

**THE POLICY  
ORGANISATION  
AND RULES  
OF THE  
SCOUT ASSOCIATION  
OF  
TRINIDAD AND TOBAGO**

---

**“RULES ON HOW TO PLAY THE GAME OF SCOUTING”**

---

**1998**

**FIRST EDITION**

## **CONTENTS**

<b>INTRODUCTION.....</b>	<b>.....</b>
<b>HISTORY.....</b>	<b>.....</b>
<b>DEFINITIONS.....</b>	<b>.....</b>
<b>ABBREVIATIONS.....</b>	<b>.....</b>
<b>APPENDICES.....</b>	<b>.....</b>
<b>PART 1 PRINCIPLES, AIM, POLICY.....</b>	<b>.....</b>
<b>PART 11 NATIONAL ORGANISATION.....</b>	<b>.....</b>
<b>PART 111 WARRANTS.....</b>	<b>.....</b>
<b>PART 1V NATIONAL SCOUT COUNCIL ORGANISATION.....</b>	<b>.....</b>
<b>PART V FINANCE – ASSETS AND PROPERTY RIGHTS.....</b>	<b>.....</b>
<b>PART V1 DISTRICT ORGANISATION.....</b>	<b>.....</b>
<b>PART V11 GROUP ORGANISATION.....</b>	<b>.....</b>
<b>PART V111 UNIFORM.....</b>	<b>.....</b>
<b>PART 1X BADGES AND INSIGNIA.....</b>	<b>.....</b>
<b>PART X GENERAL RULES.....</b>	<b>.....</b>
<b>PART X1 DECORATIONS AND AWARDS.....</b>	<b>.....</b>
<b>PART X11 TRAINING OF LEADERS.....</b>	<b>.....</b>

## **INTRODUCTION**

The Scout Association of Trinidad and Tobago is, and has been a full-fledged member of the World Organisation of the Scout Movement since 1963 when the 19<sup>th</sup> World Conference was held in Rhodes, Greece. Prior to this, the local Association existed by virtue of United Kingdom Royal Charters; the first such was promulgated in 1912 by King George V and subsequently by King George VI and Queen Elizabeth II. These charters authorized the bye-laws of the Scout Association of the United Kingdom and provided the basis for rules to operate overseas branches of the United Kingdom Association of which Trinidad and Tobago was one.

The rules which governed both the Overseas Associations and that of the United Kingdom became known as Policy Organization and Rules (P.O.R.) and have over the years established the fundamentals of scouting ranging from the Scout Promise to the proper wearing of uniforms.

Trinidad and Tobago's P.O.R. formally gained legal acceptance by Legislative Council Ordinance No. 20 of 1920. With Independence in 1962 leaving Trinidad and Tobago a part of the British Commonwealth, the Executive Committee of the Trinidad and Tobago Scout Association continued to have its operations guided by the United Kingdom model of P.O.R. with the understanding that a local P.O.R. would be developed. From 1963 onwards, the journey began to achieve the oasis of a Trinidad and Tobago P.O.R. This publication marks journey's end.

Naturally, the bedrock of any Scout activity or Movement is the Founder's thoughts and approaches. This booklet of Policy, Organisation and Rules seeks faithfully to portray Lord Baden Powell's ideas for the running of Scouting and its development.

## **HISTORY**

Scouting began in Trinidad and Tobago in 1911. The Movement was then organized into three (3) local Associations – Port-of-Spain, San Fernando, Tobago. This arrangement was registered with the Overseas Division of the United Kingdom Scout Association. In 1920, a merger of the three (3) local Associations was effected by way of the passing of an Ordinance in the Trinidad and Tobago Legislative Council. The former Associations now became the Trinidad and Tobago Overseas Branch. The Act of May 14, 1920 also gave legal protection and title to certain names, titles, badges, marks, registered designs and uniforms peculiar to the Branch and these legal entitlements automatically passed on to the Scout Association of Trinidad and Tobago when it became an independent member of the World Scout Organization by Charter at the 19<sup>th</sup> World Scout Conference held in Greece in 1963.

## **MISSION STATEMENT**

The Mission of Scouting is to contribute to the education of young people, through a value based system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

## **DEFINITIONS**

### **GROUP**

A complete Group consists of a Cub Scout Section, a Scout Section and a Venture Scout Section but may at any time consist of one, two or three of the stated three sections. Multiple Packs, Troops or Units, if approved,

may also be included in the one group.

PACK, TROOP, UNIT	Cub Scout Pack, Scout Troop and Venture Scout Unit respectively.
SCOUT	Includes Cub Scout, Scout and Venture Scout.
LEADER	A person who holds a warrant in the Scout Movement or performs any approved role in the Scout Association.
GROUP SCOUT LEADER	The term “Group Scout Leader” refers to the Leader who is warranted to be in charge of the Group.
NOTES:	<ol style="list-style-type: none"><li>(1) Except in the case of “Cub Scout” and “Pack” or where the context otherwise indicates or requires, the above expressions include the corresponding Sea and Air designations.</li><li>(2) The masculine includes the feminine and the singular the plural unless the context indicates otherwise, e.g. the designation “Venture Scout” where appropriate, includes both male and female members of a Unit.</li><li>(3) Except where the context does not admit, “Chairman” includes “Vice Chairman”, “Treasurer” includes “Assistant Treasurer” and “Secretary” includes “Assistant Secretary”.</li></ol>

### **ABBREVIATIONS**

P.O.R.	Policy, Organization and Rules
N.H.Q.	National Headquarters

N.S.C.	National Scout Commissioner
D.N.S.C.	Deputy National Scout Commissioner
HON. COMM.	Honorary Commissioner
EXEC. COMM.	Executive Commissioner
F.C.	Field Commissioner
A.F.C.	Assistant Field Commissioner
H.Q.C.	Headquarters Commissioner
Z.C.	Zonal Commissioner
INT. COMM.	International Commissioner
L.T.	Leader Trainer
A.L.T.	Assistant Leader Trainer
T.A.	Training Assistant
D.S.C.	District Scout Council
D.C.	District Commissioner
A.D.C.	Assistant District Commissioner
G.S.L.	Group Scout Leader
A.G.S.L.	Assistant Group Scout Leader
V.S.L.	Venture Scout Leader
A.V.S.L.	Assistant Venture Scout Leader
S.L.	Scout Leader
A.S.L.	Assistant Scout Leader
C.S.L.	Cub Scout Leader
A.C.S.L.	Assistant Cub Scout Leader
P.L.	Patrol Leader
A.P.L.	Assistant Patrol Leader
Q.M.	Quartermaster

## **PART 1**

### **PRINCIPLES, AIM, POLICY**

Principles	1/1	The Principles of Scouting, as identified by the Founder, Lord
------------	-----	--

Baden-Powell, are that man should serve God, act in consideration of the needs of others, and develop and use his abilities to the betterment of himself, his family and the community in which he lives.

Aim	1/2	<p>(1) The Scout Association of Trinidad and Tobago endorses these Principles, and it is its Aim to encourage the physical, mental, social, and spiritual development of young people so that they may take a constructive place in society.</p> <p>(2) The principal methods used by the Association to achieve its aims are:</p> <ul style="list-style-type: none"> <li>- The provision of a wide range of attractive, constructive, and challenging activities; including opportunities for adventure and exploration.</li> <li>- The provision of opportunities for leadership and responsibility.</li> <li>- Learning by doing.</li> <li>- Encouragement of activity in small groups.</li> <li>- Voluntary Community Service and Community Development.</li> <li>- An award scheme which encourages participation in the full range of activities and provides recognition of individual achievements.</li> <li>- The regular use of prayer at all Scout occasions.</li> </ul>
Policy	1/3	<p>The Policy guidelines of the Scout Association of Trinidad and Tobago are:</p> <p>(1) Voluntary membership of a uniformed group and governed by the rules of the Association.</p> <p>(2) Commitment to a code for living as expressed in the Promise and Law; the meaning of which is expanded as the member grows towards maturity.</p> <p>(3) The Association is a charitable institution.</p> <p>(4) The Association is not subject to control by any Department of Government.</p> <p>(5) The Association is not connected with any political Body. Members of the Association in uniform, or acting as representatives of the Movement, must not take part in political meetings or activities.</p>

- (6) The Scout Movement includes members of many different forms of religion. The Association expects its members to have a conviction of the existence of a Supreme being, to actively seek a growing spiritual relationship with Him, and to develop ways of doing their duty to Him.
- (7) The privilege of adult leadership carries with it the obligation of encouraging the spiritual growth of Scouts, so that they may gain a deeper understanding of their Duty to God as they progress through the Movement.
- (8) It is the duty of the adult Leaders of a Group, to encourage the attendance of all its members to the religious instructions and observations of the particular religious denomination of each Scout.

Parades	1/4	Scouts may attend uniformed parades: <ul style="list-style-type: none"> <li>- To churches of various religions.</li> <li>- To commemorate national anniversaries or other events.</li> <li>- On invitation from kindred organizations of non-political character.</li> <li>- Or as prescribed by the National Scout Council.</li> </ul>
Scouts' Own	1/5	Gatherings of Scouts, known by the term "Scouts' Own", are held for the worship of God and to promote fuller realization of the Scout Promise and Law. However, these are supplementary to, and not in substitution for religious observances referred to in Rule 1/3.

## **THE SCOUT PROMISE**

On investiture the Scout makes or re-affirms, the following



Promise:

Cub Scout	1/6	I promise that I will do my best, To do my duty to God and to my country To help other people, And to keep the Cub Scout Law.
Scout	1/7	I promise that I will do my best, To do my duty to God and to my country To help other people, And to keep the Scout Law.
Venture Scout	1/8	As in Rule 1/7.
Leaders	1/9	As in Rule 1/7 on receiving his Warrant.
Other Persons	1/10	Other persons as referred to in Rule 2/4, make the Promise as in Rule 1/7.
The Cub Scout Law	1/11	The Cub Scout Law is: A Cub Scout always does his best, Thinks of others before himself And Does a Good Turn every day.
The Scout Law	1/12	The Scout Law is: (1) A Scout is to be trusted. (2) A Scout is loyal. (3) A Scout is friendly and considerate. (4) A Scout is a brother to all Scouts. (5) A Scout has courage in all difficulties. (6) A Scout makes good use of his time and is careful of possessions and property. (7) A Scout has respect for himself and others.

## **PART II**

### **NATIONAL ORGANISATION**

Status	2/1	(1) The Scout Association of Trinidad and Tobago is an
--------	-----	--

autonomous body having full control, in all matters of policy and practice in keeping with policies of the World Organization of the Scout Movement.

(2) The Association is a charitable institution, approved by Government for the purpose of the laws relating to Income Tax, Corporation Tax and Customs Duties.

## **MEMBERSHIP**

2/2 (1) Membership of the Association is open to all citizens of Trinidad and Tobago, and to foreign residents in Trinidad and Tobago, who are prepared to follow the Association's principles.

(2) Foreign subjects who are admitted as members will make or re-affirm the Scout Promise in the following form:

"I promise that I will do my best,  
To do my duty to God and to my country,  
To help other people,  
And to keep the Scout Law".

Registration Fees 2/3 Each uniformed member shall be required to pay a registration fee prior to Investiture. Such fee is to be determined by the National Scout Council.

Each uniformed Leader shall be required to pay a life time registration fee.

Non uniformed members of National and District Executives shall pay an annual fee.

Classes of Members 2/4 The following are considered members of the Association so long as they are properly serving in the positions enumerated:

(1) Scouts who are members of a registered Group as provided in Part VII of P.O.R.

(2) Leaders who are holders of warrants as provided in Part III of P.O.R.

(3) Persons holding Non-Warranted positions of Honorary Rank as provided in Part VI of P.O.R.

(4) Members of Group Committees as provided in Part VII of P.O.R.

(5) Members of District Scout Councils as provided in Part VI of P.O.R.

(6) Members of the National Scout Council as provided in Part IV of P.O.R.

- Commencement      2/5      Membership of the Association becomes effective as follows:
- (1) Scouts and Leaders – From the date of actual investiture.
  - (2) Non-Warranted Positions – From the date of issue of Certificates of Appointment by the District or National Scout Council.
  - (3) Members of Group Committees – From the date of appointment or election.
  - (4) Members of District Scout Councils – From the date of appointment or election.
  - (5) Members of the National Scout Council – From the date of appointment or election.

2/6

### **EXTERNAL RELATIONS**

- (1) The Association desires friendly relations with other national organizations of a non-political character having similar aims.
- (2) Co-operation between the Girl Guides Association and the Scout Association shall be the closest possible; each being entirely separate one from the other in terms of their constitutions, organizations, and finances.

2/7

### **ORGANISATIONAL STRUCTURE**

- (1) The Scout Association of Trinidad and Tobago is divided into geographical Zones and Scout Districts (see Part VI) comprised of Groups (see Part VII), with management teams called Councils operating at Group, District, and National Levels.

The General scheme of organization of the Scout Movement in Trinidad and Tobago is set out in an organizational chart as Appendixed, and shows a system of decentralization.

#### Guidelines

- (2) The Association functions in accordance with: (a) the Articles as set out in the Constitution of the Scout Association of Trinidad and Tobago, and (b) the Rules as set out in this Policy, Organization, and Rules. Both of these documents are binding on all units and members of the Scout Association of Trinidad and Tobago.
- (3) Variation of any of these Rules or Articles, rendered necessary by local conditions, must be approved by the National Executive Committee.

2/8

### **NATIONAL SCOUT COUNCIL**

- (1) The Scout Association of Trinidad and Tobago is governed by a National Council, which consists of the following persons appointed or elected in accordance with the Constitution:

- The Chief Scout
- The Deputy Chief Scout
- The President
- The First and Second Vice-Presidents
- The Honorary Vice-Presidents
- The National Scout Commissioner
- The Deputy National Scout Commissioners
- The Headquarters Commissioners
- Zonal Commissioners
- The Honorary Commissioners
- The District Commissioners
- The Honorary Treasurer
- The Executive Commissioners, Field Commissioners and Assistant Field Commissioners (without vote)
- The Administrative Secretary
- The Lay Members

#### The Chief Scout

- (2) 1. The Chief Scout of Trinidad and Tobago is nominated by the National Executive Committee, and is invited by the President of the Scout Association of Trinidad and Tobago to accept the appointment.
2. The Chief Scout of Trinidad and Tobago wears uniform as

in Rule 8/10, if he so desires.

President

- (3) 1. The President of the Scout Association of Trinidad and Tobago is elected by the National Council and holds office for a term of three years and may be re-elected for a maximum of two consecutive terms.
2. The President, if he so desires, may wear uniform as in Rule 8/10.

Vice-Presidents

- (4) 1. The Council shall elect a First and Second Vice-President of the Association, and may elect one or more Honorary Vice-Presidents from among persons who have rendered distinguished service to the Association or to the Country.
2. The Vice-Presidents shall hold office for a term of three (3) years and shall be eligible for re-election at the expiry of each term.
3. The functions of the First and Second Vice-Presidents shall be as provided in the Constitution.

2/9

**NATIONAL EXECUTIVE COMMITTEE**

- (1) The National Executive Committee is a Committee of the National Scout Council, and consists of the following persons:
  - (a) Ex officio:

The President  
 The First and Second Vice-Presidents  
 The Honorary Treasurer  
 The National Scout Commissioner  
 Four Deputy National Scout Commissioners  
 The Headquarters Commissioners  
 Six Zonal Commissioners  
 The Honorary Commissioners  
 The Executive Commissioners, Field  
 Commissioners, Assistant Field Commissioners,  
 Administrative Secretary (all without vote)  
 Executives of the World Scout Bureau (without vote)  
 on invitation from the Executive Committee

(b) Elected:  
 The Lay Members

- |                      |  |
|----------------------|--|
| Authority            | (2) The management of the business of The Scout Association of Trinidad and Tobago is vested in the National Executive Committee, as prescribed in the Constitution and Bye-Laws of the Association. |
| National Secretariat | (3) The Executive Commissioners and Administrative Secretary and staff are appointed by the National Executive Committee and carry out the duties prescribed by the Committee for the Secretariat.   |
| National Treasurer   | (4) The National Treasurer is appointed by the National Council and carries out duties as prescribed by the Constitution.  |

2/10

## **NATIONAL SCOUT COMMISSIONER**

- (1) The National Scout Commissioner of Trinidad and Tobago is appointed by the Chief Scout on the recommendation of the National Scout Council for a term of three (3) years and shall

be eligible for re-appointment subject to a maximum of two (2) consecutive terms.

## Duties

- (2) The functions of the National Scout Commissioner shall be:
- (a) To supervise generally the execution of the directives and decisions of the National Council and the Executive Committee.
  - (b) To supervise and co-ordinate the work of the four Deputy National Scout Commissioners and Headquarters Commissioners.
  - (c) To supervise the registration of Groups, and to report to the Executive Committee.
  - (d) To provide for the issue of instructions to all paid staff and Warranted Leaders of the Association and to ensure the performance of their duties in accordance with the policy and decisions of the Council and the Executive Committee.
  - (e) To define, after consultation with the District Councils concerned, the geographical areas of such Councils, and to decide any differences of opinion between two or more District Councils.
  - (f) Following investigation and consultation, to withdraw or suspend the Registration of District Councils, Groups or Sections: provided that he shall report such action to the Executive Committee at its next meeting for its ratification.
  - (g) To conduct an annual census of members of the Association.
  - (h) To sign Warrants of Appointment of Adult Leaders below the rank of Commissioner with the concurrence of the Council and on its behalf.
  - (i) To issue or suspend the Warrant of any Headquarters Commissioner, District Commissioner, Assistant District Commissioner or Adult Leader, Zonal Commissioner; provided that he shall report such action to the Executive Committee at its next meeting for its ratification.
  - (j) To appoint, with the approval of the Executive Committee, Executive Commissioners and Field Commissioners or Assistant Field Commissioners who shall assist the National Scout Commissioner in the performance of his duties, and

perform such other duties as may be directed by the National Scout Commissioner, to whom they shall be responsible.

- (k) To provide for the appointment and convening of such Advisory Committees as he may deem necessary to assist the effective working of the Association, provided that the Chairman of all such Committees be appointed after consultation with the Deputy National Scout Commissioner or other officers of the Association whose work may be relevant (e.g. The Hon. Treasurer) and with the agreement of the Executive Committee.
- (l) To settle any dispute, referred to him, between members of the Association.
- (m) To review the warrants of Deputy National Scout Commissioners, Headquarters Commissioners, Zonal Commissioners, District Commissioners and Assistant District Commissioners at least once in every three year period.

Uniform and Badges

- (3) The National Scout Commissioner of Trinidad and Tobago wears uniform as in Rule 8/10, and badges as in Rules 9/7, 9/8, 9/13(4).

## 2/11 **DEPUTY NATIONAL SCOUT COMMISSIONERS**

- (1) The Deputy National Scout Commissioners are appointed by the Chief Scout on the recommendation of the National Scout Commissioner, and performs particular duties as assigned to them by the National Scout Commissioner. One will be appointed to act for the National Scout Commissioner in his absence.

Uniform and Badges

- (2) The Deputy National Scout Commissioners wear uniform as in Rule 8/10, and badges as in Rules 9/7, 9/8, 9/13(4).

## 2/12 **HEADQUARTERS COMMISSIONERS**

- (1) Headquarters Commissioners may be appointed for specified duties to the National Scout Council, and act as assistants to the



National Scout Commissioner of Trinidad and Tobago and work under his direction.

- (2) Headquarters Commissioners and Zonal Commissioners are appointed by the Chief Scout on recommendation of the National Scout Commissioner of Trinidad and Tobago and hold office for such periods as decided by the National Scout Commissioner.

International  
Commissioner

- (3) The International Commissioner is responsible for relations with Scout Associations in other countries, and for liaison with the World Bureau and its officers in various parts of the world. He is also responsible for the organization of official contingents from the Scout Association of Trinidad and Tobago proceeding to overseas functions, and for the reception of members of overseas Scout Associations visiting Trinidad and Tobago. The National Scout Commissioner in addition to his duties can be appointed as International Commissioner.

Deputy National Scout  
Commissioner – Training  
And Adult Resources

- (4) The Deputy National Scout Commissioner – Training is responsible for the co-ordination of activities concerned with the training of Leaders throughout Trinidad and Tobago, and for the conduct of this training within the Policy and guidelines recommended by the World Conference and the World Training Committee. He is also responsible for contact and liaison with the Training Division at the World Bureau, and he acts as leader of the Training Team in Trinidad and Tobago. He has direct responsibility for the Adult Resources functions including but not limited to recruitment, manpower planning.

Deputy National Scout  
Commissioner – Operations

The Deputy National Scout Commissioner – Operations is responsible for ensuring the effective channels of communications within the Organization; supervises and supports the work of the Zone Commissioners. Ensures compliance with organizational policy and rules. Provides technical support, relative to scouting procedures, methods and policies.

Deputy National Scout  
Commissioner –

The Deputy National Scout Commissioner – Programme is responsible for co-ordinating the development and implementation of the scout

Programme	programme. Reviews and recommends changes to the youth programme Co-ordinates the development of an annual schedule of programme related events.
Deputy National Scout Commissioner – Planning	The Deputy National Scout Commissioner – Planning is responsible for coordinating the development of strategic plans, for managing the planning process and advising on implementation of specific projects. (Has direct responsibility for the adult resources functions including but not limited to recruitment, manpower planning, performance management and identifying training needs).D.N.S.C.Training.
Uniform and Badges	(5) Headquarters and Zonal Commissioners wear uniform as in Rule 8/8 and 8/10, and badges and Marks of Rank as in Rules 9/7, 9/8, 9/13(4).

2/13

## **CORRESPONDENCE**

Channel of  
Communication

- (1) All correspondence within the Movement will normally follow the lines indicated in the organizational chart except where otherwise directed.
- (2) The following correspondence must be approved by the National Scout Commissioner of Trinidad and Tobago.
  - (a) Correspondence relating to Scout matters, addressed to the President of Trinidad and Tobago, any Minister/Parliamentarian or any Government Department – any Embassy, Consulate at home or abroad or any Scout Association outside Trinidad and Tobago.
  - (b) All such correspondence originating from an individual, a group, or a District Council must first be approved by the relevant District Scout Council.
  - (c) No member of the Association may express opinions in the public press or on radio or television on any matters of Scout policy or

principle, without the previous approval of the National Scout Commissioner.

### **CENSUS**

An Annual Census is taken in each District Scout Council as at the 30<sup>th</sup> June each year, by method prescribed by the National Scout Commissioner.

## **PART III**

## **WARRANTS**

- |              |   |   |
|--------------|---|---|
| <b>NOTES</b> | 1 | The term District Scout Council includes, where appropriate, the District Scout Council or on its behalf, the District Executive Committee, the District Commissioner, the Warrant Committee. |
|              | 2 | All warrants remain the property of the National Scout Council.   |
|              | 3 | Warrants for the rank of Assistant District Commissioner and above must be approved by the National scout Council.  |
|              | 4 | Warrants below the rank of Assistant District Commissioner must be recommended by the Warrant Committee of the District Scout Council.  |
|              | 5 | The District Commissioner is a member of the Warrant Committee and must act as its guide.   |

## **APPOINTMENTS**

- |                   |     |  |
|-------------------|-----|--|
| Warranted         | 3/1 | Persons appointed to positions of Adult Leadership in uniformed sections of the Association shall be appointed by Warrant. The form of Warrant shall be that recognized by the National Scout Council and shall show the name of the individual and the appointment.   |
| Acting            | 3/2 | <p>(1) The authority to act as a leader in the Scout Movement shall be vested with an individual by formal written confirmation from the National Scout Commissioner; when the individual has become a member of the Movement by taking or re-affirming the Scout Promise. New entrants shall not wear uniform.</p> <p>(2) A warranted Leader may be appointed to act in another position from which his/her warrant was originally issued provided he/she has the basic training/experience required. Immediate steps must be taken to fill all vacant positions.</p> |
| Issue of Warrants | 3/3 | (1) Warrants are issued by the National Scout Council and presented by the Chief Scout for the following appointments:   |

National and International Scout Commissioner  
 Deputy National Scout Commissioners  
 International Commissioner  
 Field Commissioners  
 Assistant Field Commissioners  
 Headquarters Commissioners  
 Zonal Commissioners  
 District Commissioners  
 Assistant District Commissioners and  
 Honorary Commissioners

In the case of the Assistant District Commissioners, this must be done following consultation with or on recommendation from the respective District Commissioners.

- (2) Warrants are issued by the National Scout Commissioner upon consultation with or on recommendation from the respective District Commissioner and District Warrant Committee to the following:

Group Scout Leaders  
 Assistant Group Scout Leaders  
 Venture Scout Leader  
 Assistant Venture Scout Leader  
 Scout Leader  
 Assistant Scout Leader  
 Cub Scout Leader  
 Assistant Cub Scout Leader

Unwarranted

3/4

Warrants are not issued for:

(1) Honorary Ranks conferred under Rules 4/21, and,

(2) Non-warranted Ranks appointed under Rules 4/14.

Pluralities

3/5

It is the policy of the Association that a person may not normally hold two or more warrants simultaneously but in particular circumstances a second warrant may be issued at the discretion of the National Scout Commissioner.

## **VALIDITY**

Validity	3/6	Warrants are valid only as made out.
Period	3/7	All warrants shall be reviewed at least once every three (3) years from date of issue.

### **APPLICATIONS**

Commissioners	3/8	Warrants for the appointment of Commissioners as in Rule 3/3 (1) are issued by the National Scout Council and no application is necessary.
District Leaders	3/9	Warrants for the appointment of Leaders at 3/3 (2), are issued by the National Scout Commissioner and an application is necessary.
	3/10	Applications for warrants as District Leaders as in Rule 3/3 (3) are made in the first place by the individual concerned on the form prescribed by the National Scout Council and must be dealt with by procedure set out in Rules 3/12 and 3/13.
Sponsored Groups	3/11	Applications for Leaders of Sponsored Groups must be recommended by the Sponsoring Authority.
Duty of the District Warrant Committee	3/12	<p>The District Warrant Committee must satisfy itself that in every case the applicant is suitable to be entrusted with the care of young people and has, in particular:</p> <ol style="list-style-type: none"> <li>(1) The necessary qualification required by the rule relating to the position in question, as set out in Part VII.</li> <li>(2) A full appreciation of the Scout Law and Promise and of the religious and moral aim underlying the scheme of Scouting.</li> <li>(3) Personal standing and character such as will ensure a good moral influence and sufficient steadfastness of purpose to carry out the work with energy and perseverance.</li> <li>(4) An acceptance of the principle of obligatory training to Stage 5, as follows:-</li> </ol>

1. New Leaders Certification
2. Basic Practical Course
3. Advanced Practical Course
4. Implementation
5. Advanced Theory/Projects

(5) Completed the New Leaders Certification and Basic Practical Course before a Warrant is issued and has the Desirability of completing stages 3-5 within three (3) years.

Special Precautions	3/13	District Commissioners and District Warrant Committees must take every precaution to see that no one whose moral character is open, in any way, to suspicion should be admitted into the movement.
Probation	3/14	Applicants for Warrants as Leaders must complete the appropriate Leader Training Courses (New Leaders Certification and Basic Practical Course), and then serve a satisfactory probationary period of three (3) months in the actual rank for which the warrant is desired, prior to the application for a warrant.
Introduction	3/15	All prospective Leaders must be introduced to the District Commissioner and the Assistant District Commissioner for the respective section.
	3/16	<p>(1) The District Commissioner must in every case satisfy himself independently of the District Warrant Committee that the applicant is qualified and suitable as in Rule 3/12, 3/13 and 3/14 and that the foregoing procedure is properly observed.</p> <p>(2) For all Warrants when both District Commissioner and District Warrant Committee are in agreement, a report by the District Scout Council Secretary must be sent to the National Scout Commissioner through the District Commissioner.</p>
Refusal	3/17	(1) Where recommendation is refused and where both District Commissioner and District Warrant Committee

are in agreement, a report by the District Scout Council Secretary must be sent to the National Scout Commissioner through the District Commissioner.

Disagreement of District Council and D.C.

- (2) If in any question relating to a warrant, the District Council and District Commissioner are unable to agree, the matter must be referred to the National Scout Commissioner for his decision.

## **SUSPENSION**

Method

- 3/18 Suspension is a disciplinary measure, and where it appears desirable in the interest of the Movement, the holder of a Warrant may be suspended by the National Scout Commissioner or the District Commissioner.

Effect

- 3/19 A person thus suspended must for the time being surrender his/her Warrant in accordance with Rule 3/25, must refrain from participation in any way or in any activity connected with the Movement, and must not wear uniform or badges.

Report

- 3/20 (1) Any District Commissioner who has suspended an Assistant District Commissioner must within seven (7) calendar days submit a report with full details to the National Scout Commissioner.
- (2) A District Commissioner who has suspended a Leader in his/her District must within seven (7) calendar days inform the National Scout Commissioner, District Scout Council and in the case of a Leader of a Sponsored Group, the Sponsoring Authority.

Inquiry

- 3/21 (1) Suspension by the District Commissioner must be followed as soon as possible by a full inquiry by the District Commissioner and the District Scout Council jointly. This inquiry must be completed within twenty-one (21) days of the suspension being reported to the National Scout Commissioner.

- (3) The person suspended must be informed of the proposed inquiry and be given the opportunity to attend and to state his/her case. If the person



suspended is not informed within twenty-one (21) days, he/she should inform the National Scout Commissioner in writing.

- (4) If a Sponsored Group is affected, the Sponsoring Authority must be given similar opportunity to attend and to be heard.
- (5) The Chairman of the District Scout Council will normally act as Chairman of the joint meeting.
- (6) The National Scout Commissioner must in every case be informed of the inquiry and be given reasonable notice of the proposed meeting in order that, if he sees fit, he may either be present or appoint someone to do so on his behalf.
- (7) A full report must be submitted to the National Scout Commissioner after inquiry under Rule 3/21. The report must make a recommendation, on which the National Scout Commissioner will act at his discretion.

### **CANCELLATION:**

Method	3/22	<p>(1) Cancellation is an extension of Suspension. Warrants are cancelled by the National Scout Council at his discretion for Warrants issued by it as in Rule 3/3 (1).</p> <p>(2) Warrants are cancelled by the National Scout Commissioner in consultation with or on recommendation from the District Commissioner and District Warrant Committee for all Leaders appointed under Rule 3/3 (2).</p>
Sponsored Groups	3/23	<p>(1) In the case of a Sponsored Group, the Sponsoring Authority is entitled to be heard by the District Commissioner and the District Scout Council in any matter concerning the cancelling of the Warrant of any Leader of the Group.</p> <p>(2) Where the Sponsoring Authority of a Church Group expresses dissatisfaction with a Leader of the Group, on the ground that the Leader is not fulfilling his/her religious duties either by example or precept; the District Commissioner and the District Scout Council shall investigate and deal with the matter as in Rules 3/20</p>

and 3/21.

Where, however, any other question such as, moral character or technical efficiency is involved, the matter must be dealt with in accordance with Rules 3/22 and 3/25.

Re-application

- 3/24 After a Warrant is cancelled the affected Leader may not re-apply for a new Warrant until one (1) year has elapsed. Such application is then made in the normal manner.

### **RETURN OF WARRANTS**

- 3/25 Warrants must otherwise be returned by the holders whether demand is made or not as follows:

- (A) To the National Scout Commissioner – By all Commissioners appointed by him under Rule 3/3 (1).
- (B) To the District Commissioner by those listed in Rule 3/3 (2).

In any of the following circumstances:

- (1) On the Warrant ceasing to be effective.
- (2) Where a recommendation for cancellation is made under Rule 3/22.
- (3) During any suspension of or affecting the holder under Rule 3/18, but in this case the Warrant is to be retained by the District Commissioner or District Scout Council Secretary, to whom it is returned, until the matter is determined.

### **TRANSFERS**

- 3/26 (1) Where Leaders wish to transfer from one section to another within the same Group, or take up a warranted position in another Group, (in the same District or in another District), without lapse of service, a change of Warrant Appointment (or transfer) may be effected by the National Scout Council upon receipt of the appropriate form prescribed by it. Such applications is subject to the same procedure and recommendations as provided in Rules 3/12, 3/14, 3/15, 3/16, 3/18 and 3/22.
- (2) Leaders changing Warranted service must complete such Training as is required for the new appointment.
- (3) The District Commissioner into whose District a transfer is made must give his/her approval on the appropriate form.
- (4) It is most important that the new address of any Leader leaving a locality should be submitted to the National Scout Council.

## **PART IV**

## **NATIONAL SCOUT COUNCIL ORGANISATION**

Structure	4/1	The National Scout Council of Trinidad and Tobago exists to manage the business of the Association in accordance with the Constitution and the Bye-Laws. Between the Annual General Meetings or Special Meetings of the National Scout Council, the Executive Committee of the Council is authorized to carry out the functions of the National Scout Council. This is done through the annual appointment of Standing National Committees and Sub-Committees. The President of the Executive Committee, The National Scout Commissioner and Executive Commissioner(s) are ex-officio members of all Committees, the latter without vote.
Functions and Responsibilities	4/2	<p>The functions and responsibilities of the National Scout Council are:</p> <ol style="list-style-type: none"><li>1. To evolve, carry out and pass on policy decisions to the organization of which it is the Council.</li><li>2. To provide the necessary administration and any other help required by the organization to enable it to progress in its aims.</li></ol>
	4/3	<p>Policy matters for which the National Scout Council is responsible:</p> <ol style="list-style-type: none"><li>A. The maintenance of the aims and objectives of the Movement in Trinidad and Tobago.</li><li>B. Conditions of membership in the Movement – Scouts, Adult Uniformed Leaders and Non-uniformed adults.</li><li>C. Training policy as it relates to Adult Leaders.</li><li>D. Training policy as it relates to Scouts.</li><li>E. The Religious Policy of the Association.</li><li>F. The Financial Policy includes – fund raising, grants and trading.</li><li>G. Administrative and Organizational Policy of the Association, District</li></ol>

Scout Councils and Districts, as well as Advisory and National Committees.

H. Uniforms, Badges, Decorations, Honours and Awards.

I. Relationships – International, Regional, National and Local.

## Services

4/4

In order to provide services for the progress of the Movement the National Scout Council must maintain through its Secretariat.

- A. Registration and Records of District Scout Councils, Groups and Records of Warrant holders.
- B. Internal Communication to facilitate dissemination of information at local level.
- C. Insurance of membership and property.
- D. Provision for legal and parliamentary service on the Administration of documents.
- E. Trusteeship arrangements and custody of deeds and other legal documents.
- F. Development and Research of the Scout Movement.
- G. Commercial Advisory Service.
- H. Fund Raising Advisory Service.
- I. Staff Assistance for Field Services.
- J. Co-ordination and provision for co-operation with World Scout Bureau, Regional Office, International Scout Associations and International Agencies.
- K. Liaison with Government Ministries and Departments and co-ordination nationally with other Central Government Divisions, Statutory Boards, Commissions, Municipalities and other Local Government Bodies.
- L. Relations with Agencies of National Youth Service, Non-Government Organizations and Kindred Organizations.

- M. Public Relations, Publicity, Publications, Films, Services etc.
- N. Organization of National Conferences and events.
- O. Administration of Grants for special purposes.
- P. Property and Physical Assets – construct, repair – maintain, provide buildings, properties and sites deemed requisite for the operation of the Association.

### **NATIONAL COMMITTEES**

- 4/5 The Executive Committee of the National Scout Council is authorized to delegate certain of its powers to Standing National Committees viz:-
- The National Education Methods Committee
  - The National Finance Committee
  - Public Relations
  - Publications
  - Religious Advisory
  - Physical Assets and Property
  - Scout Awards
  - Research Matters and Archives
  - Hospitality and Welfare
  - Institutional Relations
  - International Relations
  - Educational Affairs and Kindred Youth
  - Organizations
  - Any Other

#### Membership

- 4/6 These Standing National Committees are comprised of:
- Elected/Nominated members
  - Co-opted members
  - Ex-officio members

#### Composition of National Committees:

1. Chairman – appointed annually by the Executive Committee of the Council from among its members.

2. The Membership and Terms of Reference of National Committees is determined by the Executive Committee of the Council provided that

at least two members of the Executive Committee be appointed on each National Committee. Other persons may become members of the Committee provided that the majority of the members of any committee are members of the Scout Council.

Functions	4/7	<p>National Committees are responsible to the Executive Committee of the Council through their Chairman for:</p> <ol style="list-style-type: none"> <li>1. Carrying out such executive functions as are delegated under the Constitution and Bye-Laws.</li> <li>2. Advising on matters pertaining to their subject area(s).</li> <li>3. Keeping the National Scout Council apprised of all matters affecting their sphere of responsibility.</li> <li>4. Examining continuously the systems, methods and techniques of their particular committee and to recommend such developmental measures as seem necessary.</li> </ol>
National Education Methods Committee	4/8	<p>The National Education Methods Committee is comprised of two sub-committees:</p> <ol style="list-style-type: none"> <li>1. Programme Committee</li> <li>2. The Training Committee</li> </ol>
	4/9	<p>National Education Methods Committee is responsible for all matters related to the programme of Scout Activities at National, District and Group level, viz:-</p> <ul style="list-style-type: none"> <li>- Cub Scout Section</li> <li>- Scout Section</li> <li>- Venture Scout Section</li> <li>- Sea Scout Section</li> <li>- Air Scout Section</li> <li>- Special Activities – Sports, Conservation, Disaster Preparedness, Extension Scouting, Expansion and Community Development.</li> </ul>
Programme Committee		The National Scout Commissioner in consultation with the Chairman of

the National Education Committee makes appointments to the respective Sectional Committees as required for the satisfactory performance of the Scout Programme. Such appointments are ratified by the Executive Committee. This committee is responsible for programme implementation at Caribbean Scout Programme level and is required to review programme content to update methods and badge requirements.

#### Training Committee

The National Scout Commissioner in consultation with the Chairman of the National Education Committee makes appointments to the Training Committee. These appointments are ratified by the Executive Committee. The Training Committee is responsible for all matters related to Adult Leader Training Programme and is charged with the technical training of adult leaders at all levels in the various sections as well as adult non-uniformed members servicing the Movement – Group Committees, District Scout Council Officials and other special Scout Activities related to Programme implementation.

#### National Finance Committee

4/10

The National Finance Committee is comprised of Sub-Committees appointed by the National Scout Commissioner, with the approval of the Executive Committee, to consider aspects of administration related to finance including fund raising investments, grants and supplies.

The Sub-Committees forming the National Finance Committee are:

- The Fund Raising Committee
- The Scout Shop Committee
- The Scout Printery Committee
- The Management of Trust Funds and Endowments Committee (See part V Finance Policy).

## **HEADQUARTERS COMMITTEES**



- |         |      |  |
|---------|------|--|
|         | 4/11 | The Specific Terms of Reference of Headquarters Committees are determined by the Executive Committee of the National Scout Council on the recommendation of the National Scout Commissioner in keeping with the Constitution and Bye-Laws of the Association.  |
|         | 4/12 | Ad Hoc Committees are appointed from time to time by the Executive Committee on advice of the National Scout Commissioner for specific purposes as may be deemed advisable. They will operate within the terms of reference provided for them by the National Scout Commissioner. Their membership may be from the Movement or other co-opted persons. |
| Reports | 4/13 | Standing National Committees and their relevant Sub-Committees shall report to the National Executive Committee at least twice a year.   |

### **NON-WARRANTED POSITIONS**

- |  |      |   |
|--|------|---|
|  | 4/14 | Non-warranted appointments may be made by the National Scout Commissioner. These may include: <ul style="list-style-type: none"> <li>- Camp Wardens</li> <li>- Chaplains</li> <li>- Examiners</li> <li>- Instructors</li> <li>- Medical Officers</li> <li>- Quartermasters</li> <li>- And such other positions as he may deem necessary.</li> </ul> |
|--|------|---|

These appointments may be made for work at Group, District or National Level.

- |  |      |   |
|--|------|---|
|  | 4/15 | These appointments do not carry Warrants, but the procedure and the precautions to be adopted are the same in every respect as in the case of the appointment of District or Group Leaders under Part III of P.O.R. |
|--|------|---|

- |             |      |   |
|-------------|------|---|
| Camp Warden | 4/16 | A Camp Warden is appointed to act as manager and custodian of a recognized Scout Camp, and to organize its facilities for the |
|-------------|------|---|

advancement of Scouting activities; including training. He is also responsible for the maintenance of all equipment and property under his care, as well as record-keeping and preparation of a Schedule of Property.

Chaplain	4/17	A Chaplain is a Minister of Religion appointed to look after the religious needs of a body of Scouts.
Examiner	4/18	An Examiner is a person who has expert knowledge of any subject relevant to a Scout Progress or Proficiency Badge; in which he is prepared to examine Scouts. An Instructor or Group Leader may be appointed as an “Examiner”, but should not examine members of his own Group.
Instructor	4/19	An Instructor is a person who has expert knowledge on any subject in which he is prepared to instruct Scouts.
Quartermaster	4/20	A Quartermaster is any suitably qualified person appointed to be responsible for the issue, receipt, maintenance, record-keeping and proper use of all equipment and property under his care; as well as preparation of a Schedule of Property.

### **HONORARY RANKS**

- 4/21 The National Scout Commissioner may, at his discretion, confer the rank of Honorary Commissioner on any person; providing the person is not a Warranted Leader. Such appointments may be made on the advice of the District Scout Council or National Scout Council.
- 4/22 Such rank is subject to review at the discretion of the National Scout Commissioner.

### **UNIFORM**

- 4/23 Persons holding Non-Warranted positions or Honorary Ranks may wear the uniform as in Rule 8/10.

## **PART V**

## **FINANCE – ASSETS AND PROPERTY RIGHTS**

National Scout Scout Council	5/1	Apart from any government grants which it may receive, the Association depends on the support of the public and the Movement for the expenses of its Secretariat and staff, and the general organisation and development of the Movement in Trinidad and Tobago.
Financial Statements		<p>A Budget, Balance Sheet, and Income and Expenditure Account shall be presented to the National Executive prior to their publication in the Annual Report of the Association for ratification.</p> <p>i. The Fiscal Year of the Association shall be from July 1 to June 30.</p> <p>ii. The Hon. Treasurer shall submit half yearly statements of Accounts to the Executive Committee at the meetings following 31<sup>st</sup> December and 30<sup>th</sup> June each year. The Hon. Treasurer shall at each Annual General Meeting lay before the National Scout Council the audited accounts of the fiscal year.</p> <p>iii. The Auditor shall examine the Books and Accounts for the year under review and shall submit a report to the Council and to members of the Association at the Annual General Meeting. Such reports shall be attached to the Annual Balance Sheets.</p>
Units	5/2	<p>1. District Scout Councils generally support themselves financially, although they may receive assistance from the National Scout Council in special cases or for special purposes.</p> <p>2. Groups and District Scout Councils, are expected to support themselves, but no unit may make any appeal for funds, or otherwise attempt to raise money, in any area outside its own without prior approval from the District Commissioner and National Scout Commissioner in respect of other countries.</p>

3. Any applications for aid of any description from a Group to the Local

Government Authority in or out of the Group's locality shall only be made through the District Scout Councils involved.

- |                    |     |   |
|--------------------|-----|---|
|                    | 5/3 | It is consistent with the principles of the Movement and the spirit and content of training programmes that funds raised by youth members be earned and not solicited. Fund raising schemes undertaken by all adult members and support groups must at all times take cognisance of possible effects of such proposed schemes on youth training programmes. |
| Touting the Public | 5/4 | Leaders and Scouts may take part in sales to the public where value is given for money. They may also assist under proper supervision in the selling of programmes and other articles at fixed prices providing state laws are not contravened.   |
|                    | 5/5 | Leaders and Scouts may take part in collections of money for other institutions or charities with appropriate approval.   |

### **NATIONAL FINANCE COMMITTEE**

- |                             |     |  |
|-----------------------------|-----|--|
| Approval to incur Debt      | 5/6 | No debt whatsoever may be incurred on behalf of the Association except with the prior approval of the Finance Committee.   |
| Meetings                    | 5/7 | The Committee shall, in the discharging of its responsibilities meet at least once per quarter. A quorum shall consist of a majority of its members.   |
| Duties and Responsibilities | 5/8 | <p>The National Finance Committee is empowered:</p> <ul style="list-style-type: none"><li>i. To introduce and to organize fund raising projects.</li><li>ii. To receive estimates of annual monetary requirements from persons required to submit these estimates in order that the Association's Annual budget for the forthcoming year may be prepared.</li><li>iii. To approve Annual Budget proposals, Balance Sheets and Income and Expenditure Accounts prior to their presentation to the Executive Committee.</li><li>iv. To hold consultations with the representatives of District Scout</li></ul> |

Councils on Fund Raising Projects, expenditure and matters of accountability.

- v. To investigate any losses or damages to the Association' assets or property rights as well as liabilities of the Association at any level, and to report its findings with recommendations to the Executive Committee.
- vi. To inspect the books and accounts of the Association at any level on any matter relating to finance, assets and property rights.
- vii. To ensure that all Association assets and property rights at all levels are vested in Trustees elected annually at the Annual General Meeting.

Signatories	5/9	The National Scout Council shall appoint signatories to cheques and other financial documents.
Bank Statements And Balances	5/10	The Committee shall ensure that Bank Statements include all Debit and Credit Advices and reconciliation of all monthly Bank Balances.
Donations and Covenants	5/11	A Register of Donations and Covenants shall be maintained up to date and Special receipts issued to subscribers.
Estimates for Scout Events	5/12	An estimated cost of each forthcoming event must be submitted to the Finance Committee in advance of the event to facilitate consideration for request of cash, material, supplies and services.
Scout Shop	5/13	The Finance Committee shall manage the operations of the Scout Shop and submit reports to the Executive Committee.
Scout Printery	5/14	The Finance Committee shall manage the operations of the Scout Printery (Scoutprint) and submit its reports to the Executive Committee.

## **PART VI**

## **DISTRICT ORGANISATION**

- 6/1 The Scout Association of Trinidad and Tobago is divided into Scout Districts, each with a District Commissioner in charge and supported by a District Scout Council and a Zonal Commissioner.
- 6/2 The extent and boundaries of a District are fixed by the National Executive Committee; on the recommendation of the National Scout Commissioner.

## **DISTRICT COMMISSIONERS**

- |             |     |  |
|-------------|-----|--|
| Appointment | 6/3 | District Commissioners are appointed by the National Scout Council on the recommendation of the National Scout Commissioner; in accordance with Part III of Policy, Organization and Rules.  |
| Functions   | 6/4 | <p>The functions of the District Commissioner with the co-operation of the District Scout Council, are generally to be responsible to the National Scout Commissioner and the National Scout Council through the Zonal Commissioner and Deputy National Scout Commissioner – Operations for the welfare, training and progress of the Movement and for the maintenance of the Policy, Organization and Rules of the Association, and, in particular:</p> <ul style="list-style-type: none"><li>(1) To form a District Scout Council, encourage the formation of Groups, and to secure their effective working.</li><li>(2) To secure the harmonious co-operation of the District Scout Council and Leaders in the District.</li><li>(3) To settle any dispute between members of the Movement. Any dispute which the District Commissioner is unable to settle at an early stage, is then referred to the District Scout Council. If the District Scout Council is unable to settle the dispute, it must then be referred to the National Scout Commissioner who, if unable to settle it himself will at once (except in cases of procedure under Part III) appoint an independent arbitrator whose decision must be accepted as final by all parties concerned. If the District Commissioner is personally involved, then the dispute must be referred to the National Scout Commissioner.</li><li>(4) To encourage and supervise the training of Scouts.</li></ul> |

- (5) To arrange for the pre-warrant training of candidates as Group Leaders, and to encourage and facilitate the further training of all Leaders. See Part XII.
- (6) To visit Group meetings and advise how to conduct them on the lines laid down in "Scouting for Boys", Policy, Organization and Rules, and current Leader and Scout Handbooks.
- (7) To deal with all matters allotted to him under Policy, Organization and Rules and in particular:
  - Warrants under Part III.
  - District Organization under Part VI.
  - Decorations and Awards under Part XI.
- (8) To grant, at his discretion, camp and expedition permits to Groups of his District, and to supervise all such activities held in his District; whether by his Groups or by visiting Groups. Where a District Commissioner refuses permission for camps expeditions or other Scout Activities, a report must be forwarded within one (1) week of such refusal to the National Scout Commissioner and to the District Scout Council.
- (9) To exercise supervision over all visiting Scouts, whether camping or or otherwise, and to act for the National Scout Commissioner in any situation requiring immediate action.
- (10) To co-operate and maintain good relations with the Girl Guides, and other organizations of a non-political character having similar aims which operate in the District.

Vacancy	6/5	Where the office of District Commissioner is vacant, the National Scout Commissioner will depute one of the Assistant District Commissioners or some other Commissioner to act, or will himself perform the functions of the vacant office.
---------	-----	---

Uniform	6/6	District Commissioners wear uniform as in Rule 8/8 and 8/9.
---------	-----	---

## **ASSISTANT DISTRICT COMMISSIONERS**

Appointment	6/7	Assistant District Commissioners are appointed by the National Scout Council on the recommendation of the National Scout Commissioner and District Commissioner, in accordance with Part III.
Function	6/8	The function of the Assistant District Commissioner is to assist the District Commissioner with general or specific duties, e.g. Cub Scouts, Scouts, Venture Scouts, Sea Scouts, Air Scouts, Administration, Training.
Uniform	6/9	Assistant District Commissioners wear uniform as in Rule 8/8 and 8/9.

## **DISTRICT SCOUT COUNCILS**

	6/10	<ol style="list-style-type: none"><li>(1) District Scout Councils are established by District Commissioners and are then registered and authorized to operate by the National Scout Council.</li><li>(2) District Scout Councils exist to manage the affairs of a District in accordance with the rules of the Scout Association of Trinidad and Tobago, and have the general function of promoting Scouting in the District.</li><li>(3) Between the Annual General Meetings or Special Meetings of a District Scout Council, the Executive Committee of that Council shall perform all the functions of a District Scout Council, except those reserved to the Annual General Meeting as in Part VI or elsewhere in Policy, Organization and Rules.</li></ol>
Functions	6/11	<ol style="list-style-type: none"><li>(1) The functions of the District Scout Council are:<ol style="list-style-type: none"><li>(1) To safeguard and encourage the Movement within its District.</li></ol></li></ol>



- (2) To deal with all matters allotted to it under Policy, Organization and Rules, and in particular:
  - Warrants under Part III.
  - District Organization under Part VI.
  - Group Registration under Part VII.
  - Decorations and Awards under Part XI.
- (3) To supervise Group finance, and the establishment of proper Trusts of Group property in accordance with part VII.
- (4) To assist in the promotion of the badge scheme and in the obtaining of resource personnel.
- (5) To assist in the establishment of new Groups and Group committees.
- (6) To ensure and encourage the training of both Leaders and Scouts.
- (7) To carry out such duties as are allotted to it by the National Executive Committee.
- (8) To raise and manage funds for the administration and development of Scouting in the District, in accordance with Parts I and V.
- (9) To appoint three Trustees who shall be responsible for all property of the District.
- (10) To obtain, establish and maintain camping sites and assist to arrange camps.
- (11) To ensure that, in the event of a Group within the District ceasing to function, all property and funds of that Group are transferred to the custody of the District Trustees, who shall deal with them as directed by the National Executive Committee and in accordance with Rule 6/21 (2).
- (12) To prepare a schedule of property, a statement of receipts and expenditure and a balance sheet, duly audited, covering District

finances for the fiscal year ending June 30<sup>th</sup> each year; for submission to the Annual General Meeting of the District Scout Council.

(13) To appoint an Auditor or Auditors.

Membership	6/12	<p>The District Scout Council shall comprise:</p> <p>(1) Ex-officio:</p> <p>The District President and Vice-Presidents. The District Chairman and Vice-Chairman. The District Commissioner, Assistant District Commissioners and District Leaders. The District Secretary and Assistant Secretary. The District Treasurer. The Honorary Auditor. The Public Relations Officer.</p> <p>(2) Nominated:</p> <p>The Training Team representative to the District. Two representatives of each Group Committee in the District.</p> <p>(3) Lay Members:</p> <p>These members shall be elected at the Annual General Meeting of the District Council on nomination by the District Council Commissioner or any member of the District Council.</p> <p>(4) Co-opted Members:</p> <p>These shall be representative of Social and Professional Organizations with which it is desired to establish bonds of mutual co-operation.</p>
Annual General Meeting	6/13	<p>The District Scout Council shall hold its Annual General Meeting, (see Agenda in Appendix), not before June 30<sup>th</sup> and not later than September 15<sup>th</sup> of each year, when it shall:</p> <p>(1) Receive the Reports of the:</p> <p>-Chairman -District Scout Commissioner -Treasurer</p> <p>(2) Elect:</p> <p>- New Council Members under Rule 6/12 -The District Executive Committee -Two representatives to serve on the National Scout Council.</p>
Chairman	6/14	<p>The Chairman or in his absence a Vice-Chairman shall preside over all meetings of the Executive Committee, the President of the District</p>

Council or in his absence a Vice-President shall preside over meetings of the District Council.

In the absence of any of the elected chairpersons any member of the District Council could be elected to chair a meeting of the District Council.

- |           |      |   |
|-----------|------|---|
| Secretary | 6/15 | The District Secretary shall keep records of all meetings of the District Council and Executive Committee. He should also keep a Register of members and a record of Appointments and Warrants.   |
| Treasurer | 6/16 | The District Treasurer shall be responsible for the safe keeping of all funds of the District and shall ensure that a bank account is opened in the name of the District Council in keeping with the guidelines of Policy, Organization and Rules re Finance. |

### **DISTRICT EXECUTIVE**

- |            |      |   |
|------------|------|---|
| Functions  | 6/17 | The District Executive Committee is the Body charged with promoting Scouting in the District and carrying on the functions of the District Scout Council between meetings of the Council.   |
|            | 6/18 | <p>The Executive Committee shall meet monthly and shall carry out the functions of the Council. (See agenda in Appendix). It should:</p> <p>(1) Appoint the following sub-committees:</p> <ul style="list-style-type: none"><li>-Finance and Fund Raising.</li><li>-Appointments and Warrants.</li><li>-Programme and Training.</li><li>-Expansion.</li><li>-Any other sub-committees as may be necessary.</li></ul> <p>(2) Approve expenditure not originally catered for in the Budget for the current year.</p> <p>(3) Receive reports from sub-committees.</p> <p>(4) Receive reports from the District Commissioner.</p> <p>(5) Receive reports from the Treasurer.</p> <p>(6) Take decisions in the interest of Scouting in the District.</p> |
| Membership | 6/19 | The District Executive is elected at the Annual General Meeting of the District council and is comprised of:  |

- (1) Ex-officio:
- The District Chairman and Vice-Chairman.
  - The District Commissioner and Assistant District Commissioner.
  - A District Leader for any Section for which there is no Assistant District Commissioner.
  - District Secretary and Treasurer.
  - Public Relations Officer.
  - National Training Team representative to the District.
  - Appointments Secretary and/or Badge Secretary.
- (2) Lay Members of the District Council and Warranted Leaders of the District. The numbers of which are to be determined by the District Council.
- (3) Co-opted members:
- Persons representing organizations, Private or Governmental, which may be of assistance to Scouting.
- Providing that the number of co-opted members does not Exceed the number of Lay Members.

## **FINANCE**

- 6/20 (1) The District Scout Council will raise locally the amount required for working expenses, or for helping Groups within the District. Subscriptions and donations for this purpose are to be submitted to the Treasurer of the District Scout Council, who will issue receipts for all amounts received.
- (2) All money received by the District Scout Council must be paid into a bank account in the name of the particular Council; which appoints three signatories, one of whom shall be the Treasurer. Signatories for withdrawal shall be the Treasurer and any of the other two.
- (3) A copy of the audited accounts with a schedule of properties of the Council must be sent to the National Executive by September 15<sup>th</sup> of each year.
- (4) District Scout Councils may require subscriptions from members and from Groups.

## **PROPERTY**

- 6/21 (1) All District Council property should be vested in the Scout Association of Trinidad and Tobago. Trustees must be appointed by the Council and are responsible for the safe keeping of all District Council property.
- (2) In the event of a Group within a District ceasing to function, the trustees appointed by the Council must take charge of all property and funds of such a Group, and deal with them in the manner as directed by the National Executive Committee. If any part of such property consists of funds raised for a special purpose or is subject to any trust, such funds shall only be used for the purpose for which they were raised.

## **PART VII**

### **GROUP ORGANIZATION**

- |              |     |  |
|--------------|-----|--|
|              | 7/1 | Scouting in Districts is organized on the basis of Groups. The general group organization is set out in the chart which is at the end of and forms a part of this chapter.   |
| Composition  | 7/2 | A complete Group consists of a Cub Scout Section, a Scout Section and a Venture Scout Section. Nevertheless, conditions for registration as a Group may differ; permitting groups to consist at anytime of any one or two Sections only. Multiple Sections of the one type may also be included in the one group.  |
| Registration | 7/3 | All groups must be registered with the National Scout Council to be recognized as Units of the Scout Association of Trinidad and Tobago.   |
|              | 7/4 | Application for registration of a Group is made on the appropriate form prescribed by the National Scout Council. This form, which recommends the registration of a Group is to be signed by the District Commissioner, the Secretary of the District Scout Council, the prospective Group Scout Leader and, if the group is sponsored, by the representative of the Sponsoring Authority. The Group must forward as part of its application a coloured drawing of its chosen neck scarf. A copy of this form is attached as Appendix 6. |
|              | 7/5 | It is the duty and responsibility of District Commissioners and District Scout Councils to ensure that registration of all Groups follow the registration requirements set by the National Scout Council.  |

- 7/6 Any changes in the registered titles of groups or in the nature of Group registration are to be dealt with in the first instance by the District Commissioner and District Scout Council before a recommendation is made to the National Scout Council.
- 7/7 District Scout Councils may require a registration fee or annual subscription from Groups.
- 7/8 The Application Form is processed by the National Scout Council which will inform the District Secretary or the District Commissioner, as to acceptance or rejection. If accepted, a letter of notification is issued indicating the effective date of registration, and followed by the presentation of a certificate.
- 7/9 If an application for registration of a Group is rejected, the National Scout Commissioner, will ensure that the reasons for the rejection are conveyed to the District Commissioner, the District Scout Council and representatives of the applicant Group. Such rejection is subject to appeal and the National Scout Council shall appoint either an Ad Hoc or Standing Committee to deal with such appeals.
- 7/10 Group registrations shall be reviewed at least once every three (3) years from the date of issue.
- 7/11 There may be a recommendation for suspension of a Group or cancellation of a Group's registration. These actions are usually initiated by the District Commissioner, or the District Scout Council. In any event, a full report outlining the cause of the action must be sent to the National Scout Council within seven (7) calendar days of the recommendation being made. Investigation of the circumstances will immediately be undertaken by the National Scout Commissioner, who will thereafter make recommendations to the National Scout Council.
- 7/12 For registration purposes Scout Groups fall into the following categories:
- A. Open Groups.
  - B. Sponsored Open Groups.
  - C. Sponsored Closed Groups.
- 7/13 An Open Group denotes unrestricted membership.
- Sponsored 7/14 A Sponsored Open Group denotes unrestricted membership but with an identifiable Authority undertaking the general support of the Group either indefinitely or for a specific period.

	7/15	A Sponsored Closed Group denotes restricted membership as determined by the Sponsoring Authority.
	7/16	Churches, Schools, Colleges, Institutions or Higher Learning, other recognized Institutions may seek to have groups operate under their sponsorship. Such sponsorship whether “Open” or “Closed” must be indicated on the registration form.
Sponsoring Authority	7/17	A Group registered as “Sponsored Open” or “Sponsored Closed” will also register a committee of persons empowered to exercise the functions of Sponsorship. This committee will be known as the Sponsoring Authority.
	7/18	If the Sponsoring Authority’s condition for membership is based on one religious denomination, then the Authority will assume responsibility for the religious training of the group.
	7/19	Responsibilities of a Sponsoring Authority are: A. General Support of the Group and its continuity.  B. Nomination of Group Leadership.  C. Proper arrangements relative to property and assets; these arrangements are to be made with the District Commissioner, the Group Scout Leader, the District Scout Council and where necessary with the National Scout Council.
	7/20	Sponsoring authorities must also agree to acceptance of: (i) The principles, aims, objectives of the National Scout Association of Trinidad and Tobago as set out in its Policy, Organization and Rules and,  (ii) The principles, aims, objectives of the world-wide Scout Movement as set out in B.P.’s “Scouting for Boys”.
Group Committee	7/21	All Groups must have a Group Committee. The Group Committee comprises the Group Scout Leader, Scouts, Parents, Well-wishers, Friends of Scouting and other Leaders in the Group.
	7/22	The Group Committee’s function is to assist the Group Scout Leader and other Leaders with the management of all the Group’s affairs, except for the actual training of Scouts and Leaders. Such training is completely

controlled, operated and managed by the Group Scout Leader.

- 7/23 The Group Committee is structured on the basis of the rules as in Appendix 5.
- 7/24 Each Group Committee in a District must select two (2) Lay members to represent the Group on the District Executive.
- 7/25 The Group Committee is charged with the responsibility of raising funds for the Group's activities. The Group Scout Leader is to ensure that all such fund-raising falls within the guidelines on fund-raising set by the National Association.

#### Finance

- 7/26 All money, except Scout Subscriptions and Membership Registration Fees, received by a Group or any section of a Group must be administered by the Group Committee acting in consultation with the Group Leaders Council. A Bank Account must be operated in the name of the Group, with any two (2) of three (3) signatories being named having authority to effect withdrawals and transact business on the Group's behalf. Usual signatories are, the Group Scout Leader, the elected Chairman, the elected or Honorary Treasurer.
- 7/27 It is the business of the Group Scout Leader to ensure that a proper accounting system is established recording all monetary transactions. Such accounts must be audited annually and be available for inspection by members of the Group and the District Commissioner.
- 7/28 A copy of a Group's duly audited and certified annual accounts must be submitted to the District Scout Council, within two (2) weeks after the Group's Annual General Meeting.

- 7/29 Cub Scouts, Scouts and Venture Scouts subscriptions are administered by the Group Leaders Council. Any sums allocated to a section will also be administered by the section but accounting for all such funds must be



shown and included in the Group's annual audited accounts. Venture Scouts may be permitted to administer funds received specially or raised specifically on their behalf subject to proper accounting procedures as above.

Property	7/30	A Schedule of Group property must be drawn up each year for submission to the District Scout Council. Where a group is sponsored and using property which is vested in the Sponsoring Authority, the Schedule must clearly show what property belongs to the Group. Such schedule must be counter-signed by the representative of the Sponsoring Authority.
	7/31	It is a requirement that from the time of establishment of a Sponsored Group, a letter of agreement be drawn up between the Group Scout Leader the District Commissioner, the Group Committee on the one hand and the Sponsoring Authority setting out what is Group property and what is the property of the Sponsoring Authority being used by the Group.
Group Scout Leader	7/32	The overall management of the affairs of a Group is vested in a Group Scout Leader who may be assisted by an Assistant Group Scout Leader and other Leaders.
	7/33	To be appointed and/or warranted as a Group Scout Leader, a person must have attained age twenty-five (25) years.
	7/34	Group Scout Leaders before appointment must have a sound general knowledge of "Scouting for Boys", Group Scout Leader and other Scout Leaders' handbooks and P.O.R.
	7/35	Group Scout Leaders exercise general supervision and co-ordination of group activities, chair Group Leaders Council meetings, ensure the formation and functioning of Group committees.
	7/36	Assistant Group Scout Leaders fulfill the functions of the Group Scout Leaders, in their absence; otherwise they are assigned such duties as are determined by the Group Scout Leader. The age requirement and

qualifications are the same as for Group Scout Leader.

Group Leaders  
Council

- 7/37 The Group Leaders Council comprises all the Group's Leaders and is expected to meet at least once monthly to discuss and co-ordinate all matters affecting the Group.
- 7/38 If a dispute arises between a Group Leaders Council and the District Scout Council, or between a Group Leaders Council and its Group Committee immediate efforts at resolution must be made by the District Commissioner. If the District Commissioner's efforts are unsuccessful, he must report the dispute to the National Scout Commissioner, who will then take the appropriate steps for resolution of the dispute.

### **THE PACK**

- 7/39 A Pack may not consist of more than thirty-six (36) Cub Scouts. Each pack should have two (2) or more Warranted Leaders.
- 7/40 Where the number of Cub Scouts in a Group exceeds thirty-six (36), another Pack must be formed retaining the Group's name but providing for each Pack's identification, i.e. Pack 1, Pack 2.
- 7/41 Packs are divided into Sixes, each consisting of Six (6) Cub Scouts.
- 7/42 The Cub Scout Leader appoints one of the Six to lead the others. He is called a Sixer.
- 7/43 The Cub Scout Leader consults with the Sixer and then appoints one of the remaining five (5) to be the Sixer's Second. The Second assists the Sixer and takes his place when he is absent.
- 7/44 A proper Six therefore, comprises Six Cub Scouts including a Sixer and a Sixer Second.

## **THE CUB SCOUT**

- 7/45 To become a Cub Scout, a boy/girl must have reached age seven (7) years, but must not have reached age eleven (11) years.
- 7/46 A boy/girl becomes a Cub Scout by formal investiture but as a prerequisite for being invested, he must complete the requirements of the Membership Badge. These requirements are set out as an Appendix of this P.O.R.
- 7/47 A boy/girl formally becomes a Cub Scout by investiture done as laid down in the formal Investiture Ceremony for Cub Scouts. The Investiture Ceremony as sanctioned by the Scout Association of Trinidad and Tobago is set out as an Appendix of this Policy, Organization and Rules.
- 7/48 After Investiture, a Cub Scout proceeds to qualify for the Bronze, Silver and Gold Arrow Progress Badges by passing the relevant tests in the Caribbean Cub Scout programme.
- 7/49 A Cub Scout may also qualify for the Proficiency Badges set out in the Caribbean Cub Scout programme.
- 7/50 A Cub Scout may not progress to a Scout Troop before attaining age ten and a half (10 ½ ) years. He ceases to be a member of the Pack at age eleven (11) years
- 7/51 Progression to the Scout Troop is managed through a procedure called the Link Badge. Formal reception into the Scout Troop after separation from the pack is formalized by a “Going Up” ceremony. The Link Badge requirements are set out in Appendix of this P.O.R.
- 7/52 Cub Scout Leaders and Assistant Cub Scout Leaders take charge of all the scouting activities of Packs. To decide and assist in the internal administration of the Pack, the Cub Scout Leader and Assistant Cub Scout Leaders are assisted by a Pack Council.
- 7/53 The Pack Council is comprised of the Cub Scout Leader and Assistant Cub Scout Leaders, Sixers and Sixer Seconds.

## **LEADERSHIP – CUB SCOUTS**

- 7/54 A person may not become a Cub Scout Leader before attaining age twenty (20) years; a person may not become an Assistant Cub Scout Leader before attaining age eighteen (18) years.
- 7/55 Persons being considered for warranting and appointment as Cub Scout Leaders and Assistant Cub Scout Leaders must have a sound general knowledge of “Scouting for Boys”, P.O.R. and other leadership and Cub Scout handbooks.

## **THE TROOP**

- 7/56 A troop may not consist of more than forty-eight (48) Scouts. Each troop should have at least two (2) or more Warranted Leaders.
- 7/57 Where the number of Scouts in a Group exceed forty-eight (48), other troops must be formed retaining the Group’s name but providing for each troop’s identification, i.e. Troop 1,2.
- 7/58 The Patrol is the working unit for the Troop. Troops are divided into patrols, each consisting of eight (8) Scouts.
- 7/59 Each patrol is led by a Scout called the Patrol Leader. The Patrol Leader is appointed by the Scout Leader after consultation with the rest of the patrol.
- 7/60 The Patrol Leader is responsible for the training of the members of his Patrol. He also plans Patrol meetings, hikes, camps and other Patrol activities.
- 7/61 In order to assist him in his duties and responsibilities, the patrol Leader in consultation with the Scout Leader, selects one of the Scouts in his Patrol to be the Assistant Patrol Leader.
- 7/62 From time to time all the Scouts in a Patrol meet formally to discuss the affairs of the Patrol. This meeting, under the leadership of the Patrol Leader, is known as the Patrol-In-Control.
- 7/63 A regular meeting of all Patrol Leaders, Assistant Patrol Leaders held in the presence of the Scout Leader and Assistant Scout Leader is called a

Troop Council. The Troop Council is responsible for the policies and operations of the troop as well as the expenditure of troop funds. The roles of the Scout Leader and Assistant Scout Leaders are normally advisory at the Council Meetings.

## **THE SCOUT**

- 7/64 To become a Scout, a boy/girl must have reached age eleven (11) years but must not have reached age sixteen (16) years.
- 7/65 A boy/girl becomes a Scout by formal Investiture but must first complete the requirements of the Membership Badge, a boy/girl becomes a Scout through the “going up” ceremony from cub scout to scout. These requirements are set out in Appendix of this P.O.R.
- 7/66 A boy/girl formally becomes a Scout by Investiture done as laid down in the formal Investiture Ceremony for Scouts. The Investiture Ceremony as sanctioned by the Scout Association of Trinidad and Tobago is set out in Appendix of this Policy, Organization and Rules.
- 7/67 After Investiture, the Scout proceeds to qualify for the Scout Standard, Advanced Scout Standard, and Chief Scout Progress Badges, as well as for Proficiency Badges as laid down in the Caribbean Scout Programme
  - Progress Tests and Proficiency Badge Tests respectively.
- 7/68 Progression to the Venture Scout Unit is to be encouraged by District Commissioners, Group Scout Leaders, Scout Leaders and other Leaders who are expected to arrange appropriate formal “Going Up” Ceremonies. (There is also a Scout-Venture Scout Link Badge procedure).

## **LEADERSHIP – SCOUTS**

- 7/69 Persons being considered for Warranting and Appointment as Scout Leaders and Assistant Scout Leaders must have a sound general knowledge of “Scouting for Boys”, P.O.R. and other leadership and scout handbooks.
- 7/70 A person may not become a Scout Leader before attaining age twenty (20) years; Assistant Scout Leaders must have reached age eighteen (18) years.
- 7/71 Scout Leaders have the total responsibility of training Patrol Leaders as well as being in charge of the troop with the assistance of Assistant Scout Leaders and the Troop Council.

### **THE UNIT**

- 7/72 A Unit may not consist of more than twenty four (24) Venture Scouts who may be boys only or a mixture of boys and girls.
- 7/73 District Commissioners are required to monitor the establishment of Venture Scout Units in districts dependent on numbers available to form units or what is deemed in the best interest of the Venture Scouts after they have been consulted.
- 7/74 The District Commissioner may also permit transfer of Venture Scouts from one Unit to another within the District.
- 7/75 The nature of Venture Scouting is such as to permit sub-division of Units into teams or to allow for the appointment of Special project Leaders. It must always be made clear to the Venture Scouts that such arrangements are temporary.
- 7/76 Management of the affairs of a Venture Scout Unit is vested in the Unit Council. The positions of Chairman, Vice-Chairman, Secretary, Treasurer, Public Relations Officer are elected positions on the Council, the election of officers being a function of the Venture Scouts in the Unit. The Venture Scout Leaders and Assistants attend Unit Council meetings in an advisory capacity.

### **THE VENTURE SCOUT**

- 7/77 To become a Venture Scout, a girl/boy must have reached a minimum age of fifteen (15) years. He/she ceases to be a Venture Scout at age nineteen (19) years.
- 7/78 A girl/boy becomes a Venture Scout by formal investiture but must first complete the requirements of the “Membership Badge”. These requirements are set out in Appendix of this P.O.R.
- 7/79 A girl/boy formally becomes a Venture Scout by investiture done as laid down in the formal Investiture Ceremony for Venture Scouts. The Investiture Ceremony as sanctioned by the Scout Association of Trinidad and Tobago is set out in Appendix of this P.O.R.
- 7/80 After investiture, the Venture Scout proceeds to participate in the activities leading to qualification for the Venture Scout and President Scout Awards.

### **LEADERSHIP – VENTURE SCOUTS**

- 7/81 Persons being considered for warranting and appointment as Venture Scout Leaders and Assistant Venture Scout Leaders must have a sound, general knowledge of the handbook “Scouting for Boys”, P.O.R., and Venture Scouting handbooks.
- 7/82 A person may not become a Venture Scout Leader before attaining age twenty-three (23) years; a person may not become an Assistant Venture Scout Leader before attaining age twenty (20) years.
- National Council 7/83 There shall be a National Venture Scout Council appointed by the National Scout Commissioner.
- Functions 7/84 The functions of the National Venture Scout Council are:  
 (1) To exchange information between District Scout Councils on matters in respect of the Venture Section in each District.
- (2) To promote the extension and development of Venture Scouting within each District.

- (3) To assist in the planning of National Venture Scout Moots or National Venture Scout projects.
- (4) To assist in the planning of major service and exploration activities on a national basis.
- (5) To advise on policy for the Venture Scout Section and on the preparation and publication of books, periodicals and pamphlets on aspects of Venture Scouting in Trinidad and Tobago.
- (6) To consider triennially the need to review the operation of the Venture Scout Programme.
- (7) To convene National Venture Scout Conferences.

## Membership

- 7/85 (1) The Council of thirteen (13) shall comprise:  
 The Headquarters Commissioner – Venture Scouts.  
 The Headquarters Commissioner – Sea Scouts along with six (6) Venture Scout Leaders elected by the Leaders themselves two (2) of whom must be female and five (5) other non-uniformed Adult Members.  
 A Chairman to be selected from its members.  
 An Honorary Secretary.  
 One (1) Venture Scout Leader will serve as Assistant Secretary, provided that:
- (i) In the first year three (3) of the Leaders will serve for two (2) years and three (3) for one (1) year and there-after each year three (3) Leaders will be elected for a period of two (2) years.
  - (ii) At least two (2) of the six (6) elected Leaders are from Units in Chaguanas and North of Chaguanas, and two (2) from Units in Couva and South of Couva.
  - (iii) Vacancies will be filled at the discretion of the National Scout Commissioner.
  - (iv) The Tobago Districts and the Sea Scouts section would be allowed one (1) Special Representative each.
- (2) The Deputy National Scout Commissioner – Training shall be an Adviser to this Committee.



- (3) Decisions of the Committee are subject to ratification by the National Scout Commissioner.

## **GENERAL**

- 7/86 The waiving of age or other qualifications requirements for Leaders comes under the direct authority of the National Scout Commissioner, acting on his own or with the advice of the National Scout Council.
- 7/87 Uniforms, badges, insignias to be worn by Cub Scouts, Scouts, Venture Scouts and Leaders are set out in detail in parts VIII, IX, X of this P.O.R.
- 7/88 It is the policy of the National Scout Association of Trinidad and Tobago that training of Scouts in the various sections shall follow these methods:
- (A) Cub Scouts: The play-way, except where totally inapplicable.
- (B) Scouts: Adventure – Learning by doing.
- (C) Venture Scouts: Adventure, decision-making, self determination.
- 7/89 Nothing in this Part VII, or elsewhere in P.O.R. precludes females from occupying any leadership position in the Scout Association of Trinidad and Tobago.
- 7/90 Except in special circumstances, a Scout can only be a member of one Scout Group.
- 7/91 Extension Scouting for Differently Abled Scouts falls under the caption of Special Activities. Scouts in Extension Scouting are to pursue the programme and badge requirements except where these are waived by decision of the National Scout Commissioner.
- 7/92 Where a situation arises that there are insufficient number of Scouts to form a section of a Group, it will be for the National Scout Commissioner to decide if and how such young people may become members of the Movement.

## **PART VIII**

**UNIFORM**  
**(See Appendix)**

- 8/1 The uniforms described in this section are the official uniforms of the Scout Association of Trinidad and Tobago. The relevant uniforms must be worn by all invested and registered members on occasions prescribed by this Association. These uniforms must be worn correct and complete at all times.

8/2 **CUB SCOUTS BOYS**

Headgear	Green peak-cap with yellow piping, and green cloth cap badge bearing the Scout Badge.
Scarf	Group colours worn with a single coloured woggle which identifies each Six. Approximate dimensions: Base 90cm, Sides 65cm each, Peak to Base 45cm.
Shirt	Green coloured with short sleeves, Nehru collar, epaulettes and two patch pockets with buttoned flaps.
Pants	Khaki coloured short pants, with loops, straight side pockets and two inside back pockets with buttoned flaps.
Belt	Dark brown or black leather belt with buckle bearing the Scout Badge.
Socks	Black worn well above the ankle.
Shoes	Black.

8/3 **CUB SCOUTS GIRLS**

Head dress	Same as for boys
Shirt	Green
Pants-Skirt	Khaki
Belt	<b>Black</b> leather belt with buckle bearing the scout badge
Socks	Black
Shoes	Black

8/4

### **SCOUTS**

Headgear	Green beret with gold coloured metal beret pin bearing the Scout Badge.
Scarf	Group colours worn with the dark brown woggles - Approximate Dimensions – Base 100cm, Sides 75cm each, Peak to Base 50cm.
Shirt	Khaki coloured with short sleeves, Nehru collar, epaulettes and two patch pockets with buttoned flaps.
Pants	Khaki coloured long trousers with loops, straight side pockets, two inside back pockets with buttoned flaps, no turn-up folds, no pleats, straight cut.
Belt	Dark brown or black leather belt with buckle bearing the Scout Badge.
Socks	Black.
Shoes	Black.

8/5

### **SCOUTS GIRLS**

Head dress	Same as for boys
Shirt	Khaki
Pants-Skirt	Khaki
Belt	<b>Black</b> leather belt with buckle bearing the scout badge
Socks	Black
Shoes	Black

8/6

### **SEA SCOUTS**

Headgear	Navy blue beret with gold coloured metal beret pin bearing the Scout Badge.
Scarf	As in Rule 8/3.
Shirt	Light Blue or White – same design as in Rule 8/3.
Pants	Navy Blue – same design as in Rule 8/3.

Belt As in Rule 8/2.

Socks Black.

Shoes Black.

8/7

### **SEA SCOUTS GIRLS**

Head dress Same as for boys

Shirt White

Pants-Skirt Navy blue

Belt **Black** leather belt with buckle bearing the scout badge

Socks Black

Shoes Black

8/8

### **AIR SCOUTS**

Headgear Navy Blue 'air-force' hat with light blue piping and gold coloured metal hat pin bearing the Scout Badge.

Scarf As in Rule 8/3.

Shirt Light Blue – same design as in Rule 8/3.

Pants Navy Blue – same design as in Rule 8/3.

Belt As in Rule 8/2.

Socks Black.

Shoes Black.

8/9

### **AIR SCOUTS GIRLS**

Head dress Same as for boys

Shirt	Light Blue
Pants-Skirt	Navy blue
Belt	<b>Black</b> leather belt with buckle bearing the scout badge
Socks	Black
Shoes	Black

8/10

### **VENTURE SCOUTS – MALE**

Headgear	Scouts – As in Rule 8/3. Sea Scouts – As in Rule 8/4. Air Scouts – As in Rule 8/5.
Scarf	As in Rule 8/3.
Shirt	Scouts – As in Rule 8/3. Sea Scouts – As in Rule 8/4. Air Scouts – As in Rule 8/5.
Pants	Scouts – Olive Green – Same design as in Rule 8/3. Sea Scouts – As in Rule 8/4. Air Scouts – As in Rule 8/5.
Belt	As in Rule 8/2.
Socks	Scouts – Brown. Sea Scouts and Air Scouts – Black.
Shoes	Scouts – Brown. Sea Scouts and Air Scouts – Black.

8/11 (1)

### **VENTURE SCOUTS – FEMALE**

Headgear	Scouts – As in Rule 8/3. Sea Scouts – As in Rule 8/4. Air Scouts – As in Rule 8/5.
Scarf	As in Rule 8/3.
Shirt	Scouts – As in Rule 8/3.

	Sea Scouts – As in Rule 8/4. Air Scouts – As in Rule 8/5.
Skirt	Scouts – Olive Green. Sea Scouts and Air Scouts – Navy Blue Design – slightly flared, with loops, straight side pockets and hem 5-7cm below knees.
Belt	As in Rule 8/2.
Stockings	Plain, skin tone.
Shoes	Black, low heels, closed design.
Handbag (optional)	Black, shoulder strap design.
Jewellery	wrist watch, school ring, wedding rings.
Field Rig	(2) Female Venture Scouts may wear, on occasions such as sports meetings, rallies, hikes, etc., trousers as for Venture Scouts – Male in Rule 8/6. Worn with other parts of their uniform as prescribed in 8/7(1).

8/12

### **ALL LEADERS – MALE**

Headgear	Cub Scout, Scout and Venture Scout – As in Rule 8/3. Sea Scout – As Rule 8/4. Air Scout – As in Rule 8/5.
Scarf	Headquarters Commissioners – Red with one black stripe bordered by two white stripes along the sides. Zonal Commissioners District Commissioners – Red with two black stripes along the sides. Assistant District Commissioners – Red with one black stripe along the sides. Group Leaders – Group colours. Approximate Dimension – As in Rule 8/3.
Whistle and Landyard	To be used by all Scout Leaders and worn around the left arm.
Shirt	Cub Scout, Scout and Venture Scout – Fawn coloured. Sea Scout – Light Blue or White. Air Scout – Light Blue. Same design as in Rule 8/2.
Pants	Cub Scout, Scout and Venture Scout – Dark Brown.

Sea Scouts and Air Scout – Navy Blue.  
Same design as in Rule 8/3.

Belt As in Rule 8/2.

Socks Cub Scout, Scout and Venture Scout – Brown coloured.  
Sea Scout and Air Scout – Black.

Shoes Cub Scout, Scout and Venture Scout – Dark Brown.  
Sea Scout and Air Scout – Black.

All Headquarters Commissioners, Zonal Commissioners,  
District Commissioners and Assistant District Commissioners –  
**Male** shall wear the uniform prescribed for National Commissioners  
excluding the scarf.

8/13 (1) **ALL LEADERS – FEMALE**

Headgear Cub Scout – Fawn Box Hat.  
Scout – Fawn Beret. Fawn coloured Box Hat.  
Venture Scout – Green or Blue Beret.

Scarf As in Rule 8/8.

Dress Cub Scout – Fawn coloured dress, with short sleeves, round neck, no  
collar, epaulettes, zipper or buttons in front, slightly flared towards  
hemline, with front and back inverted pleats, two patch pockets with  
buttoned flaps, and hemline 5-7cm below the knees.  
Sea Scout – Shirt, Light Blue/Dark Blue or White, same design as in  
Rule 8/2.  
Air Scout – Shirt, Light Blue, same design as in Rule 8/2.

Skirt Sea Scout and Air Scout – Skirt or Pants, Navy Blue, same design as in  
Rule 8/7(1).

Belt As in Rule 8/2.

Stockings Plain, skintone.

Shoes Cub Scout, Scout and Venture Scout – Dark brown, low heels, closed  
design.  
Sea Scout and Air Scout – Black, low heels, closed design.

Handbag (optional) Cub Scout, Scout and Venture Scout – Dark Brown, shoulder strap design.

Jewellery	Wrist watch, school ring, wedding rings.
Field Rig	(2) All Female Leaders may wear on occasions such as sports meetings, rallies, hikes, etc., the uniform as prescribed for Male Leaders in Rule 8/8, and handbag and jewellery as in 8/9(1).

#### 8/14 **NATIONAL COMMISSIONERS**

Headgear	As in Rule 8/3.
Scarf	National Scout Commissioners – Beret badge – Red Plume. Deputy National Scout Commissioner – Beret badge – Orange Plume.
Shirt	Fawn coloured – same design as in Rule 8/2.
Pants	Dark Brown – same design as in Rule 8/3.
Belt	As in Rule 8/2.
Socks	Brown.
Shoes	Brown.

#### 8/15 **NON-WARRANTED POSITIONS AND HONORARY RANKS**

Persons holding Non-warranted Positions or Honorary Rank may wear uniform as for Leaders in Rules 8/8, 8/9, 8/10.

#### 8/16 **NATIONAL EXECUTIVE**

The Chairman of the National Executive Committee, Executive Commissioners, Treasurer and Administrative Secretary may wear uniform as prescribed for Leaders in Rule 8/8, 8/9, 8/10.

#### **GENERAL**

Camp Jersey	8/17	Camp Jerseys for use as a Camping Rig, and having a round neck, short
-------------	------	---



sleeves and an approved Scout Print, are worn as follows:

Cub Scouts – Green

Venture Scouts – Maroon

Scouts – Red

Leaders – Fawn

Scarves	8/18	<p>(1) The National Scarves are worn by all uniformed Leaders at National level, all Nationals representing the Scout Association abroad, all persons authorized to do so in part VIII and elsewhere in Policy, Organization and Rules, and anywhere else so authorized by the National Scout Commissioner.</p> <p>(2) Similar scarves must be worn by all members of a Group.</p> <p>(3) The colour and design of Group scarves are chosen by the Group Scout Leader in consultation with the Group Leaders' Council, subject to the approval of the District Commissioner and the National Scout Council. No two Groups within the Association shall have scarves of the same colour and design.</p> <p>(4) Districts may design a District Scarf. The colour and design subject to approval by the National Scout Commissioner.</p> <p>(5) The National Scout Commissioner may authorize special scarves for special purposes or events.</p>
Optional Articles	8/19	<p>The following optional articles may also be worn or carried:</p> <p>Haversack or ruc-sac on appropriate occasions.</p> <p>Knife – Clasp type or dagger type in sheath only, carried on the belt.</p> <p>Cub Scouts do not carry knives.</p>
Special Rigs	8/20	<p>Special Activity rigs are permissible for certain Scout activities such as water, land or air-expeditions.</p>

Leaders are also advised to cater for special uniform items to meet rigorous weather conditions, when travelling under varying climate conditions.

- Alterations
- 8/21 (1) No alteration may be made in the uniforms as described in Policy, Organization and Rules nor any additions to them, with the exception of authorized badges and decorations and certain optional articles as set out in various rules.
- (2) Bright metal buttons, unauthorized badges, fancy decorations, and personal adornments must not be displayed.
- 8/22 Uniforms may be worn at funerals of:  
Uniformed members  
Executive members (lay)  
Immediate relatives of uniformed members
- 8/23 Uniformed Guards of Honour may be formed on occasions as prescribed by the Scout Association.

**NOTE:**

Uniforms of previous designs, styles, etc., may continue to be worn for the remaining life of the garment.

## **PART IX**

### **BADGES, INSIGNIA, EMBLEMS**

**NOTE:** See Uniform Appendix for position of Badges referred to in P.O.R.

**NOTE:** See Uniform Appendix for position of Badges referred to in P.O.R.

## GENERAL

- |                      |     |  |
|----------------------|-----|--|
|                      | 9/1 | Badges, insignia and Emblems are obtained from the National Scout Headquarters or Scout Shops, in accordance with the procedures outlined by the National Scout Council.   |
|                      | 9/2 | Authorization for reproduction of protected badges and other designations, must be granted by the Finance Committee acting on behalf of the National Executive Committee.  |
| Special Event Badges | 9/3 | No Badge, Insignia or Emblem may be manufactured or worn on uniform unless it has been approved by the National Scout Commissioner or the National Scout Council.  |
|                      | 9/4 | Special Event-Badges, Insignia or Emblems may be approved in the following categories: <ul style="list-style-type: none"> <li>(1) National</li> <li>(2) District</li> <li>(3) Group</li> </ul>   |
|                      | 9/5 | Approval will be given subject to the following conditions: <ul style="list-style-type: none"> <li>(1) Application must be submitted, through the normal channels of communication, to the National Scout Council.</li> <li>(2) A copy of the design must be submitted to the National Scout Council.</li> <li>(3) In the special cases of Group-emblems, badges or insignia, the approval and recommendation of the District Commissioner is necessary.</li> <li>(4) The design must be emblematic in character, e.g. the name or initials of an individual are not admissible.</li> <li>(5) The design must not exceed 10cm across and 7.5cm in height.</li> </ul> |

(6) A specimen of the item when manufactured must be sent to the National Scout Council for record.

9/6 The Special Event – Badge, Insignia or Emblem must be worn in one of the following places; by all members of the Unit for which it is approved:

(1) National – On the left breast above the line of the pocket.

(2) District – On the right shirt sleeve.

(3) Group – On the point of the scarf.

(4) National Flag – On the left shirt sleeve 2 inches below shoulder seam.

National and  
International Events

9/7 Members may continue to wear a special badge produced for a national or international event, for a period not exceeding six (6) months after the end of the event.

Membership  
Badges

9/8 All members of this Association entitled to wear uniform, as referred to in Rules 1/6 – 1/10 and Rule VIII and elsewhere in this P.O.R., must wear in uniform:

(1) The World Membership Badge in cloth worn in the centre of the left hand shirt pocket, or in an equivalent position on female uniforms.

(2) The National Crest of Trinidad and Tobago worn above the line of the right hand shirt pocket, or in an equivalent position on female uniforms.

(3) In addition all Venture Scouts wear the Venture Scout Membership Badge in the centre of the right hand shirt pocket.

9/9 (1) All classes of members referred to in Rule 2/4 of this P.O.R., may wear in civilian clothes only the metal Membership Badge in the form of an Arrowhead Badge. Worn on the collar, lapel or equivalent position.

- (2) The possession of this badge or pin does not of itself constitute membership of the Scout Movement.

Progress Badges	9/10	All “Scouts” wear progress badges on the right hand shirt pocket. All stages awarded in a section may be worn together.
Proficiency Badges	9/11	All “Scouts” wear proficiency badges on the left hand shirt sleeve or on a sash as in Rule 9/16.
Special Badges	9/12	All “Scouts wear special badges, such as Red Cross, Lifesaving or Conservation, etc., on the right hand shirt sleeve.
Identification Badges	9/13	<p>(1) Patrol Colours, Group Names and District badges are worn on the right hand shirt sleeve.</p> <p>(2) Sixer – wears a cloth badge with two horizontal gold bars. Worn on the right hand shirt sleeve.</p> <p>Sixer second – wears a cloth badge with one horizontal gold bar. Worn on the right hand shirt sleeve.</p> <p>(3) Patrol Leaders – wears a cloth badge with two horizontal gold bars. Worn on the left pocket below the Membership Badge.</p> <p>Assistant Patrol Leader – wears a cloth badge with one horizontal gold bar. Worn on the left pocket below the Membership Badge.</p> <p>(4) Warranted Leaders wear a cloth “Warrant Badge” above the line of the left hand pocket. This badge shows in words the position for which the Leader holds a warrant. e.g. National Scout Commissioner, Deputy National Scout Commissioner, Headquarters Commissioner, Zonal</p>

Commissioner, District Commissioner, Assistant District Commissioner, Scout Leader, Cub Scout Leader, Venture Scout Leader, Assistant Scout Leader etc.,

- Scout Wings
- 9/14 Scout wings may be worn above the line of the left pocket by:
- (1) All uniformed members holding a current Private Pilot's or higher licence.
  - (2) All uniformed members qualified to wear Pilot's Wings in any military or civil organization.
- NOTE:** A member does not need to be an Air Scout to wear the Wings.
- 9/15 Scout Wings may be recommended by Registered Flying Clubs and awarded to Scout members on their attaining – A Restricted Private Pilot's Licence.
- 9/16 (1) Cub Scouts, Scouts and Venture Scouts may wear all their Proficiency Badges on a Green Sash. Sea Scouts and Air Scouts will wear Blue Sashes.
- (2) It is worn from left to right and is secured under the left epaulette.
- (3) Scouts and Venture Scouts – Olive Green  
Sea Scouts and Sea Venture Scouts – Navy Blue  
Air Scouts and Air Venture Scouts – Navy Blue

## **PART X**

### **GENERAL RULES**

- |                   |      |  |
|-------------------|------|--|
| Bands/ Drum Corps | 10/1 | <p>Bands/Drum Corps may be formed by Districts or Groups.<br/>Bands/Drum Corps may not be formed by Cub Scout Packs.</p> <p>(A) District Commissioners or Group Scout Leaders as appropriate must ensure that members of such Bands/Drum Corps take an active part in Troop or Unit activities. Where such bands/drum Corps exist they must be conducted so as to avoid nuisance to the public, and, in particular, must not play when passing churches, hospitals, or any other house where illness is known to be. They must not play after 9:00pm.in the streets and bugle practice must not be carried out in open places within 100 meters of houses.</p> <p>(B) Scout Bands/Drum Corps will be inspected annually by the District Commissioner or his nominee where such an appointment is made. Such Bands/Drum Corps must be properly managed, controlled and financed to ensure an adequate supply of instruments and a good standard of performance is maintained.</p> <p>(C) Uniform for Band Members will be as prescribed in Part VIII of Policy, Organization and Rules for Group Members Uniform. Members may wear a distinctive Music Band emblem or badge on the right hand shirt sleeve, or as approved by the National Scout Commissioner.</p> <p>(D) Where deemed advisable the District Commissioner may give his approval for the formation of Percussion or Steel Bands by troops or Units.</p> |
|-------------------|------|--|

- |         |      |   |
|---------|------|---|
| Boating | 10/2 | <p>The Group Scout Leader is responsible for all boating activities of Cub Scouts, Scouts and Venture Scouts (herein after referred to as Scouts) within the Group and must ensure that the requirements set out below in this Rule are observed in all cases. The Group Scout Leader may delegate responsibilities in this matter to suitably warranted Leaders, all of whom must be fully conversant with these Rules, any local Boating Rules and Rules of the Road.</p> |
|---------|------|---|

Where boating activities for Scouts are organized or controlled by a District, the Leader in charge shall have the same responsibility as a Group Scout Leader as set out in these Rules.

- (1) No boat owned by or under the control of a unit of the Association

may be used for boating activity by Scouts unless it meets the seaworthy and safety requirements of the National Scout Council, and unless the person in command of the boat is sufficiently knowledgeable in seamanship, boat handling, and water safety suitable to the type of expedition.

- (2) Boats will be inspected at least once a year by the District Commissioner or his nominee, who for the purposes of this inspection must not also be a Leader of the individual group responsible for the boat.
- (3) No boat which is not owned by or under the control of a unit of the Movement may be used for boating activity by scouts without the knowledge and consent of the Group Scout Leader or his delegate.
- (4) Every boat used for boating activity by Scouts must be provided with positive buoyancy arrangements of sufficient capacity to support the boat and all those in it, and to provide adequate freeboard if swamped. On no account is a boat to be so loaded or stowed as to hinder safe working under oars, sail or engine.
- (5) Every boat used for boating activity by Scouts must carry an effective life-jacket for each member of the Crew, and all those participating must be trained in the correct use of the life-jackets. Effective life-jackets must be worn at all times by every occupant of a kayak, sailing boat, pirogue or other craft when boating.
- (6) No Scout may take part in boating activities unless he can swim 50 meters in shirt and shorts, and thereafter remain at 50 meters for two minutes (one minute in fresh water). The Scout concerned must be wearing an effective life-jacket, and is in the charge of a Leader or other responsible adult authorized by the Group Scout Leader.
- (7) All Scout boating activities must conform with current District regulations, policies and guidelines and the Marine Laws of The Republic of Trinidad and Tobago.
- (8) Power Boating as a Scout Activity is restricted to circumstances in which the facilities for so doing are under the control and supervision of accredited operators entitled to manage and use them. Participation



by Scouts or Venture Scouts in these activities are permissible with the approval of the District Commissioner or Group Scout Leader who must be satisfied with the bona fides of the person in charge. Parents must give their written consent for this activity.

(9) Sailing – same as for (8) above.

- Bathing/Swimming 10/3
- (1) No Scout shall be allowed to bathe other than provided in Clause (4) hereunder except under the personal supervision of the Leader in charge of the party or some responsible adult appointed by him for the purpose. The safety of the place must have been previously ascertained and all reasonable precautions must be taken. No bathing must take place without a life line on site.
  - (2) A picket of two good swimmers, preferably those with an adequate knowledge of rescue and resuscitation techniques, must be on duty in a boat or on shore as the circumstances may demand, ready to help any person in distress. The picket himself may not bathe until the other swimmers have left the water.
  - (3) This rule does not apply to bathing in properly supervised swimming areas. The precautions set out in this rule may also be modified to a reasonable extent where the Leader in charge has previously ascertained beyond any doubt that the entire bathing area is shallow, and that no possible danger exist or can exist.
  - (4) Whenever a party of Scouts is about to bathe the buddy system must be employed, that is the Leader or person in charge of them shall pair off the individuals and enjoin strictly on them that each must keep in view the other member of his own pair and immediately report to the Leader or person in charge if that other partner disappears from view.
  - (5) Ducking of Scouts is strictly prohibited, as is any other such undesirable practice.
  - (6) In the case of patrol activities (i.e., where there is no adult present) the Leader shall ensure:
    - (A) The Patrol is properly briefed regarding Rules 10/3 (1) to 10/3 (5) and trained in their implementation.

- (B) The site has been checked for safety by a Leader who has reported it suitable for swimming.
- (C) The Patrol has given an undertaking that it will implement Rule 10/3(1) to 10/3(4), excluding only the adult supervision provision.
- (D) The parent(s) are informed that bathing will take place on a patrol activity without adult supervision.
- (E) The parent(s) of each boy attending and participating in swimming activities give consent in writing to bathing without adult supervision.

All Scouts must exercise all reasonable precautions in bathing and swimming as in Rule 10/3. Where and when duly authorized and competent agencies are responsible for exercising supervision of the area the rules may be relaxed.

#### Cub Scouts

Cub Scouts may boat or bathe, subject to the precautions set out above in Rules 10/2-10/3.

#### Sub-Aqua Activities

10/4 Sub-Aqua activities should be carried out only when using the approved equipment under adequate standards and controls as decided by the Scout Association of Trinidad and Tobago. Prior approval for such an activity to be carried out by Scouts or Venture Scouts must ensure that the activities are carried out under the supervision of a competent and qualified person.

#### Water Skiing

10/5 Water Skiing should be carried out only when using the standards and controls as decided by the Scout Association of Trinidad and Tobago.

Prior approval for such an activity to be carried out by Scouts and Venture Scouts must be obtained from the District Commissioner who must ensure that the activities are carried out under the Supervision of a competent and qualified person.

## Camps

- 10/6
- (1) No Scout or Leader may camp in or out of the District without prior notification and approval of their District Commissioner.
  - (2) Cub Scouts are allowed to camp with Scouts or Venture Scouts provided that separate programmes and sleeping arrangements are made for each section.
  - (3) Leaders desirous of taking their Scouts on Camps must follow these guidelines:
    - (A) Apply for permission of District Commissioner to camp locally, at least six (6) weeks before the proposed camp and before any intimation is given to Scouts or their parents. The application must be accompanied by a camp program, and permission must be granted only if the Leader is a Warranted Leader with previous experience and a good record as a Camp Leader.
    - (B) Inspection of the facilities to be used to ensure satisfactory standards and adequacy of cooking and dining facilities, proper supply of water, and good sanitary conditions.
    - (C) Ensure the proper ratio of leadership to campers – Cub Scouts 2 sixes to 1 Leader; Scouts/Venture Scouts 2 patrols to 1 Leader. These Leaders must have a sound knowledge of the Association's camping principles and Policy.
  - (4) Scouts proposing, to hike or to take part in water activities must include these on their programme of activities and be guided by rules 10/3-10/5.
  - (5) When an activity is proposed in difficult, heavily timbered or potentially dangerous country, the police should be advised of the point of entry and the proposed point of exist, providing relevant details.

- (6) During the Dry Season the lighting of fires must be properly controlled. The Scouts shall make themselves conversant with those restrictions and prohibitions and obey them strictly.
- (7) Scouts should observe the intention of the Country Code while on a camp or hike.
- (8) The District Commissioner of any District in which a camp or expedition takes place has control of the Scouts under Rule 6/5(9).
- (9) A Camp report shall be submitted to the District Commissioner within two weeks after the Camp.

#### Camping Abroad

10/7

- (1) The National Scout Commissioner may give permission for “Scouts” to camp or travel abroad. Applications to Camp abroad must be made well in advance and must be accompanied by a recommendation from the District Commissioner. Applications to camp abroad must be made in triplicate on the appropriate forms at least two (2) months in advance, indicating all particulars, especially the person(s) making arrangements on their behalf in the country in which the camps is to be held. Full particulars of the camp and arrangements being undertaken, together with a programme of activities must accompany the application.
- (2) When expeditions are planned away from the home, District or Country but are held on a static base or Camp, Rule 10/6 will apply.
- (3) Leaders and Scouts representing their country abroad at International events shall wear the National Scarf while out of the country or on related activity.
- (4) Contingent Leaders to Regional and International must be the holders of the Wood Badge.

- (5) Contingent Leaders of international events shall submit their reports to the National Scout Commissioner within two (2) months after the event.

Travel Abroad	10/8/	<p>(1) Scouts or Leaders proposing to camp or travel abroad in uniform or proposing to make use of Scout facilities overseas, must apply for and obtain the written permission of the National Scout Commissioner. The applications must be accompanied by a recommendation from the District Commissioner.</p> <p>(2) Leaders wishing to attend a recognized Training Course outside Trinidad and Tobago must apply for and obtain approval from the National Scout Commissioner who in turn will notify the Deputy National Scout Commissioner – Training, so that advice may be sent to the country concerned.</p> <p>(3) Leaders and Scouts proposing to travel in uniform as an individual or as a member of a Scout party outside of Trinidad and Tobago must make prior application for approval to the National Scout Commissioner giving full particulars of dates, routes, means of transportation etc.</p>
Bedding	10/9	Enough sleeping bags or blankets must be provided to enable each person to make a separate bed.
Raiding	10/10	Camp raiding is strictly prohibited, as in any form of physical abuse such as pasting or tying up of members.
Cubs	10/11	<p>The following provision, in addition to those in Rules 10/6 and 10/10 apply in the case of Pack Holidays. Cub Scouts may be taken abroad for pack Holidays. Sleeping accommodation may be either in a permanent structure such as a Group Headquarters, Church Hall or other suitable building or under canvas. Whatever the sleeping arrangements, the following conditions must apply:</p> <p>(1) There must be at least two (2) Warranted Leaders, one of whom must be a warranted C.S.L., A.C.S.L., S.L., or A.D.C. (Cub Scouts). One (1) of the Leaders must be a holder of the Woodbadge Beads.</p> <p>(2) There must be at least one (1) adult for every twelve (12) Cub Scouts present.</p>

- (3) Water supplies, indoor cooking facilities, adequate sanitation under cover and adequate wet or inclement weather shelter for activities, must be available in or immediately adjacent to the sleeping accommodation.
- (4) The District Commissioner must not in any case give permission unless he is completely satisfied with the leadership and accommodation.

## Flags

- 10/12 Scouts can fly, bear or display any of the following flags:
  - (1) The Trinidad and Tobago National Flag.
  - (2) Trinidad and Tobago Scout flags as defined in Rule 10/13.
  - (3) Patrol Flags.
  - (4) The World Scout Flag.
  - (5) The flags of foreign nations and states, recognized by the Trinidad and Tobago Government, but only on special occasions such as international Scouting events or official visits by Heads of State or Scouts for overseas.
  - (6) Appropriate Pennants for special occasions.
- 10/13 (1) Scout flags may be flown, borne or displayed by sections of the Movement as detailed below. In the case of a section of a Group the flag may bear the name of the Group.

<u>SECTION</u>	<u>FLAG</u>	<u>LETTERING</u>
Cub Scout Packs	Yellow	White
Scout Troops	Green	White
Venture Units	Maroon	White
Sea Scout Troops	Navy Blue	White

Venture Sea Scouts	Navy Blue	White
Air Scout Troops	Air Force Blue	White
Venture Air Scouts	Air Force Blue	White

- (2) District Scout Flags shall be of designated District colours, with the name of the District and the District Badge.
- (3) District Sectional Flags shall be as described for the particular section in (1) with the name of the District replacing the name of the Group.

#### Dedication and Defacement

- 10/14 (1) If the flags are dedicated they must be treated with the greatest reverence at all times – for instance it would not be correct to fly a dedicated Trinidad and Tobago Flag on a flagstaff in camp, or to move it uncased without an escort. Groups are advised to consider this carefully before undertaking the charge of dedicated flags.
- (2) Lettering or emblems may not be added to Trinidad and Tobago Scout Flags, other than as prescribed in Rule 10/13, or to the World Scout Flag, or to the National Flag of the Republic of Trinidad and Tobago.
- (3) Where a Collective Award for Gallantry or meritorious conduct is made to a Group, this may be attached to the Group Flag at the hoist.

#### Carrying and Lowering

- 10/15 (1) When large flags are carried, the flagstaff should be either sloped over the right shoulder with the flag gathered in, or, when marching past, held aloft in the carrier, the flag flying free.
- (2) The flags described in Rule 10/18(1), (2), (4) and (6) when carried will be lowered to the President of the Republic of Trinidad and Tobago, to the Queen, members of the Royal family entitled to the prefix “Royal Highness”, Governors-General and State Governors and foreign Heads of State.
- (3) Such flags will be lowered during the playing of the National Anthem only if one of the persons mentioned in (2) is present.
- (4) World and Trinidad and Tobago Scout Flags only will be lowered to a Chief Scout who does not hold one of the appointments in (2).
- (5) The National Flag must not be dipped to any person or thing, but Scout Flags may render this honour.

## Hiking

- 10/16
- (1) Hitch-hiking by Scouts and Leaders is prohibited, except in cases of emergency.
  - (2) Mountaineering Activities or Hiking must be conducted under proper, experienced and mature leadership; as common sense and responsibility must be adequate to avoid risk and to overcome danger. These activities are to be undertaken only after permission is obtained from the District Commissioner who must ensure that proper equipment and all necessary gear are in place.
  - (3) Full details of all plans must accompany the application submitted by the Leader.
  - (4) Proper communication with home contacts must be arranged and available at all times. Full particulars of everybody must be supplied to home contacts.
  - (5) Adequate training must be a preliminary to any dangerous or lengthy exercise.
  - (6) Accidents to individuals and/or involving damage to property must be reported. The Leader is responsible for alerting the appropriate Rescue Service or alerting Home Contacts who will notify next of Kin, National Scout Commissioner, District Commissioner, Group Scout Leader, Host Authority or Home Authority. At this stage the party leadership and Authorities must take any necessary appropriate action to ensure the best results to all concerned.
  - (7) A full confidential report must be prepared by the Leader for the National Scout Council and any other Authority.

## Marching

- 10/17
- (1) Scouting is not a military movement but precision and co-ordinated action in response to words of command is a requisite for discipline in this aspect of our Scouting. Well co-ordinated movements in response to acceptable words of command is to be encouraged in order to ensure smart and precise action. This gives a feeling of alertness and confidence while at the same time creating a good public image.
  - (2) Parties of Scouts on the march must have responsible traffic pickets at



the head and at the rear. Such pickets at night must show a white light in front and a red light to the rear.

- |                  |       |  |
|------------------|-------|--|
| Mourning         | 10/18 | Mourning for all members of the Association is a 5cms black crepe band worn on the end of the left hand sleeve.  |
| Salutes          | 10/19 | <p>Salutes are given on the following occasions:</p> <p>(1) As a greeting, Scouts, Leaders, Persons holding non-warranted or Honorary rank, meetings for the first time in the day, salute each other; the first to see the other should be the first to salute, irrespective of rank. Scouts and Guides salute each other when in uniform.</p> <p>(2) As a show of respect, when in uniform, at the breaking of the National Flag, at the playing of the National Anthem, to uncased colours at funerals, and to the passing of the National Flag and Scout Flags in a parade.</p> <p>(3) During the making or re-affirming of the Scout Promise all ranks give the Scout Sign in “half-salute”, even if in Church or on any parade.</p>                  |
| Methods          | 10/20 | <p>The following are the methods of saluting:</p> <p>(1) All ranks salute as per the “Scout Salutes”.</p> <p>(2) If the hands are occupied, the salute is by turning the head and eyes to the right or left as the case may be.</p> <p>(3) The above salutes are used irrespective of whether the head is bare or covered.</p> <p>(4) In church, the salute is given by standing at alert, except during the making or re-affirming of the Scout Promise when the Scout Sign is used by all ranks.</p> <p>(5) On all parades, of a public nature, other than in a Church, the Leader(s) calls the Scouts to the alert, and the Leader salutes, except during the making or re-affirming of the Scout Promise when the Scout Sign is used by all ranks.</p> |
| Shooting/Archery | 10/21 | <p>(1) Group Scout Leaders must not allow members of their Groups to practice archery, rifle shooting or shoot matches except on an officially approved range, and no shooting must ever take place except under the superintendence of a competent adult who will be responsible for ensuring that the rules are strictly adhered to.</p> <p>(2) Under no circumstances are firearms of any type to be brought into or stored on any Scout property or in any Scout Camp except when an</p>   |

approved range has been established and is conducted in a manner approved by the National Scout Commissioner in keeping with the Firearms Regulations.

Theatres	10/22	Scouts in uniform are not allowed to appear on the stage of theatres or music halls in public performance other than their own, or on television, without permission of the District Commissioner.
Totem Poles	10/23	A Pack is entitled to have a Totem Pole. Totem Poles are not carried on parades.
Motto	10/24	The Motto of the Scout Association of Trinidad and Tobago is “Be Prepared”.
Handshake	10/25	The World-wide Scout practice of the left-hand shake is used by all members of the Scout Association of Trinidad and Tobago.
National Anthem	10/26	Like every other citizen of Trinidad and Tobago Scouts pay their respect to the National Anthem whether in uniform or not by standing at the “Alert”. Scouts in uniform on parade, or on other public occasions, stand at “Alert” and the Leader(s) in charge will salute.
Safety	10/27	<p>(1) Responsibility for authorizing adventurous activities rests with the respective District Commissioner whose authority must be obtained by the Leaders involved before any Scouts undertake such activities – jointly or independently within their programme. This permission may be granted jointly to two or more Leaders with specialist qualifications.</p> <p>(2) Guidelines for the safe conduct of various Scout activities must be promulgated by the National Scout Council.</p> <p>(3) Members of the Association are required to comply with those safety rules promulgated by the National Scout Council.</p>

## **PART XI**

### **DECORATIONS AND AWARDS**

Decorations	11/1	No badge, cord, chevron or other decoration may be worn on uniform by Scouts or Leaders except:
-------------	------	---

- (1) Those described elsewhere in P.O.R. and those authorized from time to time by the National Scout Council. Members may continue to wear a special badge produced for a national or international event for a period not exceeding six months after the end of the event.
- (2) Ribbons of the following: Commonwealth Countries medals, war medals, decorations and orders, when attending a “War Memorial Service”.
- (3) Ribbons of decorations conferred by the Government of Trinidad and Tobago, Foreign Governments, decorations conferred by foreign Scout Associations.
- (4) The authorized badges of the Trinidad and Tobago St. John Ambulance Association, the Trinidad and Tobago Red Cross Society and the Trinidad and Tobago Life Saving Society. Cloth badges – worn on the right arm, Metal badges – worn above the line of the right pocket.
- (5) The armlets and emblems of the Trinidad and Tobago Life-Saving Society, St. John Ambulance Association, and the Red Cross Society. worn on the left arm whilst serving with either body respectively.
- (6) Badges, if approved by the National Scout Commissioner, of Sponsoring Authorities under Rule 7/16 and 7/17. Worn on the back of the scarf, or as determined by the National Scout Commissioner.

### **WOOD BADGE**

- |            |   |
|------------|---|
| Conditions | <p>11/2 The Wood Badge is awarded to any person holding one of the ranks mentioned in this Rule who has completed satisfactorily within a period of five years the appropriate course of training outlined in Part XII.</p> <p>11/3 The Wood Badge remains the property of the National Scout Council and</p> |
|------------|---|

must be surrendered on demand.

Description	11/4	The Wood Badge consists of two facsimiles of beads forming a Zulu necklace which was the property of the Founder presented to him by Chief Dinizulu.
	11/5	The Wood Badge worn by Assistant Leader Trainers is similar but with three beads.
	11/6	The Wood Badge worn by Leader Trainers is similar but with four beads.
Method of Wear	11/7	Leaders who have satisfactorily completed the Wood Badge Training Courses for Stages 1 and 2 are entitled to wear in uniform the Gilwell Woggle consisting of a leather two-strand Turkshead. Leaders who have completed Stages 1-5 are entitled to wear in uniform the Gilwell Scarf and Woggle and the Wood Badge Beads on a leather thong round the neck. The Gilwell Scarf shall be worn:- On Training Events and when not representing a Group.

### **THANKS BADGE**

Conditions	11/8	The Thanks Badge is comprised of the Arrowhead design with the word <b>THANKS</b> .
	11/9	The Thanks Badge may be awarded to Lay Supporters for long and outstanding service to the Movement. While this Award is not to be based on length of service alone, a minimum of five (5) years specially valuable service shall normally be deemed a necessary qualification, but the National Scout Commissioner shall have discretion to make this Award to a person with a shorter period of service, where the service is considered particularly outstanding.
	11/10	Recommendation for the Award may be initiated by any Leader but the award of the badge shall be by decision of the National Scout Commissioner based on the recommendation of the relevant District Scout Council.
Effect	11/11	The holding of the Thanks Badge does not confer membership of the Association.

Method of Wear	11/12	The Thanks Badge is intended for wear in ordinary clothes and must not be worn in uniform.
Certificate	11/13	A Certificate of Award is issued when the Award is made.

### **SERVICE CERTIFICATE**

Conditions	11/14	<p>(1) The Service Certificate is granted by recommendation of the appropriate Commissioner as set out in rule 11/15 below to members of the Movement who have given five, ten or fifteen years accumulated service in one or more of the following ranks namely, Leader, those holding non-warranted and honorary rank, holder of office whether at National, District Scout Council, or Group Committee level as President Vice-President, Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer. The five, ten, fifteen years qualifying period of service need not have been consecutive, nor wholly in the same rank or kind of work, but must have been in one or more of the above ranks. In the case of Leaders, service for this purpose is to be counted from the date the member submits the signed application form for a warrant to the appropriate Scouting Authority.</p> <p>(2) In addition, Leaders in uniform will receive a Service Star with each Certificate, to be worn in series under the National Crest.</p> <p>(3) Service as a Cub Scout, Scout or Venture Scout or in any capacity other than mentioned above, cannot be counted. Service in the armed Forces or National Service can count towards the qualifying period so long as the person concerned was engaged in active work in one of the specified ranks in the Movement immediately beforehand, and, save in approved exceptional circumstances, resumed work within a year afterwards.</p>
------------	-------	--

- 11/15 A special form for recommendation is available from the National Scout Council and this form is completed as follows:
- For National Officers – by the National Scout Commissioner.
  - For Members of the Training Team – by the Deputy National Scout Commissioner – Training.
  - For other ranks – by the District Scout Council or the District Commissioner and forwarded to the National Scout Council.
- 11/16 The Five Year Service Certificate bears the Scout Logo with the appropriate words and finished with a **blue** border.
- 11/17 The Ten Year Service Certificate bears the Scout Logo with the appropriate words and finished with a **green** border.
- 11/18 The Fifteen Year Service Certificate bears the Scout Logo with the appropriate words and finished with a **red** border.

### **LONG SERVICE DECORATION**

#### Conditions

- 11/19 The Long Service Decoration is awarded to uniformed members only. It is granted by the National Scout Commissioner on recommendation of the appropriate Commissioner, to those who have given fifteen year accumulated service and who have been recommended in accordance with the procedures outlined in rule 11/15. Apart from the fifteen years accumulated service, the conditions for the qualifying period of service relating thereto are the same as those for the Service Certificate.
- 11/20 The emblem for the Long Service Decoration is in the form of a white knot on a khaki background and is worn in uniform on the right breast above the line of the pocket and to the right of any emblems to which it is similar in design.

### **AWARDS FOR GALLANTRY**

#### Conditions

- 11/21 Awards for Gallantry are granted by the Chief Scout of Trinidad and Tobago on the recommendation of the National Scout Commissioner, to Scouts, Leaders and persons holding non-warranted and honorary ranks and also to Groups in cases of joint action, on the recommendation of the District Commissioner, with appropriate application being made on the

prescribed form.

- Joe D'Arcy      11/22    The following are the Awards granted for Gallantry:
- Joe D'Arcy Award – **Red Ribbon**  
The highest possible award for gallantry granted only for special heroism or extraordinary action involving risk of life.
- 11/23    Joe D'Arcy Award – **Blue Ribbon**  
For gallantry with considerable risk involving a display of courage and endurance often under suffering.
- 11/24    Joe D'Arcy Award – **Yellow Ribbon**  
For gallantry with moderate risk to person involving a display of courage, initiative and devotion to duty.
- Certificates      11/25    In addition, certificates for gallantry are presented when awards are made.

### **MEDAL OF COMMENDATION**

- Conditions      11/26    Awards of Commendation are given for good service to the Movement on special occasions or for action which foster the growth, development and welfare of Scouting. They are applied for, and are issued to the same classes of persons and in the same manner as laid down for awards for Gallantry in Rule 11/21, application being made on Form H iv available from National Scout Headquarters. A high standard is expected.
- 11/27    (1) The medal for Commendation is worn in uniform on the right breast above the line of the pocket, except where granted to a Group jointly, in which case it may be pinned to the Group Flag.
- (2) A cloth emblem is issued with the Medal of Commendation for wear in uniform. It is in the form of a red knot on a khaki background.

Certificate

(3) A certificate of Award is issued to accompany the Medal.

### **AWARDS FOR GOOD SERVICE**

Application  
And Issue

- 11/28 (1) Awards for specially good work for the Movement are made by the Chief Scout of Trinidad and Tobago on the recommendation of the National Scout Council to Leaders and persons holding non-warranted or honorary rank, and in exceptional circumstances to others who have given valuable service to the Movement for a considerable period. They are applied for in the same manner as laid down for awards for Gallantry in Rule 11/21(1) to (5). Application must carry the recommendation of the District Commissioner.
- (2) In the case of an application for an award to a Commissioner, the initial recommendation will be made by the National Scout Commissioner. The District Commissioner concerned is to be consulted before an Assistant District Commissioner is recommended.
- (3) The application must contain a full statement of the work and must show service of outstanding character.
- (4) There are three (3) Awards for Good Service:
- (1) The Medal of Merit
  - (2) The Silver Ibis
  - (3) The Golden Pou

Medal of Merit

- 11/29 The Medal of Merit – **Green Ribbon** is awarded for meritorious services normally after seven (7) years.

- 11/30 (1) The Medal of Merit is worn in uniform on the right breast on the line of the pocket.
- (2) A cloth emblem with the design of a knot in green on a khaki background, is issued with the Medal for wear in uniform. Worn as in Rule 11/35.



(3) A Certificate of Award is issued to accompany the Medal.

Silver Ibis

11/31 The Silver Ibis – **Yellow Ribbon** awarded for specially distinguished services to the Scout Movement normally after ten (10) years.

11/32 (1) The Silver Ibis is worn in uniform around the neck on a yellow ribbon.

(2) A cloth emblem with a design in the form of a knot in an orange colour close to gold on a khaki background is issued with the Silver Ibis for wear in uniform. Worn as in Rule 11/35.

(3) A Certificate of Award is issued with the Silver Ibis.

Golden Pouli

11/33 (1) The Golden Pouli – **Red, White and Black Ribbon** is an award for exceptionally distinguished services.

(2) In addition to those referred to in Rule 11/28(1), the award may be made by the Chief Scout of Trinidad and Tobago, to a member of a Scout Association affiliated with the World Organisation of the Scout Movement.

(3) Recommendations for consideration for this award are to be made on the appropriate form and may be initiated by the National Scout Commissioner.

(4) The application for this award must contain a full statement of the work done and must show exceptional service for a period of at least fifteen (15) years in one of the categories mentioned in Clause (2) above. The indicative period of service referred to in the previous sentence may be varied if the case is an exceptional one, but the application must state why it is considered exceptional.

11/34 (1) The Golden Pouli is worn in uniform around the neck on a red, white and black ribbon.

(2) A cloth emblem, with a design in the form of a knot in gold colour on a green background, is issued with the Golden Pouli for wear in uniform. The method of wear of emblems is specified in Rule 11/35.

(3) A Certificate of Award is issued to accompany the Golden Pouli.

## **WEARING OF AWARDS AND EMBLEMS**

11/35 (1) The holder of more than one of the three Awards for Good Service, will wear only the higher or highest of these Awards.

(2) Emblems for the different categories of awards should be worn on the right breast immediately above the line of the pocket. When more than one is worn, the emblems must be in the following order from the wearer's left to right.

- Award for Gallantry
- Award of Commendation
- Award for Good Service
- Award for Long Service Decoration

(3) Where more than one level of award is received in the same category, the holder will wear in uniform only the higher or highest emblem as appropriate in each of the categories for Gallantry, Good Service or Long Service.

## **PART XII**

### **THE TRAINING OF LEADERS**

- 12/1 The training of Leaders is designed to help the Leader to bring better scouting to the Scout he leads. Therefore it is an integral part of every Leader's responsibility to acquire training in as many of the Associations' activities he is expected to undertake.
- 12/2 The pattern of Adult Leader Training provided by the Scout Association of Trinidad and Tobago is designed to give the personal support and training required by leaders to enable them to use the Scout Method to achieve the Aim of the Association for each individual member, i.e. to help young people mentally, physically, spiritually and socially through a system of progressive training based on the Scout Promise and Law.
- 12/3 1. The Uniformed Adult Leader Training Scheme, specially designed for Trinidad and Tobago leaders and conditions, complies with the following objectives of the World Training Committee to:
- (A) Provide inspiration and introduction to the task, including understanding of the fundamentals of Scouting and the part the Leader should play personally.
  - (B) Provide an understanding of the needs of the young people in the environment in which the Leader will be working and of the methods and skills used in Scouting to meet these needs.
  - (C) Demonstrate the requirements of personal leadership with young people and the obligations of the Leader for personal development.
2. The Scheme is known as the Wood Badge Scheme and consists of a progressive training programme culminating in the award of the Wood Badge Beads and Parchment on completion of the final stage.

The procedure of this Adult Leader Training Scheme is:

- (A) The Orientation stage after acceptance by the Group or District is the responsibility of the District Commissioner or the Assistant District Commissioner nominated to so do. It is to ensure that the Leader understands his role in Scouting, the support available to him and also to provide the initial encouragement needed to accept training.

## **NEW LEADER CERTIFICATION**

- (B) New Leader Certification Course – responsibility of the National Training Team.

## **WOODBADGE TRAINING**

- (C) Advanced Outdoor Skills – to be followed by (D) below.
- (D) An on the job training period of at least one year in the section, in learning to apply skills.
- (E) An Advanced Practical Course – conducted by National Training Team.
- (F) Service training period in the application of the formal training obtained at Advanced Practical Course. This period of activity is monitored and supported by Group Leader, Assistant District Commissioner of the related section and an assigned member of the Training Team and the District Commissioner.
- (G) Theory discussions or projects.
- (H) Formal evaluation of the competence of the Leader by District Commissioner and Training Team Member.
- (I) Award of Wood Badge Beads and Parchment.

- 12/4 (1) The aim of the New Leaders Certification Course is to provide an introduction to Scouting covering its Aims, its Principles, Methods and Organisation. It is to be followed by work in the Section.
- (2) It enables the prospective Leader to experience the spirit of Scouting.

- (3) It provides introductory knowledge of some of the basic skills of Scouting.
- (4) It introduces the Leader to the basic literature and guidelines for the work which follows in the section.
- (5) The course is open to all interested persons who are seventeen (17) years and over.
- (6) The duration of the Course is eight hours.

- 12/5 (1) Participants are required to have completed the New Leaders Certification Course and have had at least three months on the job training before attending the Woodbadge Training.
- (2) It provides the Leader, with an opportunity to develop and build technical Scouting skills, through practical and theoretical work.
- (3) It seeks to promote a commitment to a code for living as expressed in the Promise and Law, and to encourage the true scout spirit.
- (4) The duration of the Course is two (2) days and (2) nights.
- 12/6 (1) The purpose of the Advanced Practical Course is to develop a continuous improvement in the skills of training young people, the learning of technical skills, personal development including the renewal of the spirit and enthusiasm by the continued enjoyment of Scouting and the keeping up to date and abreast of new ideas.

Participants are required to have completed the Basic Practical Course (B.P.C.) and have at least one (1) year on the job training before attending the Advanced Practical Course (A.P.C.).

- (2) The duration of the A.P.C. is a minimum of six (6) days and six (6) nights or a system of modular development together with a minimum

of four (4) days and four (4) nights camping equivalent.

- 12/7 (1) The A.P.C. is followed by a service period of three (3) months during which the Leader is expected to demonstrate competence according to the appointment held. If necessary, availing himself of additional coaching and counseling. This part of Leader training should be completed by the end of the Leader's third year of Adult Leader Training.
- (2) A Theoretical Study or Projects based on the subject of the Section must be successfully completed by the Leader to the satisfaction of the Deputy National Scout Commissioner, Training.
- 12/8 Before the Award of Wood Badge Beads the Leader's work is assessed jointly by the District Commissioner and a member of the National Training Team.
- 12/9 Supplementary and Refresher Courses are held from time to time. These courses are based on the perceived or expressed needs of Leaders and cover subjects which are identified with the elements of the Scout Programme.
- 12/10 Leaders who hold the Wood Badge for ten (10) or more years shall do a Special Refresher Course.