



**POLICY,
ORGANISATION AND
RULES**

OF THE

**MAURITIUS SCOUT
ASSOCIATION**

(Amendments 2007)

Adopted by the Mauritius Scout Council

(on 10/11/2007 - also includes amendments of 24/9/06 & 11/11/06)

POLICY, ORGANISATION AND RULES

Rule

Rule 1: Policy, Organisation and Rules

It shall be the duty of the Mauritius Scout Council to compile and publish a handbook setting out the Policy, Organisation and Rules (commonly known as the P.O.R.) of the Association as a guide to the game of Scouting for all members and provide for the effective working of the Association in all respects and in accordance with this Constitution and Bye-Laws.

The P.O.R. must be submitted to the approval of the Mauritius Scout Council by 50% plus one of the members present.

Rule 2.1: Uniform

Every member of the Association may wear a uniform approved by the Council. No person other than a member of the Association shall wear the uniform of the Association.

All badges of the Association form integral part of the Scout Uniform and shall be for the exclusive use of the members of the Association

Rule 2.2: Badges

The following badges and all Scout designations shall not be used without the prior permission of the National Executive Committee:

The World Membership Badge:

The Arrowhead badge and all badges, the design of which incorporates the Arrowhead Badge;

The Wood Badge;

The Mauritius Scout Badge.

Designations

The name of the Association;

All designations of Members and appointments incorporating the word 'Scout';

The title 'Scouter'

MEMBERSHIP

Rule 3: Membership

Under Section 7 a (i) of the Act and Article III of the Constitution, the membership of the Association shall be open to all citizens without distinction as to race, creed, or origin.

Rule 4: Age limits

The minimum age limit for membership of the Association is *seven years*. There is no maximum age limit for membership as such, but certain appointments as Leaders and Officers are subject to both minimum and maximum age limits as stated in these rules.

Rule 5: Acquisition of Membership

Membership of the Scout Movement is acquired (normally within 3 months) as follows:

(a) Cub Scouts, Scouts, Venture Scouts and Rover Scouts

By making the Promise in an Investiture ceremony and paying the annual Headquarters Membership Fee.

(b) Commissioners and Scouters (including holders of Leader Warrants and Instructors)

By making the Promise on appointment and paying the annual Headquarters Membership Fee.

(c) In case where membership is conferred only by the granting of an appointment (in the case of non-uniformed Administrators and Advisers), membership will cease upon the retirement of the holder due to his reaching the maximum age limit for the appointment, or upon his resignation.

Rule 6: Suspension of Membership

(a) If it appears necessary to terminate the membership of a member of the Association subject to investigation, or if such a member does not acquiesce when informed that a recommendation is to be made for the cancellation of such membership, or if it appears desirable for any other reason, such membership may be suspended by the appropriate authority, viz.:

- District Commissioners: by the National Executive Committee;
- District Administrators and Advisers: by the National Executive Committee;
- District and Group Scouters, Instructors and Group Administrators, Advisers and other members: by the District Executive Committee in consultation with the District Commissioner.
- Members of the National Executive Committee by the Mauritius Scout Council

- (b) During a suspension under this rule, any warrant certificate of appointment must be surrendered to the Suspending Authority. The suspended member must refrain from participating in any activity connected with the Association and must not wear uniform (including badges). Any such appointment held will be regarded as temporarily vacant.
- (c) A District Commissioner who intends to suspend any member of the Association must report the matter with full details to the Chief Commissioner.

He must also notify:

- National Administrative Commissioner
- The Sponsoring Authority, if any;
- The National Executive Committee through National Administrative Commissioner

(d) The Chief Commissioner must be satisfied that suspension is necessary and that the matter cannot be resolved under the provisions of any rule or practice of the Association. If he is so satisfied, he will direct the National Administrative Commissioner to convene a Committee of Inquiry.

(e) The Chief Commissioner, who suspends any member of the Association, must immediately report the matter with full details to his National Executive Committee, who will give instructions for the convening of a Committee of Enquiry.

(f) The procedures detailed in this rule must not be applied to Cub Scouts, Scouts, Venture Scouts and Rover Scouts - whose dismissal must be in accordance with Rules 9.1 and 9.2 below.

(g) A District Commissioner may be suspended with immediate effect by the Chief Commissioner on grounds of serious misconduct. In such case, a Liaison Officer is appointed immediately. The Group Scout Leaders and members of the District Council should be informed immediately

Rule 7: Membership of the Scout Group

Rule 7.1

The admission of any member to the Scout Group rests with the Group Scout Leader, subject, in the case of a sponsored Group to the recruitment policy of the Sponsoring Authority. The Group Scout Leader will generally delegate responsibility for admissions to the Scouter in charge of the section concerned.

Rule 7.2 Certificate of Membership

The Group Scout Leader must, within two months of the investiture of the new member, send the counterfoil of the membership certificate to the ADC - Administration.

Rule 7.3 Transfer

Cub Scouts, Scouts, Venture Scouts and Rover Scouts become members of the Association on joining a Scout Group and forfeit this membership if they leave the Group. If such a member leaves due to moving to another locality, the Group Scout Leader should complete a Transfer Card and forward it to the Assistant District Commissioner (Administration) of the District into which the member is moving. If the

address of the District Commissioner concerned is not known, the card should be forwarded to the Headquarters of the Association. Transfer cards should also be sent to the Association's Headquarters in respect of Cub Scouts, Scouts, Venture Scouts and Rover Scouts who are going to live abroad.

Rule 8: Termination of Membership

Notwithstanding any other means provided by these rules, the membership of any member of the Association may be terminated by a resolution of the National Executive Committee of the Association. The Committee shall state reasons for making such a resolution.

(a) Membership may be terminated as follows:

- In the case of Cub Scouts, Scouts, and Venture Scouts and Rover Scouts: by leaving their Scout Unit or by dismissal.
- In case of holders of all appointments, by relinquishing the appointment, unless membership has been acquired by any means other than the granting of the appointment, e.g. by unfair means.

Rule 9: The Sponsoring Authority

The Sponsored Scout Group

Sponsored Scout Groups may have a policy of restricted or unrestricted recruitment as defined in the agreement with the Sponsoring Authority:

(a) The organisation which sponsors the Group shall appoint a person or committee to act as the Sponsoring Authority. The District Commissioner must be informed of the appointment.

Responsibilities of the Sponsoring Authority

On receipt of an application for the registration of a Sponsored Group, the District Commissioner must satisfy himself that the Sponsoring Authority is prepared to discharge the following responsibilities:

- to accept the policy of the Association as defined in these rules, his attention being drawn to the Association's requirements as to minimum standards for Scout Groups and for Sections within Groups.
- to encourage the development of Scouting within the Group and to give the fullest possible encouragement and assistance to the Group Scout Leader in carrying out his duties;

The District Commissioner will further establish which, if any, of the following responsibilities the Sponsoring Authority is willing to assume and is equipped to discharge:

- to provide suitable accommodation for the Group and opportunities for training;

- to maintain the continuity of leadership and to approve Scouters for appointment;
- to provide financial support or to ensure that the Group is able to acquire funds adequate to the fulfilment of its training programme;
- in the case of a religious body, to support the Group Scouters in their responsibilities for programme of the Cub Scouts, Scouts, Venture Scouts and Rover Scouts.

(c) Rights of the Sponsoring Authority

The Sponsoring Authority may nominate a representative on the Group Executive Committee. He has the right of consultation with the District Commissioner who must take all reasonable steps to ascertain the Authority's views before taking decisions on matters affecting the Group, particularly:

- Group registration, the recognition of a section;
- the suspension and closure of any section;
- the amalgamation of the Group with another;
- an appeal by a Cub Scout, Scout or Venture Scout against dismissal;
- matters affecting warrants of Scouters in the Group;
- the suspension of a Scouter, unless, in the opinion of the District Commissioner, this is a matter of such urgency that there is insufficient time prior consultation.

(d) Disputes

In the event of a dispute between the Sponsoring Authority and the Group Scout Leader, the matter must be referred to the District Commissioner. Both the Sponsoring Authority and the Group Scout Leader must be given reasonable opportunity to state their case.

Rule 10.1: Dismissal of Cub Scout, Scout, Venture Scout and Rover Scouts

No Cub Scouts, Scout, Venture Scout or Rover Scout may be dismissed from a Scout Group without the approval of the Group Scouters' Meeting. In a sponsored Group, the Sponsoring Authority must be consulted before such a member is dismissed.

Rule 10.2: Appeals against dismissal

Any Cub Scout, Scout, Venture Scout or Rover Scout who is dismissed has the right of appeal to the District Commissioner, who may, if so requested by the person dismissed, appoint a committee to hear the appeal. Reasonable opportunity must be given for the dismissed person to attend the meeting of such a committee to state his case. If the dismissal is from a Sponsored Group, the Sponsoring Authority, who will have already been consulted, has the right to attend and be heard by the Committee. The Headquarters of the Association will issue instructions to the District Commissioners on request.

Rule 11: Composition of the Scout Group

(a) A Scout Group consists of at least two of the following (with successive sections):

- Cub Scout Pack
- Scout Troop
- Venture Scout Unit
- Rover Scout Crew

(b) A Scout Group is led by a Group Scout Leader with the assistance and support of:

- The Group Scouters' Meeting
- The Group Council
- The Group Executive Committee

Rule 11.1 The Formation and Registration of Scout Groups

No steps may be taken towards the formation of a new Scout Group (including that of a local Venture Scout Unit or Rover Crew) without the provisional consent of the District Commissioner, who will decide whether to recommend approval to the District Executive Committee, bearing in mind the number of Groups and the recruitment potential in the locality.

Rule 11.1.1 Application for Registration

(a) Application for Registration must be made to the District Commissioner by:

- the prospective Group Scout Leader, in the case of a Scout Group.
- the organisation which proposes to act as sponsor, in the case of a Sponsored Scout Group
- the prospective Venture Scout Leader, in the case of a local Venture Scout Unit
- the prospective Rover Scout Leader, in the case of a local Rover Scout Crew

(b) The District Commissioner and the District Executive Committee must be satisfied that registration is desirable, that the proposed Group, local Venture Unit or Rover Crew will be properly conducted, that suitable Leaders can be found and that the prospective Group Scout Leader accepts the Association's policy, undertaking to:

- Form a Group Council and a Group Executive Committee as soon as possible but not later than six months after the date of registration;
- Give due emphasis to the religious policy of the Association as defined by these rules and to the implementation of this policy within the Group;
- Initiate a program of training in accordance with the training policy of the Association as defined in the Policy, Organisation and Rules;

■ Comply, if appropriate, with the provisions of all Rules relating to Sponsored Scout Groups.

(c) When satisfied that the requirements of Rule 11 above can be met, the District Commissioner and the District Executive Committee will request the District Secretary to make a recommendation for registration to the National Secretary.

(d) If the District Commissioner and the District Executive Committee refuse to recommend the registration of a Group, the District Commissioner must send a full report on the matter to the Chief Commissioner through the National Secretary.

If registration is recommended, the Headquarters of the Association will issue a Certificate of Registration and send this through the District Secretary to the prospective Group Scout Leader (or Venture Scout Leader or Rover Scout Leader in the case of a local Venture Scout Unit or local Rover Scout Crew respectively).

The Cub Scout Pack

Rule 12.1: Mixed Membership

The Cub Scout Pack may be either single sex or mixed as decided by the Group Scouters' Meeting and the Group Executive Committee after discussion with the District Commissioner and the present members of the Pack. A Cub Scout pack with mixed membership should have female or mixed Leadership. Mixed membership may be possible only if the older section, i.e. the Scout Troop, is already mixed.

Rule 12.2: Composition

(a) The Cub Pack is made up of a maximum of six sixes, each of which is made up of a Sixer, a second and up to four other members.

(b) Sixers are appointed by the Cub Scout Leader. Seconds, who are Sixer's Assistants and deputies, are appointed by the Cub Scout Leader in consultation with the Sixer concerned.

(c) The Sixers' Council consists of the Scouter of the Pack, the Sixers and if desired, the Seconds.

(d) **Uniform**

Cub Scouts wear the approved Cub Scout Uniform with distinguishing emblems and scarves

(e) **Age limits for Cub Scouts:**

The minimum age for entry in to the Cub Scout Pack is seven years. The maximum age for membership of the Pack is eleven years and three months. A Cub Scout may

transfer to the Scout Troop at any time after reaching the age of ten years and nine months.

The Group Scout Leader may exercise his discretion in the matter of extending the maximum age limit, guided by the best interest of the member and the Group if, in his opinion the circumstances are exceptional.

(f) Minimum standards for Cub Scout Pack

■ *Numbers*

An established Cub Scout Pack should have a minimum of twelve Cub Scouts except thinly populated areas, or unless otherwise decided by the Cub Scout Leader, Group Scout Leader and District Commissioner.

■ *Training*

The training of Cub Scouts must include at least a whole day pack expedition each year, and at least one, or at most a 3-day camp per year. Permission/authorisation must be sought for from the Group Scout Leader and District Commissioner.

■ There should be at least two leaders for the Pack, at least one should hold a warrant.

(g) Progress

Each year, at least one quarter of the members of the Pack should each gain one of the three Cub Scout Progress Badges.

The requirements of this rule constitute a minimum standard for Cub Scout Packs. The Assistant District Commissioner (Programme) is required to report annually to the National Programme Commissioner, any Cub Scout Pack which failed to reach the required standards. If the Pack fails to reach the standard for two consecutive years, it may be closed. If it fails to do so for three consecutive years, it will be closed.

Rule 12.3 Entry to the Cub Scout Pack

The Cub Scout Membership Badge

On entry into the Cub Scout Pack, a cub begins to work on the requirements for the Cub Scout Membership Badge:

To be passed under arrangements made by the Cub Scout Leader. This Badge, the World Membership Badge, i.e. the Arrowhead Badge on a purple background surrounded by a rope in a circle, tied in a reef knot at the bottom.

The Scout Troop

Rule 13.1-Mixed Membership

(a) The Scout Troop may be either single sex or mixed. The decision that a Troop shall be mixed must be taken by the Troop itself and the Group Scouters' Meeting after discussion with the District Commissioner and such decision will be subject to the approval of the Group Executive Committee. A Scout Troop with mixed membership should have female or mixed Leadership..

(b) Mixed Scout Troops should have only separate male and female patrols. The minimum age for a Troop Lady Scouter should be 20 years old. Any Troop wishing to shift from a boys-only Troop to a mixed one should have a Woodbadge holder (female or male) among its Troop Leaders (or one who has already completed a Leadership I Course updated with psychology of boys and girls in the same Troop). Mixed membership may be possible only if the older section i.e. the Venture Scout Unit, is already mixed.

(c) Guidance to Troops wishing to have mixed membership is available from Headquarters

Rule 13.2 Composition

(a) The Scout Troop comprises a number of Patrols, each of which consists of a Patrol Leader, an Assistant Patrol Leader and up to six other members.

(b) Patrol Leaders are appointed by the Scout Leader in consultation with the Patrol Leaders' Council and the members of the Patrol. Assistant Patrol Leaders are appointed by the Patrol Leader with the approval of the Patrol Leaders' Council, to be the Patrol Leader's Assistant and deputy. A Senior Patrol Leader may be appointed by the Scout Leader after consultation with the Patrol Leaders' Council.

(c) The Patrol Leaders' Council is composed of the Patrol Leaders of the Troop, led by the Senior Patrol Leader if one is appointed. Scouters should attend the Patrol Leaders' Council only in an advisory capacity.

(d) The Patrol-in-Council is a meeting of all members of the Patrol, called by the Patrol Leader to discuss Patrol affairs.

(e) **Uniform**

Scouts wear the approved Scout uniform with distinguishing emblems and scarves.

(f) **Age limits for Scouts:**

The minimum age for entry into the troop is ten years and nine months and the maximum age for entry is fifteen years; and the maximum age for membership of the troop is sixteen years three months.

While the usual age for transfer to the Venture Scout Unit should be regarded as sixteen years, a Scout may transfer at any time between his fifteenth birthday and the age of sixteen years and three months, provided that the Scout, the Scouters concerned,

including the Group Scout Leader where appropriate, and the Unit Executive Committee are all in agreement.

(g) Minimum standards for Scout Troops

(i) Numbers:

An established Scout Troop should have a minimum of twelve Scouts, except in thinly populated areas or unless otherwise decided by the District Commissioner. If the minimum number is lower by such an exception, arrangements must be made for meetings with other Scout Troops and for special encouragement for the maintenance of the Troop.

(ii) Leaders: There should be at least two Leaders for the Troop, at least one of whom should hold a warrant.

(h) Training: The Training of scouts must be in accordance with the following rules:

Progress: Each year, at least one quarter of the Scouts in the Troop should each gain one of the four Scout Progress Badges. The requirements of this rule constitute the minimum standard for the Scout Troops. The Assistant District Commissioner (Programme) is required to act in regard to Scout Troops in exactly the same way as he acts in regard to Cub Scout Packs (See Rule 12.2 (g) above)

(i) Planning:

Scout Leaders are responsible for planning programmes of activities for the Scout Troop in consultation with the Patrol Leaders' Council. Activities should include, but not restricted to, those related to Progress and Proficiency Badges. Attention is drawn to the requirements of safety in the Activity Rules.

(j) The Patrol System

(a) The organisation of the Scout Troop, which is made up of a number of Patrols, each led by a Patrol Leader, forms an essential feature of Scout Training, which includes training in leadership and in planning and carrying out activities in the context of self-reliance.

(b) The training of Patrol Leaders and the provision of opportunities for leadership by allowing them full status in the affairs of the Troop, through the Patrol Leaders' Council and by acting as instructors and examiners, are vital to the success of the training.

(iii) Young people enter the Scout Troop either:

- From the Cub Scout Pack, on making the Scout promise and acquiring the Scout Membership Badge;
- Or on making the Scout Promise and acquiring the Scout Membership Badge as a new Member of the Association.

Rule 13.3: The Scout Membership Badge:

To be passed under arrangement made jointly by the Scout Leader and the Patrol Leader and awarded by the Patrol Leaders' Council. Holders of the Link Badge will complete requirements of the Scout membership Badge on making the Scout Promise. This Badge takes the form of the World Membership Badge i.e. the Arrowhead Badge on a purple background surrounded by a rope in a circle, in a reef knot at the bottom.

The Venture Scout Unit

Rule 14.1: Mixed Membership

The Venture Scout Unit may be either single sex or mixed, as decided by the Unit itself and the Group Scouters' Meeting after discussion with the District Commissioner and such decision will be subject to the approval of the Group Executive Committee. When a Venture Scout Unit with mixed membership has female or mixed Leadership, the Lady Scouter should have at least 25 years old.

Rule 14.2: Location and Organisation

- (a) Venture Scout Units may be formed in any one of the following categories:
- (b) A Unit within a Group;
- (c) A Unit serving a number of groups within the locality in the same District.
- (d) A Unit serving all the Groups in a District
- (e) A Unit in a school, service establishment, industrial or commercial firm, youth centre or similar establishments.
- (f) The composition, organisation and administration of a Venture Scout Unit are decided by its Executive Committee elected by the Venture Scouts of the Unit; and it consists of a Unit Chairman and such other members as they may decide.

(g) Uniform

Venture Scouts wear the approved Venture Scout uniform with distinguishing emblems.

(h) Age limits for Venture Scouts

The minimum age for entry into the Venture Scout Unit is fifteen years and the maximum age for membership of the Unit is his nineteenth birthday. The usual age for entry should be regarded as sixteen years but entry may be permitted at any time after the fifteenth birthday provided that the Scouters concerned

including the Group Scout Leader, and the Unit Executive Committee are all agreed.

Rule 14.3: Minimum standards for the Venture Scout Unit

(i) *Numbers:*

An established Venture Scout Unit should have a minimum of nine Venture Scouts, except in thinly populated areas or unless otherwise decided by the District Commissioner. If the minimum number is lowered by such an exception, arrangements must be made, as for other sections, for meeting with other Venture Scout Units and for special encouragement for the Unit.

(ii) *Leaders:*

There should be two Leaders for the Unit, one of whom should hold a Warrant.

(iii) *Training:*

The training of Venture Scouts must be in accordance with the following:

(i) *Planning*

Venture Scout training is adult in concept and results from a programme conceived and carried by the Venture Scouts of the Unit themselves. There is less emphasis on the acquisition of awards and there are no Proficiency Badges exclusively for Venture Scouts.

Rule 14.4: Entry to the Venture Scout Unit

(i) Young people may enter the Venture Scout Unit either;

- From the Scout Troop, on reaffirming the Scout Promise and acquiring the Venture Scout Membership Badge for which requirements may be met during the three months prior to entry;
- Or on making the Scout promise and acquiring the Venture Scout Membership Badge as a new Member of the Association.

(ii) *The Venture Scout Membership Badge*

To be passed under arrangements made by the Venture Scout leader, in consultation with the Unit Executive Committee.

This Badge takes the form of the World Membership Badge, i.e. the Arrowhead Badge on a purple background by a rope in a circle, tied in a reef knot at the bottom.

The Rover Scout Crew

Rule 15.1: Mixed Membership

Rule 15

The Rover Scout Crew is ideally a mixed section, as decided by the Crew itself and the Group Scouters' Meeting. A Rover Scout Crew with mixed membership should have mixed Leadership. A married couple, each one being above 25 years old, is an ideal Leaders' Team. Guidance to Units wishing to have mixed Leadership is available from Headquarters.

Rule 15.2: Location and Composition

(a) Rover Scout Crews may be formed in any one of the following categories:

- A Crew within a Group;
- A Crew serving a number of groups within the locality in the same District..
- A Crew serving all the Groups in a District
- A Crew in an educational institution, service establishment, industrial or commercial firm, youth centre or similar establishments.

(b) The Rover Committee elected by the Rover Scouts of the Crew decides the composition, organisation and administration of a Rover Scout Crew; and it consists of a Crew Chairman and such other members as they may decide.

(c) **Uniform**

Rover Scouts wear the approved Rover Scout uniform with distinguishing emblems.

(d) **Age limits for Rover Scouts**

The minimum age for entry into the Rover Scout Unit is **20** years and the maximum age for membership of the Crew is his twenty-fifth birthday. The usual age for entry should be regarded as **21st** years.

Rule 15.3: Minimum standards for the Rover Scout Crew

(i) **Numbers:** An established Rover Scout Crew should have a minimum of nine Rover Scouts, except in thinly populated areas or unless otherwise decided by the District Commissioner. If the minimum number is lowered by such an exception, arrangements must be made, as for other sections, for meeting with other Rover Scout Crews and for special encouragement for the Crew.

(ii) **Leaders:**

There should be two Leaders for the Crew, one of whom should hold a Warrant.

(iii) **Training:**

The training of Rover Scouts must be in accordance with the following:

(a) *Planning*

Rover Scouting is social training of young adults and is service-oriented. The Rover Scout programme is conceived and carried-out by the Rover Scouts of the Crew themselves. The programme should be very flexible to accommodate for availability of the Rover Scouts and for any community involvement projects at any level.

Rule 15.4: Entry to the Rover Crew

(i) Young people may enter the Rover Scout Crew either

- From the Venture Scout Unit, on reaffirming the Scout Promise and acquiring the Rover Scout Membership Badge for which requirements may be met during the three months prior to entry;
- Or on making the Scout promise and acquiring the Rover Scout Membership Badge as a new Member of the Association.

(ii) **The Rover Scout Membership Badge**

To be passed under arrangements made by the Rover Scout Leader, in consultation with the Rover Committee.

This Badge takes the form of the World Membership Badge, i.e. the Arrowhead Badge on a purple background by a rope in a circle, tied in a reef knot at the bottom.

Rule 16: THE APPOINTMENT OF LEADERS IN THE SCOUT GROUP

The appointment of Adult Leaders is made by the following procedure:

Rule 16.1: Enquiry

(a) No new prospective leader may commence working in a Scout Group until the following enquiry has made. In case of leaders and others who will have direct

involvement with the youth membership of the Movement or are involved with fund holding and financial management the appropriate inquiries will be both local and to Headquarters. These must include Commissioners, Leaders, Instructors and Administrators and anyone else who, if suitable, could be in a position to be a threat to the health and welfare of our young members. Inquires must appropriate include taking up references, consideration by the Appointments sub-committee and the completion of an Adult Leader Appointment (as per Form ALA - B)

(b) Local references in writing must be obtained to ascertain a person's suitability. In the event of such local references establishing that the person is not suitable, full details must be sent by the District Secretary or Appointments Secretary (ADC ARD) to the National ARD Commissioner or Secretary at the Headquarters in a letter marked *Private and Confidential*. The District Commissioner must be informed

(c) Adults, including Administrators, as defined in Rule 17(l) must be subject to consideration by the appropriate Appointments Sub-Committee

(d) At the same time the District Secretary or Appointments Secretary must complete and forward to the Headquarters an ALA-A form regarding any adult invited to work within the Scout Group. This is not necessary if the individual is simply moving from one appointment to another, provided the procedures have been followed for the initial appointment. When completing an ALA-A Form the fullest possible information about the individual must be given

Rule 16.2: Application for appointment of a Group Scout Leader

(a) The District Commissioner should ratify the appointment of a Group Scout Leader. He must consult the Sponsoring Authority (if any), the Group Chairman and the Group Scouters' Meeting before making the nomination

(b) Nomination for the appointment of a Group Scout Leader is made on ALA-B form (annexed)

(c) The applicant completes and signs ALA-B Form after being made aware by the District Commissioner, of the Association's principle, policies (Article III of the Rules), the responsibilities and commitments of the appointment, the training obligation and the appointments procedure

(d) The applicant should be introduced to the people with whom the Group Scout Leader will be most closely concerned in carrying out the responsibilities of the appointment

(e) The completed ALA-B Form must be sent to the District Secretary or the Secretary of the District Appointments Sub-Committee. Upon receipt of the ALA-B Form the Secretary must arrange for the applicant to meet the Appointments sub-committee as soon as possible. If the applicant's character and antecedents are not known, the Secretary will arrange for references to be provided and will make available to the sub-committee the report received from the Headquarters in reply to the inquiry made on the ALA-B Form

(f) The District Commissioner and the District Appointments Sub-Committee must each and separately be satisfied that:

- The Applicant is within the prescribed age limits for the appointment (See Rule 16.1 a)
- The Applicant is suitable in all respects to undertake the responsibilities of the proposed appointment

- The Applicant has the necessary qualifications to carry out the duties of the appointment.
- The Applicant understands and accepts the Aims and Methods of the Association;
- The Applicant understands the Adult Training obligations which apply to the Appointment; (ref Rule 16.5)
- The Applicant agrees to abide to the Policies and Rules of the Association

(g) If the Appointments Sub-Committee supports the application, the completed *ALA-B* Form is sent to the Headquarters (ARD Commission), which will issue a Leader warrant immediately but not later than one month after the request. The warrant will be forwarded to the concerned Leader through the District Secretary so that he may start duty as soon as possible. On receipt of the warrant, the District Secretary or the Appointments Secretary records the appointment in the District Records and passes it to the District Commissioner for presentation

(h) If the Appointments Sub-Committee does not support the application, the Secretary will inform the District Commissioner who, if accepting the Sub-Committee's decision, must submit, with the Secretary a full report to the Headquarters (ARD Commissioner), marked *Private and Confidential*

(i) If the District Commissioner does not accept the conclusion of the Sub-Committee, the District Executive Committee must consider the application. In the event of the District Commissioner not agreeing to that Committee's decision, the matter must be referred to the Chief Commissioner, whose decision must be accepted as final by all parties. (Assistance from ARD Commissioner may be sought)

Rule 16.3: Application for Appointment of Assistant Group Scout Leaders, Leaders and Assistant Leaders

- (a) Application for the appointment of an Assistant Group Scout Leader a section Leader or an Assistant Leader (as new entrants to scouting) is made on *ALA-A* Form and must follow the procedure prescribed in Rule 16.2 (c) to (l). The time span for completion of such procedures should strictly be limited to a maximum period of one month
- (b) In addition to the requirements of Rule 16.2 (g), on receipt of the Leader Warrant, the District Secretary or Appointments Secretary must write the details of the initial appointment

Rule 16.4: Presentation of Leader Warrants

Leader Warrants must be presented by the District Commissioner, or exceptionally, by an Assistant District Commissioner, as soon as possible after receipt. The Leader is invested (if a new entrant to Scouting) and makes or reaffirms the Scout promise when receiving the warrant.

Rule 16.5: Adult Training Obligations

- (a) The holders of Leader Warrants are required to complete appropriate Adult Training satisfactorily within the specified time-limits, as laid down in Rules 17 and 18

- (b) Warrants will lapse if the Adult Training specified in Rule 16.5 (a) has not been satisfactorily completed within the specified time-limits+

Rule 16.6: Leader Warrant and Appointment Reviews

- (a) Subject to the provisions of Rule 8 (Termination of Membership) and Rule 16.5 (Adult Training Obligations) the warrants of leaders in a Scout Group remain valid until 30th April next following the fourth anniversary of the date of issue, unless an earlier date is inserted on the Warrant before presentation. They must be then reviewed in accordance with the procedures and criteria prescribed in this Rule and thereafter at four yearly intervals. This review period may be reduced by the District or Chief Commissioner in consultation with the Appointments Sub-Committee
- (b) The warrants of Group Scout Leaders must be reviewed by the District Commissioner and the District Appointments Sub-Committee acting together
- (c) The warrants of Assistant Group Scout Leaders, Leaders and Assistant Leaders must be reviewed by the Group Scout Leaders in consultation with the District Commissioner and Appointment Sub-Committee acting together
- (d) All skills Instructors are subject to a regular personal appraisal as in © above with respect to adventurous activity authorisations

Rule 16.7: Changes in appointments within the Scout District

- (a) The appointments of Leaders and Assistant Leaders within the Scout District may be changed by the District Commissioner and the District Appointments sub-Committee subject to the approval of the Group Scout Leader and the Sponsoring Authority, if any
- (b) The new appointment must be entered in the District Records and a new warrant issued by the District Secretary or the Appointment Secretary

Rule 16.8: Ceasing to hold an appointment

- (a) On ceasing to hold an appointment, an appointee must surrender the leader Warrant or Certificate of Appointment to the District Secretary or Appointments Secretary
- (b) If the adult's service has been satisfactory, the District Secretary will cancel the Leader Warrant or Certificate of Appointment and return it to the adult concerned
- (c) The District Secretary or Appointments Secretary will complete a prescribed form, which requires the signature of the District Commissioner, and send it to Headquarters. In case of an adult with satisfactory service who has resigned due to moving out of the District, the District Secretary or Appointments Secretary enters the adult's new address on the above prescribed form, if known
- (d) If the adult's service has been unsatisfactory, the cancelled Leader Warrant or Certificate of Appointment will be sent to Headquarters (ARD Commission) with the prescribed form via the District Commissioner

Rule 16.9: Cancellation of Warrants

A Leader Warrant will be cancelled, on the recommendation of the District Commissioner and the District Appointments Sub-Committee, by the Headquarters on the following grounds:

- That the holder wishes to resign;
- That the holder acquiesces when notified that a recommendation is to be made for the cancellation of his warrant;
- That the leader is not within the age limits prescribed for the appointment (see Rules 19 to 27);
- That the leader has failed satisfactorily to complete Adult Leader Training appropriate to the appointment (see Rule 16.5)
- That the warrant is not to be renewed when reviewed under Rule 16.6
- That the holder has ceased or failed to perform his duties of the appointment satisfactorily
- That it becomes evident that the holder is not a fit and proper person in respect of the Association's Policies and Rules
- That the Headquarters (ARD Commission) confirms the cancellation of the Leader Warrant following the closure of a group or a section within a group or on the recommendation of an Appointments Sub-Committee

Rule 16.10: Limitation of Appointments

- (a) No Leader shall hold more than one appointment unless able to carry all the duties of more than one appointment satisfactorily. The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District, the approval of all the Commissioners concerned must be obtained
- (b) The Group Scout Leader may not hold another appointment in the Scout Group

Rule 16.11: Provisional Appointments

Provisional Appointments are for those adults seeking a Warranted Appointment for the first time or, in some cases, changing warranted roles.

- (a) Provisional Appointments are made locally and expire five months from the date of issue.
- (b) During the period of the Provisional Appointment four processes must take place:
- (c) A Provisional Appointment may only be renewed once by the District Commissioner in consultation with the appropriate Appointments sub-Committee.
- (d) Holders of Provisional Appointments must not have unsupervised access to young people until a satisfactory final response from Headquarters to the Personal Enquiry has been received.
- (e) Ultimate responsibility for ensuring the processes in b) are completed, including ensuring that minimum safety standards are met, rests with the Group Scout Leader for Leaders in the Group and with the District Commissioner for Group Scout Leaders during the Provisional Appointment period.

Rule 16.12: Warranted Appointments

(a) Warranted Appointments are made by Headquarters following a local recommendation by the person or body specified in the table below.

(b) No recommendation may be made to Headquarters until the District Commissioner is satisfied that:

- any consultation or approval required for the appointment (see table below) has been undertaken or obtained
- a satisfactory final response from Headquarters to the Personal Enquiry has been received
- the relevant *Getting Started* modules have been completed
- a *Personal Learning Plan* has been produced

(c) Warrants will be dated by Headquarters from the date requested by the Scout District.

The procedure for Warranted Appointments in the Scout Group

Appointment	Recommended to Headquarters by	With the approval of	In consultation with	After consideration and approval by Appointments sub-Committee
Group Scout Leader	District Commissioner	Sponsoring Authority *	Group Chairman and Group Scouters	District
Assistant Group Scout Leader	Group Scout Leader	Sponsoring Authority *	-	District
Group Scouter	Group Scout Leader	Sponsoring Authority *	-	District

* if specified in the current Sponsorship Agreement

Rule 16.13: The District Appointments Sub-Committee

The District Appointments sub-Committee and its Chairman are appointed by the District Executive Committee and are therefore responsible to that body. It is a mandatory committee of every District Executive Committee

Membership:

The sub-Committee is composed of about five to six persons who may not all be members of the Association. The membership of the sub-committee shall be preferably mixed by gender and by age

The Executive Committee Chairman may also be the sub-committee Chairman if he wishes, but if another person is chosen the appointee must be a member of the District Executive Committee either by election or by co-option. Other members of the District Scout Council or Executive Committee may be members of the sub-committee. One or two persons of social standing e.g. minister of religion, education or police officer should be encouraged to join the sub-committee.

The District Commissioner and the District Chairman are ex-officio members of this committee but will probably attend only for special circumstances. This sub-committee

shall take decisions independently from the District Commissioner. The Assistant District Commissioner (Leader Training/ARD) is also an ex-officio member of this sub-committee and may act as the Secretary of the Committee. Other Assistant District Commissioners and Leaders in Scout Group should not be members

Functions:

The District Appointments Sub-committee is responsible for interviewing applicants for appointments as Group Scout Leaders, Section Leaders, Assistant Section Leaders, District and Group Instructors and to satisfy themselves that the applicants are suitable in all respects for the proposed appointments

In addition to considering these initial appointments, the sub-committee considers all subsequent changes of appointment and, with the District Commissioner, carries out the regular review of warrants

Three members shall constitute a reasonable interview panel

Rule 17: THE TRAINING OF ADULTS

Rule 17.1: Adult Training Obligations

(a) The acceptance of a Warrant involves an obligation to undertake appropriate training to the appointment for which the Warrant is issued. Training is also available for Helpers and Skills Instructors. Administrators and Advisers, who do not have the same obligations but who are encouraged to avail themselves of the training provided. All training courses should be in compliance with the association's training policy. The retention and renewal of Warrants is dependent on the satisfactory completion of the appropriate training.

(b) All adults in Warranted roles must have an up to date first aid certificate (a minimum of First Response) at the time of Warrant renewal. This should be recorded as part of the appointment review. Adults are encouraged to maintain a first aid certificate at all times.

(c) Section Assistants are encouraged to participate fully in Adult Training. Module 1 *Essential Information* and Module 3 *Tools for the Job (Section Leaders)* are compulsory requirements.

(d) For Warranted roles, a Training Adviser will be assigned to the adult to draw up a *Personal Learning Plan*, support the adult through the scheme and validate the necessary modules.

(e) During the Provisional Appointment period, the *Getting Started* modules should be completed. These comprise of:

- Module 1 – *Essential Information*
- Module 2 – *Personal Learning Plan* and either:
- Module 3 – *Tools for the Job (Section Leaders)*

or

- Module 4 – *Tools for the Job (Managers)*

(f) Once the Warrant has been issued the adult should complete the necessary modules for their role, as outlined on their 'Personal Learning Plan'.

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

- (h) Validation is necessary for all modules identified on the *Personal Learning Plan*.

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

- (i) Following the successful validation of the modules on the *Personal Learning Plan*, a Wood Badge can be awarded.
- (j) Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing* learning per year, averaged over the length of the Warrant.
- (k) It is the responsibility of the adult's line manager to monitor completion of *Ongoing* learning.

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

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

Rule 18: Training for the District and Group Scouters

Rule 18.1: Green Level

- (a) All leaders should be given the opportunity to complete Green Level Training within three months of appointment
- (b) Initial Training starts immediately upon the appointment of a new leader. This training is the responsibility of the National Training Team through the regional teams;
- (c) Green level training is compulsory for all new adult leaders and commissioners of the Association. It provides practical advice and information to help the leader. It also provides an explanation of the Aim and the implementation of the Principles and Method of Scouting in the Association.
- (d) The Green level training also offers an opportunity for adult leaders to organize their own personal training plan during their term(s) of appointment;
- (e) Green level training may be undertaken by Venture Scouts at the age of 17 (but not earlier) in order that they may qualify for the President Award or the International Youth Achievement Award

Rule 18.2: Purple Level (Wood Badge Training)

- (a) All Leaders should be given the opportunity to complete the Purple Level Training within six months of appointment and must be given the opportunity to complete it within nine months;
- (b) Purple Level Training gives a grounding in Youth Programme, activities, skills, and outlines support available
- (c) All Section Leaders and District Scouters should ideally complete Wood Badge Training within three years of appointment ;
- (d) All Assistant Section Leaders should ideally complete Wood Badge Training within four years of appointment

(a) In-Service Training consists of a period of not less than three months following the completion of Leadership Training – Part II. The District Commissioner may extend this period if necessary. During in-service, leaders continue working with their group while receiving encouragement and support from the District Commissioner and the Assistant District Commissioners

(b) At the conclusion of the in-service period, the leader will prepare a personal plan for ongoing training. When this has been decided, the District Commissioner (in collaboration with the ADC (Adult Training) and the Group Scout Leader) may recommend the award of the Wood Badge to those who have satisfactorily completed Leadership Training

(c) When a leader who has completed Section Adult Training subsequently changes section, the Leadership Training – Part I appropriate to the new section is undertaken together with appropriate pre-course projects as agreed with the ADC (Adult Training)

Rule 18.4: Special Circumstances

Responding to Training needs of leaders, Headquarters may recognise alternative approaches to training proposed by districts provided they enable the objectives of Section Adult Training to be met within the overall timescales and are in accordance with the criteria advised by the National Training Team.

Rule 19: Training for Group Scout Leaders and Commissioners

Rule 19.1:

Training for Group Scout Leaders and Commissioners commences immediately on appointment and must be completed within two years. There are modular units which can be selected following a profile interview and there are projects to be completed

Rule 19.2:

(a) Training required by the individual Group Scout Leader and Commissioner will be identified at the time of appointment by a Commissioner nominated for that purpose

(b) The appropriate Commissioner may recommend the award of the Wood Badge to those who have satisfactorily completed training

(c) Commissioners and Group Scout Leaders changing appointments should complete appropriate training to the new appointment

Rule 20: Certificates of Competence (Training)

(a) In order to provide training and support to adults, District Commissioners will require the assistance of suitably qualified people to perform the following:

- Instructing Practical Skills – helping individuals and small groups acquire practical skills
- Presenting – delivering specific training sessions which form part of the overall training experience

- Facilitating – working face to face with individuals and small groups in a learning environment
 - Directing training – designing, planning, preparing and directing a training experience
 - Managing Time – managing a team with these skills to ensure the effective provision and delivering of both formal and informal training
- (b) Before carrying out any of these functions without supervision, an adult must hold a current Certificate of Competence from the Association in that function
- (c) The Competence for Managing Training for the Association includes that of Assessing
- (d) A certificate of Competence from the Association may only be issued when the assessor has signified that sufficient evidence to meet the Association's standards has been presented to establish competence

Rule 21: QUALIFICATIONS AND RESPONSIBILITIES OF APPOINTMENTS

Rule 21.1; The Group Scout Leader

(a) *Age limits*

The Association has agreed a change in policy that means that there is no longer an upper age limit on adult appointments. The appointment of adults is therefore based on an individual's ability and suitability to carry out the role. To reinforce this principle, the review process for all appointments is also being strengthened.

The minimum age limit for appointment as a Group Scout Leader is twenty-five (25).

Rule 21.2: Responsibilities

The GSL is responsible for:

- The continuity and development of training in the sections of the Group;
- Maintaining effective communications with the Sponsoring Authority if any, District Commissioner, the Youth Service and other organisations whose advice and support can be of use to the Group;
- Acting as Chairman of the Group Scouter's Meeting and encourage co-operation among the Scouters of the Group.
- Recommending the appointment of the Group Chairman (Rule 38.1). The Group Scout Leader may not hold this appointment himself, nor may he nominate a Scouter;
- Dealing with matters relating to the admission and membership of Cub Scouts, Scouts, Venture Scouts and Rover Scouts in the Group;
- Maintaining close contact with other members of the District Council.
- Monitoring the progress of each section of the Group;
- Ensuring that proper budget and estimates are prepared by the Group Executive Committee and that all moneys are correctly accounted for;
- Maintain standards according to the Rules of the Association;
- Any other matter specified in these rules for Group Scout Leaders.

Rule 22: The Assistant Group Scout Leader

An Assistant Group Scout Leader may be appointed with responsibilities as defined by the Group Scout Leader who should have regard to the desirability of developing the

Assistant Leader's potential. The age limits for such an appointment are the same as for the appointment of Group Scout Leaders.

Rule 23: Scouter In Charge

If there is no Group Scout Leader, the District Commissioner may appoint one of the Scouters of the Group to act as Scouter in Charge pending the appointment of a Group Scout Leader. Such an appointment may carry any or all of the responsibilities defined in Rule 21.2 above as specified by the District Commissioner.

Rule 24: The Cub Scout Leader

(a) Age limits

The age limits for appointment of Cub Scout Leaders are:

Minimum ... Twenty

(b) Responsibilities

The Cub Scout Leader is responsible for the training of Cub Scouts, subject to the general supervision of the Group Scout Leader and with the assistance of the Assistant Cub Scout Leader and Cub Scout Instructors.

Rule 25: Assistant Cub Scout Leaders

(a) Age limits

The age limits for appointment of Assistant Cub Scout Leaders are:

Minimum ... Eighteen

Under exceptional circumstances appointment of Assistant Cub Scout Leaders may be lowered to 17 years of age.

(b) Responsibilities

The responsibilities of Assistant Cub Scout Leaders are specified by the Cub Scout Leader who should have regard to the desirability of developing the Assistant Leader's potential.

Rule 26: Cub Scout Instructors*(a) Age limits*

The appointment of Cub Scout Instructors may be held by:

- Venture and Rover Scouts
- Ranger Guides over sixteen years of age
- Other competent young persons over sixteen years of age.

Instructors who have been working with a Pack up to their twentieth birthday may continue to do so but will hold the title of Instructor and not that of Cub Scout Instructor.

(b) Responsibilities

The responsibilities of Cub Scout Instructors are specified by the Cub Scout Leader at the time of appointment. Cub Scout Instructors may not carry any responsibility for the management of the Pack.

Rule 27: The Scout Leader*(a) Age limits*

The age limits for appointment of Scout Leaders are:

Minimum ... Twenty

(b) Responsibilities

The Scout Leader is responsible for the training of Scouts subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Scout Leaders and Instructors.

Rule 28: Assistant Scout Leaders*(a) Age Limits*

The age limits for the appointment of Assistant Scout Leaders are:

Minimum ... Eighteen

(b) Responsibilities

The responsibilities of Assistant Scout Leaders are specified by the Scout Leader, who should have regard to the desirability of developing the Assistant Leader's potential.

Rule 29: The Venture Scout Leader

(a) Age limits

The age limits for appointment of Venture Scout Leaders are:

Minimum ... Twenty Three

(b) Responsibilities

The Venture Scout Leader is responsible for the training of Venture Scouts, subject to the general supervision of the Group Scout leader if the Unit is part of a large Group, or of the District Commissioner if it is a local Venture Scout unit. he will be assisted by Assistant Venture Scout Leaders and Instructors.

Rule 30: Assistant Venture Scout Leaders

(a) Age Limits

The age limits for appointment of Assistant Venture Scout Leaders are:

Minimum ... Twenty Three

(b) Responsibilities

The responsibilities of Assistant Venture Scout Leaders are specified by the Venture Scout Leader, who should have regard to the desirability of developing the Assistant Leader's potential.

Rule 31: Rover Scout Leaders

(a) Age Limits

The age limits for appointment of Rover Scout Leaders are:

Minimum ...Twenty

(b) Responsibilities

The Rover Scout Leader is elected from among the members of the Rover Crew. He presides over the Rover Crew Committee and shares responsibilities for proper administration and programme planning with other members of the Crew Committee. He is normally assisted by the Rover Crew Adviser(s).

Rule 32: Rover Crew Adviser

(a) Age Limits

The age limits for appointment of Rover Crew Adviser are:

Minimum ...Twenty Six

(b) Responsibilities

Rover Crew Advisers are ideally a married couple aged above 26 years. The Rover Crew Adviser is appointed by the Group Scout Leader or District Commissioner depending whether the Crew is part of a local Group or at District level. He is not necessarily a permanent member of the Group Scouter's Meeting. He advises the Crew on all matters concerning Rover Scouting and must be able to provide mature adult support and leadership at any time.

Rule 33.1: The Group Scouters' Meeting

(i) The Group Scouters' Meeting is held at least once monthly or as frequently as is necessary and is led by the Group Scout Leader.

Its purpose is to:

- Concern itself with the well being and development of each member of the Group;
- Ensure the progress and continuity of all training in the Group;
- Plan and co-ordinate all the Group's activities;
- Keep the Group Executive Committee advised of the financial requirements of the Group.

Rule 33.2: Membership of the Group Scouters' Meeting

All Adult Leaders, Religious Advisors and the Chairmen of the Venture Unit and Rover Crew respectively, in the Group shall attend the Group Scouters' Meeting.

Rule 34

Rule 34.1: The Group Council

The Group Council is the body, which supports Scouting in the locality through the Scout Group under the Chairmanship of the Group Chairman. It must hold an Annual General Meeting not later than the 30th April or as soon as possible thereafter each year to:

- Approve the Annual Report of the Group Executive Committee, including the audited accounts;

- Approve the Group Scout Leader's recommendation of the Group Chairman and nominated members of the Group Executive Committee;
- Elect a Group Secretary and a Group Treasurer (Rule 38.2 and 38.3)
- Elect members of the Group Executive Committee (Rule 35)

Rule 34.2: Membership of the Group Council

Membership of the Group Council is open to:

- Scouters;
- Instructors (including Cub Scout Instructors);
- Venture Scouts and Rover Scouts;
- Patrol Leaders
- Parents of Cub Scouts, Scouts, Venture Scouts and Rover Scouts who are members of the Group;
- The Sponsoring Authority or his nominee where applicable;
- Former Scouts and their parents and other supporters of the Group appointed by the Group Scout Leader, the Group Executive Committee or the Group Council;
- Religious Advisors.

Rule 34.3: Ceasing to be a member of the Group Council

Membership of the Group Council ceases upon:

- The resignation of the member
- The dissolution of the Council
- The termination of such membership by the Association's Headquarters following a recommendation by the Group Executive Committee.

Rule

Rule 35.1: The Group Executive Committee

The Group Executive Committee is the business Management Committee of the Group. It is responsible for:

- The maintenance of the Group property;
- Assisting the Group Scout Leader in finance, Public Relations, Accommodation, Camping grounds, and adult support including recruitment of Leaders;
- Appointment of any Sub-Committee that may be required.

Rule 35.2: Membership of the Group Executive Committee:

- | | | |
|----|----------------------------|------------|
| 1. | The Group Chairman | Ex Officio |
| 2. | The Group Scout Leader | -« - |
| 3. | The Assistant GSL (if any) | -« - |

4. All section Leaders -«-
5. The Group Secretary - « -
6. The Group Treasurer - « -
7. A nominee of the Sponsoring Authority - « -

8. Not more than 5 members of the Group Council proposed by the Group Scout Leader and approved by the Group Council, including at least a parent of one Cub Scout, one Scout, one Venture Scout and One Rover Scout from the Group.

Rule 35.3: Membership of the Sub-Committees of the Group Executive Committee

The Group Scout Leader, the Assistant Group Scout Leader (if any) and the Group Chairman are ex-officio members of any Sub Committee of the Group Executive Committee.

Rule 36: Conduct of Meeting in the Scout Group

- (i) In meetings of the Group Council and the Group Executive Committee, decisions are taken by a majority of votes. In the event of equal number of votes being cast on either side of any issue, the Chairman has a casting vote.
- (ii) The Group Council must take a resolution defining the quorum for meetings of the Group Council and the group executive Committee and its Sub-Committee.

Rule 37: Administrators and Advisers in the Scout Group Appointment

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The Group Chairman, the Group Secretary and the Group Treasurer are appointed, for a period of one year, by the following procedures:

- (a) The Group Chairman is nominated by the Group Scout Leader and his appointment is approved by the Group Council at its Annual General Meeting.
- (b) The Group Secretary and the Group Treasurer are elected by the Group Council at its Annual General Meeting.

Rule 38: Responsibilities of Group Administrators

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Rule 38.1: The Group Chairman

The Group Chairman is appointed to work closely with the Group Scout Leader in the administration of the Group with the object of creating the best possible circumstances

and facilities for the training programme in the Group. He acts as Chairman of the Group Council and of the Group Executive Committee.

Rule 38.2: The Group Secretary

The Group Secretary is appointed to:

- Act as Secretary to the Group Council and the Group Executive Committee;
- Keep such records concerning the administration and training in the Group as the Group Scout Leader or the Group chairman may require;
- Make available to members of the Group information and instructions from Headquarters, the District or from any other body;
- Perform all other duties specified in these rules for Group Secretaries

The office of Group Secretary may be held by a Scouter but shall not be combined with that of a Group Treasurer. The Group Secretary shall forward to the District Secretary a list of the office holders of the Group's Executive Committee.

Rule 38.3: The Group Treasurer

(a) The Group Treasurer is appointed to:

- Advise the Group Executive Committee on financial controls and expenditure and to produce an annual budget after consultation with the Group Executive Committee and the Group Scouters meeting;
- Receive all funds from sections in the Group on behalf of the Group Executive Committee and to keep account of all funds;
- Pay out money as authorised by the Group Executive Committee;
- Open such bank accounts as may be necessary in the name of the Group (Rule 39)
- Ensure that funds allotted to sections in the Group are properly accounted for;
- Invest in consultation with the Group executive Committee, any accumulated funds;
- Supervise the administration of the Group property and equipment and ensure that proper inventories are maintained and proper insurance arranged;
- Perform all other duties specified in these rules for Group Treasurer.

(b) The office of Group Treasurer and other Administrators concerned with finance must ensure that proper budgeting and control operate in the Group and must consult the Group Executive Committee and the Group Scouters' Meeting on financial aspects of planning of Group Activities.

(c) Group Treasurers and other Administrators concerned with finance must keep account books and records to enable them to send a Statement of Accounts annually to the District Treasurer or when called upon to do so by the Association's Headquarters.

The following information must be readily available:

- Particulars of assets and other equipment as at 30th April or other date concluding the preceding accounting year.
- Assets forming part of a permanent endowment (i.e. **property** held by the Group which may not be sold or disposed of) should be shown separately.
- A Statement of liabilities at the same date, classified as to the nature of the transaction.
- A statement as described above, duly audited, must be submitted by each Group to the District Treasurer but not later than 30th April each year. The Auditor must be an independent and responsible person but need not be a qualified Accountant.

Rule 39.1: Maintaining Group Accounts

Each Section of a Scout Group must itself administer any subscriptions paid by its members as well as sums allotted for current expenses by the Group Executive Committee.

If substantial sums as prescribed are handled by the section, a bank account should be opened in the name of the Association qualified by the denomination of the Group; e.g. "The Mauritius Scout Association - 25th Port Louis" through any commercial bank operating within Mauritius.

Rule 39.2:

- (j) Where no section bank account, exists, special subscriptions paid by members of the section or by their parents (e.g. instalments towards the costs of an expedition or payments of the Annual Membership subscription) must be handed to the Group Treasurer as soon as possible after receipt. The Group Treasurer must keep such records of account as are necessary for this purpose and having recorded the receipt, must pay the money into the Group Bank Account.
- (ii) Each Section must keep a proper Cash Account, which must be produced, together with any cash balance and supporting vouchers at the request of the group treasurer as often as the Group Executive Committee may decide but, in any event not less frequently than every three months.
- (iii) Funds administered by Sections must be shown in the Group Treasurer's accounts and must be included in the Group's annual statement and balance sheet.

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Rule 40.1: Bank Accounts

- (i) All money received by or on behalf of a Scout Group, Group Council or Group Executive Committee must be paid into a Bank Account held in the name of the Group, (Rule 39.1) except as provided in Rule 39.2 above. This account may be a Savings Bank Account. The Account must be operated by not less than two Signatories, authorised by the Group Executive Committee (see Rule IX (f) of the Constitution)

Rule 40.2: Group Accounts: Disposal of Assets at amalgamation or closure

(i) If two or more Groups amalgamate, the retiring Treasurer must prepare a Statement of Account, dated at the date of the amalgamation. This Statement must be handed together with all the Group Assets, supported by all books of Accounts and Vouchers to the Treasurer of the new Group.

If the treasurer of the New Group considers it necessary after consultation with the Group Executive Committee, he may ask the District executive Committee to appoint an Auditor to examine the accounts.

(ii) Disposal of Assets

If a group ceases to exist, the Group Treasurer must prepare a Statement of Account at the effective date of closure.

This Statement, together with all Group Assets must be handed to the ADC (Finance) as soon as possible after the closure date and must be supported by all books of accounts and vouchers.

The ADC (Finance & Administration) will check the statement or will have it checked, and if, in consultation with the District executive Committee, he decides that a formal audit is desirable, he will arrange for this to be carried out.

When he is satisfied that the Statement shows the true state of the Group's financial position at the date of closure, he must forward a copy of the Statement to his National executive Committee, requesting instructions for the disposal of the Group's Assets and Books of Accounts.

(iii) Custody of Assets

The Assets of a group already closed (i.e. no more active) may remain in the custody of the District Executive Committee for a period not exceeding twelve months pending the re-opening of the said Group. In the event of any mismanagement of the assets during the prescribed period, the National Executive Committee reserves the right to take corrective measures

Rule 41: Preservation of Books of Account

Books and Statements of account must be preserved for not less than five years from the date of the first entry.

Rule 42: Payment of Headquarters Membership Fee

(i) Every Scout Group, local Venture Scout Unit and Rover Crew, District and National Commission, uniformed staff shall pay each year the Headquarters Membership Fee as prescribed by the Association, in respect of the members of the Group or Unit who are shown on the Annual Registration and Census Return in the following categories:

- Cub Scouts
- Scouts
- Venture Scouts
- Rover Scouts
- Scouters, Commissioners and Administrators
- Instructors and Cub Scout Instructors.

(ii) The sum decided by the Committee of the Council applies to the Republic of Mauritius, but the Committee will decide what proportion, if any, is to be retained by the Districts towards the cost of their own Headquarters Services.

Rule 43.1: Fund Raising in the Scout Group

(i) In order to maintain its work and to provide all that is needed to implement its training programme, the Association has to support itself financially. Within this commitment, Scout Groups are expected to provide sufficient funds to carry out their own programme of activities and to participate in financing the association as a whole.

(ii) Fund Raising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.

(iii) The raising of funds is largely a matter for the attention of adults working in support of Scouting through the Group Council, but Cub Scouts, Scouts, venture Scouts and Rover Scouts may participate in Fund Raising provided that such activities do not take precedence over the respective training and programme; where they do engage in fund raising, as in Scout Job Week (details of which are announced annually by the Association's Headquarters) they must earn rather than solicit gratuitous payments.

(iv) When entering into any obligation or commitment connected with fund raising with another party (e.g. when ordering fund raising materials), the person concerned must make it clear to other party that he is acting on behalf of the Group and not in his personal capacity.

(v) All fund raising activities undertaken on behalf of the Association must be carried out in accordance with the spirit of statutes and enactment governing particular activities. Attention is particularly drawn to:

- Public Collections Act;
- Pool Betting Act;
- Criminal Code Act
- Lotteries Act;
- Prize Competition Act;
- Gaming Act;
- Child Protection Act

And any enactment that may be in force.

Rule 43.2:

(a) The Group Executive Committee will be the promoter of any fund raising activity governed by the Acts.

(b) No fund raising activities shall be organised unless prior authority has been duly approved and signed by the Association Headquarters, represented by the District Commissioner.

Rule 43.3: Methods of Fund Raising

(a) The provisions of this rule govern the selection of methods of fund raising and are designed to allow as much local initiative as possible, consistent with the interests of the Association's reputation and good standing.

(b) Fund raising conducted on behalf of Scouting may be by any means not forbidden by law, provided that:

- The proceeds of the activity go wholly to support the work of the Group, in the case of approved joint activities with other organisations, that part of the proceeds allotted to the Group is applied wholly to the work of the Group.
- It is not conducive to encourage the habit of gambling.

Rule 43.4: Joint Fund Raising Projects

Joint Fund Raising projects with other charitable organisations are permitted provided that they are organised in the spirit of scouting and that part of the proceeds allotted to the other organisation is used wholly for the purposes other than those of private gain. The National Executive Committee should be consulted if there is the slightest doubt as to the bona fide of other organisations in respect of the purposes of the fund raising activity.

Rule 43.5:

- (a) Groups may not issue general appeal for funds, or except in exceptional circumstances with the approval of the District Commissioner and the District Executive Committee who must invariably consult the National Executive Committee.
- (b) Scout Groups soliciting sponsorships, grants-in-aid or donations from any local institution such as banks, insurance companies, private firms, government and non-governmental donor agencies should seek proper authorisation from their respective District Commissioners beforehand.
- (c) In case authorisation has been granted by the District Commissioner, he should inform headquarters as soon as possible.
- (d) Any such request by the Scout Group should be made in the name of the Group only
- (e) Head letters used by Scout Groups, should mention on the first line and the district name and the number of the Group, and on the second line “ **Member of the Mauritius Scout Association**” the name of the District in which it is situated, and the name and post office address of the Group Scout Leader or Group Secretary.
- (f) All request for sponsorships, grant-in-aid or donations requested from international donor agencies or other countries should be authorised and signed by the Association Headquarters.

Rule 44: Disputes within the Group

The following procedures are to be used only if informal efforts to resolve disputes have been made and have failed. They do not apply to the Suspension of members of the Group, which is covered by Rule 6.

- (a) Disputes arising between the Scouters of a Group and the Group Executive Committee or the Group Council and disputes between the Group Executive Committee and the Group Council must be referred to the District Commissioner and the District Executive Committee. In the case of a Sponsored Group, the Sponsoring Authority must be consulted.
- (b) In the event of a dispute between the Sponsored Authority of a Sponsored Group and the Group Scout Leader, Group Executive Committee or Group Council, the matter must be referred to the District Commissioner and the District executive Committee. Both or all the parties in the dispute must be given opportunity to state their case before the Committee. The decision of the District Executive Committee shall be binding between the parties.

THE SCOUT DISTRICT

Rule 45.1: The Scout District

The purpose of the Scout District within the structure of the Mauritius Scout Association is to provide leadership, advice and support for Scout Groups, local Venture Units and Rover Crews in an area whose boundaries may be reviewed by the Mauritius Scout Council.

The District Commissioner who is supported by the District Scout Council leads the Scout District.

Rule 45.2: Census and Registration of Scout Districts

- (a) The Annual Census should be carried out on or before 31st March.
- (b) The Annual registration must be effected by the Scout District on or before 30th April on the appropriate Form as prescribed. The District Annual Registration Summary must be duly completed and forwarded to the Association's H.Q., together with payment of Headquarters Membership fee (ref. Rule 42) by 30th April at latest.

Rule 45.3: Rodrigues Scout District

For the purpose of these rules, the District Commissioner for Rodrigues shall be known as the Rodrigues Scout Commissioner and his assistants as Assistant Scout Commissioners

Rule 46: The District Scout Council

The District Scout Council is the body which supports scouting in the District. Under the Chairmanship of the District Chairman, it must hold an Annual General Meeting on or before the 30th september each year to:

- (a) Approve the Annual Report of the District Executive Committee including audited accounts;
- (b) Subject to the expiration of the DC's warrant, to ratify the appointment of the new District Commissioner by $\frac{3}{4}$ of the number of groups present, as recommended by the Chief Commissioner.
- (c) Approve the District Commissioner's recommendation of the District Chairman.
- (d) Ratify the appointment of Assistant District Commissioners for:
 - Administration
 - Programme
 - Finance

- Local and International Relations
- Adult Resources Development/Training
- Growth and Planning
- The ADC (Administration) shall be the District Secretary, and the ADC (Finance) shall be the District Treasurer.
- Ratify the membership of the District Executive Committee.

Rule 47: Membership of the District Scout Council

The following are the members of the District Scout Council:

- District Chairman
- District Commissioner
- All ADCs
- All warranted Leaders
- Chairmen of Venture Unit Executive Committees
- Chairmen of Rover Crew Committees
- Religious Advisors
- District Scouters
- One lay-member per Group

Each group should have only one vote

Rule 48: The District Executive Committee

The District Executive Committee exists to support the District Commissioner in meeting his responsibilities and to provide support for Scout Groups in the District.

(i) The members of the District Executive Committee are:

- The District Chairperson
- The District Commissioner
- All ADC's
- Co-opted members (without vote)

(ii) The functions of the Committee are as follows:

- (a) To promote the well being of the Association in the District and arrange for harmonious co-operation with other organisations.
- (b) To act in conjunction with the District Commissioner in all matters related to the District finance and property.
- (c) To supervise the administration of Groups particularly in relation to finance and the trusteeship of property.
- (d) To attend to district administration, particularly:
 - matters relating to warrants
 - the appointment of instructors (excluding Cub Scout Instructors)

- Census, registrations, Membership of the Association, examination for proficiency badges.
- Presenting the Annual report and Audited Accounts to the Annual general Meeting of the District Scout Council for approval.
- In the absence of the District Chairman, the District Commissioner will chair the meeting

Rule 49: Functions of the District Chairman

The functions of the District Chairman are:

- (i) To chair meetings of the District Scout Council and those of the District Executive Committee;
- (ii) To foster and encourage Scouting in the District;
- (iii) To ensure that the Annual General Meeting of the District Scout Council is held annually;
- (iv) Settles disputes and grievances at district level;
- (v) To represent the District together with the D.C. at the Mauritius Scout Council;
- (vi) To make representations to the National Executive Committee in the interest of the district

Rule 50: The Appointment of Commissioners in the District

The District Commissioner

The District Commissioner is appointed by the District Scout Council upon the recommendation of the Chief Commissioner not later than three months before the Annual General Meeting of the Mauritius Scout Council.

- (a) Recommendation for the appointment of a District Commissioner is made on the prescribed Form ALA-C by the ARD Commissioner. Appointment procedure for District Commissioners must be processed by the National Appointment Committee which assists the Chief Commissioner in making the final recommendation to the appropriate District Scout Council. Such appointment should be ratified by a single majority (50% + 1) of the District Scout Council.

A prospective District Commissioner (as a new entrant to Scouting) must not commence duty until inquiries as in Rule 16(I) have been completed by the ARD Commissioner. The minimum age limit is 25 years and the maximum age limit is 60 years

The appointment is for four years. The appointment is renewable but, must not exceed two consecutive terms of office. The District Commissioner will be responsible to the Chief Commissioner and is a member of the National Executive Committee.

- (b) On acceptance of the appointment by the District Scout Council, the National

Headquarters shall issue a Warrant which must be presented to the appointee by the Chief Commissioner as soon as possible. The District Commissioner is invested and makes or reaffirms the Scout Promise on receipt of the warrant

(c) District Commissioners commence the Commissioner Training on appointment and

must complete such within two years of appointment

(d) Two years after the date of issue the District Commissioner's Warrant will lapse if Training has not been satisfactorily completed

(e) Only in very exceptional circumstances will a warrant of a District Commissioner be renewed for a third period not exceeding four years

(f) On appointment of a Chief Commissioner, all District Commissioner appointments will be subject to review. Such review must be completed within six months of the Chief Commissioner's Appointment

(g) On ceasing to hold the appointment of District Commissioner, the Commissioner must surrender the Warrant to the District Secretary who will forward it together with a completed Form to the ARD Commission Secretary (National Headquarters) for cancellation. If the service has been satisfactory, the ARD Commission Secretary will return the cancelled Warrant to the former holder and complete Form for archiving. If the service has been unsatisfactory, the cancelled Warrant will be kept at the ARD Commission as well as completed Form

(h) A District Commissioner's Warrant may be cancelled, on recommendation of the Chief Commissioner, by the National Executive Committee on the following grounds:

- that the holder has not completed Commissioner's Training within two years of appointment;
- that the holder wishes to resign;
- that the holder acquiesces when notified that a recommendation is to be made for the cancellation of the Warrant;
- that the holder is not within the age limits prescribed for the appointment;
- that the Warrant is not to be renewed when reviewed in accordance with these rules;
- that the holder has discontinued or failed to perform the duties of the appointment satisfactorily;
- that it becomes evident that the holder no longer accepts the fundamental principles of the Movement
- that the National Executive Committee confirms the cancellation of the Warrant

Rule 50.1: The Functions of the District Commissioner

The District Commissioner will be responsible to the Chief Commissioner for:

- (i) The maintenance of the Association's policy in the District and for encouraging and facilitating the training of members of the Association as appropriate throughout the district.
- (ii) Visiting Groups, local Venture Scout Units and Rover Crews. Advising their Leaders how to conduct their respective sections or Group in accordance with the Association's rule and policy as defined in these rules.

- (iii) Encouraging the formation and operation of the district Scout Council, Scout groups, local venture Scout Units and rover Crews assisting their effective working.
- (iv) Securing the harmonious co-operation of all members of the Association in the District and settling any disputes between them.
- (v) Performing all duties specified in these rules for District Commissioners in respect of Adult Resources Development, Training and Administration, particular duties in respect of appointments, registrations, membership of the Association, the achievement of minimum standards for Scout Groups and sections within the Groups.
- (vi) The observance of all rules related to the conduct of scouting activities particularly to camping and activities acquiring the observance of safety precautions.
- (vii) The supervision of all Cub Scouts, Scouts, Venture Scouts, Rover Scouts and all Scouters by visiting the District and reporting of any special circumstances or incidents to the Chief Commissioner.
- (viii) Co-operation and maintaining of good relations with members of the Girl Guides Association and other youth organisations in the District and ensuring that the Association is adequately represented on local committees, particularly youth committees.
- (ix) In respect of the District Scout Council and District Executive Committee, the District Commissioner must propose for election the District Chairman and members of the Committee.
- (x) To represent the District on the Mauritius Scout Council, together with the District Chairman and such other members as the District Council may decide as prescribed.
- (xi) The District Commissioner is an ex-officio member of all Councils and Committees and their Sub-Committees within the District.
- (xii) Submission of the annual report and audited accounts of the District duly approved to the Chief Commissioner.
- (xiii) If the office of the District Commissioner is vacant, the Chief commissioner will nominate either an assistant District Commissioner or another Commissioner to act in that capacity, in consultation with the District Scout Council until the next Annual General Meeting of the District.
- (xiv) Monitoring the insurance policies of all Scout Groups in the District in virtue of these rules
- (xv) To recommend the appointment of District Scouters to the District Scout Council for ratification

Rule 51: Assistant District Commissioners (ADCs)

There shall be six Assistant District Commissioners who will be the chairperson of their respective District Committees

- (a) Recommendation for the appointment of an Assistant District Commissioner is made on the prescribed *Form ALA-C* by the ARD Commissioner. Appointment procedure for Assistant District Commissioners must be processed by the District Appointment Sub-Committee who assists the District Commissioner in making the final recommendation to the Commissioner. A prospective Assistant District Commissioner (as a new entrant to Scouting) must not commence duty until inquiries as in Rule 16.1 have been completed by the ARD Commissioner
- (b) The issue, presentation, validity and renewal of an Assistant District Commissioner's Warrant is as for the District Commissioner. The Warrant must

subsequently be reviewed by the Chief Commissioner at four yearly intervals. For guidance only it is suggested that the Rule 50 also be applied to Assistant District Commissioners

(c) Assistant District Commissioners must commence Commissioner Training on appointment and must complete Commissioner Training within two years of appointment

(d) On the appointment of a District Commissioner, all Assistant District Commissioner Warrants will be subject to review. Such review must be completed within six months of the District Commissioner's appointment

(e) On ceasing to hold appointment as an Assistant District Commissioner, the holder must surrender the Warrant to the District Secretary who will forward it together with the appropriate completed form to the ARD Commission Secretary (National Headquarters) for cancellation. If the service has been satisfactory the ARD Commission Secretary will return the cancelled warrant to the former holder and complete the form for achieving. If the service has been unsatisfactory, the cancelled warrant will be kept at the ARD Commission as well as the completed form

(f) Rule 50 as applied to District Commissioners applies in the same way to Assistant District Commissioners

Assistant District Commissioners are appointed by the District Commissioner in consultation with the District Appointments Sub-Committee along a similar procedure as per requirements laid down in Rule 16.2 (f) Appointment of a G.S.L. Rule 16.5 (a) & (b) Adult Leader Training Obligations, Rule 16.6 (a) Leader Warrant and Appointment Reviews and Rule 16.9 Cancellation of Warrants.

Rule 52: Assistant District Commissioner (Administration & Finance)

He is responsible to the National Finance Commissioner through his District Commissioner.

He is an ex-officio member of the District Executive Committee and of the National Committee for Finance. He also works in close collaboration with the National Executive Director.

Rule 52.1: Functions of the ADC (Administration & Finance):

- (i) To register Groups and prepare the Annual Census;
- (ii) To keep and maintain up-to date records regularly;
- (iii) To implement decisions of the District Scout Council;
- (iv) To work in collaboration with other Assistant District Commissioners.
- (v) To submit to National Executive Director proceedings of all Council and Executive Committee Meetings and financial reports;
- (vi) To supervise the annual Scout Job Week in the District as well as other fund raising activities;
- (vii) To receive grants and financial assistance on behalf of the District
- (viii) To prepare the budget of the District
- (ix) To prepare a monthly account to be submitted to the District Executive Committee.
- (x) To open and operate bank accounts together with the District Commissioner
- (xi) To see that proper records and books of accounts are kept and audited.

(xii) To keep up-to-date inventory of the properties of the District.

Rule 53

Rule 53: Assistant District Commissioner (Programme)

He is responsible to the National Programme Commissioner through his District Commissioner.

He is an ex-officio member of the District Executive Committee and the National Committee for Programme.

Rule 53.1: Functions of the ADC (Programme):

- (i) To implement the Progressive Training Scheme and Programme in the District.
- (ii) To analyse the conception of Programme and assessment;
- (iii) To see that the Progressive Scheme is followed in the District;
- (iv) To monitor the quality of Scouting in the District
- (v) To set up and maintain a panel of badge Instructors and Examiners at district level.
- (vi) To appoint District Scouter for different age sections in consultation with the District Commissioner

Rule 54: Assistant District Commissioner (International)

He is responsible to the International Commissioner through his District Commissioner.

He is an ex-officio member of the District Executive Committee and the International Committee.

Rule 54.1: Functions of the ADC (International):

- (i) To implement decisions taken at the International Committee;
- (ii) To promote International activities and relationships in the Youth Programme
- (iii) To assist Scout Groups in his district in participation to international events, international exchange programmes and twinning projects
- (iv) To endorse applications from scouts travelling abroad for the International Letter of Recommendation.

Rule 55: Assistant District Commissioner (Communications & Public Relations)

He is responsible to the National Commissioner for Communications & Public Relations through his District Commissioner.

He is an ex-officio member of the District Executive Committee and the National Committee for Communications & Public Relations.

Rule 55.1: Functions of the ADC (Communications & Public Relations):

- (v) To implement decisions taken at the National Committee in connection with Communications & Public Relations;
- (vi) To link with local authorities, schools, youth organisations, clubs, societies and religious bodies;
- (vii) To set-up and support a communications cell in collaboration with all Scout Groups in the district.
- (viii) To supervise and participate in the distribution of official publications of the Association and those of the District

Rule 56: Assistant District Commissioner (Growth and Planning)

He is responsible to the National (Growth and Development) Commissioner through his District Commissioner.

He is an ex-officio member of the District Executive Committee and the National Committee for Growth and Development.

Rule 56.1: Functions of the ADC (Growth and Planning):

- (i) To advise the District Executive Committee on all matters concerning Growth and Development;
- (ii) To see that National Projects for Growth and Development prepared by the National Committee are implemented in the District
- (iii) To prepare progress reports for the growth plan of the District;
- (iv) To support, individual Scout Groups and the District towards implementing their own development plan through appropriate team work at District level;
- (v) To compile annually, information needed for assessing the District Plan and recommend any revision thereof;

Rule 57: Assistant District Commissioner (Training)

He is responsible to the ARD Commissioner through his District Commissioner. He is an ex-officio member of the District Executive Committee and the National ARD/Training Committees.

Rule 57.1: Functions of the ADC (Training):

- (i) To promote the Adult Resources Policy of the Association within the District
- (ii) To support the setting up and operation of a regional or District Training Unit and follow-up the training needs of adult leaders

- (iii) To ensure regular running of Initial and Introductory Courses at District level. It is recommended that the ADC (Training) completes the Assistant Leader Trainer (ALT) within two years from his appointment
- (iv) To maintain up-to-date records of training of leaders in the district.
- (v) To represent the district on the National Training Committee
- (vi) To act as secretary of the Appointment Sub-Committee in the District

Rule 57.2: District Scouters:

District Scouters may be appointed for the different Sections (Cub Scouts, Scouts, Venture/Rover Scouts) by the District Scout Council

They are responsible to the respective National Section Commissioners

THE ASSOCIATION

Rule 58: The Mauritius Scout Council

The Mauritius Scout Council is established under section 5 (i) of the Mauritius Scout Association Act and Article VII of the Constitution and hereafter referred to as the Council.

Rule 59: Appointments at National Level

The Scout Board shall maintain a Sub-Committee to recommend on appointments of Executive Director, Chief Commissioner, Deputy Chief Scout, and Chief Scout. Membership of this Appointments Sub-Committee shall be preferably mixed by gender and by age and shall consist of members of the Scout Board, former National Leaders and people, non-members of the Association, of particular social standing, such as education officers, adult resources managers, psychologists, etc.

The out-going Chief Commissioner (if this applies) shall be an ex-officio member of this sub-committee. The Appointments Sub-Committee of the Scout Board shall establish the personal profile, recruitment and interview procedures for the potential national office bearers and may seek assistance from Adult Resources Commission of the Association.

Rule 60: Executive Director

The Executive Director is a remunerated Scouter working on part/full-time basis for the Association and responsible to the Chief Commissioner:

Functions:

- (a) To appoint and preside a National Administrative Committee consisting of Assistant District Commissioners Administration and such other co-opted members as may be deemed necessary.
- (b) To receive data, reports, correspondence in the name of the Association and channel them to the respective Assistant Chief Commissioners and Chief Commissioner, report to him all necessary requests for needs (e.g. assistance or any other)
- (c) To carry out and execute policies of the Mauritius Scout Association.
- (d) Provide the necessary information to those requiring the same.
- (e) Prepare reports, certificates of membership when needed under the instructions of the Chief Commissioner.
- (f) Register District Scout Councils.
- (g) To convene meetings of the Scout Council, Committee of the Council and Executive Committee or any such meetings as directed by the Chief Commissioner or the Scout Board and record minutes of these meetings;
- (h) Maintain a membership database and up to date records of the Association including decorations and awards given
- (i) Keep register of groups and members, their training, progress and achievements
- (j) Keep the archives of the Association and receive copies of publications from Groups, districts for archives purposes.
- (k) Conduct the Annual Census.
- (l) To carry out duties consistent with the proper operation of the National Secretariat of the Association ;
- (m) Publish documents relative to Administration
- (n) Issue camp permits in virtue of the Local Government Act

Rule 61: The National Finance Commissioner

The National Finance Commissioner is responsible to the Chief Commissioner

Functions:

- (iii) To preside a Finance Committee consisting of Assistant District Commissioners, the Headquarters Commissioner (Building and Maintenance), the Badge Secretary and such other co-opted members duly appointed;
- (iv) To operate a Fund Raising Committee in consultation with the Chief Commissioner and Chief Scout;
- (v) To supervise the financial operations of the building and property maintenance committee;
- (vi) To prepare a monthly account to be submitted to the National Executive Committee;
- (vii) To prepare the annual budget proposals of the Association.
- (viii) To prepare the balance sheet (receipts and payments, assets and liabilities) and present to the Annual Meeting of the Mauritius Scout Council;
- (ix) To open and operate Bank Accounts together with the Chief Commissioner, the Deputy Chief Commissioner and the Executive Director;
- (x) To be responsible for all investments, insurance, etc.
- (xi) To see that proper records and books of accounts are kept and audited.
- (xii) To receive all grants, subsidies, legacies, income, fund raising moneys, loans, etc.;
- (xiii) To pay all dues, affiliation fees to the World Bureau, settle debts and loans.
- (xiv) To keep up-to-date inventory of properties of the Headquarters;
- (xv) To liaise with Assistant District Commissioners (Finance).

Rule 62: The Headquarters Commissioners

Particular responsibilities may be delegated by the Chief Commissioner in consultation with the National Executive Committee for one or more of the following duties as Headquarters Commissioners for:

- Building and Maintenance.
- The Scout Shop (Badge Secretary)
- The Scout Band (Bandmaster)

The Headquarters Commissioners report to the Chief Commissioner and are voting members of the National Executive Committee.

Rule 62.1: Building and Maintenance

Functions:

- (i) To chair the quarterly Headquarters Management Committee which comprises representatives of all districts and resource persons in the field of: building, electrical, finance, agriculture, etc., and the Executive Director as ex-officio member;
- (i) To preside the monthly Headquarters Management Executive Committee, where among others, request for the use of B.P. House & yard from members of the public are approved or rejected.
- (ii) To collect all sum paid or donated for the use of BP House and yard.
- (iii) To receive requests for the use of the BP House and yard on the official application form. Members of the public to submit official application form. Members of the Movement, for scout use, to submit request in writing only.
- (iv) To ensure proper maintenance, repairs and cleanliness, safety boundaries, etc. of the BP House and yard;
- (v) To be responsible for the payment of electricity, water, telephone and other bills of Headquarters;
- (vi) To be responsible of the warden and regular payment of his cleaning fees.
- (vii) To perform the inventory for furniture, tools and other equipment belonging to Headquarters, to be remitted to the Executive Committee by the 30th April at latest.

He is a member of the National Executive Committee.

- (viii) To ensure the maintenance and good condition of equipment
- (ix) To dispose of all scrapped equipment and items when necessary after the approval of the Executive Committee through the Chief Commissioner
- (x) And any relevant duties as may be assigned by the Chief Commissioner

Rule 62.2: The Scout Band (Bandmaster)

The composition, organisation and administration of the band are decided by its Executive Committee.

The **Band Executive Committee** shall be composed of the Bandmaster as Chairman, one Secretary, one Treasurer, one Quartermaster and three other members. Members of the Executive Committee are elected by Band members.

Uniform: Band members wear the approved Venture Scout Uniformed. However, a special ceremonial dress may be worn on certain occasions.

Admission: The Band Executive Committee will decide about application for membership, which is opened to any member of the Association.

Training: The Training of Band members must be in accordance with the Aim and Objectives of the Mauritius Scout Association. The Band Executive Committee is responsible for organising a worthwhile training programme for a period of up to a year ahead and should be based on the Venture Scout Progressive Scheme. The syllabus of the Associated Board of the Royal School of Music is used for music training.

National Scout Band: Actually this is the National Scout Band. However, provision should be made for Scout Bands at District Levels. The National Scout Band has rehearsals and meetings at Baden Powell House, Trianon.

Rule 62.3: The Headquarters Commissioner (Scout Shop)

Known as the Badge Secretary

Functions

- (i) To chair the National Scout Shop Committee with a maximum of 5 other members
- (ii) To purchase and sell badges, uniform, publications, gadgets etc. on behalf of the Association
- (iii) To liaise with other national and international suppliers for the good running of the Scout Shop
- (iv) To keep an up to date list of all badges and other items of the Scout Shop
- (v) To prepare and submit an inventory of the stock and the financial statement yearly and/or as requested by the National Finance Commissioner

The National Badge Secretary is an ex-officio member of the National Programme and Finance Committees

All Membership Badges, Proficiency Badges and Progressive Training Award Badges must be obtained through the National Badge Secretary with recommendation of the Group Scout Leader only and from no other source.

The World Membership Badge is the symbol of membership of World Scouting and of the Scout Movement as a part of World Scouting. It is the property of the World Scout Bureau and it may be used or worn as permitted in these Rules.

Rule 63: The National Commissioner for Communications & Public Relations

The National Commissioner for Communications & Public Relations is responsible to the Chief Commissioner and is a voting member of the National Executive Committee.

Functions:

- (a) To be responsible of all matters concerning the public relations of the Association;
- (b) To co-ordinate, edit and market the official communication network of the Association;
- (c) To make use of the TV, radio, press, and other media so as to promote welfare of Scouting;
- (d) To support appointment of Assistant District Commissioners (CPR) in consultation with District Commissioners;
- (e) To preside over the National Communications & Public Relations Committee composed of ADCs (CPR), and such other co-opted members duly appointed;
- (f) To support proper operation of the Scout Documentation & Information Centre for the Association;
- (g) To report to the National Executive Committee of all members acting in concurrence with the National CPR Commissioner relating to local and international affairs;

Rule 64: International Commissioner

The International Commissioner is responsible to the Chief Commissioner and is a voting member of the National Executive Committee.

Functions:

- a) To support the constitutional obligations of the Association with respect to W.O.S.M.
- b) To issue letters of introduction for Scouts going abroad;
- c) To assist accredited foreign visiting Scouts and Leaders.
- d) To promote Scouting as a World Movement through the Youth Programme of the Association and support international Scouting activities within Scout Groups;
- e) To follow-up correspondence and other requests for information from other recognised Scout Organisations abroad;

- f) To give appropriate assistance to the annual Jamboree-on-the-Air (JOTA), Jamboree-on-the-Internet (JOTI) and related activities along with the respective National JOTA/JOTI Organisers.
- g) To assist in the proper diffusion of information and documentation received from recognised National & International Scout Organisations abroad, and World Scout Bureau;
- h) To support appointment of Assistant District Commissioners (International) in consultation with District Commissioners;
- i) To preside over the International Committee composed of ADCs (International), JOTA / JOTI Organisers and such other co-opted members duly appointed;
- j) To report to the National Executive Committee of all members acting in concurrence with the International Commissioner relating to local and international affairs;
- k) To assist Scouts and Leaders in their participation in International Scout activities abroad approved by the International Committee in concurrence with the National Executive Committee.

Rule 65: The National Youth Programme Commissioner

Responsible to the Chief Commissioner

Functions:

- (i) To analyse the social trends and evolution of youth for the adaptation of the Youth Programme
- (ii) To prepare the revision of the Youth Programme on a regular basis
- (iii) To co-opt a member from each religion denomination for the provision of training in the respective faiths of young members.
- (iv) To provide the Association's reference documents such as progressive scheme, section objectives, section programme booklets, etc.
- (v) To establish the list of proficiency badges and their requirements.
- (vi) To prepare for establishment of decorations and awards, ceremonies in the Association, Uniform regulations, progressive schemes, section objectives and regulations, related thereto;
- (vii) To approve the appointment of Assistant District Commissioners (Youth Programme) in consultation with District Commissioners.
- (viii) To report to the National Executive Committee of all members acting in concurrence with the National Youth Programme Commissioner relating to each youth section to be known as Assistant National Programme Commissioners
- (ix) To advise the National Executive Committee on all matters concerning Community Development and Education for Development
- (x) To identify with Assistant District Commissioners (Programme) potential projects concerning Community Development at local, district and national levels, to locate and mobilise resources and encourage young members in undertaking Community Development Projects;
- (xi) To liaise with the Training Director on matters concerning training, seminars courses and work shops on Community Development
- (xii) To be the contact person on international matters concerning Community Development and Education for Development

- (j) To advise the National Programme Commissioner and all other instances of the association on matters related to children with special needs
- (k) To devise a policy on the integration of handicapped children in different sections
- (l) To liaise with specialised organisations related to handicapped children
- (m) To carry out workshops/training sessions on the integration of children with special needs
- (n) To be the contact person on international matters concerning with special needs

Rule 66.1: National Commissioners for Cub Scout, Scouts, Venture/Rover Scouts

National Commissioners are appointed by the Chief Commissioner to undertake special responsibilities:

Rule 66.1.1: The National Commissioner (Cub Scouts)

The duties of the National Programme Commissioner (Cub Scouts) are:

- a) To promote the welfare and development of Cub Scouting in the Association.

To assist the National Programme Commissioner in the continuous process of monitoring and updating the Scout Programme to the needs and aspirations of youth of Cub Scout age.

- b) To organise or arrange for organisation of specialist Training Courses or related activities for Cub Scout Leaders and Cub Scouts.

The National Commissioner (Cub Scouts) reports to the Youth Programme Commissioner.

Rule 66.1.2: The National Commissioner (Scouts):

The duties of the National Commissioner (Scouts) are:

- a) To promote the welfare and development of Scouting for adolescent youth in the Association.
- b) To assist the National Programme Commissioner in the continuous process of monitoring and updating the Scout Programme to the needs and aspirations of youth of Scout age.
- c) To organise or arrange for organisation of specialist Training Courses or related activities for Scout Leaders and Scouts.

The National Commissioner (Scouts) reports to the National Youth Programme Commissioner.

Rule 66.1.3: The National Commissioner (Venture Scouts):

The duties of the National Programme Commissioner (Venture Scouts) are:

- a) To promote the welfare and development of Venture/Rover Scouting in the Association.
- b) To assist the National Programme Commissioner in the continuous process of monitoring and updating the Scout Programme to the needs and aspirations of youth of Venture Scout age.
- c) To organise or arrange for organisation of specialist Training Courses or related activities for Venture Scout Leaders and Venture Scouts.

The National Commissioner (Venture Scouts) reports to the (National Youth Programme) Commissioner.

Rule 66.1.4: The National Commissioner Rover Scouts:

The duties of the National Programme Commissioner (Rover Scouts) are:

- a) To promote the welfare and development of Venture/Rover Scouting in the Association.
- b) To assist the National Programme Commissioner in the continuous process of monitoring and updating the Scout Programme to the needs and aspirations of youth of Rover Scout age.
- c) To organise or arrange for organisation of specialist Training Courses or related activities for Rover Scout Leaders and Rover Scouts.

The National Commissioner (Rover Scouts) reports to the National Youth Programme Commissioner.

The term of office for each National Commissioner for Cub Scouts, Scouts, Venture and Rover Scouts shall be of four years.

Rule 66: The Adult Resources Development Commissioner

The Adult Resources Development (ARD) Commissioner is appointed on recommendation of the Chief Commissioner by the Council. Such person following his appointment must be able to complete his training equivalent to the level of a Leader Trainer.

His duties are:

- (a) To chair the Adult Resources Development (ARD) Committee consisting of a cell of Human Resources Management professionals, the Training Director, District Commissioners and such other co-opted members duly appointed.
- (b) Compile an up to date directory of all adult leaders of the Association.
- (c) To promote the Adult Resources Policy of the Association
- (d) Establish the proper methodology for recruitment, selection, appointment and appraisal of adult volunteer members at all levels of the Association.
- (e) Set up the proper means and ways to cater for the welfare of adult volunteer leaders in the Association.
- (f) To establish the function and duties for each and every adult leader of the Association.
- (g) Monitor and follow-up the training needs of adult leaders.

- (h) To co-operate with other Commissioners of the Association, with the Regional and World Adult Resources Committees.
- (i) To report to the Executive Committee of all members acting in concurrence with the National Commissioner (ARD) relating to human resources management.
- (j) To receive application for warrants
- (k) To supervise the issue of warrants to District Commissioners, Group and Section Leaders

Rule 67.1: The National Training Commissioner

Responsible to the Chief Commissioner but working in collaboration with the ARD Commissioner to support the life cycle of an adult leader in the Association.

Functions:

- (i) To act as chairman of the National Training Committee;
- (ii) To plan, implement and co-ordinate, at national level, the pattern of training for Unit Leaders and Leaders of adults established by the Association;
- (iii) To establish and maintain high standards of training within the Association;
- (iv) To ensure that Training Policies of the Association reflect the general policies of the Association, particularly with regard to programme matters including Community Development;
- (v) To provide support for the Assistant Leaders, Leader Trainers and Commissioners of the Association through the supply of hand books, training aids and other materials and through regular communications with them.
- (vi) To recommend to the Adult Resources Development Commissioner appointment of Adult Leaders as Leader Trainers.
- (vii) To arrange training for the Assistant Leader Trainers and Leaders of the Association particularly through National Trainers Course and ensure that further opportunities for training are provided for them;
- (viii) To approve the appointment of Assistant District Commissioners (Leader Trainer) in consultation with the District Commissioner.
- (ix) To study the techniques employed in the training of adults both inside and outside Scouting, particularly in other youth organisations in the country co-operating with them where appropriate.
- (x) To evaluate on a continuous basis the effectiveness of training particularly with benefit gained by the young people at unit level.

Rule 68: The National Growth and Planning Commissioner

The Growth and Planning Commissioner is appointed on the recommendation of the Chief Commissioner by the Council. His duties are:

- (a) To ensure proper implementation and monitoring of the Association's five-year Development Plan.
- (b) To support individual Scout Groups and Districts towards implementing their own Development Plan through appropriate teamwork at District and National levels.
- (c) To obtain from Districts progress reports of their growth plans
- (d) To establish methodology for launching new Groups.

- (e) To compile information needed for assessing the National Plan and recommend any revision of goals of the Plan.
- (f) To support objectives as laid down in Rule 74 (Growth and Planning)

The Growth and Planning Commissioner is responsible to the Chief Commissioner.

Rule 69: Religious Policy

members of the Movement are encouraged to:

- make every effort to progress in the understanding and observance of the Promise to do their best to do their duty to God;
- belong to some religious body;
- carry into daily practice what they profess.

Rule 69.1:

If a Cub Scout, Scout, Venture Scout or Rover Scout does not belong to a religious body, the Scouter responsible for his training must endeavour to put him in touch with one, which should, if possible, be that to which his parents belong or into which he may, in the past, have been formally admitted. The approval of the parents must be obtained, except for a Rover Scout.

Rule 69.2:

If a Sponsored Group (see Rule 9) has a policy of recruitment restricted to members of one particular form of religion or denomination, the Sponsoring Authority is responsible for the Religious Training of all the Cub Scouts, Scouts, Venture Scouts and Rover Scouts in the Group and it is the duty of the Group Scout Leader to encourage attendance at such religious instruction and observances as the Sponsoring Authority may consider desirable.

Rule 69.3:

If a Group is composed of members of several denominations or religions (Open Groups), the Cub Scouts, Scouts, Venture Scouts or Rover Scouts should be encouraged to attend services of their own form of religion. Any form of daily prayer or divine service in camp should be of the simplest character, attendance being entirely voluntary.

Rule 69.4:

Scouts' Own services may be held for the worship of God and to promote a fuller understanding of the significance of the Scout promise and Law. Such services should be regarded as being supplementary rather than a substitute for formal attendance at the services of the individual's own form of religion.

Rule 69.5:

If a Cub Scout, Scout, Venture Scout or Rover Scout is not allowed, by reasons of his own religious obligations, to attend religious observances of other forms of religion, the Group Scout Leader must make certain that the individual's obligations are not compromised.

Rule 69.6: Religious Advisers

Religious Advisers may be appointed in Scout Groups, Districts or at National Level. A Religious Advisor may be a Minister of Religion, priest, or layman. In a Scout Group sponsored by a religious body the Minister or priest may be appointed as Group Religious Advisor (Religious Advisors are better known in Christian sponsored Scout Groups for example, as the "Aumônier" or Chaplain.)

The functions of Religious Advisors include:

- Keeping the Group Scout Leader, District Commissioner informed of the policy of their religious bodies towards youth work in general and Scouting in particular;
- Maintaining close liaison with any National Religious Advisor and/or Religious Advisory Board or Panel approved by the Council;
- Advising the Group Scout Leader, District Commissioner on any matters of religious policy or training that might be referred to them.

Rule 69.6: The Religious Policy of the Association as applied to Adult Leaders

The District Commissioner must be satisfied that all applicants for Leader appointments are fully aware that they will be expected by their personal example to implement the Association's religious policy as defined in these Rules.

Rule 70: Duty of Care Policy**Rule 70.1:**

The Association has a DUTY OF CARE to all members of the Movement and their parents/guardians to ensure no member is exposed to physical or emotional harm.

The Association shall ensure when recruiting and managing Leaders and other persons in control of or in contact with young people that this duty is exercised.

All Leaders are accountable to exercise this duty on behalf of the Association at all times.

Rule 70.2 : Authorised Person in Charge

The authorised person in charge of an activity shall exercise the *duty of care* on behalf of the Association and parents or guardian. Leaders planning an activity for which they do not have the prescribed qualifications to exercise the responsibilities of the authorised person in charge shall obtain an appropriately qualified person to conduct the activity. That person shall conduct the activity to the requirements of the Association and shall be the authorised person in charge of the activity.

The authorised person in charge shall possess a leader permit or warrant as prescribed in the P.O.R. of the Mauritius Scout Association. This takes care of legal and insurance coverage of Scouting activities.

Rule 70.3 : Health Care

Adult Leaders, in meeting their duty of care, are required to ensure the health care needs of youth members are managed in order to control risk and minimise harm

- (a) Where youth members have short or long term health care requirements which may impact on their involvement in Scouting activities, adult leaders are expected to meet their duty of care by undertaking a health care planning process.
- (b) Adult leaders are obliged to render first aid and emergency assistance to youth members consistent with their level of training. In every instance, first aid/emergency assistance is a strategy to support the health and safety of young people while awaiting professional medical assistance.
- (c) Legal guardians and their medical practitioners should be encouraged to minimise the medication/treatment required during Scouting activities
- (d) Youth members should be encouraged to take responsibility, commensurate with their age and stage of development, for administering their own medication/treatment in non-emergency situations.

Rule 70.4 Code of Conduct

This code of conduct is expected of all adults, uniformed and non-uniformed, who work within the Movement, recognising that at all times they should act responsibly and exercise a duty of care to the youth members.

1. Adults in Scouting respect the dignity of themselves and others.

2. Adults in Scouting 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.
3. Adults in Scouting act at all times in accordance with Scouting principles, thereby setting a suitable example to all.
4. Adults in Scouting do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting principles.
5. Adults in Scouting act with consideration and good judgement in all interpersonal relationships both inside and outside Scouting.
6. Adults in 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.
7. Adults in Scouting avoid unaccompanied and unobserved activities with youth members wherever possible. Remember, "in sight - out of hearing".
8. Adults in Scouting 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 care, to be alone with a youth member.
9. Adults in Scouting realise that bullying, physical or verbal abuse, neglect or any type of abuse, is unacceptable conduct by any member of the Movement.

Rule 70.5 Alcohol Policy

No adult volunteer or other person who has a duty of care towards any youth member (Cub Scouts to Rovers inclusive) shall consume alcohol or any other mood altering substance during any Scouting program which involves youth members or within a time frame which would affect their ability to carry out their duty of care towards youth members.

Rule 70.6: Smoking

It is inappropriate for any member to smoke in front of youth at any Scouting activity.

Rule 70.7: Harassment

Harassment breaks down the positive and protective environment we seek to develop, and, at its worst, is emotionally harmful. It is contrary to our objective of individual growth and development. Some examples are ongoing teasing, "*baptême*" (or "*totémisation*"), disparagement, belittling or excluding individuals.

Sexual harassment is any verbal or physical behaviour of a sexual nature which is unwelcome and offensive.

Rule 70: Co-education Policy

The Mauritius Scout Association is a co-educational organisation.

To fulfil our aim of contributing to the development of the social potential of our members it follows that our structure and programme should provide the maximum possible opportunity for contact between members of both sexes.

The Mission of Scouting and the Educational Proposal of the Association support the co-educational project.

Co-Education is taken to mean:

- A.
- i. That the programme content (Award Schemes etc.) is free from sex bias and that,
 - ii. There is positive encouragement towards participation in joint activities with female organizations
- B. That the Scout Group may decide that one or more Sections have male and female membership.

The implementation of this policy can be achieved in two distinct, though not mutually exclusive, ways:

- (a) Positive encouragement to co-operation and shared activities with groups and organisations with female membership, which have similar age structures and aims.
- (b) The establishment of mixed Sections.

Co-education v/s Mixed Scouting

Mixed Units does not mean mixed Scouting. The basic team such as the six, patrol and venture team *must* always remain a one-sex team. Either boys-only or girls-only teams.

- It is through these teams that the Patrol System is applied and co-education is practiced.
- It is believed that boys and girls need a place where youth of same sex can feel comfortable together and help each other. This is where those basic unit teams come into play and acquire their importance for the success of co-education. It is through the six, patrol or unit team that youth of one sex will be in contact with youth of other sex, learn about each other, appreciate mutually and develop together positively.

Rule 70.2: Operating sections with mixed membership

Leaders operating Programmes in Sections with both boy and girl members will need to be aware of a number of points such as:

- Initially, a special sensitivity should be maintained to, ensure that boys and girls are being regarded as young people, each in his or her own right.
- Consider carefully the relationships between boys and girls, especially the situation where there is a small number of girls in proportion to the number of boys. Their successful induction to the Section will establish an accepted place for girls in the future.
- Responsible adult leadership may well involve giving direct guidance to both boys and girls and may involve some individual guidance to either boys or girls to promote good interpersonal relations.

Rule 70:2 Camping and overnight activities

These activities are central to any Scout Troop's / Venture Unit's programme.

- Whenever males and females are camping together or taking part in overnight activities, they should be supervised by two adults, one male and one female.

- Males and females must use separated sleeping tents or other accommodation on overnight activities and separate toilet/washing facilities must be available.
- All young people have the right to enjoy a camping experience without having their person or property insulted by (usually) thoughtless and inconsiderate behaviour.
- In a Scout Troop, every effort should be made to have adequate tentage which will allow Patrols to camp the traditional manner (single-Patrol units).
- Note that this is the age wherein many girls are experiencing the onset of puberty and womanhood and should be accorded total privacy in their tentage and toileting.
- Clearly laid ground rules which forbid tent raiding or night visiting will provide a much needed atmosphere of reassurances, which in turn is a responsible Leader approach to what is frequently youthful exuberance.

Games

Every young person enjoys games. However, Leaders will need to be careful in the choice of suitable games, especially contact games which involve high level of physical activity.

Parent support

Parents, quite reasonably, will expect to be given periodical information on the progress of their son/daughter. Not only will this be useful public relations in itself, it will do much to encourage parent

Rule 71: Equal Opportunities Policy with reference to Young people

The Mauritius Scout Association is part of a world-wide educational youth movement. The values which underpin and inspire its work lie within the Mission and Aim of the Association and in the Scout Promise and Law. Within this framework, The Mauritius Scout Association is committed to equality of opportunity for all young people.

Accordingly:

- i. The Mauritius Scout Association is committed to extending Scouting, its Aim and Method to young people in all parts of society.
- ii. No young person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:
 - class;
 - ethnic origin, nationality (or statelessness) or race;
 - gender;
 - marital or sexual status;
 - mental or physical ability;
 - political or religious belief.

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

Note: with reference to gender: Membership of the training Sections of the Association is open to girls and young women of the appropriate ages subject to a process of local self determination in each Scout Group as to whether single sex provision should become co-educational.

Within the Equal Opportunities Policy a 'Young Person' refers to someone participating in the youth programme. It should be noted that it is therefore possible for a Young Person to be older than an 'Adult' and for an individual to be both a Young Person and an Adult.

Rule 72: Young People with special needs

Scouting has always embraced many different cultures, faiths and lifestyles. Our Equal Opportunities Policy states that no person should receive less favourable treatment because of their class, ethnic origin, gender, marital or sexual status or their political and religious beliefs.

Rule 72: Members with Special Needs

- *It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities.*
- *Some young people have special needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.*
- *Leaders with members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts and at National Headquarters.*

Rule 73: ACCIDENTS AND INSURANCE COVER

Rule 73.1: Accidents

If any person, whether a member of the Movement or not, suffers personal injury (where injury necessitates treatment by a doctor, dentist, at hospital or involves a call of any Emergency Service, i.e. Police, Fire, Ambulance, Special Mobile Force or Coast Guard) or dies in the course of, or arising out of, a Scout activity or while on, or in connection with, any Scout property; or in an accident during a Scout activity results in damage to third party property, Headquarters must be informed immediately.

Rule 73.2: Insurance Cover

Every Scout Group must maintain adequate insurance cover, to be reviewed annually, in respect of the following risks:

- Personal accident for each youth and adult member and/or injury to any third party during authorised Scout activity,
- Property and equipment, including the risk of loss or damage to equipment whilst in transit or at camp or on expedition;
- Motor vehicles, including passenger risks in the Republic of Mauritius or abroad
- Marine and boating risks;
- Aviation and air activity risks;
- Authorised scout visits abroad.

Rule 74

Rule 74.1: Expression of Opinions of the Association's Policy

No Member of the Movement shall express opinions on matters of policy or on any matter if it will appear that they are speaking on behalf of the Association unless they have previously obtained permission to do so from Headquarters (National Executive Committee or Chief Commissioner).

Rule 74.2: Correspondence

Members of the Movement may not address correspondence on matters relating to Scouting or as representatives of the Association to any member of the Mauritian Government, Ministry, Embassy or Legation at home or abroad, to any Scout Association Headquarters abroad, or to the World Scout Bureau, Committee or Conference except after consultation with and through Headquarters.

Rule 75: Visitors to Mauritius

Invitations to Scouts and Scouters from abroad to visit or camp in Mauritius should not be confirmed until approval has been obtained from the District Commissioner. The Assistant District Commissioner (International) or the National Local and International Relations Commissioner should be informed.

Rule 74.1: Growth and Planning

The Growth and Planning Programme aims to extend Scouting in areas, neighbourhoods and communities and seeks to promote, facilitate, encourage and support this through:

- the regeneration of Scouting in urban areas;
- the development and growth of Scouting in remote and rural areas
- the consolidation of Venture and Rover Scouting
- the provision of Scouting in areas and among social, cultural and religious groups and cultures at present little penetrated by the Scout Movement;
- the provision of activities, with the Aim of Scouting, which seek to encourage membership of the Movement;
- the use of innovative and experimental methods;

The Growth and Planning Committee is also responsible through its Growth and Planning Commissioner to implement and assess continuously the five-year Development Plan of the Association.

Rule 74.2:

The use of innovative and experimental methods which fall outside the requirements of Policy, Organisation and Rules must be approved by Headquarters.

Rule 75

Rule 75: Involvement in the Community

Rule 75.1: Political Activities

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

Rule 75.2: Citizenship and Participation

The Association, being concerned to help young people prepare for and take a constructive place in society, encourages through its training programme, the development of a positive attitude to the needs of the community.

In pursuance of the Association's Aim, each Member of the Movement shall, within the bounds of his age and mental maturity, be encouraged:

- to involve himself/herself in the processes by which decisions are made within the Association and, to that end, to understand the organisation of the Association;
- to become more aware of major social issues at local, national and international level.
- to understand the processes of decision-making by organisations and by government, and to become aware of the individual's role in such processes. It is accepted that this will involve Members of the Movement with current social issues, some of which are controversial and may therefore have a political dimension.

Rule 75.3: Voluntary Service

If a recognised public authority makes a public request for volunteers to take action to avoid grave public danger or inconvenience, whether it arises from an industrial dispute or not, a Group Scout Leader or the Leader of a Local Venture Scout Unit or Rover Crew, in both cases with the consent of the District Commissioner, may offer the services of Scouts or Venture Scouts, provided that each individual participates entirely voluntarily.

Rule 76: Relationships with local "Scout" Groups not members of the M.S.A.

The M.S.A.:

- (a) does not encourage joint activities organized by its members with any parallel "scout" groups not affiliated with the M.S.A. and W.O.S.M. where there is evidence that the said scout groups do not operate according to Scouting principles;
- (b) may sue any person not member of the Association who wears an official scout uniform of the Association as per the Mauritius Scout Act (1976) article 8 section (2);
- (c) as per the values of the Scout Promise and Law, will always give the possibility to expelled or non-member "Scout" Groups to return back or join the Association, if they accept and demonstrate practice of the fundamentals and observe the proper rules of the M.S.A.

Rule 77: COPYRIGHT

No organisation or individual may reproduce any part of any publication, the copyright of which is vested in the Association, without the prior written permission of Headquarters, except that Scout Executive Committees may authorise the reproduction of extracts suitable to meet a specific purpose in the production of material required to further their work.

ANNEX**THE MAURITIUS SCOUT ASSOCIATION**

ARD COMMISSION

FORM ALA-A

Baden Powell House, Trianon

Tel: 466-6771 Email: mauscout@ pobox.co.mu

CONFIDENTIAL ENQUIRY – ADULTSPlease complete in **BLOCK CAPITALS**

Surname and Title (Mr/Mrs/Miss)			Maiden Name (if applicable)		
First Names				Date of Birth	
Tel. No.:	Office	GSM:	Occupation/Employer	Religion or	

Residence	:			Faith
Present Address				
Educational Background				
Remarks				
Recommendations				

Previous Warranted Adult Service in Scouting:

District /National	Appointment	From	To

Offer of Service to:

National	District	Group
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HEADQUARTERS WILL FURNISH A CONFIDENTIAL REPORT TO THE DISTRICT SECRETARY AND UNTIL THIS IS RECEIVED THE PERSON CONCERNED MUST NOT BE PERMITTED TO COMMENCE SERVICE OR ASSOCIATION

Name and Address of District Secretary/ Appointments Secretary

Signature of Applicant	Date
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APPLICATION FORM FOR ADULTS

FORM ALA-B

All details on this form will be treated as confidential	<p>HELPERS and SKILLS INSTRUCTORS complete this form only</p> <p>LEADERS should complete this form and the 'green form'</p>
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Surname	Other Names	
Present Address	Telephone No: Office Residence	GSM
Former Address (if new to area)		

Date of Birth	Occupation	Employer
Position in Scouting applied for	Reason for present interest in Scouting	

References:

Name	Name
Address	Address
Telephone No.:	Telephone No.:

Have you ever been convicted by any court in Mauritius or abroad for any offence involving young people or money or been bound over, placed on position, cautioned or discharged either conditionally or absolutely in relation to such offences?

YES/ NO

Note: The position for which you are applying may give you substantial access to children or charitable funds.

For that reason you are asked to answer the question above. Please note that offences involving young people which are regarded as 'spent' for other purposes must also be declared. In addition a check will be carried out with the Headquarters Records to establish any known background

Date :.....
.....

Signature :.....