

THE SCOUT ASSOCIATION OF AUSTRALIA
NEW SOUTH WALES BRANCH



Guide
for
District Commissioners

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PREFACE

SCOUTS!

CONGRATULATIONS on being a Leader in this great movement. On behalf of all *scouts* everywhere thank you for giving your time and talents to help the “the youth of today become the leaders of tomorrow”.

The origins of Scouting lie in the love of the outdoors and the sense of adventure and fun, which in the second half of the 19th Century filled a young Englishman’s heart called Robert Baden-Powell. The skills, which he acquired as a lad, bore rich fruit for him in his later years in the British Army in India and Africa. As the commander of the forces defending the besieged town of Mafeking in South Africa he recognised, appreciated and developed the true potential of youth.

Those experiences and that conviction led to his writing the book “Scouting for Boys” published in fortnightly parts, which triggered the spontaneous birth of the Boy Scout movement in 1908. As Baden-Powell (by now General Lord Baden-Powell) said himself, in an interview for the BBC called “I Saw the Start”:-

“Well I didn’t actually see the start, because the bloomin’ thing started itself”.

He deemed scouting appropriate for teenage boys but subsequently when confronted with pressure from even younger youth in 1916 he formed the Wolf Cub movement using Rudyard Kipling’s “The Jungle Book” as the theme (today referred to as Cub Scouting).

Baden-Powell or B-P (as he soon became known) gave the Movement its motto “Be Prepared”, the “Good Turn” every day, the left handshake, the charge “Do Your Best”.

The movement quickly grew to the extent that toward the end of the first century of scouting it is estimated that:-

- over 200 million young people have passed through the movement; and
- there are currently over 17 million members in over 160 different countries all joined through a common set of aims, principles and methods.

Every new leader receives the excellent publication “Introducing Scouting” which outlines the history and details the aims, principles, methods and practice of Scouting. Like “Scouting for Boys” and “The Jungle Book” it is essential reading for leaders.

Once *scouting* was commonly referred to as “The Brotherhood of Scouting”. That expression drew its origin partly from the fourth Scout law: “A Scout is a brother to all Scouts” but more particularly from the actual relationship which developed between all members of the movement. Today, it refers to the whole family of Scouting (locally and internationally) and it behoves all of us to strive to maintain that relationship.

Good Scouting!

FOREWORD

The *role* of the District Commissioner is to provide both a Leadership and Management function to a specific geographical area of Scouting referred to as a "District". Defined, these terms mean:

- Leadership - the act of providing direction and support to people in the District, in particular Adults in Scouting; and
- Management - the process of ensuring the Association's policies, procedures and guidelines are followed by all Members and Associates (supporters) in the District.

As such, the *objectives* of the District Commissioner are to:

- Through a District Team, promote and coordinate Scouting activities within the District;
- Provide support for the Group Leaders in the District, in particular championing the principles of "Adults in Scouting" Policy (i.e. identification of Formation needs, selection, training/support and decision for the future of Adults involved in Scouting);
- Ensure the welfare, progress and training of the Association in the District;
- Maintenance of the policies and rules of the Association;
- Monitor the retention and advancement of youth members and Adult Leaders,
- Improve the image of Scouting within their District.

AIM AND PURPOSE OF THE GUIDE

The primary aim/purpose of this guide is to provide a "directional finder" for District Commissioners, particularly those new to their role as to the key areas of their appointment and the many sources of information and support available to assist them in being effective.

DISCLAIMER

This publication does not purport to provide the entire cross-references or support sources of information. Should a reader be in any doubt as to the correct action or step to take – it is always wise to seek the counsel of their Regional Commissioner.

OVERVIEW

SCOUT ASSOCIATION OF AUSTRALIA

Scout Association of Australia was inaugurated on 15 December, 1958 and was subsequently incorporated by royal charter granted by Her Majesty Queen Elizabeth II on 17 October, 1967 to provide a national body for the previously autonomous State scout associations. Rules and procedures for scouting in Australia in general are set out in length at www.nsw.scouts.com.au. The current hard copy of the Scouts Australia Policy & Rules 2005 is available for purchase from Snowgum Stores. Each branch (State) has limited scope to have its own policies and rules and those of the state of New South Wales are set out in the Organisation and Information Handbook (O&I) – Web Edition.

NEW SOUTH WALES BRANCH

Scouts Australia, New South Wales Branch, is a corporation sole whose constitution is set out in Organisation and Information Handbook (O&I) chapter “Branch Act of Incorporation”. To access the O&I use website: www.nsw.scouts.com.au, click on “Resources & Policies”, select “Policies” then click on “Download Organisation and Information Handbook”. The hard (printed edition) copy is out of date.

The structure and operation of the branch is set out in the organisational chart in O&I “Branch Organisation”.

REGIONS

Within the branch there are a number of Regions, the organisation of which are as set out in the chapter “Regional Organisation” in O&I. Those Regions operate pursuant to by-laws set out in the chapter “Regional Council By-Laws” in O&I.

GROUPS

The Regions are further divided into groups and the organisation of those groups is set out in the chapter “Group Organisation” in O&I. Groups operate pursuant to group committee rules which are set out in the chapter “Group Committee Rules”.

DISTRICTS

There is no *legal* structure, which constitutes a form of intermediate administrative level between Region and the Groups, which are within the geographical boundaries of the Region and under its management and administration. However, within the above framework Regions are permitted to informally associate groups, principally on a geographical basis, for the more effective implementation of the Scout program.

Each Region is permitted to arrange its structure and operations and adopt a working set of principles, which require that each Region's structure must:

- Be soundly based on an analysis of current numbers/trends and the desired "future state" of the Region. No model should be proposed that cannot be reasonably staffed or that adversely impacts support for the Group;
- Demonstrate the consultation process used. No proposal should be presented where a significant level of member consultation has not occurred;
- Address, in detail, delivery of the "Key Accountability Areas", especially the opportunity to engage non-uniformed personnel;
- Include details of alignment to the simplified State and Region Strategic Plan;
- Articulate the communication plan to be employed in delivering the "change";
- Detail when and how the structural change will be reviewed (on an ongoing basis);
- Outline the proposed time line to implement.

The 5 "key accountability areas" to be addressed are as follows:

1. YOUTH PROGRAMS

- Management, development, and support for Youth Programs, resulting in growth in youth participation;
- Frameworks for review and feedback to maintain relevance, including appropriate research;
- Determination of desired standards for delivery;
- Processes to deliver youth ownership of the program;
- Programs that will deliver increased youth retention.

2. HUMAN RESOURCES

Management, development and delivery of all Nationally approved Adult Training & Development programs. Determination of organisation and staffing needs, including appropriate recruiting, interviewing, selection and support methodologies and forums, at Regional & Group level. Support for the effective review and assessment of all Adults in Scouting, at Regional & Group level. Support capabilities that provide member support to Formations when dealing with special and sensitive matters (eg Code of Conduct breaches, incidents of trauma, behavioural problems, etc). Management, development and delivery of support to all Groups.

3. ACTIVITY RESOURCES

- Effective and efficient management, marketing and utilisation of all activity facilities, including campsites, activity centres and equipment;
- Optimising income producing opportunities through commercial operations;
- Management, development and delivery of all National, Branch and Region approved adventurous activity programs.

4. COMMUNICATIONS & DEVELOPMENT

- Development, maintenance and co-ordination of advertising and marketing plans;
- Effective management of all communication processes;
- Methods of maximising opportunities for external awareness of the Scouting Program, including programs designed to take Scouting into schools;
- Support frameworks to actively involve the wider community in the participation of Scouting

5. BUSINESS OPERATIONS

- Developing and managing a resources plan that engages business, government and the wider community in sponsoring the growth of the Scouting Program, especially providing financial support.

SUMMARY

The informal association of groups on a geographical area basis are called “Districts” and the leader in charge “District Commissioner”. Their role is to:

- Ensure all Groups within the assigned District develop, maintain and implement a “Group Plan”;
- Support Group Leaders in adequately staffing the formations;
- Manage the resolution of any issues of conflict amongst personnel;
- Develop and implement a plan for extending Scouting within the communities located within the District;
- Develop Group Leaders within the District through ongoing training;
- Assist all leaders whenever necessary;
- Fulfil any other functions as directed by the Regional Commissioner.

ORGANISATION AND INFORMATION (O&I) NSW

LIST OF CONTENTS (as at September 2005)

(Note: Index as the last item in O&I)

SUBJECT MATTER

- ACTIVITY ACCOMMODATION POLICY
- ACTIVITY CENTRES
- ACTIVITY NOTIFICATION PROCEDURES
- ADULT LEADER APPOINTMENT PROCEDURES
- ADULT TRAINING & DEVELOPMENT PROGRAM
- ALPINE ACTIVITIES POLICY
- AWARDS
- BEHAVIOURAL MANAGEMENT
- BOOKS YOU SHOULD HAVE READ
- BRANCH ACT OF INCORPORATION
- BRANCH CONSTITUTION
- BRANCH ORGANISATION
- BRANCH SCOUT DEVELOPMENT FUND BY-LAWS
- BRANCH/REGIONAL HEADQUARTERS
- BUSHWALKING POLICY
- CAMPSITES DIRECTORY
- CHAPLAIN
- CLUBS AND INTEREST GROUPS
- COMMERCIALY RUN ACTIVITIES
- COMMUNICATIONS, MARKETING AND DEVELOPMENT
- COPYRIGHT
- CUB SCOUTS
- CULTURAL DIVERSITY
- DEEP-SEA SCOUTS
- DRAGON SKIN
- DRUGS & ALCOHOL POLICY
- FIRE & FIRE SAFETY
- FIRST AID

- FLYING POLICY
- FLYING FOX POLICY
- FORMS
- FOSTERING OF SCOUT GROUPS
- FUNDRAISING AND SPONSORSHIP POLICY
- GANG SHOWS
- GOVERNMENT CONTRACT PURCHASING
- GROUP COMMITTEE RULES
- GROUP ORGANISATION
- IMAGERY AND LOGO
- INSURANCE
- INTERNATIONAL
- INTERNET
- JAMBOREE FUND ASSISTANCE
- JOEY SCOUTS
- KNIVES
- LEGAL PROCEEDINGS
- LONES
- LORD BADEN-POWELL SOCIETY
- MAGAZINE
- MEDALS
- MEMBERSHIP OF THE NEW SOUTH WALES BRANCH
- NATIONAL HEADQUARTERS
- PARAScouting
- PENFRIENDS
- PROHIBITED ACTIVITIES
- PROPERTY
- PUBLIC APPEARANCES & STATEMENTS
- RADIO SCOUTING/JOTA
- RATES AND TAXES
- REGIONAL COUNCIL BY-LAWS
- REGIONAL ORGANISATION
- ROCK-RELATED ACTIVITIES POLICY
- ROVERS
- SCOUTS

- SCOUT FELLOWSHIP
- SECURITY
- SNOWGUM RETAIL OPERATIONS
- TRAVEL INTERSTATE OR OVERSEAS
- UNIFORM VARIATIONS
- WATER ACTIVITIES POLICY
- WORLD ORGANISATION OF THE SCOUT MOVEMENT
- WORLD SCOUT EMBLEM
- WORLD SCOUT FRIENDSHIP FUND (NATIONAL)
- YOUTH ADVISORY COUNCIL FOR SCOUTING
- YOUTH MEMBERSHIP APPLICATION
- INDEX

To access the O&I use website: www.nsw.scouts.com.au, click on “Resources & Policies”, select “Policies” then click on “Download Organisation and Information Handbook”. The hard (printed edition) copy is out of date.

DISTRICT COMMISSIONER – JOB DESCRIPTION

The Job Description of a District Commissioner (as outlined in the Association's Personnel Committee Handbook) is:

SUPPORT AND ADVICE TO SCOUT GROUPS

Provide support through consultation and advice to Scout Groups within the District in general and to Group Leaders in particular in the following areas:

- Definition of performance standards to be achieved by the Group.
Refer » NSW Strategic Plan – Quality Scouting Award (Available from State Office)
- Preparation of plans to meet the Group's objectives.
Refer » National Publication "Let's Make a Group Plan" (Available from Snowgum)
- Staffing and personnel practices.
Refer » National Publication – Personnel Committee Handbook (Available from Snowgum)
 - » *Uniform Variations (O&I)*
 - » *Parent Guides (see Marketing & Promoting page 10)*
 - » *Understanding Your Duty of Care Leader Support Guide ("LSG")(NSW website: to access see page 14)*
 - » *Questions and Answers (NSW website)*
 - » *Teenagers (NSW website)*
 - » *Leader Support Guides (NSW Website)*
 - » *Bullying by phone – AMTA (www.amta.org.au)*
- Growth of the Movement.
Refer » Promotional Material (N.S.W. Website – to access see page 14)
 - » *Communications, Marketing and Development (O&I) (to access see page 8)*
- Youth Program and Training Activities.
Refer » Annual State Calendar (N.S.W. Website)
 - » *Annual Training Calendar (N.S.W. Website)*
 - » *Forms (O&I)*
 - » *Prohibited Activities (O&I)*
 - » *Activity Notification Procedures (O&I)*
 - » *Scout N.S.W. Forms (N.S.W. Website)*
 - » *Region& District Calendar / Programs (Region Magazine / Websites)*

- Property and Administration.
 - Refer » *See Scout N.S.W. Forms (N.S.W. Website)*
 - » *Insurance (O&I)*
 - » *Property (O&I)*
 - » *Rates and Taxes (O&I)*
 - » *Terms of Reference and Operating Policy – Strategic Assets Committee (SAC) – NSW State Office*
- Training of Leaders including Advanced Training to Wood Badge (including Certificate III, IV and Diploma in Leadership/Business)
 - Refer » *Annual AT&D Training Calendar (N.S.W. Website)*
 - » *Adult Training and Development Program (O&I)*
 - » *Region Commissioner / District Leader Adult Training & Development*
 - » *Adult Training and Development at www.scouts.com.au*
- Personnel Administration
 - Refer » *Q&A (N.S.W. Website)*
 - » *Uniforms (N.S.W. Website)*
 - » *Adult Leader Appointment Procedures (O&I)*
 - » *Uniform Variations (O&I)*
- Marketing and Promoting Scouting in the Wider Community.
 - Refer » *Promotional Material (N.S.W. Website)*
 - » *Communications, Marketing and Development (O&I)*
 - » *Fundraising and Sponsorship Policy (O&I)*
 - » *Imagery and Logo (O&I)*
 - » *World Organisation of the Scout Movement (O&I)*
 - » *Parent guides as follows:-*

- * *Youth Suicide ‘a parents guide’*
- * *Relationships ‘a parents guide’*
- * *Finding your Son or Daughter a Job ‘a parents guide’*
- * *Young People Crime and Society ‘a parents guide’*
- * *Drug Abuse and Prevention ‘a parents guide’*
- * *Issues in Adolescent Health ‘a parents guide’*
- * *Reduce the Risks ‘a parents guide’*
- * *Protecting your Children ‘a parents guide’*

Available in printed form from Branch or National

» *See also Staffing and Personnel practices*

DEVELOPMENT OF SCOUT GROUPS

Ensure that every young person within the District boundaries has the opportunity to participate in Scouting. This extends to ensuring that the number, size and location of Groups are such that they provide local access and are self-sustaining.

- Refer » Leader Recruitment – National website (to access see page 13)*
- » Supporting the Group Chairman – National website - Online Library*
 - » Supporting the Group Secretary – National website - Online Library*
 - » Supporting the Group Treasurer – National website - Online Library*
 - » Supporting the Group Supporter – National website - Online Library*
 - » Communications, Marketing and Development (O&I)*

OPERATIONAL PLANNING

Together with the Group Leader and Group Chairman ensure that the National Risk Management Policy is strictly adhered to.

- Refer » National Risk Management Policy - National website Online Library*
- » Fire and Fire Safety (O&I)*

Ensure that every Group has a 3-year Plan with 12 month goals set to grow and develop it. Also, to confirm that the Group Committee endorses the Group Plan and receives reports on its achievements.

- Refer » Let's Make a Group Plan*

Together with the Group Leader assess periodically (at least six monthly) the performance of the Group.

- Refer » Quality Awards and Census Membership reports - use as checklists*

Recommend to the responsible Region the registration of Scout Groups within the District. Also, recommend the de-registration of Scout Groups within the District when the performance standards for the delivery of Scouting are not and cannot in a reasonable time be met by the Scout Group.

- Refer » O&I Fostering of Scout Groups*

Ensure the District has a 3-year Plan with 12 month goals set to grow and develop it. Also, to confirm that the District Council endorses the District Plan

- Refer » Regional Commissioner for standard.*

Together with the Regional Commissioner assess periodically (at least six monthly) the performance of the District.

- Refer » Quality Awards and Census Membership reports - use as checklists*

DISPUTE RESOLUTION

Review and settle disputes between members of the Association as required.

- Refer » NSW Handling Grievances*
- » Leaders Support Guides (N.S.W. Website)*

CAMPSITE MANAGEMENT

Ensure that a management committee is established for each camp or activity site managed by the District and serve as an ex-officio member of such committee.

Refer » Promotional material (N.S.W. Website)

» Uniform (N.S.W. Website)

» Q&A (N.S.W. Website)

COMMUNITY RELATIONS

Co-operate with and maintain good relations with other youth organisations in the community, particularly Guides Australia and with the Baden-Powell Scout Guild and community leaders generally.

Refer » O&I Communications, Marketing & Development

GROUP LEADERSHIP

Ensure that all Group Committees attend to the appointment of a Group Leader as a matter of the highest priority.

Refer » Group Leader and Group Committee Handbook

» Leaders of Adults Handbook

Ensure that a Personal Leader Adviser is appointed as a mentor for each Group Leader.

Refer » Annual Training Calendar.

Ensure that all Groups have a fully staffed and working Group Committee.

Refer » National Website www.scouts.com.au/library/ for reference to job descriptions for key Group Committee roles.

DISTRICT LEADERSHIP

Chair the District Council and ensure that suitable minutes are maintained.

Refer » Leader of Adults handout/job description from Basic Leadership 3 training course

VISITATION PROGRAM

Together with the District Team maintain a visitation program that provides support to local leaders. In particular, reviewing and providing feedback on the delivery of programs.

Refer » various Sectional Leader Publications

Exercise "due-diligence" over the visitation by youth Sections from outside of the District, in particular where overnight "stay-overs" are required.

Refer » Activity Notification form (A1) (NSW website)

» Sleeping in Scout Halls

Regularly attend Region meetings as required.

Refer » Region Calendar, magazine, newsletter, website

COMMUNICATIONS

Maintain regular and effective communication with the District Team, the Groups and the Community.

Refer » Scouts Australia Standardisation of Terminology (Available from National website)

» Leader Adult Handbook (Available from Snowgum)

CENSUS

Annually, the Association seeks to conduct a census of its membership. The scope of this census covers a number of areas, including:

- Membership numbers,
- Financial returns,
- Group committee appointment,
- Property returns,
- Insurance.

The role of the District in this process is to ensure that these returns are completed correctly and on time.

Refer » Annual Census Planning Pack from Region Office. The pack contains the following items:-

- 1. Group Report;*
- 2. Office Bearers and Delegates Return;*
- 3. Property Reports;*
- 4. Insurance Invoice;*
- 5. Leader Registration Form;*
- 6. Members Report;*
- 7. Quality Scouting Award Criteria List;*
- 8. Reminders and Checklist.*

DISTRICT RECORDS

The following records should be maintained by the District Commissioner:

- Quarterly census print out of all leaders and youth members in the District (sent to D.C.'s direct from State Office);
- Training status of all leaders;
- Minutes or notes of District Council (and Committee if it exists) meetings;
- District program.

WEBSITES

There are two critical websites you need to be familiar with:

- National website - log on to www.scouts.com.au.
- NSW website – log on to www.nsw.scouts.com.au .

These sites change from time to time so it is important to regularly visit (or bookmark as a “favourite” in your tool bar) them and refresh yourself with their layout and content. In particular there are dedicated sections for Leaders and Youth.

With respect to the NSW Website there are a series of Leader Support Guides that provide advice on how to deal with a variety of specific issues. At the time of this publication, here is a sample:

- Handling Grievances in Scouting (September 2005)
- Dealing with Unacceptable Behaviour of a Youth Member (September 2005)
- Promoting Good Behaviour (May 2005)
- Managing Behaviour Pack (May 2005)
- Duty of Care (July 2005)
- Challenging Behaviour (April 2005)
- Attention Deficit Hyperactivity Disorder (April 2005)
- Autism (April 2005)
- Hyperactivity (April 2005)
- Avoiding Abuse in Scouting (February 2005)
- Guidelines for Physical Contact in Scouting (April 2004)
- Scouts & Mandatory Reporting (April 2004)
- Dealing with Sudden Death facing a Group or Crew (July 2001)
- Managing Traumatic & Critical Incidents (July 2001)

The National Website includes extremely valuable information, support material and an excellent catalogue that is available via the Discover Scouting news page or the Resources and Publications menu on the left side of the screen (both one click after the home page). Material available includes extensive sectional specific charts, books and other publications as well as non-sectional specific general publications and other items. There are an increasing number of valuable free downloads.

KEY POLICIES FROM O&I SUMMARISED

There are a number of policies contained within the NSW Organisation and Information Handbook key to the role of District Commissioner. Access to this Publication is described earlier in this guide. A short list of commonly encountered policies is listed below:

ACTIVITY NOTIFICATION PROCEDURES

(O&I - Activity Notification Procedures)

- For:-
 - all outdoor overnight activities;
 - any potentially dangerous activities such as air, alpine, rock related or water, etc; and
 - *scouting* activities in a district other than the home district,formal written activity notification forms are required.
- The aim is to maximise notification to parents and *scouting* support mechanisms and to minimise risk, confusion and unnecessary concern.
- Following the procedures and paperwork enhances good preparation.

ADULT LEADER APPOINTMENT AND PROCEDURES

(O&I - Adult Leader Appointment Procedures)

- A process designed to ensure that only appropriate adults are recruited into leadership positions in the *scouts*.
- A progressive or staged process that whilst non-threatening is thorough and effective.
- Strict compliance with the process and paperwork is required.

ADULT TRAINING AND DEVELOPMENT PROGRAM

(O&I - Adult Training and Development Program)

- Designed to ensure all leaders, whether of youth or adults, are properly equipped to fulfil their roles.
- The training is targeted at ensuring a general basic understanding of scouting and special expertise for the role to be played by each particular leader.
- When completed, a leader in the *scout* movement has a leadership qualification that is recognised throughout Australia in the civilian and commercial world.

BOOKS YOU SHOULD HAVE READ

(O&I - Books You Should Have Read)

- Essential general reading for any leader whether of adults or youth members.
- More specialised reading for leaders at the sectional level e.g. Joey Scouts, Cub Scouts, Venturer Scouts and Rovers or leaders of adults.
- Educational, motivational and informative.

COMMUNICATIONS, MARKETING AND DEVELOPMENT

(O&I - Communications, Marketing and Development)

- Aimed at maximising public acceptance leading to youth uniform leader and non-uniformed adult growth together with community and business support including financial support.
- Approved effective methodology and appropriate material.
- Branch (State) and National support mechanisms, facilities and material.

DRUGS AND ALCOHOL POLICY

(O&I - Drugs and Alcohol Policy)

- Promoting a lawful and healthy lifestyle.
- Absolute ban on prohibited drugs.
- Ban on smoking and alcohol by and in the presence of youth members.
- Discouragement of smoking and alcohol generally.

FIRE AND SAFETY POLICY

(O&I - Fire and Fire Safety)

- Minimising injury to *scouts* and loss of or damage to a *scout's* property.
- Common sense exterior and interior preventative measures.
- Evacuation plans and required equipment.

FORMS

(O&I - Forms)

- Simple and easy to use forms to ensure all required procedures are implemented and information provided.
- Regularly reviewed to ensure they are user friendly.
- Regional and State office assistance is always available to help in identifying and completing them.

FUNDRAISING AND SPONSORSHIP POLICY

(O&I - Fundraising and Sponsorship Policy)

- Identifies approved forms of fundraising and recommends how to maximise results.
- Ensures compliance with the law.
- Eliminates practices and methods detrimental to *scouting*.

IMAGERY AND LOGO

(O&I - Imagery and Logo)

- To ensure that the visible symbols of *scouting* are contemporary and effective.
- To prevent unauthorised use of symbols.
- Provide support publicity material for leaders and development officers.

INSURANCE

(O&I - Insurance)

- To protect *scouts* against claims by **others**.
- To provide coverage for *scout's* property.
- To provide **limited** medical cover to youth members, leaders and volunteers.

LEGAL PROCEEDINGS

(O&I - Legal Proceedings)

- To ensure that all legal proceedings by or against the movement are dealt with by and at Branch (State office).
- To relieve youth members, leaders and volunteers from any responsibility to handle.

PROHIBITED ACTIVITIES

(O&I - Prohibited Activities)

- Lists activities in which *scouts* may not participate.
- Currently: fireball hockey, flaming football and similar.
- Identifies activities which can only be accessed through a commercially licensed organisation e.g. hang gliding, parachuting, parasailing and parascending.

PROPERTY

(O&I - Property)

- Lists who may use *scout* property and how.
- Provides for appropriate agreements and documentation.
- Deals with rates, taxes and liabilities.

PUBLIC APPEARANCES AND STATEMENTS

(O&I - Public Appearances and Statements)

- No member of *scouting* may express opinions in the public press, on radio or television, on matters of *scout* policy or principle without prior approval of National or Branch (State office).
- No stage, television or radio appearances are performed without approval likewise.
- Remember the absolute necessity of a positive public image.

RATES AND TAXES

(O&I - Rates and Taxes)

- Generally *scout* properties are exempt from local council rates but may be liable for water rates.
- Donations to *scouting* are generally tax deductible.
- Check carefully for liability for other taxes and charges.

UNIFORM VARIATIONS

(O&I - Uniform Variations)

- That part of the *uniform* that **is** uniform must be observed except where variations are permitted by the Chief Commissioner.
- *Uniform* may change – keep up-to-date.
- Non-uniform *uniform* must be in keeping with the image of scouting.

WORLD ORGANISATION

(O&I - World Organisation of the Scout Movement)

- Recognise and promote an outlook that has the Group as part of the District, the District as part of the Region, the Region as part of the State, the State as part of National and National as part of the World Movement.
- Have a basic understanding of the World Scout Bureau, the World Scout Committee and the World C.
- Promote the international community (originally called brotherhood) of scouting.

GLOSSARY

(of expressions a District Commissioner will encounter)

Activities Centre	The place where specialized Scouting activities are undertaken e.g. air, water, alpine, memorabilia and training.
Aerial Runway	A rope or cable apparatus by which persons descend from one level to another suspended from a pulley or block.
Akela	The old grey wolf from Rudyard Kipling's "The Jungle Book" and the name usually given to the Cub Scout Leader.
Appointed Leader	An Adult Leader who has been issued with a Certificate of Adult Leadership.
Area Commissioner	Now, Regional Commissioner.
Assessor	A person, normally a member of the Training Team, and identified by a four or three bead Wood Badge who is qualified to certify the skills level of other persons.
Assistant Cub Scout Leader	An appointed leader who assists the Cub Scout Leader.
Assistant Joey Scout Leader	An appointed leader who assists the Joey Scout Leader.
Assistant Leader Trainer	A member of the Training Team identified by a three bead Wood Badge and qualified to run basic leader training or assist in advanced leader training.
Assistant Patrol Leader	A youth member who assists the Patrol Leader of a Patrol.
Assistant Scout Leader	An appointed leader who assists the Scout Leader.
Assistant Venturer Leader	An appointed leader who assists the Venturer Leader.
Associate	A person who chooses to support Scouting in a manner other than taking up an appointment as a Leader or joining as a member.
Associate Leader	An approved person qualified to assist at sectional level under supervision with insufficient training to be an Appointed Leader.
Attached Group	see "Unattached Group"
Award Scheme	A system devised to encourage and then recognize training, generally of youth members, and provide physical evidence to be worn on the uniform showing achievement of that training.
Baden-Powell	The surname of Lord Robert Stephenson Smyth Baden-Powell, 1 st Baron of Gilwell (1857-1941) British General and founder of the Boy Scout Movement, born in London, England, UK. He studied at Charterhouse, joined the Army in 1876, served in India and Afghanistan and won fame during the Boer War as the defender of Mafeking (1899-1900). With his sister Agnes (1858-1945) he also founded Girl Guides.

Back Splice	A splice in the end of a rope, commenced with a crown knot, whereby the 3 strands of the rope are interwoven back through the rope to prevent fraying. The running end of the rope is thus double the thickness of the standing end.
Baloo	The bear in Rudyard Kiplings "The Jungle Book" and the name generally given to an assistant Cub Scout Leader.
Bagheera	The black panther from Rudyard Kipling's "The Jungle Book" and the name generally given to an assistant Cub Scout Leader.
Be Prepared	The motto of <i>scouts</i> devised by Baden-Powell and based, serendipitously on the initials of his surname.
Best (Do Your)	Baden-Powell's measure of achievement; cornerstone of Grand Howl.
BP Award	The award for achieving the highest level of youth member competency within the Rover Scout Section.
Branch	The organisational level responsible for the administration and welfare of the Movement within the State of New South Wales and also referred to as "State" or "State Office".
Branch HQ	The State office of the Branch.
Branch Commissioner's Advisory Council	A meeting of the Chief Commissioner with his team of Deputy Branch (State) Commissioners, Assistant Branch (State) Commissioners and Branch (State) Commissioners (analogous to a Group Council but meeting at State level).
Branch Council	The governing body of the Branch.
Branch Executive Committee	A committee of Appointed Leaders and laypersons appointed by the Branch Council to manage the affairs of the Branch.
Branch Rover Council	The coordinating body of the Rover Section in the Branch.
Bushman's Thong	An award second only to Queen's Scout and now obsolete.
Camp Chief	A person, usually a leader, who is the titular head of a major camping activity such as a Jamboree.
Certificate of Appointment	More correctly a Certificate of Adult Leadership, which is a certificate, issued by the Chief Scout and Chief Commissioner to a person who thereupon becomes an Appointed Leader.
Chief Commissioner	The chief executive leader of the Scout Movement in New South Wales.

Chief Commissioner's Council	A gathering of Branch (State) Commissioners and Regional Commissioners meeting face-to-face or in teleconference several times during a 12 month period for the purpose of providing a two-way flow of information, consultation on all matters affecting the Scout Movement and making recommendations to the Chief Commissioner and the Branch Executive Committee.
Chief Commissioner of Australia	The chief executive leader of the Scout Movement in Australia.
Chief Executive	Formerly "Branch Secretary" is the senior employee of the State Office and reports to the Branch Executive Committee. All employed staff report to the Chief Executive Officer.
Chief Scout (NSW)	The highest position of authority in the Scout movement in New South Wales and normally held by the Governor.
Chief Scout (of Australia)	The highest position of authority within the Australian Scout Movement and normally held by the Governor-General.
Commissioner	An Appointed Leader of adults not associated with a Group.
Contingent	A body of youth members and leaders travelling to and participating in a major scouting event such as a Jamboree or Rally.
Crew	The name of the Rover section.
Crew Leader	An appointed leader or Rover adviser elected by the Rover Crew from its membership to assume responsibility for management of the Crew.
Cuboree	A gathering of Cub Scouts for cub scouting activities.
Cub Scout	A youth member of the Cub Scout Section.
Cub Scout Leader	The Appointed Leader with prime responsibility for the Cub Scout Pack.
Cub Scout Pack	The Section of a Group, which admits Cub Scouts.
Den	Common but now obsolete name for a scout group headquarters or hall; now more likely to refer to the Cub Scout room.
District	A geographic administrative division within a Region and under the direction of a District Commissioner reporting to the Regional Commissioner.
District Commissioner	A leader of adults responsible for a number of Groups within a designated geographic location.
District Leader	A leader reporting to the District Commissioner and responsible for the section members and section leaders of the groups within the District.
Dragon Skin	The name of a Scouting skills competition between Venturer Units conducted by Venturer Scouts annually usually at Easter.
Eye Splice	A bight is made in a rope and the running end is then spliced back into the standing end to create a loop.

Flying Fox	Now generally synonymous with aerial runway but strictly speaking a horizontal rope or cable apparatus for moving persons or goods from one location to another.
Formation	Normally a Group but may be an autonomous Rover Crew or, in some cases, even a section.
Founder	Baden-Powell
Fun	That without which no Scouting activity succeeds.
Gang Show	A concept of the late Ralph Reader, which began in England in 1932 and is a collection of Scouts participating in and providing artistic performances.
Gilwell	The name of the training camp where the first adult courses were conducted by Baden-Powell and now the permanent training camp for leaders in the United Kingdom. 1 st Gilwell Park Group is a notional Group of which all Wood Badge holders are admitted to honorary membership. Wood Badge training is often referred to as "Gilwell training". Baden-Powell became the 1 st Baron of Gilwell.
Gilwell Reunion	A gathering (usually not more frequent than annually) of Wood Badge holders for fraternisation and possibly some training.
Gilwell Scarf	A scarf worn by holders of the Wood Badge. It may only be worn by the person entitled to it and only when not with or representing one's Group.
Good Turn (The)	A pledge all youth members are deemed to make; to do a Good Turn every day; historically described as "help an old lady across the street".
Grand Howl	Part of the opening and closing ceremony for a Cub Scout pack where the Cub Scouts in a squatting position call out in unison "Akela we'll do our best": can be frightening to the novice.
Grey Wolf	The award for achieving the highest level of youth member competency within the Cub Scout Section.
Group	The organisational level which delivers the Scout program in the local community.
Group Committee	A committee, which is responsible to the Group Leader for supporting the delivery of Scouting in the Group, and the management of Group funding, property and equipment.
Group Council	A meeting of the Leaders of a Group, chaired by the Group Leader, to plan and co-ordinate Scout training and activities in the Group.
Group Leader	The leader of adults for the management of a Group in liaison with the Group Committee and the Group Council.
Guyrope	A length of rope used to secure a tent or other construction: one end (or the middle) fastened to the construction and the other end (or both ends as the case may be) secured to a fixed object such as a tree or tent peg.

Honorary Leader	An Appointed Leader (generally non-active and without any specific task, as approved and made by the Chief Commissioner) who wishes to maintain a relationship with the Scouting Movement and to wear uniform when participating in activities from time to time.
Humour (Sense of)	Principal ingredient of Fun; an essential survival tool.
Indaba	A national or international meeting of leaders.
Instructor	A person already expert in a particular Scouting skill who is deemed qualified to train other persons in that skill: a formal appointment.
Investiture	The process whereby a person whether a youth member or adult who makes the Scout promise formally to another leader and is thus accepted as a Member.
Jamboree	A national or international gathering of Scouts for scouting activities.
Joey Scout	A youth member of the Joey Scout Section.
Joey Scout Leader	An Appointed Leader responsible for a Joey Scout Mob.
Joey Scout Mob	The Section of a Group, which admits Joey Scouts.
Jungle Book (The)	A collection of short stories written by Rudyard Kipling and set in India concerning an orphaned baby named "Mowgli" who is adopted by a wolf pack and grows up with it. The book was adopted by Baden-Powell as the theme for Cub Scouting. Other characters are Baloo, Bagheera, Shere Khan (the tiger), Kaa (the python), Bandalog (monkey people), Hiati (the elephant) et ors.
Jungle dance	A Cub Scout activity, usually a mime, based on the characters and events in The Jungle Book.
Konara	A meeting of Leaders within the Joey Scout Section.
Kybo	A camp bush toilet.
Lashing	A method, using rope, of attaching spars together known as square, round, diagonal, long, short etc.
Lashing Rope	A piece of rope of a length and circumference appropriate to the task to be undertaken used for lashing. The length and circumference are dictated by the diameter of the spars to be lashed and the type of lashing to be made.
Lay Person	An obsolete term given to a "non-uniform" member (i.e. not a Leader) of Scouting (eg member of a Group Committee, District Committee, Regional Council or Committee). The correct National Term is "Associate".
Leader	A uniformed Trainee Leader or Appointed Leader of the New South Wales Branch.
leader	An authorised person responsible for leading a specific activity.
Leader Trainer	A member of the Training Team identified by a four bead Wood Badge and qualified to run advanced training courses for Leaders and other adults at a National and International level.

Left Handshake	Adopted by Baden-Powell from chivalry as the friendly or informal greeting between <i>scouts</i> .
Learning Experience (A)	How Dick Smith's Senior Scout (now Venturer Scout) Leader described any disaster: there was no such thing as "a failure".
Link Badge	A badge awarded to a youth member for participating in a process designed to ease the youth member's transition from one section to the next.
Lones	A Group comprised of youth members and Leaders usually from remote areas not sufficient to support a normal Group and who function mainly by correspondence and meet together physically infrequently.
Long Splice	A splice joining two ropes of equal thickness together and made in such a manner that the strands being progressively reduced opposite to each other create a join whereby the thickness of the ropes is not increased.
Logo	The official Scout emblem originally an arrowhead or fleur-de-lys and now an arrowhead of green fleur de lys and 5 stars of the Southern Cross in gold. The three elements of the arrowhead portray the three elements of the Scout promise, the Scout salute and the stylised eucalyptus leaves as a distinctly Australian image.
Member	Any person who, having made the <i>promise</i> has been invested.
Mindari	A meeting of leaders of the Scout section.
Moot	A gathering, akin to a jamboree or cuboree, of Rovers.
Mob	The name of the Joey Scout section.
National Council	The governing body of The Scout Association of Australia.
National Executive Committee	A committee appointed by the National Council to manage the affairs of The Scout Association of Australia.
National HQ	The national office of The Scout Association of Australia.
National Rover Council	The co-coordinating body for the Rover Section in Australia.
Non-uniform	See Lay Person.
Overnight Hike	An activity where Scouts camp in hike, 2 man or small tents carried by the youth members on their hike, each location is usually for one night only.
Pack	The name of the Cub Scout section.
Parade Circle	The standard formation for the Cub Scout Pack where the leaders form the gate or opening to the circle.
Patrol	The youth "gang" of up to 12 (but usually around 6) Scouts forming the core unit of organization within the Scout Troop and led by a Patrol Leader supported by an assistant patrol leader.

Patrol Leader	The youth member who leads a Patrol in the Scout Troop.
Personal Leader Adviser	A leader, normally holding a Wood Badge, whose knowledge and experience of Scouting suitably equips him or her to work with a trainee leader on a 1 to 1 basis to provide mentoring, support and training; a formal appointment.
Queen's Scout	The award for achieving the highest level of youth member competency within the Venturer Scout Section.
Rally	A gathering of, usually Scouts, but possibly Venturer, Scouts and/or Cub Scouts as well, above the group level usually for one or more specific scouting activities.
Region	An organisational support level within a Branch to which Branch functions have been devolved.
Regional HQ	The local office of a Region.
Reserve Leader	An Appointed Leader without an active position (either temporarily or permanently) to be called upon for a particular purpose from time to time.
Ridgepole	The spar holds onto the ground on which a tent is hung and which is lashed to two uprights for support.
Rover	A member of the Rover Section.
Rover Adviser	A person over the age of 27 years selected by a Rover Crew to perform advisory functions as required by the Crew.
Rover Crew	The Section for Rovers, intra Group or inter Group.
Rover Squire	A trainee Rover before investiture into the Rover Crew.
Rovering to Success	A book written by Baden-Powell for Rovers.
Running End	That part of the rope which is opposite to the standing end and being the part (e.g. an end) capable of being used for knotting etc.
Scarf	A triangular piece of cloth rolled to leave a small peak at the back and worn around the neck held together by a woggle.
Scout	A youth member of the Scout Section.
<i>scout</i>	Generally refers to any one within the Scouting Movement.
<i>scouting</i>	The adjectival form of <i>scout</i> .
Scout Fellowship	A body of adults who adopt the Scout Promise and which may be affiliated at any level to provide fellowship and service opportunities for its members.
Scouts Australia	The short name for the Scouting Movement in Australia.
Scout Leader	An Appointed Leader responsible for a Scout Troop.
Scout Movement	Includes all formations and members of the World Organisation of the Scout Movement.
Scout Medallion	The award for achieving the highest level of youth member competency within the Scout Section.

Scout Salute	The three middle fingers of the right hand raised to the peak of the hat or temple (where a hat is not worn) whenever saluting is appropriate.
Scout sign	The three fingers of the right hand together with the right arm vertical, parallel to the body and with fingertips approximately level with the eyes, and elbow tucked into the side. Used when making, reaffirming or hearing others make or reaffirm their Promise.
Scout Troop	The Section of a Group, which admits Scouts.
Scouting for Boys	The name given to a book published by Baden-Powell and based on a collection of short articles written by him which spontaneously started the Scout Movement.
Section	A Joey Scout Mob, a Cub Scout Pack, a Scout Troop, a Venturer Scout Unit or a Rover Crew.
Second	The assistant to the Sixer.
Seeonee	A meeting of leaders in the Cub Scout section.
Seeonee-Mindari	A meeting of leaders usually at District or possibly at Region level.
Short Splice	A splice joining two ropes (or three strand cable) together where there is no reduction in the thickness of the strands and the end result is that at the point of the join the thickness of each rope has been doubled.
Six	The youth member “gang” (normally of 6 Cub Scouts) within the Cub Scout Pack led by a Sixer supported by a Secunder
Sixer	The Cub Scout youth member who is the leader of the Six.
Skip(per)	The name by which the Scout Leader is usually known.
Snow Gum	The current name by which the Scout shop is now known – a commercial outlet either owned by the Scout Movement or authorised by it to sell badges, clothing and equipment required by <i>scouts</i> .
Spar	A length of, usually round, timber used in tent or other construction.
Splicing	Interweaving the three strands of a rope in amongst themselves to provide a back splice, eye splice, short splice or long splice.
Sponsored Group	A Scout Group, which is “attached” to and funded by another organization such as a school or Church. Membership of the Group is normally restricted to a class of persons determined by the sponsoring authority.
Sponsoring Authority	A Church or school (usually) which forms, funds, maintains and supports a Group.
Standing Camp	A camp of Scouts in an outdoor fixed setting usually for two or more days and where the Scouts would normally function in their Patrols and sleep in 6 person patrol tents.

Standing End	That part of a rope or cable that is fixed to some object or otherwise and not (e.g. due to length) free to be used - the part that is not the "running end"
State Office	Correctly title under the constitution "Branch Headquarters" but is the administrative office of Scouting in New South Wales.
Supporter	An obsolete term given to a "non-uniform" member (i.e. not a Leader) of Scouting (eg member of a Group Committee, District Committee, Regional Council or Committee). The correct National Term is "Associate".
The Association	The Scout Association of Australia.
The Scout Association of Australia	A body incorporated by Royal Charter to have full control, in all matters of policy and practice, of the Scout Movement in Australia and its Territories.
Trainee Leader	An Adult Leader in training prior to being issued with a Certificate of Adult Leadership.
Training Team	A Group of experienced leaders themselves specially trained for the purpose of training other leaders. Except for the Branch (State) Commissioner for Adult Training & Development (to whom all Training Team members report) membership of the Training Team is additional to another appointed scout position i.e. is a second appointment. Training Team members are normally identified by National nametape.
Tramp Camp	See Overnight Hike.
Troop	The name of the Scout section.
Topic 9	A category of specialized Scout activities, the undertaking of which requires special skill training and supervision.
Unattached Group	Formerly known as "Attached Groups" and being a Group which, because of its remoteness or isolation, could not conveniently be part of a District or Region and is thus directly administered by Branch (State) Office.
Unit	The name of the Venturer Scout section.
Upright	The name given to the vertical spars or poles to which a ridgepole is attached.
Venturer Leader	An appointed Leader responsible for the Venturer Unit.
Venturer Scout	A youth member of the Venturer Scout Section.
Venturer Scout Unit	The Section of a Group, which admits Venturer Scouts.
Warrant	The name previously given to a Certificate of Adult Leadership.
Whipping	A thin piece of cord wound around the end of a rope to prevent fraying. The usual whippings are sail-makers, west country and common.
Wide game	An activity for youth members in the open away from a scout hall and usually lasting an hour or more.

Woggle	A device, usually round, to hold together the two tails of the scout scarf.
Wolf Cub Handbook	A book written by Baden-Powell for Wolf Cub Leaders.
Wood Badge	An award instituted by Baden-Powell to recognize leaders who have acquired the highest level of training offered by the Scout Movement, desirable in all leaders and expected in the case of Commissioners. The badge consists of a leather thong worn around the neck with two wooden beads tied at each end and a knot to hold the ends together.
Youth member	Includes a Joey Scout, Cub Scout, Scout and Venturer Scout.

N.B. This Glossary was compiled by Roger Butler who accepts responsibility for it and does not claim it is approved or adopted by national or NSW

ABBREVIATIONS

ABC	Assistant Branch Commissioner (<i>sometimes referred to as Assistant State Commissioner</i>)
ACC	Assistant Chief Commissioner
ACSL	Assistant Cub Scout Leader
AGL	Assistant Group Leader
AJSL	Assistant Joey Scout Leader
AL	Advanced Leader (Training Course)
ALT	Assistant Leader Trainer
APL	Assistant Patrol Leader
ARC (Ops)	Assist Regional Comm (Operations)
ASL	Assistant Scout Leader
Assessor	Assessor
ATC	Assistant Training Commissioner
AVSL	Assistant Venturer Scout Leader
BAC	Branch Advisory Committee
BAC Manager	Branch Activity Centre Manager
BAC Warden	Branch Activity Centre Warden
BAL	Branch Activity Leader
BC	Branch Commissioner (eg BC AT&D = Branch Commissioner Adult Training & Development) – <i>sometimes referred to as State Commissioner</i>
BEC	Branch Executive Committee
BL	Basic Leadership (Training Course)
Branch Adviser	Branch Adviser
Branch Proj Comm	Branch Project Commissioner
BRC	Branch Rover Council
CrL	Crew Leader
CSL	Cub Scout Leader
DC	District Commissioner
DRC	Deputy Regional Commissioner
Field Dev Comm	Field Development Commissioner
GL	Group Leader
Group Adv.	Group Adviser
HQ Comm	Headquarters Commissioner
Instructor	Instructor
JSL	Joey Scout Leader
LA	Leader Adviser
LOA	Leader of Adults

LOY	Leader of Youth
LT	Leader Trainer
NEC	National Executive Committee
P&R	Policy and Rules
PL	Patrol Leader
PLA	Personal Leader Adviser
PLA	Personal Leader Adviser
RA (Not Resp)	Rover Adviser (Not Responsible)
RA (Resp)	Rover Adviser (Responsible)
RAAC	Regional Alpine Activities Committee
RAC Manager	Regional Activity Centre Manager
RAC Warden	Regional Activity Centre Warden
RC	Regional Commissioner
RC (Act)	Regional Comm (Activities)
RC (Adm)	Regional Comm (Administration)
RC (ATD)	Regional Comm (Adult Trng & Dev)
RC (CPR)	Regional Comm (Comm & Pr)
RC (CS)	Regional Comm (Cub Scouts)
RC (Dev)	Regional Comm (Development)
RC (Dis)	Regional Comm (Disabilities)
RC (Int)	Regional Comm (International)
RC (JS)	Regional Comm (Joey Scouts)
RC (Mult)	Regional Comm (Multicultural)
RC (Ops)	Regional Comm (Operations)
RC (R)	Regional Comm (Rovers)
RC (S)	Regional Comm (Scouts)
RC (SD)	Regional Comm (Special Duties)
RC (VS)	Regional Comm (Venturer Scouts)
RC (YP)	Regional Comm (Youth Program)
RCA	Regional Coordinator (Alpine)
RCRRA	Regional Coordinator (Rock-Related Activities)
Reg Adviser	Regional Adviser
Reg off Manager	Regional Office Manager
Reg Proj Comm	Regional Project Commissioner
RL (Act)	Regional Leader (Activities)
RL (Adm)	Regional Leader (Administration)
RL (Asst Warden)	Regional Leader (Assist Camp Warden)
RL (ATD)	Regional Leader (Adult Trng & Dev)
RL (CS)	Regional Leader (Cub Scouts)

RL (Dev)	Regional Leader (Development)
RL (JS)	Regional Leader (Joey Scouts)
RL (R)	Regional Leader (Rovers)
RL (S)	Regional Leader (Scouts)
RL (VS)	Regional Leader (Venturer Scouts)
RL (Warden)	Regional Leader (Camp Warden)
RL (YP)	Regional Leader (Youth Program)
RRRAC	Regional Rock-Related Activities Committee
SL	Scout Leader
TC	Training Commissioner
TL	Troop Leader
VSL	Venturer Scout Leader

REVISION HISTORY

<i>Version</i>	<i>Description of Revision</i>	<i>Date of Change</i>
1.0	<ul style="list-style-type: none">• First Version	March, 2006
	<ul style="list-style-type: none">•	