

# **Barbados Boy Scouts Association**



## **Regulations and Rules (2020)**



## **CONSULTATION NOTES**

This document is the 2<sup>nd</sup> Draft of the Regulations and Rules (2020) of the Barbados Boy Scouts Association. The final document will fulfil Article X Item 1 of the Constitution of the Barbados Boy Scouts Association which states:

*It shall be the duty of the Executive Committee to compile and publish a handbook setting out the Policy, Organization and Rules of the Association as a guide to the principles of Scouting for all members and to provide for the effective working of the Association in all respects and in accordance with this Constitution and its Bye-Laws.*

It was agreed the title of the handbook would be *Regulations and Rules* instead of *Policy, Organization and Rules* so that there would not be any confusion with the UK document so titled.

The document contains the policies, organization and rules of the Barbados Boy Scouts Association. Although it is based on the UK document, it contains OUR Policies, Organizations and Rules, some which we already adhered to, others which existed but previously not enforced and some which are new.

The document is being circulated to all registered adult members of the Barbados Boy Scouts Association, both uniformed and lay, so that they can have the opportunity to contribute to the final document. Members will have 6 weeks to review the document and submit their contributions to [governance@barbadosscouts.org](mailto:governance@barbadosscouts.org).

The National Executive Committee has approved the appointment of a Governance Committee, which will be Chaired by Mr. Michael Arthur, 3<sup>rd</sup> Vice President of the Association. The Committee will have representatives from Headquarters and from each District.

The Committee will review the submissions and may ask some of the authors to appear before the Committee to further explain their submissions. The Committee will also consult with other professionals in the legal, HR, financial and childcare fields to ensure we are compliant with all best practices.

The Committee has been given a deadline of 31<sup>st</sup> March 2021, the end of the current Scout Year to produce the final document for approval by the National Executive Committee

The initial version of this document will not have all 15 Chapters. As we move forward, the omitted Chapters will be added. Also, all sections of the document will not be implemented at the same time. There are some sections which cannot be implemented until we increase our administrative support. These sections were not removed because they are important and will be implemented within 12 months of the implementation of the document.

### **Colour Coding Used in the Document**

Sections of the document are in coloured text. These are sections which still need to be fine-tuned. The colour codes used are:

**Red Text:** Text in red refers to mandatory Adult Training requirements which must be completed for certain appointments. We are in the process of revising our Adult Training Programme. Once this is complete, the equivalent course names will be substituted for those listed.

**Blue Text:** Text in blue refers to policies, structures and/or regulations which will be implemented at a future date. Rule 8.7 should be carefully reviewed as this will completely change how permission is granted for adventurous activities.

**Purple Text:** Text in purple refers to legal matters which still need to be checked against local legal requirements. Most of them reference the UK Charities Act and a legal opinion is still forthcoming on how they compare to the local Charities Act.



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## **INTRODUCTION**

Scouting happens principally in Scout Groups and District Venture Scout Units, wherever boys meet to enjoy the Scout programme. The function of all the other units in the Movement is to enhance the quality of provision of that programme at local level.

With approximately 50 Scout Groups on the island, a support structure is clearly necessary. The main purpose of *Regulations and Rules of the Barbados Boy Scouts Association* is to explain as simply as possible how that structure is organised.

It is impossible to set out in detail rules to cover every eventuality, which means that much depends upon the judgement of responsible people at every level of the Movement.

It is important that everyone concerned strives to exercise that judgement in ways that encourage the development and growth of the Movement.

Regulations and Rules (R&R) lays down the structure of Scouting in Barbados and defines information about its training and management. Each Rule is distinguished by a Rule number, which references the Chapter in which it is located. Matters of policy, information and advice on good practice are generally unnumbered.

Policies are authoritative statements of principle governing the work of the Scout Movement. Rules provide directives, which must be followed by all to whom the Rule is addressed.

There are many opportunities for local decisions to be made under a wide range of headings. The devolution of authority to Districts and Groups is clearly indicated where appropriate.

It is important that the exercise of that authority is not frustrated by the imposition of local rules. It must also be noted that the law of the land is paramount.

Information provides a statement of fact, which does not require action on the part of the reader.

It is recognised that some matters may be difficult to follow in certain circumstances. For example, in some Groups, where numbers of supporters may be small, it may not be possible to constitute Group Councils and Group Executive Committees exactly as the Rules require.

However, many years of experience have dictated what is good practice and what works well, and wherever advice is given it should be followed if at all possible.

## **DEFINITIONS**

**The Programme** - describes the diverse and exciting selection of activities and experiences provided in the Sections for young people. It is based around three main themes: outdoor and adventure, world and skills. In each section a range of badges and awards are there to support all aspects of Scouting, including the three main themes as well as, leadership, teamwork and personal development. The Programme should be delivered in a balanced way that incorporates elements from each theme. The Programme is designed to be progressive through the sections to offer young people an appropriate level of challenge.

The Programme in Scouting has a fundamental dimension, which determines how it is carried out. This is the Scout Programme Method:

- keeping the Promise and Scout Law
- community action
- having fun
- meeting new people, making friends and developing relationships
- spending time outdoors

- games, physical and adventurous activities
- design and creativity
- visits and visitors
- camps, sleepovers, international trips and other residential experiences
- working in small teams
- trying new things, and learning new skills
- teambuilding and leadership activities
- taking responsibility, giving ideas and opinions, making choices and decisions
- spiritual reflection
- finding out about themselves

A high-quality balanced programme is one that:

- Offers a balance of each of the challenge areas for the Section.
- Includes opportunities to achieve badges and awards such as activity badges, progressive challenge awards or staged activity badges.
- Enables all young people to achieve the highest Award of their Section.
- Provides opportunities for young people to influence the programme and provide feedback, and feedback is acted upon.
- Provides opportunities to engage with young people outside of their Section, such as attending District and national events or taking part in activities with other Sections.
- Provide opportunities to take part in activities away from the normal meeting place.
- Provide opportunities to engage with the local community.
- Offer opportunities to experience nights away.
- Be planned in advance by the Section's leadership team.
- Be delivered using a wide variety of methods
- Be delivered by adults or young people with the appropriate skills for the planned activities.

To measure the quality of a programme Quality Programme Check tools are available from [www.barbadosscouts.org/res/grpman.html](http://www.barbadosscouts.org/res/grpman.html)

**Members of the Scout Movements** - is taken to mean Members of an Association or Federation recognised by the World Organisation of the Scout Movement (WOSM).

**Scout Headquarters** - refers to the headquarters of the Barbados Boy Scouts Association.

**Leaders, Managers and Supporters** - these groups of roles are defined in R&R Chapter15 and have replaced any reference to those holding Warranted Appointments.

# **CHAPTER 1**

## **FUNDAMENTALS OF SCOUTING**

### **CHAPTER CONTENTS**

The Purpose of Scouting  
The Values of Scouting  
The Scout Method  
The Scout Promise  
The Scout Law  
The Cub Scout Promise  
The Cub Scout Law  
The Beaver Scout Promise  
The Beaver Scout Law  
Rule 1.1 Variations to the working of the Promises

### **THE PURPOSE OF SCOUTING**

Scouting exists to actively engage and support boys in their personal development, empowering them to make a positive contribution to society.

### **THE VALUES OF SCOUTING**

As Scouts we are guided by these values:

- Integrity** - We act with integrity; we are honest, trustworthy and loyal.
- Respect** - We have self-respect and respect for others.
- Care** - We support others and take care of the world in which we live.
- Belief** - We explore our faiths, beliefs and attitudes.
- Co-operation** - We make a positive difference; we co-operate with others and make friends.

### **THE SCOUT METHOD**

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

## THE SCOUT PROMISE

(for Scouts, Venture Scouts and adults)

On my honour, I promise that I will do my best,  
To do my duty to God, the Queen and my Country,  
To help other people, and  
To keep the Scout Law.

## THE SCOUT LAW

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout's duty is to be useful and to help others.
4. A Scout is a friend to all and a brother to every scout.
5. A Scout is courteous.
6. A Scout is kind to animals.
7. A Scout is obedient to those in authority.
8. A Scout is cheerful especially in the face of difficulty.
9. A Scout is thrifty.
10. A Scout is clean in thought, word and deed.

## THE CUB SCOUT PROMISE

I Promise to do my best,  
To do my duty to God., the Queen and my Country,  
To help other people, and  
To keep the Cub Scout Law.

## THE CUB SCOUT LAW

A Cub Scout always does his best,  
Thinks of others before himself, and  
Does a good turn every day.

## THE BEAVER SCOUT PROMISE

I promise to do my best,  
To be kind and helpful, and  
To love God.

## THE BEAVER SCOUT LAW

There is no formal Beaver Scout Law. The concepts expressed in the Scout Law are to be presented to Beaver Scouts through games, storytelling, and other informal activities.

## RULE 1.1 VARIATIONS TO THE WORDING OF THE PROMISES

- (a) Scouting is open to people of all faiths and must therefore take account of the different religious obligations of its Members while upholding the essential spirit of the Promise.
- (b) The following table shows the alternative wording of the Promise that young people and adults may wish to use to best reflect their own beliefs.

Religion or Belief	Beaver Scout Promise	Cub and Scout Promise
Christian, Jew, Sikh	...to love God	...duty to God, The Queen,...
Muslim	N/A  ...to love God or ...to love Allah	On My honour... or In the name of Allah, the Most Beneficent the Most Merciful...  ...duty to God, The Queen,... or ...duty to Allah, The Queen,...
Hindu	...to love God or ...to love my Dharma	...duty to God, The Queen,... or ...duty to my Dharma, The Queen,...

- (c) Where some other form of wording is required for a member of a particular faith or religion advice should be sought from Scout Headquarters.
- (d) Similarly, it is accepted that foreign residents who may become Members of the Association owe allegiance to their own country. To meet these circumstances the phrase 'The Queen, and my Country' should be replaced by the phrase 'and the country in which I am now living'.
- (e) In the case of young people, the decision as to which permitted form of wording should be used rests with them, however in the younger Sections parents should be aware of the Promise chosen before the investiture ceremony.
- (f) In the case of adults, the decision as to which permitted form of wording should be used rests entirely with the adult concerned.



## **CHAPTER 2**

### **KEY POLICIES**

#### **CHAPTER CONTENTS**

The Religious Policy

Rule 2.1 Responsibilities within the Religious Policy

The Equal Opportunities Policy

Rule 2.2 Responsibilities within the Equal Opportunities Policy

The Safety Policy

Rule 2.3 Responsibilities within the Safety Policy

The Vetting Policy

The Child Protection Policy

Rule 2.4 Responsibilities within the Child Protection Policy

Anti-Bullying Policy

Rule 2.5 Responsibilities within the Anti-Bullying Policy

Development Policy

Privacy and Data Protection Policy

Rule 2.6 Responsibilities within the Privacy and Data Protection Policy

**The order of Key Policies in this section infers no order of importance nor priority; they are all equal.**

#### **THE RELIGIOUS POLICY**

The Barbados Boy Scouts Association includes Members of different faiths and religions. All Members of the Association are encouraged to:

- make every effort to progress in the understanding and observance of the Promise to do their best to do their duty to God;
- explore their faith, beliefs and attitudes
- consider belonging to some faith or religious body;
- carry into daily practice what they profess.

#### **Attendance at Services**

If a Scout Group or District Venture Scout Unit is composed of members of several denominations, religions or beliefs, the young people should be encouraged to attend services relevant to their own form of religion or belief.

#### **Chaplains**

Chaplains may be appointed as Advisers in Scout Groups, Districts and Nationally. A Chaplain may be a Minister of Religion or a lay person.

In a Scout Group sponsored by a religious body the religious leader may be appointed Group Chaplain.

National Chaplains may be appointed for religious bodies represented in Scouting.

### **RULE 2.1 RESPONSIBILITIES WITHIN THE RELIGIOUS POLICY**

- (a) The District Commissioner or the Chief Commissioner, as appropriate, must be satisfied that all applicants for Leader or Commissioner appointments are fully aware that they will be required by their personal example to implement the Association's religious policy.
- (b) If a Sponsored Group has a policy of recruitment restricted to members of one particular form of religion or denomination, the Sponsoring Authority is responsible for the religious training of all young people in the Group.
- (c) In this case it is the duty of the Group Scout Leader to encourage attendance at such religious instruction and observances as the Sponsoring Authority may consider desirable.
- (d) Scouts' Own Services may be held for the purpose of spiritual reflection and to promote a fuller understanding of the significance of the Scout Promise and Law.
- (e) Such services must be regarded as supplementary to, rather than a substitute for, formal attendance at the services of the individual's own form of religion.
- (f) If a Beaver Scout, Cub Scout, Scout or Venture Scout is not allowed, by reasons of the individual's own religious obligations, to attend acts of worship other than that of the individual's own faith, the Leader must make certain that those obligations are not compromised.

### **THE EQUAL OPPORTUNITIES POLICY**

#### **Youth Members**

The Barbados Boy Scouts Association is part of a worldwide educational youth movement. The values, which underpin and inspire its work are embodied in the Scout Promise and Law and in the Purpose of the Association.

Within this framework, the Association is committed to equality of opportunity for male youth.

Accordingly:

- (a) The Association is committed to extending Scouting, its Purpose and Method to male youth in all parts of society.
- (b) No male youth should receive less favourable treatment on the basis of, nor suffer disadvantage, harassment or discrimination by reason of:
  - Class or socio-economic status;
  - ethnic or national origin, nationality (or statelessness) or race;
  - marital or civil partnership status;
  - disability;
  - political belief;
  - religion, belief or faith;
  - age.

All Members of the Movement should seek to practise equality, especially in promoting equal access to Scouting for all male youth. The Association opposes all forms of prejudice and discrimination. **All Scout Groups, as independent charities, have a duty to comply with relevant equalities legislation.** All volunteers should make reasonable adjustments where possible to support all young people with disabilities to access Scouting.

## Reasonable Adjustments

Reasonable adjustments mean actions to enable young people with disabilities to access Scouting and Scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents/carers, to identify needs and support strategies. Reasonable steps should also be taken to identify any young people with disabilities in the Section/Group.

(See Rule 3.10a for further guidance around reasonable adjustments).

## LEADERS AND OTHER VOLUNTEERS

To carry out its work the Association seeks to appoint effective and appropriate Leaders, of all backgrounds and all areas of the community, and to involve other volunteers in supporting roles, all of whom are required to accept fully the responsibilities of their commitment.

The overriding considerations in making all appointments in Scouting shall be the safety and security of young people, and their continued development in accordance with the Purpose and Values of the Association.

Accordingly, all those whom the Movement accepts as volunteers must be appropriate persons to undertake the duties of the particular position to which they have been appointed (including, if relevant, meeting the requirements of the Sponsoring Authority) and, where appropriate, the responsibilities of membership.

In making an appointment to a particular leadership or support position it may be appropriate to consider the gender and/or ethnicity of the potential appointee, in particular to ensure appropriate composition of leadership or supporting teams.

The physical and mental ability of a particular potential appointee to fulfil a particular role will always be a relevant factor to consider.

Within these constraints, and those imposed by the need to ensure:

- the safety and security of young people;
- the continued development of young people; and
- equal opportunities for all;

No person volunteering their services should receive less favourable treatment on the basis of, nor suffer disadvantage, harassment or discrimination by reason of:

- age;
- class or socio-economic status;
- ethnic or national origin, nationality (or statelessness) or race;
- marital or civil partnership status;
- disability
- political belief;
- pregnancy and maternity;
- religion, belief or faith;
- sex.

Note: Sexual feelings directed towards children and/or a sexual interest in children is a bar to any involvement in the Scout Movement.

## **RULE 2.2 RESPONSIBILITIES WITHIN THE EQUAL OPPORTUNITIES POLICY**

All adults in Scouting have a responsibility for the operation of the Association's Equal Opportunities Policy. All Scout Groups, as independent charities have a duty to comply with relevant equalities legislation.

- (a) The District Commissioner or the Chief Commissioner, as appropriate, must be satisfied that all applicants for Leader or Commissioner appointments are fully aware that they will be required by their personal example to operate the Association's Equal Opportunities Policy and support Groups to comply with relevant equalities legislation.
- (b) They must also be satisfied that all those whom they invite to assist them in other ways in the work of the District or Scout Headquarters are upholding the Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the District or at Scout Headquarters as the case may be.
- (c) Group Scout Leaders must be satisfied that all those whom they invite to assist them in the work of the Group will comply with relevant equalities legislation and uphold the Association's Equal Opportunities Policy by the personal example that they set before the Scouts in the Group.
- (d) The District Executive or the National Executive Committee, as appropriate, must be satisfied that all applicants for appointments in their gift are fully aware that they will be required by their personal example to operate the Association's Equal Opportunities Policy and support Groups to comply with relevant equalities legislation.

## **THE SAFETY POLICY**

It is the policy of the Barbados Boy Scouts Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable.

The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:

- all activities are conducted in a safe manner without risk to the health of participants;
- the provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare;
- information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;
- appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.

## **RULE 2.3 RESPONSIBILITIES WITHIN THE SAFETY POLICY**

- (a) All persons involved with Scouting are responsible for the operation of the Association's Safety Policy.
- (b) It is the responsibility of all persons to ensure that:
  - they do not endanger the health and safety of themselves or others;
  - they observe the rules established for the safety of those involved in Scouting activities.
- (c) The Local responsibility for the management of the Safety Policy of the Association rests with

the appropriate National, District or Group Executive Committee together with the appropriate Chief Commissioner, District Commissioner or Group Scout Leader.

- (d) The District or Chief Commissioner, as appropriate, must be satisfied that all applicants for adult appointments are fully aware that they will be required by their personal example to implement the Association's Safety Policy.
- (e) Group Scout Leaders must be satisfied that all those whom they invite to assist them in the work of the Scout Group are competent persons to carry out the tasks given to them and are aware of their responsibilities under the Association's Safety Policy.
- (f) When District or Chief Commissioners do not renew, or when they cancel appointments because the holder has not acted in accordance with the Association's Safety Policy, they must inform the Vetting Team at Scout Headquarters, in writing, of the reasons for the termination of the appointment.

## THE VETTING POLICY

It is the policy of the Barbados Boy Scouts Association to check all adult volunteers to ensure that: only adults appropriate for a role are permitted to undertake responsibilities in Scouting; and that regular reviews are undertaken of adult volunteers to ensure their continued suitability.

Accordingly, the Barbados Boy Scouts Association is committed to:

- Following a defined process for appointing adult volunteers that establishes the applicant's suitability taking into account the fundamentals of Scouting; the Child Protection Policy, Anti-Bullying Policy, Safety Policy and the Equal Opportunities Policy;
- Refusing offers from applicants that are found to be unsuitable;
- Putting in place robust vetting arrangements and ensuring that these arrangements are made clear to applicants and to the public;
- Taking into account relevant information from the Association's records, police forces, relevant statutory authorities, personal references and other credible sources.

As part of the vetting arrangements, the Association will undertake a **Personal Enquiry** which involves a check made against records at Scout Headquarters for all adult volunteers and for certain roles a Criminal Record Check. For foreign nationals, checks must be made according to arrangements authorised by the [Head of Safeguarding](#) at Scout Headquarters.

## THE CHILD PROTECTION POLICY

The Barbados Boy Scouts Association acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and [The Charity Commission requirements](#).

This policy:

- (a) applies to all adults including the National Executive Committee, volunteers, paid staff, agency staff and anyone working on behalf of the Barbados Boy Scouts Association;
- (b) recognises that the welfare and interests of children and young people are paramount in all circumstances; and
- (c) aims to ensure that all children and young people have a positive and enjoyable experience of Scouting in a safe and child centred environment and are protected from abuse whilst participating in Scouting and otherwise.

The Association acknowledges that some children and young people, including those disabled and those

from ethnic minority communities, can be particularly vulnerable to abuse and accepts the responsibility to take reasonable and appropriate steps to ensure their welfare.

The Association will:

1. promote and prioritise the safety and wellbeing of children and young people;
2. ensure that everyone is clear about their roles and responsibilities in respect of safeguarding and is provided with appropriate mandatory learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
3. provide all children and young people on joining the organisation with information for themselves and their parents or carers covering the Association's safeguarding arrangements;
4. widely promote the Association's safeguarding policies and procedures;
5. ensure that trustees, staff and volunteers take seriously all concerns and allegations of abuse and respond appropriately;
6. securely maintain and store confidential, detailed and accurate records of all safeguarding concerns;
7. prevent the use of unsuitable individuals through the robust use of [Disclosure and Barring arrangements as they apply in the country](#), and the application of best practice in the safe recruitment of staff and volunteers working with children and young people;
8. ensure that robust safeguarding arrangements and procedures are in operation; and
9. address without delay any failure to comply with this policy.

### Monitoring

This policy will be reviewed annually and revisions recommended to the National Executive Committee. This policy may also be reviewed in the following circumstances:

- changes in legislation or government guidance (including relevant legislative changes and nation specific child protection and safeguarding policies and procedures);
- [in the light of learning identified by a Local Safeguarding Children Board;](#)
- [as required by the Charity Commission; and](#)
- as a result of any other significant change or event.

### RULE 2.4 RESPONSIBILITIES WITHIN THE CHILD PROTECTION POLICY

- (a) All adults aged 18 or over within Scouting are responsible for the operation of the Association's Child Protection Policy.
- (b) It is the responsibility of all adults to ensure that:
  - their behaviour is appropriate at all times;
  - they observe the rules established for the safety and security of young people;
  - they follow the procedures following suspicion, disclosure or allegation of child abuse;
  - they recognise the position of trust in which they have been placed;
  - in every respect, the relationships they form with the young people under their care are appropriate.
- (c) The [Young People First Information Card](#) sets out a Code of Behaviour, which is essential for all adults in Scouting to follow. Adults who fail to implement the Code of Behaviour or procedures issued by Scout Headquarters may have the matter drawn to the attention of the relevant Commissioner who must take appropriate disciplinary action.

- (d) Adults must not consume alcohol when they are directly responsible for young people on a Scouting activity and must not permit young people (aged under 18 years) to consume alcohol on Scouting activities. The Association issues further advice on Alcohol and Scouting, which is available from Scout Headquarters.
- (e) The use of illegal substances on Scouting activities is unacceptable and appropriate action should be taken where necessary by responsible Commissioners.
- (f) Scout Headquarters must designate one or more Safeguarding Awareness Co-ordinators. Safeguarding Awareness Co-ordinators must undertake mandatory training as described in "R&R Chapter 15". They shall have the responsibility of advising the Chief Commissioner and the National Executive Committee on the implementation of the Association's Child Protection and Anti Bullying Policies within the Association. They shall also have a specific remit for monitoring compliance with these policies within the Association and reporting their findings to the National Executive Committee and Scout Headquarters.
- (g) Safeguarding Awareness Co-ordinators shall provide general guidance to the various Districts and Groups but should not be involved in responding to allegations or suspicions of abuse.
- (h) The role of Safeguarding Awareness Co-ordinator must not be combined with an appointment as a Group Scout Leader or Commissioner.
- (i) The Head of Safeguarding at Scout Headquarters is the Association's ultimate source of advice on all safeguarding matters, subject to any direction from the relevant sub Committee.
- (j) The District Commissioner or the Chief Commissioner, as appropriate, must be satisfied that all those whom they appoint are:
- appropriate persons to carry out the responsibilities of the appointment, and
  - if required, maintain a current valid disclosure.
- They must ensure that all applicants demonstrate an understanding of and a commitment to the principles and procedures supporting the Association's Child Protection Policy.
- (k) Group Scout Leaders must be satisfied that all those whom they invite to assist them in the work of the Scout Group are:
- appropriate persons to carry out the tasks to be given to them,
  - are aware of their responsibilities under the Association's Child Protection Policy and
  - if required, maintain a current valid disclosure.
- (l) In cases where there is an allegation or suspicion of child abuse the District Commissioner or Chief Commissioner, as appropriate, must immediately take steps to ensure that no Scouting situation arises which could cause further concern and that no adult or youth Member is placed in a position which could cause further compromise. To this end, suspension of membership may be necessary
- (m) Scout Headquarters may, from time to time, issue procedures detailing the reporting arrangements for suspicions or allegations of abuse. Group Scout Leaders and relevant Commissioners must follow these procedures.
- (n) The Safeguarding Team at Scout Headquarters has a remit to advise Commissioners of the actions required in the event of a suspicion or allegation of abuse. The Safeguarding Team has certain legal and regulatory obligations that all members of Scouting must assist in meeting as required. The Head of Safeguarding may issue mandatory advice regarding the management of such situations.
- (o) Commissioners must consult the Safeguarding Team at Scout Headquarters as soon as possible in the event of any incident, concern or allegation of abuse being made. In any event this must

occur within 24 hours of the incident being reported.

- (p) Scout Headquarters may appoint a situation manager to be responsible for the Association's response to any allegation or suspicion of abuse. Situation managers appointed by Scout Headquarters shall have full powers to act.
- (q) Where urgent issues of safeguarding are involved the Chief Commissioner has the authority to suspend the membership of any adult or youth Member.
- (r) The suspending authority must ensure that the Vetting Team at Scout Headquarters is informed immediately.
- (s) When District or Chief Commissioners do not renew, or when they cancel appointments because the holder has not acted in accordance with the Association's Child Protection Policy, or has breached the code of behaviour, set out in the *Young People First Information Card*, they must inform the Vetting Team at Scout Headquarters in writing of the reasons for the termination of the appointment.
- (t) Nothing in the rules of the Association, or any guidance produced by it, may be construed as permitting an adult to take a young person away on an activity alone. No activity may take place where only one adult and one young person are present.

### ANTI-BULLYING POLICY

"Children have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them." [The United Nations Convention on the Rights of the Child, Article 19]

The Barbados Boy Scouts Association is committed to this ethos and seeks to ensure, as far as is reasonably practicable, the prevention of all forms of bullying among Members. To this end all Scouting activities should have in place rigorous anti-bullying strategies.

### RULE 2.5 RESPONSIBILITY WITHIN THE ANTI-BULLYING POLICY

It is the responsibility of all adults in Scouting to help develop a caring and supportive atmosphere, where bullying in any form is unacceptable.

Adults in Scouting should:

- be aware of the potential problems bullying may cause;
- be alert to signs of bullying, harassment or discrimination;
- take action to deal with such behaviour when it occurs, following Association policy guidelines;
- provide access for young people to talk about any concerns they may have;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- help ensure that their Group/Section has a published anti-bullying code.

### DEVELOPMENT POLICY

Subject to the Rules governing age ranges and membership the Scout Movement is open to all male youth of whatever background.

The Barbados Boy Scouts Association recognises, however, that access to Scouting is not equally available to all groups and communities across society as a whole.

The *Operations sub-Committee of the National Executive Committee and the National Services Team* at Scout Headquarters support the Movement in its work in making Scouting available to all.

In particular, through the use of innovation and experiment, it supports local Scouting in meeting the needs of young people in areas of urban disadvantage or priority, in highly rural areas, and among the minority ethnic communities.

It also works in collaboration with other agencies to support those disadvantaged young people who might benefit from its programme and ethos, and who may never become full Members of the Movement.

The [National Services Team](#) supports local Scouting in a number of different ways:

- through the production and distribution of development material;
- through the sharing of experience and models of good practice;
- through support and advice from Scout Headquarters staff, volunteer and professional;
- through recommendations to the [National Development Grants Board](#) for financial support.

Those seeking help in this field should contact [the National Services Team](#) at Scout Headquarters in the first instance.

## PRIVACY AND DATA PROTECTION POLICY

The Barbados Boy Scouts Association takes the protection of privacy and personal data very seriously and all adults operating within Scouting, whether at Scout Headquarters or within local Scout units (i.e. Scout Groups or Districts), must comply with data protection law which includes the [EU General Data Protection Regulation “GDPR”](#).

*(The Information Sheet [The Association’s Data Protection Policy](#) provides key definitions, details of how it protects personal information and also guidance to staff, members and volunteers about how to deal with personal information they handle).*

## RULE 2.6 RESPONSIBILITIES WITHIN THE PRIVACY AND DATA PROTECTION POLICY

- (a) The Association at national level and each local Scout unit [operate as separate, independent charities in their own right](#). Each collects and handles personal data and is responsible, as a separate data controller, for the personal data it collects and uses.
- (b) [As a larger organisation, the Association is registered with the Information Commissioners Office \(ICO\) as a data controller. However, data protection law applies to all data controllers \(whether registered with the ICO or not\) and therefore applies to each local Scout unit.](#)
- (c) All adults in Scouting have a responsibility to comply with data protection law when handling or dealing with any personal data. However, ultimate responsibility for ensuring that adequate data protection systems are in place, lies with the relevant [charity trustees](#) as follows:
  - i. at national Scouting level, the National Executive Committee is responsible for ensuring that adequate data protection systems are in place in respect of the Barbados Boy Scouts Association based at “Hazelwood”, Upper Collymore Rock, St. Michael; and
  - ii. at local Scouting level, the local Executive Committees [\(as the charity trustees\)](#) are responsible for ensuring that adequate data protection systems are in place for their respective local Scout units.
- (d) Whilst [the charity trustees](#) and Executive Committees are responsible for ensuring that adequate data protection systems are in place, each adult operating within Scouting whether as staff, members or volunteers are also responsible for ensuring that they handle all personal data in compliance with those procedures and the law.

All adult Members and Associate Members of the Association are required to have at least one unique e-mail address (i.e. not one shared with another person or persons) recorded at Scout Headquarters. This unique e-mail address may be in addition to any shared email address, such

as may be in place for shared roles.

This requirement is needed to ensure that each Member and Associate Member receives the information relevant to them, and (in line with the Data Protection and **GDPR** requirements) prevents them from receiving information intended for another individual.

- (e) In compliance with the **6 key principles of the GDPR (Article 5)**, personal data in Scouting must be:
- i. Processed lawfully, fairly and in a transparent manner.
  - ii. Clear and accessible information must be provided to individuals about what personal data is collected, how it will be processed and how they can exercise rights over it e.g. the right to request a copy of their personal data by making a **Subject Access Request (SAR)** or to have incorrect data corrected or deleted. This information should be provided both at the initial point of contact in the form of a Privacy Statement or Notice and also be made regularly accessible to the individual.
  - iii. Collected and processed for specified, explicit and legitimate purposes only
  - iv. Personal data should only be collected and used for activities directly relating to Scouting or a person's membership or association with Scouting;
  - v. Adequate, relevant and limited to what is necessary for the purposes it is collected and processed;
  - vi. Accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that the data is kept as accurate and up-to-date as possible for the purposes for which it is being held;
  - vii. Kept for no longer than necessary for the purposes it was collected and processed;
  - viii. Kept secure using appropriate technical or organisational measures to prevent the data from being used in an unauthorised or unlawful way or against accidental loss, destruction or damage.
- (f) As data controllers, the **relevant Charity Trustees** and Executive Committees are responsible for demonstrating compliance with the above principles

## **CHAPTER 3**

### **THE SCOUT GROUP**

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Scouting in Barbados is organised in Scout Groups, Scout Districts, and Scout Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and adults to make decisions and take responsibility;
- functional units through which the design and delivery of the youth programme can be best achieved.

A Scout Group comprises one or more of any or all of the following: a Beaver Scout Colony; a Cub Scout Pack, a Scout Troop or a Venture Scout Unit.

### **RULE 3.1 MEMBERSHIP OF THE SCOUT GROUP**

- (a) No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Scout Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Child Protection Policy and R&R Chapter 15).
- (b) There are two types of membership - Members and Associate Members.
- (c) Adults who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Regulations and Rules).
- (d) When an individual becomes a Member that person becomes a member of a Group, and District (as appropriate). They also become a Member of the Barbados Boy Scouts Association and of the World Organisation of the Scout Movement.
- (e) When an individual becomes an Associate Member that person becomes an Associate member of a Group and District (as appropriate). They also become an Associate Member of the Barbados Boy Scouts Association.
- (f) Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops and Venture Scout Units is open to males only.
- (g) Adult membership whether by appointment or otherwise, is open equally to men and women.

- (h) The minimum age limit for youth membership is 4 years. The maximum age limit for youth membership is 21.
- (i) There is no maximum age limit for membership, but all adult appointments are subject to a minimum age limit of 18.
- (j) There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- (k) Members or Associate Members do not have any rights, actual or implied, to take part in the national management of the Barbados Boy Scouts Association or the World Organisation of the Scout Movement.

### **Members**

- (l) The following are required to be Members:
  - Beaver Scouts, Cub Scouts, Scouts, and Venture Scouts.
  - Leaders and Assistant Leaders.
- (m) Members must pay the Scout Headquarters Membership Subscription annually. They must also pay any District and Group Membership Subscription determined locally.
- (n) Young people become Members of the Scout Movement by making the Promise appropriate to the first Section they join. When moving Section, young people will make the Promise appropriate for their new Section.
- (o) Adults become Members by making the Promise and completing a [Members' Declaration](#).
- (p) Members of the Movement may:
  - wear the approved uniform (see R&R Chapter 10);
  - wear the World Membership badge;
  - receive benefits provided by any Group, and District to which the Member belongs and of the Barbados Boy Scouts Association and the World Organisation of the Scout Movement.

### **Associate Members**

- (q) Associate Members must pay the Scout Headquarters Membership Subscription annually. They must also pay any District and Group Membership Subscription determined locally.
- (r) Adults become Associate Members of the Scout Movement by completing an [Associate Members' Declaration](#).
- (s) Associate Members are not required to make the Promise.
- (t) Associate Members of the Movement may:
  - wear the approved uniform (see R&R Chapter 10);
  - receive benefits provided by any Group, and District to which the Member belongs and of the Barbados Boy Scouts Association.

## **RULE 3.2 ADMISSION TO MEMBERSHIP**

- (a) The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader, in accordance with the Barbados Boy Scouts Association's policies. In the case of a Sponsored Scout Group, this decision should also be subject to the recruitment policy (if any) defined in any sponsorship agreement.

Guidance on Sponsored Groups can be sought from Scout Headquarters.

- (b) The Group Scout Leader will generally delegate responsibility for admissions to the Leader in

charge of the Section concerned. This decision must be made in accordance with the Barbados Boy Scouts Association's Policies.

- (c) There may be situations where a Group does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the District Commissioner should work with the parents/carer to find an alternative Group.

### **RULE 3.3 FORFEIT OF MEMBERSHIP**

- (a) Beaver Scouts, Cub Scouts, Scouts and Venture Scouts forfeit membership if they leave the Group and do not immediately join another Section.
- (b) Membership is held continuously during the transfer from one Section to the next including the transfer from Scouts to Venture Scouts and Venture Scouts to Leadership.

### **RULE 3.4 TRANSFER OF MEMBERSHIP**

- (a) If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform their District Commissioner, who will inform the District Commissioner of the District into which the Member is moving.
- (b) Notification should also be sent to Scout Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts and Venture Scouts who are going to live abroad.

### **RULE 3.5 ANNUAL CENSUS**

- (a) The number of Members and Associate Members must be returned in an annual census of the Group.

### **RULE 3.6 THE BEAVER SCOUT COLONY**

#### **Size of Colony**

- (a) The recommended maximum size for a Colony is 24 Beaver Scouts.
- (b) This number may be exceeded with the agreement of the Group Scout Leader after consultation with the Colony's Assistant District Commissioner/District Scouter.

When deciding on the Colony size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Colony.

#### **Leadership**

- (c) The operation of the Colony must be overseen by a Leader or team of Leaders.  
A Colony Leadership team comprises all Section Leaders, Assistant Section Leaders and Section Assistants working with the Colony. Working with this Colony Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management of the Colony.  
Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex officio member of the Group Executive Committee (Rule 3.19b(iii)).
- (d) The delivery of the Colony programme is the responsibility of the Colony Leadership team, led by the Section Leader(s). Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and Criminal Record Check requirements detailed in Rule 3.22b.

- (e) The Section Leader(s) have a responsibility to ensure that at least two adults (aged 18 or over) are present at each Colony meeting, at least one of whom holds a FULL appointment with the Section (normally a Section leader but on occasion may be an Assistant Section Leader or a Section Assistant).
- (f) In the event of no Leader, Assistant Leader or Section Assistant with a FULL appointment from the Colony Leadership Team being able to attend a Colony meeting, it is possible for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same section), to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.  
It is expected that this situation will only occur infrequently – if that is not the case the Group Scout Leader must take appropriate action to strengthen the Section Leadership team of the Colony.
- (g) Other than two adults being present there is no minimum ratio of adults to Beaver Scouts set for regular Colony meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Colony, which may vary depending on the programme.  
It is good practice to have a mixed leadership team.
- (h) The recommended minimum ratio both for outdoor activities held away from the usual meeting place and for nights away experiences is 1 adult to 6 Beaver Scouts plus the leader in charge. However, as a minimum, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- (i) For all Scouting activities a risk assessment should be carried out as stated in Rule 8.4. This risk assessment cannot override the minimum requirements stated in 3.6e and 3.6(h) or those required by the activity rules in R&R Chapter 8.

### **Age Range, Uniform and Programme**

- (j) The core age range of the Beaver Scout Colony is from 4 years to 7 years. A young person may join at 4 years and remain until 7½ years (see also Rule 3.10a).  
Further guidelines on the application of the age range is detailed in the Information Sheet *Application of Age Ranges*.
- (k) Beaver Scouts wear the approved uniform with distinguishing badges as described in R&R Chapter 9.
- (l) All Beaver Scouts should be offered a high-quality balanced Programme, run in accordance with the Association's official publications for the Section.

### **Minimum Standards**

- (m) The minimum standard for a Beaver Scout Colony is:
  - Operation overseen by a Leader (Rule 3.6c)
  - Two adults present (Rule 3.6e)
  - The delivery of a high-quality balanced Programme (Rule 3.6l)
  - Opportunities for the members to take part in the decision-making process.
  - The opportunity for every Beaver Scout to attend at least one nights away experience every year
- (n) The District Commissioner, with the District Team, is required where necessary to assist

Colonies to reach the minimum standards detailed above.

- (o) If a Colony fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 consecutive years, it must be closed.

### **RULE 3.7 THE CUB SCOUT PACK**

#### **Size of Pack**

- (a) The recommended maximum size for a Pack is 36 Cub Scouts.
- (b) This number may be exceeded with the agreement of the Group Scout Leader after consultation with the Pack's Assistant District Commissioner/District Scouter.

When deciding on the Pack size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Pack.

#### **Leadership**

- (c) The operation of a Pack must be overseen by a Leader or team of Leaders.  
A Pack Leadership team comprises of all Section Leaders, Assistant Section leaders and Section Assistants working with the Pack. Working with the Pack Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management of the Pack.  
Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex-officio member of the Group Executive Committee (Rule 3.19b(iii)).
- (d) The delivery of the Pack programme is the responsibility of the Pack Leadership team, led by the Section Leader(s). Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and Criminal Record Check requirements detailed in Rule 3.22b.
- (e) The Section Leader(s) have a responsibility to ensure that at least two adults (aged 18 or over) are present at each Pack meeting, at least one of whom holds a FULL appointment with the Section (normally a Section Leader but on occasion may be an Assistant Section Leader or a Section Assistant).
- (f) In the event of no Leader or Section Assistant with a FULL appointment from the Pack Leadership team being able to attend a Pack meeting, it is possible on occasions for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same Section), to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.  
It is expected that this situation will only occur infrequently – if that is not the case the Group Scout Leader must take appropriate action to strengthen the Section Leadership team of the Pack.
- (g) Other than two adults being present there is no minimum ratio of adults to Cub Scouts set for regular Pack meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Pack, which may vary depending on the programme.  
It is good practice to have a mixed leadership team.

- (h) The recommended minimum ratio both for outdoor activities held away from the usual meeting place and for nights away experiences is 1 adult to 8 Cub Scouts plus the leader in charge. However, as a minimum, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- (i) For all Scouting activities a risk assessment should be carried out as stated in Rule 8.4. This risk assessment cannot override the minimum requirements stated in 3.7e and 3.7h or those required by the activity rules in R&R Chapter 8.

### **Age Range, Uniform and Programme**

- (j) The core age range of the Cub Scout Pack is from 7 years to 11 years. A young person may join at 6½ years and remain in the Pack until 11½ years. For further flexibility see also Rule 3.10a. Further guidelines on the application of the age range is detailed in the Information Sheet *Application of Age Ranges*.
- (k) Cub Scouts wear the approved uniform with distinguishing badges and scarves as described in R&R Chapter 9 (see also Rule 3.10a).
- (l) All Cub Scouts should be offered a high-quality balanced Programme run in accordance with the Association's official publications for the Section.

### **Minimum Standards**

- (m) The minimum standard for a Cub Scout Pack is:
  - Operation overseen by a Leader. (Rule 3.7c)
  - Two adults present (Rule 3.7e)
  - The delivery of a high-quality balanced Programme (Rule 3.7l)
  - Opportunities for the members to take part in the decision-making process. Any forum or committee should have both Cub Scouts and Leaders working together.
  - The opportunity for every Cub Scout to attend at least one nights away experience every year.
- (n) The District Commissioner, with the District Team is required where necessary to assist Packs to reach the minimum standards detailed above.
- (o) If a Pack fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 consecutive years, it must be closed.

## **RULE 3.8 THE SCOUT TROOP**

### **Size of Troop**

- (a) There is no recommended maximum size for a Troop.
- (b) When deciding on the Troop size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Troop.

### **Leadership**

- (c) The operation of the Troop must be overseen by a Leader or team of Leaders.  
A Troop Leadership team comprises of all Section Leaders, Assistant Section Leaders and Section Assistants working with the Troop. Working with the Troop Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management

of the Troop.

Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex officio member of the Group Executive Committee (Rule 3.19b(iii)).

- (d) The delivery of the Troop programme is the responsibility of the Troop Leadership team, led by the Section Leader(s). Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and Criminal Record Check requirements detailed in Rule 3.22b.
- (e) The Section Leader(s) have a responsibility to ensure that at least one adult (aged 18 or over) is present at each Troop meetings, at least one of whom holds a FULL appointment with the Troop (normally a Section Leader but on occasion may be an Assistant Section Leader or a Section Assistant).
- (f) In the event of no Leader or Assistant Leader or Section Assistant with a FULL appointment from the Troop Leadership team being able to attend a Troop meeting, it is possible on occasions for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same Section), to take their place at the meeting or similar event, as long as the Group Scout Leader is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.  
It is expected that this situation will only occur infrequently – if that is not the case the Group Scout Leader must take appropriate action to strengthen the Section Leadership team of the Troop.
- (g) Other than one adult being present there is no minimum ratio of adults to Scouts set for regular Troop meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Troop, which may vary depending on the programme being delivered.
- (h) For outdoor activities held away from the usual meeting place and for Nights Away experiences led by a Camper's Certificate Holder, the recommended minimum ratio is 1 adult to 12 scouts. However, as a minimum, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a nights away experience.
- (i) For all Scouting activities a risk assessment should be carried out as stated in Rule 8.4. This risk assessment cannot override the minimum requirements stated in 3.8d and 3.8g or those required by the activity rules in R&R Chapter 8.

### **Age Range, Uniform and Programme**

- (j) The core age range of the Scout Troop is from 11 years to 15½ years. A young person may join at 10½ years and remain until 16 years. For further flexibility see Rule 3.10a.  
Further guidelines on the application of the age range is detailed in the Information Sheet *Application of Age Ranges*.
- (k) Scouts wear the approved Scout, Sea Scout or Air Scout uniform as appropriate with distinguishing badges and scarves as described in R&R Chapter 9 (see also Rule 3.10a).
- (l) All Scouts should be offered a high-quality balanced Programme run in accordance with the Association's official publications for the Section.

### **Minimum Standards**

- (m) The minimum standard for a Scout Troop is:
  - Operation overseen by a Leader. (Rule 3.8b).

- One adult present (Rule 3.8d).
  - The delivery of an appropriate high-quality balanced Programme (Rule 3.8l).
  - Opportunities for the members to take part in the decision-making process. Any forum or committee should have both Scouts and Leaders working together.
  - The opportunity for every Scout to attend at least one nights away experience every year.
- (n) The District Commissioner, with the District Team, is required where necessary to assist Troops to reach the minimum standards detailed above.
- (o) If a Troop fails to reach the minimum standard for 2 consecutive years, the District Commissioner, with the approval of the District Executive Committee, may close it. If it fails to reach the minimum standard for 3 years, it must be closed.

### **RULE 3.9 THE VENTURE SCOUT UNIT**

#### **Size of Unit**

- (a) There is no recommended maximum size for a Unit.
- (b) When deciding on the Unit size, Leaders should take into account the leadership available, the needs of the young people and the capacity of the meeting venue and whether it might be more effective to run more than one Troop.

#### **Leadership**

- (c) The operation of the Unit must be overseen by a Leader or team of Leaders.  
A Section Leadership team comprises of all Section Leaders, Assistant Section Leaders and Section/Unit Assistants working with the Unit. Working with the Section Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management of the Unit.  
Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex officio member of the Group Executive Committee (Rule 3.19b(iii)).
- (d) The delivery of the Unit programme is the responsibility of the Section Leadership team, led by the Section Leader. Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and Criminal Record Check requirements detailed in Rule 3.22b.
- (e) The Section Leader(s) have a responsibility to ensure at least one adult (aged 18 or over) are present at each Unit meeting, at least one of whom holds a FULL appointment with the Unit (normally a Section Leader but on occasion may be an Assistant Section Leader or a Section/Unit Assistant).
- (f) In the event of no Leader or Section Assistant with a FULL appointment from the Unit Leadership team being able to attend a Unit meeting, it is possible on occasions for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same section), to take their place at the meeting or similar event, as long as the Assistant District Commissioner for Venture Scouts is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.

It is expected that this situation will only occur infrequently – if that is not the case the District Venture Scout Commissioner must take appropriate action to strengthen the Section Leadership team of the Unit.

- (g) Other than one adult being present there is no minimum ratio of adults to Venture Scouts set for regular Unit meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Unit, which may vary depending on the programme being delivered.
- (h) There is no recommended minimum ratio for outdoor activities held away from the usual meeting place or nights away experiences. However, as a minimum, for all Nights Away experiences led by a Camper's Certificate Holder at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a residential experience.
- (i) For all Scouting activities a risk assessment should be carried out as stated in Rule 8.4. This risk assessment cannot override the minimum requirements stated in Rule 4.6f or those required by the activity rules in R&R Chapter 8.

### **Age Range, Uniform and Programme**

- (j) The age range of the Section is from 15½ years to 21 years old. The age for moving from the Scout Section is between 15 and 16 years and moving to Leadership at 21 years. The leaving age is before reaching their 22<sup>nd</sup> birthday. Under no circumstances can anyone aged 22 years or over, regardless of ability remain in the Venture Scout Section.  
Further guidelines on the application of the age range is detailed in the Information Sheet *Application of Age Ranges*.  
NOTE: A young person who turns 22 during an event or residential activity (of no more than one month's duration) shall be treated as under 22, and be subject to all rules applicable to under 22 year olds, for the duration of that event.
- (k) The Venture Scout Unit should have opportunities for the members to take part in the decision-making process. Any forum or committee should have both Venture Scouts and Leaders working together.
- (l) Venture Scouts wear the approved Venture Scout, Venture Sea Scout or Venture Air Scout uniform with distinguishing emblems and scarves as described in the R&R Chapter 9.

### **Minimum Standards**

- (m) The following minimum standards are laid down for Venture Scout Units:
  - Operation overseen by a leader (Rule 4.6d)
  - One adult present (Rule 4.6f)
  - The delivery of a high-quality balanced Programme run in accordance with the Association's official publications for the Section.
  - Opportunities for the members to take part in the decision-making process. (Rule 4.76k)
  - The opportunity for every Venture Scout to attend at least one nights away experience every year.
- (n) If the Venture Scout Unit does not have enough members to reach the required standard, the members of the Venture Scout Unit may work with the District Venture Scout Unit with the approval of the Group Scout Leader, the Sponsoring Authority (if any) and the Assistant District Commissioner for Venture Scouts.
- (o) A Venture Scout Unit whose members are actively working with the District Venture Scout Unit, will be deemed to have reached the required standard.
- (p) The District Commissioner, with the District Team, is required where necessary to assist the District Venture Scout Unit to reach the required standard.

- (q) If the District Venture Scout Unit fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee. If the District Venture Scout Unit fails to reach the minimum standard for three years it must be closed.

### **RULE 3.10 SECTION FLEXIBILITY**

- (a) Flexibility for Individual Members
- i. It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities
  - ii. It is the duty of the Scout Group to make reasonable adjustments to support the full participation of young people with additional needs, disabilities or life-limiting conditions.
  - iii. The Scout Group can request guidance from a network of volunteers supporting inclusion within Districts and from Scout Headquarters.
  - iv. Reasonable adjustments should respond to the needs of the individual and aim to remove any barriers or support access, by adapting;
    - Physical features (eg. the meeting place)
    - The way things are done (eg. age ranges, the Programme, routines)
    - Support provided (eg. equipment, adapting communication, level of support)
  - v. What is reasonable for the Scout Group is dependent upon the effectiveness of the adjustment, whether it can actually be done, the cost and the resources of the Group at that time.
  - vi. Making reasonable adjustments is an on-going duty and should be regularly reviewed.
  - vii. Permitting a young person with additional needs to be in a Section outside of the core age range may enable the individual to access Scouting. Where appropriate, this recommendation should be made in consultation with the primary caregiver, Section Leaders and Group Scout Leader, and should be approved by the District Commissioner. Under no circumstances can anyone aged 18 years or over, regardless of ability, remain in a Beaver Scout Colony, Cub Scout Pack, or Scout Troop.
  - viii. Scout Groups and Districts should seek guidance from Scout Headquarters regarding reasonable adjustments disputes and allegations of discrimination.

Note: Information and guidance on supporting young people with additional needs and disabilities can be requested from Scout Headquarters.

### **TYPES OF SCOUT GROUP**

A Scout Group may be registered as an Open Scout Group, or a Sponsored Scout Group.

### **RULE 3.11 THE OPEN SCOUT GROUP**

- (a) An Open Scout Group has no formal relationship with any other organisation and has a policy of unrestricted recruitment.

### **RULE 3.12 THE SPONSORED SCOUT GROUP**

- (a) Guidance on sponsoring agreements, responsibilities of sponsoring authorities and agreements with regard to property and equipment are available from Scout Headquarters.
- (b) A Sponsored Scout Group can be sponsored by an organisation approved by Scout

Headquarters. The Group will have a policy of recruitment defined in a formal agreement with the Sponsoring Authority.

- (c) Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations and formations of Her Majesty's Forces.
- (d) In the case of a Sponsored Scout Group which is sponsored by a university, college or school, membership of the Group must be voluntary for the students or pupils of the Sponsoring Organisation.
- (e) Sponsored Scout Groups may have a policy of unrestricted or restricted recruitment as defined in a formal agreement between the District Executive Committee and the Sponsoring Authority.
- (f) No restriction on recruitment may be made which contravenes the provisions of any law.
- (g) The organisation which sponsors the Group shall appoint a person or committee to act as the Sponsoring Authority. The District Commissioner must be informed of this appointment.
- (h) In the event of a disagreement between the Sponsoring Authority and the Group Scout Leader, the matter must be referred to the District Commissioner. (See R&R Chapter 14 for further information)

### **RULE 3.13 THE FORMATION AND REGISTRATION OF SCOUT GROUPS**

- (a) Application for the registration of a Scout Group must be made to the District Commissioner by:
  - the prospective Group Scout Leader, in the case of an Open Scout Group;
  - the organisation which proposes to act as sponsor, in the case of a Sponsored Scout Group;
  - the prospective Section Leader in the case of a Group which will consist of a single Section.
- (b) The District Commissioner and the District Executive Committee must be satisfied that:
  - registration is desirable;
  - the proposed Group will be run properly;
  - suitable Leaders can be found;
  - the prospective Group Scout Leader (or Section Leader in the case of a Group consisting of a single Section):
    - accepts the Association's policies, rules and procedures;
    - undertakes to form a Group Scout Council and a Group Executive Committee as soon as possible but in any case not later than four months after the date of registration;
    - will give due emphasis to the key policies of the Association (see R&R Chapter 2);
    - will initiate a programme of training in accordance with the training policy of the Association.
- (c) If the District Commissioner and the District Executive Committee refuse to recommend the registration of a Group, the District Commissioner must send a full report on the matter to Scout Headquarters.
- (d) Groups in which the Scout Troop is a Sea or Air Scout Troop may adopt the title Sea Scout Group or Air Scout Group as appropriate.

### **RULE 3.14 ANNUAL RENEWAL OF REGISTRATION**

- (a) Registration is valid only until the 31 March of the calendar year following the issue of the [Certificate of Registration](#).

- (b) Registration must be renewed annually by completing and submitting an annual registration and census return as directed by Scout Headquarters.
- (c) Registration renewal also requires the payment of the Scout Headquarters Registration Fee and any District Registration Fee payable.

### **RULE 3.15 CHANGES IN REGISTRATION**

- (a) If it is required to change the registration of a Group or to amalgamate with another Group, the appropriate Registration Form must be submitted to Scout Headquarters by the District Commissioner.
- (b) Changes in the composition of a Group made by the addition or loss of Sections do not necessitate a change of registration.
- (c) Such changes are made with the approval of the District Commissioner after consultation with the District Executive Committee and the Sponsoring Authority, if appropriate.

### **RULE 3.16 SUSPENSION OF REGISTRATION**

- (a) Suspension of registration is a purely temporary measure.
- (b) A Group may have its registration suspended by the District Commissioner, or the District Executive Committee. The suspension must be approved by the Chief Commissioner or National Executive Committee.
- (c) In exceptional circumstances Scout Headquarters may suspend the registration of a Group. This must be done in consultation with the District Commissioner.
- (d) Suspension of registration may also be a consequence of the suspension of the District.
- (e) In such a case the Chief Commissioner may direct that Groups will not be suspended but attached to a neighbouring District.
- (f) In the event of suspension all Group activities must cease and all Group Scouters are automatically suspended as if each were individually suspended.
- (g) During suspension no member of the Group may wear uniform or badges.
- (h) If the Group Executive Committee is included in the suspension, this must be specified and the District Executive Committee will be responsible for the administration of Group property and finance during the period of suspension.
- (i) The Group Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the Chief Commissioner.
- (j) A District Commissioner or District Executive Committee who suspends a Group must report the matter with full details to the Chief Commissioner. They must also notify the Honorary Secretary, and the Sponsoring Authority.
- (k) The Honorary Secretary must report the circumstances as soon as possible to the National Executive Committee.
- (l) The District Commissioner should consult Scout Headquarters as to how best to resolve the underlying problem which led to the suspension.

### **RULE 3.17 CANCELLATION OF REGISTRATION AND THE CLOSURE OF SECTIONS WITHIN A GROUP**

- (a) The registration of a Scout Group may be cancelled by Scout Headquarters:
  - On the recommendation of the District Commissioner and the District Executive

Committee, following a meeting specially convened;

At such a meeting, the Scouters concerned, the Group Chair and the Sponsoring Authority, if any, are entitled to be heard;

- If registration is not renewed at the time of the required annual renewal of registration;
  - If the registration of the District is cancelled.
- (b) When the registration of a Scout Group is cancelled the Scout Group ceases to exist and action must be taken as described in R&R Chapter 13 to deal with its property and assets.
- (c) Any Section within a Group may be closed by the District Commissioner and the District Executive Committee acting together, following consultation with the Sponsoring Authority, if any.
- (d) The membership of each Member of the closed Section will cease automatically, unless membership of another Section or Group is arranged as directed by the District Commissioner.
- (e) A Scout Group cannot exist unless it has a current registration with Scout Headquarters.
- (f) Charity law does not permit a Scout Group to transfer from the Barbados Boy Scouts Association to any other body whether calling itself a Scout organisation or by any other name.
- (g) Individual or several Members of a Group may leave and join any other organisation they wish. The Group itself and all its assets remain part of the Barbados Boy Scouts Association who is incorporated by an Act of Parliament.
- (h) In the event of all the Members leaving, the District will close the Group and cancel its registration.
- (i) In the event that not all the Members leave, it will be a decision for the District Commissioner and District Executive Committee as to whether to close the Group or try to keep it running with a reduced membership.

### **RULE 3.18 MANAGEMENT OF THE SCOUT GROUP**

- (a) A Scout Group is created and operated as an educational charity.
- (b) Every Scout Group is an autonomous organisation holding its property and equipment and admitting young people to membership of the Scout Group subject to the policy and rules of the Barbados Boy Scouts Association.
- (c) A Scout Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.
- (d) The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the high-quality balanced Programme for young people within the Group.

### **RULE 3.19 THE CONSTITUTION OF THE SCOUT GROUP**

In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.

#### **(a) The Group Scout Council**

The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.

- i. Membership of the Group Scout Council is open to:
- Scouters;
  - Colony, Pack, Troop and Unit Assistants;

- Skills Instructors;
  - Administrators;
  - Advisers;
  - Patrol Leaders;
  - Venture Scout Unit Executive Committee members;
  - all parents of Beaver Scouts, Cub Scouts, Scouts and Venture Scouts;
  - the Sponsoring Authority or its nominee;
  - any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council;
- ii. The District Commissioner and District Chair are ex-officio members of the Group Scout Council.
  - iii. Membership of the Group Scout Council ceases upon:
    - the resignation of the member;
    - the dissolution of the Council;
    - the termination of membership by Scout Headquarters following a recommendation by the Group Executive Committee.
  - iv. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:
    - receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts;
    - approve the Group Scout Leader's nomination of the Group Chair and nominated members of the Group Executive Committee;
    - elect a Group Secretary and Group Treasurer;
    - elect certain members of the Group Executive Committee;
    - appoint an auditor or independent examiner or scrutineer as required.

**(b) The Group Executive Committee**

- i. The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:
  - Comply with the Regulations and Rules of the Barbados Boy Scouts Association.
  - Protect and maintain any property and equipment owned by and/or used by the Group.
  - Manage the Group finances.
  - Provide insurance for people, property and equipment.
  - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
  - Promote and support the development of Scouting in the local area.
  - Manage and implement the Safety Policy locally.
  - Ensure that a positive image of Scouting exists in the local community.
  - Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees.

- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of Sections in the Group as necessary

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; and file a copy with the District Executive Committee.
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

iii. The Group Executive Committee consists of:

**Ex-officio Members**

- The Group Chair;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader;
- The Sponsoring Authority or its nominee;
- All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader, Scout Leader or Venture Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

**Elected Members**

- Persons elected at the Group Annual General Meeting;
- These should normally be four to six in number;
- The actual number must be the subject of a resolution by the Group Scout Council.

**Nominated Members**

- Persons nominated by the Group Scout Leader;
- The nominations must be approved at the Group Annual General Meeting; the number of nominated members must not exceed the number of elected members.

**Co-opted Members**

- Persons co-opted annually by the Group Executive Committee;
- The number of co-opted members must not exceed the number of elected members.

**Right of Attendance**

- The District Commissioner and the District Chair have the right of attendance at meetings of the Group Executive Committee.

iv. Additional Requirements for sub-Committees:

- Sub-Committees consist of members nominated by the Committee.

- The Group Scout Leader and the Group Chair will be ex-officio members of any sub-Committee of the Group Executive Committee.
  - Any fundraising committee must include at least two members of the Group Executive Committee. No Section Leader or Assistant Leader may serve on such a fundraising sub-Committee.
- v. **Additional Requirements for Charity Trustees:**
- All ex-officio, elected, nominated and co-opted members of the Group Executive Committee are Charity Trustees of the Scout Group.
  - Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as Charity Trustees (however the views of young people in the Group must be taken into consideration).
  - Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See Rule 12.1)
  - Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.
- (c) **The Group Scouters' Meeting**
- i. Membership of the Group Scouters' Meeting consists of the Group Scout Leader as chair, all Section Leaders and Assistant Leaders.
  - ii. The role of the Group Scouters' Meeting is to:
    - consider the well-being and development of each Member of the Group;
    - ensure the progress of each Member through the programme;
    - plan and co-ordinate all the Group's activities;
    - to keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.
- (d) **Conduct of Meetings**
- i. Only members as defined above may vote in meetings of the Group Scout Council and the Group Executive Committee.
  - ii. Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the chair does not have a casting vote and the matter is taken not to have been carried.
  - iii. The Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Group Executive Committee and its sub-Committees.

### **RULE 3.20 ADMINISTRATORS AND ADVISERS**

- (a) The Group Chair and the Group Scout Leader must be able to work in partnership.
- (b) To assist the formation of this partnership the Group Chair is nominated by the Group Scout Leader. The appointment may not be held by a Leader or Manager where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Section Leader should not be the Group Chair in the same Scout Group or a District Chair, but could be a Group Chair in a different Scout Group (subject to having the time and skill to undertake both roles).
- (c) The appointment of the Group Chair is approved by the Group Scout Council at its Annual General Meeting.
- (d) Every effort should be made to find a Group Chair. Only in extreme circumstances may the Group Scout Leader act as Group Chair for a short period.

- (e) The Group Secretary and Group Treasurer are elected by the Group Scout Council at the Annual General Meeting every year. Neither role may be held by a Leader or Manager where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Section Leader should not be the Group Treasurer in the same Scout Group or a District Treasurer but could be Group Treasurer in a different Scout Group (subject to having the time and skill to undertake both roles).
- (f) No individual should hold more than one of the appointments of Group Chair, Secretary or Treasurer of the same Executive Committee. Neither can these appointments be combined in anyway.
- (g) Other Administrators and Advisers may be appointed by the Group Executive Committee with the approval of the Group Scout Leader as per R&R Chapter 15.
- (h) Administrators and Advisers appointments may be terminated by:
  - the resignation of the holder;
  - the unanimous resolution of all other members of the Group Executive Committee;
  - the expiry of the period of the appointment;
  - confirmation by Scout Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group.
- (i) The appointment and termination of all Group Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

### **RULE 3.21 MINIMUM AGE FOR APPOINTMENTS**

- (a) To hold an adult appointment in a Scout Group a person must have reached the age of 18 years.

### **RULE 3.22 THE APPOINTMENT OF ADULTS**

- (a) No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Scout Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Child Protection Policy and R&R Chapter 15).
- (b) A Personal Enquiry (including where relevant a Criminal Record Check) will always be required for any person aged 18 or over who meets **any** of the following criteria:
  - wishes to become a Member or Associate Member; or
  - will be a member of an Executive Committee; or
  - will be assisting with overnight activities (including Nights Away); or
  - may be helping out once a week (or on four occasions in a thirty-day period) or more frequently; or
  - will have unsupervised access to young people.
- (c) For the purposes of Rule 3.22b above “unsupervised” means not being within sight and hearing of another adult who holds a valid Criminal Record Check.
- (d) A person who requires a Personal Enquiry under Rule 3.22(b) above (including where relevant a Criminal Record Check) and who does not have an active role recorded at Scout Headquarters must be recorded at Scout Headquarters as an Occasional Helper. Occasional Helpers are not entitled to membership status or member benefits and the recording at Scout Headquarters is only provided to enable the Personal Enquiry and Criminal Record Check to be conducted.
- (e) Certain roles will require a Criminal Record Check every five years.

- (f) A new Criminal Record Check is not normally required if the individual is simply moving from one role to another within the Association, provided the procedures have been followed for the initial role, that they have a valid Criminal Record Check and the person's service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- (g) A Personal Enquiry is initiated by recording the appropriate role at Scout Headquarters. This should be done as soon as the individual concerned has agreed to take on a role.
- (h) When completing a Personal Enquiry accurate information about the individual must be given.
- (i) The full rules for the appointment of adults can be found in R&R Chapter 15.
- (j) Occasional Helpers (including parents) who are required to undertake a Personal enquiry (see Rule 3.22a and 3.22b) must be recorded using the Association's official **Joining Forms**. The appropriate Criminal Record Check application process must then be followed.
- (k) Section Leaders should ensure that Occasional Helpers who are involved more than once a month are aware of the appointment opportunities available to them.

### **RULE 3.23 LIMITATION ON THE NUMBER OF APPOINTMENTS HELD**

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

### **RULE 3.24 RESPONSIBILITIES OF APPOINTMENTS IN THE SCOUT GROUP**

- (a) **The Group Scout Leader**
  - i. The Group Scout Leader is responsible to the District Commissioner for:
    - The development of Scouting in the Group's catchment area;
    - Promoting and maintaining the Policy of the Association;
    - The local management of the Safety Policy together with the Group Executive;
    - Ensuring that all adults working within the Scout Group are appropriate persons to carry out the tasks given them;
    - The continuity and development of training in Sections of the Group;
    - Ensuring all adults in the Group are appropriately trained;
    - Maintaining effective communication with the District Commissioner, and other organisations whose advice and support could assist the Group;
    - Acting as Chair of the Group Scouters' Meeting;
    - Encouraging co-operation among the Scouters of the Group;
    - Nominating the Group Chair. The Group Scout Leader may not hold this appointment, nor may a Scouter be nominated;
    - Matters relating to the admission and membership of Beaver Scouts, Cub Scouts, Scouts and Venture Scouts in the Group;
    - Building and maintaining a good relationship with the Group's immediate community;

- Building and maintaining a good relationship with the Sponsoring Authority in the case of a Sponsored Scout Group and with any community represented by the Sponsoring Authority;
  - All other matters specified in these Rules for Group Scout Leaders.
- (b) **The Assistant Group Scout Leader**
- i. An Assistant Group Scout Leader may be appointed, with responsibilities as defined by the Group Scout Leader.
  - ii. The Group Scout Leader should have regard to the desirability of developing the Assistant's leadership potential.
- (c) **Group Scout Leader (Acting)**
- i. If a Group Scout Leader appointment is or becomes vacant the District Commissioner can undertake these duties as a temporary measure or appoint a Group Scout Leader (Acting). The District Commissioner must give priority to filling the vacancy as soon as possible.
- (d) **The Section Leader**
- i. The Section Leader is responsible for planning and implementing a high-quality balanced Programme for the Section, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Section Leaders, Section Assistants and Skills Instructors.
  - ii. It is a Leader's responsibility actively to encourage transfer between the Sections.
- (e) **Assistant Section Leader**
- i. The responsibilities of an Assistant Section Leader are specified by the Section Leader, who should have regard to the desirability of developing the Assistant's leadership potential.

### **RULE 3.25 THE TRAINING OF ADULTS**

- (a) The acceptance of an appointment involves an obligation to undertake training appropriate to that appointment.
- (b) For roles that require a Wood Badge a Training Adviser will be assigned to the adult to draw up a Personal Learning Plan, support the adult through the scheme and validate the necessary modules.
- (c) During the Provisional Appointment period, the Getting Started modules should be completed. These comprise of:
- **Module 1 – Essential Information**
  - **GDPR – General Data Protection Regulations**
  - **Module 2 – Personal Learning Plan**
- and either:
- **Module 3 – Tools for the Role (Section Leaders)**
- or
- **Module 4 – Tools for the Role (Managers and Supporters)**
- (d) Once the Appointment Certificate has been issued the adult should complete the necessary modules for their role, as outlined on their 'Personal Learning Plan'.
- (e) Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.

- (f) Validation is necessary for all modules identified on the Personal Learning Plan.  
Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.
- (g) Following the successful validation of the modules on the Personal Learning Plan, a Wood Badge can be awarded.
- (h) Following the award of a Wood Badge, [the adult must complete a minimum of five hours Ongoing learning per year](#), averaged over the length of the appointment.
- (i) It is the responsibility of the adult's line manager to monitor completion of Ongoing learning.  
[Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.](#)
- (j) In exceptional circumstances, Scout Headquarters may prescribe the Ongoing learning requirements during a certain year (or years) for all or certain roles.

### **RULE 3.26 ADULT RESPONSIBILITY FOR THE PROGRAMME**

- (a) Section Leaders, working with Assistant Leaders and Section Assistants, are responsible for the detailed programme of individual Colonies, Packs, Troops and Units.
- (b) Leaders should take account of the additional needs of individual members, the Youth programme, badges and awards and the Section's method as outlined in current Section handbooks.
- (c) Attention must be paid to the requirements of safety and to any Rules governing activities.

### **RULE 3.27 YOUNG PEOPLE'S RESPONSIBILITY FOR THE PROGRAMME**

- (a) Progressive responsibility for planning and decision-making is an important element of the Programme.
- (b) There should be effective operation of the Colony, Pack, Troop and Unit Forum, and the Patrol System.

### **AWARDS AND BADGES**

Requirements of Section awards and badges are found in the Association's official publications for the Sections.

### **RULE 3.28 FINANCE AND THE SCOUT GROUP**

- (a) Every Scout Group is a separate educational charity and is under a statutory obligation to keep proper books of account.
- (b) [The Charities Act \(presently Charities Act CAP 243 and Charities \(Amendment\) Act 2019\) apply directly to Barbados.](#)
- (c) The Group Executive Committee must ensure that proper financial planning and budgetary control is operated within the Group.
- (d) The Group Scouters' Meeting must be consulted on the financial planning of the Group's activities.
- (e) All expenditure not specifically delegated to the Group Scouters' Meeting or Section Leaders must be approved by the Group Executive Committee to ensure that the Group can meet any liability so incurred.

- (f) When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the Group and not in a personal capacity.
- (g) A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- (h) The Group must ensure that signed copies of the annual report and accounts are sent to the District Treasurer within the 14 days following the Group's Annual General Meeting at which the annual report and accounts were received and considered.
- (i) If the financial reporting period for the Group is not January to December, then statement of accounts must be prepared for the period January to December of the previous year and submitted to Scout Headquarters with the Group's annual Registration. The statements must be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- (j) The annual statement of accounts must account for all monies received or paid on behalf of the Group, including all Sections, and Committees.
- (k) If the annual gross income or expenditure is above the limits laid down in the *Information Sheet Accounting and Audit Requirements for Scout Groups and Districts*, the statement of accounts must be in the form of a **Statement of Financial Activities (SOFA) with balance sheet**.
- (l) If the gross annual income or total income is less than the limits laid down in the *Information Sheet* an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- (m) **The annual statement of accounts must be in the format of one of the model annual statements available for download from [www.babadosscouts.org/res/](http://www.babadosscouts.org/res/).** The appropriate model will depend upon the gross annual income in the financial year and whether the Group has any special funds whose use is restricted to particular purposes rather than the general purposes of the Scout Group.
- (n) At each Annual General Meeting of the Group Scout Council an auditor, independent examiner or scrutineer, as appropriate must be appointed.
- (o) Each Group can decide if they need an auditor, independent examiner or scrutineer, by reference to the *Information Sheet Accounting and Audit Requirements for Scout Groups and Districts*.
- (p) **The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act.**
- (q) A report to the trustees (the Group Executive Committee) must be completed in accordance with one of the models in the specimen accounts referred to in the *Information Sheet Accounting and Audit Requirements for Scout Groups and Districts* as appropriate to a scrutineer, an independent examiner or an auditor.
- (r) A scrutineer, or independent examiner is required to carry out the work programme defined in the *Information Sheet Accounting and Audit Requirements for Scout Groups and Districts*.

### **RULE 3.29 FUNDS ADMINISTERED BY SECTIONS**

- (a) Each Section must itself administer sums allocated to it by the Group Executive Committee.
- (b) Subscriptions paid by or on behalf of Members of each Sections must be handed to the Group Treasurer or their nominee as soon as possible after receipt.
- (c) The Group Treasurer should make the necessary records and pay the money into the Group

bank account(s) as soon as practicable.

- (d) Each Section must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the Group Treasurer at least once in each period of four months.

### **RULE 3.30 BANK ACCOUNTS**

- (a) All monies received by or on behalf of the Group either directly or via supporters, must be paid into a bank account held in the name of the Group. [This account may be a Deposit Account held at The Scout Shop.](#)
- (b) The account(s) will be operated by the Group Treasurer and other members authorised by the Group Executive Committee.
- (c) A minimum of two signatories must be required for any withdrawals.
- (d) Under no circumstances must any monies received by a Section or supporter on behalf of the Group be paid into a private bank account.
- (e) Cash received at a specific activity may only be used to defray expenses of that same specific activity if the Group Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.

### **RULE 3.31 DISPOSAL OF GROUP ASSETS AT AMALGAMATION**

- (a) If two or more Scout Groups amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.
- (b) The statement, together with all Group assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group formed by the amalgamation.
- (c) If the Group Treasurer considers it necessary, after consultation with the Group Executive Committee, they may ask the District Executive Committee to appoint an appropriate person to examine the accounts.

### **RULE 3.32 DISPOSAL OF GROUP ASSETS AT CLOSURE**

- (a) If a Group ceases to exist, the Group Treasurer must prepare a statement of account at the effective date of closure.
- (b) The statement, together with all Group assets, must be handed to the District Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- (c) The District Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- (d) Subject to [Rule 12.7](#), any assets remaining after the closure of a Group will automatically pass to the District Scout Council which shall use or dispose of these assets at its absolute discretion.
- (e) If there is any reasonable prospect of the Group being revived the District Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived Group.
- (f) If the District Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the District Treasurer must forward a copy of the financial statement to Scout Headquarters with the proposals of the Executive Committee requesting instructions.
- (g) The District Executive Committee is responsible for preserving the statements of account and

all accounting records of the Group.

### **RULE 3.33 PRESERVATION OF BOOKS OF ACCOUNT**

- (a) Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by the Barbados Revenue Authority.

### **RULE 3.34 PAYMENT OF THE MEMBERSHIP SUBSCRIPTION**

- (a) In order to meet the costs of Scout Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to the Region and World Scouting, the Executive Committee of the Association requires Members to pay a Scout Headquarters Registration Fee.
- (b) The amount of the Registration Fee is decided annually by the National Executive Committee.
- (c) In addition, to meet local costs, the Scout District may charge a registration fee.
- (d) Every Scout Group is responsible for the collection and payment of the Scout Headquarters Registration Fees in accordance with the numbers returned on the annual census return.
- (e) Payments should be remitted to the District Treasurer not later than the date annually notified.
- (f) Membership subscriptions may be collected from Members or their parents by a method decided by the Group Executive Committee.

### **RULE 3.35 FUNDRAISING**

- (a) In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- (b) Scout Groups are expected to generate sufficient funds to carry out their own programme of activities.
- (c) Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- (d) Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- (e) Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - The proceeds of the activity go wholly to the work of the Group or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group is wholly applied to the work of the Group;
  - It does not encourage the habit of gambling.
- (f) Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- (g) Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.
- (h) The Barbados Boy Scouts Association operates a number of Corporate Partnerships. Any fundraising activity that may include a body from this list has to be approved, pre agreement, by Scout Headquarters.

**RULE 3.36 JOINT FUNDRAISING PROJECTS**

- (a) Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- (b) Scout Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- (c) When undertaking a joint project, it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

**RULE 3.37 FUNDRAISING AND THE LAW**

- (a) All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law for the time being in force. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons.

**RULE 3.38 LOTTERIES AND GAMING**

- (a) If a Group considers raising funds by means governed by any legislation as detailed at Rule 3.37, the proposed activity must have the recorded approval of the Group Executive Committee and Sponsoring Authority, if any, and of the District Chair.
- (b) Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles and similar methods of fundraising involving participation on payment of stakes.
- (c) The promoter of any fundraising activity governed by legislation should be a member of the Group Executive Committee.
- (d) Scout Groups in the areas adjacent should be informed of the proposed activity. The fundraising activity should as far as practicable be carried out within the Group's catchment area.
- (e) Any advertising material used must conform with the requirements of the Acts and must not contain any matter which is not in strict conformity with the standards of the Movement.

**RULE 3.39 APPEALS FOR FUNDS**

- (a) Groups may not issue general appeals for funds.
- (b) In exceptional circumstances approval may be sought from the District Executive Committee. The District Executive Committee must consult the Chief Commissioner and Scout Headquarters before giving approval.
- (c) Any permitted appeal must not exceed the boundaries of the District in which the Group is located.

**RULE 3.40 PROFESSIONAL FUNDRAISERS**

- (a) Groups may not appoint a professional fundraiser without the approval of the District and National Executive Committees who will ensure that the requirements of the legislation are fully complied with.

**RULE 3.41 GRANT AID AND LOANS**

- (a) Provided that a Group raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.

- (b) Application for grants or loans from Government Agencies must be approved by the District Chair and the Chief Commissioner before Submission.
- (c) Applications for grants or loans from Scout Headquarters must have the approval of the Group Chair and the District Commissioner.
- (d) Applications for grants or loans from sources other than those referred to above must have the approval of the Group Chair and the District Commissioner.
- (e) If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

## **CHAPTER 4**

### **THE SCOUT DISTRICT**

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Scouting in Barbados is organised in Scout Groups, Scout Districts, and Scout Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and adults to make decisions and take responsibility;
- functional units through which the design and delivery of the youth programme can be best achieved.

A Scout District comprises several Scout Groups. Additionally, a District may have a District Venture Scout Unit and Special Groups.

## **RULE 4.1 MEMBERSHIP OF THE SCOUT DISTRICT**

- (a) No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Scout Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Child Protection Policy and R&R Chapter 15).
- (b) There are two types of membership - Members and Associate Members.
- (c) Adults who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Regulations and Rules).
- (d) When an individual becomes a Member that person becomes a member of a Group, and District (as appropriate). They also become a Member of the Barbados Boy Scouts Association and of

the World Organisation of the Scout Movement.

- (e) When an individual becomes an Associate Member that person becomes an Associate member of a Group and District (as appropriate). They also become an Associate Member of the Barbados Boy Scouts Association.
- (f) Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops and Venture Scout Units is open to males only.
- (g) Adult membership whether by appointment or otherwise, is open equally to men and women.
- (h) The minimum age limit for youth membership is 4 years. The maximum age limit for youth membership is 21.
- (i) There is no maximum age limit for membership, but all adult appointments are subject to a minimum age limit of 18. There is a maximum age limit for the District Youth Commissioner appointment. Please see Rule 4.23d (iii) for details.
- (j) There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- (k) Members or Associate Members do not have any rights, actual or implied, to take part in the national management of the Barbados Boy Scouts Association or the World Organisation of the Scout Movement.

### **Members**

- (l) The following are required to be Members:
  - Beaver Scouts, Cub Scouts, Scouts, and Venture Scouts.
  - Leaders, Assistant Leaders, Commissioners, Deputy Commissioners, Assistant Commissioners and District Scouters.
- (m) Members must pay the Scout Headquarters Membership Subscription annually. They must also pay any District and Group Membership Subscription determined locally.
- (n) Young people become Members of the Scout Movement by making the Promise appropriate to the first Section they join. When moving Section, young people will make the Promise appropriate for their new Section.
- (o) Adults become Members by making the Promise and completing a [Members' Declaration](#).
- (p) Members of the Movement may:
  - wear the approved uniform (see R&R Chapter 10);
  - wear the World Membership badge;
  - receive benefits provided by any Group, and District to which the Member belongs and of the Barbados Boy Scouts Association and the World Organisation of the Scout Movement.

### **Associate Members**

- (q) Associate Members must pay the Scout Headquarters Membership Subscription annually. They must also pay any District and Group Membership Subscription determined locally.
- (r) Adults become Associate Members of the Scout Movement by completing an [Associate Members' Declaration](#).
- (s) Associate Members are not required to make the Promise.
- (t) Associate Members of the Movement may:
  - wear the approved uniform (see R&R Chapter 10);
  - receive benefits provided by any Group, and District to which the Member belongs and of

the Barbados Boy Scouts Association.

#### **RULE 4.2 ADMISSION TO MEMBERSHIP**

- (a) The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader, in accordance with the Barbados Boy Scouts Association's policies. In the case of a Sponsored Scout Group, this decision should also be subject to the recruitment policy (if any) defined in any sponsorship agreement.
- (b) The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned. This decision must be made in accordance with the Barbados Boy Scouts Association's Policies.
- (c) The decision to admit anyone to membership of a District Venture Scout Unit rests with the Assistant District Commissioner for Venture Scouts, in accordance with the Barbados Boy Scouts Association's Policies.
- (d) There may be situations where a Group does not have the capacity or resources to meet the needs of a young person or make the reasonable adjustments necessary. In such instances, the District Commissioner will work with the parents/carer and the young person themselves to find an alternative Scouting provision.

#### **RULE 4.3 FORFEIT OF MEMBERSHIP**

- (a) Beaver Scouts, Cub Scouts, Scouts and Venture Scouts forfeit membership if they leave the Group and do not immediately join another Section.
- (b) Venture Scouts registered with a District Venture Scout Unit forfeit membership if they leave the District Venture Scout Unit and do not immediately join another Section.
- (c) Membership is held continuously during the transfer from one Section to the next including the transfer from Scouts to Venture Scouts and Venture Scouts to Leadership.

#### **RULE 4.4 TRANSFER OF MEMBERSHIP**

- (a) If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform their District Commissioner, who will inform the District Commissioner of the District into which the Member is moving.
- (b) Notification should also be sent to Scout Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts and Venture Scouts who are going to live abroad.

#### **RULE 4.5 ANNUAL CENSUS**

- (a) The number of Members and Associate Members must be returned in an annual census of the Group or District.

#### **RULE 4.6 DISTRICT VENTURE SCOUT UNITS**

- (a) The District Venture Scout Unit is part of a District's provision of Scouting.
- (b) A District Venture Scout Unit consists of a number of Venture Scouts.
- (c) They may be divided into smaller groups, but these should be flexible.

##### **Leadership**

- (d) The operation of the Unit must be overseen by a Leader or team of Leaders.

A Section Leadership team comprises of all Section Leaders, Assistant Section Leaders and Section/Unit Assistants working with the Unit. Working with the Section Leadership team, the Section Leader(s) have responsibility for the planning of the programme and the management of the Unit.

- (e) Where there is more than one Section Leader appointed, only one of the Section Leaders may opt-in to be an ex officio member of the Group Executive Committee (Rule 3.23b(iii)).
- (f) The delivery of the Unit programme is the responsibility of the Section Leadership team, led by the Section Leader. Additional adults (for example parents, subject experts from the community) may be used on a regular or occasional basis to support the programme delivery. All additional adults need to conform to the Personal Enquiry and Criminal Record Check requirements detailed in Rule 4.20b.
- (g) The Section Leader(s) have a responsibility to ensure at least one adult (aged 18 or over) are present at each Unit meeting, at least one of whom holds a FULL appointment with the Unit (normally a Section Leader but on occasion may be an Assistant Section Leader or a Section/Unit Assistant).
- (h) In the event of no Leader or Section Assistant with a FULL appointment from the Unit Leadership team being able to attend a Unit meeting, it is possible on occasions for another adult member of Scouting, with appropriate youth leadership experience (not necessarily in the same section), to take their place at the meeting or similar event, as long as the Assistant District Commissioner for Venture Scouts is consulted as soon as practicable in advance and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and have a FULL appointment.  
It is expected that this situation will only occur infrequently – if that is not the case the District Venture Scout Commissioner must take appropriate action to strengthen the Section Leadership team of the Unit.
- (i) Other than one adult being present there is no minimum ratio of adults to Venture Scouts set for regular Unit meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Unit, which may vary depending on the programme being delivered.
- (j) There is no recommended minimum ratio for outdoor activities held away from the usual meeting place or nights away experiences. However, as a minimum, for all Nights Away experiences led by a Camper's Certificate Holder at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a residential experience.
- (k) For all Scouting activities a risk assessment should be carried out as stated in Rule 8.4. This risk assessment cannot override the minimum requirements stated in Rule 4.6f or those required by the activity rules in R&R Chapter 8.

### **Age Range, Uniform and Programme**

- (l) The age range of the Section is from 15½ years to 21 years old. The age for moving from the Scout Section is between 15 and 16 years and moving to Leadership at 21 years. The leaving age is before reaching their 22<sup>nd</sup> birthday. Under no circumstances can anyone aged 22 years or over, regardless of ability remain in the Venture Scout Section.

Further guidelines on the application of the age range is detailed in the Information Sheet *Application of Age Ranges*.

**NOTE:** A young person who turns 22 during an event or residential activity (of no more than one month's duration) shall be treated as under 22, and be subject to all rules applicable to under 22 year olds, for the duration of that event.

- (m) The Venture Scout Unit should have opportunities for the members to take part in the decision-making process. Any forum or committee should have both Venture Scouts and Leaders working together.
- (n) Venture Scouts wear the approved Venture Scout, Venture Sea Scout or Venture Air Scout uniform with distinguishing emblems and scarves as described in the R&R Chapter 10.

### **Minimum Standards**

- (o) The following minimum standards are laid down for Venture Scout Units:
  - Operation overseen by a leader (Rule 4.6d)
  - One adult present (Rule 4.6f)
  - The delivery of a high-quality balanced Programme run in accordance with the Association's official publications for the Section.
  - Opportunities for the members to take part in the decision-making process. (Rule 4.6m)
  - The opportunity for every Venture Scout to attend at least one nights away experience every year.
- (p) The District Commissioner, with the District Team, is required where necessary to assist the District Venture Scout Unit to reach the required standard.
- (q) If the District Venture Scout Unit fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee. If the District Venture Scout Unit fails to reach the minimum standard for three years, it must be closed.

### **RULE 4.7 SPECIAL GROUPS (SCOUTING FOR PEOPLE IN HOSPITAL OR WITH SEVERE DISABILITIES)**

- (a) A special provision may be developed to enable young people with a shared protected characteristic to access Scouting e.g. in a hospice or hospital. Special provisions can be used where it is not possible or appropriate for a young person to access mainstream Scouting;
- (b) Operations which do not follow the standard age range of Sections must be approved by the District Commissioner in consultation with those providing special Scouting provision e.g. hospice. Age range flexibility should meet the required standards outlined in Rule 3.10a.
- (c) Membership is acquired through making the Promise. The Promise needs to be meaningful for each Member and flexibility in expressing the Promise may be required to meet the needs of the individual.
- (d) Members may wear the uniform of the appropriate Section to which they belong.

Further guidance on the formation and operation of Special Groups is available from Scout Headquarters.

### **RULE 4.8 THE FORMATION AND REGISTRATION OF SCOUT DISTRICTS**

- (a) Application for the registration of a Scout District must be made to the Chief Commissioner. The Application must be signed by the prospective District Secretary and District Commissioner
- (b) The Chief Commissioner and the National Executive Committee must be satisfied that:
  - registration is desirable;
  - the proposed District will be run properly;

- suitable Leaders can be found;
- the prospective District Commissioner:
  - accepts the Association's policies, rules and procedures;
  - undertakes to form a District Scout Council and a District Executive Committee as soon as possible but in any case not later than four months after the date of registration;
  - will give due emphasis to the key policies of the Association (see R&R Chapter 2);
  - will comply, as appropriate, with the provisions of all rules and guidance relating to Sponsored Scout Groups.
- (c) If the Chief Commissioner and the National Executive Committee refuse to accept the registration of a District, the Chief Commissioner must send a full report on the matter to Scout Headquarters and the prospective District Commissioner.
- (d) If registration is approved, Scout Headquarters will issue a Certificate of Registration and send this to the prospective District Commissioner.

#### **RULE 4.9 THE FORMATION AND CLOSURE OF A DISTRICT VENTURE SCOUT UNIT**

The opening and closing of a District Venture Scout Unit is the responsibility of the District Commissioner in consultation with the Assistant District Commissioner for Venture Scouts, District Executive Committee and Group Scout Leaders.

#### **RULE 4.10 ANNUAL RENEWAL OF DISTRICT REGISTRATIONS**

- (a) Registration is valid only until the 31 March of the calendar year following the issue of the [Certificate of Registration](#).
- (b) Registration must be renewed annually by completing and submitting an annual registration and census return as directed by Scout Headquarters.
- (c) Registration renewal also requires the payment of the Scout Headquarters Registration Fee and any District Registration Fee payable.

#### **RULE 4.11 CHANGES IN DISTRICT REGISTRATION**

- (a) If it is required to change the registration of a District or to amalgamate it with another District application must be made to Scout Headquarters by the District Secretary.
- (b) Such changes are made with the approval of the Chief Commissioner after consultation with the National Executive Committee.

#### **RULE 4.12 SUSPENSION OF DISTRICT REGISTRATION**

- (a) Suspension is a purely temporary measure.
- (b) A District may have its registration suspended by the Chief Commissioner. The suspension must be approved by the National Executive Committee.
- (c) In exceptional circumstances Scout Headquarters may suspend the registration of a District. This must be done in consultation with the Chief Commissioner.
- (d) In the event of suspension all District, District Venture Scout Unit, and Group activities must cease. All District Venture Scout Unit and Group Scouters are automatically suspended as if each were individually suspended.
- (e) During suspension no member of the District, District Venture Scout Unit or Groups may wear

uniform or badges.

- (f) If the District Executive Committee is included in the suspension, this must be specified and the National Executive Committee will be responsible for the administration of District property and finance during the period of suspension.
- (g) The District Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the Chief Commissioner.
- (h) The Chief Commissioner should consult the National Executive Committee as to how best to resolve the underlying problem which led to the suspension.

#### **RULE 4.13 SUSPENSION OF THE DISTRICT VENTURE SCOUT UNIT**

- (a) Suspension is a purely temporary measure.
- (b) The District Venture Scout Unit may be suspended by the District Commissioner in consultation with the District Executive Committee and Assistant District Commissioner for Venture Scouts.
- (c) Suspension may also be a consequence of the suspension of the District.
- (d) In the event of suspension all District Venture Scout Unit activities must cease and all Unit Scouters are automatically suspended as if each were individually suspended.
- (e) During suspension no member of the District Venture Scout Unit may wear uniform or badges.
- (f) A District Commissioner who suspends the District Venture Scout Unit must report the matter with full details to the Chief Commissioner.

#### **RULE 4.14 CANCELLATION OF REGISTRATION OF THE SCOUT DISTRICT**

- (a) The registration of a Scout District may be cancelled by Scout Headquarters:
  - On the recommendation of the Chief Commissioner and the National Executive Committee, following a meeting specially convened.
  - At such a meeting, the District Commissioner and District Chair are entitled to be heard;
  - If registration is not renewed at the time of the required annual renewal of registration;
- (b) When the registration of a Scout District is cancelled the Scout District ceases to exist and action must be taken as described in R&R Chapter 13 to deal with its property and assets.
- (c) The membership of each Member of the District will cease automatically, unless membership of another District is arranged as directed by the Chief Commissioner.
- (d) A Scout District cannot exist unless it has a current registration with Scout Headquarters.
- (e) Charity law does not permit a Scout District to transfer from the Barbados Boy Scouts Association to any other body whether calling itself a Scout organisation or by any other name.
- (f) Individual or several Members of a District may leave and join any other organisation they wish. The District itself and all its assets remain part of the Barbados Boy Scouts Association who is incorporated by an Act of Parliament.
- (g) In the event of all the Members leaving, Scout Headquarters will close the District and cancel its registration.
- (h) In the event that not all the Members leave, it will be a decision for the Chief Commissioner and National Executive Committee as to whether to close the District or try to keep it running with a reduced membership.

**RULE 4.15 MANAGEMENT OF THE SCOUT DISTRICT**

- (a) A Scout District is created and operated as an educational charity.
- (b) Every Scout District is an autonomous organisation holding its property and equipment and admitting people to membership of the Scout District subject to the policy and rules of the Barbados Boy Scouts Association.
- (c) A Scout District is led by a District Commissioner and managed by a District Executive Committee. They are accountable to the District Scout Council for the satisfactory running of the District.
- (d) The District Commissioner is assisted and supported by:
  - the District Team, comprising the District Youth Commissioner, Deputy District Commissioner(s), Sectional Assistant District Commissioners, all Assistant District Commissioners, District Scouters and District Administrative Assistants;
  - Administrators and Advisers;
  - the District Scout Council;
  - the District Executive Committee.

**RULE 4.16 MANAGEMENT OF THE DISTRICT VENTURE SCOUT UNIT**

- (a) The District Venture Scout Unit is not an autonomous organisation. It is part of a Scout District, which acts as the District Venture Scout Unit's parent body.
- (b) Scout Districts delegate some authority to District Venture Scout Units to allow them to hold property and equipment and admit people to membership of the District Venture Scout Unit subject to the policy and rules of the Barbados Boy Scouts Association.
- (c) The District Venture Scout Unit is led by a Venture Scout Leader and managed by a committee of its Members and Leaders acting together. The Committee is accountable to the District Scout Council for the satisfactory running of the District Venture Scout Unit.
- (d) The Venture Scout Leader is assisted and supported by Assistant Venture Scout Leaders in the delivery of the programme for young people in the District Venture Scout Unit.

**RULE 4.17 THE CONSTITUTION OF THE SCOUT DISTRICT**

- (a) In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.
- (b) There may be situations where it is impractical to implement the constitution in full, such as a District comprising large areas of especially difficult terrain and a small population.
- (c) All elected and constitutional bodies of the Barbados Boy Scouts Association at Scout Headquarters and District should have, as full voting members, at least one young person between the age of 18 and 25 years old.
- (d) This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.
- (e) **The District Scout Council**
  - i. The District Scout Council is the electoral body, which supports Scouting in the District. It is the body to which the District Executive Committee is accountable.
  - ii. Membership of the District Scout Council is open to:
    - Commissioners;

- Scouters;
  - Administrators;
  - Section Assistants;
  - Skills Instructors;
  - Advisers;
  - all Venture Scouts;
  - A representative of the Troop Leadership Forum, selected from amongst the membership of the Forum;
  - Representative of the District Venture Scout Unit, selected from amongst the membership of the District Venture Scout Unit;
  - Members and Associate Members of the Movement registered in the Scout District;
  - all parents of District Venture Scouts;
  - persons elected or reselected annually by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee;
  - the Chief Commissioner and National Executive Committee Chair are ex-officio members of the District Scout Council.
- iii. Membership of the District Scout Council ceases upon:
- the resignation of the member;
  - the dissolution of the Council;
  - the termination of membership by Scout Headquarters following a recommendation by the National Executive Committee.
- iv. The District Scout Council must hold an Annual General Meeting within six months of the financial year end to:
- receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts;
  - approve the District Commissioner's nomination of the District Chair and nominated members of the District Executive Committee;
  - elect a District Secretary unless the District Secretary is employed by the District Executive Committee;
  - elect a District Treasurer;
  - elect certain members of the District Executive Committee;
  - elect Group Scouters to represent the District on the County Scout Council;
  - appoint an auditor or independent examiner or scrutineer as required.

**(f) The District Executive Committee**

- i. The Executive Committee exists to support the District Commissioner in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout District, and in the best interests of its members to:
- Comply with the Regulations and Rules of the Barbados Boy Scouts Association
  - Protect and maintain any property and equipment owned by and/or used by the District
  - Manage the District finances.
  - Provide insurance for people, property and equipment.

- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees
- Ensure that Young People are meaningfully involved in decision making at all levels within the District
- The opening, closure and amalgamation of Groups and the District Venture Scout Unit as necessary.
- Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it.
- Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the National Executive Committee. (See [Rule 12.3](#))
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

iii. The District Executive Committee consists of:

**Ex-officio members**

- The District Chair;
- The District Commissioner;
- The District Youth Commissioner;
- The Deputy District Commissioner(s), if any;
- The Sectional Assistant District Commissioners;
- The District Secretary;
- The District Treasurer.

**Elected members**

- persons elected at the District Annual General Meeting.
- these should normally be four to six in number.
- the actual number must be the subject of a resolution by the District Scout Council.

**Nominated members**

- persons nominated by the District Commissioner.
- the nominations must be approved at the District Annual General Meeting.

- persons nominated need not be members of the District Scout Council and their number must not exceed that of the elected members.

**Co-opted members**

- persons co-opted annually by the District Executive Committee.
- the number of co-opted members must not exceed the number of members who may be elected.

**Right of Attendance**

- The Chief Commissioner and the National Executive Committee Chair have the right of attendance at meetings of the District Executive Committee.

**iv. Additional Requirements for sub-Committees:**

- sub-Committees consist of members nominated by the Committee.
- The District Commissioner and the District Chair will be ex-officio members of any sub-Committee of the District Executive Committee.
- Any fundraising committee must include at least two members of the District Executive Committee. No Section Leader or Assistant Leader should serve on such a fundraising sub-Committee.

**v. Additional Requirements for Charity Trustees:**

- All ex-officio, elected, nominated and co-opted members of the District Executive Committee are Charity Trustees of the Scout District
- Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as Charity Trustees (however the views of young people in the District must be taken into consideration).
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See Rule 12.1)
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.

**(g) The District Team Meeting**

- i. The District Team, comprising the District Youth Commissioner, the Deputy District Commissioner(s), Sectional Assistant District Commissioners, all Assistant District Commissioners, District Scouters and District Administrative Assistants, meet as frequently as necessary under the chairmanship of the District Commissioner.
- ii. The purpose of the District Team Meeting is to:
  - review the progress, standards and effectiveness of programmes of Groups and the District Venture Scout Unit;
  - plan a programme of visits to Scout Groups and the District Venture Scout Unit;
  - give support and encouragement to Leaders;
  - plan the support of adults undertaking Adult Training;
  - plan any programme of District events deemed to be necessary to supplement Scouting in the Groups and the District Venture Scout Unit;
  - keep the District Executive Committee advised of the financial requirements of the training programme in the District, including the District Venture Scout Unit;

**(h) Conduct of Meetings in the Scout District**

- i. In meetings of the District Scout Council and the District Executive Committee only the members specified may vote.
- ii. Decisions are made by a majority of votes of those present at the meeting. In the event of

an equal number of votes being cast on either side in any issue the chair does not have a casting vote and the matter is taken not to have been carried.

- iii. The District Scout Council must make a resolution defining a quorum for meetings of the Council and the District Executive Committee and its sub-Committees.

#### **RULE 4.18 ADMINISTRATORS AND ADVISERS**

- (a) The District Chair and the District Commissioner must be able to work in partnership.
- (b) To assist the formation of this partnership the District Chair is nominated by the District Commissioner.
- (c) The appointment of the District Chair is approved by the District Scout Council at its Annual General Meeting. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Chair should not be the District Chair in the same Scout District but could be District Chair in a different Scout District (subject to having the time and skill to undertake both roles).
- (d) Every effort should be made to find a District Chair. Only in extreme circumstances may the District Commissioner act as District Chair for a short period.
- (e) The District Secretary - unless employed by the District - is elected by the District Scout Council at the Annual General Meeting every year. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Secretary should not be the District Secretary in the same Scout District but could be District Secretary in a different Scout District (subject to having the time and skill to undertake both roles).
- (f) The District Treasurer is elected by the District Scout Council at the Annual General Meeting every year. The role may not be held by a Leader, Manager or Supporter where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example, a Group Treasurer should not be the District Treasurer in the same Scout District but could be District Treasurer in a different Scout District (subject to having the time and skill to undertake both roles).
- (g) No individual may hold more than one of the appointments of District Chair, Secretary or Treasurer of the same Executive Committee. Neither may the appointments be combined in anyway.
- (h) Other Administrators and Advisers may be appointed by the District Executive Committee with the approval of the District Commissioner as per R&R Chapter 15.
- (i) Administrators and Advisers appointments may be terminated by:
  - the resignation of the holder;
  - the unanimous resolution of all other members of the District Executive Committee;
  - the expiry of the period of the appointment;
  - confirmation by Scout Headquarters of the termination of the appointment in the event of the cancellation of the registration of the District.
- (j) The appointment and termination of all District Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

#### **RULE 4.19 MINIMUM AGE FOR APPOINTMENTS**

- (a) To hold an adult appointment in a Scout District a person must have reached the age of 18.

**RULE 4.20 THE APPOINTMENT OF ADULTS IN THE SCOUT DISTRICT**

- (a) No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Scout Headquarters, and certain roles require a Criminal Record Check as part of the Personal Enquiry process (see the Child Protection Policy and R&R Chapter 15).
- (b) A Personal Enquiry (including where relevant a Criminal Record Check) will always be required for any person aged 18 or over who meets **any** of the following criteria:
  - wishes to become a Member or Associate Member; or
  - will be a member of an Executive Committee; or
  - will be assisting with overnight activities (including Nights Away); or
  - may be helping out once a week (or on four occasions in a thirty-day period) or more frequently; or
  - will have unsupervised access to young people.
- (c) For the purposes of 4.20b above “unsupervised” means not being within sight and hearing of another adult who holds a valid Criminal Record Check.
- (d) A person who requires a Personal Enquiry under 4.20(b) above (including where relevant a Criminal Record Check) and who does not have an active role recorded at Scout Headquarters must be recorded at Scout Headquarters as an Occasional Helper. Occasional Helpers are not entitled to membership status or member benefits and the recording at Scout Headquarters is only provided to enable the Personal Enquiry and Criminal Record Check to be conducted.
- (e) Certain roles will require a Criminal Record Check every five years.
- (f) A new Criminal Record Check is not normally required if the individual is simply moving from one role to another within the Association, provided the procedures have been followed for the initial role, that they have a valid Criminal Record Check and the person’s service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- (g) A Personal Enquiry is initiated by recording the appropriate role at Scout Headquarters. This should be done as soon as the individual concerned has agreed to take on a role.
- (h) When completing a Personal Enquiry accurate information about the individual must be given.
- (i) The full rules for the appointment of adults can be found in R&R Chapter 15.
- (j) Occasional Helpers (including parents) who are required to undertake a Personal enquiry (see 3.22a and 3.22b) must be recorded using the Association’s **official Joining Forms**. The appropriate Criminal Record Check application process must then be followed.
- (k) Section Leaders should ensure that Occasional Helpers who are involved more than once a month are aware of the appointment opportunities available to them.

**RULE 4.21 EMPLOYED DISTRICT STAFF**

- (a) District Trustees (members of the District Executive Committee) other than the District Secretary may not be paid a salary or remuneration.
- (b) District Administrators, local Development Officers or other staff may be employed by the District Executive Committee and paid a salary out of District funds.
- (c) The District Executive Committee must consult the District Commissioner in making such appointments.

- (d) Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- (e) The procedures for enquiry and the appointment of adults must be followed.

#### **RULE 4.22 LIMITATION OF HOLDING MORE THAN ONE APPOINTMENT**

- (a) No Manager, Leader or Supporter may hold more than one appointment unless able to carry out all of the duties of more than one appointment satisfactorily.
- (b) The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District, the approval of all the Commissioners concerned must be obtained.
- (c) The District Commissioner may not hold any other appointment, other than in a short term 'acting' capacity or as a Training Adviser.

#### **RULE 4.23 RESPONSIBILITIES OF APPOINTMENTS IN THE SCOUT DISTRICT**

##### **(a) The District Commissioner**

- i. The District Commissioner is responsible to the Chief Commissioner and to Scout Headquarters for:
  - the development of Scouting in the District;
  - promoting and maintaining the policies of the Association;
  - the local management of the Safety Policy together with the District Executive Committee;
  - ensuring that all adults working within the Scout District are appropriate persons to carry out the tasks given them;
  - ensuring that all Leaders have the opportunity to attend a First Aid or a **First Response** course during their first year of appointment;
  - encouraging and facilitating the training of Members of the Movement as appropriate throughout the District;
  - ensuring that all adults in the District are appropriately trained;
  - all aspects of Scouting in the District, particularly ensuring that Managers, Leaders and Administrators properly discharge their responsibilities and duties as specified in these Rules;
  - ensuring that Scout Groups and the District Venture Scout Unit are visited by members of the District Team;
  - advising Leaders on how to conduct themselves in accordance with the Association's Policies and Rules as defined from time to time in Regulations and Rules and in the Association's Handbooks and other official publications;
  - encouraging the formation and operation of the District Scout Council, Scout Groups and the District Venture Scout Unit and assisting in their effective working;
  - securing the harmonious co-operation of all Members of the Movement in the District and settling any disputes between them;
  - performing all duties specified in these Rules for District Commissioners in respect of training and administration, particularly in respect of appointments, registration, Membership of the Movement and decorations and awards;
  - the achievement of minimum standards for Scout Groups, Sections in Groups and the District Venture Scout Unit;

- the observance of all Rules relating to the conduct of Scouting activities, particularly to camping and activities requiring the observance of safety precautions;
  - co-operation and the maintenance of good relations with Members of Girl Guiding and other youth organisations in the District and ensuring that the Association is adequately represented on local committees, particularly youth committees;
  - encouraging the formation, operation and effective working of the District Venture Scout meeting;
  - encouraging the formation, operation and effective working of the District Patrol Leaders Forum;
  - for nominating the District Chair and certain members of the District Executive Committee.
- ii. The District Commissioner may not hold the appointment of District Chair, nor may they nominate any other Manager, Leader or Supporter to that appointment.
  - iii. The District Commissioner is an ex-officio member of the National Scout Council.
  - iv. The District Commissioner has the right of attendance at all Councils and Committees and their sub-Committees within the District.
  - v. If the office of District Commissioner is vacant, the Chief Commissioner will either perform these duties as a temporary measure or nominate an Assistant District Commissioner or another Commissioner to act in this capacity.
  - vi. In respect of the District Scout Council and the District Executive Committee the District Commissioner must nominate the District Chair and certain members.
- (b) **The Deputy District Commissioner**
- i. Deputy District Commissioners may be appointed to assist and deputise for the District Commissioner.
  - ii. The duties of the appointment will be defined by the District Commissioner at the time of appointment.
- (c) **Assistant District Commissioners**
- i. Assistant District Commissioners may be appointed to assist the District Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Venture Scouts, Adult Training).
- (d) **District Youth Commissioner**
- i. A District Youth Commissioner may be appointed.
  - ii. the functions of the appointment are:

As a member of the District Leadership team the District Youth Commissioner works in partnership with the District Commissioner and Chair of the District Executive Committee. The role is to ensure that young people from 4-21 years are involved and engaged in every decision that shapes their Scouting experience locally and to empower young people to share their ideas and have a meaningful voice in planning, implementing and reviewing their programme and opportunities.
  - iii. A District Youth Commissioner must be appointed between the ages of 18-25. The appointment must take place before the member's 25th birthday. A member should be in post for a maximum term of three years, therefore, any given member must only hold this appointment until the day before their 28th birthday.

#### **RULE 4.24 RESPONSIBILITY FOR SECTIONAL MATTERS**

- (a) Assistant District Commissioners may be appointed for the Beaver Scout, Cub Scout, Scout or

Venture Scout Sections.

- (b) The Assistant District Commissioner is usually a Leader experienced in the particular Section concerned and will normally have completed Wood Badge Training **for that Section**.
- (c) The functions of the appointment are:
  - to assist the District Commissioner with the running of the Section, including the personal support and encouragement of Leaders;
  - to visit Sections in Groups and provide technical advice on their operation;
  - to arrange for the organisation of District events;
  - to ensure that District Leaders' Meetings are held and to carry out such other duties as may be delegated by the District Commissioner.
  - maintain effective links with all Scout Groups with units for their Section.

#### **RULE 4.25 RESPONSIBILITY FOR SPECIALIST SUBJECTS**

- (a) Assistant District Commissioners may be appointed to assist the District Commissioner with a variety of special responsibilities, including Air and Water Activities, Inclusion and Media Relations.
- (b) The Assistant District Commissioner will usually, and most importantly, be experienced in the particular subject.
- (c) The precise role of the specialist Assistant District Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the District Commissioner.
- (d) Generally the specialist Assistant District Commissioner will be expected to carry out the functions of the District Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

#### **RULE 4.26 RESPONSIBILITY FOR GENERAL DUTIES**

- (a) One or more Assistant District Commissioners may be appointed for general duties in the District or for a particular part of the District. Possible roles include General Duties, Development or Relationships. Alternatively, the geographical area of the appointment may be named.
- (b) These appointments will normally be filled by experienced Commissioners.
- (c) The duties will be specified by the District Commissioner on appointment but are likely to include areas of specially delegated responsibility or deputising generally for the District Commissioner.

#### **RULE 4.27 DISTRICT SCOUTERS AND ADMINISTRATIVE ASSISTANTS**

- (a) District Scouters and Administrative Assistants may be appointed to fulfil certain functions in relation to the District.
- (b) The duties of such appointments will be defined by the District Commissioner at the time of the appointment.

#### **RULE 4.28 DISTRICT VENTURE SCOUT LEADERS**

- (a) The Venture Scout Leader is responsible, in conjunction with any Venture Scout committee, for the training of Venture Scouts, subject to the general supervision of the Assistant District

Commissioner for Venture Scout and with the assistance of Assistant Venture Scout Leaders, Section Assistants and Skills Instructors.

- (b) It is the Leader's responsibility actively to encourage the transfer between Sections and maintain effective links with local Scout Leaders.
- (c) The responsibilities of Assistant Venture Scout Leaders are specified by the Venture Scout Leader, who should have regard to the desirability of developing the Assistant's leadership potential.

#### **RULE 4.29 THE TRAINING OF ADULTS IN THE SCOUT DISTRICT**

- (a) The acceptance of an appointment involves an obligation to undertake training appropriate to the appointment.
- (b) For roles that require a Wood Badge, a Training Adviser will be assigned to the adult to draw up a Personal Learning Plan, support the adult through the scheme and validate the necessary modules.
- (c) During the Provisional Appointment period, the Getting Started modules should be completed. These comprise of:
  - **Module 1 – Essential Information**
  - **GDPR – General Data Protection Regulations**
  - **Module 2 – Personal Learning Plan**and either:
  - **Module 3 – Tools for the Role (Section Leaders)**or
  - **Module 4 – Tools for the Role (Managers and Supporters)**
- (d) Once the Appointment Certificate has been issued the adult should complete the necessary modules for their role, as outlined on their Personal Learning Plan.
- (e) Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.
- (f) Validation is necessary for all modules identified on the Personal Learning Plan. Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.
- (g) Following the successful validation of the Personal Learning Plan a Wood Badge can be awarded.
- (h) Following the award of a Wood Badge, the adult must complete a minimum of five hours Ongoing learning per year, averaged over the length of the appointment.
- (i) It is the responsibility of the adult's line manager to monitor completion of Ongoing learning. Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.
- (j) In exceptional circumstances, Scout Headquarters may prescribe the Ongoing learning requirements during a certain year (or years) for all or certain roles.

#### **RULE 4.30 ADULT RESPONSIBILITY FOR THE PROGRAMME**

- (a) Section Leaders, working with Assistant Leaders and Section Assistants, are responsible for the detailed programme of individual Colonies, Packs, Troops and Venture Scout Units.

- (b) Leaders should take account of the additional needs of individual Members, the youth programme, badges and awards, and the Section's method as outlined in current Section handbooks.
- (c) Attention must be paid to the requirements of safety and to any Rules governing activities.

#### **RULE 4.31 YOUNG PEOPLE'S RESPONSIBILITY FOR THE PROGRAMME**

- (a) Progressive responsibility for planning and decision-making is an important element of the Programme.
- (b) There should be effective operation of the Unit Forum, and the District Venture Scout Youth Forum.

#### **AWARDS AND BADGES**

Requirements of Section awards and badges are found in the Association's official publications for the Section.

#### **RULE 4.32 THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD**

- (a) The Barbados Boy Scouts Association is Sub-Licensed by The Duke of Edinburgh's International Award Barbados to deliver The Award to its members.
- (b) The District Commissioner may appoint a District Adviser for The Duke of Edinburgh's International Award.
- (c) The District DEIA Adviser must participate in appropriate training for the role within one year of appointment. This training should include completion of an Introduction to the DEIA Course and any other suitable training which may be available.
- (d) The assessors for the various Sections of the Bronze, Silver and Gold Awards must be approved by the National or District Adviser and all expedition assessors must hold the DEIA Expedition Assessor Accreditation.
- (e) Verifying and Issuing the Awards:
  - Bronze and Silver Awards must be verified by the DEIAB National Award Office and issued by Scout Headquarters;
  - Gold Awards must be verified and issued by the DEIAB National Award Office.
- (f) Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- (g) Bronze and Silver Awards are presented by the Chief Scout of the Barbados Boy Scouts Association or his nominee.
- (h) Gold Awards are normally presented by a member of the Royal Family under arrangements made by the DEIAB National Award Office.

#### **RULE 4.33 THE QUEEN'S SCOUT AWARD**

- (a) The Queen's Scout Award is the highest youth Award available. It is available for Venture Scouts aged 16 or over.
- (b) On completion of the Award, Scout Headquarters must be notified, and the Award verified by the National Awards Committee.
- (c) The Award is normally presented by the Governor General under arrangements made by Scout Headquarters.

**RULE 4.34 FINANCE AND THE SCOUT DISTRICT**

- (a) Every Scout District is a separate educational charity and is under a statutory obligation to keep proper books of account.
- (b) *The Charities Act (presently Charities Act CAP 243 and Charities (Amendment) Act 2019) apply directly to Barbados.*
- (c) The District Executive must ensure that proper financial planning and budgetary control is operated within the District.
- (d) The District Team Meeting must be consulted on the financial planning of the District's activities.
- (e) All expenditure not specifically delegated to the District Team Meeting, Venture Scout Units, District Scout Network or District Scout Active Support Unit must be approved by the District Executive Committee to ensure that the District can meet any liability incurred.
- (f) When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the District or District Venture Scout Unit and not in a personal capacity.
- (g) A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- (h) The District must ensure that signed copies of the annual report and accounts are sent to Scout Headquarters within the 14 days following the District's Annual General Meeting at which the annual report and accounts were received and considered.
- (i) If called upon to do so, the District Treasurer must send a copy of the latest statement of accounts to Scout Headquarters.
- (j) The annual statement of accounts must account for all monies received or paid on behalf of the District, including the District Venture Scout Unit.
- (k) If the annual gross income or expenditure is above the limits laid down in the Information Sheet *Accounting and Audit Requirements for Group and Districts*, the statement of accounts must be in the form of a *Statement of Financial Activities (SOFA) with balance sheet*.
- (l) If the annual gross income or total income is less than the limits laid down in the Information Sheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- (m) *The annual statement of accounts must be in the format of one of four model annual statements available for download from [www.barbadosscouts.org/res/](http://www.barbadosscouts.org/res/).* The appropriate model will depend upon the annual gross income in the financial year and whether the District has any special funds whose use is restricted to particular purposes rather than the general purposes of the District.
- (n) At each Annual General Meeting of the District Scout Council a scrutineer, independent examiner or auditor as appropriate must be appointed.
- (o) Each District can decide if they need an auditor, independent examiner or scrutineer, by reference to the Information Sheet *Accounting and Audit Requirements for Scout Groups and Districts*.
- (p) *The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 2011.*
- (q) A report to the trustees (the District Executive Committee) must be completed in accordance with one of the models in the specimen accounts referred to in the Information Sheet

*Accounting and Audit Requirements for Scout Groups and Districts* as appropriate to a scrutineer, an independent examiner or an auditor.

- (r) A scrutineer, or independent examiner is required to carry out the work programme defined in the Information Sheet *Accounting and Audit Requirements for Scout Groups and Districts*.

#### **RULE 4.35 FUNDS ADMINISTERED BY THE DISTRICT VENTURE SCOUT UNIT AND OTHER SECTIONS IN THE DISTRICT**

- (a) Any other District approved activity (e.g. the District Venture Scout Unit, a District Sectional Committee) must itself administer sums allocated to it by the District Executive Committee.
- (b) Subscriptions paid by Members of any District Venture Scout Unit or other activity within a Scout District or on their behalf must be handed to the District Treasurer or their nominee as soon as possible after receipt.
- (c) The District Treasurer should make the necessary records and pay the money into the District bank account(s) as soon as practicable.
- (d) Each District Venture Scout Unit or other activity must keep proper cash account(s) which must be produced, together with supporting vouchers and the cash balance, to the District Treasurer at least once in each period of four months.

#### **RULE 4.36 BANK ACCOUNTS**

- (e) All monies received by or on behalf of the District either directly or via supporters, must be paid into bank account(s) held in the name of the District. [This account may be a Deposit Account held at The Scout Shop.](#)
- (a) The account(s) will be operated by the District Treasurer and other persons authorised by the District Executive Committee.
- (b) A minimum of two signatures must be required for withdrawals.
- (c) Under no circumstances must any monies received by any one on behalf of the District be paid into a private bank account.
- (d) Cash received at a specific activity may only be used to defray expenses of that same specific activity if the District Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.

#### **RULE 4.37 DISPOSAL OF DISTRICT ASSETS AT AMALGAMATION**

- (a) If two or more Scout Districts amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.
- (b) This statement, together with all District assets, supported by all books of account and vouchers, must be handed to the Treasurer of the District formed by the amalgamation.
- (c) If the District Treasurer considers it necessary after consultation with the District Executive Committee, they may ask the National Executive Committee to appoint an appropriate person to examine the accounts.

#### **RULE 4.38 DISPOSAL OF DISTRICT ASSETS AT SPLITTING**

- (a) If a Scout District is split into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District should be divided into proportions approximately represented by the Scouting populations of each part after splitting.

- (b) These proportions of the District assets should then be transferred to the Districts which will in future be responsible for those parts of the old District.
- (c) This will normally be done under the supervision of Scout Headquarters, but in the case of difficulties the instructions of Scout Headquarters should be sought.

#### **RULE 4.39 DISPOSAL OF DISTRICT ASSETS AT CLOSURE**

- (a) If a District ceases to exist, the District Treasurer must prepare a statement of account dated at the effective date of closure.
- (b) This statement, together with all District assets, must be handed to the Honorary Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- (c) The Honorary Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- (d) Any assets remaining after the closure of a District will automatically pass to the National Scout Council which shall use or dispose of these assets at its absolute discretion.
- (e) If there is any reasonable prospect of the District being revived the National Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived District.
- (f) If the National Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the Honorary Treasurer must forward a copy of the financial statement to Scout Headquarters with the proposals of the Executive Committee requesting instructions.
- (g) The National Executive Committee is responsible for preserving the statements of account and all accounting records of the District.

#### **RULE 4.40 PRESERVATION OF BOOKS OF ACCOUNT**

- (a) Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by the Barbados Revenue Authority

#### **RULE 4.41 PAYMENT OF THE MEMBERSHIP SUBSCRIPTION**

- (a) In order to meet the costs of Scout Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to the Region and World Scouting, the Executive Committee of the Association requires Members to pay a Scout Headquarters Registration Fee.
- (b) The amount of the Registration Fee is decided annually by the National Executive Committee.
- (c) In addition, to meet local costs, the Scout District may charge a registration fee.
- (d) Every Scout District is responsible for the payment of the Scout Headquarters Registration Fees in accordance with the numbers returned on the annual census return.
- (e) Payments should be remitted to the Honorary Treasurer not later than the date annually notified.
- (f) Membership subscriptions may be collected from the Members or their parents by a method decided by the District Executive Committee.

**RULE 4.42 FUNDRAISING**

- (a) In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- (b) Scout Districts are expected to generate sufficient funds to carry out their own programme of activities.
- (c) Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- (d) Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- (e) Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - The proceeds of the activity go wholly to the work of the District or, in the case of joint activities with other organisations, that part of the proceeds allotted to the District is wholly applied to the work of the District;
  - It does not encourage the habit of gambling.
- (f) The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- (g) Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.
- (h) The Barbados Boy Scouts Association operates a number of Corporate Partnerships. Any fundraising activity that may include a body from this list has to be approved, pre agreement, by Scout Headquarters.

**RULE 4.43 JOINT FUNDRAISING PROJECTS**

- (a) Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- (b) Scout Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.
- (c) When undertaking a joint project, it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

**RULE 4.44 FUNDRAISING AND THE LAW**

- (a) All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law for the time being in force. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons.

**RULE 4.45 LOTTERIES AND GAMING**

- (b) If a District considers raising funds by means governed by the legislation detailed at Rule 4.44, the proposed activity must have the approval of the District Executive Committee and of the National Executive Committee Chairman.
- (c) Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles and similar methods of fundraising involving participation on

payment of stakes.

- (d) The promoter of any fundraising activity governed by legislation should be a member of the District Executive Committee.
- (e) Districts adjacent to the District engaging in fundraising should be informed of the proposed activity and care must be taken to contain the activity within as close an area to that in which the District operates as practical.
- (f) Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of the Movement.

#### **RULE 4.46 APPEALS FOR FUNDS**

- (a) Districts may not issue general appeals for funds.
- (b) In exceptional circumstances approval may be sought from the National Executive Committee, who must consult Scout Headquarters.
- (c) Any permitted appeal must not exceed the boundaries of the District.

#### **RULE 4.47 PROFESSIONAL FUNDRAISERS**

- (a) Districts may not appoint a professional fundraiser without the approval of the National Executive Committee who will ensure that the requirements of the legislation are fully complied with.

#### **RULE 4.48 GRANT AID AND LOANS**

- (a) Provided that a District raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- (b) Application for grants or loans from Government Agencies must be approved by the District Chair and Chief Commissioner before submission.
- (c) Applications for grants or loans from Scout Headquarters must have the approval of the District Chair and the Chief Commissioner.
- (d) Applications for grants or loans from sources other than those referred to above must have the approval of the District Chair and of the Chief Commissioner.
- (e) If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

## **CHAPTER 5**

### **THE SCOUT HEADQUARTERS**

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Scouting in Barbados is organised in Scout Groups, Scout Districts, and Scout Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and adults to make decisions and take responsibility;
- functional units through which the design and delivery of the youth programme can be best achieved.

Scout Headquarters is responsible for the overall management of Scouting in Barbados.

## **THE STRUCTURE OF THE BARBADOS BOY SCOUTS ASSOCIATION**

The Barbados Boy Scouts Association was incorporated by an act of Parliament, *CAP 376A Barbados Boy Scouts Association (Incorporation)*, on 30<sup>th</sup> December 1976.

The headquarters of the Association is located at Hazelwood, Collymore Rock, St. Michael.

The Constitution of the Association authorise the making of rules for the regulation of the Association's affairs, and thereby give authority for the Rules printed in *Regulations and Rules of the Barbados Boy Scouts Association*.

The Constitution sets out the structure of the Association and regulates the appointment for function of the various roles and positions. The structure comprises of:

- The Patron (if one is appointed)
- The Chief Scout
- Deputy Chief Scout (if one is appointed)
- The National Scout Council
- The President
- The Vice Presidents
- The National Executive Committee
- The Chief Commissioner
- The Deputy Chief Commissioner(s)
- The International Commissioner
- The Assistant Chief Commissioners
- The District Commissioners

All elected and constitutional bodies of the Barbados Boy Scouts Association at Scout Headquarters and Districts should have, as full voting members, at least one young person between the age of 18 and 25 years old.

## **SCOUT HEADQUARTERS**

The National Scout Council is required to establish and maintain a Scout Headquarters which is responsible for the overall management of Scouting in Barbados. The function of Scout Headquarters includes but is not limited to:

- Implements the policies and decisions of the National Scout Council and the National Executive Committee;
- Provide services and materials necessary for the proper conduct and development of Scouting;
- Acts as a channel of communication with the District Scout Councils

- Maintain friendly relations with the Regional Scout Committee, the World Scout Bureau, members of the World Scout Conference and other Associations having similar aims.

## **RULE 5.1 MEMBERSHIP OF SCOUT HEADQUARTERS**

- (a) No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Scout Headquarters, and certain roles require a disclosure as part of the Personal Enquiry process (see the Child Protection Policy and R&R Chapter 15).
- (b) There are two types of membership - Members and Associate Members.
- (c) Adults who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Regulations and Rules).
- (d) When an individual becomes a Member that person becomes a member of Scout Headquarters. They also become a Member of the Barbados Boy Scouts Association and of the World Organisation of the Scout Movement.
- (e) When an individual becomes an Associate Member that person becomes an Associate member of Scout Headquarters. They also become an Associate Member of the Barbados Boy Scouts Association.
- (f) Adult membership whether by appointment or otherwise, is open equally to men and women.
- (g) There is no maximum age limit for membership, but all adult appointments are subject to a minimum age limit of 18. There is a maximum age limit for the National Youth Commissioner appointment. Please see Rule 5.6g (iii) for details.
- (h) There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- (i) Members or Associate Members do not have any rights, actual or implied, to take part in the national management of the Barbados Boy Scouts Association or the World Organisation of the Scout Movement.

### **Members**

- (j) The following are required to be Members:
  - Commissioners, Deputy Commissioners, Assistant Commissioners and National Scouters.
- (k) Members must pay the Scout Headquarters Membership Subscription annually.
- (l) Adults become Members by making the Promise and completing a [Members' Declaration](#).
- (m) Members of the Movement may:
  - wear the approved uniform (see R&R Chapter 10);
  - wear the World Membership badge;
  - receive benefits provided by the Barbados Boy Scouts Association and the World Organisation of the Scout Movement.

### **Associate Members**

- (n) Associate Members must pay the Scout Headquarters Membership Subscription annually.
- (o) Adults become Associate Members of the Scout Movement by completing an [Associate Members' Declaration](#).
- (p) Associate Members are not required to make the Promise.

- (q) Associate Members of the Movement may:
- wear the approved uniform (see R&R Chapter 10);
  - receive benefits provided by the Barbados Boy Scouts Association.

## **RULE 5.2 ANNUAL CENSUS**

- (a) The number of Members and Associate Members must be returned in an annual census of Scout Headquarters.

## **RULE 5.3 MANAGEMENT OF SCOUT HEADQUARTERS**

- (a) Scout Headquarters is led by the Chief Commissioner who is the Chief Executive Officer. The Chief Commissioner is accountable to the National Scout Council for the satisfactory running of Scout Headquarters.
- (b) The Chief Commissioner is assisted and supported by the Chief Commissioner's Council.
- (c) The Chief Commissioner's Council
- i. The Chief Commissioner's Council, comprising the Deputy Chief Commissioner(s), the International Commissioner, Deputy International Commissioner, Assistant Chief Commissioners, Sectional National Committee Chairs, District Commissioners, National Scouters and National Administrative Assistants, meet as frequently as necessary under the chairmanship of the Chief Commissioner.
  - ii. The purpose of the Chief Commissioner's Council is to:
    - review the progress, standards and effectiveness of National programmes;
    - give support and encouragement to Scout Districts;
    - plan any programme of National events deemed to be necessary to supplement Scouting in the Scout Districts;
    - keep the National Executive Committee advised of the financial requirements of National programmes.
- (d) All elected and constitutional bodies of the Barbados Boy Scouts Association at Scout Headquarters and District should have, as full voting members, at least one young person between the age of 18 and 25 years old.

## **RULE 5.4 MINIMUM AGE FOR APPOINTMENTS**

- (a) To hold an adult appointment at Scout Headquarters a person must have reached the age of 18.

## **RULE 5.5 THE APPOINTMENT OF ADULTS AT SCOUT HEADQUARTERS**

- (a) No individual aged 18 or over may be permitted to undertake any role or responsibilities within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Scout Headquarters, and certain roles require a Criminal Record Check as part of the Personal Enquiry process (see the Child Protection Policy and R&R Chapter 15).
- (b) A Personal Enquiry (including where relevant a Criminal Record Check) will always be required for any person aged 18 or over who meets **any** of the following criteria:
- wishes to become a Member; or
  - will be assisting with overnight activities (including Nights Away); or
  - may be helping out once a week (or on four occasions in a thirty-day period) or more frequently; or

- will have unsupervised access to young people.
- (c) For the purposes of 5.5b above “unsupervised” means not being within sight and hearing of another adult who holds a valid Criminal Record Check.
- (d) A person who requires a Personal Enquiry under 5.5(b) above (including where relevant a Criminal Record Check) and who does not have an active role recorded at Scout Headquarters must be recorded at Scout Headquarters as an Occasional Helper. Occasional Helpers are not entitled to membership status or member benefits and the recording at Scout Headquarters is only provided to enable the Personal Enquiry and Criminal Record Check to be conducted.
- (e) Certain roles will require a Criminal Record Check every five years.
- (f) A new Criminal Record Check is not normally required if the individual is simply moving from one role to another within the Association, provided the procedures have been followed for the initial role, that they have a valid Criminal Record Check and the person’s service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- (g) A Personal Enquiry is initiated by recording the appropriate role at Headquarters. This should be done as soon as the individual concerned has agreed to take on a role.
- (h) When completing a Personal Enquiry accurate information about the individual must be given.
- (i) The full rules for the appointment of adults can be found in R&R Chapter 15.

#### **RULE 5.4 EMPLOYED SCOUT HEADQUARTERS STAFF**

- (a) Scout Headquarters Administrators, National Development Officers or other staff may be employed by the National Executive Committee and paid a salary out of Scout Headquarters funds.
- (b) The National Executive Committee must consult the Chief Commissioner in making such appointments.
- (c) Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- (d) The procedures for enquiry and the appointment of adults must be followed.

#### **RULE 5.5 LIMITATION OF HOLDING MORE THAN ONE APPOINTMENT**

- (a) No Manager or Leader may hold more than one appointment unless able to carry out all of the duties of more than one appointment satisfactorily.
- (b) The Chief Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one jurisdiction, the approval of all the Commissioners concerned must be obtained.

#### **RULE 5.6 RESPONSIBILITIES OF APPOINTMENTS AT SCOUT HEADQUARTERS**

- (a) **The Chief Commissioner**
  - i. The Chief Commissioner is responsible to the National Scout Council for the satisfactory running of Scout Headquarters. The duties of the Chief Commissioner are:
    - To supervise generally the execution of the directives and decisions of the Council and to be responsible to the Council for all Scouting activities in the island.
    - To supervise and coordinate the work of the several Assistant Chief Commissioners.

- To determine the number and the boundaries of the Districts into which the Island is divided, for the purposes of the formation and operation of District Scout Councils and to supervise the registration of such Districts.
  - To decide any differences of opinion between, the District Commissioner and a District Scout Council or between two or more District Scout Councils.
  - To supervise the issue of warrants to Commissioners and Scout Leaders and the registration of units and groups.
  - To provide for the issue of instructions to all Scout Headquarters' Staff and warranted Leaders of the Association to ensure the performance of their duties in accordance with the policy and decisions of the National Scout Council and National Executive Committee.
  - To conduct an Annual Census of members of the Association.
  - To provide for the appointment and convening of such Advisory Committee as he may deem necessary, to assist in the effective working of the Association, provided that the Chairman of every such Committee shall be appointed with the approval of the National Executive Committee, and after consultation with the Assistant Chief Commissioner or other Officer of the Association whose duties may be primarily concerned.
  - To suspend where he considers it necessary in the interests of Scouting, the registration of District Scout Councils, or Groups, or Units, pending a decision of the National Executive Committee in the matter.
  - To suspend the warrant of any Commissioner or Scout Leader pending the decision of the National Executive Committee on the matter. The Chief Commissioner shall notify the National Executive Committee immediately of any suspension and the Committee will meet to decide on the matter within thirty days of the date of the beginning of the suspension.
  - The performance of all duties that are specified for the Chief Commissioner in these Rules.
- ii. As the person in charge of Scout Headquarters, the Chief Commissioner is also responsible for:
- the national development of Scouting;
  - promoting and maintaining the policies of the Association;
  - ensuring that all adults working at Scout Headquarters are appropriate persons to carry out the tasks given them;
  - encouraging and facilitating the training of Members of the Movement;
  - ensuring that all adults at Scout Headquarters are appropriately trained;
  - all aspects of Scouting at Scout Headquarters, particularly ensuring that Managers, Leaders and Administrators properly discharge their responsibilities and duties as specified in these Rules;
  - securing the harmonious co-operation of all Members of the Movement in the Association and ensuring the settling of any disputes between them;
  - co-operation and the maintenance of good relations with Members of Girl Guiding and other national youth organisations and ensuring that the Association is adequately represented on national committees, particularly youth committees.
- iii. The Chief Commissioner is an ex-officio member of the National Scout Council and a member of the National Executive Committee.
- iv. The Chief Commissioner has the right of attendance at all Councils and Committees and

their sub-Committees at Scout Headquarters

- v. In the event of there being no Chief Commissioner at any time or during the absence or inability to act of the Chief Commissioner, the Deputy Commissioner shall act for him pending resumption of duties or appointment of a new Chief Commissioner, or if there be no Deputy Chief Commissioner the Chief Scout shall appoint one of the Assistant Chief Commissioners as Acting Chief Commissioner for the time being with the agreement of the Executive Committee.

**(b) The Deputy Chief Commissioner**

- i. A Deputy Chief Commissioners may be appointed to assist and deputise for the Chief Commissioner.
- ii. The duties of the appointment will be defined by the Chief Commissioner at the time of appointment.

**(c) The International Commissioner**

- i. An International Commissioner is appointed, to assist the Chief Commissioner with international relations.
- ii. The main duty of the International Commissioner is to maintaining friendly relations with the Regional Scout Committee, the World Scout Bureau, members of the World Scout Conference and other regional and international Associations having similar aims.
- iii. The Chief Commissioner may also serve as the International Commissioner.
- iv. The duties of the appointment will be defined by the Chief Commissioner at the time of appointment.
- v. A Deputy International Commissioners may be appointed to assist and deputise for the International Commissioner. The duties of the appointment will be defined by the Chief Commissioner at the time of appointment.

**(d) Assistant Chief Commissioners**

- i. Assistant Chief Commissioners may be appointed to assist the Chief Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Venture Scouts, Adult Training).

**(e) The Executive Commissioner**

- i. An Executive Commissioner may be appointed to assist the Chief Commissioner with:
  - the performance of his duties;
  - to be responsible for the routine administration of the Association;
  - to supervise professional staff of the Association or
  - to perform such organisational or training duties as the Chief Commissioner shall direct.
- ii. The duties of the appointment will be defined by the Chief Commissioner at the time of appointment.

**(f) Assistant Executive Commissioners**

- i. Assistant Executive Commissioners may be appointed to assist the Executive Commissioner with general or particular duties.
- ii. The duties of the appointment will be defined by the Executive Commissioner at the time of appointment.

**(g) National Youth Commissioner**

- i. A National Youth Commissioner may be appointed.

- ii. the functions of the appointment are:  
As a member of the National Leadership team, the National Youth Commissioner works in partnership with the Chief Commissioner and Chair of the National Executive Committee. The role is to ensure that young people from 4-21 years are involved and engaged in every decision that shapes their Scouting experience locally and to empower young people to share their ideas and have a meaningful voice in planning, implementing and reviewing their programme and opportunities.
- iii. A National Youth Commissioner must be appointed between the ages of 18-25. The appointment must take place before the member's 25th birthday. A member should be in post for a maximum term of three years, therefore, any given member must only hold this appointment until the day before their 28th birthday.

### **RULE 5.7 RESPONSIBILITY FOR SECTIONAL MATTERS**

- (a) Assistant Chief Commissioners may be appointed for the Beaver Scout, Cub Scout, Scout or Venture Scout Sections.
- (b) The Assistant Chief Commissioner is usually a Leader experienced in the particular Section concerned and will normally have completed Wood Badge Training for that Section.
- (c) The functions of the appointment are:
  - to assist the Chief Commissioner with the running of the Section, including the personal support and encouragement of the District Section Leaders for their Section;
  - to arrange for the organisation of National events;
  - to Chair the National Committee for their Section, ensuring that the Committee meets as often as necessary to carry out the duties assigned to it;
  - maintain effective links with all Districts with units for their Section;
  - to carry out such other duties as may be delegated by the Chief Commissioner.
- (d) In the absence of an appointed Sectional Assistant Chief Commissioner, the appointed Chair of the National Committee for the respective Section shall assume the responsibility of the Section.

### **RULE 5.8 RESPONSIBILITY FOR SPECIALIST SUBJECTS**

- (a) Assistant Chief Commissioners may be appointed to assist the Chief Commissioner with a variety of special responsibilities, including Air and Water Activities, and Media Relations.
- (b) The Assistant Chief Commissioner will usually, and most importantly, be experienced in the particular subject.
- (c) The precise role of the specialist Assistant Chief Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the Chief Commissioner.
- (d) Generally, the specialist Assistant Chief Commissioner will be expected to carry out the functions of the Chief Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

### **RULE 5.9 RESPONSIBILITY FOR GENERAL DUTIES**

- (a) One or more Assistant Chief Commissioners may be appointed for general duties at Scout Headquarters. Possible roles include General Duties, Development or Relationships. Alternatively, the geographical area of the appointment may be named.

- (b) These appointments will normally be filled by experienced Commissioners.
- (c) The duties will be specified by the Chief Commissioner on appointment but are likely to include areas of specially delegated responsibility or deputising generally for the Chief Commissioner.

#### **RULE 5.10 NATIONAL SCOUTERS AND ADMINISTRATIVE ASSISTANTS**

- (a) National Scouters and Administrative Assistants may be appointed to fulfil certain functions in relation to Scout Headquarters.
- (b) The duties of such appointments will be defined by the Chief Commissioner at the time of the appointment.

#### **RULE 5.11 THE TRAINING OF ADULTS AT SCOUT HEADQUARTERS**

- (a) The acceptance of an appointment involves an obligation to undertake training appropriate to the appointment.
- (b) For roles that require a Wood Badge, a Training Adviser will be assigned to the adult to draw up a Personal Learning Plan, support the adult through the scheme and validate the necessary modules.
- (c) During the Provisional Appointment period, the Getting Started modules should be completed. These comprise of:
  - **Module 1 – Essential Information**
  - **GDPR – General Data Protection Regulations**
  - **Module 2 – Personal Learning Plan**
 and either:
  - **Module 3 – Tools for the Role (Section Leaders)**
 or
  - **Module 4 – Tools for the Role (Managers and Supporters)**
- (d) Once the **Appointment Certificate** has been issued the adult should complete the necessary modules for their role, as outlined on their Personal Learning Plan.
- (e) Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.
- (f) Validation is necessary for all modules identified on the Personal Learning Plan. Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.
- (g) Following the successful validation of the Personal Learning Plan a Wood Badge can be awarded.
- (h) Following the award of a Wood Badge, the adult must complete a minimum of **five hours Ongoing learning per year, averaged over the length of the appointment**.
- (i) It is the responsibility of the adult's line manager to monitor completion of Ongoing learning. Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.
- (j) In exceptional circumstances, Scout Headquarters may prescribe the Ongoing learning requirements during a certain year (or years) for all or certain roles.

**RULE 5.12 FINANCE AND SCOUT HEADQUARTERS**

- (a) The Association is an educational charity and is under a statutory obligation to keep proper books of account.
- (b) **The Charities Act (presently Charities Act CAP 243 and Charities (Amendment) Act 2019) apply directly to Barbados.**
- (c) The National Executive must ensure that proper financial planning and budgetary control is operated within Scout Headquarters.
- (d) The Chief Commissioner's Council must be consulted on the financial planning of Scout Headquarters' activities.
- (e) All expenditure not specifically delegated to the Chief Commissioner's Council must be approved by the National Executive Committee to ensure that Scout Headquarters can meet any liability incurred.
- (f) When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of Scout Headquarters and not in a personal capacity.
- (g) A statement of accounts must be prepared annually and be audited in accordance with the Association's Constitution.
- (h) The annual statement of accounts must account for all monies received or paid on behalf of Scout Headquarters.

**RULE 5.13 FUNDS ADMINISTERED BY OTHER SECTIONS AT SCOUT HEADQUARTERS**

- (a) Any other Headquarters approved activity (e.g. the Training Team, a Sectional activity, a Cuboree/Jamboree Contingent) must itself administer sums allocated to it by the National Executive Committee.
- (b) Subscriptions paid by Members of any other activity at Scout Headquarters or on their behalf must be handed to the Honorary Treasurer or their nominee as soon as possible after receipt.
- (c) The Honorary Treasurer or their nominee should make the necessary records and pay the money into the Association's bank account(s) as soon as practicable.
- (d) Each other activity must keep proper cash account(s) which must be produced, together with supporting vouchers and the cash balance, to the Honorary Treasurer at least once in each period of four months.

**RULE 5.14 BANK ACCOUNTS**

- (a) All monies received by or on behalf of the Association either directly or via supporters, must be paid into bank account(s) held in the name of the Association.
- (b) The account(s) will be operated by the Honorary Treasurer and other persons authorised by the National Executive Committee.
- (c) A minimum of two signatures must be required for withdrawals.
- (d) Under no circumstances must any monies received by any one on behalf of the Association be paid into a private bank account.
- (e) Cash received at a specific activity may only be used to defray expenses of that same specific activity if the National Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.

**RULE 5.15 PRESERVATION OF BOOKS OF ACCOUNT**

- (a) Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by the Barbados Revenue Authority

**RULE 5.16 PAYMENT OF THE MEMBERSHIP SUBSCRIPTION**

- (a) In order to meet the costs of Scout Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to the Region and World Scouting, the National Executive Committee of the Association requires Members to pay a Scout Headquarters Registration Fee.
- (b) The amount of the Registration Fee is decided annually by the National Executive Committee.
- (c) Every Scout District is responsible for the payment of the Scout Headquarters Registration Fees in accordance with the numbers returned on the annual census return.
- (d) Payments should be remitted to the Honorary Treasurer not later than the date annually notified.

**RULE 5.17 FUNDRAISING**

- (a) In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- (b) Scout Headquarters is expected to generate sufficient funds to carry out their own programme of activities.
- (c) Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- (d) Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- (e) Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - The proceeds of the activity go wholly to the work of the Association or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Association is wholly applied to the work of the Association;
  - It does not encourage the habit of gambling.
- (f) The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- (g) Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

**RULE 5.18 JOINT FUNDRAISING PROJECTS**

- (a) Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- (b) When undertaking a joint project, it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

### **RULE 5.19 FUNDRAISING AND THE LAW**

- (a) All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law for the time being in force. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons.

### **RULE 5.20 LOTTERIES AND GAMING**

- (a) If Scout Headquarters considers raising funds by means governed by the legislation detailed at Rule 5.19, the proposed activity must have the approval of the National Executive Committee.
- (b) Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles and similar methods of fundraising involving participation on payment of stakes.
- (c) The promoter of any fundraising activity governed by legislation should be a member of the National Executive Committee.
- (d) Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of the Movement.

### **RULE 5.21 APPEALS FOR FUNDS**

- (a) Scout Headquarters may not issue general appeals for funds.
- (b) In exceptional circumstances approval may be sought from the National Executive Committee.

### **RULE 5.22 PROFESSIONAL FUNDRAISERS**

- (a) Scout Headquarters may not appoint a professional fundraiser without the approval of the National Executive Committee who will ensure that the requirements of the legislation are fully complied with.

### **RULE 5.23 GRANT AID AND LOANS**

- (a) Provided that Scout Headquarters raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- (b) Application for grants or loans from Government Agencies must be approved by the National Executive Committee and Chief Commissioner before submission.
- (c) Applications for grants or loans from sources other than those referred to above must have the approval of the National Executive Committee and Chief Commissioner.
- (d) If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.

### **WEBSITE**

**[www.barbadosscouts.org](http://www.barbadosscouts.org)** is the official website of the Association and provides regular news updates, general information on Scouting, material for young people, and access to a range of online member resources.

### **SOCIAL MEDIA**

**[www.facebook.com/barbadosscouts](https://www.facebook.com/barbadosscouts)** is the official Facebook page of the Association. It provides

regular news updates, information on upcoming Scouting-related activities and documents those activities after they have been held.

**@barbadosboyscouts** is the official Instagram page of the Association. It provides regular news updates, information on upcoming Scouting-related activities and documents those activities after they have been held.

### **THE SCOUT SHOP**

**The Scout Shop** is wholly owned and operated by the Barbados Boy Scouts Association. It is primarily involved in supporting the Association through the sourcing and distribution of merchandise (such as the supply of uniform, badges, resources, souvenirs and camping equipment). All profits generated belong to the Association.

### **GIRLGUIDING**

The Barbados Boy Scouts Association and The Girl Guides Association of Barbados, although separate organisations, share a common Founder and have similar aims, principles and methods. Co-operation between the two organisations is encouraged at all times and across all levels.



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Rule 8.xx Visits to Barbados

Rule 8.xx Martial Arts

Rule 8.xx Horse Riding and Pony Trekking

Rule 8.xx Cycling

Rule 8.xx Motorsports

Rule 8.xx Joint Activities or Joint Use of facilities with other Youth Organisations

Rule 8.xx Other Activities

Rule 8.xx Fencing

Further advice may be available from the District through the Group's Assistant District Commissioner or District Scouter. In addition, Information Sheets may be available to provide guidance in activity areas.

## **RULE 8.1 ACTIVITY RULES - APPLICATION**

- (a) These Rules apply to all activities carried out anywhere in the world.
- (b) The District Commissioner is responsible for approving all activities for Beaver Scouts, Cub Scouts, Scouts and Venture Scouts. This will usually be by means of an informal system agreed

between the District Commissioner and each Group Scout Leader or Assistant District Commissioner for Venture Scouts.

- (c) The relevant District Commissioner is responsible for approving all activities for groups of adults (i.e. where each individual is aged 18 and over). This will usually be by means of an informal system agreed between the District Commissioner and the relevant Commissioner.
- (d) For special events and activities approval must be granted by the Chief Commissioner.
- (e) For safety reasons only, the District Commissioner (or their representative) of the area where the activity takes place has an overriding authority (in consultation with the home Commissioner) to direct that any activity should be postponed, stopped or cancelled.

Please refer to [Rule 6.3](#).

- (f) There are additional requirements for the District Commissioners approval for those activities which fall within the scope of the Association's [Adventurous Activity Permit Scheme](#).
- (g) When professional instructors or leaders from outside the Movement are engaged separate rules apply (see Rule 8.9).

## RULE 8.2 PREPARATIONS

- (a) Prior to every activity the Leader must ensure that:
  - it has been approved by the District Commissioner;
  - [if necessary, they - or another member of the party - holds a permit in accordance with the Adventurous Activity Permit Scheme \(see Rule 8.7\);](#)
  - it is the leader holding the permit who takes all decisions for the duration of the activity;
  - there is additional, responsible supervision as required (including for those in the locality of the activity but not actively involved, see Rules 3.6 - 3.9), all supervising adults and participants are made aware of who is in charge;
  - suitable [InTouch](#) arrangements (see Rule 8.3) and Emergency Procedures (Chapter 6) are in place;
  - it is appropriate to the age and abilities of all participants;
  - each participant has received appropriate training;
  - an appropriate weather forecast is obtained and acted upon in terms of selecting the area in which the activity will operate and that each participant is suitably equipped to tackle predicted/possible extremes;
  - all equipment is appropriate for the activity;
  - any other requirements of the Association, including Child Protection and Safety, have been complied with;
  - any legal requirements for the activity have been complied with;
  - a risk assessment is carried out in accordance with Rule 8.4. Risk Assessment and safety instructions are communicated to all supervising adults and participants;
  - suitable first aid materials are available.

## RULE 8.3 INTouch

- (a) [For all Scouting activities each party must implement an 'InTouch' system.](#)
- (b) [Details of what this needs to include are contained in the Information Sheet \*The InTouch System\*.](#)

**RULE 8.4 RISK ASSESSMENT**

- (a) Leaders must carry out risk assessments before and during every activity.
- (b) All activities must be undertaken in accordance with the Association's Safety Policy (see Chapter 2) and adhere to the relevant general and specific activity rules set out in Chapter 8 - Activities.

Further details are contained in the Information Sheet *Risk Assessment for Activities*.

**RULE 8.5 EMERGENCY PROCEDURE**

Please refer to Chapter 6 Emergency Procedures

**RULE 8.6 LARGE SCALE EVENTS**

- (a) Where an adventurous activity involves 100 or more people, the activity must be specially approved by the home District Commissioner(s) and advance notice in writing must be given to the host Commissioner(s) at least two months before the event, together with the following details:
  - the numbers and age ranges of those involved;
  - the names and addresses of the responsible Leaders;
  - the outline programme;
  - the proposed location(s);
  - the proposed transport arrangements, including those to be used during the event;
  - the proposed method of liaison with local landowners.
- (b) In all such cases involving the activities covered in this chapter, the organisers must:
  - carry out a risk assessment;
  - consider and document the arrangement for the supervision of participants and the procedures to be used in the event of an emergency;
  - submit a safety plan to the home District Commissioner(s) for approval.
- (c) For large scale adventurous activities where alternative written safety procedures are in place the District Commissioner, in consultation with the relevant District Activity Adviser, may agree to an alternative system of supervision, checking and control of participating groups.

**RULE 8.7 ADVENTUROUS ACTIVITIES PERMIT SCHEME**

- (a) These rules apply to all adventurous activities.

Adventurous activities are:

- archery;
- caving;
- climbing and abseiling, except;
  - bouldering;
  - climbs using auto belay systems (systems that lower a climber to the ground without any human intervention);
- hill walking and off road cycling (in Terrain One and Two);
- hovercrafting;
- snowsports (except artificial slopes and nursery slopes);

- all water activities, except swimming, on class B1, B2, B3 or A waters;
  - all motorised water activities and SCUBA activities on class C waters.
- (b) Members or Associate Members of Scouting wishing to run any adventurous activity must hold the appropriate activity permit where any member of the activity group is under the age of 18 or those older members with additional needs that places their mental capacity and understanding as below the age of 18. For joint activities with under and over 18 members the activity permit scheme applies. Where these activities are being run by non-members, see Rule 8.9 Use of External Centres and Instructors.
- Note:** This rule also applies to staff and employees operating on behalf of the Association (or any Group, District, or Scout Headquarters thereof).
- (c) A Commissioner issues a permit on the recommendation of an assessor and in accordance with the process and content of the Information Sheet *Adventurous Activity Permit Scheme – Commissioners’ Guide*.
- (d) Permits can be granted for leadership, supervisory and personal. Details of which are available for each activity can be found in the Information Sheet *Adventurous Activity Permit Scheme*. The remit of each permit can be found in the appropriate factsheet for the specific activity, although all permits can have additional restrictions placed on them based on the skills and experience of the permit holder.
- (e) There is no minimum or maximum age to hold a leadership or supervisory permit (except any imposed by outside agencies). There is no minimum age to hold a personal permit, but the maximum age is 17.
- (f) Recommendations for permits may be made by Headquarters assessors or external assessors in accordance with the Information Sheet *Adventurous Activity Permit Scheme – Approved Assessors*.
- (g) Permits must have an expiry date of not more than five years. When a permit expires the permit holder must apply for, be assessed for and be granted a new permit before they are able to run the activity again.
- (h) Where a leadership or supervisory permit holder is under 18 their permit will expire on their 18th birthday if the required safeguarding checks for an adult holding a permit have not been carried out. When they turn 18 they can be granted a new permit, once the required safeguarding checks have been carried out, without the need for another assessment, to expire no longer than five years after their initial permit was granted.
- (i) All groups undertaking adventurous activities must have immediate access to someone holding a relevant and current first aid qualification. This need not be the permit holder. The detail of the first aid skills required will be identified by the risk assessment, but the minimum qualifications (or equivalents) are:
- A full first aid certificate as defined at **FS120052** is required for all remote activities, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge including;
    - a road which carries a normal road-going ambulance
    - a building which is occupied (such as a farm or harbour);
    - or another means of calling help (such as a telephone box)
  - **First Response** is required for all other adventurous activities.
- (j) Once holding a permit an activity leader may operate with Members from another District or Headquarters (subject to the normal approval of the District/Chief Commissioner of the Members concerned).

- (k) When a permit holder leaves Scouting their permit(s) will automatically expire on the date that they leave.
- (l) Where a permit holder is not following the activity rules or running the activity in an unsafe manner, their Commissioner may review and further restrict or cancel their permit.
- (m) Headquarters is required to carry out a self-moderation of their management of the adventurous activity permit scheme by the end of each January in accordance with the details in *Information Sheet Adventurous Activity Permit Scheme – Moderation*.
- (n) The Chief Commissioner is responsible for;
  - agreeing the Headquarters self-moderation as an accurate record;
  - ensuring action plans are in place where any minimum standards are not met;
  - ensuring any agreed action plans are carried out.

### **RULE 8.8 ADULT GROUPS IN ADVENTUROUS ACTIVITIES**

- (a) An adventurous activity is defined in Rule 8.7a.
- (b) Where any participant in the activity group is aged under 18, Rule 8.7 Adventurous Activity Permit Scheme will apply. Rule 8.7 Adventurous Activity Permit Scheme may also be applicable to groups with Venture Scouts aged over 18 years, with additional needs, disabilities or life-limiting conditions who have additional support to access Scouting.

**Note:** for Venture Scouts aged 18-21 years who are unable to independently understand and/or sign an acknowledgement of risk and consent form, please contact Headquarters for further guidance.
- (c) Rules within Chapter 8 regarding adventurous activities should be taken as guidance except Rules 8.3 – 8.6, 8.9, 8.xx and 8.xx (except a) which must be followed irrespective of age.
- (d) Any activity that is banned applies to all age groups.
- (e) Each activity must have a co-ordinator.
- (f) Each participant must sign an acknowledgement of risk statement and have read the guidance set out in the *Information Sheet Adult Groups in Adventurous Activities*.

### **RULE 8.9 USE OF EXTERNAL CENTRES AND INSTRUCTORS**

Delivery of activities using an external provider can enrich the programme, but a number of factors require consideration. This rule intends to provide a structure to support leaders in making informed decisions about the suitability of external providers.

- (a) When external providers are used for the delivery of activities for members of the Barbados Boy Scouts Association the external provider must hold a relevant accreditation or qualification for the activity they are delivering (e.g. Government Agency, National Governing Body qualifications) as well as adequate insurance cover. As the standards and criteria for the delivery of activities overseas are very varied it is not possible to provide specific guidance for each country and activity. Leaders therefore need to check the suitability of providers themselves and this rule supports that process with additional guidance.
- (b) When using external providers overseas, the guidance for activities overseas must be followed. If the leader in charge feels that the activity is not safe, then the activity should be stopped immediately.

**RULE 8.10 BANNED ACTIVITIES**

- (a) The following activities are not permitted within the Scout Association:
- Towing of inflatables behind powered watercraft (eg banana boating)
  - Bungee jumping
  - Hitch hiking
  - Knife throwing
  - Archery Tag and other combat style archery activities

**RULE 8.11 CAMPING PERMISSION PROCESS**

- (a) All camping and residential experiences within Barbados are subject to Rules 8.11 – 8.16.
- (b) This includes all events where it is intended that young people will sleep overnight and arrangements are put in place for this purpose, such as sleepovers, camps, Pack Holidays and expeditions.
- (c) Camping and residential experiences abroad are subject to [Rule 8.xx Visits Abroad](#).

**RULE 8.12 CAMPING RESPONSIBILITIES**

- (a) A Leader or other adult leading a camp or residential experience involving young people under 18 years old must:
- hold a valid Camper's Certificate;
  - have the prior agreement of the young person's Section Leader;
  - have written parental consent in which parents/guardians are informed of key information about the event including which leaders are present;
  - as a minimum, attend the event during the time that provision is made for young people to be sleeping overnight. They remain responsible for the event at all times;
  - ensure the relevant notification is made, as per Rule 8.13i.
- (b) The District Commissioner is responsible for:
- the granting of Camping Permission in accordance with the application, assessment and approval process and content of the appropriate Information Sheet.
  - suspension or withdrawal of Camping Permissions as per Rule 8.14;
  - the standards of all camping and residential experiences taking place in the District and may cancel an event, if judged necessary;
  - approving one, or more, Camp Advisers in accordance with the process set by Scout Headquarters.
  - The Chief Commissioner has these responsibilities for events and permissions issued by Scout Headquarters.
- (c) For large scale events there needs to be a Camper's Certificate holder responsible for each residential group. There is no limit to the number of groups that the approved Leader-in-Charge can be responsible for, but they remain responsible for the standard of the event for each group. In addition, the Campers Certificate holder must ensure the home Commissioner is notified (Rule 8.12f) and inform them of the total number of groups they are responsible for during the event.
- (d) All groups undertaking a camp or residential experience must have immediate access to someone who has a current First Aid qualification, minimum **First Response**. The level of First

Aid competence required for each event will be determined by the event risk assessment. However, a full first aid certificate as defined in **FS120052** is required for those operating in remote environments, where travelling time is 3 hours or more (in the method of travel being used) to a point of refuge, including;

- a road which carries a normal road-going ambulance;
- a building which is occupied (such as a farm or harbour);
- or another means of calling help (such as a telephone box).

The approved Leader-in-Charge is not required to hold a first aid qualification.

- (e) The requirement to have completed a **First Response** course is waived for holders of a valid First Aid qualification, where the syllabus equals or exceeds that of a **First Response** course, including hypothermia and hyperthermia training.
- (f) Notification:
  - i. The relevant home Commissioner (or their nominee) must be notified before any camp or residential event takes place;
  - ii. The notification must include all the information required in the Permission to Camp Form;
  - iii. It is the responsibility of the Camper's Certificate holder to ensure that appropriate notification is made for each group they are responsible for.
  - iv. Adult groups are required to notify their relevant Commissioner of camp or residential events.

### **RULE 8.13 CAMPER'S CERTIFICATES**

- (a) There is only one category of Camper's Certificate.
- (b) Camper's Certificates are not Section specific and Scout Headquarters must not operate a policy of issuing only Section specific permits.
- (c) A Camper's Certificate holder may operate with Members from another District or (subject to the normal approval of the District Commissioner of the Members concerned).
- (d) Camper's Certificate holders proposing to work outside their usual Section should obtain guidance from the Camp Adviser before the event takes place.
- (e) Camper's Certificates can only be held by Members or Associate Members of the Scout Association.
- (f) There is no maximum age limit to gaining a Camper's Certificate.
- (g) Camper's Certificates must be renewed at intervals **of not more than five years**.
- (h) Camper's Certificates will expire automatically if they are not renewed.
- (i) Assessment:
  - i. An applicant will be assessed by a Camp Adviser appointed by the District or National Trainer, who will recommend that the certificate be granted;
  - ii. Assessments will be carried out in accordance with the process and content of the appropriate Information Sheet.

### **RULE 8.14 RENEWAL, RESTRICTION, SUSPENSION OR WITHDRAWAL OF CAMPER'S CERTIFICATES**

- (a) Any Leader who is alleged to have broken these activity rules must have their Certificate suspended immediately.
- (b) The relevant Commissioner will promptly enquire into the allegation and determine whether the Certificate is to be reinstated, modified or cancelled.
- (c) The relevant Commissioner may at any time impose restrictions, suspend, withdraw or not renew a permit provided they have reasonable grounds to do so. Any amendment of a permit's status is only valid if the record at Scout Headquarters is updated as appropriate.
- (d) A Certificate automatically expires if a member leaves the Scout Association.

### **RULE 8.15 FAMILY CAMPS**

- (a) The Camper's Certificate holder is responsible for the overall camp and must ensure that all Scout Association rules are followed regardless of the presence of parents, carers or other adults.

### **RULE 8.16 EXPEDITIONS AND EVENTS IN ADVENTUROUS COUNTRY OR ONBOARD CRAFT**

- (a) Prior notification to relevant Commissioners of expeditions involving overnights must be given as described in Rule 8.13i.
- (b) Some events will require the leader to hold an appropriate Adventurous Activity Permit. (Terrain One and above or on-board watercraft).

### **RULE 8.17 WATER ACTIVITIES – GENERAL**

- (a) Members taking part in any water activity (those which take place on or in the water) must be able to demonstrate to a suitable person their ability to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration) and keep afloat for five minutes. Anyone unable to meet these requirements is classified as a non-swimmer and must follow Rule 8.17b.
- (b) A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken:
  - any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult (this does not apply for swimming, paddling or activities near water);
  - there must be no more than one non-swimmer in any craft, unless a one-to-one ratio is maintained (one competent adult to one non-swimmer);
  - in the case of single-handed craft this should only be on C or B1 Waters (see Rule 9.19b) with supervision on a one-to-one basis (one competent adult to one non-swimmer);
  - Where non-swimmers are taking part in swimming activities (as defined in Rule 9.25) they must be under the direct supervision of an adult in the water. This must not exceed two non-swimmers to one adult.
- (c) The above conditions do not apply when below decks, protected in larger vessels or when using recognised forms of public transport.

**RULE 8.18 LIFE JACKETS AND BUOYANCY AIDS**

- (a) All members taking part in water activities (excluding scuba diving, snorkelling, surfing, swimming and paddling (as defined in Rule 8.24)) must wear an EC approved (or equivalent) buoyancy aid or lifejacket appropriate to the activity, weather conditions, and size of the participant. This does not apply when below decks.  
Further guidance can be received from Scout Headquarters.
- (b) The person in charge of any water activity must ensure that the lifejackets and buoyancy aids being used are fit for purpose and suitable for the activity on each occasion that it is used.

**RULE 8.19 CLASSIFICATION OF WATERS**

- (a) All waters used for Scouting activities must be classified as C, B1, B2, B3 or A in accordance Rule 8.19b.
- (b) Water class definitions;
  - **Class C** - safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools);
  - **Class B1** - sheltered inland waters and other sheltered water where currents and tides create no real danger;
  - **Class B2** - the sea up to one mile from the shore, but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs;
  - **Class B3** - the sea up to three miles from the shore, but excluding more dangerous waters close inshore; busy commercial ports, exposed parts of estuaries;
  - **Class A** - open sea more than three miles from the shore, and other dangerous waters close inshore.

**RULE 8.20 ACTIVITIES ON CLASS C WATERS**

All water activities on Class C waters (excluding swimming – see Rules 8.23-9.27, SCUBA and motorised activities) must be approved by the relevant Commissioner and [the standards contained in Information Sheet \*Class C Waters\* followed.](#)

**RULE 8.21 BOATS**

- (a) All boats owned by or on long term loan to the Movement must have a unique identifier clearly marked on the craft.
- (b) All boats should have adequate marine insurance cover.
- (c) The person in charge of any water activity must ensure that the craft and associated equipment are fit for purpose and suitable for the activity on each occasion that it is used.

**RULE 8.22 CHARTER VESSELS**

- (a) When vessels are hired or chartered the activity rules of the Association apply.
- (b) Before entering into a hire agreement which includes an indemnity clause (i.e. where it is assumed that the hirer will be responsible for damage, injury or loss) the agreement must be referred to Headquarters.
- (c) Where the vessel is chartered to be under the command of professional staff, the rules relating to permits do not apply.

- (d) When taking Members as passengers on hired sailing or powered craft, the leader responsible must:
- have reasonable grounds to believe the person in charge of the craft, who must be either the owner or authorised by the owner, has the necessary knowledge, skill and experience;
  - ensure that the party understands the discipline necessary for safety including any local regulations or bye laws which may apply.

### **RULE 8.23 ACTIVITIES NEAR THE WATER**

When activities take place near the water the guidance contained within the CCPR Group Safety at Water Margins document should be followed. This document can be found at [www.barbadosscouts.org/res/index.html](http://www.barbadosscouts.org/res/index.html).

### **RULE 8.24 PADDLING**

When in water that is, for the individual taking part, below waist height (or knee height in moving water) when standing, leaders must:

- Conduct a risk assessment of the activity.
- Provide appropriate individual(s) as safety cover and equipment as identified by the risk assessment.
- Ensure any safety cover is in an appropriate position to provide effective cover.
- Ensure the participants are clearly visible above the water level at all times.

### **RULE 8.25 SWIMMING - GENERAL**

When in water that is, for the individual taking part, above waist height (or knee height in moving water) when standing, leaders must follow the rules on swimming (Rule 8.26 and 8.27) except where:

- taking part in scuba diving or snorkelling
- it is a river crossing during hillwalking under the leadership of someone [holding a hillwalking permit](#)
- it is underground during caving or mine exploration under the leadership of someone [holding a caving or mine exploration permit](#).

### **RULE 8.26 SWIMMING ACTIVITIES – CLASS C WATERS (INCLUDING SWIMMING POOLS)**

- (a) When members of The Movement take part in a swimming activity in Class C waters there must be one responsible person in overall control.
- (b) This person must meet the requirements of any written operating procedure and carry out a risk assessment for the location and activity.
- (c) Where there are no operating procedures, the leader must ensure that:
- Sufficient people are present to provide safety cover to those in the water as identified in the risk assessment.
  - The safety cover meets the requirements for providing safety cover for swimming activities as set out in [Information Sheet Swimming](#).

### **RULE 8.27 SWIMMING ACTIVITIES – ALL OTHER OPEN WATERS**

- (a) When members of The Movement take part in a swimming activity in open waters of Class B1 or higher, there must be one responsible person in overall control.

- (b) This person must meet the requirements of any written operating procedure and carry out a risk assessment for the location and activity.
  - (c) Where an attendant lifeguard is provided they must follow the direction of the lifeguard on duty.
  - (d) Where an attendant lifeguard is not provided, leaders must ensure appropriate safety cover is present. The safety cover must either:
    - Hold the relevant elements of the **RLSS Water Safety Management Programme (WSMP)** as outlined below, (or an equivalent or higher qualification), and work within the remit of their award:
      - Sea (beaches etc): WSMP level 1, level 2 (beach) and level 3.
      - Flat inland water (lakes, lochs etc): WSMP level 1, level 2 (flat water) and level 3.
      - Moving inland water (rivers etc): WSMP level 1, level 2 (river) and level 3.
- or:
- Hold a water activity permit (leadership or supervisory); operate within the remit of their permit (i.e. class of waters, group size etc) and meet the requirements for providing safety cover for swimming activities (within Information Sheet *Swimming*).

## **CHAPTER 9**

### **UNIFORM, BADGES AND EMBLEMS**

#### **CHAPTER CONTENTS**

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Rule 9.33 Mourning

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Rule 9.35 Badges of Other Organisations

Rule 9.36 Activity Wear Uniform Shirts

## **RULE 9.1 PROTECTION OF UNIFORMS**

- (a) The Movement's uniforms are protected under the Laws of Barbados Chapter 376A Barbados Boy Scouts Association (Incorporation) Act 1979-27.
- (b) It is unlawful for persons not entitled as Members of the Association, except for the purposes of entertainment and then only provided that permission has been granted by Scout Headquarters and they are not brought into contempt.

## **RULE 9.2 ENTITLEMENT TO WEAR UNIFORM**

- (a) The appropriate uniform, as described in the following Rules, may be worn by all Members and Associate Members of the Movement.

## **RULE 9.3 SAFETY CONSIDERATIONS**

- (a) In the organisation of all Scouting activities priority is invariably given to considerations of safety in specifying what form of dress is to be worn.
- (b) Weather conditions and other such considerations must be taken into account. The well-being of Members must take precedence over formality of dress.

## **RULE 9.4 CULTURAL REQUIREMENTS AND RELIGIOUS NEEDS**

- (a) When cultural requirements or religious needs require, members of recognised faith communities may wear appropriate clothing of a style and fashion in accordance with their beliefs as part of their Scout uniform.
- (b) Knives may not be worn with uniform except for religious reasons.

## **RULE 9.5 BEAVER SCOUT UNIFORM**

- (a) Items of official uniform:
  - Navy blue cap with Beaver Scout emblem;
  - Yellow short-sleeved Scout shirt;
  - Scout Membership Badge, Barbados Scout Badge, Group Nametape, and District Badge;
  - Navy blue elastic-waist pants;
  - Navy blue dress socks;
  - Black shoes.
- (b) Items for activity wear uniform:
  - Navy blue cap with Beaver Scout emblem;
  - Yellow Beaver Scout, Group, District or National Activity T-shirt;
  - Dark coloured pants;

- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

## **RULE 9.6 CUB SCOUT UNIFORM**

### **(a) Items of official uniform:**

- Navy blue cap with Scout emblem;
- Grey short-sleeved Scout shirt;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape, and District Badge;
- Group scarf;
- Cub Scout woggle, the colour of which identifies the Cub Scout's six;
- Navy blue Scout short pants;
- Black Scout belt;
- Grey knee-high socks;
- Garters with a green tab;
- Black laced shoes;
- Blue sash (only worn after the Cub Scout has earned four (4) activity badges).

### **(b) Items for activity wear uniform:**

- Navy blue cap with Scout emblem;
- Group, District or National Activity T-shirt;
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity.

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

## **RULE 9.7 SCOUT UNIFORM**

### **(a) Items of official uniform:**

- Green beret with BBSA Scout beret pin;
- Khaki short-sleeved Scout shirt;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape, District Badge, and Patrol Badge;
- Group scarf;
- BBSA Scout woggle;
- White lanyard;
- Scout whistle;
- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes,

- Green sash (only worn after the Scout has earned four (4) proficiency badges).

(b) Items for activity wear uniform:

- Scout activity hat;
- Group, District or National Activity T-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity;
- White lanyard with whistle (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

### **RULE 9.8 SEA SCOUT UNIFORM**

(a) Items of official uniform:

- Dark blue beret with Sea Scout beret badge;
- White short-sleeved Scout shirt;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape, District Badge, and Patrol Badge;
- Group scarf;
- BBSA Scout woggle;
- White lanyard;
- Boatswain's pipe (optional);
- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes,
- Dark blue sash (only worn after the Sea Scout has earned four (4) proficiency badges).

(b) Items for activity wear uniform:

- Scout activity hat;
- Group, District or National Activity T-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity;
- White lanyard with boatswain's pipe (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

### **RULE 9.9 AIR SCOUT UNIFORM**

(a) Items of official uniform:

- Dark blue beret with Air Scout beret badge;
- Sky blue short-sleeved Scout shirt;

- Scout Membership Badge, Barbados Scout Badge, Group Nametape, District Badge, and Patrol Badge;
- Group scarf;
- BBSA Scout woggle;
- White lanyard;
- Scout whistle;
- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes,
- Dark blue sash (only worn after the Air Scout has earned four (4) proficiency badges).

(b) Items for activity wear uniform:

- Scout activity hat;
- Group, District or National Activity T-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity;
- White lanyard with whistle (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

## **RULE 9.10 VENTURE SCOUT UNIFORM**

(a) Items of official uniform:

- Green beret with BBSA Scout beret pin;
- Khaki long-sleeved Scout shirt;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape and District Badge;
- Venture Scout Flashes
- Group scarf;
- BBSA Scout woggle;
- White lanyard;
- Scout whistle;
- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes.

(b) Items for activity wear uniform:

- Scout activity hat;
- Group, District or National Activity Polo-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the

activity;

- White lanyard with whistle (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

### **RULE 9.11 VENTURE SEA SCOUT UNIFORM**

(a) Items of official uniform:

- Dark blue beret with Sea Scout beret badge;
- White long-sleeved Scout shirt;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape and District Badge;
- Venture Scout Flashes;
- Group scarf;
- BBSA Scout woggle;
- White lanyard;
- Boatswain's pipe (optional);
- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes.

(b) Items for activity wear uniform:

- Scout activity hat;
- Group, District or National Activity Polo-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity;
- White lanyard with boatswain's pipe (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

### **RULE 9.12 VENTURE AIR SCOUT UNIFORM**

(a) Items of official uniform:

- Dark blue beret with Air Scout beret badge;
- Sky blue long-sleeved Scout shirt;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape and District Badge;
- Venture Scout Flashes;
- Group scarf;
- BBSA Scout woggle;
- White lanyard;
- Scout whistle;

- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes.

(b) Items for activity wear uniform:

- Scout activity hat;
- Group, District or National Activity Polo-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity;
- White lanyard with whistle (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn. A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

### **RULE 9.13 MALE ADULT MEMBER'S UNIFORM**

(a) Items of official uniform:

- Green beret with BBSA Scout beret pin;
- Khaki short-sleeved Scout shirt
  - Long-sleeved Scout shirt should be used for ceremonial occasions
  - Leaders of the Venture Scout Section wear long-sleeved Scout shirts only;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape (if a member of a Group) and District Badge (if a member of a District);
- Leader Flashes
- Group, District, Scout Headquarters, Gilwell or Scouter's scarf, as applicable;
- Plaited or Gilwell woggle, as applicable;
- White lanyard;
- Scout Leader's whistle;
- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes.

(b) Items for activity wear uniform:

- Scout Leader activity hat;
- Group, District or National Activity Polo-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity;
- White lanyard with whistle (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn. A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

**RULE 9.14 MALE ADULT MEMBER'S UNIFORM – SEA SCOUTS****(a) Items of official uniform:**

- Dark blue beret with Sea Scout beret badge or white officer's cap with a black peak, black band and Sea Scout beret badge ;
- White short-sleeved Scout shirt
  - Long-sleeved Scout shirt should be used for ceremonial occasions
  - Leaders of the Venture Scout Section wear long-sleeved Scout shirts only;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape (if a member of a Group) and District Badge (if a member of a District);
- Leader Flashes
- Group, District, Scout Headquarters, Gilwell or Scouter's scarf, as applicable;
- Plaited or Gilwell woggle, as applicable;
- White lanyard;
- Boatswain's pipe;
- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes.

**(b) Items for activity wear uniform:**

- Scout Leader activity hat;
- Group, District or National Activity Polo-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity;
- White lanyard with boatswain's pipe (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

**RULE 9.15 MALE ADULT MEMBER'S UNIFORM – AIR SCOUTS****(a) Items of official uniform:**

- Dark blue beret with Air Scout beret badge;
- Sky blue short-sleeved Scout shirt
  - Long-sleeved Scout shirt should be used for ceremonial occasions
  - Leaders of the Venture Scout Section wear long-sleeved Scout shirts only;
- Scout Membership Badge, Barbados Scout Badge, Group Nametape (if a member of a Group) and District Badge (if a member of a District);
- Leader Flashes
- Group, District, Scout Headquarters, Gilwell or Scouter's scarf, as applicable;
- Plaited or Gilwell woggle, as applicable;
- White lanyard;
- Scout Leader's whistle;

- Navy blue Scout long pants;
- Black Scout belt;
- Navy blue/black socks;
- Black laced shoes.

(b) Items for activity wear uniform:

- Scout Leader activity hat;
- Group, District or National Activity Polo-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity;
- White lanyard with whistle (optional).

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

### **RULE 9.16 FEMALE ADULT MEMBER'S UNIFORM**

(a) Items of official uniform:

- Green female leader's hat with BBSA Scout beret pin;
- Khaki short-sleeved female Scout shirt
- Scout Membership Badge, Barbados Scout Badge, Group Nametape (if a member of a Group) and District Badge (if a member of a District);
- Leader Flashes
- Group, District, Scout Headquarters, Gilwell or Scouter's scarf, as applicable;
- Plaited or Gilwell woggle, as applicable;
- Navy blue Scout skirt;
- Black Scout belt;
- Flesh coloured stockings;
- Black laced shoes.

(b) Items for activity wear uniform:

- Scout Leader activity hat;
- Group, District or National Activity Polo-shirt,
- Dark coloured pants;
- Socks and shoes: the colour and type as specified by the Leader-in-charge based on the activity.

Depending on the activity, the Leader-in-charge can stipulate that a scarf and woggle be worn.

A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

### **RULE 9.17 MALE ADULT ASSOCIATE MEMBER'S UNIFORM**

(a) Items of official uniform:

- Navy Blue Blazer with the Barbados Scout Blaser Badge for ceremonial occasions;
- White dress shirt

- Long-sleeved shirt should be used for ceremonial occasions;
  - Barbados Scout Tie;
  - Navy Blue or Black long pants;
  - Black belt;
  - Dark coloured socks;
  - Black shoes.
- (b) Items for activity wear uniform:
- Scout Leader activity hat;
  - Group, District or National Activity Polo-shirt,
  - Dark coloured pants;
  - Socks and shoes: the colour and type based on the activity;
  - White lanyard with whistle (optional).
- A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

#### **RULE 9.18 FEMALE ADULT ASSOCIATE MEMBER'S UNIFORM**

- (c) Items of official uniform:
- Navy Blue Jacket with the Barbados Scout Blaser Badge for ceremonial occasions;
  - White oxford shirt;
  - Barbados Scout Ladies Scarf;
  - Navy Blue or Black skirt no shorter than knee length;
  - Flesh coloured stockings;
  - Black shoes.
- (d) Items for activity wear uniform:
- Scout Leader activity hat;
  - Group, District or National Activity Polo-shirt,
  - Dark coloured pants;
  - Socks and shoes: the colour and type based on the activity.
- A special shirt commemorating a special occasion or event may be worn with activity wear uniform with the approval of Scout Headquarters.

#### **RULE 9.19 MARCHING BANDS**

- (a) Members of Scout Marching Bands wear the official uniform for their Section
- (b) Members wear the official band scarf with their uniform when performing with the band. At all other times they will wear their regular scarf.
- (c) Additional items that may be worn are:
- Protective clothing for drummers;
  - Sashes, music pouches, cords, white gloves and belts as appropriate;
  - Plumes may be worn on their berets with the approval of Scout Headquarters.

**RULE 9.20 POSITION OF BADGES ON UNIFORM**

- (a) The identification badges are positioned on the uniform as follows:
- The Scout Membership Badge is worn on the left shirt pocket. The badge is to be centred between the bottom of the pocket flap and the bottom of the pocket.
  - The Barbados Scout Badge is worn above the right shirt pocket. The centre of the badge is aligned with the centre of the pocket with the bottom of the badge  $\frac{3}{4}$ " above the top of the pocket.
  - The Group Nametape is worn on the right shirt sleeve. The centre of the tape is aligned with the centre of the sleeve with the top of tape just below the seam.
  - The District Badge is worn on the right shirt sleeve. The centre of the badge is aligned with the centre of the sleeve.
- (b) The position of the other badges worn by the various Sections are specified in the Information Sheets *Uniform Regulations – Beaver Scouts*, *Uniform Regulations – Cub Scouts*, *Uniform Regulations – Scouts*, *Uniform Regulations – Venture Scouts*, and *Uniform Regulations – Leaders*.

**RULE 9.21 LEADER FLASHES**

- (a) Leader Flashes are worn to identify the role the adult member is currently serving in. Unattached members who are currently not serving in any role are not entitled to wear Leader Flashes.
- (b) Where an adult member serves in more than one role then they wear the Leader Flashes that correspond to the most senior role only.
- (c) The colour, description and method of wear of the various Leader Flashes are specified in the Information Sheet *Uniform Regulations – Leaders*.

**RULE 9.22 AWARDS AND DECORATIONS – METHOD OF WEAR**

- (a) Scout awards and decorations (except those which are worn around the neck) and the emblems corresponding to them are worn immediately above the right breast.
- (b) Awards and decorations are worn in the following order from the wearer's left to right: the Centenary Award, the Chief Scout's Commendation Award, Awards for Good Service and the Chief Commissioner's Award.
- (c) Only the highest award received in each category of outstanding service, good service and their emblems and the highest award for long service may be worn.
- (d) King's and Queen's medals, war medals, decorations and orders, and decorations conferred by foreign governments may be worn on Scout uniform on appropriate occasions. The ribbons of King's and Queen's medals, war medals, decorations and orders, and ribbons of decorations conferred by foreign governments may be worn on uniform above the left breast pocket.
- (e) Ribbons of decorations conferred by foreign and Commonwealth Scout Associations are worn below the emblems of the Barbados Boy Scouts Association decorations.
- (f) The life-saving medals of the Order of St. John and the Royal Humane Society, together with their ribbons, may be worn with the uniform.

**RULE 9.23 BADGES AND EMBLEMS – METHOD OF WEAR**

- (a) Beaver Scouts, on entering the Cub Scout Pack, may continue to wear the Chief Scout's Bronze Award. The award must be removed when the Cub Scout gains their Mahogany Award. It is to

be worn as specified in the Information Sheet *Uniform Regulations – Cub Scouts*.

- (b) A Cub Scout, on entering the Scout Troop, may continue to wear their Mahogany Award. The award must be removed when the Scout gains their Chief Scout's Award. It is to be worn as specified in the Information Sheet *Uniform Regulations – Scouts*.
- (c) A Scout on entering a Venture Scout Unit may continue to wear the Chief Scout's Award. The award must be removed when the Scout gains the Barbados Gold Award. It is to be worn as specified in the Information Sheet *Uniform Regulations – Venture Scouts*.
- (d) Cub Scouts, Scouts and Venture Scouts may also wear the current Moving On Awards.
- (e) The Queen's Scout Award and Scouts of the World Award may be worn on uniform by adults so entitled.

#### **RULE 9.24 BADGES AND AWARDS – SUPPLY**

- (a) Badges and awards must be obtained from the Scout Shop or Scout Headquarters and from no other source.

#### **RULE 9.25 THE WORLD MEMBERSHIP BADGE**

- (a) The World Membership Badge is the symbol of Membership of World Scouting and of the Association as a part of World Scouting.
- (b) It is the property of the World Scout Bureau and it may only be used or worn as permitted in these Rules.
- (c) A metal form of the World Membership Badge is available for Members of the Movement to wear with ordinary clothes.

#### **RULE 9.26 THE BARBADOS SCOUT BADGE**

- (a) The Barbados Scout Badge is the symbol of the Barbados Boy Scouts Association.
- (b) The Barbados Scout Badge may be worn on activity or special garments with the approval of Scout Headquarters.

#### **RULE 9.27 GROUP NAMETAPES**

- (a) The registration number and name of a Group may appear in yellow lettering on a single tape no more than 12mm deep on a green background.
- (b) The registration number and name of a Sea Scout Group may appear in white lettering on a single tape no more than 12mm deep on a dark blue background.
- (c) The registration number and name of a Air Scout Group may appear in black lettering on a single tape no more than 12mm deep on a light blue/grey background.

#### **RULE 9.28 IDENTIFYING DISTRICT BADGES**

- (a) District badges bearing distinctive identifying emblems and/or lettering and of any size up to 70mm deep by 70mm wide may be worn after approval by Scout Headquarters to whom a drawing or specimen of the design must be submitted.
- (b) A manufactured example of all District badges should be submitted subsequently to Scout Headquarters.

**RULE 9.29 IDENTIFYING GROUP AND DISTRICT SCARVES**

- (a) Scarves worn by Members of a Scout Group as part of the appropriate uniform must all be of the same design.
- (b) The design is chosen by the Group Scouters' Meeting, subject to the approval of Scout Headquarters on the recommendation of the District Commissioner.
- (c) Groups in the Association should wear scarves of different designs if this is possible.
- (d) District scarves may be worn by the members of a District on occasions where the member would need to be identified with the District as appose to their Group.
- (e) The design of the District scarf is chosen by the District Team subject to the approval of Scout Headquarters.

**RULE 9.30 BBSA NATIONAL SCARF**

- (a) The BBSA National Scarf is to only be worn by recorded members of the Association who at the time are representing the Association at an event or activity.

**RULE 9.31 THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD BADGES**

- (a) Cloth badges of The Duke of Edinburgh's International Award are worn on uniform by members who are entitled to wear them.
- (b) Only the badge of the highest Award gained may be worn.
- (c) In the case of the Gold Award only, the badge may be worn on uniform by adults so entitled.
- (d) The position of the badge on the uniform of the various Sections are specified in the Information Sheets *Uniform Regulations – Scouts*, *Uniform Regulations – Venture Scouts*, and *Uniform Regulations – Leaders*.

**RULE 9.32 OCCASIONAL BADGES WORN WITH UNIFORM**

- (a) Occasional badges in respect of national, regional or international programmes, activities or events may be worn as directed and for such periods as decided by Scout Headquarters.
- (b) Occasional badges for wear by Members of a Group or District in connection with a special gathering, camp, event or anniversary must be approved by Scout Headquarters to whom a drawing or specimen of the design must be submitted by the District Commissioner.
- (c) Such badges must not be worn after a period of six months from the date of the conclusion of the occasion unless exceptionally authorised by Scout Headquarters in respect of special circumstances for a further period not exceeding six months.

**RULE 9.33 MOURNING**

- (a) A black crepe band 37mm wide may be worn on the left arm above the elbow to denote mourning.

**RULE 9.34 ADULT TRAINING AWARDS**

- (a) On completion of the Introductory Course, uniformed adults may wear the Gilwell Turks Head woggle.
- (b) For occasions when uniform is not worn, uniformed adults may wear a metal pin badge

depicting the Gilwell log and axe.

- (c) On completion of the **Getting Started** modules non-uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.
- (d) The Award for completion of training for Leaders and Administrators is the Wood Badge.
- (e) Leaders holding the Wood Badge may wear the Gilwell Scarf, beads and woggle.

### **RULE 9.35 BADGES OF OTHER ORGANISATIONS**

- (a) Unless specifically mentioned elsewhere in the Rules of the Association, badges of other organisations are not worn with uniform.
- (b) Adult members who have gained the Queen's Guide Award may wear the badge on their uniform.
- (c) Scouts, Venture Scouts and adult Members may wear with uniform the approved proficiency badges of a number of organisations involved with First Aid and the Saving of Life.
- (d) Scouts, Venture Scouts and adult Members who hold approved First Aid or Life Saving qualifications for which there is no cloth badge may wear the Barbados Boy Scouts Association badge(s) as appropriate.

### **RULE 9.36 ACTIVITY WEAR UNIFORM SHIRTS**

- (a) For the national activity wear uniform, the shirt must:
  - Be a royal blue t-shirt or polo-shirt;
  - Have the Association's logo printed/embroidered on the left-breast of the shirt;
  - Have the name/logo of any sponsors printed on the right sleeve only.
- (b) National activity wear uniform shirts can be adapted to mark special occasions and events or by Scout Groups as their activity wear uniform shirt. For the shirt to be still considered national activity wear uniform only the follow adaptation is allowed:
  - Two lines of text can be added under the Associations logo detailing the special event, occasion or Group registration number and name;
  - The two lines of text should not exceed 4" x 1".
- (c) National activity wear uniform shirts can be adapted by Districts as their activity wear uniform shirt and to mark special occasions and events. For the shirt to be still considered national activity wear uniform only the follow adaptation is allowed:
  - The District logo can be added on the right-breast of the shirt;
  - Two lines of text can be added under the Associations logo detailing the special event or occasion;
  - The two lines of text should not exceed 4" x 1".
- (d) Other activity wear uniform shirts may be produced by Scout Groups, Districts and Headquarters for use at their activities. They can also be produced for special events and occasions. The shirts must:
  - Be a t-shirt or polo-shirt;
  - Have the name/logo of any sponsors to be printed on it, meet the specifications as set out in the [Information Sheet Sponsorship & Branding](#).

If the colour varies from the Group or District colours or the design varies from that of the

national activity wear uniform shirt, it must be approved by Scout Headquarters on the recommendation of the District Commissioner.

2ND DRAFT



## **CHAPTER 10**

### **AWARDS AND RECOGNITION OF SERVICE**

#### **CHAPTER CONTENTS**

- Rule 10.1 Applications for Awards and Recognition of Service
- Rule 10.2 Awards for Outstanding Service
- Rule 10.3 Awards for Good Service
- Rule 10.4 Chief Scout's Commendation Award
- Rule 10.5 Chief Commissioner's Award
- Rule 10.6 Length of Service Awards
- Rule 10.7 Certificates of Awards
- Rule 10.8 Thanks Badge
- Rule 10.9 Method of Wear

#### **RULE 10.1 APPLICATIONS FOR AWARDS AND RECOGNITION OF SERVICE**

- (a) Applications for Scout awards and recognition of service are initiated by any member of the Barbados Boy Scouts Association. Nominations must be supported by the District Commissioner or where a District or Headquarters Commissioner is nominated, supported by the appropriate line managing Commissioner.
- (b) [Application forms can be found at www.barbadosscouts.org/res/](http://www.barbadosscouts.org/res/) and completed nominations should be submitted by email to [awards@barbadosscouts.org](mailto:awards@barbadosscouts.org).
- (c) Before completing an Application Form, District Commissioners are advised to consult the Information Sheet *Applying for Decorations and Awards*.

#### **RULE 10.2 AWARDS FOR OUTSTANDING SERVICE**

- (a) Awards for outstanding service are made by the Chief Scout, who is advised by the National Awards Committee, to adult Members or Associate Members and, exceptionally, to others who have given valuable service to Scouting over a considerable period.
- (b) The Order of the Broken Trident, worn on a green and yellow ribbon around the neck, and emblem with a green and yellow knot is awarded to adult Members for dedicated, outstanding, and exceptional service to Scouting while holding adult roles for a period of usually not less than twenty-five years.
- (c) The Order of the Pelican, worn on a yellow and green ribbon around the neck, and emblem with a yellow and green knot is awarded to adult Members for diligent and committed service to Scouting while holding adult roles for a period of usually not less than twenty years.
- (d) The Order of the Bearded Fig Tree, worn on a green ribbon around the neck, and emblem with a green knot is awarded to adult Members for distinguished and meritorious service to Scouting while holding adult roles for a period of usually not less than fifteen years.
- (e) The Order of the Flying Fish, worn on a yellow and blue ribbon around the neck, and emblem with a yellow and blue knot is awarded to adult Members for outstanding and distinguished service to Scouting, with special notation of their contribution at the District level, while

holding adult roles for a period of usually not less than ten years.

- (f) This Order of the Bronze Star, worn on a blue and white ribbon around the neck, and emblem with a blue and white knot is awarded to adult Members for dedicated service to Scouting while holding adult roles for a period of usually not less than five years.
- (g) The Silver Dolphin Award, worn on a yellow ribbon around the neck, is awarded to adult Associate Members for distinguished and meritorious service to Scouting while holding adult roles for a period of usually not less than ten years.
- (h) The Silver Coconut Award, worn on a yellow ribbon around the neck, is awarded to adult Associate Members for outstanding and distinguished service to Scouting while holding adult roles for a period of usually not less than five years.

### **RULE 10.3 AWARDS FOR GOOD SERVICE**

- (a) Awards for good service are made by the Chief Scout, who is advised by the National Awards Committee, to adult Members who have given valuable service to Scouting over a considerable period.
- (b) The Medal of Merit, a medal with a Scout fleur-de-lis on a green ribbon and emblem with a green knot, is awarded to adult Members for outstanding service to Scouting at the District and National level while holding adult roles for a period of usually not less than ten years.
- (c) The Distinguished Service Award, a medal with a Scout fleur-de-lis on a blue ribbon and emblem with a blue knot, is awarded to adult Members for outstanding service to Scouting at the Group level while holding adult roles for a period of usually not less than 10 years. This Award is intended for adult Members who only work at the Group level
- (d) The President's Award, a blue emblem with the BBSA fleur-de-lis, is awarded to adult Members for special service to Scouting while holding adult roles for a period of usually not less than five years.

### **RULE 10.4 CHIEF SCOUT'S COMMENDATION AWARD**

- (a) The Chief Scout's Commendation Award, a medal with a Scout fleur-de-lis on a silver clasp and emblem with a silver knot, is awarded by the Chief Scout, in consultation with the National Awards Committee, for exceptional service while holding adult roles for a period of usually not less than fifteen years.

### **RULE 10.5 CHIEF COMMISSIONER'S AWARD**

- (a) The Chief Commissioner's Award is a medal with a Scout fleur-de-lis on a red ribbon and emblem with a red knot. The award can be issued to adults or youth Members, Members or Associate Members or non-members and supporters by the Chief Commissioner at his discretion. There are no set criteria for this award.
- (b) The award can be issued at any time and does not affect any applications for Good Service or other National awards.

### **RULE 10.6 LENGTH OF SERVICE AWARDS**

- (a) Service in the Association is recognised by the Length of Service Award at 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70-year Intervals. A certificate and a blue cloth emblem with a yellow knot and corresponding white number is available to all Members and Associate Members of the Association.

- (b) Qualifying service for the above awards need not be continuous.
- (c) Any service given while holding an adult appointment whilst a member of the Barbados Boy Scouts Association counts towards service. This includes service such as Secretary, Executive Member etc. However, this does not cover service whilst in a youth role such as service as an Occasional Helper.
- (d) Overseas service with another Scout Association does not count towards service.

#### **RULE 10.7 CERTIFICATES OF AWARDS**

- (a) All awards are accompanied by a certificate.

#### **RULE 10.8 THANKS BADGE**

- (a) The Thanks Badge is the means of expressing the appreciation of the Association to those who are not Members or Associate Members but who have been of service to Scouting.
- (b) The metal badge is for wear with ordinary clothes and does not confer Membership or Associate Membership of the Association on the recipient.

#### **RULE 10.9 METHOD OF WEAR**

For the method of wear of Scout awards see Chapter 9.



# **CHAPTER 11**

## **FLAGS AND CEREMONIAL**

### **CHAPTER CONTENTS**

Rule 11.1 Permitted Flags

Rule 11.2 Scout Flags

Rule 11.3 District Flags

Rule 11.4 Ceremonial

Rule 11.5 The Scout Sign

Rule 11.6 The Scout Salute

Rule 11.7 Parades

### **RULE 11.1 PERMITTED FLAGS**

- (a) The following flags may be used:
- The Barbados Flag;
  - The Barbados Boy Scouts Association Flag;
  - The World Scout Flag;
  - Unit, Group, and District flags.
- (b) When abroad, Groups may use the Barbados Flag and the flag of the host nation displayed equally.

### **RULE 11.2 SCOUT FLAGS**

- (a) Flags used by the unit(s) of a Scout Group must be:
- 4' x 3' in size;
  - Mounted on poles bearing the Arrowhead Badge as a mount;
  - Must bear the Association's logo, to the approved specification, and the Scout motto 'Be Prepared'.
  - The Association's logo is replaced with the Association's Air Scout logo for Air Scout Troops and the Association's Sea Scout logo for Sea Scout Troops,.
- (b) In addition, they may only bear the Group's Registration Number, and the Group title with the words 'Cub Scouts', 'Scouts', 'Air Scouts', 'Sea Scouts' or 'Venture Scouts' as appropriate.
- (c) The colours to be used on flags are as follows:
- Cub Scout Packs: white lettering on a yellow background;
  - Scout Troops: white lettering on a green background;
  - Air Scout Troops: yellow lettering on a light blue background;
  - Sea Scout Troops: white lettering on a navy blue background;
  - Venture Scout Units: white lettering on a white & brown split background
- (d) Scout Groups may also use Group flags flown on flagpoles/masts during their activities. The flags must be of a similar design and may bear the Group's Registration Number, Group title and Sponsoring Authority's emblem in addition to the Association's logo and the Scout motto

'Be Prepared'. Air Scout Groups may use the Association's Air Scout logo and Sea Scout Groups the Association's Sea Scout logo in place of the Association's logo. The colours of the Group may be used for the flag.

- (e) The final design of a Group flag must be approved by Scout Headquarters on the recommendation of the District Commissioner.

### **RULE 11.3 DISTRICT FLAGS**

- (a) Flags used by Scout Districts must be:
- Uniform in size (4' x 3');
  - Mounted on poles bearing the Arrowhead Badge as a mount;
  - Must bear the Association's logo on the canton of the flag.
- (b) In addition, they may only bear the District's emblem and title. The colours of the District may be used for the flag.
- (c) The final design of the flag must be approved by Scout Headquarters on the recommendation of the District Commissioner.

### **RULE 11.4 CEREMONIAL**

- (a) In the conduct of normal Scouting activities, only those ceremonies described in the Association's handbooks should be used.

### **RULE 11.5 THE SCOUT SIGN**

- (a) The Scout Sign is made during the making or reaffirming of the Beaver Scout Promise, Cub Scout Promise, and the Scout Promise and at no other time.

### **RULE 11.6 THE SCOUT SALUTE**

- (a) The Scout Salute is made only by Members of the Movement in uniform on formal Scout occasions, as a mark of respect at the hoisting of National flags, at the playing of National Anthems, to uncased Colours, Scout flags and to funerals.

### **RULE 11.7 PARADES**

- (a) On all parades of a public nature, other than in a place of worship, the Leader calls the party to the alert and the Leader alone salutes.

## **CHAPTER 12**

### **TRUSTEESHIP, PROPERTY AND EQUIPMENT**

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## **CHAPTER 13**

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## **CHAPTER 14**

### **COMPLAINTS, SUSPENSIONS AND DISMISSALS**

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#### **COMPLAINTS**

The term 'complaint' is taken to cover also disagreements and disputes.

The procedure, for those raising a complaint, is outlined in the Information Sheet *Resolving Complaints*. Detailed guidance notes for Group Scout Leaders and Commissioners in dealing with complaints can be found in the Information Sheet *Resolving Complaints - Guidance Notes for Group Scout Leaders and Commissioners*.

The Association strongly encourages the resolution of all complaints by informal means wherever possible. Where a matter of concern requires formal attention the Complaints Procedure should be followed.

#### **RULE 14.1 COMPLAINTS**

- (a) Complaints, disagreements and disputes should be resolved informally if at all possible.
- (b) Where a complaint, disagreement or dispute cannot be resolved informally the Association's Complaints Procedure should be followed.

#### **SUSPENSIONS**

#### **RULE 14.2 SUSPENSION OF ADULT MEMBERS, ASSOCIATE MEMBERS AND NON-MEMBERS.**

- (a) Suspension of any involvement in Scouting by a Member, Associate Member or a non-Member is an act intended to protect all persons involved. It assists to ensure that any investigation or

inquiry proceeds in as fair and objective manner as possible by preventing situations arising which could give rise to further concerns/ allegations or which could potentially cause further compromise. Suspension is permitted in the following circumstances:

- i. when an allegation is made that an individual involved in Scouting has committed a serious criminal offence. In this case the individual must be suspended until police inquiries and/or any legal proceedings have been concluded;
  - ii. when a disagreement or dispute between adults remains unresolved for a period of more than 30 days (commencing from when a formal written notification of the dispute is provided to the relevant Executive Committee), suspension in this case is to be for a period of not more than 90 days in the first instance. Suspension for further periods of not more than 90 days may follow and must be communicated to the suspended individual;
  - iii. if a Member or Associate Member makes a formal, public challenge (to a non-Scouting organisation, body or forum) against the decision or policy of either:
    - a local Executive Committee of a Scout unit (of which that Member or Associate Member is a member) and/or
    - The Barbados Boy Scouts Association
  - iv. where such public challenge seeks to change, overturn or reverse the said decision or policy
  - v. or causes adverse publicity about the same;
  - vi. where the intentional action or inaction of an individual involved in Scouting could seriously harm the reputation of the Movement;
  - vii. when the action of an individual involved in Scouting may constitute gross misconduct;
  - viii. where an individual involved in Scouting requiring a Criminal Record Check for their role in Scouting does not hold such a disclosure and a period of 30 days (where an electronic system is used) or 60 days (where a paper based system is used) has expired since one was held or required.
- (b) In every case Membership may be suspended only by the appropriate authority with approval from the other appropriate authority as defined in the following table:

#### AUTHORITY TO APPROVE THE SUSPENSION OF AN ADULT

	Person whose Membership is to be suspended	Authority to suspend	Authority to approve suspension
Scout Headquarters	Chief Commissioner	Chief Scout	National Executive Committee
	Team members reporting directly to the Chief Commissioner	Chief Commissioner	National Executive Committee
	Team members reporting directly and indirectly to members of the Chief Commissioner's team.	Relevant Chief Commissioner's team member	Chief Commissioner

District	District Commissioners	Chief Commissioner	National Executive Committee
	District and Group Scouters, Section Assistants and Skills Instructors, District and Group Administrators, Advisers, Members, Associate Members and non-members	District Commissioner	Chief Commissioner

Note: Where issues of Safeguarding are involved see also Rule 2.4q

- (c) During a suspension under this Rule, any Appointment Warrant must be surrendered to the suspending authority on request.
- (d) The suspended person must not:
- participate in any activity connected with the Movement (whether or not young people are present) including administrative activities;
  - contact youth Members of the Association;
  - enter Association premises unless specifically given permission by the appropriate Commissioner;
  - be present at any place at which Scouting activities are taking place (including all types of activity whether or not young people are present);
  - wear the uniform or badges of the Association.

The suspending authority is permitted to modify the list of prohibited activities above when the suspended person is a parent or carer of a youth member in Scouting, and must follow the following criteria:

- In safeguarding cases the guidance of [the Safeguarding Team](#) must be sought and followed.
  - All modifications must be agreed with the authority that approved the suspension as defined in Rule 14.2b.
  - The modifications must be kept to a minimum and are only to enable the suspended person as parent or carer to participate to some extent in Scouting with their child (for example, to attend award presentations or to drop off and pick-up the child).
  - The modifications must not compromise the safety and wellbeing of youth members.
  - Where Rule 14.2a (vi) applies, the modifications must not allow the suspended individual to engage in regulated activity.
  - The suspending authority must inform the suspended person in writing with very clear instructions regarding what is permitted.
  - The suspending authority may change or remove the modifications during the period of suspension and must notify the suspended person in writing.
- (e) They must be informed of their suspension in writing and given a copy of the information sheet *Notes for a Person Under Suspension*.
- (f) They must also be offered an independent Scouting colleague to act as a liaison point. The information sheet *Supporting a Person Under Suspension* provides relevant guidelines.
- (g) Any appointment held will be regarded as vacant.
- (h) Suspension in the case of disagreement must be followed as soon as possible by conciliation and such further steps as are necessary.
- (i) When a person is suspended or the nature of the suspension changes, the appropriate

Commissioner must inform Scout Headquarters [and a Form CS must be completed](#).

- (j) The procedures for suspension detailed in this Rule must not be applied to Beaver Scouts, Cub Scouts, Scouts, or Venture Scouts.

### **RULE 14.3 ENDING A PERIOD OF ADULT SUSPENSION**

- (a) At the end of a period of suspension the appropriate Commissioner and the appropriate [Appointments Advisory Committee](#) (where appropriate consulting the Group Scout Leader and the Sponsoring Authority) must agree a recommendation for action and seek approval for that action from the authority who originally approved the suspension. See table above.
  - i. If the Appointments Advisory Committee and the appropriate Commissioner disagree on the recommendation for action then the final decision lies with the authority who originally approved the suspension.
  - ii. If the authority who originally approved the suspension disagrees with the recommendation for action (following discussion with the [Appointments Advisory Committee](#) and the appropriate Commissioner), then the final decision lies with the authority who originally approved the suspension.
- (b) The action must include a recommendation to re-instate, modify or revoke the appointment of the adult under suspension. There is no right of appeal against a decision made by an [Appointment Advisory Committee](#) or a decision made by the authority who approved the suspension.
- (c) When reviewing a suspension and making the subsequent recommendation those responsible must follow a similar process as used when appointing adults and give the same considerations as to the suitability of the individual to carry out a specific role, i.e. they must satisfy themselves that the subject continues to be an appropriate person for a particular appointment.
- (d) The suspended person must be informed in writing of the decision which ends a period of suspension and in each case a record of the discussions and outcomes must be documented and forwarded to the Vetting Team at Scout Headquarters.
- (e) In exceptional circumstances Scout Headquarters may, in consultation with the responsible District Commissioner, refuse to re-instate membership, an appointment and/or any involvement in Scouting.
- (f) Scout Headquarters may directly end a period of suspension by excluding a suspended person from Scouting if the individual is unsuitable to participate in Scouting.
- (g) In the case of individuals suspended under Rule 14.2a (vi), suspension may be automatically revoked by Scout Headquarters once a valid Criminal Records Check Disclosure has been satisfactorily obtained.

### **RULE 14.4 SUSPENSION OF BEAVER SCOUTS, CUB SCOUTS, SCOUTS OR VENTURE SCOUTS**

- (a) Formal suspension of a youth member may be appropriate where they have been accused of a serious criminal offence or of behaviour that put adults or young people at serious risk of harm. [See also the Information Sheet Guidance on the Formal Suspension of Youth Members](#).
- (b) Suspension is not a disciplinary sanction or an indication of guilt but ensures that no situation can arise that may cause further concern and allows a period where further information may be received and if appropriate the statutory agencies (typically the police or social services) may carry out their duties.

- (c) The District Commissioner has the authority to suspend a young person. However wherever possible they should act in consultation with the relevant Group Scout Leader/District Venture Scout Leader.
- (d) Before suspending a young person, District Commissioners should consult the Chief Commissioner and must inform Scout Headquarters in writing.
- (e) Where a statutory authority is involved, advice must be sought from that body.
- (f) Where a young person's membership has been suspended, they may not participate in any activity connected with Scouting and must not wear the uniform or badges.
- (g) The parents/guardians of the youth member must be informed of their suspension in writing and given a copy of the [Information Sheet Notes for the Parents/Guardians of a Young Person Under Suspension](#).
- (h) They must also be offered an independent Scouting colleague to act as a supporter. The [Information Sheet Supporting a Young Person Under Suspension](#) provides relevant guidelines.

#### **RULE 14.5 ENDING A PERIOD OF SUSPENSION OF BEAVER SCOUTS, CUB SCOUTS, SCOUTS OR VENTURE SCOUTS**

- (a) At the end of a period of suspension the District Commissioner and Group Scout Leader/District Venture Scout Leader must determine if a return to Scouting is appropriate. Advice should be sought from the relevant Development Manager or Officer, Field Commissioner or Scout Headquarters and where a statutory authority has been involved, advice must be sought from that body.

Possible outcomes following a period of suspension would include:

- Reinstatement
  - Reinstatement with conditions
  - Dismissal
- (b) The dismissal of a young person (whether following a suspension or not) must follow Rules 14.9 – 14.10.

#### **DISMISSALS**

#### **RULE 14.6 TERMINATION OF ADULT MEMBERSHIP AND ASSOCIATE MEMBERSHIP**

- (a) Adult Membership and Associate Membership may be terminated by:
  - resignation;
  - in the case of adults not holding a particular appointment, by resolution of the Group or District Executive as appropriate. The appropriate Executive Committee shall be under no obligation to state its reasons for making such a resolution;
  - failure to pay the Scout Headquarters, District and Group Membership Subscriptions (if required);
  - failure to observe the terms of any suspension imposed in accordance with these Rules;
  - dismissal.
- (b) Notwithstanding any other means provided by these Rules, the Membership of any Member or Associate Member of the Movement may be terminated by resolution of the National Executive Committee of the Association.
- (c) The Committee shall be under no obligation to state its reasons for making such a

resolution.

#### **RULE 14.7 CANCELLATION OR NON-RENEWAL OF ADULT APPOINTMENTS**

- (a) See R&R Chapter 15

#### **RULE 14.8 TERMINATION OF YOUTH MEMBERSHIP**

- (a) Youth Membership may be terminated by:
- resignation;
  - in the case of Beaver Scouts, Cub Scouts, Scouts, and Venture Scouts by leaving their Group or District Venture Scout Unit without joining another;
  - failure to pay the Scout Headquarters, District and Group Membership Subscriptions (if required);
  - dismissal.
- (b) Notwithstanding any other means provided by these Rules, Youth Membership may be terminated by resolution of the National Executive Committee of the Association.
- (c) The Committee shall be under no obligation to state its reasons for making such a resolution.

#### **RULE 14.9 DISMISSAL OF VENTURE SCOUTS (DISTRICT VENTURE SCOUT UNIT)**

- (a) No Venture Scout may be dismissed from a District Venture Scout Unit without the approval of the Assistant District Commissioner for Venture Scout.

#### **RULE 14.10 DISMISSAL OF BEAVER SCOUTS, CUB SCOUTS, SCOUTS AND VENTURE SCOUTS**

- (a) No Beaver Scout, Cub Scout, Scout or Venture Scout may be dismissed from a Scout Group without the approval of the Group Scout Leader.
- (b) In a Sponsored Scout Group, the Sponsoring Authority must be consulted before any such dismissal takes place.

#### **RULE 14.11 APPEALS AGAINST DISMISSAL OF YOUTH MEMBERS (BEAVER SCOUTS, CUB SCOUTS, SCOUTS AND VENTURE SCOUTS)**

- (a) Any Beaver Scout, Cub Scout, Scout or Venture Scout who is dismissed has the right of appeal (with the aid of parents or guardians if so desired) to the District Commissioner.
- (b) If so requested by the person dismissed, the District Commissioner may appoint a committee to hear the appeal.
- (c) Reasonable opportunity must be given for the dismissed person to attend the meeting of such a committee to state a case against dismissal.
- (d) If the dismissal is from a Sponsored Scout Group or Venture Scout Unit, the Sponsoring Authority, who must have been consulted prior to dismissal has the right to attend and be heard by the committee.
- (e) Where the District Commissioner has been involved in the original decision to dismiss, the Chief Commissioner or his nominee will replace the District Commissioner for the purposes of any appeal.

## **CHAPTER 15**

### **THE APPOINTMENT PROCESS**

#### Definitions

#### Rule 15.1 The Appointment Process Overview

#### The Appointments Advisory Committee

#### Rule 15.2 Appointing the Appointments Advisory Committee

#### Rule 15.3 Training Requirements for Appointments Advisory Committee Members

#### Rule 15.4 Duties of the Appointments Advisory Committee

#### Rule 15.5 The Appointment Panel Meeting

#### Rule 15.6 Other Matters for the Appointments Advisory Committee

#### Making Appointments

#### Rule 15.7 Personal Enquiry

#### Rule 15.8 Age Limits

#### Rule 15.9 Membership of the Movement

#### Rule 15.10 Charity Trustees

#### Rule 15.11 The Procedure for Making Appointments

#### Rule 15.12 Pre-Provisional and Provisional Appointments

#### Rule 15.13 Full Appointments

#### Rule 15.14 Induction

#### Rule 15.15 Training

#### Rule 15.16 Reviewing Appointments

#### Rule 15.17 Ceasing to hold an Appointment

#### Rule 15.18 Cancellation or Non-renewal of Appointments

#### Rule 15.19 Resolving Disagreements

#### Table 2: Appointments

#### Safeguarding and Vetting Decision Guidance

#### **IMPORTANT NOTE**

This chapter describes the appointment process applicable to appointments in Districts and Groups.

The appointment to Headquarters roles is outlined in R&R Chapter 5. Broadly, the appointment process for Headquarters roles is similar to that described in this chapter.

## DEFINITIONS

### APPOINTMENTS:

<b>Appointment</b>	An adult role in Scouting which requires the adult appointment process as laid out in this document to be followed.
<b>Pre-provisional Appointment</b>	A new role starts with a Pre-Provisional Appointment status and is complete when the Appointments process is complete.
<b>Provisional Appointment</b>	This status reflects that completion of the <b>Getting Started training</b> requirements is a requirement for a role. If the <b>Getting Started training</b> requirements are not complete by the time that the Appointments process is complete, then the role status will change from pre-Provisional to a Provisional Appointment.
<b>Full Appointment</b>	An adult role in Scouting for which the holder has satisfactorily completed the adult appointment process and the associated <b>Getting Started training</b> requirements as laid out in this document.

### ROLES:

#### Section Leadership Team Roles

A Colony, Pack, Troop or Unit will have a Section Leadership Team (see Rules 3.6, 3.7, 3.8, 3.9 and 4.6) comprising:

<b>Section Leader</b>	An adult responsible for the supervision, planning and delivery of the programme for the Colony, Pack, Troop or Unit and the management of the Section. It is possible for this to be a role shared between two or more volunteers.
<b>Assistant Section Leaders</b>	One or more adults appointed to assist the Section Leader in all aspects of the role. It is good practice, but not necessary, to have one or more Assistant Section Leaders.
<b>Section Assistants</b>	One or more adults who assist the Section Leader in planning and delivering programmes to young people in the Movement.

Additionally, a Colony, Pack, Troop or Unit may use Helpers to assist delivery of the Section's programme:

<b>Helpers</b>	Additional adults (for example parents or subject experts from the community) may be used on a regular or occasional basis to support the delivery of the programme. The Personal Enquiry and Criminal Record Check requirements detailed in Rule 3.22b, and 4.20b must apply wherever applicable for these adults.  A person who requires a Personal Enquiry (including where relevant a Criminal Record Check) [Rules 3.22, and 4.20] and who does not have an active role on record at Scout Headquarters that includes a Criminal Record Check must be recorded at Scout Headquarters.
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## Manager Roles

A Group, District or Headquarters will be led and managed by a team comprising:

<b>Managers</b>	An adult appointed in the Movement who is the line manager for adults within the Movement and does not normally directly deliver programmes to young people, as defined by the role description. The roles include Group Scout Leader, District Commissioner, Chief Commissioner.
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## Support Roles

Delivery of Scouting is supported by adults with a variety of roles:

<b>Administrator</b>	An adult appointed in the Movement to carry out administrative functions within Scouting.
<b>Adviser</b>	An adult appointed in the Movement to provide advice on a particular subject.
<b>Assessor</b>	An adult appointed in the Movement to assess a particular aspect of Scouting.
<b>Co-ordinator</b>	An adult appointed in the Movement who co-ordinates activities on behalf of the line manager.
<b>Instructor</b>	An adult appointed in the Movement to provide instruction in a particular skill area.
<b>Supporter</b>	An adult appointed in the Movement who works to develop Scouting without having management responsibility for people, as defined by the role description (e.g. Assistant District Commissioner, Assistant Chief Commissioner, District Scouter, National Scouter). District Scouters and District Leaders may be appointed to support one or more Assistant District Commissioners in the execution of their role.

## Governance Roles

Charity governance is undertaken by charity trustees:

<b>Trustee</b>	An adult who is a charity trustee within Scouting (Rules 3.19b(v), 4.17f(v), Chapter 5 for Group, District, Headquarters respectively).
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## OTHER TERMS

<b>Appointments Advisory Committee</b>	The committee appointed by the relevant Executive Committee to assist with the process of appointing adults in Scouting. This is the only mandatory Committee of a District Executive Committee (Rules 4.17f(ii)). Note: Rule 4.17c [At least one member of the Appointments Advisory Committee should be young persons between the age of 18 and 25 years old].
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	Rule 2.2d [AAC must comply with Equal Opportunities Policy, both in membership and actions].
<b>Appointments Advisory Committee Panel</b>	A panel of three persons drawn from the Appointments Advisory Committee which undertakes a meeting with an applicant for an appointment in Scouting. As an expression of the intent behind Rules 4.17c, it is good practice for at least one Panel member to be between the age of 18 and 25 years old. Similarly, as well as age, a panel should have an appropriate 'equal opportunities' mix [Rule 2.2d].
<b>Appointments Chair</b>	The person appointed by the relevant Executive Committee to chair the Appointments Advisory Committee.
<b>Appointments Secretary</b>	The person appointed by the relevant Executive Committee to act as the Secretary of the appointment process.

## RULE 15.1 THE APPOINTMENT PROCESS OVERVIEW

### (a) Purpose:

The purpose of the appointment process is to ensure that all those adults that the Movement accepts as volunteers:

- i. are appropriate persons to volunteer with the Association;
- ii. are appropriate for the roles they are undertaking; and
- iii. fully accept the responsibilities of the roles and, where appropriate, the responsibilities of membership of The Scout Association.

### (b) Principles:

The appointment process must be run so that:

- i. the applicant feels welcomed and not threatened by the appointment process;
- ii. the applicant is kept informed of progress through the appointment process;
- iii. the Association has robust assurance of appointing only appropriate people; and
- iv. the applicant takes a role that is appropriate to their skills, knowledge and attitude.

### (c) Stages of Appointment:

All adult appointments pass through four stages in the appointment process:

- i. **Application:** where a line manager agrees to support an adult applying for an appointment and agrees a role description for that appointment;
- ii. **Approval:** where independent checking concludes that the applicant is suitable for an appointment and includes agreement from the relevant Commissioner or body, successful outcome of the Personal Enquiry and, where appropriate, taking up two references;
- iii. **Appointment:** where the relevant Commissioner or body makes the appointment; and
- iv. **Induction:** where the line manager ensures that the adult receives a high-quality induction (this stage starts from the application process and runs for some time after the appointment is made).

### (d) Roles in the Appointment Process:

The following roles are undertaken in the appointment process:

- i. **Line Manager:** the line manager is responsible for recommending the applicant for the appointment. The details of the appointments that each role may recommend for appointment are given in Table 2: Appointments.

- ii. **Approver:** the appointment is approved by the Appointments Advisory Committee, the relevant Executive Committee or the relevant Scout Council according to the appointment being made. The details of who may approve each appointment are given in Table 2: Appointments.
- iii. **Relevant Commissioner/Body:** the relevant Commissioner, the relevant Executive Committee or the relevant electoral body with the responsibility for making the appointment. Details of who the relevant Commissioner/body is for each role are given in Table 2: Appointments.

## THE APPOINTMENTS ADVISORY COMMITTEE

### RULE 15.2 APPOINTING THE APPOINTMENTS ADVISORY COMMITTEE

- (a) An Appointments Advisory Committee is mandatory for each District and Scout Headquarters and primarily exists to assist with the process of appointing adults in Scouting.
- (b) The following members of the Appointments Advisory Committee are appointed by a resolution of the relevant Executive Committee:
  - i. **Appointments Chair:** The Chair is appointed to lead the Appointments Advisory Committee. The Chair must not be the Chair of the relevant Executive Committee (because the Chair of the Executive Committee is involved in the resolutions of disputes involving the Appointments Advisory Committee).
  - ii. **Appointments Secretary:** The Secretary is appointed to ensure that the required administration is carried out for the Appointments Advisory Committee.
  - iii. **Appointments Members:** Sufficient members must be appointed to ensure that three members can be found to undertake the meeting with each applicant.
- (c) In appointing the members of the Appointments Advisory Committee, the Executive Committee should bear in mind the range of skills and attributes that will be required in committee members. All members of the Appointments Advisory Committee must be over 18 years old.  
Every Appointments Advisory Committee should have, as members, at least one young person between the age of 18 and 25 years old. (Rules 4.17c). Rule 2.2d must also be observed.  
Appointments Advisory Committee members are not required to have current or previous experience in Scouting.
- (d) All members of the Appointments Advisory Committee must have successfully completed a Personal Enquiry.
- (e) Districts and Scout Headquarters may choose to share an Appointments Advisory Committee so long as:
  - i. each Executive Committee involved agrees to sharing an Appointments Advisory Committee which must be recorded by resolution of each Executive Committee;
  - ii. each Executive Committee involved has an Appointments Secretary appointed to carry out the role on behalf of that Executive Committee (an individual may act as Appointments Secretary for more than one Executive Committee if agreed by the individual and the relevant Executive Committees);
  - iii. each Executive Committee involved agrees the appointment of the Chair and the other members of the Appointments Advisory Committee; and
  - iv. the Chair of the Appointments Advisory Committee is not the Chair of any Executive Committee on whose behalf the Appointments Advisory Committee acts.
- (f) Districts and Scout Headquarters may have more than one Appointments Advisory Committee

so long as:

- i. each Appointments Advisory Committee is appointed by the relevant Executive Committee according to (b) above; and
- ii. each Appointments Advisory Committee has a clearly defined responsibility for appointments (for example, by geographical area or type of appointment) which must be recorded by resolution of the relevant Executive Committee.

### **RULE 15.3 TRAINING REQUIREMENTS FOR APPOINTMENTS ADVISORY COMMITTEE MEMBERS**

- (a) The Appointments Chair, Appointments Secretary and other members of the Appointments Advisory Committee must show that they are competent to carry out this important role of checking potential new adult volunteers in the Barbados Boy Scouts Association. It is therefore mandatory that members meet certain validation criteria that are defined in the Association's adult training scheme **and validate both Module 1EX and GDPR (Essential Information) and Module 37 (the training module for Appointments Advisory Committee members)**. Note that for an Appointments Panel it is good practice that the Panel members are fully validated against their training obligations.
- (b) As the line manager, the Appointments Chair is responsible for ensuring that all members of the Appointments Advisory Committee have validated the required modules. The Appointments Chair, however, does not necessarily have to be the Training Adviser for the Appointments Advisory Committee members. The Appointments Chair should work closely with the National Training Commissioner to co-ordinate the allocation of appropriately skilled Training Advisers to ensure the validation of each role holder.

### **RULE 15.4 DUTIES OF THE APPOINTMENTS ADVISORY COMMITTEE**

- (a) The Appointments Advisory Committee is responsible for the following areas:
  - i. **Approval Meetings:** meeting with new adults to assess whether they are aware of and willing to uphold the values and policies of the Barbados Boy Scouts Association and whether they understand the requirements of the role and are able to carry them out (for adults new to Scouting and for change of role).
  - ii. **Appointment Reviews:** supporting the review process, considering (with the line manager) the outcome of a review.
  - iii. **Suspensions:** on request following the local suspension of an adult, recommending continuation of suspension, re-instatement, modification or cancellation of an appointment.
  - iv. **Complaints:** on request, taking part in the resolution of complaints from applicants regarding the outcome of the appointment process; and
  - v. **Cancellations:** on request, considering together with the Commissioner recommendations to end appointments and/or a person's involvement in Scouting as a result of disagreements between adults.

The details of these duties are given in the Appointments Advisory Committee support material.

### **RULE 15.5 THE APPOINTMENT PANEL MEETING**

- (a) The local Appointments Advisory Committee may agree that there are some roles or circumstances when it will not normally meet with candidates. It is expected that the Appointments Advisory Committee will normally meet with persons new to Scouting in a District or at Scout Headquarters. But Appointments Advisory Committees may, for example,

choose to not normally meet with a person changing from Section Leader to Assistant Section Leader in the same Section.

Similarly, if the Appointments Advisory Committee Panel has recently met the applicant for another appointment, the committee may decide not to meet the applicant again.

It is good governance practice for the whole Appointments Advisory Committee to discuss their implementation of local Panel arrangements, to agree their proposals with their parent Executive Committee, and to reconfirm (with updates if required) with their parent Executive Committee on an annual basis.

- (b) The decision to meet with candidates (or not) is entirely one for the Appointments Advisory Committee to make.
- (c) To balance the need for a suitably rigorous selection process and the need for a welcoming and non-threatening process, exactly three members of the Appointments Advisory Committee (the Appointments Advisory Committee Panel) will be required to determine an applicant's appropriateness for an appointment by meeting with the applicant. It is good practice for a member of the Panel to be aged under 25, and for the Panel to have an 'equal opportunities' mix of membership, including a current practitioner in a 'programme' role. Except in cases specifically agreed in advance with the Appointments Chair, a Panel meets with only one applicant at one time
- (d) In some circumstances, the Appointments Chair may allow one additional person to be present at the meeting, for example if **Module 37** is being validated, or if the applicant needs an interpreter/signer to attend the meeting.
- (e) The line manager of the applicant is not allowed to be a member of the Appointments Advisory Committee Panel that meets the applicant, nor can the applicant's line manager be present at any such meeting (so if an interpreter/signer is required for (e) above then that role may not be undertaken by the applicant's line manager).
- (f) The Appointments Advisory Committee Panel members will assess the following areas:
  - i. **Values and Policies:** that the applicant is aware of and accepts (and by personal example is prepared to uphold and promote) the values and policies of the Barbados Boy Scouts Association – including confirming the applicant's willingness to make and live by the Scout Promise if applying for a Member role (as defined in Table 2: Appointments).
  - ii. **Role:** that the applicant understands the requirements of the role and is able and willing to carry it out.

The purpose of the Appointments Advisory Committee Panel is restricted to these two topics. The Panel meeting role does not include consideration of the outcomes of Personal Enquiry or references.

## **RULE 15.6 OTHER MATTERS FOR THE APPOINTMENTS ADVISORY COMMITTEE**

- (a) When the Appointments Advisory Committee is asked to consider or make decisions on any of the following:
  - whether to appoint when there are unsatisfactory references
  - whether to appoint when there is an unsatisfactory personal enquiry
  - the outcome following a local suspension process
  - the outcome of Appointment Reviews
  - the outcome of complaints regarding the appointment or review process,

three members of the Appointments Advisory Committee should meet to consider the issues. The Chair of the Appointments Advisory Committee is the person responsible for selecting

these members, ensuring a fair and independent panel is formed. It is good practice for a member of the Panel to be aged under 25, and for the Panel to have an 'equal opportunities' mix of membership, including a current practitioner in a 'programme' role.

## **MAKING APPOINTMENTS**

### **RULE 15.7 PERSONAL ENQUIRY**

- (a) No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. See R&R Rules 3.22, 4.20 and 5.3.
- (b) This personal enquiry may include a criminal record check – the roles that require a criminal record check are detailed in Table 2: Appointments.
- (c) An adult may not have any involvement in Scouting where a current report from an appropriate professional or statutory source suggests that the individual is not an appropriate person to hold a position in Scouting.
- (d) All reasonable practicable steps must be taken to ensure that those appointed to a role in Scouting are appropriate persons.
- (e) In all cases of doubt concerning the suitability of an individual the District or Chief Commissioner (as appropriate) and the Appointments Advisory Committee must err on the side of caution and not approve an appointment. The welfare and safety of young people must be the overriding factor.

### **RULE 15.8 AGE LIMITS**

- (a) The minimum age for all appointments is 18.
- (b) There is no maximum age for appointments, with the exception of Youth Commissioner appointments. Please see Rule 4.23d(iii) for details.

### **RULE 15.9 MEMBERSHIP OF THE MOVEMENT**

- (a) Some roles require the applicant to become a Member of the Movement (see Rules 3.1, 4.1, 5.1). These roles are indicated in Table 2: Appointments under the "Membership" column as "Member".
- (b) Some roles require the applicant to become an Associate Member of the Movement (see Rules 3.1, 4.1, 5.1). These roles are indicated in Table 2: Appointments under the "Membership" column as "Associate Member". In these cases, the applicant may choose to become a Member if they wish.
- (c) Some roles do not require Membership or Associate Membership. These roles are indicated in Table 2: Appointments under the "Membership" column as "None". In these cases, the applicant may choose to become a Member or an Associate Member if they wish.
- (d) The Appointments Advisory Committee must maintain a local process that tracks such choices to change membership status – if not recorded by the Appointments Secretary on behalf of the Appointments Advisory Committee then the membership status must be assumed to be that recorded for the role in Table 2: Appointments.

### **RULE 15.10 CHARITY TRUSTEES**

- (a) All applicants proposed (by nomination or election) for roles that carry charity trustee

responsibility (see Table 2: Appointments) must be eligible to be a charity trustee. It is the responsibility of the line manager as defined in Table 2: Appointments to ensure that the applicant is aware of and conforms to this requirement.

- (b) The roles of Chair, Treasurer and Secretary may not be held by Leaders, Managers or Supporters where that could lead to any real or potential conflict of interest within the charity or directly related charities. For example a Section Leader should not be a Group Treasurer in the same Scout Group or a District Treasurer, but could be Group Treasurer in a different Scout Group (subject to having the time and skill to undertake both roles). Note Rules 3.204d, 4.18d.

### **RULE 15.11 THE PROCEDURE FOR MAKING APPOINTMENTS**

There are three processes used in the making of appointments. The relevant process for each role is shown in Table 2: Appointments.

**Process 1:** Roles that are appointed using the Appointment Process managed by the relevant Appointments Advisory Committee

When the relevant line manager wishes to appoint any adult to a new role that is subject to the AAC process, Process 1 in the table below must take place.

**Process 2:** Roles that are appointed by the relevant Scout Council at their Annual General Meeting

When the relevant electoral body has at its AGM elected a member of the Executive Committee or agreed the nomination of a member to the Executive Committee, Process 2 in the table below must take place.

**Process 3:** Roles that are appointed by the relevant Executive Committee.

When the relevant Executive Committee has appointed a role within its authority, Process 3 in the table below must take place.

**TABLE 1: THE APPOINTMENT PROCESS**

Process element	Process 1	Process 2	Process 3
(a) Before an application is made for an appointment, the line manager (as defined in Table 2: Appointments) must discuss the appointment with the applicant including agreement of the role description.	Yes	Yes	Yes
(b) Within 30 days of the application, election or nomination to a role, the applicant's line manager must initiate a Personal Enquiry, including a Criminal Records Check if indicated as required in Table 2: Appointments. Note that a Criminal Records Check is also required for persons who have access to records (paper or electronic) containing personal details of young persons.	Yes	Yes	Yes
(c) For all new roles, or role changes, the applicant must be made aware, by the relevant line manager, of the: a. Fundamentals of Scouting (R&R Chapter 1) b. Key policies of Scouting (R&R Chapter 2) c. Responsibilities and commitments of the	Yes	Yes	Yes

Process element	Process 1	Process 2	Process 3
<p>appointment (these are listed on <a href="#">the Declarations page of the Adult Information Form</a>)</p> <p>d. Our Safeguarding Code of <a href="#">Behaviour [Young People First - Safeguarding - a code of practice]</a></p> <p>e. Training obligations of the appointment; and</p> <p>f. The procedure for the appointment of adults.</p>			
(d) For an adult new to Scouting, a new record must be set up at Scout Headquarters. The Appointments Advisory Committee will define the local process, but normal practice will be for the line manager or their nominee to submit the completed Adult Information Form to the Committee.	Yes	Yes	Yes
(e) For all new roles, or role changes, the role should be added to the adult's record at Scout Headquarters. Any roles being closed should be updated at the same time. The Appointments Advisory Committee will define the local process, but normal practice will be for the line manager (or a local Administrator) to submit the completed Adult Information Amendment Form to the Committee.	Yes	Yes	Yes
(f) There then follow three process components that must be undertaken. Each of these process components must be complete within a maximum of 5 months from the date the requisite form is submitted to the Committee. The three process elements can – and should - be undertaken in parallel with each other.			
<p><b>(f1) Personal and Criminal Records Enquiry.</b></p> <p>If the applicant is being re-elected or re-nominated without any break in service then a new Personal Enquiry is not required, unless it has been five years since the last Personal Enquiry when a further criminal record check is required.</p> <p>Otherwise, the line manager should initiate a Personal and Criminal Records Enquiry. The Appointments Advisory Committee can consider this step complete when it is recorded as such at Scout Headquarters. Headquarters will, if necessary, contact the relevant Commissioner during this process.</p> <p>Until the Personal and Criminal Enquiries are complete, the applicant must not have any unsupervised access to young people (unsupervised access is defined in R&amp;R Rules 3.22c, 4.20c)</p>	Yes	Yes	Yes
<p><b>(f2) References</b></p> <p>If the applicant's character and background are not known (as determined by the Appointments Advisory Committee), or if the applicant is returning to</p>	Yes	No	No

Process element	Process 1	Process 2	Process 3
Scouting after a period of absence, the Appointments Secretary must obtain at least two references in writing-			
<p><b>(f3) Meeting with AAC Panel</b></p> <p>The Appointments Secretary must arrange for the applicant to meet with an Appointments Advisory Committee Panel, in line with Rule 15.5, as soon as possible. The Appointments Secretary will make the information in the applicant's file available to the Appointments Advisory Committee Panel prior to the meeting with the applicant. Note that the contents of the criminal records check and of any references, are not part of the Panel meeting.</p> <p>When the AAC Panel has met with the applicant, it will inform the Appointments Secretary of its recommendation.</p>	Yes	No	No
<p><b>(g) Once the process elements in (f) above are complete, the Appointments Secretary must update the applicant's file at Scout Headquarters to reflect the outcomes.</b></p> <p>If all three elements are satisfactory then the Responsible Commissioner should be asked for approval. Once that approval is recorded at Scout Headquarters the appointment will automatically move to Provisional status (or, if <b>Getting Started Training</b> is already complete, will move direct to Full status).</p> <p>If references or the AAC Panel meeting have raised any doubts about the suitability of the candidate, then the Appointments Chair should be advised by the Appointments Secretary. The Appointments Chair will consult in confidence [see Rule 15.6] with up to 2 other Appointments Advisory Committee members (and the referee(s) if required), and with the responsible Commissioner, in order to agree next steps to draw the matter to an appropriate conclusion.</p> <p>If the outcome is to not appoint then details of the reason must be recorded in the applicant's file at Scout Headquarters.</p>	Yes	No	No
<p><b>(h) Once the requisite <b>Getting Started Training</b> (see Table 2: Appointments) is recorded in the applicant's file at Scout Headquarters by the adult's Training Adviser, and the appointment process is complete, the appointment will move to Full status. This must be completed within a period of five months from the role start date recorded in their file at Scout Headquarters.</b></p>	Yes	Yes	Yes

Process element	Process 1	Process 2	Process 3
(i) Once the appointment has reached Full status, an <b>Appointment Certificate</b> can be issued and presented to the applicant by the District or Chief Commissioner (as appropriate). Adults who are to become Members of the Association should be invested by their line manager (or nominee) and make or reaffirm the Scout Promise. [Note: Associate Members are not required to make the Promise (Rule 3.1(t))]	Yes	Yes	Yes
(j) If the District or Chief Commissioner (as appropriate) does not accept the conclusion of the Appointments Advisory Committee, the application must be considered and reviewed by the Chair of the relevant District or National Executive Committee. The Executive Committee Chair's decision is final.	Yes	n/a	n/a
(k) In exceptional circumstances Headquarters may, notifying the responsible District Commissioner, refuse to issue an appointment. In these cases, Headquarters will make the necessary updates to the Record to reflect their decision.	Yes	Yes	Yes
(l) Working with the applicant and the appropriate Training Adviser, it is the responsibility of the line manager to ensure that the applicant meets all training obligations appropriate to the role.	Yes	Yes	Yes

### RULE 15.12 PRE-PROVISIONAL AND PROVISIONAL APPOINTMENTS

- (a) Pre-Provisional and Provisional Appointments allow an adult volunteer to start getting involved in their new role whilst completing the appointment process.  
A new role starts as a Pre-Provisional Appointment and this completes when the Appointments process is complete.  
If the Getting Started training requirements have not been completed by the time that the Appointments process is complete, then the role status will change from pre-Provisional to a Provisional Appointment.
- (b) It is required that roles reach Full status within 5 months from the start date of the role as recorded at Headquarters. It is important to achieve this 5-month goal if at all possible.
- (c) An Appointment that has not reached Full status within 5 months of role start date may be renewed only once, for a maximum of 5 months, by the District Commissioner or Chief Commissioner (as appropriate) in consultation with the relevant Appointments Advisory Committee. If at the end of the renewed Appointment period the applicant's role has still not reached Full status then the appointment must be cancelled by the District Commissioner or Chief Commissioner (or their nominee) making the appropriate note in the Record.
- (d) During the period of Provisional Appointment the relevant **Getting Started** training modules must be completed as detailed in Table 2: Appointments. These modules can be undertaken in parallel with the Appointment processes listed in this chapter while the appointment is at Pre-

Provisional status.

- (e) Ultimate responsibility for ensuring that the Pre-Provisional and Provisional Appointment stages are successfully completed, including ensuring that minimum safety standards are met, rests with the line manager (see Table 2: Appointments) during the Pre-Provisional and Provisional Appointment periods.

### **RULE 15.13 FULL APPOINTMENTS**

- (a) A Full Appointment will be issued when an adult has satisfactorily completed the appointment and any Getting Started processes defined in Table 2: Appointments.
- (b) An adult holding a Full Appointment may have unsupervised access to young people in accordance with the Barbados Boy Scouts Association's Child Protection Policy.
- (c) Any appointment may, in exceptional circumstances, be refused by Headquarters.

### **RULE 15.14 INDUCTION**

- (a) The person specified in the column entitled "Responsible for Induction" in Table 2: Appointments will ensure that the applicant is given a full induction into the role starting when the applicant has agreed to apply for the appointment.

### **RULE 15.15 TRAINING**

- (a) All appointed adults must undertake the training as specified in the columns headed "Getting Started" and "Training Obligations" in Table 2: Appointments. Training listed in the "Getting Started" column must be completed (recorded at Headquarters) before an appointment can move to Full status.
- (b) For those appointed adults that must complete a Wood Badge (as listed in the "Training Obligations" column of Table 2: Appointments), if it is not completed within **three years** of the role start date recorded at Headquarters, the appointment should be ended by the relevant District or Chief Commissioner acting together with the Appointments Advisory Committee. Where the Appointments Advisory Committee and the relevant District or Chief Commissioner agree that there are genuine extenuating circumstances that have prevented completion of the Wood Badge, further periods to total no more than two years may be allowed for the completion of the Wood Badge.
- (c) For the Wood Badge to be awarded, an up to date first aid certificate (a minimum of **First Response**) and a current valid Personal Enquiry (see R&R Rules 3.22, 4.20 and 5.5) must be held.
- (d) All role holders in roles requiring **Module 1 or Module 1EX** must also complete **GDPR** training within 5 months of their role start date.
- (e) There are obligations for on-going training. These are:

**Safeguarding.** Required by all roles recorded in Table 2: Appointments as requiring an Appointment Review. Safeguarding training must be completed within 5 years of the role start date recorded at Headquarters [this initial safeguarding training will normally be undertaken as part of **Module 1**]. Thereafter, for as long as the adult is in a role that requires an Appointment Review, the training must be undertaken again no later than 5 years after their last recorded Safeguarding training completion date recorded at Headquarters.

**Safety.** Required by all roles recorded in Table 2: Appointments as requiring an Appointments Review, together with all Trustees/Executive Member roles. Safety training must be completed

within 5 years of the role start date recorded at Headquarters [this initial safety training will normally be undertaken as part of **Module 1**]. Thereafter, for as long as the adult is in a role that requires an Appointment Review or is a Trustee role, the training must be undertaken again no later than 5 years after their last recorded Safety training completion date recorded at Headquarters.

**First Aid.** Required by all roles recorded in Table 2: Appointments as requiring a Wood Badge. First Aid training must be completed within 3 years of the role start date recorded at Headquarters. Thereafter, for as long as the adult is in a role that requires a Wood Badge, the training must be undertaken again no later than 3 years after the last recorded First Aid training completion date recorded at Headquarters.

Note that all adults in roles (other than Trustee roles) which require an Appointment Review (see Table 2: Appointments) are encouraged to gain a first aid certificate (minimum of **First Response**) and then to renew it every three years.

**GDPR.** All role holders in roles requiring **Module 1** or **Module 1EX** must also have completed GDPR training within 5 months of their role start date.

## RULE 15.16 REVIEWING APPOINTMENTS

- (a) It is good practice for line manager and role holder to hold an informal review meeting at least annually – an opportunity to mutually take stock to celebrate successes and to plan for the future. It is also an opportunity to determine if the role holder has any additional training needs (including the required on-going training) and also to agree whether another role would be more suitable.
- (b) A ‘formal’ Appointment Review normally takes place during the final 6 months of an appointment (though can be convened by either the line manager or the role holder at any time). A key outcome of this meeting will include an agreement over whether the individual’s appointment should be renewed, whether they should take on a different role, or whether they will leave Scouting. It is good practice for line manager and role holder to agree the approximate first review date at the start of a role and record that in the record at Headquarters.
- (c) The purpose of the review is therefore to determine whether:
  - i. the appointment is to continue for another period; or
  - ii. the appointment is to be ended; or
  - iii. the adult will apply for a different role.
- (d) Unless indicated differently in Table 2: Appointments, the appointee’s line manager is responsible for ensuring that the formal Review is conducted during the final 6 months of an appointment (or earlier if required by the relevant Commissioner).

Adults who are in a role carrying the obligation of a Wood Badge (see Table 2: Appointments) must hold an up to date first aid certificate (a minimum of **First Response**) at the time of the Review, unless the Review is within 3 years of the role start date recorded at Headquarters. Role holders must also hold current safety, safeguarding and **GDPR** training at the time of the Review.

These on-going training requirements must be monitored at the point of each ‘formal’ Appointment Review and action taken to quickly rectify if any are not in place at the time of the Review.

- (e) The line manager has a responsibility to ensure timely Appointment Reviews are held (see (b) above). The Appointments Secretary should support the Appointment Review process and should maintain an oversight of the Appointment Review process in the District. Roles

requiring Appointment Review are listed in Table 2: Appointments.

Line managers (unless otherwise stated in Table 2: Appointments) should schedule an Appointment Review to be held no later than the 'next review date' recorded at Headquarters [if no such date is recorded then it must take place no later than 5 years after the role start date or 5 years after the previous Appointment Review].

- (f) It is good practice to schedule the meeting 3 months in advance. However, where an earlier Appointment Review is requested (by line manager or appointment holder or the relevant Commissioner) then a shorter notice period is acceptable, though there must be at least two weeks' notice except in the most exceptional circumstances. During an Appointment Review the person carrying out the review will record the details on [Form AR](#) (including the recommended outcome of the review) and pass the completed form to the Appointments Secretary.
- (g) The Appointments Advisory Committee (note 15.6 above) and the relevant District or Chief Commissioner together consider the completed [Form AR](#) and reach a decision on the review of the appointment.
- (h) The Appointments Secretary is informed and records the decision. The Appointment Secretary must also update the record at Headquarters appropriately (if not already updated by the line manager), including recording the date for the next Appointment Review (if required).
- (i) The following table gives details of the line manager for each appointment who will carry out the Appointment Review:

Appointment	Carry out review
Other Group appointments.	Group Scout Leader. Note that, particularly in larger Groups, the Group Scout Leader cannot realistically undertake all Appointment Reviews. Therefore, the Group Scout Leader is able to delegate appropriately within the Group's 'management team' although the conclusion of such Reviews must be agreed with the Group Scout Leader as part of the Review process.
District appointments (not reporting to the District Commissioner).	Line manager of the individual.
District appointments reporting to the District Commissioner (including Group Scout Leader).	District Commissioner.
Headquarters appointments (not reporting to the Chief Commissioner).	Line manager of the individual.
Headquarters appointments reporting to the Chief Commissioner (including District Commissioners).	Chief Commissioner.
Members of Executive Committees.	Not applicable due to annual election/nomination process at the AGM. However, it is good practice for Group/District

Appointment	Carry out review
	<p>Chair, Secretary or Treasurers to have an Appointment Review prior to nomination/ election at AGM for the fifth time, and every five years thereafter.</p> <p>Secretary and Treasurer Appointment Reviews should be undertaken by their Executive Chair.</p> <p>For good governance, Appointment Reviews for Chair Roles should not be undertaken by GSL/DC as appropriate but by District Chair/National Chair</p>

- (j) The following appointments may be held for no more than ten consecutive years: Chief Commissioner, International Commissioner, National Training Commissioner, Sectional Assistant Chief Commissioners, District Commissioner, Sectional Assistant District Commissioner. In special circumstances, extension(s) can be made to the term, but the total time in the role must be less than twelve consecutive years.
- As guidance this rule should also be applied to all Commissioners and Group Scout Leaders.
- (k) On the appointment of a District Commissioner, all appointments held at District level including District Venture Scout Leaders and Group Scout Leaders will be subject to review.
- The reviews must be completed within six months of the District Commissioner's appointment.
- (l) On the appointment of a Chief Commissioner, all appointments held at Headquarters level including District Commissioners will be subject to review.
- The reviews must be completed within six months of the Chief Commissioner's appointment.

### **RULE 15.17 CEASING TO HOLD AN APPOINTMENT**

- (a) An appointee may resign an appointment by notifying the relevant line manager listed in Table 2: Appointments. The appointee and the line manager will agree a final date for the role and the line manager will ensure that date is recorded at Headquarters.
- (b) On ceasing to hold an appointment, in the case of satisfactory service, the line manager or the Appointments Secretary will end the appointment in the record at Headquarters.
- (c) In the case of an individual with satisfactory service who has resigned due to moving out of the country, the Appointments Secretary enters the adult's new address, if known and if agreed by the adult, in the record at Headquarters.
- (d) If the adult's service has been unsatisfactory, the record at Headquarters should be updated with full details. Alternatively, a [Form CS](#) can be completed and sent to Headquarters who will end the appointment. On receipt of the cancellation Headquarters may seek further information on the cancellation if necessary.

### **RULE 15.18 CANCELLATION OR NON-RENEWAL OF APPOINTMENTS**

- (a) The relevant Commissioner and the Appointments Advisory Committee, acting together, may end or not renew any appointment [whether appointed using process 1, 2 or 3 from Table 1: The Appointments Process in this chapter] on one or more of the following grounds:
- the appointee resigns when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment

- ii. unsatisfactory outcome of a Personal Enquiry and/or Criminal Record Check
- iii. the appointment is not to be renewed following Appointment Review
- iv. the appointee has ceased or failed to perform the duties of the appointment satisfactorily
- v. it becomes evident that the appointee no longer accepts the fundamental principles of the Movement
- vi. it becomes evident that the appointee is not an appropriate person in respect of the Association's Policies and Rules
- vii. the adult has not met the training requirements of the role
  - the appointee has failed within the time limits satisfactorily to complete Adult Training appropriate to the appointment including the Getting Started and training obligations listed in Table 2: Appointments. For Trustee appointments, the appropriate Chair must be part of the decision process
  - the adult does not hold a current first aid certificate (a minimum of First Response) if they hold an appointment that requires a Wood Badge
  - the adult has not met their on-going training requirements, including safety and safeguarding. For Trustee appointments, the appropriate Chair must be part of the decision process
- viii. the appointee has or is likely to bring the name of the Association into disrepute
- ix. the appointment should be terminated following the closure of a Group, District Venture Scout Unit or a Section.

Although it is good practice to have these discussions in the framework of an Appointment Review, action may be taken without an Appointment Review where the responsible Commissioner and the responsible Commissioner's line manager agree that circumstances require it. In these cases, it is important that the role holder is advised of the reasons for the cancellation or non-renewal.

- (b) Additionally, in the case of provisional appointments, the relevant Commissioner and the Appointments Advisory Committee, acting together may end or not renew any appointment where: the appointee has failed to complete the requirements of the provisional appointment, even after an extended provisional appointment period to enable completion.
- (c) In exceptional circumstances Headquarters may, after consultation with the relevant Commissioner, end or refuse to renew an appointment. The Chief Commissioner, or nominee, must ensure that appropriate processes and responsibilities are defined, agreed and implemented at Headquarters to enable this process to be appropriately and consistently applied.

### **RULE 15.19 RESOLVING DISAGREEMENTS**

- (a) If there is a complaint from an applicant because an appointment has not been approved, the applicant may:
  - i. In the first instance, meet the Appointments Chair and another member of the Appointments Advisory Committee (preferably a member who has not been part of the approval meeting for the complainant). This meeting shall allow the complainant to explain the problem and to see if an agreeable resolution can be found.
  - ii. If the complainant is still not satisfied after Step i, the complainant may make an appeal to the Chair of the Executive Committee that is the parent body of the Appointments Advisory Committee.

The Executive Committee Chair may choose to ask a small number of members (not normally exceeding 3) of the Executive Committee (not involved in the appointment of the

individual) to investigate the issue and provide a confidential report to the Chair, whose decision is final.

Once Step ii has been completed, the complainant may not take the complaint any further.

- (b) If there is disagreement over appointment cancellation (whether or not as the outcome of an Appointment Review) the individual may only appeal against the process:

- i. In the first instance, meet the Appointments Chair and another member of the Appointments Advisory Committee. The purpose of this meeting is to allow the complainant to explain the problem regarding the process and to see if an agreeable resolution can be found.
- ii. If the complainant is still not satisfied after Step i, the complainant may make an appeal to the Chair of the Executive Committee that is the parent body of the Appointments Advisory Committee.

The Executive Committee Chair may choose to ask a small number of members (not normally exceeding 3) of the Executive Committee (not involved in the review process of the individual) to investigate the issue and provide a confidential report to the Chair, whose decision is final.

Once Step ii has been completed, the complainant may not take the complaint any further.

- (c) The Chief Commissioner, or nominee, must ensure that appropriate processes are defined, agreed and implemented at Headquarters in case of disagreements related to implementation of 7(c).

**TABLE 2: APPOINTMENTS****Notes:**

\* If an Executive Member [roles marked \* in the Approver column in this Table] resigns during the period between AGMs, then an Extraordinary Meeting of the relevant Council should be held to appoint a replacement, unless there is only a short period until the next AGM. This would be particularly important for continuity of Chair, Secretary or Treasurer roles.

\*\* If an Executive member has already had completion of **Module 1** recorded at Headquarters then there is no obligation to undertake **Module 1EX**, though completion of **Module 1EX** (and recording at Headquarters) is encouraged.

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
<b>GROUP</b>											
<b>SECTION LEADERSHIP TEAM ROLES</b>											
Section Leader	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	<b>Modules 1, GDPR, 2 and 3</b>	Wood Badge and First Aid certificate	Member	Yes (if opts-in)	Yes	Yes
Assistant Section Leader	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	<b>Modules 1, GDPR, 2 and 3</b>	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Section Assistant	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	<b>Modules 1, GDPR and 3</b>	No requirement	Associate Member	No	Yes	Yes
<b>MANAGER ROLES</b>											
Group Scout Leader	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	<b>Modules 1, GDPR, 2 and 4</b>	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes

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Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
Assistant Group Scout Leader	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
GOVERNANCE ROLES											
Group Chair	Group Scout Leader	2	Group Scout Council at the AGM*	Group Scout Council	Group Scout Leader	No requirement	Modules 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Deputy Group Chair (this will be an Elected, Nominated or Co-opted Group Executive member appointed by the Executive to be Deputy Chair)	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Modules 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Group Secretary Group Treasurer	Elected by Members of the Group Scout Council	2	Group Scout Council at the AGM*	Group Scout Council	Group Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Other Elected Group Executive members	Elected by Members of the Group Scout Council	2	Group Scout Council at the AGM*	Group Scout Council	Group Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
Nominated Group Executive members	Group Scout Leader	2	Group Scout Council at the AGM*	Group Scout Council	Group Chair	No requirement	Module 1 EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Co-opted Group Executive members	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Module 1 EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Committee/ Sub-Committee members (who are not also members of the Group Executive Committee)	Group Chair	3	Group Executive Committee	Group Executive	Group Chair	No requirement	None	None	No	No	No
<b>SUPPORT ROLES</b>											
Group Administrator	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
Group Adviser	Group Chair	3	Group Executive Committee	Group Executive Committee	Relevant Assistant District Commissioner	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	Yes
Group Chaplain	Group Scout Leader	3	Group Executive Committee	Group Executive Committee	Group Scout Leader	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No

# 148 BARBADOS BOY SCOUTS ASSOCIATION

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
Group Communications Manager	Group Chair	3	Group Executive Committee	Group Executive Committee	Group Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
Group Skills Instructor	Group Scout Leader	1	District Appointments Advisory Committee	District Commissioner or nominee	Group Scout Leader	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No
<b>DISTRICT</b>											
<b>SECTION LEADERSHIP TEAM ROLES</b>											
District Venture Scout Leader	District Venture Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Venture Scout Commissioner	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Assistant District Venture Scout Leader	District Venture Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Venture Scout Commissioner	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Unit Assistant	District Venture Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Venture Scout Commissioner	Modules 1 and 3 (Within 5 months)	No requirement	Associate Member	No	Yes	Yes
<b>MANAGER ROLES</b>											
District Commissioner	Chief Commissioner or nominee	1	National Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
Deputy District Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
District Youth Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
<b>GOVERNANCE ROLES</b>											
District Chair	District Commissioner or nominee	2	District Scout Council at the AGM*	District Scout Council	District Commissioner or nominee	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Deputy District Chair (this will be an Elected or Nominated District Executive member appointed by the District Executive to be Deputy Chair)	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
District Secretary District Treasurer	Elected by Members of the District Scout Council	2	District Scout Council at the AGM*	District Scout Council	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Elected District Executive members apart from the Secretary and Treasurer	Elected by Members of the District Scout Council	2	District Scout Council at the AGM*	District Scout Council	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No

# 150 BARBADOS BOY SCOUTS ASSOCIATION

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
Nominated District Executive members	District Commissioner or nominee	2	District Scout Council at the AGM*	District Scout Council	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Co-opted District Executive members	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
District Appointments Chair	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	No	No	No
District Appointment Advisory Committee members and Secretary/Assistant Secretary	District Appointments Chair	3	District Executive Committee	District Executive Committee	District Appointments Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	No	No	No
Committee/Sub-Committee members (who are not also members of the District Executive Committee)	District Chair	3	District Executive Committee	District Chair	District Executive Committee	No requirement	None	None	No	No	No

# REGULATIONS AND RULES (2020) 151

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
<b>SUPPORT ROLES</b>											
Deputy District Youth Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Assistant District Commissioner	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Scouter	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Leader (except District Venture Scout Leader)	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Venture Scout Leader	District Venture Scout Commissioner	1	District Appointments Advisory Committee	District Commissioner or nominee	District Venture Scout Commissioner	Modules 1, GDPR, 2 and 3	Wood Badge and First Aid certificate	Member	No	Yes	Yes
District Administrator	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	No
District Chaplain	District Commissioner	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No

# 152 BARBADOS BOY SCOUTS ASSOCIATION

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
District Communications Manager	District Chair	3	District Executive Committee	District Executive Committee	District Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	No
District Explorer Scout Administrator	District Explorer Scout Commissioner	3	District Commissioner or nominee	District Commissioner or nominee	District Explorer Scout Commissioner	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
District Adviser	Relevant Assistant District Commissioner	3	District Executive Committee	District Executive Committee	Relevant Assistant District Commissioner	No requirement	Module 1 and GDPR (within 5 months)	Associate Member	No	Yes	Yes
District Skills Instructor	District Commissioner or nominee	1	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No
HEADQUARTERS											
SECTION LEADERSHIP TEAM ROLES											
Chief Commissioner	National Executive Chair or nominee	HQ Search Group Process	Headquarters Appointments Advisory Committee	National Executive Committee	National Executive Chair or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
Deputy Chief Commissioner	Chief Commissioner or nominee	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
International Commissioner	Chief Commissioner or nominee	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
National Training Commissioner	Chief Commissioner	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
National Youth Commissioner	Chief Commissioner or nominee	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	Yes	Yes	Yes
<b>GOVERNANCE ROLES</b>											
President (National Executive Chair)	Elected by Members of the National Scout Council	2	National Scout Council at the AGM*	National Scout Council	Chief Commissioner or nominee	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Vice President(s)	Elected by Members of the National Scout Council	3	National Scout Council at the AGM*	National Scout Council	National Executive Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Honorary Secretary Honorary Treasurer	Elected by Members of the National Scout Council	2	National Scout Council at the AGM*	National Scout Council	National Executive Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	Yes
Elected National Executive members except the Secretary and Treasurer	Elected by Members of the National Scout Council	2	National Scout Council at the AGM*	National Scout Council	National Executive Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No

# 154 BARBADOS BOY SCOUTS ASSOCIATION

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
Nominated National Executive members	Chief Commissioner or nominee	2	National Scout Council at the AGM*	National Scout Council	National Executive Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Co-opted National Executive members	National Executive Chair	3	National Executive Committee	National Executive Committee	National Executive Chair	No requirement	Module 1EX** and GDPR (Within 5 months)	Associate Member	Yes	Yes	No
Headquarters Appointments Chair	National Executive Chair	3	National Executive Committee	National Executive Committee	National Executive Chair	No requirement	Module 1EX** and GDPR (within 5 months) Module 37	None	No	No	No
Committee/ Sub-Committee members (who are not also members of the County Executive Committee)	National Executive Chair	3	National Executive Committee	National Executive Committee	National Executive Chair	No requirement	None	None	No	No	No
<b>SUPPORT ROLES</b>											
Deputy National Youth Commissioner	Chief Commissioner	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Assistant County Commissioner	Chief Commissioner or nominee	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
National Scouter	Chief Commissioner or nominee	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
National Administrator	National Executive Chair	3	National Executive Committee	National Executive Committee	National Executive Committee	No requirement	Module 1 and GDPR (Within 5 months)	None	No	No	No
National Adviser	Relevant Assistant Chief Commissioner	3	National Executive Committee	National Executive Committee	Relevant Assistant Chief Commissioner	No requirement	Module 1 and GDPR (within 5 months)	Associate Member	No	Yes	Yes
National Skills Instructor	Chief Commissioner	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	No requirement	Module 1 and GDPR (Within 5 months)	Associate Member	No	Yes	No
National Chaplain	Chief Commissioner	3	National Executive Committee	National Executive Committee	National Executive Chair	No requirement	Module 1 and GDPR (Within 5 months)	None	No	Yes	No
National Communications Manager	Chief Commissioner	1	Headquarters Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	No requirement	Module 1 and GDPR (Within 5 months)	Member	No	No	Yes
Leader Trainer	National Training Commissioner	1	National Appointments Advisory Committee	National Training Commissioner	National Training Commissioner	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes
Assistant Leader Trainer	National Training Commissioner	1	National Appointments Advisory Committee	National Training Commissioner	National Training Commissioner	Modules 1, GDPR, 2 and 4	Wood Badge and First Aid certificate	Member	No	Yes	Yes

**156 BARBADOS BOY SCOUTS ASSOCIATION**

Appointment	Line manager to help make the application	Approval Process	Approver	Relevant Commissioner or Body	Responsible for Induction	Training Requirement for Full Appointment	Training Obligations	Minimum Membership	Charity Trustee Role	Criminal Record Check Required	Appointment Review Required
Training Assistant	National Training Commissioner	1	National Appointments Advisory Committee	National Training Commissioner	National Training Commissioner	No requirement	Modules 1, GDPR, 2 and 4	Member	No	Yes	Yes
Training Instructor	National Training Commissioner	1	National Appointments Advisory Committee	National Training Commissioner	National Training Commissioner	No requirement	Module 1 and GDPR (within 5 months) and then one or more of the following modules (depending on role description): Module 27, Module 28, Module 29	Associate Member	No	No	Yes
Training Adviser	National Training Commissioner	1	National Appointments Advisory Committee	National Training Commissioner or nominee	National Training Commissioner	Module 1 and GDPR	Module 25	None	No	No	Yes