing ideas on how Scouting can reach and benefit more youth in New Zealand
- To be a sounding board for new operational initiatives within SCOUTS New Zealand
- To provide youth input into communications, image, brand and marketing strategies
- To be involved with research, monitoring youth culture and societal changes
- To be aware of international Scouting youth affairs – at the APR and World levels
- To learn strategic and governance skills to nurture young leadership succession within the Movement

(e) Meetings

It is recommended the National Youth Council will meet three times per year – two face to face and one conference call.

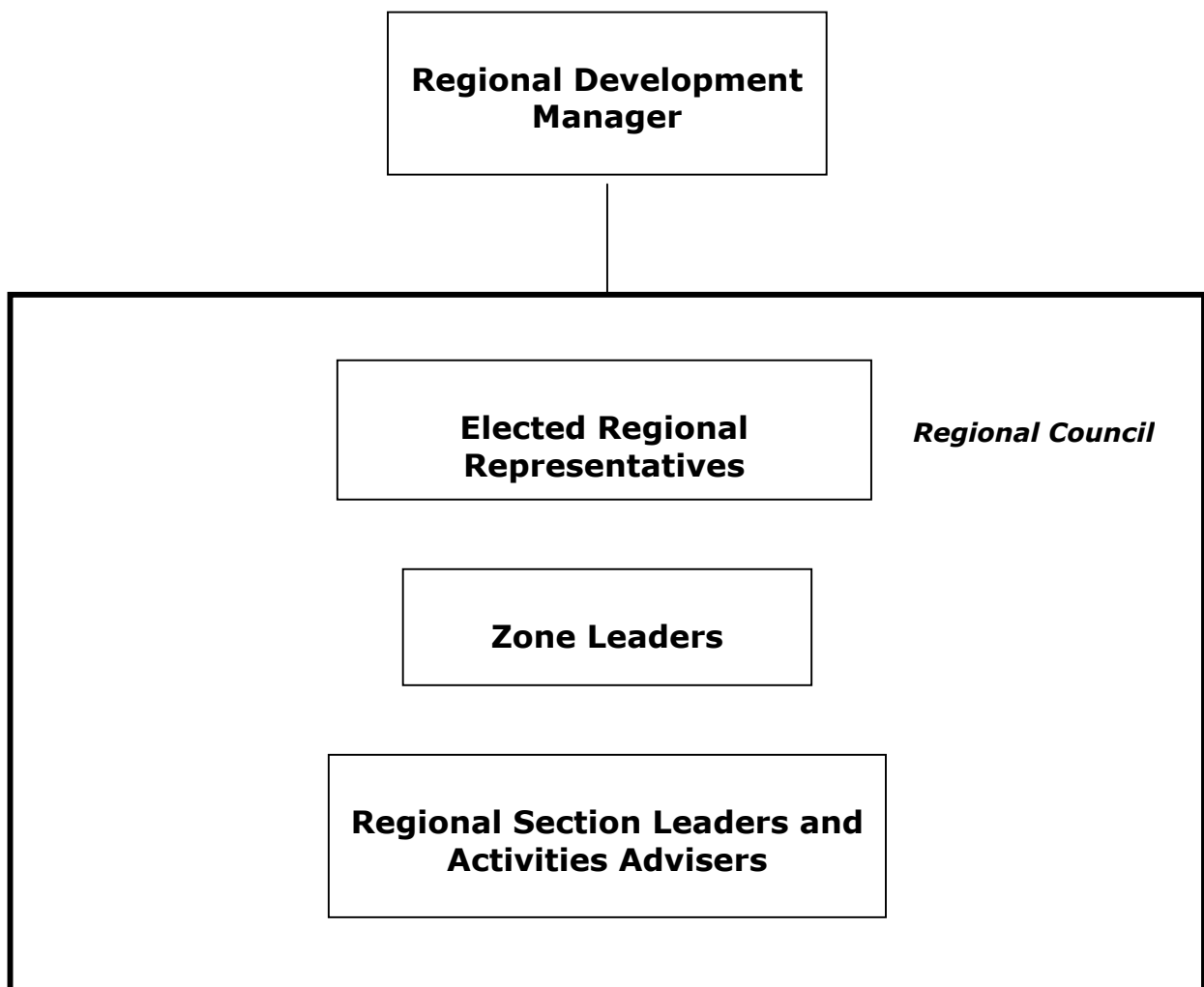
- (f) The National Youth Council will elect from among its members a Chairman who will act as spokesperson for the National Youth Council and assist the Chief Executive in planning and running its meetings. The Chairman will be elected immediately following the Association's Annual Meeting and hold office until the next Annual Meeting.

63. NATIONAL SCOUT MUSEUM

- (a) The National Scout Museum committee is charged with the preservation of the Scout Association's historical archives
- (b) They will arrange to receive, assess, sort, catalogue and correctly protect and store materials and assets offered
- (c) The National Scout Museum is responsible for establishing and maintaining a collections policy in conformance with clause (a)
- (d) Surplus items supplied by the Association and not required under the previous clauses may be sold to assist with sustainability of the museum.
- (e) The National Scout Museum will be responsible for maintaining its own finances in a similar manner to a Scout Group
- (f) All volunteers with the National Scout Museum who are not already members of the Association will become Scouting Associates and accept the Association's Duty of Care and any other procedures which may apply to Scouting Associates or the Museum from time to time
- (g) The National Scout Museum will prepare an annual report which will be included in the Annual Report of the Association
- (h) In the event that the National Scout Museum is not sustainable then the National Executive will determine how its assets should be treated. In this event the National Executive will endeavour to protect the assets in accordance with the previous clauses of this rule.

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Structure of the SCOUT REGION



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PART E SCOUT REGIONS

64. GENERAL

The National Executive Committee determines the boundaries of Scout Regions. The Regions comprise a number of Scout Zones.

65 REGIONAL DEVELOPMENT MANAGER

The Regional Development Manager is an employee of the Association responsible to the Chief Executive. The role is to provide administrative support to the Region as directed by the Chief Executive.

The Regional Development Manager is accountable to and directed by the Chief Executive. In all matters when the appointment of Regional Development Manager is vacant the Chief Executive or his/her delegate will exercise the powers and duties of the Regional Development Manger.

66. REGIONAL SECTION LEADERS

- (a) A Regional Rover Leader and a Regional Venturer Leader, may be appointed by the Chief Executive on the recommendation of the Regional Development Manager with warrants in accordance with Part C.
- (b) Regional Section Leaders shall be responsible to the Regional Development Manager for the support of section leaders for the delivery of National Programmes in accordance with the Regional Section Leader position descriptions set out in Management Procedures.

67. REGIONAL COUNCIL

- (a) The Regional Council will comprise of the Elected Regional Representatives, persons appointed to Regional roles and all Zone Leaders in the Region.
- (b) It is recommended that the Regional Council meets once per school term.
- (c) The Regional Council will advise the Regional Development Manager in support of Groups in the Region.

68. REGIONAL ADVISERS & OTHER PERSONNEL

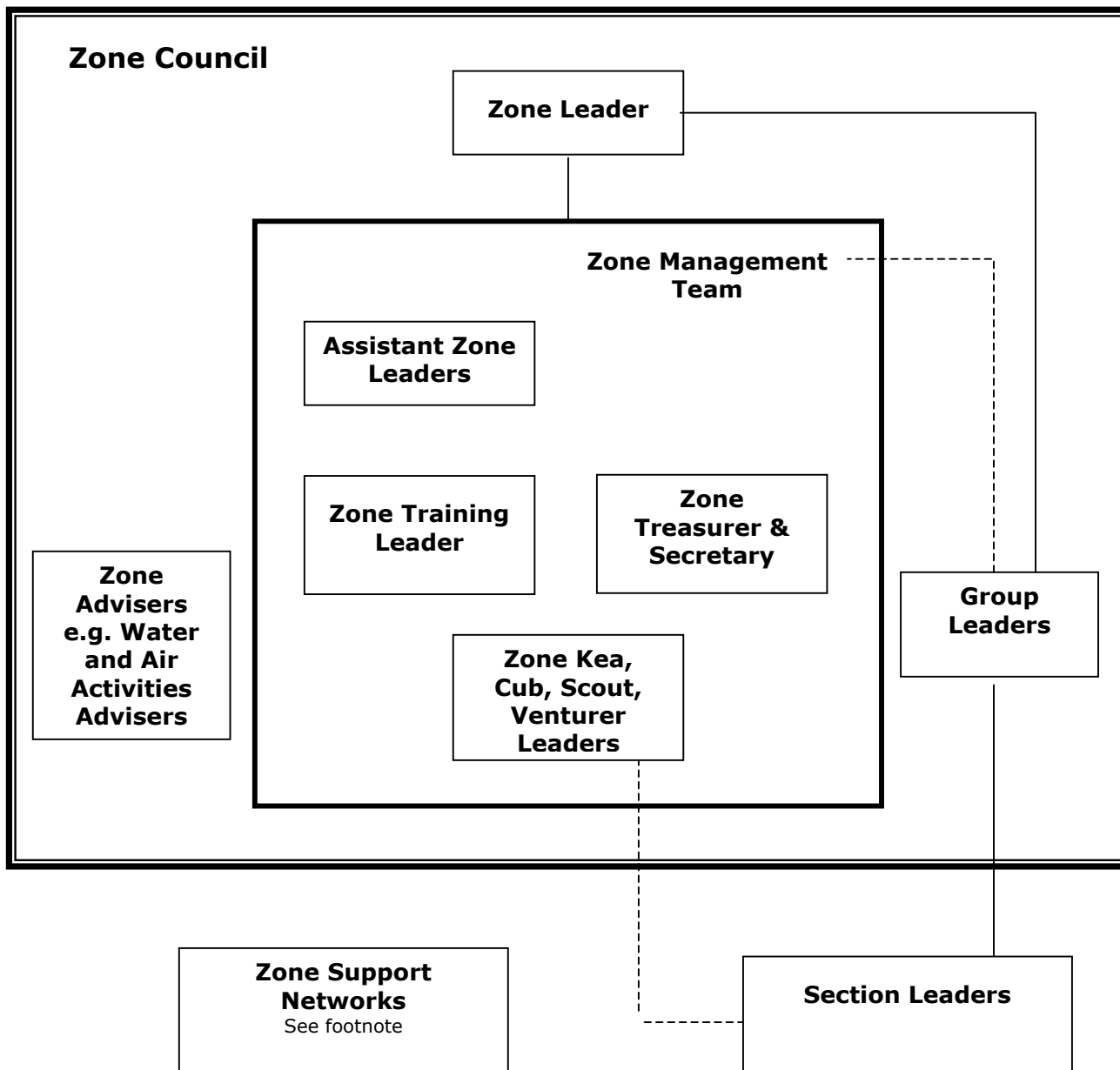
- (a) The following persons may be appointed as necessary by the Chief Executive with warrants in accordance with Part C: -
 - Regional Water Activities Adviser
 - Regional Air Activities Adviser
 - Regional Lones Coordinator
 - Regional Adviser for Special Needs
- (b) Persons holding these appointments will support section leaders working at Group level in the delivery of National Programmes in accordance with their position description.

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Structure of the SCOUT ZONE



A Zone will consist of up to 20 Scout Groups.

Zone support networks utilise Scouting Associates and others and could include Zone Property Team, Zone Event Team and Zone Promotion, PR and Recruitment Teams.

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PART F SCOUT ZONES

70. GENERAL

The composition of a Scout Zone is determined by the National Executive Committee on the recommendation of the Chief Executive after consultation with the Regional Development Manager and the Zone Leaders concerned.

71. ZONE PATRON

- (a) The Zone Leader may, after consultation with the Zone Management Team, and with the approval of the Regional Development Manager, appoint a Zone Patron.
- (b) The appointment will be for an initial period of three years and may be renewed in the same manner as the initial appointment.
- (d) The Zone Patron may after investiture, wear uniform if they wish but no warrant is issued.

72. ZONE LIFE MEMBER

The Zone Leader may, after consultation with the Zone Management Team appoint any person who has given long and outstanding service to Scouting as a Life member of the Zone. Zone Life Members will have such duties, rights and privileges as are granted to them by the Zone Leader at the time of their appointment.

73. ZONE LEADER

- (a) **The Zone Leader is appointed by the Chief Executive on the recommendation of the Regional Development Manager and is responsible to the Regional Development Manager for the administration, general welfare and development of the Movement in the Zone and the progressive training of its members.** A warrant is issued in accordance with Part C.
- (b) The Zone Leader will be the Leader and general manager in the Zone and manage Scouting in accordance with National policy and procedures.
- (c) The Zone Leader is accountable to the Regional Development Manager in accordance with the Zone Leader position description set out in Management Procedures.

74. ASSISTANT ZONE LEADERS

Assistant Zone Leaders are appointed by the Regional Development Manager, after consultation with the Zone Leader with warrants in accordance with Part C.

75. ZONE TRAINING LEADER

- (a) Zone Training Leaders are appointed by the Zone Leader subject to the approval of the Regional Development Manager with warrants in accordance with Part C.
- (b) Before making a recommendation for such an appointment the Zone Leader must consult the Zone Section Leaders.

- (c) The Zone Training Leader will plan, promote and coordinate the Training of Adult Leaders and youth training courses in the Zone in accordance with the Zone Training Leader position description set out in Management Procedures.

76. ZONE SECTION LEADERS

- (a) Zone Kea, Cub, Scout and Venturer Leaders are appointed by the Zone Leader with warrants in accordance with Part C.
- (b) The zone Section Leaders are to liaise with: -
- (i) National Section Leader of their Section and pass on specialist information to Adult Leaders in the Zone.
 - (ii) Other Sections, and Advisors to foster co-operation between Sections.
- (c) Zone Section Leaders will be responsible to the Zone Leader for the support of section leaders working at Group level in the delivery of National Programmes in accordance with the Zone Section Leader position description set out in Management Procedures.

77. ZONE COUNCIL

- (a) A Zone Council will be established and will comprise members of the Zone Management Team, all persons appointed to Zone Roles and all Group Leaders in the Zone and will meet once per school term.
- (b) The Zone Council will advise the Zone Leader in regard to Zone Activities, zone financial management and general zone policy

78. ZONE ADVISERS & OTHER PERSONNEL

- (a) The following persons may be appointed with Zone or Regional responsibilities as agreed by the Regional Development Manager, with warrants in accordance with Part C:
- Water Activities Adviser
 - Air Activities Adviser
 - Lones Coordinator
 - Adviser for Special Needs
 - Wardens of approved Campsites
- (b) Persons holding these appointments will support section leaders working at Group level in the delivery of National Programmes in accordance with their position description set out in Management Procedures.

79. SUPPORT ROLES

- (a) The following appointments may be made by the Zone Leader and are known as Support Roles
- Zone Treasurer
Zone Secretary
- (b) These roles do not carry warrants but certificates of appointment may be issued by the Zone Leader.

- (c) The Human Resource procedures to be observed by the Zone Leader in regard to general qualifications, appointment, supervision and retirement are the same in every respect as for Adult Leaders under Part C except that: -
- (i) The appointment is concluded locally.
 - (ii) Notification of appointment or retirement will be sent to National Office and Regional Managers for the purpose of communication.
 - (iii) Any matter adversely affecting the character or efficiency of the person must be reported to National Office.
- (d) The Zone Treasurer will: -
- Receive all moneys on behalf of the Zone Management Team
 - Keep proper accounts of all funds.
 - Make payments in accordance with a budget adopted by the Zone Management Team and certified by the person responsible for that budget item. Other payments must be authorised by the Zone Leader.
 - Support and advise Group Treasurers.
 - Ensure that where funds are invested the provisions of Rule 17, para (p) are adhered to.
 - Send to the Regional Development Manager each year, within four months after the end of the financial year a copy of the audited or reviewed Annual Accounts of the Zone.
 - Comply with policies established by the National Executive Committee.
- Note:** By agreement of the Zone Leader some or all of the functions of the Zone Treasurer may be carried out at Regional level if suitable personnel and facilities are available.
- (e) Honorary Commissioners appointed prior to 31 March 2007: - The appointment of Honorary Commissioner may be renewed from year to year until 31 March 2010 when this rank will be discontinued.
- (f) Honorary Membership may be conferred, at the Zone Leader's discretion, upon any person in the Zone relinquishing their appointments. The Honorary Membership may be renewed from year to year as at 30 June.

80. SCOUTING ASSOCIATES

- (a) Scouting Associates is a network of SCOUTS New Zealand providing a pool of skilled adults to support programme delivery, activities and the operation and administration of Scouting.
- (b) Membership of Scouting Associates is open to any person over the age of 26 who accepts the Scout Promise and the Adult Code of Conduct and is approved by National Office under the authority of the Chief Executive.
- (c) Members need not be resident in the Scout Zone.
- (d) Membership is recognised by a Certificate of Appointment issued by National Office.
- (e) No membership fee will be levied.
- (f) There will be no National Leader or warranted appointments within the network. Members will be registered at National and or Regional Level for the purpose of communication and a resource database.

- (g) Social interaction at all levels of the Movement and regular (monthly or bimonthly) social events is encouraged.
- (h) Guidelines for the operation of Scouting Associates are available from the National Office.
- (i) Members may wear official Scout uniform with a National Scouting Associates scarf

81. ZONE MANAGEMENT TEAM

- (a) The Zone Management Team will comprise of the following persons if appointed:-
 - Zone Leader
 - Assistant Zone Leaders
 - Zone Secretary
 - Zone Treasurer
 - Zone Training Leader
 - Zone Section Leaders
 - Up to three co-opted lay or warranted members.
- (b) Members of the National Council resident in the Zone may be appointed as additional members. Specialist people may be in attendance at Zone Management Team meetings when matters concerning their specialty are being discussed.
- (c) The Zone Management Team will advise and assist the Zone Leader in all matters for which he or she is responsible and in particular will: -
 - (i) Decide on Zone activities and functions to be held and delegate responsibility for organisation of them.
 - (ii) Decide on the date, location and form of the Annual Zone Meeting and delegate responsibility for running it
 - (iii) Manage and control the financial affairs of the Zone and in particular appoint at least three signatories on all Zone bank accounts. Two signatories are required for all cheques, transfers and other payments.
- (d) The Zone Management Team will where necessary appoint Zone Support Teams such as Zone Property Team, Zone Event Team and Zone Promotion, PR and Recruitment Team. These Teams will have membership and responsibilities as established by the Regional Development Manager in conjunction with the Zone Management Team.
- (e) Where any Zone operates a commercial activity a specialist committee or other management body will be appointed by the Regional Development Manager to deal particularly with this venture. This committee must have a clear separation of duties and responsibilities from the Zone Management Team who are primarily concerned with programme delivery.

82. ZONE ANNUAL MEETING

The Zone Management Team will convene an Annual Meeting to which all Adult Leaders, Advisers and other persons holding appointments in the Zone are entitled to attend. The Annual Meeting will establish policies for the development of Scouting in

the Zone, Zone levies and parameters for the control of Zone finances and assets. A social function should be arranged in conjunction with the Annual Meeting.

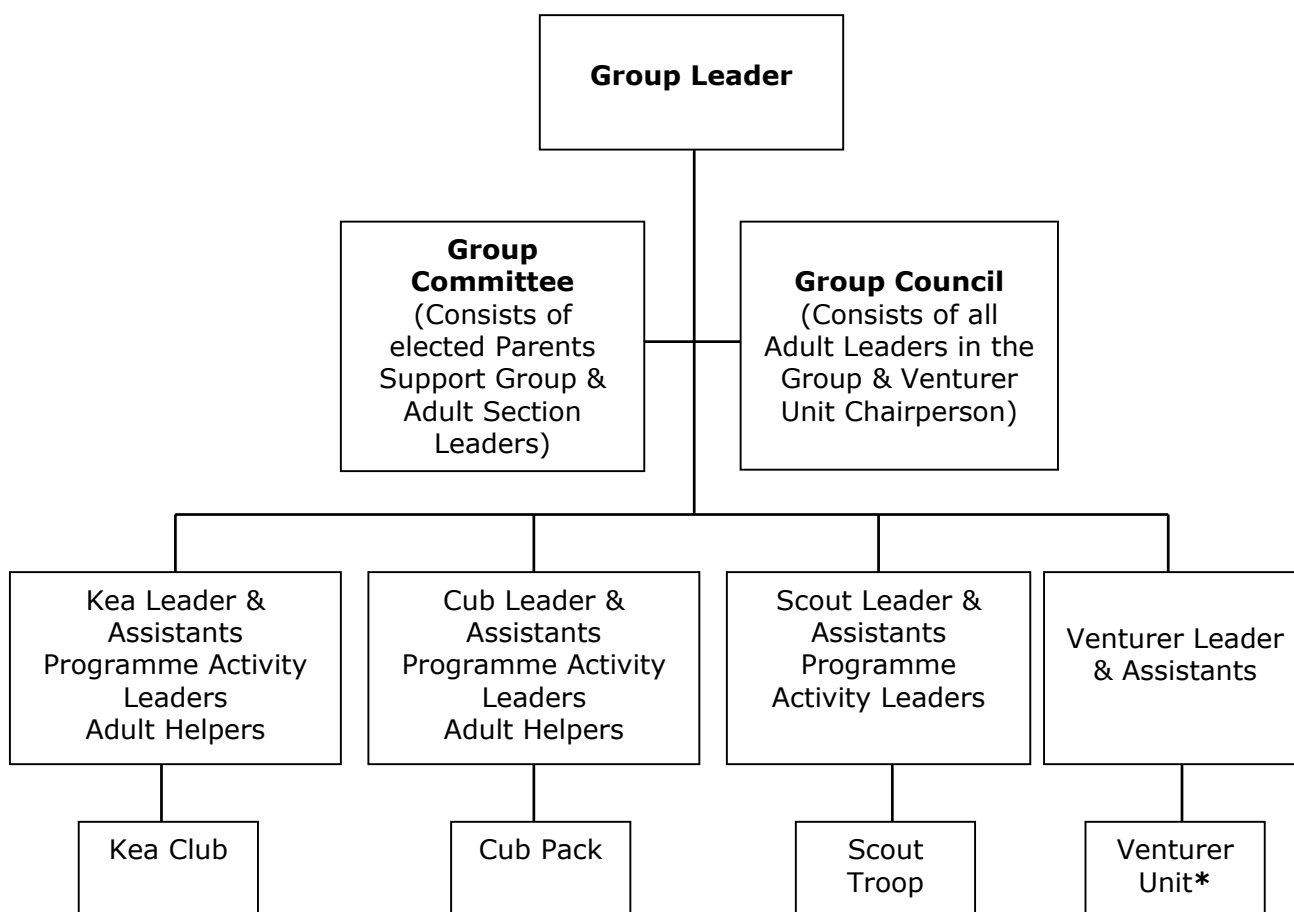
83. DISAGREEMENT

If the Zone Leader and Zone Management Team or Annual Meeting is unable to agree in any case, the matter must be referred to the Regional Development Manager.

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Structure of the ... SCOUT GROUP



A Group will consist of one or more of the individual Sections shown e.g. two Scout Troops.

* This may also be a Combined Venturer Unit not attached to a Group.

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PART G SCOUT GROUPS

85. GENERAL SCHEME

- (a) The unit for Scout organisation in the Zone is the Group.**
- (b) Any registered Combined Venturer Unit or Rover Scout Crew shall for purposes of registration and administration be deemed as a Group in the appropriate Zone.
- (c) A Scout Club in a university or college may be regarded for purposes of registration and administration as a Group in the appropriate Zone.

86. GROUP LEADER

- (a) Every Group shall have a Group Leader who is responsible to the Zone Leader for the administration, general welfare and development of the Group and the progressive training of its members.**
- (b) Where only one Section has been formed, a separate warrant will not be issued, but the Adult Leader in charge of that section will be deemed to be the G.L.
- (c) Appointment: Group Leaders are appointed on the recommendation of the Zone Leader with warrants in accordance with Part C.
- (d) Qualifications: The special qualifications for a warrant, as G.L., in addition to the general qualifications set out in Rule 47, are as follows: -
 - (i) The ability to manage and lead adults, which is necessary for the successful guidance of Adult Leaders and the Group Committee.
 - (ii) Some experience or ability in administration to ensure the efficient running of the Group.
 - (iii) Sufficient maturity in outlook. A warrant as Group Leader will not be issued for any person under the age of 25, but this age limit may be lowered in an exceptional case recommended by both the Group Committee and Zone Leader.
 - (iv) An interest in and a willingness to learn about the five training Sections from available Scouting literature.
- (e) Functions: The functions of the G.L. are as follows: -
 - (i) To exercise general supervision over all Sections of the Group and to co-ordinate their activities, whilst delegating the fullest amount of responsibility in their actual management to the Leaders in charge of them.
 - (ii) Ensure that each Section of the Group is staffed by at least the number of leaders prescribed in these rules.
 - (iii) To act as Chairman of the Group Council and to encourage co-operation between the Adult Leaders of the Group.
 - (iv) To secure the formation of a Group Committee.
 - (v) To deal with matters relating to the membership of Scouts.

- (vi) To appoint duly Warranted Leaders to positions in sections of the Group in accordance with rules for those appointments and to deal with the renewal of term warrants as set out in rule 45.
- (vii) To give approval for all activities for Scouts and Adult Leaders in the Scout Group.
- (viii) To recommend to the Zone Leader the suspension of any Adult Leader if considered unsatisfactory. The Group Leader will consult with the Group Council and Group Committee before making such a recommendation.
- (f) A person to whom a warrant as G.L. has been issued may, if the Zone Leader approves, also take charge of any one Section of the Group, but an additional warrant for the rank concerned need not be applied for.

87. ASSISTANT GROUP LEADER

- (a) Appointment: Assistant Group Leaders are appointed by the Group Leader after Adult Leader warrants have been issued by National Office in accordance with Part C, and approval by the Zone Leader, when in the opinion of the Zone Leader, such an appointment is justified by the size of the Group.
- (b) The special qualifications for a warrant as A.G.L. are similar to those specified (in Rule 86) for a warrant as G.L.
- (c) An Assistant Group Leader may, if the Zone Leader approves, also take charge of any one Section of the Group, but an additional warrant for the rank concerned need not be applied for.

88. GROUP CHAPLAIN

- (a) Any clergyman or, with the approval of the Minister or other local church authority, any other person, may be appointed as a Group Chaplain. A warrant will be issued in accordance with Part C.
- (b) The duty of the Group Chaplain shall be to generally foster the fulfilment of the religious obligations of Adult Leaders and Scouts by: -
 - (i) Promoting training in respect for my God
 - (ii) Generally monitoring Scouts Owns - to check that the form of these is appropriate and that they are held
 - (iii) By fostering loyal co-operation between Clergy and Adult Leaders, realising that camping and outdoor activities are essential parts of training, and making allowances for these in the demands on Scouts, while recognising the obligations to their own Churches.

89. COMPOSITION

- (a) **The complete Group consists of a Kea Club, Cub Pack, Scout Troop and Venturer Unit but a Group may at any time consist of one or more Sections.**
- (b) One or more Clubs, Packs, Troops or Units may be included in any one Group.

90. FORMATION

The formation of new Groups should be planned well in advance to provide for the steady expansion of Scouting in the Zone. No steps may be taken for the formation of a new Group without the provisional approval of the Zone Leader.

91. REGISTRATION

All Groups must be registered at National Office and are recognised as part of the Movement only whilst so registered. Members of un-registered Groups who wear badges or in any way represent themselves, as members of the Movement are liable to prosecution.

92. REGISTRATION PROCEDURE

- (a) Application for registration of a Group is to be made by the Group Committee, or where no Committee exists, by the Leader in charge, immediately its first Section is formed, to the Zone Leader.
- (b) The Zone Leader must satisfy themselves that registration is desirable, that the Group will be properly conducted, that suitable Leaders are forthcoming, and that the prospective Leader in charge accepts the aims, methods, and policy of The Association, and undertakes to use best endeavours to: -
 - (i) Where no Committee exists, form a Group Committee as soon as possible, and in any case not later than three months after the date of registration.
 - (ii) Develop in due course a complete Group, unless conditions make this impossible.
 - (iii) Give due emphasis to the Scout ethos expressed in the Scout Promise and Law
 - (iv) Ensure that the various Sections of the Group deliver the National Programme and Awards Scheme.
 - (v) Help the Group to obtain suitable meeting facilities and the necessary equipment and opportunities for training.
 - (vi) Comply in the case of an affiliated or sponsored Group of with any particular provisions of Rues relating to such a Group.
- (c) When the Zone Leader is satisfied, recommendation is made to National Office.
- (d) On receipt of the application a Certificate of Registration will be issued by National Office when they are satisfied that the registration is in order.

93. REGISTRATION - RENEWAL

- (a) Registration is effective only until the next 30 June. If not renewed at the time of the annual re-registration return, the Group ceases to be recognised.
- (b) Any changes desired in the registered title of a Group, or in the nature of the registration (as open, affiliated or sponsored), and any transfer from one Zone to another, are to be dealt with by the Zone Leader concerned in a manner similar to the foregoing procedure.

94. CANCELLATION

A Group registration may be cancelled by National Office: -

- (a) On the recommendation of the Zone Leader and made after a meeting at which the Adult Leaders concerned, the Group committee, and, in the case of Affiliated Groups, the Patron Body, are entitled to be heard.
- (b) On failure to renew the registration in any year.
- (c) On failure to pay to National Office annual registration fees prescribed in accordance with Rule 17.

95. SUSPENSION

- (a) A Group may be suspended by the Zone Leader who will thereupon inform the Regional Development Manager and the Patron Body in the case of an Affiliated Group.
- (b) During suspension all activities of the Group will cease, and except in so far as may be otherwise provided by the terms of the suspension, all Adult Leaders will withdraw from Scouting activities and no member of the Group may wear uniform or badges.
- (c) Suspension is to be regarded as a temporary measure, and must be followed as soon as possible by a full inquiry by the Zone Leader and Zone Management team. The Adult Leaders concerned, the Group Committee, and in the case of an Affiliated Group, the Patron Body, must be informed of the meeting and be given an opportunity to be heard.
- (d) As a result of such inquiry, the suspension must be withdrawn, or a recommendation for cancellation of the registration and/or the warrants of any Adult Leaders must be forwarded with a full report to National Office.

96. NON-ACTIVE GROUPS

- (a) When a Group becomes inactive the Zone Leader must immediately advise National Office and arrange for a statement of account as at that date to be prepared and for all books of account, supporting vouchers and other assets to be held in custody.
- (b) Following preparation of the statement of account, the Zone Leader may require a formal Review of the Group's financial affairs to be carried out.
- (c) The Zone Leader when satisfied that the statement of account shows the true state of the Group's financial position will submit a recommendation to National Office as to the disposal of the Group's assets and books of account. A form to be used for this purpose is available from National Office.
- (d) National Office may require to hold the assets of the Group in trust.
- (e) If land or buildings are held on behalf of a non active Group, National Office will consult the Zone Leader and Regional Manager before deciding on the disposal of such property.

97. AFFILIATED SCOUT GROUPS

- (a) Scout Groups and Rover Scout Crews may be affiliated with the following patron bodies, together with any other which may from time to time be approved for the purpose by National Office
- Churches of any denomination
 - Tertiary, secondary and primary educational institutions
 - Hospitals and Institutions
 - R.S.A. Clubs
 - Society of St Vincent de Paul
 - Formations of Her Majesty's Forces
 - Community Service Clubs (e.g. Rotary, Lions)
- (b) The patron body will support and encourage its Scout Group and may appoint a representative to exercise its functions. The name of the patron body may be included in the registered name of the Scout Group and the Group may apply for permission to wear a badge, on uniform, identifying it with the patron body.
- (c) The patron body will: -
- accept the aims, methods, policy and rules of The Scout Association of New Zealand for the operation of its Scout Group
 - expect members of its Scout Group to support the objectives and activities of the patron body
 - appoint up to half the members of the Group committee
 - record with National Office an agreement as to use and ownership of property and qualifications for membership of the Group
 - assist and support the Group Leader
 - nominate suitable persons for appointment as Adult Leaders
 - have the right to be heard in any dispute or matter of discipline or membership which is dealt with by the Zone Leader.

98. SPONSORED GROUPS

- (a) A Sponsored Group is a Group receiving financial or material assistance from an organisation or individual in accordance with a registered Sponsorship Agreement.
- (b) A Group may be sponsored by any of the patron bodies to which Groups may be affiliated (whether they are so affiliated or not) under rule 97, or: -
- Industrial or Commercial firms
 - Professional Partnerships
 - Clubs and Societies
 - Individual Persons
- provided their image and reputation are consistent with the ideals of the Scout Movement.
- (c) The Sponsor's name may be included in the registered name of the Scout Group and the Group may apply for permission for a badge, identifying it with the Sponsor.
- (d) A Sponsorship Agreement may be concluded by the Scout Group after approval by the Zone Leader and registered by lodging a copy with National Office.

- (e) Sponsorship does not carry the duties, responsibilities or powers as provided for Affiliated Groups. However a Group may be Affiliated and Sponsored by the same entity.

99. SECTIONS OF GROUPS

- (a) The registration of additional sections is not necessary but the Zone Leader should be advised when a new section is formed.
- (b) The Group Leader must notify the Zone Leader before any section goes into recess.
- (c) Any Section of a Group may be disbanded or suspended by the Zone Leader. The procedure to be observed throughout is similar to that laid down in the case of Groups except that the matter is concluded locally, and no report is made to National Office
- (d) The Sections deliver an approved programme to youth members in the following groupings: -

Section	School / Class	Start / Transition
Keas	Primary Year 1 Year 2 Year 3	Start of Term 4 Transition at end of Term 3
Cubs	Standard Year 3 Year 4 Year 5 Year 6	Start of Term 4 Transition at end of Term 3
Scouts	Intermediate Year 6 Year 7 Year 8 Year 9 Year 10	Start of Term 4 Transition at end of Term 3
Venturers	College Year 10 Year 11 Year 12 Year 13	Start of Term 4 End of Term 4 Venturers leave no later than age 18 years six month.

Note: Movement to another section (or programme) will occur as a result of discussion between the Kea, their parents/caregivers and the Adult Leaders concerned.

To facilitate the Link process Leaders should give youth members an opportunity to spend some time (3 to 6 weeks) attending both their current and future programme meetings.

100. THE GROUP COUNCIL

- (a) Where the Group consists of two or more Sections, the Adult Leaders of the Sections will meet regularly to discuss matters affecting the Group. Such meeting is called the "Group Council".
- (b) The G.L. will be Chairman of the Group Council.

- (c) The Group Council is responsible to bring to notice, with evidence of eyewitnesses, any acts of gallantry performed by any member of the Group.
- (d) The meetings of the Group Council are informal but businesslike. Proper group understanding and co-operation should be the aim and items discussed will include matters of policy affecting the Group as a whole, programmes of Sections involving overlapping interests, new activities, financial arrangements between the Sections and the Group Committee, equipment required or to be shared between Sections, the staffing of the Sections, training, and the progress of members of the Club, Pack, Troop and Unit within the training programme. In fact, anything that requires discussion for the benefit of the Group as a whole.
- (e) The training, programme and activities of Youth members is the responsibility of the Group Council. The Group Committee is concerned with administration of the Group and support of Adult Leaders.

101. THE GROUP COMMITTEE

- (a) Every Group must be supported by a Group Committee, which should be responsible to the Group Leader and shall assist him or her with the management and administration of the Group.
- (b) The constitution and appointment of the Group Committee in the case of an Affiliated Group is set out in Rule 97 hereof.
- (c) The Group Committee should consist of at least five adult persons, elected at an annual general meeting. Subject to approval by the Group Leader the Committee may, by ordinary resolution, co-opt additional members at any time.
- (d) The Chairman, Secretary and Treasurer or Secretary/Treasurer, shall be elected by the Group Committee from its elected members at its first meeting after the Annual Meeting.
- (e) The Group Leader, Assistant Group Leader, Venturer Leader, Scout Leader, Cub Leader and Kea Leader are ex-officio members of the Group Committee and shall be entitled to vote at its meetings. Assistant Venturer Leaders, Assistant Scout Leaders, Assistant Cub Leaders and Assistant Kea Leaders shall be allowed to attend Group Committee meetings but have no vote.

In the absence of the Venturer Leader, Scout Leader, Cub Leader or Kea Leader, the Assistant of the absent leader may vote. It is recommended, however, that the Group Leader represent all the Adult Leaders of the Group on the Group Committee, it being usually unnecessary for Leaders who are concerned with the training of Scouts to involve themselves in administration.

- (f) Any resolution passed by the Group Committee is subject to confirmation by the Group Leader who may set aside the resolution if he or she feels that it is in the best interests of the Group to do so.
- (g) The duties of the Group Committee are: -
 - (i) In consultation with the Group Leader, to provide the Group with the necessary Adult Leaders.
 - (ii) To arrange a suitable meeting place for members.
 - (iii) To control and administer the Group finances.

- (iv) To provide and safeguard adequate equipment and property for training, ordinary Group activities and camping.
- (v) To recommend any member of the Group for service awards.
- (vi) To hold regular meetings in addition to the Annual Meeting.
- (h) The Group Committee is not directly concerned with the actual training of Scouts.
- (i) Annual Meetings:
 - (i) The Group Committee shall in each year within three months of balance date (30 September) hold an annual general meeting to which the Zone Leader, Adult Leaders of the Group and parents of Scouts who are members of the Group must be invited and at least 14 days notice in writing of such meeting shall be given to such persons.
 - (ii) The members of the Group Committee, including the ex-officio members thereof and the parents or caregivers of Scouts who are members of the Group who shall be present at the annual general meeting shall, where a vote is required on any matter, each have one vote.
 - (iii) At each annual general meeting the annual report, statement of receipts and payments and balance sheet or statement of assets and liabilities (if any) duly reviewed and the budget for the coming year shall be presented, a committee and auditor or reviewer for the ensuing year shall be elected and such other business as shall be specified in the notice calling the meeting shall be dealt with.
- (j) Disputes:
 - (i) In the event of a dispute between members of a Committee or between the Committee and a Scout or Adult Leader that cannot be resolved by the Group Leader the matter shall be referred to the Zone Leader, whose decision will be final.
 - (ii) In the case of Affiliated Groups, the patron body shall first be consulted before the decision is given.
 - (iii) The Zone Leader may disband a Group Committee if he or she considers such action necessary, in the best interests of the Movement. In the case of Affiliated Groups, the Patron Body shall first be consulted.
 - (iv) The Zone Leader may then arrange for a new Committee to be appointed, or may arrange for the Group to function without a Committee, but under the personal supervision of the Zone Leader, or person nominated by the Zone Leader, and the patron body, if any, for a period not exceeding one year.

102. GROUP PROPERTY

- (a) In the case of a Affiliated or Sponsored Group it is necessary to determine in the first place what part of the property, if any, belongs to the Group itself and not to the patron body or sponsor and this decision should be recorded in a letter of agreement between the Group Committee and the patron body or sponsor.
- (b) A schedule of Group property must be submitted each year to the Zone Leader.

103. GROUP FINANCE

- (a) The G.L. must ensure that no method of raising Group funds is employed which is not in accordance with the financial policy of the Association.
- (b) All money, except as specified in para (d), received by or on behalf of a Group or any Section of a Group, must be administered by the Group Committee acting in consultation with the Group Council and must be paid into a bank, in the name of the Group and operated by two or more members of the Group Committee.
- (c) Surplus funds may be invested by the Group Committee, with the approval of the G.L., in accordance with Rule 17 para (n).
- (d) Funds raised by the Venturer Unit may, with the approval of the Group Committee, be administered by the Unit. The accounts of Section funds, if kept separately, will be included in the annual accounts of the Group.
- (e) GL's must see that accounts of all moneys are kept, and any member of the Group concerned is entitled to inspect them.
- (f) Once in every calendar year all Group accounts must be audited or reviewed and submitted to the Zone Leader. The balance date for all levels of the Association is 30 September.

104. SCHOOL GROUPS

- (a) A School Group is one which is registered as such by the principal of a school and is composed entirely of pupils who are, or have been, at the school. It is essential that membership of such a Group shall be genuinely voluntary.
- (b) Though various reasons may prevent School Groups from mixing as fully as other Groups with local Scouts they should keep in touch as far as possible in the spirit of the Scout Law.

105. THE CLUB

- (a) A Kea Club may consist of up to twenty-four Keas, provided sufficient assistance by way of Kea Leaders, Programme Activity Leaders and other helpers available. A ratio of one adult to every six Keas must be maintained.

The Leaders, Assistants, Programme Activity Leaders and helpers should understand the concept, organisation and management of the programme thus:

The Programme concept is based on an informal but organised programme guided by the Adults of the Section and aimed at Keas developing sharing, caring, discovering and growing. The organisation of the Programme is based on members of the Kea Club working together dividing into temporary small groups according to interest activity. There are no formal groupings within the Club.

The management of the Programme relies on the training and experience of the adults in the Club, their effective building on Keas' interests, and interpretation of the section programme as set out in National Programmes.

- (b) Training: The training of Keas must follow the national programme and youth award scheme whether or not a Club is part of a Group, which includes Air or Sea Scouts
- (c) Uniform: Keas, Kea leaders and Programme Activity Leaders may wear the appropriate uniform as set out in Management Procedures.

106. KEA LEADER AND ASSISTANT KEA LEADERS

- (a) Appointment: Kea Leaders and Assistant Kea Leaders are appointed by the Group Leader after Adult Leader warrants have been issued by National Office
- (b) Qualifications: The special qualifications for Kea Leaders in addition to the general qualifications set out in rule 47, are: -
 - (i) Have undertaken initial Training appropriate to the Kea Section.
 - (ii) Age - not less than 18.
- (c) Functions: The Kea Leaders is responsible for the running of the Club, subject to the general supervision of the G.L.
- (d) Assistants Necessary: To ensure continuity, every Club should have at least two warranted Leaders and active Adult Helpers, or Programme Activity Leaders in the ratio of one to each 6 Keas.

107. THE KEA

(a) Investiture:

A boy or girl becomes a Kea by investiture and thus also becomes a member of the World Scout Movement. Invested members are entitled to wear full uniform.

(b) Programme

Keas follow a programme that emphasises sharing, caring, discovering and growing.

Competitive events are not encouraged. The programmes issued by the National Office should be followed.

108. THE PACK

- (a) A Cub Pack may consist of up to 30 Cubs, provided sufficient assistance by way of Assistant Cub Leaders, Programme Activity Leaders and other helpers is available.

The Leaders, Assistants, Programme Activity Leaders and helpers should understand the concept, organisation and management of the programme thus:

The Programme concept is activity based, linked to awards for participation and achievement.

The organisation of the programme may consist of Pack, Six, small group and individual activities. Each contributes to the programme organisation.

The management of the Programme relies on leadership by Adult Leaders. Cubs should be able to express their ideas for Programme activities.

- (b) Training: The training of Cubs must follow the training policy of the Cub Section whether or not a Pack is part of a Group which includes Air and Sea Scouts, its members must receive the Cub Training set out in the current national programmes and youth award scheme.
- (c) The Six: For formal opening and closing activities the Pack is divided into Sixes, consisting of six Cubs, including a Six Leader. The position of six leader may:

- be rotated amongst the members of the six.
 - be appointed by the Cub Leader for a fixed term.
- (d) Uniform: Cubs, Cub leaders and Programme Activity Leaders wear the appropriate uniform as laid down in Management Procedures.

109. CUB LEADER AND ASSISTANT CUB LEADER

- (a) Appointment: Cub Leaders and Assistant Cub Leaders are appointed by the Group leader after Adult Leader warrants have been issued by National Office in accordance with Part C and approved by the Zone Leader.
- (b) Qualifications: The special qualifications for Cub Leaders in addition to the general qualifications set out in Rule 47, are:
- (i) Have undertaken initial Training appropriate to the Cub Section.
 - (ii) Ages: - not less than 18.
- (c) Functions:
- (i) The C.L. is responsible for, but shares the running of the Pack with A.C.L.'s, Programme Activity Leaders and Adult Helpers, subject to the general supervision of the G.L.
 - (ii) In planning programme themes and priorities, the opinion of the Pack should be sought.
- (d) Assistants Necessary: To ensure continuity, every Pack should have at least two warranted Leaders. It is desirable that for each six Cubs in excess of 12 there be an additional A.C.L. or helper (Programme Activity Leader or active Adult Helper).

110. THE CUB

- (a) **Investiture:** A young person becomes a Cub by investiture and thus, if not previously invested, also becomes a member of the World Scout Movement. Invested members may wear full uniform.

(b) **Programme**

The programmes issued by the National Office should be followed.

111. THE SCOUT TROOP

- (a) A Scout Troop may consist of up to 36 Scouts, provided sufficient assistance by way of Assistant Scout Leaders, Programme Activity Leaders and other helpers is available. A general aim of the provision of one Leader to each Patrol is desirable for programme effectiveness.
- (i) The Patrol Leaders' Council with the Scout Leader's guidance, should understand the concept, organisation and management of the programme thus:
 - (ii) The Programme concept is based on Scout selected activities, linked to awards for individual and group achievements. The organisation of the programme may consist, simultaneously of Troop, Patrol, Activity group or individual activities. Each contributes to the programme organisation e.g.

whilst the Patrol may be the principal unit for some activities, it is recognised that there are occasions when more appropriate groupings may be formed to accomplish the programme's direction.

- (iii) The management of the Programme relies on the ideas and aspirations expressed by the Patrol members through the Patrol Leaders' Council. Nevertheless, the Programme is the responsibility of the Leaders.

(b) The Patrol: The Scout Troop is composed of Patrols, each consisting of six to eight Scouts, including the Patrol Leader and Assistant Patrol Leader.

- (c) **Patrol Leaders:** A Patrol Leader is a Scout appointed to take charge of a Patrol of Scouts. The P.L. may be appointed by the Scout Leader in consultation with the Patrol Leaders' Council or by the Scout Leader after election by members of the Patrol.
 - (i) The Patrol Leader helps to train the Patrol through activities at the Troop and Patrol meetings and camps.
 - (ii) The Patrol Leader plans the activities for Patrol Meetings and camps with the help of an Assistant Patrol Leader and subject to the advice of the Scout Leader and the Patrol Leaders' Council.
- (d) **Assistant Patrol Leaders:** An Assistant Patrol Leader is a Scout selected by the Patrol Leader with the approval of the Scout Leader and the Patrol Leaders' Council, to assist the P.L. and to take the P.L.'s place when absent.
- (e) **Patrol In Council:** The Patrol In Council is a meeting of all the Scouts in a Patrol for discussion of its affairs, under the leadership of the Patrol Leader.
- (f) **Leadership Opportunities:** All Scouts should have opportunities to learn and practice Leadership skills. Often this will include activities and groupings outside the formal Patrol Structure.
- (g) **Patrol Leaders' Council:** The Patrol Leaders' Council is a body composed of the Senior Patrol Leader, if any, and the Patrol Leaders. Assistant Patrol Leaders may also be members. The Adult Leaders of the Troop, if present, should act in an advisory capacity only.

The Senior Patrol Leader should be the chairperson of the Patrol Leader's Council and if no Senior Patrol Leader has been appointed any experienced Patrol Leader may be elected.

The Patrol Leaders' Council is responsible for arranging the programme of Troop activities and for internal administration, including the expenditure of Troop funds. It is also a medium for much of the training of Patrol Leaders.

The Patrol Leaders' Council will meet as a Court of Honour to consider matters of discipline or matters affecting the honour of the Troop. On these occasions, the presence of Assistant Patrol Leaders is not desirable.

- (h) **Senior Patrol Leader:** A Senior Patrol Leader may be appointed by the Scout Leader in consultation with the Patrol Leaders' Council.

A Senior Patrol Leader must have leadership ability and have served as a Patrol Leader for at least six months. The Senior Patrol Leader continues to lead a Patrol of Scouts and is chairperson of the Patrol Leaders Council.

- (i) Training: The Scout Leaders assisted by the Assistant Scout Leader, is responsible for the training of the Patrol Leaders. The Patrol Leaders, assisted by Adult Leaders are responsible for the training of their Patrol members.
- (j) Uniform: Scouts, Scout leaders, and Programme Activity Leaders wear the appropriate uniform as set out in Management Procedures.

112. SCOUT LEADER AND ASSISTANT SCOUT LEADER

- (a) Appointment: Scout Leaders and Assistant Scout Leaders are appointed by the Group Leader after Adult Leader warrants have been issued by National Office.
- (b) Qualifications: The special qualifications for S.L. and A.S.L. in addition to the general qualifications set out in Rule 47 are as follows: -
 - (i) Have undertaken initial training appropriate to the Scout Section.
 - (ii) Ages: not less than 18.
 - (iii) It is considered undesirable that a Leader under the age of 20 should take charge of a Scout Troop.
- (c) Functions:
 - (i) The S.L. takes charge of the Scout Troop with the assistance of any A.S.L. subject to the general supervision of the G.L.
 - (ii) The S.L. will, however, delegate as far as possible to the Patrol Leaders Council all internal matters of discipline and administration, including the expenditure of Troop funds.
 - (iii) The S.L. is responsible for the training of the P.L.'s of the Troop in their functions.
- (d) Assistants Necessary: To ensure continuity it is essential that every Troop should have one A.S.L., and where a Troop consists of more than four Patrols, additional A.S.L.'s are desirable.

113. THE SCOUT

- (a) Investiture: A young person becomes a Scout by investiture and thus, if not previously invested, also becomes a member of the World Scout Movement. Invested members are entitled to wear full uniform.
- (b) Programme: The programmes issued by the National Office should be followed.

114. VACANT

115. PATROL LEADER TRAINING

Training of Patrol Leadership is the Scout Leaders responsibility. Courses are provided to supplement training carried out by the Scout Leader. Course syllabus and guidelines are available from the National Office.

116. PROGRAMME ACTIVITY LEADER

Programme Activity Leaders are appointed to assist with the running of Kea, Cub and Scout Section activities.

- (a) Programme Activity Leaders may be:
 - (i) Any qualified member of the Scout or Guide Movements.
 - (ii) Any qualified person who is not a member of the Scout or Guide Movements.
- (b) Appointments as Programme Activity Leaders may be made as follows:
 - (i) The Kea, Cub or Scout Leader, with the approval of the (Scout or Guide) Leader concerned, may obtain the services of a Scout, Venturer, Girl Guide or Ranger Guide; or
 - (ii) The Kea, Cub or Scout Leader may after consultation with the Group Leader appoint a Programme Activity Leader who is not otherwise a member of the Scout or Guide Movements. This person shall make the Scout Promise, will be presented with a Group Scarf and will be entitled to wear uniform.
- (c) The following qualifications shall apply:
 - (i) A Programme Activity Leader appointed to the Kea Club or Cub Pack must be at least 13 years of age.
 - (ii) A Programme Activity Leader appointed to the Scout Troop must be at least 16 years of age.
 - (iii) A Programme Activity Leader may not hold this position on reaching their 18th birthday.
 - (iv) The Programme Activity Leader will be presented with a certificate.
 - (v) The "P.A.L." certificate and badge are available from SCOUTS Direct.

117. INSTRUCTORS AND EXAMINERS

On the recommendation of the Section Leader concerned the Group Leader may appoint any adult to act as an examiner or instructor for a specified subject or subjects, to any Section of the Group.

Note: It is expected that the person so appointed shall have an expert knowledge of the subject concerned and in most cases will be a member of some body associated with the subject. The person appointed will not be a regular attender at Section meetings but will be called upon when needed.

118. THE VENTURER

- (a) **Investiture:** A young person becomes a Venturer by investiture and thus, if not previously invested, also becomes a member of the World Scout Movement. Invested members are entitled to wear full uniform.
- (b) **Membership Options**

A young person can take part in the Venturer Programme and Award Scheme either: -

As a member of a Venturer Unit as described in Rule 120
 Or
 As a junior Leader in the Kea, Cub or Scout Sections
 Or
 As a member of a web based Venturer Unit where this is available.

(c) Programme and Awards

In each option the young person may qualify for all Venturer Awards and including Queen's Scout and any necessary modifications may be approved by the Zone Leader where the young person is not a member of a Venturer Unit as described in Rule 120.

119. VENTURER LEADER AND ASSISTANT VENTURER LEADER

- (a) Appointment: Venturer Leaders and Assistant Venturer Leaders are appointed by the Group Leader after consulting the Venturer Unit in Council and Adult Leader warrants have been issued by National Office in accordance with Part C and approved by the Zone Leader.
- (b) Qualifications: The special qualifications for V.L. and A.V.L. in addition to the general qualifications set out in Rule 47, are as follows:
- (i) Have undertaken initial training appropriate to the Venturer Section.
 - (ii) Ages: V.L. - not less than 23; A.V.L. - not less than 20.
 - (iii) It is considered undesirable that an A.V.L. under the age of 23 should be the only warranted Leader in a Venturer Unit.
- (c) Functions: The V.L. takes charge of the Venturer Unit with the assistance of at least one A.V.L., subject to the general supervision of the G.L. or, in the case of a Combined Unit, the Zone Leader.

120. THE VENTURER UNIT

- (a) Conditions of Formation:
- (i) Experience has shown that a Venturer Unit does not usually operate effectively with less than 9 members. New Units should not be formed unless sufficient members are available at the time of formation or there is a reasonable expectancy that this number will be achieved within a short period of time.
 A general aim is to have one Venturer Leader in charge of the Unit with the assistance of an Assistant Venturer Leader.
 The Venturer Unit, with the Venturer Leader's guidance, should understand the concept, organisation and management of the programme thus:
 The Programme concept is based on personally scheduled activities linked to awards for individual achievements.
 The organisation of the programme may consist simultaneously of total group, activity group and individual activities.
 The management of the Programme relies on the ideas generated by the Venturer and is managed by the Unit Executive. The Venturer Leader advises and ensures a balanced Programme.
 - (ii) Where there are insufficient Scouts of Venturer age in a Group, it is recommended that every endeavour be made to form a Combined Unit in accordance with Rule 121.

- (iii) Venturer Units may meet together as desired for training or other activities which should be encouraged and co-ordinated by the Zone Leaders
- (b) Unit Chair: One of the Venturers will be elected chairperson by the Unit in secret ballot each year. The Venturer Leader will act as scrutineer for the election.
- (c) Unit Executive:
 - (i) The Unit Executive is a body composed of the Unit Chairperson, the Unit Treasurer, the Unit Secretary and such other positions as are deemed necessary for the efficient running of the Unit. Other Venturers may be co-opted from time to time for specific purposes.
 - (ii) The Unit Executive will be elected by secret ballot each year. The Venturer Leader shall act as scrutineer for the election.
 - (iii) The Unit Executive deals with internal matters, including the expenditure of Unit funds, programme planning and other administrative matters. Additionally, it ensures that the standard of the proficiency certificates are met by those Venturers presenting themselves for examination and recommends the granting of the proficiency certificates and Awards to Venturers who so qualify. The Unit Executive also makes recommendations to the Venturer Leader on the admission of new members to the Unit. The Executive is also responsible for arranging for the election of one member of the Unit to represent them on the Zone or Regional Venturer Council.
- (d) Training: The Venturer Leader is responsible for training the Unit Executive, which in turn assists the Leader in training Venturers
- (e) Uniform: Venturers, and Venturer leaders, wear the appropriate uniform as set out in Management Procedures.

121. COMBINED VENTURER UNITS

- (a) A Combined Venturer Unit may be formed in order to bring together in one Unit small numbers of Venturers from more than one Group where either there are insufficient numbers to form Units at Group level or because a Combined Unit is preferable to the formation of a Group Unit containing members from other Groups.
- (b) More than one Combined Venturer Unit may be formed and the existence of a Combined Unit shall not exclude the formation of Group Units in the Zone.
- (c) Where a Combined Venturer Unit or Units have been formed, the Zone Leader shall be responsible for carrying out those duties which the rules of the Association require to be carried out by the Group Leader or Group Committee in respect of Group Units.
- (d) Combined Venturer Units must be registered at National Office) and are recognised as part of the Movement only whilst so registered.
- (e) The procedure to be followed in registering a Combined Venturer Unit shall be similar to that set out in Rule 92 except that the provisions of paragraph (b), sub-paragraphs (i), (ii) and (vi) do not apply.

122. ZONE VENTURER COUNCIL

- (a) A Zone Venturer Council may be formed when there are three or more Venturer Units in a Zone and when a Zone Venturer Leader has been appointed.
- (b) One representative from each Unit is elected by the Unit concerned normally for a twelve-month term.
- (c) The function of the Zone Venturer Council is to assist the Zone Venturer Leader in the planning, organisation and execution of Zone activities for Venturers
- (d) The Zone Venturer Council should meet at least four times a year.

123. REGIONAL VENTURER COUNCIL

- (a) The Regional Venturer Council is made up of one representative from each Unit, or if this results in more than 15 members, from a combination of Units and Zones as decided by the Regional Venturer Leader or if that appointment is vacant, the Regional Manager.
- (b) The Regional Venturer Council will have the following role: -
 - Promoting Venturing in their Region;
 - Maintaining Award Scheme standards;
 - Encouraging communication between Units so that Units can exchange ideas about activities that are attractive to Venturers and will promote new membership;
 - Arranging and/or organising combined activities in the Region and between Regions.
 - Promulgating highlights of Unit programmes throughout the Region in the form of a news letter, magazine and/or website;
 - Assisting in the setting up of any new Units;
 - Assisting in the recruitment of youth and Leaders;
 - Assisting in fundraising for Venturer activities;
 - Assisting in the updating of manuals for training courses etc.
 - Assisting in the formation of programmes for Venturing;
 - Managing the affairs of the Venturer Section in the Region and maintain high standards of behaviour and activities.
 - Helping to maintain a high profile and good communication links with the Scout and Rover sections, so as to encourage future participation.
 - Electing Representatives to the National Venturer Council.

124. NATIONAL VENTURER COUNCIL

- (a) The National Venturer Council is composed of two Venturers elected as representatives by each Regional Venturer Council and is responsible to the National Venturer Leader.
- (b) The National Venturer Council will advise on Venturer Section issues including: -
 - The relevance of the Venturer Programme to young people.
 - Development of the Award Scheme
 - The relevance of support material for Venturing.
 - Publicity for Venturers to youth of Venturer age.
 - Assisting the National Venturer Leader in planning, organising and executing National Events and Activities for Venturer Scouts.
 - Maintain liaison with the National Rover Council and the National Youth Council.

- (c) It is recommended that the National Venturer Council meet three times a year. One face-to-face meeting and two conference calls.

125. VENTURER LEADERSHIP COURSES

The training of Venturers is the task of the V.L. Courses are provided to supplement training carried out by the Venturer Leader. Course syllabus and Guidelines are available from the National Office.

126. VACANT

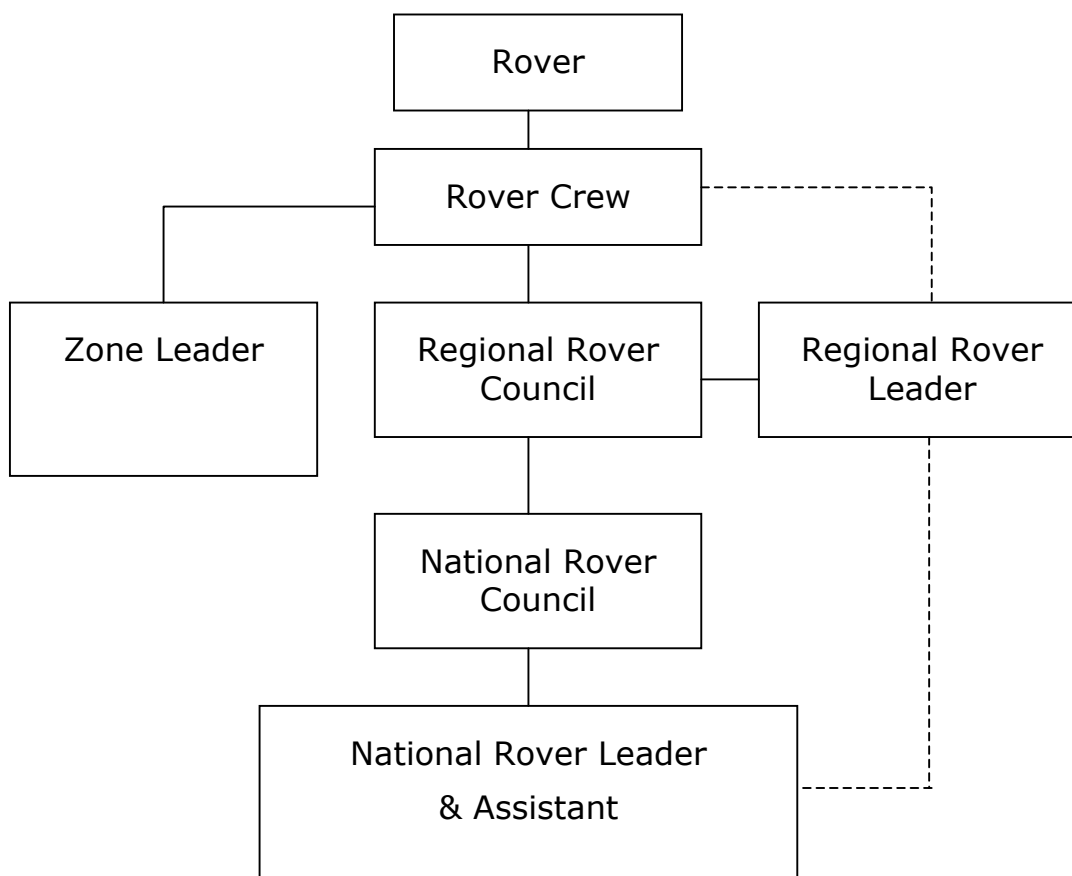
How Rovers operate

The Rover Crew is the operational unit in the Rover Section. The minimum number required for a crew to operate is 5 active members, however Crews work more effectively with at least 8 to 10 Rovers.

The Crew is responsible for its own programme and administration. It is similar to other self-managed adult organisations, but within the rules of the Scout Association.

Each Rover Crew operates as a separate Scout Group, under the direction of a Crew Leader and Assistant Crew Leader/s. These are warranted positions in the Scout Association and are elected annually by the Rover Crew along with other positions that are required for the Crew to operate.

Rovers wear uniform as for other members



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PART H ROVER SECTION

127. THE ROVER CREW

- (a) The aim of the Rover Programme is: -

To encourage the self development of young adults between the ages of 18 and 26 by providing an active and balanced programme of:

- Service to Scouting and to the community
- Outdoor pursuits
- Continuing skill development
- Social interaction

The organisation and management of the Programme is based on Crew decisions, which are implemented by the Crew Executive.

The programme must complement the aims and principles of the Scout Movement as set out in rule one "to encourage the physical, mental, spiritual and social development of young people so that they may take a constructive place in society".

The programme will provide opportunities for:

- Individual enjoyment
- A wide range of challenging activities
- Service to Scouting and the community
- Learning and self development
- Outdoor pursuits and social interaction

- (b) Conditions of Formation: -

(i) The Rover Crew is the operational unit in the Rover Section. Each Crew (other than special service crews) forms part of a Scout Zone and is similar to a Scout Group for communication and representation purposes.

(ii) A minimum of five active members committed to the aim of the Rover Programme is recommended as necessary for the establishment of a Crew.

(iii) The Rover Crew is registered at National Office

(v) A Crew may include all three branches of Scouting (i.e. Land, Sea and Air).

- (c) Special Service Crews: With the approval of the National Rover Leader a Rover Crew may be formed, for special purposes (e.g., campsite service). Such Crews will observe the normal rules relating to Crew membership, uniform and investiture.

- (d) Crew Administration: Each Crew will run its own affairs and will be required to adopt a constitution or set of operating rules based on a standard constitution available from the National Rover Leader and will submit it and any subsequent amendment to the Zone Leader when applying for registration.

These will include: -

- (i) Name.

- (ii) Location of meeting place (if provided by a Scout Group or some other organisation, a copy of the working agreement should be included).
 - (iii) Duties of Crew Executive and office-holders, other than Crew Leader.
 - (iv) Arrangements for meetings including business to be transacted at the Annual Meeting, type and content of regular Crew meetings.
 - (v) Details of what records should be kept covering meetings, finances, activities, membership and other matters.
- (e) Annual Election:
- (i) All office-holders (including Crew Leader and Assistants) shall be elected annually.
 - (ii) No member of the Crew may hold the same office for more than two consecutive terms.

128. ROVER MEMBERSHIP

- (a) Full Membership: Rover Squires and Rovers. Any person between the ages of 18th birthday and 26th birthday who is prepared to make the Scout Promise, abide by the Crew's rules and accept the service obligation may be accepted as a full member. A member becomes a Rover by investiture and a new member is known as a Rover Squire before such investiture.
- (b) Associate Membership: The Crew may grant annual associate membership to any full Rover who has attained their 26th birthday but not their 34th birthday, provided that the person is prepared to renew the Scout Promise and service obligation. Membership is granted or terminated by secret ballot at the Annual General Meeting of the Crew or if necessary at a Special General Meeting. The total number of Associate Rovers in any Crew shall not exceed 30% of the total number of Rovers in that Crew. Associate Rovers have the right to speak but not to vote at meetings of the Crew. Associate Rovers wear uniform and badges as for Full Members. Associate membership may not be continued after 34th birthday.
- (c) Census and Registration: All members of the Crew shall be included in the annual census. Registration fees shall be paid on behalf of all Crew members other than those holding warrants in other Sections of the Scout Movement.
- (d) Service Obligation: Each Crew member will accept the obligation of at least 50 hours service during the year. Service as an Adult Leader may be included in this total.

129 ROVER CREW ACTIVITIES

- (a) The Crew will carry out one major Scouting service activity each year.
- (b) The Crew will carry out one major community service activity each year.
- (c) In addition, the Crew will plan outdoor, social, cultural, service and other activities to encourage the personal development and social interaction of its members.

130. INVESTITURE AND OTHER MATTERS

- (a) Investiture: New members are encouraged to develop an adult appreciation of living the Scout Promise and Law and giving service, through a special Rover Investiture ceremony following the Rover vigil.

After a period as a Rover Squire, and when the Crew is satisfied that a member is carrying out the spirit of Rovering by endeavouring to live in accordance with the Promise and Law and is giving service, the member may be invested as a Rover.

Candidates for investiture must satisfy themselves, that they are prepared to live by the Rover ideals and give service, through the process of the Rover vigil.

Note: Notes on the vigil and investiture are included in the Rover Handbook as a guide to Crews in compiling their Rules.

- (b) Ideals: The Rover is expected to adopt and be governed by the following principles: -
- (i) Promise of Duty to their God through a conscientious effort to develop knowledge of spiritual life and faith systems.
 - (ii) Promise of Duty to the Queen and country, through an earnest endeavour to secure proper knowledge of the Government of his/her country, and to perform his/her duty as a citizen.
 - (iii) Promise to help others, by some form of effective service to family and community.
 - (iv) To keep the Scout Promise and Law by adopting them as a personal ethic.
- (c) Practical Training: Rovers are encouraged to participate in available Rover training courses.
- (i) Rovers may apply for Warrants in accordance with the qualifications set out for various appointments.
 - (ii) Rovers may participate in Adult Leader training courses at the discretion of the course director.
- (d) Termination of Membership:
- (i) At the age of 26 Rovers cease to be full members of the Crew, but they may, by resolution of the Crew, be accorded Associate membership in accordance with Rule 128.
 - (ii) The Crew may at any time, by majority resolution determine the membership of any of its members.
 - (iii) Membership may be terminated in accordance with Rule 35.

131. CREW LEADER AND ASSISTANT CREW LEADER

- (a) Appointment: Rover Crew Leaders are appointed with warrants in accordance with Part C after annual election by the Crew and confirmation by the Zone Leader Assistant Rover Crew Leaders may be appointed by the Crew.

- (b) Qualifications: The special qualifications for R.C.L. in addition to the general qualifications are as follows: -
- (i) A general knowledge of current Scouting Programme and Training resources.
 - (ii) A general knowledge of local community needs.
 - (iii) Sufficient personal standing and leadership skills.
 - (iv) Have undertaken, or be prepared to undertake Rover Leadership Training.
 - (v) Be an invested member of the Crew.
- (c) Functions: -
- (i) The Crew Leader takes charge of the Crew with the assistance of an Assistant Crew Leader(s).
 - (ii) The Crew Leader will delegate responsibilities to the Crew Executive and other members of the Crew.
 - (iii) The Crew Leader is responsible and reports to the Zone Leader, except that the Crew Leader of a Special Service Crew reports to the Regional Development Manager.

132. REGIONAL ROVER COUNCIL

- (a) The Regional Rover Council will have the following role: -
- Promoting the aims of Rovers
 - Co-ordination of Regional Rover and other Scouting activities
 - A forum to seek views on matters concerning Rovers on a regional level
 - Foster the recruitment and development of new crews in the Region
 - Provide support for Venturers in the Region
 - Promote Rovers in the Region both within Scouting and publicly
 - Promote representation on the National Council and National Youth Councils
 - Liaising with other Sections within the Region
 - Promote National Moot attendance
 - Promote annual Mini Moot
 - Promote an annual Regional Ranger and Venturer activity
 - Electing National Rover Council (NRC) Representatives
- (b) The Regional Rover Council is a body composed of Full members of Rover Crews from each Crew in the Region. Crews are encouraged to send at least two representatives to each meeting. Each Crew may exercise two votes. The Crew representative should be made aware of the views of the Crew prior to the meeting and have the ability and authority to vote on behalf of the Crew on all matters. This will ensure that if other relevant ideas are expressed at the meeting they can vote accordingly. When a topic is referred to the Crew for discussion it should be discussed and responded to promptly.
- (c) Regional Rover Leaders may attend meetings, have speaking rights but will not have voting rights.

- (d) A representative of the Regional Venturer Council may be a non-voting member of the Regional Rover Council.
- (e) A Ranger representative may be invited to attend meetings.
- (f) The Chairperson is elected annually from amongst the full members of Rover Crews who make up the Council membership and will not represent an individual Crew during the term of this office. The Chairperson holds the casting vote.
- (g) Meetings must be held at least twice per year, however bi-monthly meetings are encouraged.
- (h) All meetings should be minuted, including action items. These minutes should be distributed to all attendees, crews within the region, Regional Rover leaders and National Rover leaders
- (i) Prior to the National Rover Moot each year, the Regional Rover Council shall hold a meeting at which it shall elect one of its members as representative to the National Rover Council. It is recommended that representatives be elected for two consecutive years, to serve a two-year term on the National Rover Council so each year one of the two representatives is replaced.
- (ii) The Regional Rover Council may choose to operate an executive with some or all of the following positions:
 - Treasurer
 - Secretary
 - National Rover Council Representatives
 - Rep to Regional Venturer Council
 - Publicity Officer
 Any full Rover may hold an executive position, however unless they are their Crews voting representative they will not have voting rights.

133. NATIONAL ROVER COUNCIL

The National Rover Council is responsible to the National Rover Leader.

- (a) The National Rover Council will have the following role: -
 - a forum to seek views on matters concerning Rovers on a national level
 - co-ordination of National Rover activities
 - assistance with National Rover Moots
 - To advise on Section issues including:
 - Policy matters for the section
 - The relevance of the Rover Programme to young people
 - Development of the Rover Award Scheme
 - Recommend relevant material suitable for the growth of the section
 - Co-ordination of National Rover activities
 - Provide a forum for communication within the Rover section
 - promote National Moot attendance
- (b) The National Rover Council will consist of two representatives from each Regional Rover Council and an ex officio member appointed from Scouts Australia National Rover Council Where possible it is preferred that the Regional representatives will be appointed for rotating two-year terms. "Alternatives" may deputise for elected members who are unable to attend meetings or who have ceased to hold office.
The regional representatives should be made aware of the views of the Region prior to the meeting and have the ability and authority to vote on behalf of the

Region on all matters. This will ensure that if other relevant ideas are expressed at the meeting they can vote accordingly.

When a topic is referred to the Region for discussion it should be discussed and responded to promptly.

- (c) National and Assistant National Rover Leaders may attend and will have speaking but not voting rights.
- (d) A National Venturer Council Representative may be invited and have speaking but not voting rights. Occasional combined sessions of National Rover Council and National Venturer Council by arrangement between the National Leaders are recommended.
- (e) National Ranger Council Representative may be invited and have speaking but not voting rights.
- (f) At the first meeting of each year (usually at the annual Moot) a Chairperson is elected from the Region representatives or others who have previously advised their interest to the serving chairperson in writing and are in attendances. Where the chairperson is a serving regional representative they should relinquish that role at the following Regional Rover Council meeting. The chairperson holds the casting vote.
- (g) The Council shall meet face to face at least once a year and teleconference at least twice a year as arranged by the National Rover Council Chairperson in liaison with the National Rover Leader.
- (h) All meetings should be minuted, including action items. These minutes should be distributed to all attendees, Regional Rover Council Chairs, Regional Rover leaders and National Rover leaders

134. ROVER MOOTS

- (a) A Rover Moot in New Zealand is a National Event and the holding of a Moot is therefore subject on each occasion to the prior approval of National Office.
- (b) It is the practice at the present time for arrangements to be made at one Moot for the holding of another the following year. The proposals thus arrived at should be conveyed promptly to the Chief Executive for approval.
- (c) The organiser is to make arrangements in accordance with the standing rules for conduct of National Rover Moots.
- (d) In addition to Rovers and Associate Rovers, the following groups may be invited to participate at the discretion of the organising committee and the approval of Chief Executive.
 - Any Adult Leader or Scouting Associate under the age of 26.
 - Members of other organisations, by invitation of the Association.
- (e) A Youth Forum concept may be developed and may be incorporated within Moot programmes and may involve members of other youth sections.

135. VACANT

136. VACANT

PART I ACTIVITIES / EVENTS

137. REGIONAL EVENTS

In the case of all Regional events to which more than one Zone within the Region is to be invited, the prior approval of the Regional Development Manager concerned must be obtained.

138. COMBINED REGIONAL EVENTS

When a Scout event is to be conducted and personnel from other than adjoining Regions are to be invited, it is deemed to be a national event and the prior approval of National Office must be obtained.

If members of GirlGuiding New Zealand are to participate, approval of GirlGuiding New Zealand must be obtained through National Office when preliminary planning commences.

The Chief Executive will stipulate organisational, financial and reporting requirements for such events. The Financial Policy, Reporting and Insurance set out in Rules 140, 141 and 142 will apply.

139. MAJOR EVENTS AND NATIONAL SCHOOLS

Major events such as Jamborees, Ventures and Regattas; and other national events such as National Schools, Rover Moots, Overseas Contingents and specialist activities nominated by National Office will be conducted in accordance with Management Blueprints approved by the Chief Executive.

The Chief Executive will appoint major event Organising Committees, Directors for National Schools and Overseas Contingent Leaders. The Organising Committees, Directors and Overseas Contingent Leaders shall be responsible to the Chief Executive.

The Financial Policy, Reporting and Insurance set out in Rules 140, 141 and 142 will apply.

140 FINANCIAL POLICY:

- (a) National Office may make an advance to the Organising Committee, Director or Overseas Contingent Leader to cover preliminary expenses. The Organising Committees, Directors and Overseas Contingent Leaders will comply with financial management and control procedures as directed by the National Office.
- (b) It is the Association's policy to plan for a surplus of income over budgeted expenditure for events, schools and overseas contingents. To achieve this the Organising Committee, Director, Overseas Contingent Leader will prepare a detailed budget of the costs of the event, including a franchise fee and reasonable allowances to cover any anticipated cost escalations. The total net budgeted cost of mounting the event will then be increased by 10% as an overall contingency provision. The resulting figure will be the base from which the fee payable by participants will be calculated.
- (c) An indicative budget will be prepared by the Organising Committee, Director, Overseas Contingent Leader and submitted to the Chief Executive for approval prior to commencing the planning of the event, school or contingent. The budget will be revised during the planning phase and a final version will be

provided to the Chief Executive prior to the event taking place. If in the opinion of the Chief Executive the budget is not acceptable he/she may cancel the event.

- (d) The Organising Committee, Director or Contingent Leader will account to National Office for all monies received and paid and submit Financial Reports within three months of the conclusion of the event unless an extension of time is agreed to by the Chief Executive.
- (e) Any surplus of income over expenditure from an event, school or overseas contingent will be allocated for the development or operation of Scouting as determined by the Chief Executive and approved by the National Executive Committee.
- (f) Any resources, equipment or other items of value purchased on behalf of the event, school or contingent that have not been used should be recorded and put into secure storage to be made available for future events, schools and contingents.

141. EVENT, SCHOOL, OVERSEAS CONTINGENT REPORTS

The Organising Committee, Director or Overseas Contingent Leader shall furnish to National Office within three months of the conclusion of the event, unless otherwise agreed with the Chief Executive, all relevant records pertaining to the event together with a final report including all information of value to any future Organising Committee, Director or Overseas Contingent Leader.

142. INSURANCE

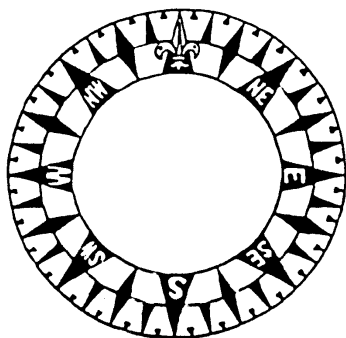
Suitable and adequate insurance must be effected through the National Office to cover all reasonable contingencies, including full insurance on all requisitioned, borrowed or hired equipment and trading items.

143 VACANT

THE EVOLUTION OF THE SCOUT BADGE

Lord Baden-Powell wrote: "Our badge we took from the "North Point" used on maps for orienting them with North. So our emblem helps remind us that a Scout is to be reliable and true as a compass in keeping to his Scouting ideals, and in showing the way to others."

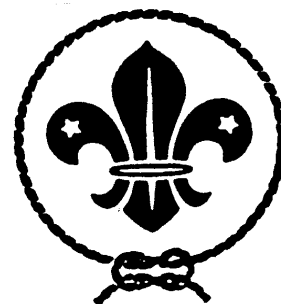
In Scouting the three tips of the emblem are said to represent the three main points of the Scout Promise. The two five-pointed stars represent the original 10 points of the Law (and in some countries they also stand for truth and knowledge).



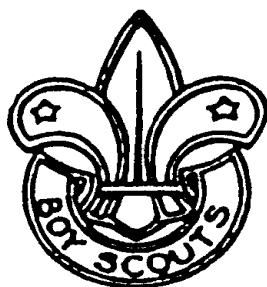
Compass with the arrow at the North point



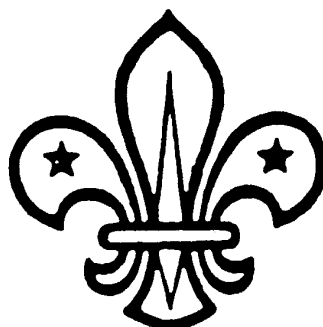
The Scout Badge in the first years of Scouting



The World Scout Badge



The Scout Badge before 1967 in New Zealand



New Zealand's Scout Badge after 1967



New Zealand Scouts Symbol introduced in 1983



Scouting New Zealand Logo Introduced June 1996



Scouting New Zealand logo introduced 1998



SCOUTS New Zealand logo introduced 2009

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PART J UNIFORM AND BADGES

144. UNIFORM - GENERAL

- (a) Clothing worn should be suitable for the activity being undertaken in the interest of the health and safety of participants. Clothing need not comply with uniform requirements on informal occasions. Correct uniform should be worn on occasions specified by the Adult Leaders in charge. Uniform may also be worn on other occasions when it may be in the best interest of the Movement.
- (b) All members of the Movement who have made the Scout Promise are entitled to wear an approved uniform. The correct uniform for members of all Branches and Sections of the Movement is fully set out in Management Procedures.
- (c) Except as otherwise provided no alteration may be made in the uniform as described, nor any addition to it. In particular, bright metal buttons, unauthorised badges, fancy decorations and personal adornments must not be displayed.
- (d) Members of the Movement are expected to take a pride in their appearance at all times.

145. GIRLGUIDING AND GUIDERS

- (a) Subject to the approval of her Guider, a Ranger Guide helping with Scouting may wear Ranger Guide Uniform.
- (b) A Ranger or Guider who is granted a warrant, as an Adult Leader will wear uniform appropriate to the Scout warrant held.
- (c) In the case of a warranted Guider or Ranger Guide, Guide uniform should be worn at Guide functions.

146. FORMER MEMBERS

The Chief Executive, a Regional Development Manager or Zone Leader may authorise any former or visiting member of the Movement to wear uniform on specific occasions, which are under his / her jurisdiction

147. BADGES - GENERAL

1. Authorised and Official badges of the Association are classified as follows:
 - (a) Membership Badges
 - (b) Programme Badges
 - (c) Badges of Rank or Appointment
 - (d) Identification Badges and scarf emblems
 - (e) Event and Activity Badges
 - (f) Training Qualifications
 - (g) Service Badges.

The design of all such badges requires approval and registration by National Office and production must be obtained through SCOUTS Direct.

2. The possession of any badge does not in itself constitute proof of membership of The Scout Association of New Zealand.

148. PROTECTION

Many badges incorporate the Arrowhead and/or the word "Scouts". These and SCOUTS New Zealand and ADVENTURE PLUS! are protected by copyright or trademark and The Scout Association of New Zealand Act 1956.

149. MEMBERSHIP BADGES



1. The Scout Badge is according to the Founder..."The Arrowhead which shows the North on a map or on the compass".
2. The World Membership Badge consists of a white Scout Arrowhead within a white circle of rope on a purple background.

150 SCOUT WINGS



- (a) The Scout Wings badge may be awarded to any Venturer Scout, or other youth on a Scout aviation activity, who has completed a solo flight in a powered aircraft or glider and can demonstrate a sound understanding of basic knowledge associated with safe aircraft operation.
- (b) The Scout Wings badge may be similarly awarded to any Adult Leader or Rover who is a qualified glider pilot; who is the holder of a private pilot's licence; or who has qualified to wear brevet in any H.M Service, provided that in each case the Leader or Rover concerned is participating in Scout aviation activities.

151. VACANT

PART K AWARDS

152. "CORNWELL SCOUT" BADGE



- (a) Basis Of Award: The "Cornwell Scout" Badge is an exceptional award in respect of pre-eminently high character and devotion to duty, together with great courage, endurance or gallantry.
- (b) This award is granted by the Chief Scout of New Zealand or National Commissioner on the recommendation of National Office only to Scouts under the age of 19 who have an outstanding record of service and efficiency.
- (c) Form of Application: The form of application, which gives fuller details, may be obtained on application to National Office

153. AWARDS FOR GALLANTRY



- (a) Awards for Gallantry are granted by the Chief Scout of New Zealand or National Commissioner on the recommendation of National Office to Scouts, Adult Leaders, Rover Scouts, persons holding non warranted and honorary ranks, and also to Groups in cases of joint action on the recommendation of the Zone Leader

- (c) Applications must incorporate a full account of the occurrence, with the evidence of eyewitness, wherever possible.

- (d) The application must not specify any grade of award.



- (e) The following awards are granted:

- (i) Bronze Cross-. Red Ribbon.
The highest possible award for gallantry, granted only for special heroism or extra-ordinary risk.

- (ii) Silver Cross-. Blue ribbon.
For gallantry with considerable risk.

- (iii) Gilt Cross. Blue and red vertical ribbon.
For gallantry with moderate risk.

- (iv) Bar. Bars to the above Crosses may be granted for additional acts of gallantry.

- (v) Chief Scouts Commendation. In cases which do not justify the award of a Cross or Bar.



- (f) Method of Wear: Crosses are worn on the right breast, except where awarded to a Group jointly, in which case the Cross may be pinned to the Group flag.

- (g) Certificates of Award: Certificates of Award are issued to accompany all Crosses and Bars.

154. AWARDS FOR MERITORIOUS CONDUCT



- (a) Awards for Meritorious Conduct are given in cases which may not have involved risk of life, but have displayed good qualities of courage, endurance, initiative and devotion to duty, often under suffering, they are applied for and issued to the same classes of persons and in the same manner as laid down for awards for gallantry. A high standard is expected.
- (b) One of the following awards may be granted according to the circumstances of the case:
- (i) Medal for Meritorious Conduct. Ribbon green, with vertical red stripe.
 - (ii) Bar. Bars to the Medal for Meritorious Conduct may be awarded for further meritorious conduct.
 - (iii) Certificate of Meritorious Conduct.
 - (iv) Chief Scout's Commendation.
- (c) Method of wear: The Medal for Meritorious Conduct is worn on the right breast except where granted to a Group jointly, in which case it may be pinned to the Group flag.
- (e) Certificate of Award: A Certificate of Award is issued to accompany the Medal or Bar.

155. AWARD BADGE

- (a) Any present or former member of the Movement who has been the recipient of any official Award for Good Services, Gallantry, Meritorious Conduct or a "Cornwell" Award shall be entitled to wear a special "award" lapel badge when not wearing uniform.
- (b) A figure eight knot emblem representing a Scouting award may be added to the nameplate that is worn on the uniform shirt.
- The Medal of Merit is represented by a green knot.
 - The Bronze Tiki is represented by a green knot with a gold arrowhead superimposed.
 - The Silver Tiki is represented by a light blue knot.
 - The Silver Tui is represented by a black and white knot.
 - The Distinguished Service Award is represented by a purple and gold knot.

156. THANKS BADGE



- (a) The Thanks Badge is composed of an Arrowhead set in a frame bearing the words "Thanks Badge".
- (b) The Thanks Badge may be awarded by a Group Leader, Zone Leader, Regional Development Manager or the National Commissioner to any lay member or supporter for good service to Scouting.
- (c) The Thanks Badge is intended for wear in ordinary clothes and must not be worn on uniform.

157. APPRECIATION CERTIFICATE

A Certificate of Appreciation may be issued at the discretion of the Zone Leader, Regional Development Manager or the National Commissioner to any retiring Adult Leader; or to any lay member who has made a significant contribution to Scouting and who is not eligible for an award for good services.

158. AWARDS FOR GOOD SERVICES

(a) General:

In addition to the Appreciation Certificate and the Thanks Badge, SCOUTS New Zealand makes service awards to Adults holding warranted and lay appointments.

(b) Service Awards

(i) Three Year Service Award.

A certificate is presented to Adults who have given three years service to Scouting.

Zone, Regional and National Leaders should review service records annually and ensure that all eligible adults receive this recognition and are presented with the award with due ceremony.

(ii) Five Yearly Service Awards.

Certificates will be presented to Adults in recognition of their service at five yearly intervals commencing at year five.

Zone, Regional and National Leaders should review service records annually and ensure that all eligible adults receive this recognition and are presented with the award with due ceremony.

(c) Special Service Awards.

Special Service awards recognise merit in addition to any prescribed minimum period of service. The characteristics of good service include completion of appropriate training and consistent participation in activities and meetings relevant to the appointment held and an award may recognise a particular achievement or noteworthy project.

(i) Medal of Merit

The Medal of Merit is granted by the Zone Leader to Adult Leaders and persons holding lay appointments who have given several years good service and have undertaken appropriate training for the appointment which they currently hold. While the length of service taken into account may vary according to time commitment and achievement, ten years service is suggested as a guideline and the Medal should be granted by the time ten years service is achieved.





(ii) Bronze Tiki.

The Bronze Tiki is granted under the authority of the Regional Development Manager to adults who have several years' good service and have undertaken appropriate training for the appointment that they currently hold. An indication of the length of service expected is 15 years.



(iii) Silver Tiki.

The Silver Tiki is an award for distinguished service. It is granted by the National Office at its discretion to adults who have several years' good service and have undertaken appropriate training for the appointment that they currently hold. An indication of the length of service expected is 20 years or more.

AND

The Silver Tiki may be awarded to any person whose contribution to Scouting and the welfare and progress of members should in the opinion of the National Commissioner be recognised by this award.

159. SILVER TUI



The Silver Tui is an award for services of an outstanding character. Adult members of the Movement in New Zealand or elsewhere are eligible.

160. DISTINGUISHED SERVICE AWARD

The Distinguished Service Award is granted by the National Office at its discretion to recognise an exceptional contribution to an activity or project. No time served is stipulated. This award may be granted to an individual adult more than once.

161. WEARING OF MEDALS

- (a) Medals associated with Scout awards are to be worn at Scout functions attended by the Chief Scout of New Zealand, National Chairman or National Commissioner and on such other occasions as may be decided by Zone Leader, Regional Development Manager or National Office
- (b) Medals associated with military awards, are only worn with Scout uniform when attending an Anzac Day parade or attending special Memorial Services.

- (c) The Silver Tui, is worn around the neck on a black ribbon with a white vertical strip. The Silver Tiki is worn around the neck on a light blue ribbon. Bronze Tiki is worn around the neck on a green ribbon with a gold vertical stripe. The Medal of Merit is worn around the neck on a green ribbon. Only one medal is worn.
- (d) Certificates are issued for all awards.
- (e) The armlet of the New Zealand Red Cross Society, the St John Ambulance Association or Civil defence, may be worn with Scout Uniform whilst serving with that body.

162. VACANT

163. VACANT

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KEAS

CUBS

SCOUTS

VENTURERS

ROVERS

LEADERS

**THE SCOUT ASSOCIATION
OF NEW ZEALAND**

Management Procedures

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ADULT LEADER TRAINING FRAMEWORK

<u>Introduction to SCOUTS New Zealand</u>	
(Discussion before applying for a warrant with Group Leader)	2 hrs
<ul style="list-style-type: none"> • Review of Position Description • Scouting Structure & Support (Groups & Zone) • Code of Conduct / Duty of Care • Scout Promise & Law • Warrant Application and Procedure • Delivery / Support of Adult Training Scheme • Marketing Aims • Adult Training Plan 	
<div style="border: 2px solid purple; padding: 5px; display: inline-block;">Leader's Warrant</div>	

Adult Development through Training Opportunities

<p>Initial (This may take 3 – 12 Months)</p> <p style="text-align: right;">9 hrs</p>	<p>Practical (To competently guide a youth through their Award Scheme)</p> <p style="text-align: right;">8 hrs +</p>	<p>Advanced (An opportunity to gain advanced leadership skills)</p> <p style="text-align: right;">25 hrs +</p>
--	--	--

- National Programmes (1 hr)
 - Their use
 - Resources to deliver
- Youth Award Scheme (1 hr)
 - Cornerstones
 - Overall scheme
 - Section scheme
 - Built into programmes
 - Record keeping
 - Badge Presentation
- Section Organisation (2 hrs)
 - Ceremonies
 - Patrols / teams etc.
 - Games
 - Transition
- Safety (5 hrs)
 - Leading Youth
 - Risk Management
 - Youth Safety

Managers: to cover in brief:

- National Programmes Youth Award Schemes Section Organisation. (1 hr)
- Safety as above (5 hrs)
- Coaching, Mentoring, Leading Managing Finances Good Public Relations (3 hrs)

- Skills included in own Section's Youth Award Scheme (8 hrs) and
- Basic First Aid & CPR Course

Managers:

- Recruitment and Retention Administration & Support Welcoming future Leaders Interviewing skills (8 hrs) and
- Basic First Aid & CPR Course

Complete 12 months practical experience in SCOUTS New Zealand.

Attend SCOUTS Advanced Personal Development (SAPD) Course run

- either over three days as residential (25 hrs)
- or 10 nights consecutively (30 hrs)



Certificate	Gilwell Woggle	Woodbadge Beads and Gilwell Scarf
--------------------	-----------------------	--

1. ADULT RESOURCES POLICY

SCOUTS New Zealand has endorsed the Adult Resources Policy of the World Organisation of the Scout Movement. This policy is designed to motivate leaders in such a way as to produce a better youth programme and at the same time improve the management of SCOUTS New Zealand.

The approach covers the entire process from the moment when a leader joins SCOUTS New Zealand until he or she leaves.

The Policy states:

'Adults in Scouting covers the entire process of attracting, supporting and developing adult members of the Scout Movement to provide competent Leadership for the benefit of young people.'

'Adults in Scouting includes the selection, recruitment, contracting, training, performance evaluation, recognition, promotion, reassignment and retirement of adult members.'

'Adults in Scouting supports the acquisition, use and future development of the knowledge, skills and attitudes required to achieve the goal of the organisation, i.e. to contribute to the development of young people in achieving their full physical, spiritual, intellectual and social potentials as individuals, responsible citizens and as members of their local, national and international communities.'

Adults in Scouting also provides for the personal development of adults in all positions of the Scout Movement.'

2. ADULT LEADER TRAINING SCHEME

The Adult Leader Wood Badge Training Framework is illustrated on the preceding page.

It is expected that Adult Leaders should complete both the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant and continue to attend skills training on an ongoing basis.

When both the Initial and Practical Stages have been completed a Gilwell Woggle is presented to the Leader.

Some Leaders may decide to do Advanced Training and on completion Leaders are presented with the Wood Badge and Gilwell Scarf.

Who Provides Training?

Training may be carried out by a variety of Training Providers.

Typical Providers would be:

- Experienced Adult Leaders with training skills.
- Members of the public who are deemed competent in the skills.
- Outside agencies such as Red Cross, Fire Service, Mountain Safety.
- Community Education.

Prior Learning

The system is flexible and provides for previous experience and skills to be taken into consideration.

WOOD BADGE

- (a) The Wood Badge is awarded to Adult Leaders who have completed satisfactorily, within a period of five years, the appropriate Course of Training outlined in the Training Framework.
- (b) The Wood Badge remains the property of National Office and must be surrendered on demand.

- (c) Possession of the Wood Badge does not of itself entitle the holder to wear Scout uniform.
- (d) The Wood Badge consists of facsimiles of two of the beads forming the necklace belonging to Chief Dinizulu which was captured by the Founder during the Zulu Wars.
- (e) Adult Leaders who have qualified for the Wood Badge will be awarded a special certificate and shall be entitled to wear the Wood Badge when in uniform. They shall be entitled to wear the Gilwell scarf on appropriate occasions.

3. SPECIALIST TRAINING

The scheme allows for the acquisition of additional skills and knowledge. Technical and Specialist Courses which may carry subjects to a more advanced level than Wood Badge Training are arranged, planned and run at Zone and Region level to meet needs. Zones and Regional Leaders should organise and run as many of these Specialist Courses as possible.

4. NATIONAL TRAINING TEAM

- (a) In accordance with International Training policy, suitably qualified Adult Leaders may be appointed to the National Training Team.
- (b) The Training Team shall be primarily responsible for providing advanced training for Adult Leaders and lead all Scouting Advanced Personal Development (SAPD) Courses.
- (c) Membership of the Training Team shall consist of a minimum of four and a maximum of six at any time.
Appointment will be for a period of two years, renewable on agreement by parties. Certificates of appointment will be issued as recognition of the role.
- (d) Appointments to the National Training Team are made by the National Executive Committee on the recommendation of the Chief Executive.

5. NATIONAL LEADERS

- (a) Training: The following Leaders (and Assistants, where necessary) are appointed to co-ordinate the work of the Kea, Cub, Scout, Venturer and Rover sections of SCOUTS New Zealand and to be responsible for advice on the welfare, development and training of these Sections: -
 - (i) National Kea Leader
 - (ii) National Cub Leader
 - (iii) National Scout Leader
 - (iv) National Venturer Leader
 - (v) National Rover Leader
- (b) Advisory: Additional Leaders (and Assistants, where necessary) are appointed to oversee and advise on the activities of the specialist branches. They include: -
 - (i) National Air Activities Adviser
 - (ii) National Water Activities Adviser
 - (iii) National Activities Adviser
- (c) Other Duties: Further appointments as Leaders are made for such other duties as shall be determined from time to time. They include: -
 - (i) International Commissioner
 - (ii) Assistant International Commissioners
 - (iii) National Adviser (Special Duties)

6. OTHER NATIONAL APPOINTMENTS

Other appointments may be made form time to time. They include: -

- Auditor (Council appointment)
- Solicitor
- Jamboree on the Air Organiser
- Jamboree on the Internet Organiser
- Webmaster
- Director, Walsh Memorial Scout Flying School
- Director, other National Schools
- National Gang Show Adviser
- National Archivist
- Chair, National Scout Museum

7. ACTIVITY DRESS

- (a) Members of SCOUTS New Zealand may, at the discretion of the Leader in charge, wear clothing appropriate to the occasion when in camp or on a Scouting excursion. However, departure from and return to the Group community should whenever possible be in uniform.
- (b) For particular activities when, in the opinion of the Leader in charge, uniform need not be worn, alternative clothing may be specified.

8. SCARVES

- (a) Within the Group, all Keas, Cubs, Scouts, Venturers and Leaders will wear similar scarves. Keas must wear the official Kea woggle.
- (b) The colour and design of Group scarves will be chosen by the Group Leader in consultation with the Group Council, subject to the approval of the Zone Committee and Zone Leader, who will arrange that as far as possible no two Groups in the same Zone shall have scarves of the same colour and design.
The scarf is worn with a woggle, other than the Gilwell pattern except by those so entitled. The recommended scarf size for Scouts is 750mm sides. Those worn by Cubs should be shorter and for adults, longer.
- (c) The colour and design of a Zone scarf shall be approved by National Office. Zone Leaders and Zone Adult Leaders may wear the registered scarf of their Zone.
- (d) Any uniformed member of a Zone representing the Zone at a Region or National function may wear the registered scarf of the Zone.
- (e) The colour and design of a Region scarf shall be approved by National Office. It may be worn by all uniformed Region personnel.
- (f) The official New Zealand National scarf which is black with a silver fern leaf and the letters N.Z. on the peak is worn by National Leaders, National Personnel holding non-executive rank, National Office staff and Regional Development Managers.
- (g) SCOUTS New Zealand contingents and members travelling overseas may wear the official National Contingent scarf which is black with a fern leaf and the words "Aotearoa New Zealand" on the peak and with an Aotearoa motif at the border.
- (h) National Office may approve the colour and design of special scarves, which may be worn, in accordance with National Office directions, by participants at National Events and other approved activities.

9. GILWELL SCARF

- (a) The Gilwell Scarf may be worn by members of the National Training Team and other trainers whilst engaged on training activities.
- (b) Other Adult Leaders, when not representing their Region, Zone or Group may wear the Gilwell scarf, if entitled to it.

10. UNIFORM

- (a) The official uniform to be worn by all members (with exceptions as provided in Appendix 1) is a green polo shirt of official design with optional short or long sleeves or a green sweatshirt of official design.
- (b) Invested members will wear an approved scarf appropriate to their membership or activity.
- (c) The polo shirt and sweatshirt will carry SCOUTS New Zealand logo. No other badges, emblems, decorations or adornments will be worn on official uniform shirts.
- (d) The official polo shirt or sweatshirt together with an appropriate approved scarf constitutes full and complete uniform. Each Group may determine the type of garments, to be worn below the waist by its members. Similar decisions may be made by consensus for garments to be worn by Zone, Region and National personnel.

Badges and Awards

- (e) Badges may be worn on garments other than the official polo shirt or sweatshirt. Young people have indicated acceptance of a badge vest (Jerkin), or jacket. Badges and certificates may also be displayed on wall charts or framed posters.
- (f) Each Scout Group may decide the method or methods of displaying badges applicable to its members and where and when they will be displayed or worn.
- (g) The Cub and Scout sections will recognise youth leadership positions (Sixer & Patrol Leader etc) and six or patrol membership by woggles of distinctive design and colours. Sandford and Cossgrove training will also be recognised by a distinctive woggle.
- (h) Participation in major events such as Jamboree, Regatta and Venture will be recognised by the issue of a badge or patch.
- (i) The Venturer section has a metal Queen's Scout badge .
- (j) Zone badges and Group name tapes or emblems may be worn on the scarf near the apex at the option of the Group. Zone and Region personnel may make a similar choice by consensus.
- (k) Recognition for Awards for Good Services, Meritorious Conduct and Gallantry may be included on the official nameplate available from SCOUTS New Zealand National Office or its agent. These name plates may also be worn on the 'walking out' uniform jacket. Medals may be worn with any form of dress on formal occasions designated by the organiser or senior host.
- (l) The New Zealand flag emblem will not be worn. National identification is by SCOUTS New Zealand logo.

Formal dress

- (m) A white, collared shirt and an appropriate Scout tie may be worn by Venturers and Rovers when a formal mode of dress is required. Alternatively an approved scarf may be worn with the white shirt. The Queen's Scout badge and Rover epaulettes may be worn on the white shirt by those entitled to do so.
- (n) A white shirt worn with the international Scout tie, or silk scarf for women, navy blue or black jacket and grey trousers or skirt, constitutes a formal "walking out" uniform for all Adult Leaders.

Implementation

- (o) Adult Leaders and Activity Leaders must exercise at all times a "duty of care" to ensure that participants wear clothing appropriate to the activity being undertaken, in particular protection from the sun and other elements and prevention of hypothermia. Common sense must prevail over formal uniform guidelines.

- (p) Scout Activity Gear is available and may be purchased by individuals. Care must be taken to ensure that no young person is excluded from the Group because of economic or cultural or any other circumstances.
- (q) Sea and Air branch members may wear their distinctive uniforms as set out in the appendix to this book or may, by Group decision, wear the official green polo shirt or sweatshirt.
- (r) Sea and Air branch members will not wear badges or decorations etc on their distinctive uniforms but may wear the official SCOUTS New Zealand logo on the left breast.

Headgear

- (s) Although, in general, headgear is not part of the Scout uniform, suitable hats or helmets should be worn as necessary for safety reasons including sun protection.

11. NAME PLATES

Venturers, Rovers, Adult Leaders will wear (on any uniform option) a nameplate showing SCOUTS New Zealand logo, their name and appointment, e.g. Venturer, Rover, Scout Leader, Zone Leader and may include award recognition.

Official nameplates are available from SCOUTS New Zealand National Office or its agent.

12. APPROVAL OF BADGES

No badge may be worn with uniform or scarf unless it has been approved by National Office as being an acceptable design in accordance with the following:

- (a) Application for approval of a Group or Zone badge must be submitted through the Zone Leader concerned.
- (b) A drawing or specimen of the Design (which shall not be returned) must be submitted.
 - It shall be the same size and in the same colours as the badge intended to be worn.
 - An explanation of the meaning of the design is required.
- (c) If the Scout arrowhead is used it is to be in the correct proportions and not defaced or degraded.
- (d) The SCOUTS New Zealand logo is available from SCOUTS New Zealand National Office or its agent. It may not be reproduced on any badge.
- (e) Any alteration to the design of an approved badge must be submitted to National Office in accordance with the above

Once approved a badge will become an official badge of SCOUTS New Zealand.

13 OBTAINING BADGES

To preserve uniformity in the standard of manufacture, all official badges must be secured through SCOUTS New Zealand National Office or its agent.

14. Vacant

15. Vacant

16. SEA SCOUTS

Any Group in which a Scout Troop regularly participates in Seamanship training and wears the Sea Scout uniform may adopt the title Sea Scout Group.

17. DEEP SEA SCOUTS

- (a) Deep Sea Scouts are those who are members of the Royal New Zealand Navy, the Merchant Navy, fishing fleets, or permanent crew of ocean-going yachts.

They are individually registered by National Office; applications for enrolment should be sent through an Adult Leader to whom the applicant is personally known, or through the Crew Leader of a Deep Sea Scout Crew.

- (b) Organisation:
 - (i) The National Deep Sea Scout Organiser is responsible for the organisation and administration of the DSS branch. The Organiser is responsible for the registration of Deep Sea Scouts.
 - (ii) Where considered necessary DSS Port Liaison officers will be appointed in the various ports around the coasts of New Zealand. They will be responsible for the liaison, in their port, between visiting DSSs and the local Scout Group and Zone.
 - (iii) DSSs may wear the special royal blue scarf with the DSS badge on the peak.
- (c) Further details and DSS enrolment forms are available from National Office

18. NAVAL RECOGNITION OF SCOUT GROUPS

Any Scout Group that has Sea Scouts and Venturer Sea Scouts and meets the criteria for selection may apply to the Zone Leader to be considered for Naval Recognition.

- (1) A Naval Recognition Application Form (NRA) must be completed and the process outlined below with the final form submitted to the National Water Activities Adviser no later than 10 November each year. Form NRA covers Group activity for 12 months from 1 October to 30 September.
- (2) Form NRA is a performance appraisal, which assesses the following categories:
 - (a) Group management.
 - (b) Safe sailing.
 - (c) Programme delivery.
- (3) Form NRA has scores to a maximum of 300. Groups seeking Naval Recognition should aim for at least 215 points or 75%.

Method of Selection:

- (1) The Group Leader completes an application form (NRA) and forwards it to the Zone Leader by 20 October for previous year (1 Oct to 30 Sept).
- (2) The Zone Leader assesses the application in accordance with the criteria set out above, recommends either that the Group be considered for recognition or that it not be considered and advises the Group Leader accordingly.
- (3) The Zone Leader forwards the application endorsed with his/her recommendation to the Regional Water Activities Adviser by 31 October.
- (4) The Regional Water Activities Adviser assesses the application in accordance with the criteria, recommends that the Group be considered for recognition or that it not be considered and advises the Group Leader and Zone Leader accordingly.
- (5) If the Regional Water Activities Adviser's recommendation concurs with that of the Zone Leader the Regional Water Activities Adviser forwards the application to National Office to be received no later than 20 November.
- (6) If the Regional Water Activities Adviser's recommendation differs from that of the Zone Leader, the Regional Water Activities Adviser refers the application to the Regional Development Manager who will decide the matter and advise the Zone Leader and Regional Water Activities Adviser accordingly. The Regional Development Manager forwards the application to National Office endorsed with his or her decision by 30 November.
- (7) Groups whose applications have been processed correctly as above and received at National Office on time will, if they are favourably recommended by the Zone Leader and Regional Water Activities Adviser or by the Zone Leader or Regional Water Activities Adviser and the Regional Development Manager, be eligible for selection for Naval Recognition.

- (8) A maximum of 15 Groups only can hold the Naval Recognition at any one time. The National Water Activities Adviser will select eligible Groups on the basis of their Naval Recognition points. The National Water Activities Adviser will determine the number of Groups to be selected in consultation with Regional Water Activities Advisers and National Development Manager.
- (9) The National Water Activities Adviser will submit a list of selected Groups to the Chief of Naval Staff of the Royal New Zealand Navy for formal and final approval.
- (10) Chief of Naval Staff will promulgate a Navy Order listing the names of Groups entitled to Naval Recognition.
- (11) The National Water Activities Adviser will announce the list of Scout Groups granted recognition as soon as advice is received from the Chief of Naval Staff.
- (12) Groups will retain their Naval Recognition for a period of two years from 1 January following the submission and acceptance of their NRA.
- (13) Naval Recognition may be withdrawn by the National Water Activities Adviser at any time if, in his or her opinion, a Group is not maintaining standards appropriate to such recognition. The National Water Activities Adviser will consult the Zone Leader, Regional Water Activities Adviser and National Secretary before withdrawing recognition from any Group.

Privileges provided by the RNZN to Naval Recognised Groups

Those Groups who achieve the award will have the right to be presented with and fly a Chief of Navy, Naval Recognition pennant and to wear SCOUTS New Zealand Navy Recognition badge. They may also be entitled to other privileges provided by the RNZN as available and offered in their locality.

19. Vacant

20. AIR SCOUTS

- (a) Any Scout Group conveniently located near an RNZAF Station, a civil aerodrome, an aviation firm, aero or gliding club, or an ATC Squadron Headquarters, may apply for registration as an Air Scout Troop and wear the uniform of that Section after approval. The value of Air Scouting is officially recognised by the Royal New Zealand Air Force and by the Ministry of Transport and authority has been given for officers of both Departments to give assistance within reason. When an Air Scout Troop is well established and aviation instructional support from the appropriate aviation organisation is in being, the Group may apply for official recognition by the RNZAF.
- (b) RNZAF Recognition: Application for recognition as such must be made, on the appropriate application form through the usual channels, to National Office. The conditions for recognition are as follows:-
 - (i) The strength of the Air Scout Troop must be at least 12 Scouts (two Patrols).
 - (ii) The organisation of the Group must be such as to render its Adult Leaders and/or instructors capable of imparting elementary technical instruction to the Air Scouts in an efficient manner.
 - (iii) Reasonable progress must be evident on the Air Proficiency Badges.
 - (iv) The Group will be inspected by an officer of the RNZAF and if a satisfactory report is submitted, recognition will be granted, and a Certificate of Recognition will be issued to the Section concerned by the RNZAF. The following privileges will be made available:

The wearing of a badge consisting of a roundel on a background of Air Force blue incorporating a red kiwi.

Facilities to be made available for Air Scout Troops to visit RNZAF Stations and Civil Aviation facilities.

Attendance at ATC lectures and instruction and the use of ATC equipment by local arrangement with the ATC Squadron Commander.

The flying of a Recognition pennant bearing the Groups Recognition number.

- (v) Two yearly renewal is initiated by National Office after - annual census returns have been checked by National Air Activities Adviser - a list of Groups with appropriate strength leadership is forwarded to RNZAF with a recommendation that recognition continue. Following inspection recognition is renewed subject to the Inspecting officer's concurrence.
- (vi) Should any Group not meet the RNZAF standard the RNZAF will advise National Office that recognition will not be renewed.
- (vii) Upon a Group ceasing to be recognised the Recognition pennant is to be returned to National Office immediately, and the Recognition Badge must be removed from all uniforms forthwith.
- (viii) One months notice will be given to a recognised Group by the Zone Leader should he or she feel that at any time the Group falls below the required standards. At the expiry of this notice, the Zone Leader will inform National Office, who will consider the case for suspension of recognition.
- (ix) Where a Group consists of a Cub Pack only, it is not eligible for recognition.

21. Vacant

22. Vacant

23. ACTIVITY INTENTION FORM

- (a) The Group Leader or nominee must approve and sign an activity intention form before any of the activities described below are undertaken by Keas, Cubs, Scouts or Venturers.
 - (i) All activities (regardless of duration) which include, tramping, caving, canoeing, sailing, rafting, cycling expeditions, underwater diving, skiing, horse trekking, ice or snow work, shooting, any other water activity (other than in public baths or a patrolled area), flying, gliding, parachuting, parasailing, any activity requiring Scouts to enter an Aircraft Movement Area or any activity where Search and Rescue services may be needed in an emergency, OR
 - (ii) Any activity, of more than one day's duration.

Four copies of the Activity Intention form are to be completed and submitted to the Group Leader at least seven days before the activity starts. After approval the Group Leader will return one copy to the activity leader and send one copy to their Zone Leader and one to the Zone Leader(s) of the place(s) where the activity will take place, i.e. the Host Zone Leader.

Note: When an Activity Intention form for a water activity or an activity requiring Scouts to enter an Aircraft Movements Area is submitted Group Leaders shall consult the Regional Water Activities Adviser or Regional Air Activities Adviser before giving their approval.

- (b) Where any activity described in paragraph (a) above is being organised by National, Regional or Zone, an activity intention form shall be completed by the organisers and a contact person must be appointed. Copies will be distributed and filed in accordance with the procedure established by the Zone Leader, Regional Development Manager or National Secretary.
- (c) An activity intention form is not required for any day activities at an approved centre where adequate supervision exists nor for any activity carried out by Sea Scouts in accordance with Clause 2.4 – Water Activities.

- (d) Parties of adult members which do not include any youth members are not required to obtain permission but should use the activity intention form to plan their activity and inform a contact person in all circumstances described in paragraph (a).
- (e) Where an activity is to take place outside the Group Leader's own Zone copies of the Activity Intention form shall be forwarded to all host Zone Leaders. If the host Zone Leader's name and address are not known copies may be sent to National Office and they will be sent on.
- (f) If there is any doubt as to whether an activity intention form is required the Group Leader shall make a ruling.

Note: Those Leaders who consent to an activity as above or are responsible for the activity must be able to justify their actions should they be subsequently questioned and failure to do so may result in disciplinary action.

24. SPECIAL ACTIVITY AREAS

- (a) Special Activity Areas are particular parts of the country which require a special permit from the authority controlling the area.
e.g. Waitakeres Regional Park
- (b) Scouts entering any such areas shall obtain a special permit where required and be subject to such rules as are made locally in respect of the area so designated.

25. KEA CLUB ADVENTURE DAY

Keas may undertake special day activities which are carried out at a selected site away from the usual place of meeting.

- (a) Activities carried out should be ones which could not be undertaken at a weekly meeting - greater emphasis on the outdoors and to make full use of the chosen site.
- (b) Adult help should be no less than one adult to four Keas with a minimum of two warranted Leaders.

26. KEA COMBINED ACTIVITIES

Kea Clubs may join together for an activity. If Clubs from different Zones are involved the prior consent of the Zone Leaders concerned must be obtained.

27. KEA OVERNIGHT SLEEPOVER

This is an optional part of the Kea Club Programme.

Requirements: Keas may participate in a Kea Club Overnight Sleepover provided they are accommodated for sleeping in a Scout Hall, Church Hall, School or other suitable building in the Club's immediate local community and subject to the following conditions:

1. There must be access to a telephone at all times during the sleepover.
2. An Activity Intention Form must be obtained.
3. The sleepover must be for one night only.
4. The Activity must comply with SCOUTS New Zealand's Rules and Risk Management Policy.
5. The prior written consent of parents or caregivers must be obtained together with appropriate medical information about each Kea.
6. There must be at least two warranted leaders, one of whom is the Kea Leader or Assistant Kea leader from the Club concerned.
7. Excluding the Adult Leader in charge, there must be at least one adult for every four Keas attending the sleepover.

8. Water supplies and adequate sanitation, undercover, must be available in or adjacent to the accommodation building.
9. The programme must be submitted to the Group Leader for approval, before an Activity Intention Form is issued.
10. A Kea Overnight Sleepover may also be arranged on an Regional or Zone basis under the supervision of an Regional or Zone Leader who shall submit an Activity Intention form to the person to whom they are responsible.

28. PACK HOLIDAYS & CUB CAMPS

Cubs may be taken for Pack Holidays provided they are accommodated for sleeping and for wet weather activities in a Group H.Q., Church Hall, School, or other suitable building and subject to the following conditions: -

- (a) There must be at least one warranted Leader who holds a warranted appointment in the Cub Section and who has satisfactorily completed the Out and About Training Course - Cub Section.
- (b) Excluding the Leader, there must be one adult, Adult Leader or Instructor, for every six Cubs present. At least one of these must be competent in first aid.
- (c) Water supplies, indoors cooking facilities and adequate sanitation under cover must be available in the building or immediately adjacent to it.
- (d) Pack Holiday programmes, providing for both wet and dry weather, must be submitted to the Group Leader for approval before permission is given for the Pack Holiday.
- (e) Cooking must be done by adults additional to those in charge.
- (f) A prior knowledge of "Pack Holidays in New Zealand", as set out in the "Cub Leaders Handbook", is essential.
- (g) In respect of any Pack Holiday, the Group Leader may give permission for Cubs to sleep in tents, provided that: -
 - (i) Alternative indoor accommodation (as specified above) is available.
 - (ii) The Group Leader is completely satisfied with the leadership, equipment and accommodation and, in particular, that the tents to be used are in good condition.
 - (iii) An Adult Leader, competent in camping is present for the duration of the Pack Holiday.
- (h) An application for an Activity Intention Form must be submitted to the Group Leader who must be satisfied that the above requirements have been met.

29. PACK VISITS

With the permission of the Group Leader, a Pack may visit a Pack in another Zone provided reasonable billeting facilities are made available and that the Zone Leader of the host Zone is notified of the intending visit.

30. PACK PROJECT CERTIFICATES

A Certificate which will lapse after two years, may be awarded by the Zone Leader. At the end of two years, the Pack may re-enter for the project and a new Certificate may be awarded. Individual Pack Project Certificates may be awarded for each of the following:-

- (a) Model Making: A model (to include background if required) of one of the following:-
 - One of the Mowgli Stories
 - Airport
 - Farmyard
 - Maori Pa

- Noah's Ark
- Red Indian Village

Every part of the model must be made by the Pack. The base of the model to be not more than 1200 x 600mm and not less than 600 x 600mm. At least two-thirds of the Pack must take part in making this model. Leaders and other adults may advise, but not assist.

- (b) World Friendship: The Cub Leader will arrange for a project scrap book to be prepared by the Pack for exchange with a Pack in a country other than New Zealand. Project scrapbook to be joint effort of not less than two-thirds of the Pack. Leaders and adults may advise, but not assist. Book to be a minimum of 20 pages and should include the following:-
- (i) Something about New Zealand including maps and illustrations.
 - (ii) Something about own town and surrounding countryside.
 - (iii) Examples of native trees, shrubs and birds.
 - (iv) Something about Cubbing and Scouting in New Zealand.
 - (v) The examiner to inspect the book being forwarded.
 - (vi) Contacts in other countries may be arranged through National Office.
- (c) Service Project: A service project, carried out over a reasonable period of time, that meets the approval of the Zone Leader, or his or her nominee, will entitle a Cub Pack to a Pack Project Certificate.

The service project must be a shared undertaking with both the Cub Leaders and the Cubs deciding on the nature of the project and the manner in which it will be run. The project may be locally based or could be directed towards a regional or national cause, e.g. helping Telethon, supporting a refugee child, assistance towards helping an Islands Scout attend a Jamboree. The Pack Project Certificate may be awarded without application if the Zone Leader or his or her nominee feels that the Pack Project reveals shared effort and reveals application towards a good cause.

31. PACK OUTDOOR AWARD

An award for participation in outdoor activities is available to Cub Packs who qualify according to requirements determined by National Office.

32. TROOP OUTDOOR AWARD

On the recommendation of the Zone Scout Leader the Zone Leader may approve the Award to a Scout Troop, which in any year ending 31 December holds the following conditions:-

1. Hold at least one Troop camp during the year.
2. Each Patrol in the Troop to complete at least one Patrol Challenge Award. There must be at least two different Patrol Challenge Awards completed within the Troop.
3. Each Patrol to hold at least one Patrol Camp, and one day activity, apart from those used in 1 and 2. By 31 December each year the Zone Scout Leader will report to the Regional Scout Leader on the number of certificates issued to Troops within the Zone. Certificates will be made available by the Regional Scout Leader.

Note: The certificates to be obtained from National Office on application by the Regional Scout Leader

33. SCOUTING FRIENDSHIP TOURS

- (a) While SCOUTS New Zealand's primary concern is the organisation of youth activities, it recognises that the best interests of SCOUTS New Zealand will be

served by any assistance which can be given in providing opportunities for Adult Leaders and supporters to travel overseas-visiting places of Scouting interest and meeting with Scouting folk of other nationalities.

- (b) To this end, SCOUTS New Zealand will approve and provide limited administrative support for properly organised and approved overseas tours, which will be known as "Scouting Friendship Tours".
- (c) Before any firm commitments are made, National Office must be advised. A set of guidelines will then be provided. At a later stage, an application for approval to the tour must be submitted.

34. CAMPS

Definitions:

Group Camp - When more than one of Cub, Scout and Venturer Sections camp together.

Family Camp - When a majority of sections are represented and non Scout members of their families are present. Cubs, Scouts and Venturers may camp as sections. The programme for a family camp should be planned by all members of the Group Council. These camps must be held in accordance with current section guidelines on Camping.

- (a) Permits:
 - (i) No Scouts may camp without the previous permission of their Group Leader (see Clause 23 - Activity Intention Forms).
 - (ii) Cubs may camp with Scouts when carrying out the requirements of the Scout Badge.
- (b) Leadership at Camp: In the unavoidable absence of a warranted Adult Leader, the Group Leader may, after consultation with the Group Committee concerned, authorise two adults to supervise a Scout camp. Before giving such authority, the Group Leader will approve the programme which must be based on the Patrol system.
The adults must have clearance as Adult Helpers.
- (c) Families of Leaders in camp: Members of Leader's families may attend camp with them.
- (d) Overseas Visits:
 - (i) Scouts proposing to camp or travel outside New Zealand must obtain the sanction of National Office, the application must be accompanied by a recommendation from the Group Leader and Zone Leader. As special conditions may need to be fulfilled, National Office permission should be sought before firm arrangements are made.
 - (ii) Information regarding overseas travel by parties of adults associated with SCOUTS New Zealand is set out in Clause 33 - Scouting Friendship Tours.
 - (iii) Invitations to overseas Scouts to visit or camp in New Zealand must not be issued until sanction has been obtained from National Office
- (e) Bedding: Enough sleeping bags or blankets must be provided to enable each Scout to make up a separate bed.
- (f) Raiding: Camp raiding is strictly prohibited.
- (g) Zone Camps: Where personnel from more than one Zone plan to camp together the approval of all Zone Leaders concerned must be obtained.
- (h) Kea participation in family camps:
 - (i) A Kea may attend family camps if accompanied by at least one parent or guardian.
 - (ii) Keas will be accommodated with their parent or guardian.
 - (iii) Parents or guardians will have complete responsibility for the Kea throughout the duration of the camp, except when a Kea activity is being conducted by the Kea Leader.

- (iv) Keas can participate in activities which are suited to their age group either as members of a Kea Club or in conjunction with other sections.

35. Vacant

36. Vacant

37. GANG SHOWS

1. Any Region, Zone or Group proposing to hold any Gang Show or other Stage Production to which the public are invited shall first obtain the approval of the Regional Development Manager in respect of a Regional show, or the Zone Leader in respect of a Zone or Group Show, and such approval may be given upon such conditions as the Regional Development Manager or Zone Leader, as the case may be, shall think fit.
2. In giving such approval, the Regional Development Manager or Zone Leader shall satisfy himself:-
 - (a) that the production is compatible with the aims of SCOUTS New Zealand.
 - (b) that the organisation and financial control of the activity have been established in accordance with the provisions set out in the booklet "Guidelines to Gang Show".
 - (c) that the comments of the National Gang Show Adviser or someone appointed by the Adviser have been obtained as to the suitability of the script and that the organiser is following the guidelines set out in the booklet "Guidelines to Gang Show".
 - (d) where the production is being held jointly with another organisation the approval of the appropriate level of that organisation has been obtained.

38. THEATRES

Scouts in uniform are not allowed to appear on the stages of theatres in public performances other than their own without the permission of National Office, given through the Zone Leader.

39. SHOOTING AND FIREARMS

- (a) General Conditions:
 - (i) A firearm is anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive.
Everyone who has or who uses a firearm (except under immediate supervision of a licence holder) needs to have a firearms licence issued by the Police.
 - (ii) Keas and Cubs are not permitted to use firearms, air rifles, air pistols or slug guns in any way.
Scouts, Venturers, Rovers and other adults may use firearms on an approved range, under proper supervision and in accordance with the law.
Venturers, Rovers and other adults may, after the Zone Leader has given specific approval as set out in this Clause, carry and use firearms on activities provided no younger persons are present.
In every case any individual who has possession of a firearm is personally responsible for ensuring that they comply with all legal requirements.
- (b) Range Shooting: Youth members of the Scout section and older members may shoot on a range which has been approved by the Mountain Safety Council, one of the various sports shooting organisations, the Police or the Defence Force and where the shooting is under the control of a properly qualified Range Officer.

- (c) Firearms on Activities:
- (i) No person is permitted to carry a firearm on any Scouting activity when any youth member of the Kea, Cub or Scout section is present or taking part in that activity. Except that Scouts may take part in shooting on a range and younger members may be shown firearms when firearms safety is being explained to them.
 - (ii) On Venturer and Rover activities firearms, air rifles, air pistols or slug guns may be carried provided the prior approval of the Zone Leader has been given in writing. An Activity Intention form must be approved by the Group Leader. The Zone Leader's specific approval is required for each activity and may only be given if the use of firearms is essential to the success of the activity. The Zone Leader must be satisfied that the provisions of the Arms Code (Arms Act 1983) will be observed, the area of the proposed activity is suitable for the use of firearms and that there is adequate supervision.
Application must be in writing, giving details of the activity, participants and the firearms to be carried and must be submitted to the Zone Leader and approval received prior to an Activity Intention form being approved by the Group Leader.
- (d) Safety Instruction: All members of SCOUTS New Zealand should receive instruction in firearms safety and the dangers of fireworks, detonators and explosives. Such instruction must be carried out by properly qualified people. Advice is available from the Mountain Safety Council and the Police. At the discretion of the instructor, Keas and Cubs may be allowed to handle but not use a firearm during safety instruction.

40. Vacant

41. Vacant

42. Vacant

WATER ACTIVITIES

43. WATER ACTIVITY RULES

Part 1 - Preliminary and Commencement

Title

These Procedures shall be cited as The Scout Association of New Zealand Water Activity Rules. The applicable version shall be the latest published on the authority of the National Water Activities Adviser.

1.1 Application of these Clauses

- (a) These Clauses apply to all Scout water activities, irrespective of the branch of Scouting. This includes any members of SCOUTS New Zealand participating as a team in any events not organised by SCOUTS New Zealand.
- (b) For the avoidance of doubt these apply equally to:
 - (1) all branches of Scouting under the authority of New Zealand, including activities by foreign groups and activities with any on-water component.
 - (2) Water activities by SCOUTS New Zealand as a contingent abroad
 - (3) any activity which a parent might assume was covered by Scout Rules and Clauses such as where a warranted leader takes one or more youth members from outside their immediate family afloat for any reason. Any warranted leader contemplating such an activity must take steps to remove any doubt as to this.
- (c) These Clauses do not replace, supersede or modify SCOUTS New Zealand Rules, local byelaws, or national law. Where these Clauses repeat any part of such an external rule they explicitly reference the external rule and this reference shall be read as meaning the current equivalent rule to that referred to.

1.2 Definition of terms

- (a) In these Clauses, unless the context otherwise requires:

"adult helper"	means approved programme assistants as defined in POR Rule 42.
"boat surveyor"	means any surveyor of boats, appointed by any Water Activities Adviser, who surveys boats for the purpose of Clause 3.9.
"canoe"	means any open boat paddled by one or more crewmembers where the paddles do not pivot in crutches or rowlocks. It includes single and multi hull vessels such as outrigger canoes.
"Water Activities Charge certificate examiner"	means any examiner appointed by any Water Activities Adviser with the task of examining the boat handling competence of any adult or youth member in one or more Sections of water activities charge certificate as defined in Clause 5.3.
"water activities charge certificate holder"	means such person having been issued with a water activities charge certificate in accordance with Part 5 of these Clauses.
"water activities charge certificate"	means the qualification issued by any Water Activities Adviser that meets the requirements of Part 5 and qualifies the holder to take charge of any Scout boating activity.
"competent"	The Group Leader may designate adults and Venturers as competent to meet the supervision needs of particular activities under the direction of the Water Activity Leader.
"commercial vessel"	means any vessel hired or chartered.
"commercial operator"	means operator of a commercial vessel or activity.
"crown cutter"	means any caravel 5.2 metre dinghy designed to the standard Royal New Zealand Navy crown cutter design.
"Cub"	means any invested youth member who is a member of a Cub Pack as defined in SCOUTS New Zealand rules.

"cutter"	means any clinker 5.2 metre dinghy designed to the standard Scout Association cutter design.
"Group Leader"	means any warranted Adult Leader appointed by any Zone Leader in accordance with POR Rule 97. Every Group shall have a Group Leader who is responsible to the Zone Leader for the administration, general welfare and development of the Group and the progressive training of its members.
"Group Training Limits"	means all waters defined in accordance with Clause 4.3 as suitable for a nominated Scout Group to use for training purposes.
"hours of darkness"	means any time from sunset to sunrise.
"kayak"	means any enclosed vessel paddled by one or more crewmembers where the paddles do not pivot in crutches or rowlocks.
"Kea"	means any invested youth member who is a member of a Kea Club as defined in SCOUTS New Zealand rules.
"maritime rules"	means Maritime Rules made under the Maritime Transport Act 1994 and all amendments thereto.
"National Water Activities Adviser"	means the person holding the warrant as National Water Activities Adviser appointed by the Chief Executive. The National Water Activities Adviser reports directly to the National Executive Committee and is responsible for advising on water safety and implementation of national water based training and activities.
"non-invested member"	means any youth member not invested in any Kea, Cub, Scout or Venturer section, but who is visiting any Group for any reason and taking part in any activity along with invested youth members.
"power vessel"	means any vessel propelled by machinery.
"properly secured"	means that the personal floatation device is completely secured by all zips and buckles or other devices that the personal floatation device is fitted with and adjusted so that all straps are tightened so the personal floatation device is comfortable to wear but not loose
"raft"	means a temporary platform designed to float on water.
"Regional or Zone Water Activities Adviser"	means any Warranted Leader appointed by Regional or Zone Leaders in accordance with SCOUTS New Zealand rules. The Regional or Zone Water Activities Adviser is to advise the Regional or Zone training team on all Scout water activities and includes any appointed assistants.
Rover	For the purposes of these rules, a Rover shall be treated as an Adult Helper.
"SCOUTS New Zealand"	means The Scout Association of New Zealand.
"Scout vessel"	means any vessel owned by the Scout Association or any trust supporting the Scout Association.
"Scout"	means any invested youth member who is a member of a Scout Troop as defined in SCOUTS New Zealand rules.
"sunburst"	means any 3.5 metre dinghy constructed to the standard design of the New Zealand Sunburst Association.
"Venturer"	means any invested youth member who is a member of a Venturer Unit as defined in SCOUTS New Zealand rules.
"vessel"	means every description of boat or craft used in navigation, whether or not it has any means of propulsion.
"Warranted Adult Leader"	means an adult person issued with a Scout Association warrant as defined in SCOUTS New Zealand rules.
"Water Activities Adviser"	means either the National Water Activities Adviser or a Regional or Zone Water Activities Adviser as defined in these Clauses.
"Water Activity Leader"	means the person appointed by the Group Leader or event organising committee to be responsible for a particular water activity who shall be an adult aged 19 or over who is either a warranted Leader or an adult helper. In the case of participation in a non-scout event, each contingent taking part shall provide a Water Activity Leader for each Water Activity in which they take part.
"youth member"	means any invested member of SCOUTS New Zealand younger than 19 years of age and who meets the requirements of SCOUTS New Zealand rules, who is a Kea, Cub, Scout or Venturer.

Part 2. - General Safety And Supervision For Water Activities

2.1 Compliance with Maritime Rules and Regional Council by-laws

All Scout water activities must always comply with all Maritime Rules particularly Maritime Rules Part 22 *Collision Prevention* and Part 91 *Navigation Safety* or any applicable navigation safety by-laws issued by Regional or Local Councils.

2.2 General

- (a) It is not possible to lay down a comprehensive standard set of Clauses for water activities that will be applicable to all types of water, weather and vessels. These Clauses are the minimum requirements for Scout water activities. At all times water activities undertaken by members of SCOUTS

New Zealand shall be managed with due regard to ensuring appropriate safety of all participants

- (b) Every water activity must have a nominated Water Activity Leader, who shall remain responsible throughout the entire water activity.
- (c) The Water Activities Adviser, Group Leader, warranted leader and the Water Activity Leader must use their discretion, and in applying good seamanship principles and common sense may wish to impose further conditions or restrictions.
- (d) A warranted Leader shall be responsible to ensure all normal standards of care and responsibility are maintained during a water activity. Where the Water Activity Leader is not a warranted leader then a warranted leader shall be present and will remain responsible for all aspects of the event, except for those components directly under the leadership of the Water Activity Leader.
- (e) The risk management of water activities is covered through the activity intention form process. An activity intention form is required to be completed in accordance with Clause 2.3.
- (f) Unless the leader in charge of any proposed water activity is the holder of a current Water Activities Charge Certificate appropriate to the type of vessel and proposed activity an activity intention form must be submitted in accordance with Management Clause 23. The Group Leader must approve the activity and one copy of the activity intention form must be given to the Regional or Zone Water Activities Adviser before the activity is undertaken.

2.3 Activity intention forms

- (a) The purpose of the activity intention form is to ensure that due consideration of risks, risk management strategies and appropriately qualified personnel are in place to ensure the safety of the youth and adults involved in Scout activities.
- (b) An activity intention form must be approved for every water activity unless the activity is exempted as specified in Clause 2.4.
- (c) The activity intention form, where water activities are involved, is approved by the Group Leader and copies provided in advance of the activity to the Group's Zone Leader and the Water Activities Adviser for the Zone where the Water Activity is to take place.

2.4 Activity intention exemptions and Water Activities Charge Certificate requirements

- (a) Activity intention forms must be completed unless all the following requirements are strictly complied with:
 - (1) The water activity is managed by a Water Activity Leader who holds a current Water Activities Charge Certificate relating to the types of vessels being used and the planned activity, and
 - (2) The activity takes place within the Group's boating limits or Group's training limits as defined in Clause 4.1 or, 4.3 and
 - (3) All the vessels used for the activity are equipped in accordance with Clause 3.3 and have been issued with a current boat certificate as defined in Clause 3.11, and
 - (4) The activity is not part of an overnight activity, and
 - (5) Adult to youth ratios comply with Clause 2.7.

2.5 Supervision of water activities

- (a) All water activities shall be under the leadership of a nominated Water Activity Leader who shall remain responsible throughout the entire activity.
- (b) Where an activity has a Water Activities Charge Certificate defined in these Clauses then the Water Activity Leader must ensure that a holder of the appropriate Water Activities Charge Certificate must be present throughout to supervise that particular aspect of the activity.
- (c) The Water Activity Leader or another adult leader or helper present throughout must be able to produce a valid first aid certificate conforming to New Zealand Qualifications Authority standards 6400, 6401 and 6402. The water activity leader and any other adult leader or helper providing supervision needed to meet the adult to youth ratios in Clause 2.7 must be able to swim 50 metres while fully clothed and wearing a personal floatation device.
- (d) The Water Activity Leader shall ensure that the minimum adult to youth ratios as defined in Clause 2.7, minimum experience requirements and all safety aspects are in place before permitting the water activity to commence and remain in place for the entire duration of the activity.
- (e) Keas and Cubs may take part in water activities under the supervision provisions contained in these rules
- (f) Consent must be obtained from a parent or guardian of each Kea, Cub or non-invested member before they are permitted to participate in Scout water activities. This could take the form of the Nominal Register being signed by the parent or guardian.
- (g) Where any non-invested youth members are participating in any water activity with invested youth members, they must have the same level of supervision and comply with all the requirements for the youth members participating in the water activity.
- (h) Where youth members do not meet the minimum swimming ability specified in Clause 2.6 the Water Activity Leader must ensure that specific supervision and briefing occurs in accordance with these Clauses prior to those youth being permitted to participate in the water activity.
- (i) The Water Activity Leader must not be impaired by fatigue, alcohol or drugs to an extent which impairs their ability to adequately supervise the water activity undertaken by any adult and youth member.
- (j) The Water Activity Leader must be alert for signs that any participant undertaking water activities is impaired by fatigue, alcohol or drugs, and remove from the water activity anyone they consider is so impaired.

2.6 Swimming ability

- (a) The Water Activity Leader must be satisfied that youth members can swim 50 metres without a personal floatation device. Participants who have not demonstrated the ability to swim 50 metres without a personal floatation device may take part in suitable water activities at the discretion of the Water Activity Leader, provided the following precautions are observed:
 - (1) Where a non-swimmer is taken aboard a vessel (other than a commercial vessel) :
 - (i) each vessel must be directly controlled by an Water Activities Charge certificate holder who is in the vessel, or
 - (ii) there must be no more than one non-swimmer in the vessel and the buddy system must be used, or
 - (iii) there is a support power vessel controlled by a Water Activities Charge certificate holder which remains in close proximity

- (2) In the case of single handed craft supervision must be on a one to one basis with an adult Water Activities Charge certificate holder in a suitable craft close to the non-swimmer at all times.
- (3) Participants who have not demonstrated the ability to swim 50 metres while wearing a personal floatation device must wear a properly secured Type 402 life jacket while taking part in the water activity.

2.7 Adult to youth ratios

- (a) Table 1 provides guidelines for minimum adult to youth ratios for various water activities.
- (b) Should a Group wish to vary from these minimum adult to youth ratios then prior approval must be obtained from the Regional or Zone Water Activities Adviser by following the activity intention forms process. Due regard to safety of the water activity participants will at all times remain paramount.
- (c) All activities involving Keas, Cubs or Scouts must have a minimum of two competent people participating, regardless of the ratios.
- (d) The Venturer Leader and/or Water Activity Leader must determine supervision ratios for activities involving Venturers.
- (e) Any activities or events whose characteristics are not specified in Table 1 must be approved beforehand by the Group Leader and the Zone or Regional Water Activities Adviser through the Activity Intention Form.
- (f) For the purpose of these ratios youth means the total of all invested and non-invested members participating.

Table 1 – Adult to youth ratios

Activity	Kea	Cub	Scout	Venturer
Swimming in pools Clause 2.13 applies	Conform to requirements set by aquatic facility manager Ratio 1:5	Conform to requirements set by aquatic facility manager Ratio 1:5	Conform to requirements set by aquatic facility manager Ratio 1:10	Conform to requirements set by aquatic facility manager Unspecified ratio
Swimming in open waters Clause 2.13 applies	Beach, Lake or River visit limited to swimming in enclosed areas with no current and shallow depths Ratio 1:5 and use buddy system	Beach, Lake or River visit limited to swimming in enclosed areas with no current and shallow depths Ratio 1:5 and use buddy system	Swimming limited to areas with little surf and gently sloping bed or weak currents with a safe run out area Ratio 1:10 and use buddy system	To be within the skill and competence of the least experienced members of the party and competence, qualifications of the supervisors Unspecified ratio
Flat-water Canoeing/ Kayaking Clause 2.10 applies	Introduction in pool or enclosed waters Ratio 1:3 Rescue craft in attendance recommended All participants must wear a properly secured Personal Flotation Device	Introduction in pool or enclosed waters Ratio 1:3 Rescue craft in attendance recommended All participants must wear a properly secured Personal Flotation Device	Sheltered waters only, introduction to sea kayaking Ratio 1:8 Rescue craft in attendance recommended All participants must wear a properly secured Personal Flotation Device	To be within the demonstrated skill and competence of the least experienced members of the party and competence qualifications of the supervisors. Ratio specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader All participants must wear a properly

Activity	Kea	Cub	Scout	Venturer
				secured Personal Flotation Device
Moving water Canoeing/ Kayaking Clause 2.10 applies	Not permitted	Permitted provided the Water Activity Leader has assessed the capability of the least capable member of the group Grade 1 rivers only Ratio 1:3 All participants must wear a properly secured Personal Flotation Device Suitable head protection must be worn when deemed appropriate by Water Activity Leader	To be within the demonstrated skill and competence of the least experienced members of the party and competence qualifications of the supervisors Grade 1 and 2 Rivers only Ratio 1:4 All participants must wear a properly secured Personal Flotation Device Suitable head protection must be worn when deemed appropriate by Water Activity Leader	To be within the demonstrated skill and competence of the least experienced members of the party and competence qualifications of the supervisors Ratio: specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader All participants must wear a properly secured Personal Flotation Device Suitable head protection must be worn when deemed appropriate by Water Activity Leader
Sailing Clause 2.11 Applies	Introduction: - as an activity with Scout Section/ Group - as an activity with parents provided that it is undertaken in Group training limits, on sheltered and semi enclosed waters, in suitable boats, where instructors and rescue cover exists on site and only on approval of GL Ratio 1:2 in cutters. If other boats are used, the ratio is to be reviewed by the water activity Leader. rescue craft in close proximity All participants must wear a properly secured Personal Flotation Device	Introduction: - as an activity with Scout Section/ Group - as an activity with parents provided that it is undertaken in Group training limits, on sheltered and semi enclosed waters, in suitable boats, where instructors and rescue cover exists on site and only on approval of GL Ratio 1:4 in cutters If other boats are used, the ratio is to be reviewed by the water activity Leader. rescue craft in close proximity All participants must wear a properly secured Personal Flotation Device	Can be a core part of Troop programme with numerous links to award scheme. Ratio: 1 competent adult per two craft, but need not be in the craft. 1 adult holding appropriate Water Activities Charge Certificate Section A and E must supervise, additional supervision may be provided by Venturers holding either Water Activities Charge Certificate or helmsman's certificate All participants must wear a properly secured Personal Flotation Device	To be within the demonstrated skill and competence of the least experienced members of the party and competence qualifications of the supervisors Ratio: specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader All participants must wear a properly secured Personal Flotation Device
Rowing Clause 2.11 Applies	Undertaken as a Group activity with Scouts or Venturers in Group training limits and in still waters. Ratio 1:2 When in cutters,	Undertaken as a Group activity with Scouts or Venturers in Group training limits and in still waters. Ratio 1:4 When in cutters,	Can be core part of Troop programme. Ratio: 1 competent adult per two craft, but need not be in the craft. 1 adult holding	To be within the demonstrated skill and competence of the least experienced members of the party and competence qualifications of the

Activity	Kea	Cub	Scout	Venturer
	<p>must have 2 capable oarsmen and one experienced coxswain onboard.</p> <p>If other boats are used, the ratio is to be reviewed by the water activity Leader.</p> <p>All participants must wear a properly secured Personal Flotation Device</p>	<p>must have 2 capable oarsmen and one experienced coxswain onboard.</p> <p>If other boats are used, the ratio is to be reviewed by the water activity Leader.</p> <p>All participants must wear a properly secured Personal Flotation Device</p>	<p>appropriate Water Activities Charge Certificate Section A must supervise, additional supervision may be provided by Venturers holding either Water Activities Charge Certificate or coxswain's certificate</p> <p>All participants must wear a properly secured Personal Flotation Device</p>	<p>supervisors</p> <p>Ratio: specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader</p> <p>All participants must wear a properly secured Personal Flotation Device</p>
<p>Rafts</p> <p>Clause 2.12 applies</p>	<p>Introduction in pool or enclosed waters</p> <p>Ratio 1:3</p> <p>Rescue craft available for early intervention recommended</p> <p>All participants must wear a properly secured Personal Flotation Device</p>	<p>Introduction in pool or enclosed waters</p> <p>Ratio 1:3</p> <p>Rescue craft available for early intervention recommended</p> <p>All participants must wear a properly secured Personal Flotation Device</p>	<p>Use in slow moving or sheltered waters. There is to be appropriate safety boat cover, unless in enclosed waters</p> <p>Ratio: 1 competent adult per two craft, but need not be on the craft.</p> <p>Rescue craft available for early intervention recommended</p> <p>All participants must wear a properly secured Personal Flotation Device.</p>	<p>Use in slow moving or sheltered waters. There is to be appropriate safety boat cover, unless in enclosed waters.</p> <p>Ratio: specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader</p> <p>Rescue craft available for early intervention recommended</p> <p>All participants must wear a properly secured Personal Flotation Device.</p>
<p>Fishing</p>	<p>From a safe wharf, platform or riverbank.</p> <p>Ratio 1:3</p>	<p>From a safe wharf, platform or riverbank.</p> <p>Ratio 1:6</p> <p>From a vessel, a properly secured Personal Flotation Device must be worn</p> <p>Ratio 1:4</p>	<p>Land or boat based</p> <p>Ratio 1:8</p> <p>From tidal rocks, a properly secured Personal Flotation Device must be worn</p> <p>Ratio 1:6</p>	<p>Land or boat based</p> <p>Ratio specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader</p> <p>From tidal rocks, a properly secured Personal Flotation Device must be worn</p>

2.8 Personal floatation devices

- (a) Personal floatation devices permitted for water activities must conform to NZ Standard 5823:2001 or NZ Standard 5823:2005.
- (1) A lifejacket such as the Type 402 is designed to support the wearer in a safe, head-up position with the nose and mouth well clear of the water. Lifejackets are essential for children, adults with poor swimming skills and for most boating activities.
 - (2) A buoyancy vest or garment has less buoyancy than a lifejacket, is closer fitting and has no collar, giving more freedom of movement for active water sports. The wearer generally floats lower in the water, in a near vertical position without any significant head support.
 - (3) Inflatable lifejackets and buoyancy aids, while being light to wear with ease of movement compared to a conventional lifejacket have

other inherent risks which must be considered before being approved by the Water Activity Leader for use in the activity.

- (b) The Water Activity Leader must ensure that for each vessel there are on board at the time of use, and in a readily accessible location, sufficient personal floatation devices of an appropriate size for each person on board.
- (c) The Water Activity Leader in charge of a vessel being used for a Scout activity may not use that vessel unless every person on board is wearing a properly secured personal floatation device of an appropriate size for that person.
- (d) Every person, including leaders, helpers and parents, must wear a properly secured personal floatation device of an appropriate size for that person during the following Scout water activities:
 - (1) All persons on board any vessel.
 - (2) All persons on or in any canoe or kayak.
 - (3) All persons on board any raft or temporary platform used for races or similar activities. This clause does not apply to stable swimming platforms permanently moored adjacent to any designated swimming area.
 - (4) During any occasion when directed to wear a properly secured personal floatation device of an appropriate size by any Water Activities Adviser, Group Leader, or Water Activity Leader.
- (e) Whenever a water activity is undertaken in a commercial vessel that has in place a Safe Management Plan, all persons must wear a personal floatation device when directed by the operator of that commercial vessel.
- (f) NZS Type 402 lifejackets are the only personal floatation devices permitted for:
 - (1) Keas and Cubs, and
 - (2) Any participant who cannot swim at least 50 metres fully clothed.
 - (3) NZS Type 403 or 405 buoyancy aids may be used by Scouts, Venturers and adults with the joint approval of the Group Leader and Water Activities Leader
- (g) Inflatable lifejackets and buoyancy aids may be worn by Scouts, Venturers and adults in powered vessels with the joint approval of the Group Leader and Water Activity Leader.
- (h) The Regatta Controller of a formally organised Sea Scout Regatta, in suitable conditions and when there are at least two rescue vessels on hand, may allow cutter rowing races to be run without PFD's being worn providing sufficient number and appropriate sized PFD's are carried in the cutter for each member of the crew.
- (i) All PFD's used on scout activities must have a suitable whistle attached by lanyard.

2.9 Power boating

- (a) Scouts and Venturers are to be encouraged in the safe use of small power craft on inland lakes and coastal waters. Knowledge of the appropriate operating procedures is essential.
- (b) Under the law, no youth member under the age of 15 shall be in charge, or propel or navigate, a power driven vessel that is capable of a proper speed exceeding 10 knots unless he or she is under direct supervision of a Water Activities Charge Certificate holder, holding a Water Activities Charge Certificate Section B who is within immediate reach of the controls.
- (c) The speed and operation of any power driven vessel must comply with Maritime Rules Part 91 and any Regional Council navigation safety bylaws in force.

- (d) Water skiing, wake boarding or sea biscuiting is permitted between sunrise and sunset provided the driver of the towing boat holds a Water Activities Charge Certificate Section B and is accompanied by at least one responsible person over the age of 12 whose specific task is the safety of the skier or person being towed. Scouts and Venturers must wear a non-inflatable personal floatation device when water skiing or being towed behind a power driven vessel.
- (e) Times of sunrise and sunset can be obtained from:
<http://www.hydro.linz.govt.nz/astro/index.asp>

2.10 Canoeing and kayaking

- (a) Before permitting youth members to take part in canoeing or kayaking activities outside Group training limits, the Water Activity Leader must be satisfied that adequate training for the proposed activity has been undertaken by all participants, that the leader of any such activity has been further trained to a level where that person is competent to lead the activity safely.
- (b) All canoeing or kayaking activities require an activity intention form, except National, Regional or Zone activities and those carried out at an approved centre where, in the opinion of the Regional or Zone Water Activities Adviser, adequate supervision exists.

2.11 Youth member qualifications for sailing and rowing

- (a) Scouts and Venturers who have qualified with the helmsman's badge may take charge of a rowing or sailing vessel in Group training limits under the supervision of the Water Activity Leader, who may be ashore.
- (b) Scouts and Venturers who have qualified with the coxswain's badge may take charge of a rowing vessel in Group training limits under the supervision of the Water Activity Leader, who may be ashore.
- (c) Scouts and Venturers who have qualified with the sailor's badge may take charge of a rowing or sailing vessel in Group training limits at the discretion of the Water activity Leader, under the supervision of the Water Activity Leader, who may be ashore.
- (d) Venturers who hold a Water Activities Charge Certificate may undertake a water activity not supervised by an adult with the approval of the Group Leader.

2.12 Rafting

- (a) Activities involving use of rafts constructed by youth members must be kept within 50 metres of the shore and provision must be made for suitable rescue craft to accompany the rafts or temporary platforms.
- (b) Rafts must be constructed to provide sufficient buoyancy for all participants and the weight of the raft. One litre of buoyancy supports a weight of one kilogram.
- (c) Rafts with sails should be supervised as sailing craft as well as rafts because of the potential to travel further.

2.13 Swimming

- (a) The Water Activity Leader must ensure that the safety of the place must have been previously assessed, competent direct supervision arranged and all reasonable precautions taken.
- (b) Two good swimmers, preferably holders of a life-saving qualification, must be on duty ready to enter the water, either in a boat or on shore as the circumstances may demand, ready to help anyone in difficulty. Those

people supervising shall not enter the water to swim until the others have left the water.

- (c) When supervising surfing, the Water Activity Leader should have a surf ski available for rescue.
- (d) When bathing in properly supervised aquatic facilities, or under the direct supervision of a surf club affiliated to the New Zealand Amateur Surf and Lifesaving Association, the supervision provided by these bodies may be accepted as adequate.
- (e) Cubs, Scouts and Venturers should be encouraged to swim in pairs and check each other from time to time, i.e., the "buddy" system.

2.14 Use of commercial operators and vessels

- (a) Groups may undertake water activities in commercial vessels including rafting and similar activities. The commercial operator is responsible under law for the activity's Risk Management. Activity Intention Forms are required.
- (b) All adults and youth members participating in a water activity run by a commercial operator must follow all safety instructions set by the commercial operator.

2.15 Personal protection

- (a) The Water Activity Leader must ensure that all participants taking part in any water activity are appropriately equipped and briefed on personal protection for that activity.
- (b) The following clothing and protection shall be considered for any water activity:
 - (1) Approved personal floatation device as appropriate.
 - (2) A woollen or polypropylene outer garment or wetsuit as appropriate.
 - (3) Sunhat that provides shade to face and neck.
 - (4) Waterproof sunscreen rated SPF 15 or greater that is applied frequently during the water activity.
 - (5) Appropriate footwear.
 - (6) A windproof raincoat or jacket.
 - (7) A spare set of warm dry clothes and a towel available on shore.
 - (8) Appropriate head protection .
- (c) All participants in every water activity must be encouraged to bring and consume sufficient drink so as to avoid dehydration.
- (d) For activities which may extend outside the period from sunrise to sunset, a luminous chemical stick is an appropriate personal marker.

2.16 Water activities during hours of darkness

- (a) Outdoor boating activities must not be undertaken between sunset and sunrise unless the following precautions have been followed:
 - (1) A Water Activity Leader holding a Water Activities Charge Certificate appropriate to the types of vessels being used directly supervises the activity, and
 - (2) All vessels are under the control of a Water Activities Charge Certificate holder, and
 - (3) The activity takes place inside the Group training limits as defined in Clause 4.3 and every vessel has a fully charged waterproof torch or other waterproof light .

- (b) Sailing activities must not be undertaken between sunset and sunrise unless specific approval is obtained from the Regional or Zone Water Activities Adviser.
- (c) Water skiing, wake boarding or sea biscuiting is prohibited by law between sunset and sunrise.
- (d) Keas and Cubs may not participate in outdoor boating activities between sunset and sunrise.
- (e) Regional or Zone Water Activities Advisers can authorise boating activities during hours of darkness subject to setting any restrictions he or she feels appropriate. A completed activity intention form is a pre-requisite for the Regional or Zone Water Activities Adviser to consider a request for night activities.
- (f) Clause 2.6 does not apply to boating activities in commercial vessels during the hours of darkness.

2.17 Nominal lists and voyage plans

- (a) The Water Activity Leader is to nominate a contact person ashore with access to a list ashore (which may be the Activity Intention Form or some other list) of all people participating in the activity. The Water Activity Leader must check all participants against the list at the start and end of the activity.
- (b) The Water Activity Leader should provide regular Trip Reports to the nominated contact person ashore throughout any extended trips.
- (c) In the event of a vessel failing to return to shore by the estimated time, the nominated contact person ashore is to initiate an immediate search of the area. If this search does not find the vessel(s) and crew the initiator must immediately inform Maritime Radio or Police on VHF channel 16 or by phoning 111 and request that a full search be carried out. The Group Leader is to be informed who will then notify the Regional or Zone Water Activities Adviser and the Zone Leader of the circumstances and the actions taken.
- (d) Once the results of the search are known the Regional or Zone Water Activities Adviser, or the Zone Leader in the Adviser's absence, is to conduct an inquiry and report all the circumstances and actions taken to the National Water Activities Adviser within 14 days.

2.18 Accident reports

- (a) Whenever any vessel has been involved in an accident or incident where an injury has resulted in harm or serious harm to any person or damage to any vessel has rendered it unseaworthy, a Recreational Boat Accident or Incident Report (MAR AI 5) must be completed and forwarded to Maritime New Zealand. The Regional Harbour Master must also be informed.
- (b) Full details of Maritime New Zealand's recreational accident reporting procedures can be found at:
http://www.maritimenz.govt.nz/rec_accidents/acc_pub.asp

Part 3 - Boat Equipment And Boat Surveys

3.1 Boat identification

- (a) Scout vessels' hulls shall be identified by the following means:
 - (1) Cutters and crown cutters shall have their registered number permanently displayed on each bow in numerals not less than 250 mm in height.

- (2) Cutters and crown cutters shall have their registered number permanently displayed on the inside of the transom above the stern bench in numerals not less than 50mm in height.
 - (3) Cutters and crown cutters shall have their registered name permanently displayed on the transom
 - (4) Sunbursts shall have their registered number permanently displayed on either each bow or the transom in numerals not less than 100 mm in height.
 - (5) Scout vessels of a differing class shall have their registered number and name permanently displayed in accordance with this Clause making allowance for the size and class of vessel.
 - (6) All Scout vessels, kayaks and associated trailers will have the Group name and telephone number clearly attached. The 0800 SCOUTS number will be acceptable.
- (b) Scout vessels' sails shall be identified by the following means:
- (1) Cutters and crown cutters shall permanently display the Scout arrowhead class emblem in contrasting colours on both sides of the mainsail on a line from the head or peak to the centre of the foot, the top of the emblem being just below the upper batten pocket.
 - (2) The Scout arrowhead class emblem mentioned in Clause 3.1(b)(1) shall be not less than 350mm in height and 350mm in width. A template for such an emblem is available from the National Water Activities Adviser.
 - (3) Cutters and crown cutters shall have their registered number permanently displayed on each side of the mainsail in numerals not less than 300 mm in height. These numbers shall be positioned just below the class emblem.
 - (4) Sunbursts shall permanently display the sunburst class emblem in contrasting colours on both sides of the mainsail.
 - (5) Sunbursts shall permanently display their registered number on both sides of the mainsail and on the leading face of the spinnaker.
 - (6) Scout vessels of a differing class shall have their class emblem and registered number permanently displayed on each side of their mainsail in accordance their respective class rules.

3.2 Boat registration

- (a) Groups building new cutters or crown cutters must apply to the National Water Activities Adviser for a registered number to be allocated to that hull using the Cutter Registration form. A certificate of registration will be issued to that Group once construction of the vessel is completed and the initial seaworthiness inspection has been completed and a boat certificate has been issued.
- (b) Groups building or registering a new sunburst must apply to the Sunburst Association of New Zealand for registration of that hull at the following postal address:

The New Zealand Sunburst Association
 PO Box 33 608
 AUCKLAND

3.3 Minimum vessel equipment specification

- (a) Cutters and crown cutters shall be provided with the following equipment:
 - (1) One plug and inspection port for each drain hole and buoyancy compartment opening.

- (2) At least six oars and six crutches. All crutches shall be permanently attached to the vessel. When the cutter is rigged for sailing, at least two oars shall be carried. When the cutter is used for rowing, sufficient oars shall be provided for efficient management of the vessel.
 - (3) Sufficient stretchers so that each rowing position has a stretcher available. Stretchers shall be fitted with a locking mechanism or lanyard so that they remain attached to the vessel in the event of the vessel capsizing. Stretchers need not be carried when the vessel is rigged for sailing.
 - (4) One rudder fitted with a locking mechanism or lanyard so that it remains attached to the boat in the event of the vessel capsizing.
 - (5) One rowing tiller and one sailing tiller. Each tiller shall be fitted to the rudder with a pin or lanyard so it remains attached in the event of the vessel capsizing. The rowing tiller need not be carried when the vessel is rigged for sailing. The sailing tiller need not be carried when the vessel is rigged for rowing.
 - (6) At least two bailers attached to the vessel with lanyards, one bailer must have a capacity greater than 9 litres.
 - (7) An anchor weighing at least 2 kg, which is shackled to at least 5 metres of 5 mm galvanized chain, which is shackled to at least 30 metres of anchor warp which is attached to the vessel.
 - (8) Two painters at least 6 metres long fitted in the bow and stern.
- (b) Sunbursts shall comply with New Zealand Sunburst Association class rules and be provided with the following equipment:
- (1) One plug and inspection port for each drain hole and buoyancy compartment opening.
 - (2) At least two oars or two paddles. If oars are provided then there shall be two crutches permanently attached to the vessel. These oars or paddles need not be carried when racing in a controlled regatta.
 - (3) One rudder fitted with a locking mechanism or lanyard so that it remains permanently attached to the vessel in the event of the vessel capsizing.
 - (4) One sailing tiller that shall be fitted to the rudder with a pin or lanyard so it remains permanently attached to the vessel in the event of the vessel capsizing.
 - (5) At least two bailers attached to the vessel with lanyards, each bailer must have a capacity greater than 5 litres. If the sunburst is fitted with an automatic bailer, only one bailer need be carried. If the sunburst is a self-draining false floor design, there is no need for any bailer.
 - (6) A painter at least 3.5m long fitted to facilitate being towed.
- (c) Patrol boats shall be provided with the following equipment consistent with the size of vessel and task undertaken:
- (1) One plug and inspection port for each drain hole and buoyancy compartment opening.
 - (2) At least two oars or two paddles. If oars are provided then there shall be two crutches permanently attached to the vessel.
 - (3) At least one outboard motor clamped or bolted to the transom. There shall be an additional wire or chain lanyard connecting any clamped motor to a strong point inside the vessel.
 - (4) An approved marine grade fuel tank and hose system that holds sufficient fuel for the task undertaken.

- (5) At least two bailers attached to the vessel with lanyards, one of which must have a capacity greater than 5 litres. If the patrol boat is fitted with an automatic bailer, only one bailer need be carried.
- (6) An anchor weighing at least 2 kg, which is shackled to at least 5 metres of 5 mm galvanized chain, which is shackled to at least 30 metres of anchor warp which is permanently attached to the vessel.
- (7) A painter permanently fitted in the bow, which is of such length that it cannot become tangled in the propeller.
- (8) A 10 metre towing painter permanently fitted in the stern of sufficient strength to hold one fully swamped cutter head to wind.
- (9) A fixed or portable marine grade VHF radio or cell phone in a zip lock bag.
- (10) A knife, waterproof Duct tape and simple tool kit.
- (11) A first aid kit in waterproof container.

3.4 Additional equipment

- (a) Depending on the planned water activity, area of operation and duration, the leader in charge must consider carrying some or all of the following additional equipment:
 - (1) Charts or sections of charts contained in a waterproof wallet.
 - (2) Fully charged marine grade VHF radios.
 - (3) A fully charged cell phone in a zip lock bag.
 - (4) A GPS receiver and spare batteries in a waterproof container.
 - (5) A first aid kit in waterproof container.
 - (6) A fire extinguisher.
 - (7) A tools and spare parts kit.
 - (8) Drinking water and food supplies.
 - (9) A waterproof torch, spare bulb and spare batteries.
 - (10) A heliograph (or old CD / DVD).
 - (11) Distress flares.
 - (12) A one metre square 'Day Glo' distress square.
 - (13) Any additional equipment specified by any Water Activities Adviser or Group Leader.

3.5 Overloading of Scout vessels

Scout vessels must never be overloaded with stores and equipment. There must always be sufficient room in the vessel and adequate freeboard so that the crew can operate the vessel in a safe manner in the prevailing or anticipated conditions.

3.6 Additional equipment in some Areas

National, Regional or Zone Water Activities Advisers can require Scout vessels in certain boating limits as defined in Clause 4.1 to carry additional equipment or have modifications to the rigging structure due to specific weather and tide patterns experienced in those specific boating limits.

3.7 Sails and rigging

- (a) No rig may be used on any Scout vessel except that rig which is specified for the vessel's class. Additional sail area must not be carried.
- (b) Cutters, crown cutters and sunbursts may carry one jib, a main sail and a spinnaker as specified in class rules. The only spinnaker and fittings approved for use by a cutter are those meeting sunburst class rules.

- (c) Cutter and crown cutter main sails must be capable of being reefed. Reef points of sufficient strength must be sewn into the main sail.

3.8 Minimum and maximum crew numbers

- (a) Table 2 provides for minimum and maximum crew numbers in Scout vessels:

Table 2 - Minimum and maximum crew numbers

Boat class	Activity	Minimum	Maximum
Cutter and crown cutter	Rowing	2 persons	10 persons
Cutter and crown cutter	Sailing	3 persons	7 persons
Cutter and crown cutter	Motoring	2 persons	10 persons
Sunburst	Rowing	1 person	3 persons
Sunburst	Sailing	1 person	3 persons
Sunburst	Motoring	1 person	3 persons
Optimist	Rowing	1 person	2 persons
Optimist	Sailing	1 person	2 persons
P Class	Sailing	1 person	1 person
420	Sailing	2 persons	3 persons
Power vessel	Motoring	1 person	As defined on the boat certificate
Power vessel	Safety boat	2 persons	Leaving sufficient room not to hamper rescue activity

- (b) The minimum and maximum crew numbers must appear on the boat certificate.
- (c) The minimum and maximum crew numbers must not be exceeded without approval from the Regional or Zone Water Activities Adviser.
- (d) For classes of vessel not listed in Table 2, minimum and maximum crew numbers must be consistent with that vessel's class requirement. Vessels must never be over crewed as to render them unseaworthy.
- (e) The minimum and maximum crew numbers may be temporally altered for a special water activity event at any National, Regional or Zone Regatta provided that the event is controlled by the National or Regional or Zone Water Activities Adviser and sufficient additional patrol vessels are available.

3.9 Boat surveys and seaworthiness inspections

- (a) Boat surveyors shall be appointed by Regional or Zone Water Activities Advisers to undertake a full survey of the vessel's structure, buoyancy and equipment. Such full surveys shall be programmed annually.
- (b) Groups can employ any commercial boat builder to undertake any survey of their vessels where no boat surveyor has been appointed.
- (c) All Scout vessels including canoes and kayaks must be inspected annually prior to 30 September. Such inspection must be undertaken by any Water Activities Leader, Group Leader, senior warranted Adult Leader or boat surveyor appointed by any Water Activities Adviser.

- (d) Inspections of Scout vessels must, wherever possible, be undertaken by some person who is independent and not associated with the Group who owns the boat being inspected.
- (a) Intermediate seaworthiness inspections can be undertaken by any Water Activities Charge Certificate holder at any time. It is the responsibility of the Group Leader and Water Activity Leader in charge to ensure that Scout vessels continue to comply with the survey and equipment requirements prior to being used for any Scout water activity.
- (b) Boat surveys must be undertaken for all vessels requisitioned for any National, Regional and Zone Regattas where the vessel will not be used by the originating Group.
- (c) Boat Surveys for vessels other than Cutters, Sunbursts and open Patrol Boats with outboard motors must be individually approved by the National Water Activities Adviser.

3.10 Use of non-Scout vessels

- (a) Recreational vessels not owned by The Scout Association may be used for Scout water activities. It is the responsibility of the owner of these recreational vessels to ensure these vessels are fit for the purpose and appropriately equipped.
- (b) The owner of these recreational vessels must be present when youth members are using them.

3.11 Boat certificates

- (a) All Scout vessels in use shall be maintained to a standard suitable to meet the requirements for a boat certificate.
- (b) The Group Leader must hold a valid unexpired boat certificate issued by the Regional or Zone Water Activities Adviser or boat surveyor for every Scout vessel in use (except canoes and kayaks until a survey has been defined for them). Expired boat certificates must be retained by the Group Leader for the life of the vessel.
- (c) After a thorough inspection the boat surveyor, if satisfied that the vessel and its equipment are seaworthy, in good repair and in every respect, safe and sufficient for the service required, shall issue a boat certificate, specify the period of validity, and the maximum and minimum number of crew the vessel may carry, and any other special conditions he or she may consider advisable.
- (d) Boat certificates are issued for a maximum period of 15 months and automatically lapse on 30 September annually. New certificates to cover the period 1 July to 30 September the following year inclusive may be issued between 1 July to 30 September of the current year so that the vessel is continuously certified.
- (e) The applicable boat survey form becomes the Boat Certificate and will be issued by the Regional or Zone Water Activities Adviser or boat surveyor on satisfactory completion of the boat survey. The boat survey form is to be filled out in duplicate, the original copy being sent to the Regional or Zone Water Activities Adviser for the issue of the Boat Certificate and one copy, retained for Group records.
- (f) The Boat Certificate is to be displayed at the boat shed or Group Headquarters and is to be produced on demand to any Zone Leader, Water Activities Adviser or boat surveyor.
- (g) Regional or Zone Water Activities Advisers and Group Leaders must withdraw a Boat Certificate following any event where the vessel suffers major structural damage. The Group Leader must return the Boat Certificate to the Regional or Zone Water Activities Adviser with a written report of the

circumstances leading to the damage. The vessel is not to be used until it is resurveyed by a boat surveyor and a new Boat Certificate issued.

3.12 Permanent buoyancy in boats, canoes and kayaks

- (a) All Scout vessels are to have permanent buoyancy fitted to the satisfaction of the boat surveyor.
- (b) Crown cutters are to have the permanent buoyancy fitted as part of the original internal hull mould.
- (c) Sunbursts are to have permanent buoyancy fitted in accordance with the New Zealand Sunburst Association class rules.
- (d) Vessels of other classes are to have permanent buoyancy fitted in accordance with their respective class rules.
- (e) Wooden, fibreglass and aluminium rowing dinghies are to have sufficient permanent buoyancy fitted so that the vessel always remains afloat when capsized.
- (f) Permanent buoyancy is to be made up of closed solid foam blocks, solid plastic tubes, buoyancy compartments or similar devices. Buoyancy compartments are to be filled with as many small closed plastic bottles as possible to provide additional integrity.

3.13 Annual swamp testing of cutters

- (a) Prior to having a cutter or crown cutter surveyed by a boat surveyor, the Group Leader is arrange for the vessel to be fully swamped to prove the effectiveness of the permanent buoyancy.
- (b) The procedure for swamp testing is contained on the Swamp Test form.
- (c) This test is to be conducted annually and must be completely satisfactory before the boat surveyor signs the boat survey form.
- (d) The results of the swamp test are to be recorded on the Swamp Test form. The fully swamped water line level is to be recorded on a datum mark permanently attached to the centre case.

3.14 Annual swamp testing of other Scout boats

The boat surveyor can insist that any other Scout boat is swamp tested to prove the effectiveness of the permanent buoyancy.

3.15 Maintenance logs

The Group Leader must ensure that a maintenance log is kept for every power vessel operated by that Group and should consider maintenance logs for other vessels.

Part 4 - Water Activity Areas

4.1 Boating limits

Regional or Zone Water Activities Advisers are to define the maximum limits for routine water activities. Such limits are to specify any prohibited or restricted areas and any protected area where landing is controlled or prohibited.

4.2 Main navigation channels and commercial wharfs

- (a) The Port Authority controls water activities in the main navigation channels and around commercial wharfs in the major ports around New Zealand. In general, Scout vessels must not operate in any main navigation channel or commercial wharfs where such activity will impede the movement of

vessels over 500 gross registered tonnes. A vessel over 500 tonnes is likely to be over 50 metres length overall.

- (b) Where a vessel must not impede the movement of a vessel over 500 gross registered tonnes, that vessel must remain outside a zone which extends 500 metres in front and 100 metres either side of the vessel not to be impeded.
- (c) Main navigation channels are defined by directional or sector lights, port and starboard lateral marks and are indicated on the largest scale navigation charts.
- (d) Scout vessels must not anchor in any main navigation channel.
- (e) Scout vessels must not moor to, or interfere with any navigation mark, buoy or structure.

4.3 Group training limits

- (a) The Group Leader, in consultation with the Regional or Zone Water Activities Adviser, is to define Group training limits. Such limits are to incorporate the following risk analysis guidelines:
 - (1) There is sufficient sea room for youth members to practice sailing a triangular course, and
 - (2) They must take into account any other water users such as swimmers, other boating clubs, ski lanes, and recreational or sporting training events, and
 - (3) They must take into account the presence of other water users who may need to be avoided or could provide assistance, and
 - (4) They are not more than one nautical mile from the shore however the limits can be extended if patrol boat support is available.
- (b) The intent of Group training limits is to allow Group Leaders and Water Activities Charge Certificate holders to have a range of training limits, which can be varied depending on the activity and weather.
- (c) The centre of supervision from shore could be located at the Group Headquarters, boat shed, boat ramp and beach or similar provided the Water Activity Leader can observe the activity from that location.
- (d) The Group leader may permit competent Venturers not holding Water Activities Charge Certificate to take boats out within Group Training Limits without additional supervision.
- (e) The Group Leader must ensure that a complete set of charts covering the Group's Training limits applying to that Group's vessels are displayed at the Scout Hall or boat shed.

4.4 Non-Scouting regattas

Scouts and Venturers may participate in any regattas organised by a yacht club affiliated to Yachting New Zealand or other organisation subject to individual approval by the Group Leader.

4.5 Boating limits displayed

- (a) The Group Leader must ensure that a complete set of charts covering the Group's Boating limits applying to that Group's vessels are held at the Scout Hall or boat shed.
- (b) The charts used to display boating limits must be the largest scale Land Information chart available for that area.

4.6 Extended water activities

- (a) Water activities may be approved in areas outside the Group's boating limits as defined in Clause 4.1. Such approval must come from National Water Activities Adviser or the Regional or Zone Water Activities Adviser having jurisdiction of the area where the activity is planned to take place.
- (b) This clause is provided to allow Venturers to consider undertaking extended voyages to fulfil the Expedition Option of the Venturer Gold Award or the Duke of Edinburgh's Hilliary Award expeditions in Scout vessels.
- (c) A detailed plan including an Activity Intention Form must be submitted before any application to operate outside the Group's boating limits will be considered. It is recommended that the detailed plan include the following items:
 - (1) Full qualifications including radio licenses (if any) and first aid certificates held by participants undertaking the water activity.
 - (2) A communication plan including all details of every cell phone and marine VHF carried.
 - (3) A complete equipment list and gear list for every participant.
 - (4) A detailed route including contingency options.
 - (5) The full extent of area of operation that must not be exceeded.
 - (6) Full details of every vessel taking part in the water activity.
 - (7) Any other information that may affect the activity.

Part 5 - Water Activities Charge Certificates

5.1 Charge Certificate examination

- (a) Candidates must apply to the Regional or Zone Water Activities Adviser on the Charge Certificate Application form to be examined in a practical test for the type of vessel and Charge Certificate being applied for.
- (b) The Regional or Zone Water Activities Adviser will appoint a Charge Certificate examiner to test that candidate in their knowledge of Scout Water Activities Rules, practical boat handling and any theoretical item.
- (c) The Charge Certificate examiner must be some person who is independent from the Group and not associated with the candidate being examined.
- (d) Charge Certificates will be endorsed for the Zone the applicant is examined in, and for any one or more of the following type of vessels:
 - (1) A - Open vessels under oars.
 - (2) B - Open or decked vessels propelled by outboard motor.
 - (3) E - Open vessels under sail.

5.2 Charge Certificate Candidate eligibility

- (a) The applicant must satisfy the examiner that he or she is a capable and responsible person and meets the requirements for practical boat handling.
- (b) All applicants for Charge Certificates, irrespective of the endorsement sought, must satisfy the examiner in the following conditions:
 - (1) Be recommended by the Group Leader as a capable and responsible person.
 - (2) Be a warranted Adult Leader, adult helper or youth member over the age of 16.
 - (3) Youth members over the age of 16 must have the recommendation of their Venturer Leader and Group Leader.

5.3 Charge Certificate syllabus

The following components must be completed by each applicant before a Charge Certificate will be issued:

- (a) Be familiar with the Groups' boat certificates in respect to number of persons the vessels are permitted to carry and the limits of the areas that the vessels may operate in.
- (b) Be familiar with the waters in local area and be able to read the largest scale charts. Have a good local knowledge of navigation marks, dangers, safe-landing places, and know how the tides and weather affect the area.
- (c) Have successfully completed Unit Standard 6915, Coastguard Boating Education Dayskipper course or obtained a higher maritime document.
- (d) Have a thorough knowledge of the SCOUTS New Zealand's Water Activities Rules and satisfactorily complete a Charge Certificate Theory examination.
- (e) Complete a practical test and manoeuvre a Scout vessel to the directions of the examiner using a crew of youth members.

5.4 Charge Certificate Practical test

- (a) All candidates must be able to swim 50 metres while fully clothed and wearing a personal floatation device.
- (b) All candidates will complete the knotting component in the Charge Certificate Practical test.
- (c) The provisions for the various classes of endorsement are set out hereunder:
 - (1) A - Open Vessels under Oars:
 - (i) Qualify as in Clause 5.3(a) above.
 - (ii) Take charge of a vessel's crew, prepare the vessel with the correct equipment, launch the vessel, using the correct orders, maintain discipline and handle vessel as directed by examiner.
 - (iii) Complete the rowing practical test.
 - (2) B - Open or Decked Vessels Propelled by Outward Motor:
 - (i) Qualify as in Clause 5.3(a) above.
 - (ii) Take charge of a vessel's crew, prepare the vessel with the correct equipment, launch the vessel, and demonstrate ability to handle the vessel as directed by the examiner, using the outboard motor.
 - (iii) Be able to manoeuvre the vessel by a secondary method of propulsion.
 - (iv) Understand the operation of an outboard motor, the safety precautions to be taken, and be able to do simple maintenance.
 - (v) Complete the powerboat practical test.
 - (3) E - Open Vessels under Sail:
 - (i) Qualify as in Clause 5.3(a) above.
 - (ii) Qualify for Class A Endorsement.
 - (iii) Take charge of a vessel's crew, prepare the vessel with the correct equipment, launch the vessel, using the correct orders, maintain discipline and manoeuvre the vessel under sail as directed by examiner.
 - (iv) Complete the sailing practical test.

5.5 Charge Certificate for new boating limits

Any holder of an existing Charge Certificate who wishes to obtain an endorsement for new boating limits as defined in Clause 4.1 must make an

application to the Regional or Zone Water Activities Adviser in the new Zone but need only be examined by an examiner in that Zone in respect of Clause 5.3(a)(1) and (2).

5.6 Charge Certificate register

Regional or Zone Water Activities Advisers are to maintain an up to date register of all Charge Certificates in their Region or Zone. This register is to be made available to any Zone Leader, Regional Development Manager, Executive Staff or National Water Activities Adviser on demand.

5.7 Charge Certificate details displayed

The Group Leader must ensure that the details of all Charge Certificate holders and classes of certificate held are displayed at the Group Headquarters or boat shed together with the boating limits applying to each individuals Charge Certificate.

5.8 Vacant

5.9 Expiry of Charge Certificates

- (a) Charge Certificates will automatically expire when any of the following conditions are met:
 - (1) The Charge Certificate holder leaves SCOUTS New Zealand for any reason, or
 - (2) The Charge Certificate holder has not exercised the use of their Charge Certificate for more than 24 consecutive months, or
 - (3) Three years after the Charge Certificate has been issued.
- (b) Group Leaders must notify their Regional or Zone Water Activities Adviser when the conditions set out in Clauses 5.9(a)(1) and (2) have occurred.
- (c) The Charge Certificate holder must return their Charge Certificate to their Group Leader, Regional or Zone Water Activities Adviser when conditions set out in Clauses 5.9(a)(1) and (2) have occurred.

5.10 Renewal or reissue of Charge Certificates

- (a) Charge Certificates holders must apply to the Regional or Zone Water Activities Adviser through their Group leader to have their Charge Certificate renewed when the condition set out in Clause 5.9(a)(3) has occurred. Such renewal will be automatically processed without any re-examination provided the Charge Certificate holder can demonstrate that the certificate has been used within the previous 12 months.
- (b) The warranted Adult Leader, adult helper or youth member must apply to the Regional or Zone Water Activities Adviser through their Group leader to have their Charge Certificate reissued when the certificate has expired due to Clause 5.9(a)(1), (2) and (3) and that the certificate has not been used within the previous 12 months. The Regional or Zone Water Activities Adviser must use their discretion in determining which components of the Charge Certificate syllabus contained in Clause 5.3 is to be re-examined before the Charge Certificate is reissued.

5.11 Suspension of Charge Certificates

- (a) The National Water Activities Adviser, any Regional or Zone Water Activities Adviser and any Zone Leader, Regional Development Manager or Executive Staff Member can suspend any warranted Adult Leader's, adult helper's or youth member's Charge Certificate if conditions specified in Clause 5.11 (c) occur.

- (b) Any Group Leader can suspend any youth member's Charge Certificate within their Group's jurisdiction.
- (c) A Charge Certificate may be suspended when any of the following circumstances necessitate such a suspension:
 - (1) Any occasion where the Charge Certificate holder has been in charge of a vessel during a Scout activity and an incident has resulted in:
 - (i) a person being seriously harmed, or
 - (ii) the vessel sustaining serious structural damage, or
 - (iii) another vessel or structure sustaining damage as a result of a collision, or
 - (iv) the vessel has operated outside the permitted boating limits without permission, or
 - (v) the vessel being operated outside prescribed weather and tide conditions, or
 - (vi) the conduct of the Charge Certificate holder could bring SCOUTS New Zealand into disrepute, or
 - (vii) any other serious breach of these Clauses.
- (d) Any occasion where the Charge Certificate holder has been in charge of a vessel during a Scout activity and the quality of supervision has resulted in serious concerns from parents.
- (e) In the opinion of the National, Regional or Zone Water Activities Adviser, the Charge Certificate holder has behaved in a way that could have put youth members or adults in danger, whether or not actual harm or damage has been caused.
- (f) A Charge Certificate will be automatically suspended when any warranted Adult Leader has their warrant or membership suspended for any reason in accordance with POR Rule 50.

5.12 Review of Charge Certificate suspension

- (a) Depending on the circumstances leading to a Charge Certificate holder having their Charge Certificate suspended, that person may apply to the Regional or Zone Water Activities Adviser to have the suspension reviewed.
- (b) An independent warranted Adult Leader will be appointed by the National, Regional or Zone Water Activities Adviser to review the circumstances that lead to the Charge Certificate suspension. Such a person will usually be an independent senior Group Leader or other suitable person.
- (c) The National Water Activities Adviser must be informed within 14 days of all the circumstances where a person has had their Charge Certificate suspended.
- (d) The National Water Activities Adviser must be informed of the results of all Charge Certificate suspension reviews required by Clause 5.12 (b) within 28 days of the review being completed.

AIR ACTIVITIES

44. AIR ACTIVITY RULES

1.1. Air Activities Charge Certificate Examiner

- (a) Charge Certificate Examiners are appointed by the Regional Development Manager who, after consultation with the Regional Air Activities Adviser, will issue a Certificate of Appointment.
- (b) The Regional Air Activities Adviser is to maintain a Register of all Air Activities Charge Certificate Examiners.
- (c) A Air Activities Charge Certificate Examiner must have a wide aeronautical related background and ideally, specialised local knowledge to enable sensible and adequate examination of candidates to the standard required.

1.2. Air Activities Charge Certificates

- (a) Persons in charge of aeronautical activities must hold a valid Air Activities Charge Certificate issued by the Regional Air Activities Adviser. It is the responsibility of the Group Leader to ensure that this Clause is observed.
- (b) All Air Activities Charge Certificates held by members of a Group are to be recorded by name, scout number, and endorsements (if any), and a register of them held by the Group Leader. The register is to be produced on demand to any Adviser or Air Activities Charge Certificate Examiner. The Air Activities Charge Certificate itself should also be made available if required.
- (c) On successful completion of either a period of instruction or a thorough examination, and being satisfied that the candidate in all respects fulfils the requirements, a Air Activities Charge Certificate will be issued to that person by the Regional Air Activities Adviser. The Air Activities Charge Certificate may list any conditions considered desirable by the Regional Air Activities Adviser.
- (d) Air Activities Charge Certificates will be issued by the Regional Air Activities Adviser on receipt of a recommendation from a Air Activities Charge Certificate Examiner. This recommendation is to be rendered in triplicate on the standard form, the original copy being sent to the Regional Air Activities Adviser for the issue of a Air Activities Charge Certificate, one (1) copy to the Zone Leader for information, one (1) copy retained for Group records. Each Certificate is to be given a serial number and its issue recorded by the Regional Air Activities Adviser.
- (e) An Air Activities Charge Certificate is valid for three (3) years from the date of issue. Renewal is to be on application to the Regional Air Activities Adviser who may require the holder to undergo a period of refresher instruction and/or successfully complete an examination.
- (f) The Regional Air Activities Adviser will maintain a Register of all holders of Air Activities Charge Certificates within their Region and supply a copy of this Register to the National Air Activities Adviser at the end of June each year.
- (g) On his/her own initiative or following a recommendation of a Air Activities Charge Certificate Examiner having jurisdiction, the Regional Air Activities Adviser may order the immediate suspension of a Air Activities Charge Certificate and after investigation may, withdraw for a specified period, or cancel, the Certificate. Any such suspension, withdrawal or cancellation should be recorded by the Regional Air Activities Adviser and reported to the appropriate Zone Leader and Group Leader concerned.
- (h) The Regional Air Activities Adviser may at any time require the holder of a Air Activities Charge Certificate to undergo re-examination. If the result of

such re-examination is unsatisfactory then the Certificate will be withdrawn. Any such withdrawal shall be recorded by the Regional Air Activities Adviser and reported to the National Air Activities Adviser, appropriate Zone Leader and Group Leader concerned.

1.3 Air Activities Charge Certificate Requirements

- (a) For an Air Activities Charge Certificate an applicant must:
 - (1) be recommended by a Group Leader as a responsible person; or
 - (2) be a Venturer who holds the Major Interest Award in aviation.
- (b) An Air Activities Charge Certificate Holder who transfers from one Region to another should check with the Regional Air Activities Adviser prior to exercising the responsibilities of the Air Activities Charge Certificate in the new Region.
- (c) Applicants for an Air Activities Charge Certificate must either complete a period of instruction or demonstrate (generally by examination) a sound knowledge of the following:
 - (1) Rules and safety precautions to be followed when in the movements and operating areas of an airfield.
 - (2) Requirements of both a controlled and uncontrolled airfield.
 - (3) Standard Light signals used on an airfield.
 - (4) Safety procedures for approaching an aircraft or helicopter when engines are operating.
 - (5) Foreign object detection and prevention measures on the airfield movements and operating area.
 - (6) (i) Cockpit safety checks to be carried out prior to conducting any activity in or about a powered aircraft, or
 - (ii) Correct procedures applicable to the handling and parking of glider aircraft.
 - (7) Elementary knowledge of the theory of flight including the principles of an aerofoil and the airflow over an aerofoil shape.
 - (8) Be able to point out and describe the functions of the following moveable control surfaces:
 - (9) ailerons
 - (ii) elevator
 - (iii) rudder, and
 - (iv) flaps
 - (10) Be able to identify the following major aircraft parts/components:
 - (i) fuselage
 - (ii) mainplane
 - (iii) tailplane
 - (iv) undercarriage, and
 - (v) engine
 - (11) Have experienced a minimum of one familiarisation flight with an instructor in a powered aircraft or glider.
 - (12) It is desirable for the applicant to have visited a control tower on a controlled airfield if such a facility is located in the applicant's vicinity. However, it is appreciated that in some areas of New Zealand the need to meet such a requirement could involve travelling considerable distances and if such is the case, the applicant should request a waiver when submitting an application to the Area Air Activities Adviser.

Mandatory Safety Requirements (MSR's)

1.4 (MSR's) For Powered Flying As A Scouting Activity

These MSR's apply to all Scouts undertaking flight in powered aircraft as a Scouting Activity.

Supervision and Control

- (a) Before any Member of SCOUTS New Zealand undertakes flight in a powered aircraft, an Activity Intention form is to be completed and written parental consent obtained for members less than eighteen years of age taking part in the activity. The Group Leader shall consult with the Regional or Zone Air Activities Adviser before approving the proposed activity. The Group Leader has the overriding authority and responsibility to ensure compliance with these MSR's and to direct that any activity shall be stopped or cancelled if in their view it is necessary in the interest of safety. For National, Regional and Zone activities an Activity Intention form shall be completed by the organisers who will incorporate the provisions of these MSR's in the Risk Management policy for the activity.
- (b) Members of SCOUTS New Zealand may only fly in an aircraft operated by a Club or Flying School that is affiliated with "The Royal New Zealand Aero Club" or Flying Schools operating under CAA Rules Part 91 or Part 141. The Walsh Memorial Scout Flying School will operate under the rules and procedures as laid down by the Chief Executive, SCOUTS New Zealand, from time to time.
Members of SCOUTS New Zealand may also fly in aircraft operated by commercial providers operating under a current New Zealand Air Operators Certificate.
- (c) At all times all operations will be in accordance with the Rules prescribed by the NZ Civil Aviation Authority (CAA).

Age Limitations

- (d) **Air Experience** - Members of SCOUTS New Zealand who have attained the age of eleven years may undertake flight(s) as a passenger, seated immediately behind the aircraft controls, in powered aircraft for the purpose of gaining air experience provided that the pilot-in-command is the holder of a valid Private Pilot Licence or higher pilot qualification.
Members of SCOUTS New Zealand who have not attained the age of eleven years may undertake flight(s) as a passenger provided they are not seated immediately behind the aircraft controls and adequate additional adult assistance is available in the aircraft and the pilot-in-command is the holder of a valid Private Pilot Licence or higher pilot qualification.
Note. The safety of all participants, including the pilot, is paramount. If there is any doubt as to how any member will react within the tight confines of an aircraft then the activity should be stopped immediately.
- (e) **Instructional Flight** - Members of SCOUTS New Zealand who have attained the age of fourteen and a half years may undertake flights in a powered aircraft for the purpose of receiving instruction provided that the pilot-in-command is the holder of a valid A, B or C Category Instructor rating.
- (f) **Solo flight** - Members of SCOUTS New Zealand who have attained the age of sixteen years may undertake solo flight in a powered aircraft provided that such flight is authorised by and is undertaken under the control and supervision of a qualified A or B Category flying instructor.

Aircraft Requirements

- (g) Members of SCOUTS New Zealand may only undertake flights in powered aircraft issued with a current Airworthiness Certificate or a permit to fly issued by the Civil Aviation Authority (CAA) and a valid Maintenance Release issued by a rated engineer.

Ground Training

- (h) Before undertaking a flight in a powered aircraft Members of SCOUTS New Zealand must have received instruction on the following.
- (1) The rules and safety precautions to follow when on an airfield.
 - (2) The safety procedures for approaching an aircraft or helicopter when its engines are running.
- If during the visit to the Airfield, a Scout undertakes the following in addition to completing Clause (h)(1) and Clause (h)(2) they will be eligible for the "Airmanship One Badge".
- (3) Understand the requirements of a controlled airfield and the significance of airfield control facilities.
 - (4) Know the standard light signals used by aerodrome control towers and, if possible, view the control signals.
- (i) A Venturer must have completed the requirements for an Air Activities Charge Certificate prior to first solo.

Activity Approval

- (j) Prior to approving powered flying as a Scouting activity, the Group Leader must:
- (1) Have received a properly completed Activity Intention form.
 - (2) Ensure that written parental consent has been obtained for members less than eighteen years of age taking part in the activity.
 - (3) Ensure that prior to entry onto an aircraft movement area, the Scout has received instruction as required by Clause (h) of these MSR's.
 - (4) Ensure that the activity is to be completed by a Club / Flying School as required by Clause (b). In the event that the activity is to be conducted by an individual who owns, is a part owner, or has access to the use of a powered aircraft, it is similarly necessary to ensure that the individual is a member of a Club / Flying School that is covered by Clause (b) of these MSR's.
 - (5) Ensure that the pilot(s)-in-command, with whom the Scouts are to fly, meet the requirement(s) of Clause (d) and Clause (e) of these MSR's.
 - (6) Ensure that the aircraft in which any Scouts fly complies with the requirements of Clause (g) of these MSR's.
 - (7) Ensure that the Scouts are under the supervision and control of a qualified pilot or the holder of an Air Activities Charge Certificate.
- (k) It is recognised that some or all of the requirements listed in Clause (j)(1) - (7) of the above could be difficult for the Group Leader to check in some instances. Therefore, in the event that the Group Leader does not have access to a Regional or Zone Air Activities Adviser for consultation concerning the requirements, it is essential that the assistance of an appropriate authority at the National Office of SCOUTS New Zealand be requested.

Notes:

- (a) *Flying in glider aircraft, microlight aircraft and balloons are covered in separate MSR's for glider aircraft, microlight aircraft and balloons respectively.*
- (b) *To demonstrate compliance with these MSR's it is recommended that prior to undertaking the activity the leader of the activity and a representative of the Aero Club / Flying School sign the respective sections.*
- (c) *CAA Rules may be viewed at www.caa.govt.nz*

1.5 (MSR's) For Microlight Flying As A Scouting Activity

These MSR's apply to all Scouts undertaking flight in microlight aircraft.

Supervision and Control

- (a) Before any Member of SCOUTS New Zealand undertakes flight in a microlight aircraft, an Activity Intention form is to be completed and written parental consent obtained for members less than eighteen years of age taking part in the activity. The Group Leader shall consult with the Regional or Zone Air Activities Adviser before approving the proposed activity. The Group Leader has the overriding authority and responsibility to ensure compliance with these MSR's and to direct that any activity shall be stopped or cancelled if in their view it is necessary in the interest of safety. For National, Regional and Zone activities an Activity Intention form shall be completed by the organisers who will incorporate the provisions of these MSR's in the Risk Management policy for the activity.
- (b) Members of SCOUTS New Zealand may only fly in a microlight aircraft operated by a Member / Club affiliated to the Recreational Aircraft Association of New Zealand Incorporated (RAANZ) and must observe the rules, regulations and requirements of that organisation.
- (c) At all times all operations will be in accordance with the Rules prescribed by the NZ Civil Aviation Authority (CAA) and the RAANZ.

Age Limitations

- (d) **Air Experience** - Members of SCOUTS New Zealand who have had their eleventh birthday may undertake flights as a passenger in microlight aircraft for the purposes of gaining air experience provided that the pilot-in-command is the holder of a valid microlight flying instructor certificate issued by RAANZ.
- (e) **Instructional Flight** - Members of SCOUTS New Zealand who have attained the age of fourteen and a half years may undertake flights in microlight aircraft for the purpose of receiving instruction provided that the pilot-in-command is the holder of a valid microlight flying instructor certificate issued by RAANZ.
- (f) **Solo Flight** - Members of SCOUTS New Zealand who have attained the age of sixteen years may undertake solo flight in microlight aircraft provided that such flight is undertaken under the control and supervision of a qualified instructor who is the holder of a valid microlight flying instructor certificate issued by RAANZ.

Aircraft Requirements

- (g) Members of SCOUTS New Zealand may only undertake flights in microlight aircraft issued with a current Permit to Fly as required by the Director of Civil Aviation.

Ground Training

- (h) Before undertaking flight in a microlight aircraft, Members of SCOUTS New Zealand must have received instruction on the following.
 - (1) The rules and safety precautions to follow when on an airfield.
 - (2) The safety procedures for approaching an aircraft or helicopter when its engines are running.

If during the visit to the Airfield, a Scout undertakes the following in addition to completing Clause (h)(1) and Clause (h)(2) they will be eligible for the "Airmanship One Badge".

 - (3) Understand the requirements of a controlled airfield and the significance of airfield control facilities.
 - (4) Know the standard light signals used by aerodrome control towers and, if possible, view the control signals.
- (i) A Venturer must have completed the requirements for an Air Activities Charge Certificate prior to first solo.

Activity Approval

- (j) Prior to approving microlight flying as a Scouting activity, the Group Leader must:
 - (1) Have received a properly completed Activity Intention form.
 - (2) Ensure that written parental consent has been obtained for members less than eighteen years of age taking part in the activity.
 - (3) Ensure that prior to entry onto an aircraft movement area, the Scout has received instruction as required by Clause (h) of these MSR's.
 - (4) Ensure that the activity is to be conducted by a Club affiliated to the Recreational Aircraft Association of New Zealand (RAANZ) as required by Clause (b). In the event that the activity is to be conducted by an individual who owns, is a part owner or has access to the use of a microlight aircraft, it is similarly necessary to ensure that the individual is a member of a Club that is covered by Clause (b) of these MSR's.
 - (5) Ensure that the pilot(s)-in-command, with whom the Scouts are to fly, meet the requirement(s) of Clause (e) and Clause (f) of these MSR's.
 - (6) Ensure that the microlight aircraft in which any Scouts fly complies with the requirements of Clause (g) of these MSR's.
 - (7) Ensure that the Scouts are under the supervision and control of a qualified microlight pilot or the holder of an Air Activities Charge Certificate.
- (k) It is recognised that some or all of the requirements listed in Clause (j)(1) - (7) of the above could be difficult for the Group Leader to check in some instances. Therefore, in the event that the Group Leader does not have access to an Area Air Activities Adviser for consultation concerning the requirements, it is essential that the assistance of an appropriate authority at the National Office of SCOUTS New Zealand be requested.

Note:

- (a) *Flying in powered aircraft, glider aircraft and balloons are covered in separate MSR's for powered aircraft, glider aircraft and balloons respectively.*
- (b) *To demonstrate compliance with these MSR's it is recommended that prior to undertaking the activity the leader of the activity and a representative of the Club sign the respective sections.*
- (c) *CAA Rules may be viewed at www.caa.govt.nz*

1.6 (MSR's) For Glider Flying As A Scouting Activity

These MSR's apply to all Scouts undertaking flight in gliders as a Scouting Activity.

Note: In these MSR's, the word glider includes self-launching motor gliders.

Supervision and Control

- (a) Before any Member of SCOUTS New Zealand undertakes flight in a glider, an Activity Intention form is to be completed and written parental consent obtained for members less than eighteen years of age taking part in the activity. The Group Leader shall consult with the Regional or Zone Air Activities Adviser before approving the proposed activity. The Group Leader has the overriding authority and responsibility to ensure compliance with these MSR's and to direct that any activity shall be stopped or cancelled if in their view it is necessary in the interest of safety. For National, Regional and Zone activities an Activity Intention form shall be completed by the organisers who will incorporate the provisions of these MSR's in the Risk Management policy for the activity.
- (b) Members of SCOUTS New Zealand may only fly in a glider operated by a Club or Annual Group affiliated with Gliding New Zealand (GNZ). Any Scout Gliding Camp or School will operate under the rules and procedures as laid down by the Chief Executive, SCOUTS New Zealand, from time to time.
- (c) At all times all operations will be in accordance with the Rules prescribed by the NZ Civil Aviation Authority (CAA) and GNZ.

Age Limitations

- (d) Air Experience - Members of SCOUTS New Zealand who have had their eleventh birthday may undertake flight(s) as a passenger in gliders for the purposes of gaining air experience provided that the pilot-in-command is the holder of a valid GNZ Passenger Rating or higher qualification.
- (e) Instructional Flight - Members of SCOUTS New Zealand who have attained the age of fourteen and a half years may undertake flights in glider for the purpose of receiving instruction provided that the pilot-in-command is the holder of a valid GNZ Instructor Rating.
- (f) Solo Flight - Members of SCOUTS New Zealand who have attained the age of sixteen years may undertake their first solo flight in glider provided that such flight is authorized by, and is undertaken under the control and supervision of a qualified A or B Category GNZ gliding instructor.

Aircraft Requirements

- (g) Members of SCOUTS New Zealand may only undertake flights in gliders issued with a current Airworthiness Certificate issued by the CAA and a valid Maintenance Release issued by a rated engineer.

Ground Training

- (h) Before undertaking flight in a glider, Members of SCOUTS New Zealand must have received instruction on the following:
 - (1) The rules and safety precautions to follow when on an airfield.
 - (2) The safety precautions and procedures for approaching a glider or tow plane when it has its engine running.
 - (3) The safety precautions and procedures when launching gliders
 If during the visit to the airfield, a Scout undertakes the following in addition to completing Clauses (h)(1), (h)(2) and (h)(3) they will be eligible for the "Airmanship One Aviation Skills Badge".

- (4) Understand the requirements of a controlled airfield and the significance of airfield control facilities.
- (5) Know the standard light signals used by aerodrome control towers and, if possible, view the control signals.
- (i) A Venturer must have completed the requirements for an Air Activities Charge Certificate prior to first solo.

Activity Approval

- (j) Prior to approving gliding as a Scouting activity, the Group Leader must:
 - (1) Have received a properly completed Activity Intention form.
 - (2) Ensure that written parental consent has been obtained for members less than eighteen years of age taking part in the activity.
 - (3) Ensure that prior to entry on to an airfield movement area, all Scouts have received instruction as required by Clause (h) of these MSR's.
 - (4) Ensure that the activity is to be completed by a Club as required by Clause (b) of these MSR's.
 - (5) Ensure that the activity is to be completed by a Club as required by Clause (b). In the event that the activity is to be conducted by an individual who owns, is a part owner, or has access to the use of a glider, it is similarly necessary to ensure that the individual is a member of a Club that is covered by Clause (b) of these MSR's.
 - (6) Ensure that the pilot-in-command with whom the Scouts fly meets the requirements of Clauses (d) and (e) of these MSR's.
 - (7) Ensure that the aircraft in which any Scout flies complies with the requirements of Clause (g) of these MSR's.
 - (8). Ensure that all Scouts are under the supervision and control of a qualified GNZ pilot or the holder of an Air Activities Charge Certificate.
- (k) It is recognised that some or all of the requirements listed in Clause (j)(1) - (8) of the above could be difficult for the Group Leader to check in some instances. Therefore, in the event that the Group Leader does not have access to a Regional or Zone Air Activities Adviser for consultation concerning the requirements, it is essential that the assistance of an appropriate authority at the National Office of SCOUTS New Zealand be requested.

Note:

- (a) *Flying in powered aircraft, microlight aircraft and balloons are covered in separate MSR's for powered aircraft, microlight aircraft and balloons respectively.*
- (b) *To demonstrate compliance with these MSR's it is recommended that prior to undertaking the activity the leader of the activity and a representative of the Club / Annual Group sign the respective sections.*
- (c) *CAA Rules may be viewed at www.caa.govt.nz*

1.7 (MSR's) FOR BALLOON FLYING AS A SCOUTING ACTIVITY

These MSR's apply to all Scouts undertaking flight in balloons as a Scouting Activity

Supervision and control

- (a) Before any Member of SCOUTS New Zealand undertakes flight in a balloon, an Activity Intention form is to be completed and written parental consent obtained for members less than eighteen years of age taking part in the activity. The Group Leader shall consult with the Regional or Zone Air Activities Adviser before approving the proposed activity. The Group Leader has the overriding authority and responsibility to ensure compliance with these MSR's and to direct that any activity shall be stopped or cancelled if in their view it is necessary in the interest of safety. For National, Regional and Zone activities an Activity Intention form shall be completed by the organisers who will incorporate the provisions of these MSR's in the Risk Management policy for the activity.
- (b) Members of SCOUTS New Zealand may only fly in a balloon complying with NZ Civil Aviation Authority Rules Part 91. Any Scout Ballooning or combined camp involving Ballooning / Gliding / Fixed or Rotary Wing Aircraft shall operate under the rules and procedures as laid down by the Chief Executive, SCOUTS New Zealand, from time to time.

Age Limitations

- (c) Air Experience – Members of SCOUTS New Zealand who have had their eleventh birthday may undertake flight(s) as a passenger in a balloon(s) at the discretion of the Pilot-In-Command provided the Pilot-In-Command has a minimum of one hundred and twenty (120) hours balloon flying experience as Pilot-in-Command

Balloon requirements

- (d) Members of SCOUTS New Zealand may only undertake flights in balloons complying with the current requirements of CAA Rules Parts 21 and 91.

Ground training

- (e) Before undertaking flight in a balloon Members of SCOUTS New Zealand must have received instruction on the following:
 - (1) The rules and safety precautions to follow when on a balloon launching area.
 - (2) The safety precautions and procedures necessary and to be followed when a balloon is being prepared for flight.
 - (3) The safety precautions and procedures necessary and to be followed when launching a balloon.
 - (4) A pre-flight briefing covering, but not limited to, balloon controls, high risk controls or items within the balloon operating system that must only be operated by trained personnel, landing position within the basket, high speed landing procedures and exiting the basket after landing.

Activity Approval

- (f) Prior to approving ballooning as a Scouting activity the Group Leader must:
 - (1) Have received a properly completed Activity Intention form.
 - (2) Ensure that written parental consent has been obtained for members less than eighteen years of age taking part in the activity.

- (3) Ensure that prior to entry on to a ballooning launching area all scouts have received instruction as required by Clause (e) of these MSR's
- (4) Ensure that the pilot(s) in command, with whom the Scouts are to fly, meet the requirement(s) of Clause (c) of these MSR's.
- (5) Ensure that the balloon in which any Scouts fly complies with the requirements of Clause (d) of these MSR's.
- (6) Ensure that the Scouts are under the supervision and control of a qualified balloon pilot or the holder of an Air Activities Charge Certificate.
- (g) It is recognised that some or all of the requirements listed in Clause (f)(1) - (6) of the above could be difficult for the Group Leader to check in some instances. Therefore, in the event that the Group Leader does not have access to a Regional or Zone Air Activities Adviser for consultation concerning the requirements, it is essential that the assistance of an appropriate authority at the National Office of SCOUTS New Zealand be requested.

Note:

- (a) *Flying in powered aircraft, microlight aircraft and glider aircraft are covered in separate MSR's for powered aircraft, microlight aircraft and glider aircraft respectively.*
- (b) *To demonstrate compliance with these MSR's it is recommended that prior to undertaking the activity the leader of the activity and the pilot-in-command sign the respective sections.*
- (c) *CAA Rules may be viewed at www.caa.govt.nz*

POSITION DESCRIPTIONS

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1.1 Position Description - Kea Leader

Purpose of the position

To operate the Kea Club so that the youth members enjoy activities that meet the aims and objectives of the Kea Section Programme.

Accountable to

The Kea Leader is accountable to the Group Leader for the implementation of the Kea Club programme.

Liases with

- The parents and caregivers for support and assistance.
- Zone Kea Leaders for training and support.
- Other Kea Leaders for mutual support and sharing of programme ideas.
- Cub Leaders to arrange the progression of Keas to the Cub Pack.
- Cub, Scout and Venturer Leaders to keep each other informed of section development matters.

Key tasks

1. Plan and run fun activities that meet the goals listed in the Kea Programme.
2. Endeavour to build and maintain adequate membership levels through recruitment techniques.
3. Roster parent help to meet the programme requirements of the Kea Section.
4. Co-ordinate the activities of the assistant Leaders in order to achieve a team approach to running the programme.
5. Prepare and encourage Club members to progress to the Cub Pack.
6. Attend Group Council Meetings in order to share in the Group communication system and be well informed about Group matters.
7. Complete a brief (up to two paragraphs) monthly report for the Group Leader to pass on to the Group Committee.
8. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant.
9. Observe the Scout Association's Code of Conduct and Risk Management guidelines.

1.2 Position Description - Assistant Kea Leader

Purpose of the position

To help operate the Kea Club so that the youth members enjoy activities that meet the aims and objectives of the Kea Section Programme.

Accountable to

The Assistant Kea Leader is accountable to the Group Leader through the Kea Leader, and assists with the implementation of the Kea Club programme.

Liases with

- The parents and caregivers for support and assistance.
- Zone Kea Leaders for training and support.
- Other Kea Leaders for mutual support and sharing of programme ideas.
- Cub Leaders to arrange the progression of Keas to the Cub Pack.
- Cub, Scout and Venturer Leaders to keep each other informed of section development matters.

Key tasks

1. Help plan and run fun activities that meet the goals listed in the Kea Programme.
2. Endeavour to build and maintain adequate membership levels through recruitment techniques.
3. Prepare and encourage Club members to progress to the Cub Pack.
4. Attend Group Council Meetings in order to share in the Group communication system and be well informed about Group matters.
5. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant.
6. Observe the Scout Association's Code of Conduct and Risk Management guidelines.

1.3 Position Description - Cub Leader**Purpose of the position**

To operate the Cub Pack so that the youth members enjoy activities that meet the aims and objectives of the Cub Section Programme.

Accountable to

The Cub Leader is accountable to the Group Leader for the implementation of the Cub Pack programme.

Liases with

- The parents and caregivers for support and assistance.
- Zone Cub Leaders for training and support.
- Other Cub Leaders for mutual support and sharing of programme ideas.
- Scout Leaders to arrange the progression of Cubs to the Scout Troop.
- Kea, Scout and Venturer Leaders to keep each other informed of section development matters.

Key tasks

1. Plan and run fun activities that meet the goals listed in the Cub Programme.
2. Endeavour to build and maintain adequate membership levels through recruitment techniques.
3. Co-ordinate the activities of the assistant Leaders in order to achieve a team approach to running the programme.
4. Roster parent help to meet the programme requirements of the Cub Section.
5. Prepare and encourage Pack members to progress to the Scout Troop.
6. Attend Group Council Meetings in order to share in the Group communication system and be well informed about Group matters.

7. Complete a brief (up to two paragraphs) monthly report for the Group Leader to pass on to the Group Committee.
8. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
9. Observe the Scout Association's Code of Conduct and Risk Management guidelines.

1.4 Position Description - Assistant Cub Leader

Purpose of the position

To help operate the Cub Pack so that the youth members enjoy activities that meet the aims and objectives of the Cub Section Programme.

Accountable to

The Assistant Cub Leader is accountable to the Group Leader through the Cub Leader, and assists with the implementation of the Cub Pack programme.

Liases with

- The parents and caregivers for support and assistance.
- Zone Cub Leaders for training and support.
- Other Cub Leaders for mutual support and sharing of programme ideas.
- Scout Leaders to arrange the progression of Cubs to the Scout Troop.
- Kea, Scout and Venturer Leaders to keep each other informed of section development matters.

Key tasks

1. Help plan and run fun activities that meet the goals listed in the Cub Programme.
2. Endeavour to build and maintain adequate membership levels through recruitment techniques.
2. Prepare and encourage Pack members to progress to the Scout Troop.
3. Attend Group Council Meetings in order to share in the Group communication system and be well informed about Group matters.
4. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
5. Observe the Scout Association's Code of Conduct and Risk Management guidelines.

1.5 Position Description - Scout Leader

Purpose of the position

To operate the Scout Troop so that the youth members enjoy activities that meet the aims and objectives of the Scout Section Programme.

Accountable to

The Scout Leader is accountable to the Group Leader for the implementation of the Scout programme.

Liases with

- The parents and caregivers for support and assistance.
- Zone Scout Leaders for training and support.

- Other Scout Leaders for mutual support and sharing of programme ideas.
- Venturer Leaders to arrange the progression of Scouts to the Venturer Unit.
- Kea, Cub and Venturer Leaders to keep each other informed of section development matters.

Key tasks

1. Plan and run fun activities that meet the goals listed in the Scout Programme.
2. Endeavour to build and maintain adequate membership levels through recruitment techniques.
3. Co-ordinate the activities of the assistant Leaders in order to achieve a team approach to running the programme.
4. Roster parent help to meet the programme requirements of the Scout Section.
5. Prepare and encourage Troop members to progress to the Venturer Unit.
6. Attend Group Council Meetings in order to share in the Group communication system and be well informed about Group matters.
7. Complete a brief (up to two paragraphs) monthly report for the Group Leader to pass on to the Group Committee.
8. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
9. Observe the Scout Association's Code of Conduct and Risk Management guidelines.

1.6 Position Description - Assistant Scout Leader

Purpose of the position

To help operate the Scout Troop so that the youth members enjoy activities that meet the aims and objectives of the Scout Section Programme.

Accountable to

The Assistant Scout Leader is accountable to the Group Leader through the Scout Leader, and assists with the implementation of the Scout Troop programme.

Liases with

- The parents and caregivers for support and assistance.
- Zone Scout Leaders for training and support.
- Other Scout Leaders for mutual support and sharing of programme ideas.
- Venturer Leaders to arrange the progression of Scouts to the Venturer Unit.
- Kea, Cub and Venturer Leaders to keep each other informed of section development matters.

Key tasks

1. Help plan and run fun activities that meet the goals listed in the Scout Programme.
2. Endeavour to build and maintain adequate membership levels through recruitment techniques.
3. Prepare and encourage Troop members to progress to the Venturer Unit.

4. Attend Group Council Meetings in order to share in the Group communication system and be well informed about Group matters.
5. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
6. Observe the Scout Association's Code of Conduct and Risk Management guidelines.

1.7 Position Description - Venturer Leader

Purpose of the position

To guide and lead the Venturer Unit, through the Unit Executive, so that the aims of the section are met, and the Venturers find it a worthwhile and enjoyable experience.

Accountable to

The Venturer Leader is accountable to the Group Leader for the implementation of the Venturer programme.

Liases with

- The parents and caregivers for support and assistance.
- Zone/Region Venturer Leaders for training and support.
- Other Venturer Leaders for mutual support and sharing of programme ideas.
- Rover Crew Leaders to arrange the progression of Venturers to Rovers.
- Kea, Cub and Scout Leaders to keep each other informed of section development matters.

Key tasks

1. To appoint, train and support the Unit Chairperson.
2. Establish and train an elected Unit Executive.
3. Ensure the Unit Executive plans and organises a challenging and enjoyable programme that meets the goals outlined in the Venturer Programme.
4. Endeavour to build and maintain adequate membership levels through recruitment techniques.
5. Co-ordinate the activities of the assistant Leaders in order to achieve a team approach to running the programme.
6. Prepare and encourage Venturers to progress to the Rover Crew.
7. Complete a brief monthly report (up to two paragraphs) for the Group Leader to take to the Group Committee.
8. Attend Group Council Meetings in order to share in the Group communication system and be well informed about Group matters.
9. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
10. Observe the Scout Association's Code of Conduct and Risk Management guidelines.

1.8 Position Description - Assistant Venturer Leader

Purpose of the position

To help guide and lead the Venturer Unit, through the Unit Executive, so that the aims of the section are met, and the Venturers find it a worthwhile and enjoyable experience.

Accountable to

The Assistant Venturer Leader is accountable to the Group Leader through the Venturer Leader, and assists with the implementation of the Venturer programme.

Liases with

- The parents and caregivers for support and assistance.
- Zone/Region Venturer Leaders for training and support.
- Other Venturer Leaders for mutual support and sharing of programme ideas.
- Rover Crew Leaders to arrange the progression of Venturers to the Rover Crew.
- Kea, Cub and Scout Leaders to keep each other informed of section development matters.

Key tasks

1. Help the Venturer Leader train and support the Unit Chairperson.
2. Help establish and train an elected Unit Executive.
3. Help ensure the Unit Executive plans and organises a challenging and enjoyable programme that meets the goals outlined in the Venturer Programme Evaluation Checklist.
4. Endeavour to build and maintain adequate membership levels through recruitment techniques.
5. Attend Group Council Meetings in order to share in the Group communication system and be well informed about Group matters.
6. Prepare and encourage Venturers to progress to the Rover Crew.
7. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
8. Observe the Scout Association's Code of Conduct and Risk Management guidelines.

1.9 Position Description - Group Leader**Purpose of the position**

To manage the Scout Group so that the youth sections and their Leaders deliver an enjoyable programme of activities that meet the aims and objectives of SCOUTS New Zealand.

Accountable to

The Group Leader is accountable to the Zone Leader for the implementation of the youth programme and management of the Group resources.

Liases with

- The parents and caregivers for support and assistance.
- Zone/Region Leaders for training and support.
- Other Group Leaders for mutual support and sharing of ideas.
- Community leaders for promotion and financial support for the Group.

Key tasks

1. To recruit and appoint Leaders for each section, and with the Zone Leader's assistance, organise training so that each section has the required number of competent and enthusiastic Leaders who work as a team.
2. Endeavour to build and maintain adequate membership levels through recruitment techniques.
3. Encourage each Leader to undertake Adult Leader Training.
4. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
5. Run at least one Group Council per school term.
6. Assist the leaders to review the Programme each term in order to monitor the quality and balance of the section programmes.
7. Ensure that the Group has an effective Committee.
8. Ensure that the Group membership and administrative records are current.
9. Ensure that adult Leaders and committee members receive timely awards in recognition of their services.
10. Attend Zone Meetings regularly.
11. Observe SCOUTS New Zealand's Code of Conduct and Risk Management Policy and regularly promote and remind members of their importance.

1.10 Position Description – Zone Leader**Purpose of the position**

To support and develop the Group Leaders, Group Committees and Leaders of Clubs, Packs, Troops and Units in the Scout Zone in such a way that they run effective and enjoyable programmes for their youth members.

Accountable to

The position is accountable to the Regional Development Manager for the administration, general welfare and development of SCOUTS New Zealand in the Zone, and the progressive training of its members.

Liaises with

- Group Leaders in the Zone
- Zone Section Leaders
- Other Zone Leaders for support and sharing of ideas
- National Section Leaders for guidance and support
- Local Community for promotion and support for SCOUTS New Zealand

Key tasks

1. Plan and organise the formation of new Groups and encourage the development of existing Groups in the Zone.
2. Recruit and develop a competent and enthusiastic Zone Section Leader for each section in SCOUTS New Zealand so as to ensure all Adult Leaders receive training when required, and that all youth members enjoy an attractive scheme of progressive training in accordance with Clause 1 above.
3. Ensure every Scout Group has an effective Group Leader by recruiting and training suitable people as required.
4. Ensure that the Zone Leaders visit the Section Leaders in each Group regularly in order to provide support and on the job training where needed.

5. Form an effective Zone Committee that meets regularly to aid good communication in the Zone and provides feedback to the Region, and represent the Zone on the Region Committee so that both Zone and Region are well informed of Scouting matters.
6. Ensure that Zone administration records are current, returns forwarded to Region and National Office by the due dates, and that the Zone has sufficient funds for its needs.
7. Ensure that Adult Leaders and Committee Members receive timely awards in recognition of their services to Scouting.
8. Co-operate with the Girl Guides and other youth organisations in the community and ensure that SCOUTS New Zealand is promoted at every opportunity through personal representation, newspaper articles, and events such as camps and other outdoor activities.
9. Encourage the Groups in the Zone to maintain assets such as halls and equipment so that they are safe, adequately insured, in compliance with the law, and present a good image to the public.
10. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
11. Observe the Code of Conduct and Risk Management Policies of SCOUTS New Zealand and regularly promote and remind members of its importance.

1.11 Position Description - Zone Section Leader

Purpose of the position

To support and develop the Leaders of Clubs, Packs, Troops and Units in the Scout Zone in such a way that they run effective and attractive youth programmes for the community.

Accountable to

The Zone Section Leader is accountable to the Zone Leader for the support and training of leaders in the Zone. The position is one of four Zone Section Leaders reporting to the Zone Leader as well as all the Group Leaders in the Zone.

Liases with

- Group Leaders in the Zone
- Section Leaders in the Zone
- Other Zone Section Leaders for support and sharing of ideas
- The Zone Section Leaders for programme direction, training and support
- National Section Leader
- Providers of outdoor training for assistance with training leaders

Key tasks

1. Work closely with each Group Leader to plan and organise a training programme that will meet the needs of each Leader in the section, and enable them to run effective and enjoyable progressive youth development programmes that will retain current and attract new members.
2. Assist Group Leaders to recruit new Leaders and help organise attendance at Scouting Training.
3. Ensure all Leaders in the Section have completed training to Practical level within eighteen months of receiving their Warrant.

4. Visit each Section Leader at least once a month, carry out on the job training where appropriate and pass on information about National, Region and Zone activities and courses.
5. Hold training meetings not less than once a school term in order to improve skill levels and keep self motivation levels high. Arrange for appropriately skilled people to conduct the training.
Through encouragement and training, ensure that the sections run their programmes outdoors at least 80% of the time during summer months and whenever possible during other seasons.
7. Attend all Zone Meetings in order to learn about youth members due to move to the next section, receive information for passing on to the sections, and to share ideas with and support other Zone Section Leaders.
8. Attend all Zone meetings and workshops for Zone Teams, in order to provide feedback for the Zone, and to have input into the training and development plans for the section.
9. Complete the Initial and Practical Stages of the Adult Leader Training Scheme within eighteen months of taking out a Leader's Warrant, and continue to attend skills training on an ongoing basis.
10. Observe the Code of Conduct and Risk Management Policies of SCOUTS New Zealand and regularly promote and remind members of their importance.
11. Hold regular meetings in addition to the Annual General Meeting.

1.12 Position Description - Zone Training Leader

Purpose of the position

To plan, co-ordinate, organise and implement the training activities in the Zone and ensure the standard of presentation is as high as possible.

Accountable to

The position is accountable to the Zone Leader for all adult training activities in the Zone. It is one of a large number of positions reporting to the Zone Leader.

Liases with

- The National Development Manager
- Other Zone Training Leaders
- Zone Section Leaders

Key tasks

1. In conjunction with the Regional Development Manager and the appropriate National Section Leader, recruit, appoint and train Zone Leaders/Advisers who can lead and deliver a quality training and support service to each section or branch of Scouting.
2. Together with the Zone Leaders and Advisers, develop and publish an Annual Zone Training Plan based on SCOUTS New Zealand's Leader Development Programme and required skill needs.
3. Ensure the Zone's Leader training records are kept current so that both the current level of Leader training achieved and future needs are easily established.
4. Assist the Regional Development Manager to train newly appointed Zone Leaders.
5. Observe the Code of Conduct and Risk Management Policies of SCOUTS New Zealand and regularly promote and remind members of their importance.

1.13 Position Description - National Section Leader

Purpose of the position

To provide leadership for and development of the section in accordance with the aims of SCOUTS New Zealand and the section objectives.

Accountable to

National Section Leaders are accountable to the National Commissioner for:

- The review and development of the section programme to ensure it meets the aim of SCOUTS New Zealand and the objectives of the section.
- Monitoring of the total programme performance on an annual basis to ensure section objectives are achieved.
- Regular determination and review of the training needs of the section by monitoring programme delivery, ensuring that training provided is relevant and correctly delivered.
- Achievement of a good level of co-operation and understanding through all levels of SCOUTS New Zealand in order to foster continual development of the section.
- Planning and implementation of programme content of National Events to ensure they meet the objectives of the section.

Liases with

- Zone Leaders
- Regional Development Managers
- National Development Manager

Key tasks

1. Provide advice and recommendations to the National Commissioner on policy and rules relating to the section.
2. Facilitate the production and distribution of resource material for use within the section.
3. Provide information and advice to the sections through newsletters and Regional or National meetings for the Zone Section Leaders.
4. Liaise with the National Commissioner to ensure the development and implementation of programme policy and leader training within the section.
5. Provide input and assistance to National Office in the production of publications issued by SCOUTS New Zealand in support of the youth programme and Leader training.
6. Liaise with the National Commissioner on matters pertaining to uniform, badges and publications relating to the section.
7. Support the planning and supervision of National events and activities for the section to ensure that the programme content is in accordance with Youth Programme policy.
8. Assist SCOUTS New Zealand to monitor the delivery standard of the section programmes.
9. Observe the Risk Management Policy of SCOUTS New Zealand and regularly promote and remind members of its importance.

APPENDIX 1

Sea and Air Uniforms

1.1 Sea Scout Uniform

The official uniform for Sea Scouts shall be:

- (i) White topped seaman's cap with tally band.
- (ii) Navy blue shirt (short sleeved) or Navy blue Sea Scout jersey
- (iii) Navy blue sweatshirt - optional
- (iv) Group scarf
- (v) Navy blue shorts
- (vi) Official belt (see note 3)
- (vii) Black walk socks
- (viii) Black shoes

The alternative official uniforms for Sea Scouts which may be worn during the summer period 1st October to 30th April, shall be:

- (i) White topped seaman's cap with tally band.
- (ii) White T-shirt with narrow blue neck and arm bands
- (iii) Navy blue sweatshirt - optional
- (iv) Group scarf
- (v) Navy blue shorts
- (vi) Official belt (see note 3)
- (vii) Black walk socks
- (viii) Black shoes

Sandals may be worn in place of shoes and socks

NOTES

1. A Scout Group may decide that all members of the Scout Troop shall wear the sweatshirt and scarf as the only uniform items and this will be accepted as official and complete uniform for the section
2. The tally band shall be black with SEA SCOUTS in gold lettering.
3. The official belt may be worn over or under the jersey and is optional in summer uniforms, according to Group custom.
4. A white lanyard may be worn according to Group custom as an optional item,
5. In special circumstances, with the approval of the Group Leader, Sea Scout, may wear long navy blue trousers and black ankle socks, as an alternative to navy blue shorts and black walk socks.

Keas in Sea Scout Groups may wear a white "T" shirt

Cubs in Sea Scout Groups may wear

- (i) White T-shirt or Navy blue Sea Scout jersey
- (ii) Navy blue sweatshirt - optional
- (iii) Group scarf
- (iv) Navy blue shorts
- (v) Black walk socks
- (vi) Black shoes

Sandals may be worn in place of shoes and socks

1.2 Venturer Sea Scouts Uniform (male)

The official uniform for male Venturer Sea Scouts shall be:
either

- (a) (i) Navy blue sweatshirt - optional
- (ii) White shirt (long sleeved) or Navy blue Sea Scout Jersey
- (iii) Black Tie or Group scarf
- (iv) Navy blue trousers
- (v) Official belt
- (vi) Black ankle socks
- (vii) Black shoes

or

- (b) (i) Navy blue sweatshirt - optional
- (ii) White "T" shirt with narrow blue neck and arm bands
- (iii) Group scarf
- (iv) Navy blue trousers
- (v) Official belt
- (vi) Black ankle socks
- (vii) Black shoes

1.3 Venturer Sea Scouts Uniform (female)

The official uniform for female Venturer Sea Scouts shall be:
either

- (a) (i) Navy blue sweatshirt - optional
- (ii) White blouse (long sleeved) or Navy blue Sea Scout jersey
- (iii) Black Tie or Group scarf
- (iv) Navy blue skirt or slacks with official belt
- (v) Black ankle socks with slacks
Full length hose in brown toning with skirt
- (vi) Black shoes

or

- (b) (i) Navy blue sweatshirt - optional
- (ii) White "T" shirt with narrow blue neck and arm bands
- (iii) Group scarf
- (iv) Navy blue skirt or slacks with official belt
- (v) Black ankle socks with slacks
Full length hose in brown toning with skirt
- (vi) Black shoes
Sandals may be worn in place of shoes and socks

1.4 Adult Leaders Uniform (male) - Sea Branch

either

- (a) (i) White topped peaked cap.
- (ii) Navy blue sweat shirt - optional
- (iii) White shirt (long-sleeved) or Navy blue Sea Scout Jersey
- (iv) Black tie or appropriate approved scarf
- (v) Navy blue trousers
- (vi) Official belt
- (vii) Black ankle socks

(viii) Black shoes

or

- (b) (i) White topped peaked cap.
- (ii) Navy blue sweatshirt - optional
- (iii) White "T" shirt with narrow blue neck and arm bands
- (iv) Appropriate approved scarf
- (v) Navy blue trousers
- (vi) Official belt
- (vii) Black ankle sock
- (viii) Black shoes

1.5 Adult Leaders Uniform (female) - Sea Branch

The uniform for female Adult Leaders in the Sea Branch shall be:
either

- (a) (i) Navy blue sweatshirt - optional
- (ii) White blouse (long sleeved) or Navy blue Sea Scout Jersey
- (iii) Black tie or appropriate approved scarf
- (iv) Navy blue skirt or slacks with official belt
- (v) Full length hose in brown toning with skirt
Black ankle socks with slacks
- (vi) Black shoes

or

- (b) (i) Navy blue sweatshirt
- (ii) White "T" shirt with narrow blue neck and arm bands
- (iii) Appropriate approved scarf
- (iv) Navy blue skirt or slacks with official belt
- (v) Full length hose in brown toning with skirt
Black ankle socks with slacks
- (vi) Black shoes

1.6 Air Scout Uniform

The official uniform for Air Scouts shall be: -

- (i) Navy blue beret - optional
 - (ii) Light blue shirt (short sleeved)
 - (iii) Navy blue sweatshirt - optional
 - (iii) Group scarf
 - (iv) Navy blue shorts
 - (v) Official belt
 - (vi) Black walk socks
 - (vii) Black shoes
- Sandals may be worn in place of shoes and socks

NOTES:

1. A Scout Group may decide that all members of the Scout Troop shall wear the sweatshirt and scarf as the only uniform items and this will be accepted as official and complete uniform for the section
2. In special circumstances, with the approval of the Group Leader, Air Scouts may wear long navy blue trousers and black ankle socks as an alternative to navy blue shorts and black walk socks.

Keas in Air Scout Groups may wear a light blue "T" shirt

Cubs in Air Scout Groups may wear

- (i) Light blue T-shirt
 - (ii) Navy blue sweatshirt
 - (ii) Group scarf
 - (iii) Navy blue shorts
 - (iv) Black walk socks
 - (v) Black shoes
- Sandals may be worn in place of shoes and socks

1.7 Venturer Air Scouts Uniform (male)

The official uniform for male Venturer Air Scouts shall be: -
either

- (a) (i) Navy blue sweatshirt
- (ii) Group scarf
- (iii) Navy blue trousers
- (iv) Official belt
- (v) Black ankle socks
- (vi) Black shoes

or

- (b) (i) Light blue shirt (long sleeved)
- (ii) Navy blue tie or Group scarf
- (iii) Navy blue trousers
- (iv) Official belt
- (v) Black ankle socks
- (vi) Black shoes

NOTES:

1. A Scout Group may decide that all members of the Venturer Unit shall wear the sweatshirt and scarf as the only uniform items and this will be accepted as official and complete uniform for the section.
2. All male members of any particular Unit shall, as far as possible, be similarly clad.

1.8 Venturer Air Scouts Uniform (female)

The official uniform for female Venturer Air Scouts shall be:
either

- (a) (i) Navy blue sweatshirt
- (ii) Group scarf
- (iii) Navy blue skirt or slacks with official belt
- (iv) Full length hose in brown toning with skirt
Black ankle socks with slacks
- (v) Black shoes

or

- (b) (i) Light blue blouse (long sleeved)
- (ii) Navy blue tie or Group scarf
- (iii) Navy blue skirt or slacks with official belt

- (iv) Full length hose in brown toning with skirt
Black ankle socks with slacks
- (v) Black shoes

NOTES:

1. A Scout Group may decide that all members of the Venturer Unit shall wear the sweatshirt and scarf as the only uniform items and this will be accepted as official and complete uniform for the section.
2. All female members of any particular Unit shall, as far as possible, be similarly clad.

1.9 Adult Leaders Uniform (male) - Air Branch

The uniform for male Adult Leaders in the Air Branch shall be: -

either

- (a) (i) Navy blue beret - optional
- (ii) Light blue shirt (long sleeved)
- (iii) Navy blue tie or the appropriate approved Scarf
- (iv) Navy blue shorts or trousers
- (v) Official belt
- (vi) Black walk socks with shorts
Black ankle socks with trousers
- (vii) Black shoes

or

- (b) (i) Navy blue beret - optional
- (ii) Navy blue sweatshirt
- (iii) Appropriate approved Scarf
- (iv) Navy blue shorts or trousers
- (v) Official belt
- (vi) Black walk socks with shorts
Black ankle socks with trousers
- (vii) Black shoes

NOTES:

1. A Scout Group may decide that all members of a section shall wear the sweatshirt and scarf as the only uniform items and this will be accepted as official and complete uniform for the section.
2. It is desirable, but not mandatory, that all male leaders in any particular section should wear a similar upper garment to that worn by the youth members.
3. The Gilwell scarf may be worn on appropriate occasions.
4. Leaders may, if they desire, wear brown sandals in place of shoes and walk socks on those occasions when Scouts or Venturers are wearing this mode of dress.

1.10 Adult Leaders Uniform (female) - Air Branch

The uniform for female Adult Leaders in the Air Branch shall be: -

either

- (a) (i) Light blue blouse
- (ii) Navy blue tie or appropriate approved scarf
- (iii) Navy blue skirt or slacks with official belt

- (iv) Full length hose in brown toning with skirt
Black ankle socks with slacks
- (v) Black shoes

or

- (b) (i) Navy blue sweatshirt
- (ii) Navy blue skirt or slacks with official belt
- (iii) The appropriate approved scarf
- (iv) Full length hose in brown toning with skirt
Black ankle socks with slacks
- (v) Black shoes

NOTES:

1. A Scout Group may decide that all members of a section shall wear the sweatshirt and scarf as the only uniform items and this will be accepted as official and complete uniform for the section.
2. It is desirable, but not mandatory, that all female leaders in any particular section should wear a similar upper garment to that worn by the youth members.
3. The Gilwell scarf may be worn on appropriate occasions.
4. Leaders may, if they desire, wear brown sandals in place of shoes and walk socks on those occasions when Scouts or Venturers are wearing this mode of dress.
5. A female Adult Leader who holds a warrant in the Venturer Section may wear a navy blue tie on the occasions when a navy blue cross-over tie is noted above.

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