

YOUTH TRAINING SECTIONS

SECTION 1 – THE JOEY SCOUT MOB

Age Ranges

a. **Youth:** Minimum -- 6 years of age; Maximum -- not have reached their 8th birthday. (Must advance to Cub Scout Pack by eighth birthday.) A Joey Scout may advance to the Cub Scout Pack at the age of 7½ years.

b. **Leaders:** Leader minimum -- 20 years of age, Assistants -- 18 years to normally 65 years inclusive. There must be at least two Certificated Leaders for each Joey Mob.

c. **Joey Scout Helper:** 15-17 years

Members

Both boys and girls.

Size and Make-up of Mobs

The Joey Scout Mob should not consist of more than twenty (20) members, using small ad hoc groups in temporary or activity related manner.

Leaders

Each Section shall have at least two (2) Certificated Leaders in the Joey Scout Section. Helpers may be used so that the ratio of adults to Joey Scouts is 1 to 5.

Joey Scout Helpers

Use of Joey Scout Helpers is encouraged.

Joey Scout Leader Job Description:

Refer Personnel Committee Handbook, page 47

General Information

a. Joey Scouts are *not* to have overnight stays or sleep-outs unless the Leaders have completed a Sleepover Management Course

b. The official Joey Scout Uniform is the Group scarf with the Joey Scout woggle. It may be worn with the Victorian State Joey Scout T-shirt.

c. The advancement age for Joey Scouts linking with Cub Scouts is from seven (7) years and six months to eight (8) years.

d. The recommended adult ratio for Joey Scouts at water activities is 1:2.

e. The Leaders' Activity T-shirt may be worn on appropriate occasions.

SECTION 2 – THE CUB SCOUT PACK

Age Ranges

- a. **Youth:** Minimum 8 years of age -- Maximum 11 years of age (then must go to the Scout Section). A Cub Scout may progress to the Scout Troop at 10 1/2 if youth/parent/leaders agree.
- b. **Leaders:** 18 to normally 65 years of age.
- c. **Cub Scout Instructors:** 15-17 years of age.
- d. **Cub Scout Leaders Job Description:** Refer to Personnel Committee Handbook, page 49.

Membership

Both boys and girls.

Size and Make-up of Pack

Recommended limited to twenty-four (24) members, made of four (4) Sixes of six (6) members. Each Six has a Sixer and a Second who have minor responsibilities.

Leaders

Ideally, there should be four (4) who may be either Male and/or Female. It is preferable to have some of each, and in the case of Packs with girls, it is desirable there be a female Leaders. Leaders are known by “Jungle” names derived from Rudyard Kipling’s stories *The Jungle Book*, eg, Akela is leader of the Cub Scout Pack. Other leaders also have jungle names.

Cub Scout Instructors

The Cub Scout Leader may, with approval of the Venturer Scout Leader concerned, obtain the services of a “Cub Scout Instructor” from a Venturer Scout Unit (minimum age 15) or, with the approval of the District Commissioner and the Guider concerned, of a Guide. Venturer Scouts and Ranger Guides must serve a satisfactory period of three months with a Pack and also complete a Young Leader Course before being appointed as a Cub Scout Instructor.

Non-Venturers are required to complete an A1 Registration Form.

Parents

Before admitting any youth member to the Pack, the parents should be met by the Cub Scout Leader. This is usually after a parent induction session run by Group Leader and Group Committee to explain to them how they can help their child in preparation for citizenship.

Parents can assist by:-

- a. Taking an interest in Cub Scout work.
- b. Seeing that Cub Scouts attend all meetings punctually, and in uniform.
- c. Helping prepare for tests.
- d. Seeing that Cub Scouts remember the Cub Promise and Law and try to put them into practice.
- e. Visiting the Pack and getting to know the Cub Scout Leader.
- f. Encouraging their child when old enough, to become a Scout and stay in the Movement.
- g. Remembering that the Group's Leader and those at District, Region and most personnel at Branch are unpaid voluntary workers.

Finance

Records of accounts must be kept and are to be included in the annual accounts of the Group, audited annually by arrangement with the Group Treasurer.

All Accounts must include the title, "The Scout Association of Australia,"
 Scout Group,Cub Pack, and only be operable on two or more signatories. (See Section 4 on Finance).

Objectives

We are part of a great Movement. The Cub Scout Leader's horizon will be inadequate if it is limited to the Pack. Leaders must look further ahead even while facts present them with an immediate picture of a Pack of Cub Scouts with wide eyes, dirty fingers, and friendly grins. They must keep constantly before them the vision of these young Cub Scouts as Scouts -- taller, more conscious of their environment, with a new seriousness in their eyes, but with the same friendly smiles. Our object is to retain youth so that they will be anxious to join the Troop between their 10th and 11th year, thus becoming better Scouts for having been Cub Scouts.

Cub Scouts are not an end in itself, the section lays foundations. The rewards are none-the-less real and come when the Cub Scout has developed into a successful Scout and later into a Venturer Scout and finally into a Rover Scout.

Methods

The main feature of Cubbing is that it caters for the tastes and enthusiasm of this age group, presenting a program, which is based on the member's natural development and not on some artificial grown-up scheme tied together with a code of morals.

Activities

To young boys and girls all life is play, and work is an interruption. They will be happy and prepared to obey the Pack Leaders if what they are doing gives them interest. All activities should be short and wrapped in the spirit of make-believe. In other words, the play-way is the sugar on the pill, which makes it palatable to young people in this age group. Romance, adventure, games, play-acting, story telling are all utilized to further this aim. Only by interspersing these aids with short bursts of work on the Boomerang tests and the like, will progress be made. Play affords Cub Scout Leaders an inexhaustible means of teaching almost anything from the training point of view, but success is very largely wrapped up in correct presentation.

The Pack Meeting

This should start punctually with the Grand Howl and Flag ceremony, which may be followed by a short talk, some Boomerang Test training, a jungle play, a yarn, games and handicrafts, ending with Flag Down and a Prayer. Leaders should ensure that Instruction is given on all Boomerang Test Work.

Cub Scout Leaders should have a program book in which they set down ideas, work out a long-range plan in skeleton form, and then prepare what they are expected to do before arriving for the meeting. Programming should involve all the Leaders and helpers of the Pack.

Cub Scout Award Scheme

To be read in conjunction with Australian Policy and Rules: P7 -- Duty of Care; R11 - - Training of Leaders; and R12.8 Provisions for Male and Female Members.

In keeping with general rules relating to Overnight Camps and Hikes in the Scout Association, the Group Leader (or the nominated Leader in Charge of the Group) has the authority to approve overnight activities for the Cub Scout subject to the following requirements.

Pack Holidays

Cub Scouts may be taken on Pack Holidays in accordance with the following rules:-

- a. Two Leaders, holders of the Certificate of Adult Leadership in the Cub Scout Section, shall be present at all times.
- b. The Leader in Charge shall hold the following qualifications:-
 - (1) A Certificate of Adult Leadership in the Cub Scout Section,
 - (2) Be aged not younger than 21 years,
 - (3) Be a holder of equivalent to the Pack Holiday Topic from Advanced level of Training, and
 - (4) Have assisted on and been involved in the planning of at least one Pack Holiday.
- c. At least one adult for every six Cub Scouts shall be present -- one of whom shall be designated First Aider. The First Aider shall have no duties which will prevent him/her from being with Cub Scouts at every activity. Any adult whose role is one of

supervising children must be Police Check cleared before attending the Pack Holiday. This instruction does not include adults merely engaged as cooks etc., but is directed towards adults who are taking care of the Cub Scouts.

d. Accommodation for sleeping and wet weather activities are to be provided at approved Pack Holiday premises, Group Halls, Church Halls, or some other similar suitable building. Cub Scouts may sleep under canvas provided the accommodation previously described is available as an alternative in the event of wet weather. Proper kitchen facilities, including hot and cold water, shall be available.

e. Sufficient sleeping bags or blankets shall be provided to enable each Cub Scout to make a separate bed.

f. Adequate toilets and showers shall be available adjacent or very close to sleeping accommodation.

g. Restrictions and prohibitions relating to the lighting of fires, especially out of doors, shall be strictly observed. (See "Fire and Fire Safety" in *Info Book*)

Camping Under Canvas

Cub Scouts may be taken "Camping under Canvas" in accordance with the following rules:-

a. Two Leaders, holders of the Certificate of Adult Leadership in the Cub Scout Section, shall be present at all times

b. The Leader in Charge shall hold the following qualifications:-

(1) Holder of a Certificate of Adult Leadership in the Cub Scout Section,

(2) Be aged not younger than 21 years,

(3) Be holder of equivalent to the Pack Holiday Topic from Advanced level of Training,

(4) Be holder of equivalent to the Campcraft Module from Advanced level of Training, and

(5) Have assisted on and been involved in the planning of at least one Pack Holiday.

c. At least one adult for every six Cub Scouts shall be present -- one of whom shall be designated First Aider. The First Aider shall have no duties which will prevent him/her from being with the Cub Scouts at every activity. Any adult whose role is one of supervising children must be Police checked (ie, the Consent to Check and Release Police Record form must have been submitted for clearance) before attending the Pack Holiday. This instruction does not include adults merely engaged as cooks etc., but is directed towards adults who are taking care of the Cub Scouts

- d. Sufficient sleeping bags or blankets shall be provided to enable each Cub Scout to make a separate bed.
- e. Adequate toilets and showers shall be available adjacent or close to sleeping accommodation. The only exception is where the camp is situated in a National Park where the Authority is responsible for ongoing management of the park manages disposal of human and washing wastes. It is expected that provisions of the statement on Minimal Impact and Camping (Info Book pages) will be observed.
- f. Restrictions and prohibitions relating to the lighting of fires, especially out of doors shall be strictly observed. (See "Fires and Fire Safety" in the *Info Book*)

Requirements. The Branch "Activities Intention" Form is not required. Police &/or the land Control Authority are to be advised of full details of the activity including starting time and date and the estimated time and date of completion of the activity. The Police &/or Controlling Authority must be immediately advised on completion of the activity.

Sleep-ins (Sleep-overs)

Cub Scouts may participate in Sleep-ins in accordance with the following rules:

- a. A sleep-in is to be of one night duration and not exceeding 24 hours in: (1) own hall or (2) within another hall in the same district. Approval shall be obtained from the Group Leader at least 48 hours prior to the proposed sleep-in.
- b. The Leader in Charge of the sleep-in shall hold a Certificate of Adult Leadership in the Cub Scout Section.
- c. At least one adult (18 years or over) for every six Cub Scouts shall be present.
- d. The Branch "Activity Intention" Form is not required.

Exchange Visits

Cub Scouts may participate in Exchange Visits in accordance with the following rules:-

- a. A copy of the arrangements for an exchange visit is to be sent to the District Commissioner of each district involved.
- b. Details of transport and staffing shall be submitted to the District Commissioner of the visiting Pack/District.
- c. Two Leaders, holders of a Certificate of Adult Leadership in the Cub Scout Section, shall be present at all times
- d. The Leader in Charge shall hold the following qualifications:-
 - (1) A Certificate of Adult Leadership in the Cub Scout Section,;
 - (2) Be aged not younger than 21 years,

(3) Be holder of equivalent to Pack Holiday Topic from Advanced level of Training, and

(4) Have assisted on and been in the planning of at least on Pack Holiday.

At least one adult for every six Cub Scouts shall be present - one of whom shall be designated First Aider. The First Aider shall have no duties, which will prevent him/her from being with the Cub Scouts at every activity. Any adult whose role is one of supervising children must be Police cleared before attending the Pack Holiday. This instruction does not include adults merely engaged as cooks etc., but is directed towards adults who are taking care of the Cub Scouts

Interstate/Overseas Travel

Cub Scout Packs proposing to travel outside Victoria shall make prior application for approval to Victorian Branch Headquarters. (See “Interstate Travel”) District and Region Activities, and Group Camps

Cub Scouts may participate in District and Region Pack Holidays, and Camps under Canvas in accordance with the same rules as for Cub Scout Packs.

The District or Region Commissioner shall give approval for these activities.

In the case of a Group Camp or Family camp, the Group Leader must ensure that the Pack Holiday Rules are enforced for any Cub Scouts attending. This is to ensure measures protecting the health, safety and well being of the Cub Scouts are observed.

Patrol Activities for 10 Year-old Cub Scouts

Ten year-old Cub Scouts are able to participate in the Patrol Activity weekends run by Gilwell Park Activity Leaders. For further information see Patrol Activity camping

Cuborees

A Cuboree is a Cub Scout State-based Camp held at Gilwell Park, Gembrook. Duration is usually about five days. Accommodation is in tents and activities are geared to the Cub Scout age. Around two thousand youngsters attend, together with leaders from all sections of the Movement.

Lester Literate

Lester Literate recognises the Cub Scout section's appreciation of the ability to read and write. The program material is offered free of charge through Branch Headquarters and the wearing of a badge on the uniform with other special badges recognises completion. A modest charge is made for the badge.

Packaged Programs and Supplement Programs

Sets of Packaged Programs and supplementary programs are available for a modest charge to assist Cub Scout Leaders with the important job of providing interesting,

challenging and progressive programs for their Cub Scouts. Contact Branch Headquarters.

Seeonee Programs

Seeonee programs are available free of charge from Branch Headquarters to help District Leaders (Cub Scouts) offer stimulating material to Leaders at Seeonees. The many topics include Helping Others Learn, Programming and Relationships.

Yellow Cord Badge

Cub Scouts who complete the Yellow Cord may also be presented with the Yellow Cord badge available through Snowgum. The badge is worn, while a Scout, at the bottom of the left sleeve in the place where the Citizenship Badge would otherwise be worn. The appropriate version of the Citizenship Badge is worn, instead, above the Pioneer, Explorer or Adventurer Badge-

Recognition of Prior Training as Cub Scouts

As part of our encouragement for Cub Scouts advancing to the Scout Troop, Victorian Branch has decided that a Cub Scout advancing to the Scout Troop, who holds the Yellow Cord and Gold Scouting Family Badge (Scout Link Badge), will automatically be awarded the Scoutcraft Badge on advancement. Recognition of prior training also applies to Scouts moving to the Venturer Section. This policy recognises that training in every Section should be regarded as having the same value and technical soundness. It is therefore inappropriate to re-examine the Scout before awarding the Scoutcraft badge.

Cub Scout Link Badge

Refer to the Leaders Handbook for requirements.

Presenting the Link Badge.

Presented at a Pack Meeting --it is a Cub Scout badge -- by the Group Leader, in the presence of the Scout Leader ideally with Troop Council or Cub Scout's future Patrol Leader present. It is the responsibility of all Leaders of the Group to ensure that youth members have a desire to remain in Scouting from the time they enter until their 26th Birthday.

SECTION 3 – THE SCOUT TROOP

Age Ranges

- a. **Youth:** Minimum -- 10½ years; Maximum -- 15 years of age (then must advance to a Venturer Scout Unit). A Scout may progress to the Venturer Unit at 14 years.
- b. **Leaders:** Leader minimum age of 20 years, Assistants 18 years to normally 65 years inclusive.
- c. **Scout Helpers:** 16-17 years of age.
- d. **Scout Leader Job Specification:** Refer to Personnel Committee Handbook, page 51.

Membership

Both boys and girls

Size and Make-up of Troop

The Troop is made up of Patrols (of 5-7 members) each led by a Patrol Leader and Assistant Patrol Leader, who have various responsibilities, including participation in programming and training.

Leaders

Ideally there should be at least one (1) trained Leader for every six (6) Scouts, male and/or female. In cases of Troops with girl members, preferably also female leaders. Leaders generally have nicknames or preferred first names are used.

Scout Helpers. Allowed

The Parents

- c. Encourage the acceptance of and the putting into practice the Scout Promise and Law,
- d. Visiting the Scout Troop and getting to know the Scout Troop Leaders, and
- e. Helping with transport.

A leader should also remind them that all Leaders of the Group, District/ Region and most of Branch Head Quarters are voluntary (unpaid) workers who need some help and co-operation, and that their child is now on Level 3 of a 5 level program and that Venturer Scouts is the next stage.

Generally the Troop Council meets monthly.

Membership of the Troop Council comprises the Patrol Leaders and Scout leaders. Assistant Patrol Leaders may also be members, but would probably not attend in a big Troop unless the actual Patrol Leader was absent. Scout Leaders are advisers at these meetings and need to listen for ideas, problems and frustrations which they may be able to use or remedy.

The Troop Council is responsible for the broad program planning, routine Troop management and for the policies and operation of the Troop, which are within the capacity and experience of boys/girls. The Scout Leader must consult the Troop Council on the appointment of Patrol Leaders, camp arrangements, new activities, application for membership and any other matter in which the Patrol Leader and Troop members may be involved. The Troop Council is also responsible for internal business management including the way Troop funds are spent.

Although complaints from Patrol Leaders about discipline will come up at the Troop Council, experience shows that better results usually can be achieved by private discussion between the Scout Leader, Patrol Leader and the youth member concerned rather than by a public parading.

Baden-Powell remarked in "Scouting for Boys," -- Discipline "*is not gained by punishing a child for a bad habit, but by substituting a better occupation that will absorb his attention and gradually lead him to forget and abandon the old one.*"

The chair of the Troop Council should be elected from among the Patrol Leaders with an opportunity to rotate the position. Special training in running meetings should be given from time to time to new Patrol Leaders.

Veto.

It should be understood that the Scout leader retains the right to veto, but this should only be used very rarely, such as in cases of necessity, and the reasons made clear. With proper consultation, it should never need to be used.

Finance

All money paid by Scouts as subscriptions or any sums allotted to the Troop for current expenses by the Group Committee in consultation with the Group Council, is to be regarded as trust funds of the Troop. They are administered by the Troop council, which alone has authority to spend such money by resolution at a properly convened meeting. Patrols may have special purpose accounts. However, these should be accountable to the Troop council.

Records of accounts must be kept and inspected by the Scout Leader at regular intervals, and are to be included in the annual accounts of the Group (audited annually by agreement with the Group's Treasurer). All funds are to be banked in the name of The Scout Association of Australia, and accounts made operative by two or more signatories, one of whom should be the Scout Leader or Assistant Scout Leader. A specially designed finance book is obtainable, which makes this easy. A reliable treasurer should be appointed to bank the Scout funds and keep the books. (See Section on Finance).

Records.

The only proper method to run a Scout Troop is by the Patrol System and anything else is not the Scouting way. Baden-Powell recognized that young people delight at forming themselves into small gangs or cliques, each under its own leader, whether for work, play or mischief. He made use of this natural organization in Scouting and called it the Patrol System, at the same time, stressing that the Patrol (and not the Troop) was the unit of training.

Successful Scout Troops are built on fun and adventure-camps, hikes, new games, new skills, new hobbies and visits to new places. Reading Scouting magazines will provide a constant source of new ideas to keep your members enthusiastic.

It is important in the early weeks that new members receive a lot of attention from the Scout Leader. They are likely to be a bit overawed or even a little frightened by the usual noisy active Scout Troop.

When Scouting began many years ago, following publication of *Scouting for Boys*, it started in many places because a natural boy leader formed a Scout Patrol, and then sought an adult leader to help. So, although we have become a vast organization today, the Patrol Leader is still of great importance to our success.

- a. Ensure that Patrol Leaders are chosen wisely.
- b. Give them the fullest responsibility of which they are capable.
- c. Teach the elements of leadership and knowledge to enable them to exercise responsibility and leadership.

If Patrol Leaders are used properly and are trusted to carry out as many tasks as possible, the task of keeping order and discipline in the Troop will be much easier.

The Scout Leader should act as Patrol Leader of the Patrol Leaders from time to time for instructional purposes, or perhaps a special camp, hike or other activity.

When the Patrol Leaders can run a meeting by themselves or organize a Patrol camp or outing without adult help, one can be sure that training is succeeding.

Because the Scout Section has young people in its ranks for longer than the Cub Scout or Venturer Section, it may be useful to run special events to keep the interest of all the older youth -- say 13 or above, to prevent loss of members before they reach Venturer age.

The worst time for losing members is when they first join, and again around the age of 13, particularly if 13 year-olds have not become Patrol Leaders or have not made much progress with their badge achievements. Leaders have to be aware of this and make efforts to overcome these problems.

Camping

Many new Scout Leaders who have little or no experience of camping are nervous about embarking on such events. However, failure to take Scouts camping and on other outdoor activities will mean that Scouts will find their membership fails to give satisfaction and they may leave.

Before taking them to camp, a good leader does lots of preparation with Patrol Leaders. The more preparation the more successful the camp will be. All Scouts should be able to light gas or pressure lanterns, gas stoves, and other equipment, how to change gas/pressure lantern mantles and use them safely, while knowing the dangers.

Food is the next thing to consider. A poorly or badly fed camp will be an unhappy camp, or maybe a sick one. The camp may be supplied well, but if the Patrols cannot prepare, cook and serve meals properly, the quality of the ingredients will be of no avail. It is best to teach all the Patrol Leaders and Assistant Patrol Leaders to cook

competently over open fires and on stoves long before they actually go to camp, so they will actually be able to perform even when conditions are poor. Hygiene is also important in running a happy and successful camp.

Organising camps is hard work for Leaders and Patrol Leaders. Big expeditions may take a year in the planning and execution, but the Leaders of such events will be rewarded because they will find they will lose few members from their Troops. Weekend Patrol Camps take less lead-time and are excellent for developing camping competence and Patrol spirit. Camping with Scouts is unlike camping with schools or other groups because it is in camp that the Patrol Leaders can really learn to lead their Patrols and get experience in overcoming difficulties caused by the elements. Hiking is a great way to develop Scouting skills and an appreciation of our natural environment.

Mixed Camping in the Scout Section

Leaders in the Scout Section are reminded of Branch policy in relation to mixed camping of members. In brief, there is no formal barrier to girls and boys using shared sleeping accommodation, but parents must be advised beforehand of the arrangements proposed. The policy is clearly set down in detail under “Girl Membership, Section 8” and “Guidelines for Mixed Activities, Section 9” in this Chapter, and, of course, “Camping”.

District, Region and Branch Events

District (and Region and Branch) events can bring together expertise and resources, which are beyond the reach of individual Troops (and certainly Patrols) to run. Importantly, they can provide an exciting and challenging, while safe and accessible, activity for individual Patrols, which can sometimes participate on a “dump and run” basis, with no need for individual Scout Leader involvement. There is a risk, however, that too many District events can “crowd out” local Troop and Patrol initiated activities and have other negative consequences as well. For these reasons all Districts are expected to consider their activities against the following principles:

- a. The Scout program is most effective when it is delivered through the Patrol System. It should be Patrols and the Patrol Leaders in the Troop Council who decide what activities the Patrol and the Troop will undertake.
- b. Because of their size, Districts, Regions and the Branch have the chance to run activities and events that draw on resources and skills individual Patrols and Troops can't access and this should be their focus. Ask, “What is the purpose of this activity?” In general, if an activity can be run effectively in a Troop, that's where it should be run!
- c. A lack of individual Leader experience in running a particular activity is generally not a sound reason for it to be offered as a District event (eg, running basic youth hiking programs, Adventurer, Explorer and Pioneer expeditions, etc). If a Leader doesn't have the knowledge, skills or experience to do something effectively, the role of the District Leader (Scouts) is to work with that Leader in the Troop so that she/he gains the experience to do it next time.
- d. Districts should be constantly sensitive to what Troops actually need and want. The District Leader (Scouts) should help Leaders to work with their Troop Councils to

ensure that the Troop's program of activities is genuinely addressing the needs of a quality-scouting program for members.

e. No District events should be "compulsory," or place undue pressure on already-busy Troop Leaders to make them work. The first responsibility of Leaders in the Troop is the Troop.

f. There are no absolute rules about how many District events should be offered in a year. In most cases, however, it is hard to justify more than three or four in the terms outlined above.

Promotion of District Events. Within the framework of the principles above, Districts are encouraged to promote the major events they do choose to run more generally, through *Australian Scout*, *Kaboom* and future editions of the *Info Book*. The promotion of suitable events will encourage Patrols of Scouts to take part in activities that interest them, wherever in Victoria the event is taking place. This has the potential to offer a choice of exciting, rewarding and worthwhile scout activities, available to all Patrols with the least possible effort required of individual Leaders.

Recognition of Prior Training

To encourage members to move between Sections, Victorian Branch has adopted the policy that a Cub Scout advancing to the Scout Troop who holds the Yellow Cord and Scout Link Badge will be awarded the Scoutcraft Badge automatically on advancement.

A Scout advancing to the Venturer Scout Unit who holds the Adventurer Cord and Venturer Scout Link Badge, and completes the Award Scheme component of the venturing Skills Award while doing the Link Badge requirements, will be awarded the Venturing Skills Badge automatically on advancement.

Recognition of Prior Learning in a younger section recognises that training in every Section should be regarded as having the same value and technical soundness. Older achievers in all sections should feel confident and reassured that their efforts and training as "Scouts" are valid and valued. They should be able to start their "real" work in their new section as members who already have sound basic training.

Scout Section Manual.

Every Scout Troop in Victoria has been provided with a copy of the Scout Section Manual. That copy remains the property of the Troop. Personal copies can be purchased through Branch Headquarters.

At the time of preparation of this book, the Scout Section Manual contained seven practical program and idea booklets. Additional material is constantly under development and is issued, at no cost to Troops, as it becomes available.

If your Troop's copy of the Manual cannot be located contact your Assistant Regional Commissioner (Scouts) or Branch Headquarters. Leaders are encouraged to provide their own "good ideas" (including great programs, new games, innovative teaching ideas) so that additional material can be regularly circulated. Send your contributions to the Branch Commissioner for Scouts.

Badges and Awards

Adventurer Cord and Premier Scout Award.

The Adventurer Cord is the highest possible Award for Scouts and compares with the Queen's Scout Badge for Venturers and the Baden-Powell Award for Rovers. It is a major achievement and is recognized as such. Each year the Premier Scout Award is presented to holders of the Adventurer Cord at two major ceremonies (in late May and late November). Parents and Scout Leaders are invited to participate in these ceremonies. The Premier Scout Award Certificate itself is a personal statement of achievement so that it may be used later as part of an employment resume.

The "miniature" Badge, presented to a Scout at the same time as presentation of the actual Cord, is intended to be worn in uniform when a Scout progresses to Venturer Scouts. The "miniature" replaces the actual cord and is worn by suitably qualified Venturer Scouts at the bottom of the left sleeve of the uniform. (Refer to current diagrams in Venturer Scout handbooks to ensure that the proper placement occurs.) Scouts do not wear the "miniature" while still in the Scout Troop.



Wearing of the Yellow Cord "miniature" Badge.

In Victoria, Cub Scouts advancing to the Troop who have gained the Yellow Cord as a Cub Scout are entitled to wear the "miniature" badge while a Scout. The "miniature" is worn at the bottom of the left sleeve in the place where the Citizenship Badge would otherwise be worn. The appropriate version of the Citizenship Badge is worn, instead, above the Pioneer, Explorer or Adventurer Badge.

Outdoor Activity Awards.

Apart from the Badges listed in the Handbook, a special "miniature" badge has been created to enable participants at a Jamboree to continue to wear a representation of this event.

Scout Section Activities

Throughout the year, a number of statewide outdoor activities are conducted for members of the Scout Section. The normal contact for further information is your Assistant Region Commissioner (Scouts) or Branch Headquarters.

Branch Youth Forum.

This event for Scouts has become an annual event. Participants are the selected representatives of Scouts throughout Victoria. They spend a weekend involved in a range of fun activities while considering and debating future directions for the Scout Section in Victoria. Through the Branch Youth Forum youth members are taking increasing responsibility for key decisions which impact on the Scout Section in Victoria.

District Leader (Scouts) – Workshop. The whole purpose of “the Scouting hierarchy” (Leaders who work at District, Region and Branch level) is to support Leaders involved in program delivery in Scout Troops.

This event is regarded as an essential part of the District Leader’s job and every District Leader (Scouts) is expected to make the commitment to attend.

Youth Activities.

A wide range of activities for youth to participate in are detailed in Chapter on Activities

Scout/Venturer Scout Link Badge

- a. The badge is a Scout award and gained by a Scout whilst still in the Troop.
- b. The gaining of the award is not an obligatory requirement for Venturer Scout membership.
- c. The Badge will be awarded by the Scout Leader on the recommendation of the Venturer Scout Unit Council after discussion with the Venturer Scout assigned by his Unit to act as adviser to the Scout.
- d. Gaining of the award qualifies a Scout for immediate investiture as a member of the Venturer Scout Section.
- e. The award will be worn above the right shirt pocket.
- f. The Scout Leader should be aware of the existence of local Units should the Group not have a Unit, and be on close terms with the Venturer Scout Leaders.
- g. The Venturer Leaders should keep Scout Leaders aware of the latest developments within the Units through Group Council and District Mindariis.
- h. The Unit Council must keep the Scout Troop aware of the Unit’s existence and activities.
- i. A Venturer Scout will be chosen to act as a counsellor, friend and tutor for each Scout attempting to gain the award.
- j. Within three months of when the Scout is due to advance to the Venturer Scout Section, the Scout Leader must ensure that the Scout knows the location and meeting times of the Venturer Scout Unit and the names of the Venturer Scout Leaders.
- k. After the Scout has chosen the Unit he wishes to attend, the Scout Leader will arrange an introduction to the Venturer Scout Leader.

Normally a Scout would progress to the Group’s Venturer Scout Unit; however, it should be noted that it is a matter of choice for the Scout.

Scout Helpers

Service of Venturers Scouts in the Scout Troop is achieved by appointing them as 'Scout Helpers.' This service would normally be done as part of the Venturer Scout's Queen's Scout Award requirements. The formal arrangements are as follows:-

a. A Venturer Scout offering service to the Scout Troop may be appointed as a Scout Helper. The minimum age is 16 years.

c. The appointment of a Scout Helper under this rule shall terminate when the person concerned attains the age of 18 years.

It should be noted that the arrangements for Scout Helpers are quite different in detail to those for Cub Scout Instructors.

Attendance at a Young Leader course is required for appointment as a Scout Helper. However, the Queen's Scout Award requires the Venturer to undertake relevant training in the service area. Therefore, the Venturer should be given appropriate in-service training/instruction within the Troop by the Scout Leader and in addition, a Scout Helpers Training Course may be available in some Regions. Briefly, it is expected that the arrangements will work as follows:-

a. The Venturer Scout offers himself/herself in service with the approval of the Unit Council.

b. The Scout Leader and Venturer Scout Leader confer.

c. The Scout Helper is appointed immediately on the recommendation of the Scout Leader and Venturer Scout Leader to both the District Commissioner and District Venturer Scout Leader. The badge may then be issued via District Badge Secretary.

d. Scout Helpers are to be at least 16 years of age, and will automatically cease on their 18th birthday.

e. Scout Helpers should be given clearly defined, meaningful responsibilities within the Troop, and be given in-service training, support and supervision by a Certificated Leader, to ensure the Scout Helper serves a useful function within the Troop and derives beneficial experience from it.

h. If a Scout Helper's service with the Troop is unsatisfactory, the Scout Leader with the Venturer Scout Leader may review the appointment.

i A Scout Helper is not a member of the Group Council and does not attend Mindarii.

The National Training Office has devised a Young Leader Training Course. Conducted over one day it is a mixture of informal talks, small group discussions, and activities. It will place the emphasis on those aspects of the Troop program, which are of particular relevance to a Scout Helper.

SECTION 4 – THE VENTURER SCOUT UNIT

Age Ranges

a. **Youth:** - Minimum --14 years of age

Maximum --17 years of age (then must go to a Rover Crew).

(1) A Scout may remain in the Scout Troop until 15 years of age.

(2) A Venturer Scout may leave the Venturer Unit for a Rover Crew at 17.

(3) A Scout may progress to a Unit at 14 years should he/her parents/Scout Leader/Unit Council all agree.

b. **Leaders:** Leader minimum 23 years of age, Assistant 20 years to normally 65 years inclusive.

Leaders

It is recommended, but not mandatory, that a Unit with male and female members has at least one Certificated Male Leader and one Certificated Female Leader

Leader Job Description: Refer to Personnel Committee Handbook, page 53

Unit Size and Hosting

The primary objective of setting minimum unit numbers and combining Units is to ensure that every Venturer Scout has the opportunity to participate in a good Venturer Scout program.

Guidelines:-

a. The minimum size of a Venturer Unit is ten (10) Venturer Scouts.

b. All Units must have at least one Certificated Venturer Scout Leader -- not probationary or other Section Leader.

c. (1) If a Unit (new or established) does not meet the above conditions, then that Unit is *hosted* (not *combined*) by a Unit in their District/Zone, as decided by the District or Zone Venturer Scout Council (DVSC/ZVSC), to provide optimal on-going training and Award Scheme opportunity, until those conditions are satisfied. Venturer Scouts, who have been hosted for twelve months or more, should be transferred to the host Group. On the recommendation of the DVSC/ZVSC to the District Commissioner, for continuation of their involvement in the Scout Group Family.

(2) The term *hosting* of units is preferred to *combining* as it infers a temporary situation until a Unit can stand alone, and the above guidelines are geared to this concept. Scout Groups are encouraged to keep their Units viable by engaging in active recruitment, particularly from their own Scout Troops. Venturer Scouts who have been hosted for more than 12 months, will generally be better served by being transferred to their own host Group, rather than belonging to their original Group for little more than administrative purposes. The Guidelines also enable Scout Groups to re-establish a Unit without unbalancing the Unit to which its Venturer Scouts were being sent, as is often the case with the combined Unit. However, transferring

Venturer Scouts after 12 months to the host Group is *not* the preferred option, but recruitment and retention are.

d. On the approval of the District Commissioner, after the recommendation of the District or Region Venturer Scout Council (DVSC/ZVSC), a Unit can operate with a minimum of six Venturer Scouts providing:-

(1) That there is a Certificated Venturer Scout Leader in the Unit.

(2) That the Unit is an active member of the DVSC/ZVSC, which has at least four Venturer Scout units.

(3) That the Unit can demonstrate a recruitment plan to increase membership to ten (10) Venturer Scouts within 12 months: This part refers to, in particular:

(a) New Units being formed

(b) Established Units with a temporary loss of Venturer Scouts.

e. At the discretion of the District Commissioner, on the recommendation of the DVSC/ZVSC and /or the Assistant Regional Commissioner (Venturer Scouts) [ARC (VS)], Units may be given an exemption from, or an extension to, the 12 month provisions in parts 3 and 4 if recruitment is impaired by local factors – eg, small country town.

f. Before a new Unit is formed the District Commissioner should seek the advice of the DVSC/ZVSC on the need for a new Unit and the effect on existing Units operating in the District/Zone. In the situation where no DVSC/ZVSC exists the District Commissioner should refer to the ARC (VS) concerned.

g. The District Commissioner in conjunction with the appropriate advice should closely monitor the establishment, size, and hosting of Units and community service of the ARC (VS) concerned.

h. Where there is a continuing failure of Scout Groups to form their own Units as above, then a Unit can form its own Group and register as a District, Locality or similar Unit. Refer to guidelines below.

Guidelines for the Registration of a Venturer Unit as a Group.

A District/Locality, which has less than fifteen (15) Venturer Scouts from all Units or where there is only one Certificated Venturer Scout Leader in the District/Locality, should charge the DVSC/ZVSC (or Region Venturer Scout Council {RVSC} if the DVSC/ZVSC is not functioning) with the responsibility of deciding the future of those Venturer Scouts. Final responsibility is with the District Commissioner but he should consult with the ARC (VS) for advice.

A combined Unit can be formed and registered as a separate entity (Group), and this must be a popular decision of both Venturer Scouts and Leaders.

a. There must be adequate leadership, and at least one Leader Certificated to the Venturer Scout Section.

b. There must be not less than ten (10) Venturer Scouts.

- c. The Region Venturer Scout Council (RVSC) must agree to content of draft constitution for proposed Unit.
- d. Proposed Unit must demonstrate a recruitment plan from inside/outside the Scout Movement allowing for a 35% loss ratio.
- e. Proposed Unit must have a name other than a Group(s) -- approved by the Branch Venturer Scout Council - refer to Unit Name Guidelines.
- f. Proposed Unit must have own scarf -- approved by the District Commissioner.

Hosting rules apply if conditions b. and c. are not satisfactory.

Documented evidence of the above conditions, plus administrative procedures for the formation of the new Group, is then submitted to the District Commissioner for final approval and forwarding to the Branch/Region Office.

Branch Venturer Scout Council Manual.

The Branch Venturer Scout Council (BVSC) is responsible for the Venturer Scout Policy. To meet this requirement, the BVSC formulates, approves and regularly reviews Venturer Scout Policy. These policies are set out in policy manuals, and the Branch Commissioner provides copies for Venturer Scouts, Assistant Region Commissioner (Venturer Scouts), District Leader (Venturer Scouts) and Zone Leader (Venturer Scouts).

Membership

Membership of a Venturer Scout Unit is via Investiture by the Venturer Scout Leader after the new member has met membership requirements and been accepted by the Unit.

Unit Council

- a. The Unit Council is a body elected by the Venturer Scouts from their membership to be responsible for the management of the affairs of the Unit. Venturer Scout Leaders are automatically members of the Unit Council. However; Venturer Scouts must be in the majority. Office bearers such as the Unit Chairperson, Secretary and Treasurer etc. shall be elected Venturer Scouts.
- b. The functions of the Unit Council include the general organization and administration of the Unit, and responsibility for the expenditure of the Unit funds in accordance with Branch Finance requirements, the programming of activities and control of the Award Scheme standards.
- c. The Unit Council, including Leaders should meet monthly.
- d. It is desirable for Units to hold Unit Council elections each half-year, while not allowing anyone to remain on the Unit Council for more than 12 continuous months. Venturer Scouts may be re-elected after a break of 6 months.

Helpers

Venturers as Scout Helpers.

A Venturer Scout may serve in a Scout Troop as a Scout Helper -- either as part of the requirements for an Activity badge, or through a desire to help. Scout Helpers should be encouraged to help in a Troop other than that in which they served as a Scout. Group Leaders should monitor the youth member's service when he/she returns to the Scout Troop as a Helper to ensure that it is not just to meet the young person's need to be back with the Troop.

Cub Scout Helper

A Venturer Scout may serve in a Cub Scout Pack as a Cub Scout Instructor. The appointment of a Venturer Scout as either a Cub Scout Instructor or Scout Helper shall terminate when the young person reaches 18 years of age. It should also be noted that for either positions the agreement of Parents, the Unit and Venturer Scout Leaders must be given.

Joey Scout Helpers.

A Venturer Scout offering service to the Joey Scout Mob may be appointed as Joey Scout Helper, subject to the approval of the Venturer Scout Leader and the Joey Scout Leader.

The minimum age of the Venturer Scout to assist as a Joey Scout Helper is 15 years.

The Parents. Parents need to be told what the Unit is all about, particularly as Venturer Scouts are at an age/stage of development where parent/child relationships are often affected by the youth member's drive for independence.

The Venturer Scout Leader must make parent contact:-

- a. On the youth member joining the Unit, to explain Venturing as an activity.
- b. To involve parents in the Unit (with Venturer Scouts consent). Parents do provide a resource; they may also attend parents' nights, etc.
- c. To obtain parental approval where the Venturer Scouts are engaging in any "risk" activity (generally an activity for which a "Charge Certificate" Leader is required), or for which a qualified Leader is required.
- d To ensure that the parent/Unit link exists and that parents are informed of Unit activities.

Unit Finance

All money paid by Venturer Scouts, including earnings from activities planned as fund raisers, are to be regarded as trust funds of the Unit and are administered by the Unit Council, which alone has authority to spend money by resolution at a properly convened meeting.

Records of accounts must be kept and inspected by the Venturer Scout Leader at regular intervals and are to be included in the annual report, i.e. accounts to be audited by Group Auditor where the Unit belongs to a Group. Where a Unit is serving more than one Group, then an audited statement of accounts should be made available to District.

The Auditor must be a qualified person.

All funds are banked in the name of the Scout Association of Australia, and stating the name of the Venturer Scout Unit, it being the Unit's account. Accounts are made operative by two signatories, one of whom should be the Venturer Scout Leader. A Venturer Scout Section Unit Treasurer book is available which makes this task easy. A Venturer Scout is elected by Unit Members to bank Unit funds and keep the books.

Record Book

a. **Individual.** The Venturer Scout Passport is provided to each Venturer Scout on Investiture as an official record of the Venturer Scout's progress through the Award Scheme.

b. **Unit.** The Unit Council maintains a Treasurer's record book together with a Secretary's record book, ensuring a record of both the Unit's finances and administration.

Venturer Scout Method

In Venturing, Scouting recognizes the adolescent drive to independence plus the importance of peer group and teenagers' need to experience relationships in a setting which is non-threatening and in which the adults are facilitators of change.

The Queen's Scout Award



a. Community Involvement.

b. Personal Growth.

c. Adventurous Activities.

d. Leadership Development.

Each of the four activity areas has several activities:-

a. **Community Involvement.** All four activities are to be completed, and it is expected that the achievement time for this award will require a minimum of 70 hours. The order of achievement of activities a to d is not important.

(1) Citizenship -- requires 10 hours over two months -- Unit Council can give approval.

(2) Environment -- requires 20 hours over four months.

(3) First Aid -- requires 10 hours -- Unit Council can give approval.

(4) Service - requires 30 hours over six months.

b. **Personal Growth.** Activities 1, 2, 3 and 4 are to be completed, together with one of Activity 5, 6, 7 or 8. It is expected that the achievement time for this award will require a minimum of 70 hours. The order of achievement of the level one Activities is not important, but the selected level two Activity must be undertaken after the equivalent level 1 activity).

- (1) Expression 1 - Unit Council can give approval.
- (2) Lifestyle 1 - Unit Council can give approval.
- (3) Ideals 1 - Unit Council can give approval.
- (4) Pursuits 1 - Unit Council can give approval.

(5) Complete one of Expression 2, Lifestyle 2, Ideals 2 or Pursuits 2.

c. **Adventurous Activities.** Activities 1, 2 and 3 are to be completed, together with either Activity 4 or Activity 5. It is expected that the achievement time for this award will require a minimum of 62 hours. The order of achievement of Activities 1-3 is not important, however, Expedition 2 must be undertaken after Expedition 1, or Outdoor 2 must be undertaken after Outdoor 1 if it is the same type of activity.

- (1) Initiative Activity - Unit Council can give approval.
- (2) Expeditions 1.
- (3) Outdoor 1.
- (4) Expeditions 2 *or* Outdoor 2.

d. **Leadership Development.** All three activities are to be completed. It is expected that the achievement time for this award will require a minimum of 63 hours. The order of achievement of Activities 1-3 is not important.

- (1) Unit Management Course - Unit Council can give approval.
- (2) Leadership Course - Unit Council can give approval.
- (3) Vocations - Unit Council can give approval.

The Leadership Course.

Leadership Courses are conducted at Region level, and Venturer Scouts must be at least 16 years of age to attend. As the name implies, this course emphasizes leadership. Course content includes the following: Theory of Leadership, Communication Skills, Public Speaking, Charing Meetings, Scouts' Owns, Management Skills, and an Activity. Venturer Scouts may attend a Leadership Course in another Region if they so wish.

Award Scheme Standards Control

The following guidelines introduce two concepts to Venturing in Victoria with the aim of controlling the Award Scheme Standards more effectively, and, at the same time, giving Units a little more independence and flexibility. The new concept of the Award Activity Proposal which all Venturer Scouts must complete, (and that these Proposals can be approved by the Unit Council at some Award Level, as specified above,) gives Units some control over the Award Scheme Standards, monitored by the District/Zone Venturer Scout Council.

a. The District Commissioner has the responsibility of Award Scheme Standards within the District -- usually delegated to the DL (VS) or ZL (VS), and in conjunction with the Region Venturer Scout Council. The Branch Venturer Scout Council has the final responsibility for the Award Scheme.

- b. The responsibility for the supervision of Award Scheme Standards within the Venturer Unit rests with the DVSC/ZVSC.
- c. All Venturer Scouts must complete an *Award Activity Proposal* for all Award Scheme Activities.
- d. The Unit Council or Sub Committee of the Unit Council approves Award Activity proposals at the specified Levels, provided the DVSC/ZVSC is satisfied the Unit is operating satisfactorily.
- e. The DVSC/ZVSC approves Award Activity Proposals for both the specified levels after endorsement of the Unit Council. The District Venturer Scout Leader/Zone Venturer Scout Leader (DVSL/ZVSL) is usually the signatory of these proposals.
- f. The Unit Council must submit monthly summary reports to the DVSC/ZVSC of Award Activity Proposals and examiners used.
- g. The DVSC/ZVSC (through the DVSL/ZVSL) actively monitors Award Activity Proposals and ensures that a satisfactory standard is maintained throughout the District/Zone.

Examiners must be approved by the DVSL/ZVSL if they have not been approved on a prior occasion. Examiners are chosen from a District/Zone or Unit list. The DC's approval must be obtained before Venturer Scout Leaders act as examiners.

Reference:- *Venturer Scout Resource Series, Sept 1997.*

Recognition of Prior Learning

A Scout advancing to the Venturer Scout Unit who holds the Venturer Cord, the Venturer Scout Link Badge and completes the Award Scheme requirements of the Venturing Skills Award whilst doing the Link Badge requirements, will be awarded The Venturing Skills Award automatically on advancement.

A message to Group Leaders. The Queen's Scout Award is a District Award, which occurs within the Group in most instances -- The Group Leader should appreciate the Queen's Scout Ceremony as a prime opportunity to parade the entire Group in the presence of the public (unless the recipient/s wish otherwise). Joey Scouts, Cub Scouts, Scouts and Rovers may be asked to participate in the ceremony, eg, reading the Scout Law, acting as ushers, reading a prayer. In preparing for the Award Ceremony, the Queen's Scout is accorded full opportunity to plan the ceremony, location, presenters (including the person to actually present the badge), who speaks, supper and invitations. All are areas in which the recipient's wishes should be respected. Group Leaders should become familiar with the presentation process.

The purpose of this handbook is to describe the system for administering the Award of the Queen's Scout Badge. The status of this Award is such that it is important to make sure that the standard of qualification and recognition is maintained.

Approval of Venturer Scout Unit Names, Name Tapes and Scarves

Unit Names. Units may adopt a Unit name distinct from the Group name. Guidelines are available from the Assistant Region Commissioner (Venturer Scouts)

Where a Unit also adopts a distinctive scarf, approval of the District Commissioner must be obtained.

This policy is intended to regulate the adoption by Venturer Scout Units of distinctive names and the wearing of nametapes and scarves.

Background. Venturer Scout Units often include Venturer Scouts from several Scout Groups; as a consequence, the name used by the Venturer Scout Unit can become an unwieldy combination of several Group numbers and/or names. In these circumstances it is considered appropriate that the combined Unit adopts an alternative distinctive name. Since membership of a combined Unit consists of Venturer Scouts from more than one Scout Group, it is also considered appropriate, for the sake of uniformity, that a Unit scarf be adopted.

Applications for such authority are to be submitted through the proper channels; viz.:

- b. Group Leader (if a multi-group Venturer Scout Unit, the application is to be processed through the Group Leader of the sponsoring Scout Group).
- c. District Commissioner via the District/Zone Venturer Scout Council
- d. Region Venturer Scout Council.
- e.. Branch Commissioner for Venturer Scouts.

Where authority for the adoption of a Unit name is granted, the Branch Commissioner for Venturer Scouts will notify the Venturer Scout Unit direct, with a copy being provided through the above channels.

Approval for the adoption of a separate distinctive name may also be given to a Unit, which is not a combined Unit. Distinctive Venturer Scout Unit names are to comply with the requirements contained in the above paragraph. Where such approval is given, the distinctive Venturer Scout Unit name is to be used in addition to, and not in substitution for the Group designation of the Unit concerned. For example a Venturer Scout Unit from 1st Timbuktu adopts a distinctive name of Eden Venturer Scouts. The Unit would be officially known as “1st.Timbuktu (Eden) Venturer Scouts.”

General comments relating to the adoption of Unit Scarves. Where Venturer Scouts attend Unit activities, all Venturer Scouts should wear the Unit scarf. Where Venturer Scouts in a combined Unit retain membership of their original Scout Group they should wear the Group Scarf when attending Group activities without the rest of the Venturer Scout Unit. When a Venturer Scout Unit attends a Group function, it is the responsibility of the Unit Council to decide what combination of scarves may be worn, ie, the whole Unit wears the Unit Scarf, the home Group Venturer Scouts, wear the Group Scarf and the rest of the Unit wears the Unit Scarf etc. It would be expected that Venturer Scouts receiving their Queen's Scout Award would wear the Group Scarf at the Queen's Scout Badge presentation and at Government House. Units, which comprise members drawn from one Scout Group, will retain the Group Scarf as the Unit Scarf.

Venturer Scout Section Policy Manual

The Branch Venturer Scout Council is responsible for Venturer Scout Section Policy.

The Branch Venturer Scout Council Organizational Structure Document is also contained in the policy manual. This document sets out the duty statements and roles of the various components of the Venturer Scout Section as well as advising policy on Award Scheme standards, Venturer Scout Unit size and hosting of Venturer Scout Units.

Branch Youth Venturer Scout Council

This council consists of nominated Venturer Scouts from each Region and is chaired by the Branch Commissioner for Venturer Scouts.

The role of the Branch Youth Venturer Scout Council is to advise the Branch Commissioner of the needs of the Venturer Scout Section as seen by the youth members, and be part of the decision-making processes which affect the Venturer Scout Youth Training Program. The term of the office is for one year, with official meetings held at Branch Headquarters. Members may also be asked to represent the Venturer Scout Section at Scouting events.

Associate Venturer Scouts

Associate Venturer Scouts have been introduced into the Venturer Scout Section program. The "Associates" program offers two forms of membership:-

- a. Associate Venturer Scouts in a "regular" Venturer Scout Unit.
- b. Associate Venturer Scouts in "external" or "outreach" programs.

Victorian guidelines have been written for both of these programs and are available from Assistant Region Commissioners (Venturer Scouts) or the Commissioner for Venturer Scouts.

Procedures for Registering Associate Venturer Scouts: -

- a. Completed A1 forms for new youth members should be received by the Branch/Region Scout Support offices within two weeks of the new members attending their first activity.

- b. In the case of the Venturer Scout Section, youth members other than registered Scouts, may wish to become an Associate Venturer Scout whilst still considering whether or not to become a full member of Scouts Australia, Victorian Branch.
- c. If a youth chooses to become an Associate Venturer Scout, the Youth Membership application form is completed. Also “Associate Venturer Scout” is marked in large writing across the top of the form.
- d. The Associate Venturer Scout fee is the current Joining fee for all youth members plus any Unit/Group fee applicable.
- e. The Associate Venturer Scout has a period of up to six months from attending the first Unit meeting/activity to decide whether to become a full member of Scouts Australia or cease to be an Associate Venturer Scout.
- f. If the Associate Venturer Scout decides to be invested as a Venturer Scout, Branch/Region Scout Centre is to be advised in writing and the appropriate membership fee paid.
- g. Near the end of the six months period, if Branch has received no advice to the contrary from either the Associate Venturer Scout or his/her unit, a reminder notice will be produced and forwarded to the Group Leader/Leader in Charge. This notice will remind the Leader that the Associate Venturer Scout must either become a full member or cease all activities and contact with the Unit at the end of the six-month period.

Venturer Scout Activities

A various number of Activities are held annually throughout Victoria for Venturer Scouts to participate.

For further information refer to Chapter on Activities

SECTION 5 – THE ROVER CREW

Age Ranges

- a. **Youth:** Minimum 17 years of age -- Maximum 26th Birthday.
- b. **Advisors:** 27 to normally 65 years of age, preferably aged at least 30 years.

Members

Males and females

Operation

The Rover Section of the Movement is an adult one. It is self-determining in conformity with the aims and principles of the Movement.

The aims of Rovering are to:

- a. Promote active citizenship.
- b. Provide service to the community and the Association.

c. Provide members with a challenge and the opportunity to develop their personal abilities.

d. Enable members to equip themselves to lead a satisfying and useful life.

e. Take an active part in the development of the Scout Movement.

The basic unit is the Rover Crew, which normally comprises from ten to 20 Rovers, but may be either smaller or larger depending on local circumstances. Crews may be formed at Group, District, Region or Branch level to meet the needs of the Crew concerned or to provide for special activities or service.

Membership either follows on from Venturing or may be of young people who have not previously been in the Movement. On joining a Crew, either from a Venturer Unit or from outside the Movement, the young person becomes a Rover Squire or Trainee and immediately begins a series of pre-investiture requirements. On the satisfactory completion of this training, which should take about six months, the Squire or Trainee is invested as a Rover. The main point of the investiture ceremony is the making or re-affirmation of the Scout Promise as an adult with full understanding of its obligation.

The Crew elects from its own membership a Crew Leader and Executive, who are responsible for the management of the Crew, both in respect to long-term planning and day-to-day matters.

Rover Advisers are selected by the Crew to perform advisory functions as required by the Crew. Branches issue these appointees with Certificates of Appointment. In Victoria a Group Crew will continue to be considered the norm and aim of all Groups. It has been agreed that the Group Leader should continue to have some control over the appointment of a Rover Leader in a Group Crew, although a veto should only be exercised in extreme circumstances.

Activities undertaken by the Crew should have appeal and cater for the needs and capacity of the members. These activities should provide companionship and good fellowship. They should also give experience in working within a purposeful group and the opportunity to exercise and develop leadership abilities and provide opportunities for community service.

The theme of the Rover section is **Service** and this is seen as the practical application of each Rover's promise - To Help Other People. This is an important part of every good Crew's program.

The Baden-Powell Award is the ultimate Award of our five-sectioned Movement. The scheme has been devised to provide members with a challenge and an opportunity to develop their personal abilities. Two methods are available to achieve these objectives according to personal choice. Details of the requirements for qualifying in the set activities will be found in the Australian Rover Handbook.

Organization

Rover Councils have been established at Branch, and Region level in accordance with the provisions of Australian Policy and Rules, R9 -- Rover Section.

At Region level the councils meet monthly or bi-monthly and are responsible for the co-ordination of Crew activities, the maintenance of standards, the approval of Crew names, scarves, and badges, and for the running of activities for the Rovers of the

respective Region, or on behalf of the Branch Rover Council. Region Rover Councils can be contacted through either the Assistant Region Commissioner (Rovers), or through the Secretary of the Council, care of the respective Scout Centre.

The Branch Rover Council meets monthly (except December) at Branch Headquarters. It has functions similar to Region Councils. It co-ordinates Branch and Region activity, and produces an annual fixture card on a Scout Year basis, listing all activities which will receive Branch backing throughout the year. The Branch Rover Council is also responsible for the training and development of Rovers in Victoria, and also for Public Relations through its PR Rover sub-committee.

The Branch Rover Council maintains an office at Branch Headquarters and can be contacted on 9206 5500 most afternoons, or 9206 5532 any Wednesday evening.

Certificates of Adult Leadership in the Rover Section.

For Appointments as Branch Commissioners in the Rover Section, these are issued by the Chief Commissioner, who shall consider the recommendations of the Branch Rover Council.

Recommendations for other ranks of Commissioners in the Rover Section are made to Branch Headquarters by the Region Commissioner in consultation with the Region Rover Council and the Branch Commissioner for Rovers.

The procedure for the Certification of Rover Advisers is as follows: -

- a. Crew decides that it would like XYZ as its Rover Adviser and XYZ agrees.
- b. XYZ completes A1 form, which is processed in the normal way.
- c. When A1 form is cleared, XYZ completes A2 form and forwards it to Group Leader and/or District Commissioner for normal checking and processing.
- d. Introduction to Scouting Seminar and In-Service /Technical Tasks training may commence.
- e. When Group Leader, District Commissioner and District Association (including District Personnel Committee) have completed A2 form; it is forwarded to Region Rover Council, which holds it until training has been completed.
- f. Stage 2 training is completed and Stage 3 training is undertaken.
- g. Region Rover Council may also wish to interview XYZ or arrange for a sub-committee to do so.
- h. When Region Rover Council is satisfied everything is in order, Chairman or Secretary signs form and forward it to the Region Commissioner.

Australian Policy and Rules requires all appointments be reviewed every three years. In the case of Rover appointments the view of the relevant body should be considered at the time of the review, for example:-

c. For the Assistant Region Commissioner (Rovers), the Region Rover Council,

d. For the Branch Commissioner for Rovers or the Assistant Branch Commissioner for Rovers, the Branch Rover Council.

Group Leaders and District Commissioners having a Rover Crew as part of their Group or District should arrange for each Venture Scout progressing to Rovers to sign a new Membership Record (Y1) Form because, by the Age of Majority Act 1977, all persons attaining the age of 18 years now have conferred upon them the juristic competence and capacity of full (adult) age. The signed Y1 Form should be retained on the Group or District file (or Crew file, according to local custom).

However, where a person initially joins the Movement as a Rover, without prior membership in Venturers, the completed Y1 Form, signed by the Rover, is to be forward to appropriate Scout Centre Office for registration in the normal way. Once registration is completed the Y1 Form will be returned to the Group or Crew, which is designated, on the form.

Activities.

The principal activities, for which the Branch Rover Council is directly responsible, are the Surf Moot, the Rover Dinner, Mudbash, the Metropolitan Region Rover Ball, and the Winter Ski Parties at Bogong and Baw Baw. For details see “Activity Camps, Trips and Events” in each year’s Info Book. For information regarding other Rover activities listed in the annual calendar, ring the Rover Office on 9206 5532, Wednesday evenings.

Baden-Powell Scout Award



The Baden-Powell Scout Award is made on the recommendation of the Rover Crew to those Rovers who have completed the technical requirements for the Award as laid down by the Branch Rover Council, and, who are, in the opinion of the Crew, worthy of receiving the Award.

Each recommendation for the Award should be made on the standard nomination form available from Region Rover Councils. The Crew Leader completes the form and passes it to the Rover Adviser who may add comments in support of the nomination before forwarding it to the Region Rover Council for approval. The Region Rover Council (or sub- Committee appointed by it) will interview the prospective B-P Rover, before approving the nomination.

Upon approval of the Award, the Baden-Powell epaulettes will be sent by the Branch Rover Council to the person nominated to present them, who will be contacted by the Crew Leader or Rover Adviser in order to arrange for their presentation. All B-P Rovers will be invited to attend Government House to receive their certificates from the Governor and Chief Scout. Presentation ceremonies are held in conjunction with the Queen's Scout ceremony in October of each year.

Approval of Crew Names, Name Tapes, Scarves and Badges

In choosing a Crew name, it is preferable for each Crew to use the name of a prominent person whom it would wish to honour, since place names are now being used by Venturer Units.

If the person chosen is still living, his/her approval should be obtained; if the person is deceased, the approval of his/her closest living relative should be obtained.

All applications for approval of Crew names, scarves and badges should be forwarded by the Crew direct to the relevant Region Rover Council, together with five copies.

On receipt of the application, the Region Rover Council will forward one copy to each of the Group Leader (in the case of a Group Crew), the District Commissioner, and the Region Commissioner for information and comment, allowing these persons a period of one month to return any comments they may wish to make.

The Region Rover Council will then consider the application and any comments they may receive, and will normally approve the application. As the wish of the Crew should predominate, approval will be withheld only where another Crew is known to be using the name, scarf or badge or in the event of some other critical objection being raised.

1205. The Branch Rover Council will then notify the Chief Commissioner, the Regional Commissioner, the Region Rover Council, the District Commissioner, the Group Leader (if applicable) and the Crew.

Where no Region Rover Council is operating, the application will be sent direct to the Branch Rover Council for approval, after forwarding one copy to each of the Group Leader, District Commissioner and Region Commissioner for information and comment.

Name Tapes.

The maximum length of a nametape will be 12 centimetres. Lengthy names may require two tapes. Authorized name tapes that may be worn on Rover uniforms are as follows: (a) Distinctive Crew name tape; (b) Group name tape; (c) Region and Victorian name tape; (d) "Alpine Rovers" and "Bogong Rover Crew" name tapes, but only on official Rover skiing uniforms.

SECTION 6 – SCOUTING FOR THE DISABLED

Branch Policy is for the acceptance of young persons with a disability into their local Scout Group, where the Local Scout Group has adequate resources to cater for their needs. **Terminology** a. The term "Scout" embraces Joey Scouts, Cub Scouts, Scouts, Venturers Scouts, Rovers Scouts, and Leaders. b. Local Scout Group. The Scout

Group which is most convenient for the young person to attend. c. Specialized Scout Group: A Scout Group formed for a group of young people with a specific disability or multiple disabilities (physical, intellectual, visual or hearing impairment).

Administration. Registration of Scouts with a disability.

a. The Registration process is the same for all Scouts.

b. Where the young person attends a Special Scout Group no Joining Fee or Registration Fee is payable.

Policy

a. Entry

(1) All young people have the right to join.

(2) A young person with a disability should be given the opportunity of participating at the local Group.

(3) Where a young person's disability is of such a severe nature that participation in the Local Scout Group would be of no benefit to the young person, placement in a specialized Scout Group may need to be considered.

b. Age

(1) Age brackets for the various sections apply BUT where there are special circumstances consideration may be given to an extension of time in any of the sections.

(2) When considering an extension of time in any section the matter should be discussed at the Group and District level to ensure that all are in agreement. If in doubt contact Branch Headquarters.

c. Progress through the Scout Program

(1) Young people are expected to complete aspects of the Scout program to the best of their ability.

(2) Adaptations may be made to assist a young person to achieve at his/her ability

d. Participation in Wider Scout Activities

(1) Young people with a disability have a right to be involved in activities at all levels of the Scout Movement - Group, District, Region, State, National and International.

(2) Specialized Groups should not be isolated. There should be regular interaction with other local Scout Groups and District activities.

Leader Development

a. A *We Can* kit developed by the World Bureau of Scouting is available.

b. The Scout Disability Resource Centre will assist Leaders and can also provide programs for youth members to become aware of the rights and needs of people with a disability (Further information from Branch Headquarters).

c The following publications are available to assist Leaders to create opportunities for young

people with a disability
to access Scouting:-

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c The following publications are available to assist Leaders to create opportunities for young people with a disability to access Scouting:-

- (1) Disability Awareness in Scouting.
- (2) Guidelines to Assist Scouts With a Disability.
- (3) Attitude Barriers.
- (4) "Together" -- Extended Scouting to Disabled Persons.
- (5) "Aware" -- Information on Health and Disability.
- (6) Adapted Games.

SECTION 7 – RETENTION OF YOUTH MEMBERS

Our ability to retain membership is most important and is the basis upon which we must build for the future. Every Leader within the Group has a responsibility to do everything possible to reduce loss of youth and to ensure progress from one section to the next.

B-P made the following comments, though said years ago, they are just as relevant today: -

“I’m not satisfied, although one might think I ought to be. Our numbers are steadily growing - training courses increasing, Scout spirit good, and so on. But there is too much leakage, and also too little character growth as yet. Leakage of Cubs not going up to Scouts, of Scouts not going up to Rovers, etc. This comes from various causes. In some cases it is difficult to remedy, but in many cases the reason is that boys have become tired of Scouting. With an understanding Group Scoutmaster, this seldom happens. But where the same old program, or want of program, goes on week after week, month after month, boredom is only natural.”

“Where the Scouter is himself a bit of a boy, and can see it all from the boy’s point of view, he can, if he is imaginative, invent new activities, with frequent variations to meet the boy’s thirst for novelty. Note the theatres in London. If they find that a play does not appeal to the public, they don’t go on hammering away with it in the hope that it will in the end do so, they take it off and put on some new attraction.”

“Boys can see adventure in a dirty old duck-pond, and if the Scoutmaster is a boy-man he can see it too. It does not require great expense or apparatus to devise new ideas, the boys themselves can often help with suggestions.”

“Where a Troop responds with jolly laughter, and enjoys success in competitions, and the fresh excitement of new adventures, there won’t be any loss of members through boredom.”

Leaders can do their part by watching for “*The Signs*” and by completing training courses, mixing with other Leaders and ensuring Section participates with other Groups/Sections, etc.

The aim of the Link Badge is to provide the prospective boy/girl with opportunities to experience what the next step in Scouting is like at first hand. It is also valuable to help the reluctant overcome any fears that he/she may have and to get them to see what good fun there is to be had. They must feel welcome and needed. The Link Badge must not be the only cause of inter-action between each of the Sections. It is essential that there is sufficient contact to make them look forward to the transition as just another step, and not a major trauma as happens on so many occasions. A well-planned Going-Up Ceremony will only add to and cement this interaction and relationship between the Sections.

After the presentation of the Link Badge and the holding of the Going-up ceremony, the most likely cause of leaving within the first year is *lack of interest*. It is a fact that many new members find it boring, lacking in interest and fun. There is a lack of understanding of the Award Scheme, and too often, it is a long time before a badge is achieved, or they find it frightening/overbearing and maybe, they are not made to feel specially welcome.

Leaders need to be very watchful, analyzing every loss, consulting with the parents and youth.

SECTION 8 – GIRL MEMBERSHIP

The Branch policy for Girl membership in the Joey Scout, Cub Scout, Scout and Venturer Scout Sections is:- Preferably where there are girls in the Section there should be a female leader, and preferably where there are boys in the Section there should be a male leader. In seeking parent/guardian approval for attendance at overnight activities, advice must be provided on the leadership attendance and sleeping arrangements. A record of approval should be obtained from the parent/guardian.

SECTION 9 – GUIDELINES FOR MIXED ACTIVITIES

When youth members take part in overnight activities the parents or guardians should be consulted and then permission obtained before the activity is undertaken.

Responsible adult participation must be arranged for those activities, which, in the opinion of Leaders, necessitate adult participation. Responsible adult participation does not specifically mean certificated leaders, but may mean parents or other adults, depending on the activity. Given the changing social standards, Leaders must be prepared to provide guidance and set good examples.

Large events must have the structure to responsibly provide for specific age groups without placing undue pressure, risk or temptation before any of them. It is the responsibility of all leaders and youth members to abide by the rules made by the organising committee or section for a specific activity or event. Special rules where

considered necessary shall be both appropriate and reasonable and may not conflict with established section guidelines.

SECTION 10 – GUIDE/SCOUT COMBINED ACTIVITIES

Guiding and Scouting are separate Movements having comparable philosophies and goals inherited from a common Founder.

Recent times have seen the setting up of Joint Consultative Committees both at National and State levels, the establishment of a jointly operated Sailing Centre at Sandringham, and the successful Jamborella series. These are part of a continuing process of co-operation and collaboration, and one, which should be developed in a way consistent with our individual policies and programs. There is also close liaison between Scout Branch Commissioners and Guide Association Advisers; particularly those concerned with youth programs (activities and training) and with Leader training.

It is recommended that at local level, initial contacts should generally be made between each Movement's District Commissioner (generally the Guide District is somewhere "between" the Scout District and the Scout Group).

Combined activities are not only concerned with inviting one another to regular Scout or Guide meetings where circumstances are suitable, but principally with special activities or local equivalents, and co-participation in such events as Jamborees, Hoadley Hide, Stradbroke Cup, Cohen Shield, etc.

Ideas for Shared Activities

Sponsor speakers on matters of local concern such as youth needs; exchange program ideas and resources; undertake recruitment and promotion drives; run a family camp; share a family campfire; undertake a service project; have your annual meetings together followed by a barbecue; sponsor first aid training for parents; have a church parade together; share a parent support group; celebrate 22 February together; stage a family activity day; fund-raise together; undertake common skills training of Leaders; put on a local "Gang Show"; organize common youth activities; have a combined Christmas function; lobby the local Council; and put counterparts on the mailing list for minutes and newsletters.

SECTION 11 MEDICAL MANAGEMENT

Professor Hutson, Medical Officer for the Victorian Contingent to the 19th Australian Scout Jamboree and also Group Leader of 1st Malvern Scout Group wrote a number articles on "Hints for Medical Management " to support Jamboree Troop Leaders. These hints may be helpful to many of our leaders and therefore with his kind permission are being included in this year's Info Book.

THE SCOUT WITH ATTENTION DEFICIT – HYPERACTIVITY DISORDER (ADHD)

Ritalin:

This is treated frequently with the drug 'Ritalin', which is a potential drug of addiction. JTL's need to find out which scouts in their troop are on Ritalin so that proper supervision can be given at AJ2001. 2. Keep a simple 'treatment sheet' or 'drug chart' for each child, so that each time a pill is dispensed, it is written down on the sheet as it is given. * specific foods • Limit the number of choices

1. Store all supplies in a locked box (similar to the pocket money) to prevent theft.

2. Don't get too anxious about overdose, as this is very unlikely. There is a wide safety margin.

The Child:

ADHD children are hypersensitive. They may react to:

- * colours
- * salicylates
- * Sudden changes in weather
- * Sudden changes in plans

Strategies:

- Don't try to 'reason' with an ADHD child, but be brief and direct.
- The less you say the better it will work
- Avoid yelling or screaming demands
 - use a calm, firm, and brief statement of what is wanted
- Set firm boundaries and rules
- Avoid yelling "Stop!" – give a brief statement of the rules.
- Avoid asking "Why are you doing that?" – give a brief statement of the rules
- Avoid saying you are upset by their behaviour – just state the rules
- Avoid "maybe", this will be interpreted as a promise

The 4-Step Procedure for Behaviour Control:

Make sure the child is aware of the rules

1. 2. Make *them* responsible by emphasising *their* choice of behaviour
3. Quickly apply 'time out' from activities or withdraw privileges for behaviour beyond rules
4. Be repetitive in monotone if punishment is not complied with

Rewards should be small and frequent

Importantly: stay calm, keep it simple, keep it immediate, and *don't give in*
Punishments should be brief, immediate and not too harsh.

More Information:

"You and your ADD Child" by Ian Wallace, Harper Collins, 1999 (this book is excellent and is the source of these notes). 1) Mild:- wheeze and cough but Scout can speak and breathe normally ***First Aid Treatment***

THE SCOUT WITH ASTHMA

Triggers for an Asthma Attack:

- 1) common cold viruses
- 2) grass pollen allergy
- 3) exercise (easily prevented by medicine 15 minutes before start)

Asthma Attacks

- 2) Moderate:- Difficulty to breathe and speak
 - 3) Severe:- very difficult breathing, blue around lips, Scout may become drowsy
- 1) Give aerosol medicine (e.g. Ventolin) 2-4 puffs at a time through the spacer (or use a nebuliser pump if the Scout has this)
 - 2) If wheeze does not resolve *in 15 minutes* give another 2-4 puffs
 - 3) If attack fails to resolve, then contact the doctor or nearest first aid station
 - 4) For severe attacks give Ventolin (2-4 puffs via spacer or nebuliser), and repeat *in 4 minutes* if no relief, and call for ambulance or emergency help

Signs for Review by Doctor or Admission to Jamboree Hospital

1. Scout is having a bad attack
2. Scout is not improving after a few doses of Ventolin
3. Scout needs Ventolin more than every 3 hours
4. Wheeze has lasted more than 24 hours
5. You are worried about the Scout's asthma control

For more information

Consult the Royal Children's Hospital website on

<http://www.rch.unimelb.edu.au/intranet/genmed/asthmaparenthandout.html>

Or see the booklet *Children with Asthma: Your Questions Answered*, by Mike South and others, available from the RCH Child Health Information Centre.

THE SCOUT WITH DIABETES

Any Scouts with diabetes should be reliably independent in their own care. They should be able to measure an insulin dose accurately and inject it reliably, carry out blood glucose tests, estimate their diet and have emergency rations for times of increased physical activity and treatment of low blood sugar.

Signs of Low Blood Sugar (Hypoglycaemia)

- 1) Sweating, pale, trembling and hungry
- 2) Mood changes, including crying/irritability
- 3) Nausea, stomach cramps
- 4) Poor coordination, weakness, confused
- 5) Drowsiness (and progression to coma if untreated)

Emergency Treatment

A) If Scout is conscious, coax them to eat/drink. Symptoms disappear in 10-15 minutes. Stay with them and get them to eat additional food such as milk/biscuits

Emergency Food:

- i) Sugar (2-3 tea spoons)
- ii) Jelly beans (4 large or 7 small)
- iii) Sugary soft drink (1/3 to 1/2 can)

iv) Honey (2-3 tea spoons)

v) Glucose tablets 10-15 grams

B) If the Scout is unconscious or has a seizure, get emergency medical help

More Information

This information came from the Endocrinology Department, Royal Children's Hospital, and you can access their website via:

<http://www.rch.unimelb.edu.au>

More information is available from the Juvenile Diabetes Foundation Australia on their website:

<http://www.jdfa.org.au>

The Scout with Epilepsy

It is possible, though unlikely, that a Scout in your troop will have a seizure at the Jamboree, as long as they are taking their anti-epileptic medication.

Regardless of seizure frequency, Scout leaders need to know what the seizures look like and what to do to help if one does occur. There are many different types of seizures, so it is important to find out from the parents beforehand

i) what the seizure will look like and

ii) how they want you to handle the seizure

Leaders should collect the following information from the parents prior to the Jamboree, and ensure that all leaders in the troop and the Contingent Medical Team have a copy or know where it is. 1) The child's name 2) Typical seizures look like... 3) Warning signs before seizure... 4) Duration of typical seizure 5) How does the child act afterwards? 6) What to do during a seizure 7) When to call for medical assistance 8) Normal medication and times taken

What To Do If A Seizure Occurs

The Scout may stiffen unexpectedly, fall to the ground, and start jerking. 1) Stay Calm. Protect them by removing any hard objects 2) Roll them into the semi-prone position and remain with them 3) *Do not* restrain them. Note the time the seizure started 4) *Do not* put anything in their mouth 5) Reassure them and explain what happened when they regain consciousness 6) Get immediate medical assistance *IF* a) the seizure lasts more than 10 minutes b) the Scout remains unconscious c) there is no history of previous seizures 7) If the seizure occurs in water a) call out for help b) keep the Scout's head and face above water c) guide them away from the sides of the swimming pool d) wait for seizure to stop and *then* get them out of the water to recover e) check airway and resuscitate if needed f) stay with the Scout until they have recovered These notes are reproduced with permission of the Epilepsy

Foundation of Victoria For more information, try looking at their website at:
<http://www.epinet.org.au>