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NSW ROVERS RESOURCE MANUAL



Foreword

The *NSW Rover Resource Manual* is a compilation of procedures, practices and guidelines designed to govern the Rover section in New South Wales. It has been designed as a "single source of truth" - a centralized and comprehensive reference of NSW Rover documentation and resources.

The NSW Branch Rover Council Executive is responsible for the publications ongoing maintenance and ensuring that all members can access it. Errors and out of date content should be brought to the attention of the BRC Executive (contact@nsw.rovers.com.au).

Readers are advised that the publications contents are subject to change with out notice. The latest version can be download from the NSW Rovers website (www.nsw.rovers.com.au).

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A

Adult recognition awards

Purpose

This document forms a small guide about Adult Recognition Awards.

Background

Adult Recognition Awards are made to people who have given valuable service to Scouts Australia over an extended period. Adult Recognition Awards are awarded for sustained commitment to the Association, both within and beyond an adult member's designated role and responsibilities.

Guideline

Adult members (including Rovers who are Leaders in other sections) of the Association who provide valuable service above what is normally expected may, through a formal nomination process, be eligible to receive one of the following Adult Recognition Awards:

- **Certificate of merit** - Good service to the Association for a period of at least 3 years
- **Silver Arrowhead** - Excellent service to the Association after a period of at least 7-8 years
- **Silver Wattle** - Outstanding service to the Association for a period of at least 12 years
- **Silver Koala** - Distinguished service to the Association for a period of at least 16 years
- **Silver Emu** - Sustained and exceptional service to the Association for a period of at least 20 years
- **Silver Kangaroo** - Eminent achievement and meritorious service to the Association for a period of at least 20 years

Historically it has been uncommon for Rovers to receive an Adult Recognition Award higher than a Certificate of Merit. This is often due to the fact that only approximately 25% of Rovers are leaders in other sections and of those who are few have been in a leadership role for longer than 3 years.

All members of the Association are encouraged to identify and nominate adult members (which includes Rover Advisors, Commissioners and Rovers who are leaders in other sections) who fulfill the requirements of an Adult Recognition Award. Nominations are accepted via a nomination form that can be downloaded from the NSW Scouts website or obtained from state or a region office.

Stan Bales Rover Service Award

The Stan Bales Rover Service Award according to Rule 9.5 of Scouts Australia Policy & Rules is technically considered an Adult Recognition Award that can be awarded by the Branch Rover Council on the recommendation of a Crew, Region Rover Council, or the Branch Rover Council itself to Rovers, Rover Advisors, other uniformed members of the Scout Movement, and/or non-uniformed people, who give outstanding service to the Rover Section.

For more information on the Stan Bales Rover Service Award refer to the NSW Rovers Resource Manual.

Related Documents

- Scouts Australia Policy and Rules - R13 Decorations and Awards
- Scouts Australia Policy and Rules - R9 Rover Section
- Scouts Australia Adult Recognition Awards nomination form (obtained from state office)

Alcohol

Purpose

This document forms a guide outlining the various alcohol policies and guidelines that Rovers in NSW must abide by.

Background

The National Rover Council and Scouts Australia NSW Branch both have alcohol policies. All Rovers in NSW are subject to these policies.

Guideline

NSW Branch - Drugs, Smoking & Alcohol Policy

Scouts Australia NSW Branch policy on alcohol can be found in the Organization & Information manual which can be downloaded from the NSW Branch website (<http://www.nsw.scouts.com.au/leaders/ScoutsSectionContent.aspx?Id=431>).

NSW Rovers - Responsible Alcohol Guidelines

This guideline pertains to the use and promotion of alcohol at events attended by New South Wales Rovers.

- It is recognized that Rovers that are 18 years and over are legally permitted to drink alcohol.
- Rovers should use their best judgment before and whilst drinking alcohol, especially when in uniform.
The use of alcohol is defined to be a problem when it adversely affects others or affects the safety of the Rover in question. When either circumstance arises, the Crew of the Rover involved should take action to counter the situation. In the absence of the Rover's own Crew involvement, action should be taken by any other Rovers present.
- The consumption of alcohol is not permitted where any other sections are involved in Rover activities, except as stipulated in the NSW Drug & Alcohol Policy.
- Rovers should be discouraged from excessively discussing or boasting about their alcohol consumption at inappropriate times, such as in the presence of younger members of the Scout Association and/or the general public. This also refers to drinking songs and the trailer on the 'Oggie'.
- Rovers should encourage and promote a culture of responsible use of alcohol

National Rover Council - Responsible Alcohol Guidelines

In 2006 the National Rover Council published the Responsible Alcohol Guidelines. These guidelines can be downloaded from http://www.rovers.com.au/docs/responsible_alcohol_guidelines.pdf

Related documents

1. NRC Responsible Alcohol Guidelines
(www.rovers.com.au/docs/responsible_alcohol_guidelines.pdf)
2. NSW Branch Drugs & Alcohol Policy (Page 74 of the NSW Branch Organisation & Information manual)
3. DrinkSafe

Awards

Purpose

This document forms a small guide detailing the various awards available to Rovers and supporters of the Rover Section.

Background

There are numerous awards available to Rovers, adult members and supporters of the movement. Some awards like the Baden-Powell Scout Award form part of the Rover section program and can only be achieved by completing specific tasks while other like Stan Bales Rover Service Award are awarded for outstanding service to the Rover section. Some awards are only available to members of the Rover section and other are similarly only available to adult members of the movement.

Guideline

Awards for Individuals

- **Adult Recognition Awards**
Adult Recognition Awards are made to adult members and supporters who have given valuable service to Scouts Australia over an extended period.
- **Baden-Powell Scout Award**
The Baden-Powell Scout Award is the highest award a youth member can achieve in the Scout Movement. It forms a cornerstone of the Rover section program and requires the completion of 4 badges in one of 2 award streams.
- **Lodge Baden-Powell Service Award**
The Lodge Baden Powell Service Award is sponsored by the Masonic Lodge and is awarded to Crews who have given exemplary service to the general community outside of Scouting.
- **Stan Bales Rover Service Award**
The Stan Bales Rover Service Award can be awarded to Rovers, Leaders and supporters of the Rover section for outstanding service to the Rover Section.

Awards for Crews

- **Quality Roving Award**
The Quality Roving Award is awarded to Rover crews who demonstrate consistent high quality application of the Rover program within their crew.
- **Roverings Greatest Adventure**
Roverings Greatest Adventure is an annual competition run by the NRC aimed at encouraging Rovers to challenge themselves and have adventures.

Related documents

- Adult recognition awards
- Baden-Powell Scout Award
- Lodge Baden-Powell Service Award
- Quality Roving Award
- Roverings Greatest Adventure

B

Baden-Powell Scout Award

This is a placeholder page. Content is under development.

Booting

Purpose

This document forms a guide for an unofficial yet common Rover ceremony called a "booting".

Background

A "booting" is an unofficial ceremony often used by Rovers to mark the occasion when an invested Rover reaches the upper age limit of the Rover section and – by extension – the five training sections of the Scout movement in Australia.

Guideline

The history of bootings

Little is known of the origin of the "booting" ceremony, or when it began.

The general theory on the origin is that it marks the involuntary departure of a member from the training sections under the rules of the organisation (thus, a person is "booted" from Rovers, regardless of their wishes).

The form of the ceremony

As a booting is the final act in a Rover's career with the Crew, the booting should generally be a positive occasion that affirms the aims and principles of the section, and is an enjoyable occasion for the Rover.

Scouts Australia has no formally recognised booting ceremony. Equally, Scouts Australia does not hold secret ceremonies or "initiations".

The ceremony is traditionally organised by the Rover's Crew. Consequently, each Crew has developed its own practices for marking the occasion.

Typically a booting ceremony will include one or more of the following:

- A "Scout" ceremony, similar to an investiture or the presentation of a badge or an award
- The re-affirmation of the Rover's Scout promise
- Appropriate recognition of the development of a Rover through his or her time with the Crew and the Rover section
- Appropriate recognition of Rover's contribution to life in the Crew and the Rover section
- The giving to the Rover of a symbol of the occasion (typically, a badge, charm, gift or plaque containing a symbol of a boot)
- Expressions of well-wishing to the Rover

Depending on the Rover and the Crew, bootings are often accompanied by one or more of:

- The presence of special guests significant to the Rover
- Recognition of the Rover's family (who may be present)
- A weekend camp
- A formal dinner or other celebration
- the telling of amusing stories about the Rover activities and experiences while in Rovers

Rover Squires/trainees

Traditionally, there is no equivalent of a booting for a Rover Squire or trainee.

One of the aims of the Rover section is that squire training is completed within 3-6 months of a person joining the Crew. The general expectation of the Scout movement is that no-one would reach their 26th birthday while remaining as a Rover Squire.

Brand

Purpose

This document forms a guide outlining the various brand guidelines that govern the communication of the Scout Australia brand.

Background

A "brand" is not just a logo, a slogan, or an advertisement. A brand is a collection of experiences and a set of fundamental principles as understood by anyone who comes into contact with an organization.

The Scouts Australia brand is owned and controlled by the Scout Association of Australia national office.

Guideline

World Organisation of the Scout Movement Brand

The WOSM Brand Manual was released in October 2006 and was the outcome of an extensive rebranding project conducted at an international level.

WOSM encourages the adoption of the brand by National Scout Organisations that wish to use it in order to improve its greater visibility, as well for members of these NSOs to signify their belonging to a great international youth movement that is World Scouting. Scouts Australia because of its well established existing brand has opted to "co-brand" rather than fully adopt the WOSM brand.

A copy of the WOSM Brand Manual and many other resources can be downloaded from the WOSM website (http://scout.org/en/information_events/media_centre/branding_copyright).

Scouts Australia Brand Manual

The Scouts Australia Brand Manual was released in August 2010. Its primary purpose is to:

- Help members of Scouts Australia understand our brand;
- Inspire members to live up to Scouts Australia's brand promise;
- Help Scouts Australia members express our brand consistently and effectively to a wide range of audiences using a variety of communication methods.

The Brand Manual is a comprehensive guide and outlines our brands philosophy, our brand strategy and how to communicate the brand. It also includes information on our brand symbols/logos, tagline, color palette and even outlines the kind of imagery that should be used to communicate the brand.

A copy Scouts Australia Brand Manual can be downloaded from the Scout Australia website (<http://www.scouts.com.au/main.asp?StoryID=1926>).

Rovers Australia Logo

The Rovers Australia logo is the only Nationally approved "Rover logo" and is one of two approved variations of the Scouts Australia logo. Rovers are permitted to use the Rovers Australia logo for any appropriate purpose. Rovers are encouraged to use it as much as possible on all printed materials including (but certainly not limited to) letterheads, business cards, websites, promotional and advertising materials, name bars and clothing. Consistent use of the logo helps to maintain a high level of 'brand awareness' in the wider community.

Merchandise

The use of the Rovers Australia logo on merchandise produced by Branches, Regions and Crews may be impacted the National Rover Council Merchandise Policy. For more information the NRC Merchandise policy refer to the Merchandise guide in the NSW Rovers Handbook.

Related documents

- Scouts Australia Brand Manual (<http://www.scouts.com.au/main.asp?iStoryID=1926>)
- World Organisation of the Scout Movement Brand Manual (http://scout.org/en/information_events/media_centre/branding_copyright)

BPSA Review Committee

Organisation of this Policy

This policy is divided into the following headings:

1. Organisation of this Policy
2. Generally
3. Review and Assessment

Generally

The Baden Powell Scout Award can be undertaken by any Rover providing they have completed their Squire Training, are an Invested Rover and have achieved their Rover Skills Badge.

Review and Assessment

Issue

To ensure that Baden Powell Scout Awards are completed within the Guidelines and that a high Standard is maintained of all Awardees and that all Rovers who strive for the Baden Powell Scout Award are extending themselves within in the spirit of the Guidelines.

Overview

The national administration guidelines from the National Rover Council states that the "Branch/Area/Region Rover Council may impose further administration procedures as desired". The National Administration Guidelines also states "It is emphasised that these are the minimum procedures required by each Branch Rover Council"

The following changes are adopted.

NSW Lones Rover Crew Members

NSW Lone Rover Crew members undertaking the Baden Powell Scout Award must follow the following procedures.

1. They should notify the Crew on what method they intend to undertake the Baden Powell Scout Award and that after this is published in Lone Rover, that this is then notified to Branch Rover Council. The notification should also include a brief outline of how they intend to complete that section, although as they are not proposals are not binding.
2. A Proposal is submitted to the Crew and published in Lone Rover for each section of the Baden Powell Scout Award. This proposal should include how they are going to achieve the outcome of the proposal, the skills that will be learnt and how those skills can be applied in general life. After one month of publication without any modification by the Crew, this proposal will stand, and Branch Rover Council as recipients of Lone Rover will be notified of the same.
3. Upon completion of an Award section, the Branch Rover Council will be notified of this with final approved report by the NSW Lone Rover Crew of its completion. As all progress reports are included with Lone Rover, the Branch Rover Council will be able to ascertain whether or not the Award section has been completed in the terms of the requirements from the Baden Powell Scout Award Requirements.
4. A Branch Rover Council sub committee be formed comprising of:
 - 2 members of the Branch Rover Council Executive,
 - 2 Baden Powell Awardees and
 - the State Commissioner Rovers,
 to approve this section.

When this subcommittee has reviewed the Award section, they may seek further clarification from the NSW Lone Rover Crew, Crew Leader and or Rover Advisor, or the NSW Lone Rover Crew Member. Once satisfied that the work submitted covers the requirement of the Award section, the Subcommittee would then recommend to a full Branch Rover Council that the Section be Awarded. Upon approval from the Branch Rover Council, NSW Lone Rover Crew would then be notified of such approval and the presentation of the Badge can be made.

Completed Baden Powell Scout Award Approval

For all NSW Rovers upon completion of all sections of the Baden Powell Scout Award, the following shall occur.

1. Branch Rover Council Executive be informed by the Regional Rover Council/NSW Lone Rover Crew of the completion of the Award. The Branch Rover Council Executive will then arrange for the convening of the Baden Powell Scout Award Review Sub Committee to review all facets of the Baden Powell Scout Award being proposed.

This committee should comprise of:

- 2 members of the Branch Rover Council Executive,
- 2 Baden Powell Awardees and
- the State Commissioner Rovers or his delegate.

The Baden Powell Scout Awardees can be Rovers, Rover Advisors, Regional Commissioners Rovers or any person still involved in Scouts NSW who holds the Baden Powell Award. It should be preferable that they have completed the Baden Powell Award by the method that is being examined. When this subcommittee has reviewed the Award section, they may seek further clarification from the proposed recipient, Crew Leader and or Rover Advisor, and RRC.

2. The Committee should comprise of 5 members so that a result will always be given. Members cannot be from the same Crew or Region as the Award Applicant. The Subcommittee should be able to seek advice from experts in the field of any topics covered in the Baden Powell Scout Award Challenges.
3. If the Subcommittee finds that areas of the Award have not been completed to the required Standard, or in the Spirit of the Award, then they are to notify the Regional Rover Council or NSW Lone Rover Crew and the Award applicant. A suggested plan of additional outcomes should be provided to the applicant to ensure that they have the means to still complete the Award.
4. If the Subcommittee finds that all four Award Sections have been completed to the required standard, then the subcommittee is to arrange for a meeting with the Baden Powell Scout Award applicant to interview them to see whether they live up to the spirit of the Award, have extended themselves through the challenges of the Award Sections and that the new skills learnt are being applied to their lives after completion of the Award Section. The Candidate should also show how they are living up to the Scout Law and Promise and Rover Investiture Vows and also that they are showing heightened levels of citizenship.
5. Once the Subcommittee is satisfied that the applicant is a worthwhile candidate, then they recommend to the Branch Rover Council as a whole that the candidates Baden Powell Scout Award be approved by Branch Rover Council and passed on to the Chief Commissioner (or his Representative) for approval. At the Branch Rover Council meeting that this occurs at the Baden Powell Scout Award candidate should attend with the Logs of their Baden Powell Scout Award work and be prepared to answer any questions from the floor to clarify that they have completed the Award to the standards that are required.

BRC Constitution

Purpose

This document forms a small guide outlining the purpose of the NSW Branch Rover Council constitution and where members can obtain a copy.

Background

The Branch Rover Council is the highest state level Rover run governing body and is a recognized council of Scouts Australia NSW Branch. The Branch Rover Council's structure, function and responsibilities are defined by the Branch Rover Council Constitution.

A copy of the Branch Rover Council's constitution can be downloaded from the NSW Rovers website (www.nsw.rovers.com.au).

Related documents

- NSW Branch Rover Council Constitution

BRC Executive Position Descriptions

Purpose

This document forms a guideline outlining some of the paths members can take after they complete their time in the Rover section.

Background

The Branch Rover Council is the peak Rover run governing body for Rovers in NSW. The Branch Rover Council is comprised of delegates from every region, NSW Lones, Girl Guides Olave Program, NSW Fellowship and the BRC President. The Branch Rover Council also has an executive committee, the BRC Executive, which is charged with the day-to-day administration of the Branch Rover Council and the implementation of the Rover section program in NSW. The BRC Executive is made up of 10 executive officers that each look after certain aspects of the state Rover section program.

Guideline

BRC Executive Officers

As defined in the Branch Rover Council constitution the BRC Executive is comprised of:

- a President
- a Vice-President
- a Secretary
- a Treasurer
- an Activities and Service Coordinator
- a Public Relations and Marketing Officer
- two Magazine/Internet Officers
- a Training Officer
- a Venturer Liaison Officer and
- such other officers as the Council sees fit.

In order to guide the BRC Executive officers in their roles position descriptions have been developed. These position descriptions outline the following aspects of each role:

- The primary function of the role
- The key accountabilities and responsibilities of the role
- The committee meetings the office barer is expected to attend
- The key relationships the role has with other roles in the Scouting movement
- The required and desirable knowledge, skills, experience and qualifications the office barer should have

Related documents

- NSW BRC Activities & Service position description
- NSW BRC PR & Marketing position description
- NSW BRC President position description
- NSW BRC Secretary position description
- NSW BRC Special Projects position description
- NSW BRC Training Position position description
- NSW BRC Treasurer Position position description
- NSW BRC Venturer Liaison position description
- NSW BRC Venturer Liaison position description
- NSW BRC Web Services position description

C

Calendars

Purpose

This document forms a guide outlining where Rovers can find the NSW Rovers Events calendar and the process for its ongoing maintenance.

Background

The NSW Rovers Events Calendar is produced by the Branch Rover Council and includes the dates of events and meetings run by the Branch Rover Council and the Region Rover Councils as well as the major Rover run events in other states.

Guideline

Where can I find it?

The NSW Rovers Events Calendar can be downloaded from the NSW Rovers website <http://www.nsw.rovers.com.au/calendar>. Rovers can also contact the BRC Activities Officer via activities.service@nsw.rovers.com.au and request a copy.

Who maintains the calendar?

The BRC Activities Officer is responsible for the ongoing maintenance of the calendar and is required to proactively source up-to-date event information from the various content contributors e.g. Region Rover Councils, other BRCs etc

The NSW Rovers Events Calendar is produced yearly that spans a normal calendar year instead of following the NSW Scouts year, which starts in April. The following years calendar is typically released at the November meeting of the Branch Rover Council.

What events are included?

The calendar's focus is on events run by the Rover section in NSW however a selection of interstate Rover events are also included. Typically the calendar will include:

- BRC events (e.g. Branch Ball, Bushdance, Snow Moot, Hike for Hunger etc)
- BRC meetings and AGM
- RRC meetings and AGMs
- Region Moots
- Region Roventures
- Other region & prominent crew events (e.g. GWS Waratah, Turramurra Harbour Cruise etc)
- National events (e.g. Australian Moot, Australian Jamboree, JOTA/JOTI etc)
- Training courses

Updating events

Often the dates listed in the calendar are place holders designed to give the approximate date of the event until the actual date is confirmed closer to the event. To get an event added or updated in the calendar simply contact the BRC Activities Officer via activities.service@nsw.rovers.com.au

Other calendars

There are many other calendars available that are produced by NSW Branch, Regions, Region Rover Council and Crews. While some of them may overlap, all of them offer event information that is unique to that calendar. Some calendars that Rovers may find useful include:

- Scouts Australia NSW Branch calendar – includes all major state events and meetings (<http://www.nsw.scouts.com.au/ScoutsSectionContent.aspx?id=56>)
- NSW Branch Adult Training and Development calendar – includes all leader training courses offered in NSW (<http://www.nsw.scouts.com.au/leaders/ScoutsSectionContent.aspx?Id=243>)
- Region Rover Council calendars – The existence of a RRC calendar is different for every Region. Not all RRC produce a calendar however many still run Region events
- Region calendars – Most regions produce a calendar of events, meetings and adventurous activity courses run in their Region. To obtain a copy of a Region calendar contact the appropriate Region office.
- Crew calendar – Every crew produces its own calendar based on the needs of its members. For a copy of a crew's calendar contact the crew's Crew Leader or Rover Advisor.

Related documents

1. NSW Rovers Events Calendar www.nsw.rovers.com.au/calendar
2. NSW Branch calendar (www.nsw.scouts.com.au/ScoutsSectionContent.aspx?id=56)
3. NSW Branch Adult Training and Development calendar (www.nsw.scouts.com.au/leaders/ScoutsSectionContent.aspx?Id=243)

Code of Conduct

Purpose

This document forms a guide outlining the various codes of conduct that Rovers must abide by as members of Scouts Australia NSW Branch.

Background

A code of conduct is a set of principles and expectations that are considered binding on any person who is a member of a particular group. All adults who are members of Scouts Australia NSW Branch are bound to follow the Code of Conduct set by National. Members may also have to abide by other codes of conduct of conduct depending on their region, district and/or crew.

Guideline

National

Scouts Australia (National) as part of its Policy and Rules outline a Code of Conduct, which all adults in Scouting must abide by. While it has primarily been written from a leader perspective the majority if not all of the Code's content is applicable to Rovers. Note that while the Rover section is considered a youth section any one 18 years of age or older is an adult and is bound by the Code.

A copy of the Scouts Australia Code of Conduct can be found in the Scouts Australia Policy and Rules publication. A digital copy of this publication can be downloaded from <http://www.scouts.com.au/>

State (NSW Branch)

Scouts Australia NSW Branch does not have it's own Code of Conduct; instead all adult members are required to abide by the National Code of Conduct.

NSW Branch has a Leader Support Guide on the Code of Conduct, which can be downloaded from <http://www.nsw.scouts.com.au/>

NSW Branch Rover Council

The NSW Branch Rover Council does not have it's own Code of Conduct; instead all adult members are required to abide by the National Code of Conduct.

Region

Your Region or Region Rover Council (RRC) may have a supplementary Code of Conduct, which as a member of your region you are expected to abide by in addition to the National Code of Conduct.

To find out if your Region or RRC has a code of conduct contact your RRC Chairperson or Region Commissioner (Rovers).

Crew

Some Rover crews have a Code of Conduct that applies solely to their own crew. It is not a requirement for crews to develop their own Code of Conduct but it can be a useful learning tool for crews that result in a heightened awareness of a Rover's responsibility. Often a crew Code of Conduct will also outline the potential consequences of failing to live up to the Code.

To find out more about your crew's Code of Conduct contact your Crew Leader and/or Rover Advisor.

Related documents

1. Scouts Australia Policy and Rules
2. Scouts Australia website (www.scouts.com.au)
3. NSW Branch Leader Support Guide on Code of Conduct
4. Scouts Australia NSW Branch website (www.nsw.scouts.com.au)

Contact Directories

Purpose

This document outlines the BRC Rule for the maintenance of the Branch Rover Council Contact Directory and the NSW Rovers Crew Directory.

Background

The Branch Rover Council produces and maintains two contact directories, the *NSW BRC Contact Directory* and the *NSW Rovers Crew Directory*. Both directories are designed to facilitate communication however each directory serves a different purpose and audience.

Rule

NSW BRC Contact Directory

The NSW BRC Contact Directory is designed as a single source of contact information for each Region Rover Council and the Branch Rover Council.

The BRC Secretary is responsible for the Directory's annual compilation and ongoing maintenance. The following outlines the rules surrounding the compilation of the NSW Rover Crew Directory:

- The BRC Secretary must actively communicate with the Regions to ensure contact information is received 2 weeks prior to the June meeting of the Branch Rover Council
- Regions must proactively send up-to-date contact details to the BRC Secretary after their AGMs
- The first full draft of the Directory is due by the June meeting of the Branch Rover Council
- The final version of the Directory must be published and distributed by the August meeting of the Branch Rover
- The Directory should include contact information for:
 - Branch Rover Council
 - Contact details
 - Council meetings dates/times and location
 - State Commissioner (Rovers)
 - BRC office bearers
 - NRC delegates
 - Interstate contingent leaders
 - BRC event committees
 - BRC Advisors
 - Region Rover Councils
 - Region contact details
 - Council meetings dates/times and location
 - Region Commissioner (Rovers)
 - RRC office bearers
 - BRC delegates
 - A list of Rover Crews
 - National Rover Council
 - National Office contact details
 - Council meetings dates/times and location
 - NRC office bearers
 - Other BRCs
 - Branch contact details
 - Council meetings dates/times and location
 - Region Commissioner (Rovers)
 - Chairperson
 - NSW Activity Centers
 - Publications
 - National publications
 - State publications
 - Region publications

- The BRC Secretary must regularly communicate throughout the year with Region Rover Councils to ensure changes to contact details are reflected the Directory.

NSW Rover Crew Directory

The NSW Rover Crew Directory's primary function is to facilitate inter crew communication and events. Its secondary function is to aid communication between the Branch Rover Council and the "grass roots" level of Rovering.

The BRC Secretary is responsible for the Directory's annual compilation and ongoing maintenance. The following outlines the process for the annual compilation of the NSW Rover Crew Directory:

- The BRC Secretary must actively communicate with the Regions to ensure contact information is received 1 month prior to the June meeting of the Branch Rover Council
- Regions must proactively send up-to-date Crew contact details to the BRC Secretary after their AGMs
- The first full draft of the Directory is due by the June meeting of the Branch Rover Council
- The final version of the Directory must be published and distributed by the August meeting of the Branch Rover
- The Directory should include the following information for each Crew:
 - Crew name
 - Meeting time and date
 - Meeting address
 - Crew Leader
 - Name
 - Preferred phone contact
 - Preferred email address
- The BRC Secretary must regularly communicate throughout the year with Region Rover Councils to ensure changes to Crew contact details are reflected the Directory.

Related documents

- NSW BRC Contact Directory
(http://www.nsw.rovers.com.au/index.php?option=com_docman&task=cat_view&gid=55&Itemid=74)
- NSW Rover Crew Directory
(http://www.nsw.rovers.com.au/index.php?option=com_docman&task=cat_view&gid=55&Itemid=74)

D

Data Projector

Purpose

This document forms a guide detailing the

Background

In February 2009 the BRC managed to get a small equipment grant from the NSW government to buy a projector and accessories for the BRC. It was envisaged that this would enable the BRC to more easily hold BRC meetings away from state office as well as allowing regions and crews to borrow the projector for events.

Guideline

The total value of the small equipment grant obtained from the NSW government was \$4176. This money has been received by the BRC but unfortunately due poor recordkeeping and retention of corporate knowledge the BRC collectively forgot about the grant.

It should be noted that the BRC is legally and ethically obliged to spend the grant money received on the items detailed within the grant application for which the grant was awarded. To date a projector and accessories have not been purchased.

Duty Statements

Purpose

This document forms a Rule detailing the duty statement of Branch Rover Council delegates and National Rover Council delegates and observers.

Background

In 2010 the Branch Rover Council undertook an exercise to review and update the position description (formally known as duty statements) of each BRC executive officer and the State Commissioner (Rovers). The roles of Branch Rover Council Delegate and National Rover Council Delegate/Observer were not included in the review. The duty statements for the roles not included in the review are included below.

Rule

Branch Rover Council Delegates

The duties of these delegates include but are not limited to the following:

- Attend the meetings of the Branch Rover Council and make reports at each meeting on the progress of Rovering in their Regional/Crew;
- Vote on matters that arise at such meetings on behalf of their Regional/Crew;
- Pass on any information from their Regional Rover Council/Crew relevant to the BRC;
- Take back to their RRC/Crew any relevant information;
- Provide a report on the progress of Rovering within their Regional/Crew for the Annual Report to be presented at the BRC AGM.

National Rover Council Delegates/Observers

The duties of the NRC delegate and observers include but are not limited to the following:

- Attend the meetings of the National Rover Council and make reports at each meeting on the progress of Rovering in NSW
- Vote on matters that arise at such meetings on behalf of the NSW BRC;
- Pass on any information from the NSW BRC relevant to the NRC;
- Take back to the NSW BRC any relevant information;
- Provide a report on the progress of Rovering within NSW for the Annual Report to be presented at the NRC AGM.

E

Experience Rover Badge

Content is under development.

Purpose

Background

Guideline

Aim

The aim of the "Experience Rovers" badge is to encourage all Venturers to see what lies ahead in the future scouting. At the age of 17, it gives a chance experience different crews without being committed.

Principles

The Experience Rovers badge will be introduced for the older Venturers too come and Experience Rovers before they are told they have to go up. The Experience Rovers badge is not designed to take the place of the Venturer/Rover Link Badge. Venturers do not have to "link" after completing the badge.

Eligibility

A Venturer must be at least 16.5 years when they commence the Experience Rovers. The Venturer must attend three (3) Rover specific activities to achieve the badge (these do not include combined activities).

Promotion

Crews will be encouraged to offer appropriate activities for the Venturer age and invite them to attend. Individual Venturers/Units may contact their local crews if they wish.

Application

The attached record sheet may be used, and pasted in the back of the Venturer Scout Record Book. The three activities may be with more than one crew.

Completion and Presentation

When the third activity is completed the Crew Leader signs off the sheet as completed. A badge can then be ordered through the BRC. The Crew then, in consultation with the Unit, presents the badge at a Venturer Meeting.

Badge Placement

The badge will be worn on the Venturer/Rover uniforms until the Rover Skills Badge is achieved. The positioning of this will be with the "Special Interest" Badges

I hope you will encourage all Venturers to participate in Crew Activities. If you have any questions please do not hesitate to contact me, Mitchell Shaw at venturer.liaison@nsw.rovers.com.au.

Related documents

- Experience Rovers Information Sheet
- Experience Rovers participant details

H

Hike for Hunger

Purpose

This document is a guide for outlining the basic formation about NSW Rovers Hike for Hunger as well providing details on where to find more information.

Background

Adam Gander, a Rover Adviser from Mosman who had been involved in a similar activity with Rovers in Canada, first suggested the idea for the Hike for Hunger. Sydney North RRC initiated the event in 1999 and 2000, specifically supporting the Wesley Mission's 'Streetsmart' youth program at Central.

It didn't run in 2001 as the RRC chose to diversify its service projects.

In 2002, the NSW BRC took up the event, making it a state wide service project. 2005 also saw the introduction Wesley Mission & NSW Rovers 'Hike for Hunger' award which is presented to the Region that collects most food items.

Guideline

The Hike for Hunger is the annual service project of NSW Rovers. Now in its ninth year as a state event, it involves Rovers from across NSW collecting as many items of non perishable food as they can by organising collections at local shopping centres, at their work or by donations from large companies.

Crews are asked to organise collections within their local communities and get involved with local Scout Groups to collect items to be donated to the Wesley Mission. Closer to the event, details will be distributed regarding the distribution points for the year

Contact Details

Alan Bates
Manager Volunteer Services

Phone - 02 9857 2521
Mobile - 0418 967 546
Email - alan.bates@wesleymission.org.au

Wesley Mission Sydney - 220 Pitt St, Sydney, NSW, 2000

Related documents

- NSW Rovers Hike for Hunger webpage
(http://www.nsw.rovers.com.au/index.php?option=com_content&view=article&id=65&Itemid=80)

L

Letters to QSA/BPSA Awardees

Purpose

This document forms a guide outlining the details and content of the BRC's congratulatory letters to QSA/BPSA awardees.

Background

In 2010 the BRC Executive established a standard operating procedure to send congratulatory letters to Queens Scout Award and Baden-Powell Scout Award awardees. The primary object of the letters is to better recognize the achievement of the awardees. The secondary objective is to retain members in the Association.

Guideline

The Branch Rover Council through NSW Branch office sends congratulatory letters to each Queens Scout Award and Baden-Powell Scout Award awardees. The letters are sent automatically as part of a process established with NSW Branch office. When the Presidency of the BRC changes the NSW Branch office should be contacted to update the signatory of the letter. A copy of the letter is included below:

Dear #

On behalf of the NSW Branch Rover Council I would like to offer you my most sincere congratulations on attaining the Baden-Powell Scout Award.

The journey you undertook to achieve the Award undoubtedly would have been challenging and required a high level of determination, commitment and passion to complete.

Through the Baden-Powell Scout Award you have developed yourself as an individual, learnt new skills and pushed physical, intellectual and emotional boundaries. I am certain the experiences you encountered through your journey will stay with you forever.

Each year only a few people manage to achieve the Award and your inclusion in this group further illustrates your admirable character and demonstrates your ability to meet the challenges the Award presents.

I urge you to continue your Scouting journey, in whatever form it takes, as I believe that it can offer you many unique experiences and opportunities.

Once again, congratulations on your phenomenal achievement.

Yours in Scouting

*Oleksander Motyka
President - Branch Rover Council*

Related documents

1. Letter to Baden-Powell Scout Award awardees
2. Letter to Queen's Scout Award awardees

Life after Rovers

Purpose

This document forms a guideline outlining some of the paths members can take after they complete their time in the Rover section.

Background

As Rovers approach the end of their time in the Rover section they often contemplate their future in the Scout movement and wonder what options and opportunities exist that will allow them to continue their Scouting journey.

Guideline

Join a Scout Fellowship

Scout Fellowship is designed for people over the age of 26 who can't make the commitment of becoming a section leader due to other commitments i.e. career, family, travel, continuing education. Fellowships provide opportunities for members to enjoy mutual fellowship, maintain active membership within the Scout Movement and continue the ideals of service to Scouting and the Community.

For more information on a Scout Fellow consult the NSW Scouts website.

Become a section leader

Ex Rovers can make great Joey, Cub, Scout and Venturer leaders. In fact about 20-25% of Rovers are already leaders in other sections. A ex Rover's relatively young age, dynamism and experience in the movement mean that they can be great role models for young people.

For more information on becoming a section leader consult the NSW Scouts website and talk to your local Scout Group.

Become an Activities Leader

Over their time in the Rover section Rovers often participate in and develop skills in various adventurous activities such as abseiling, rock climbing, caving, water activities etc. Becoming a Activity Leader is a great way to continue involvement in the Scout Movement and utilize your skills to provide adventurous activities training and activities to youth members.

For more information on becoming an Activity Leader contact your Region Commissioner (Activities).

Become a Rover Advisor

Ex Rovers who are looking to get back into Scouting after a few years break can become Rover Advisors. In NSW there are approximately 33 Rover Advisors and 65 active Rover Crews. Ex Rovers often make great Rover Advisors because of their prior experience in the section. The minimum age requirement for a Rover Advisor is 27 however it is common for Rover Crews to prefer Rover Advisors aged 30 years or older.

For more information on becoming a Rover Advisor contact your local Rover Crew or Region Commissioner (Rovers).

Become a Commissioner

From time to time Region and State Commissioner portfolios become vacant. The portfolio type depends on the vacancy but can include portfolios like Region Commissioner (Venturers). These vacancies are ideal opportunities for passionate and capable Rovers to take on a position of responsibility that has a wider scope than that of a section leader at a Group level. The minimum

age requirement for many Commissioner portfolios is 25; however often formal training and section/portfolio experience is also required. A full list of leader appointment requirements can be found in the NSW Branch Origination & Information Manual.

Related documents

- Scouts Australia NSW Branch website (www.nsw.scouts.com.au)
- NSW Branch Origination & Information Manual ()

Lord Mayors Picnic

This is a placeholder page. Content is under development.

M

Meeting Minutes and Agendas

Purpose

This document outlines the BRC Rule for the compilation, provision and storage of BRC minutes and agendas.

Background

Meeting minutes and agendas are amongst the most important documents that the Branch Rover Council produces. They are the primary method of documenting the Council's activities and actions over time and form the basis of the BRC's continuity of governance. They also allow the Council and its executive to meet the objectives of the Council by working towards documented resolutions and actionable items.

Consistent, reliable, accurate and accessible meeting minutes are vital to the Council's effective operation.

Rule

The following outlines the BRC procedures and practices for the compilation, provision and storage of BRC minutes and agendas.

Agendas

- The BRC Secretary is responsible for the compilation, provision and storage of BRC agendas.
- The call for agenda items must be made no later than 7 days prior to a meeting of the Branch Rover Council.
- The agenda must be made available to Council's members no later than 24 hours before a meeting of the Branch Rover Council.
- The addition of agenda items after the release of the agenda may be done with the permission of the BRC President.
- Agenda items added after the release of the agenda must be recorded in the meeting minutes of the Branch Rover Council.
- The agenda must be archived in the NSW Branch eDocument Management System no later than 30 days after the meeting of the Branch Rover Council.

Meeting Minutes

- The BRC Secretary is responsible for the compilation, provision and storage of BRC meeting minutes.
- BRC meeting minutes must comply with the NSW Branch standard for recording meeting minutes.
- The first call for reports must be made no later than 14 days prior to a meeting of the Branch Rover Council.
- Delegates and BRC Executive officers are required to submit their reports for inclusion in the BRC meeting minutes no later than 7 days prior to a meeting of the Branch Rover Council.
- The addition of reports, submitted less than 7 days prior to meeting of the Branch Rover Council, into the meeting minutes may be done with the permission of the BRC President.
- Meeting minutes must be made available to the members of the Branch Rover Council no later than 21 days after the after the meeting of the Branch Rover Council

- Meeting minutes must be archived in the NSW Branch eDocument Management System no later than 30 days after the meeting of the Branch Rover Council.

Related documents

1. BRC Rules of Debate

Membership Growth and Retention

Purpose

This document forms a small guide on how to recruit Venturers into the Rover section.

Background

Venturers are the “life blood” of the Rover section. Approximately 70% of Rovers come from the Venturer section. It is important that every level of Scouting do their utmost to encourage Venturers to join the Rover section once they are old enough to do so. This guide provides a few simple ideas for crews and regions to consider.

Guideline

Venturer Recruitment and Linking

The Venturer section is the section immediately before Rovers and the biggest pool of candidates for your crew. 70% of new Rovers come from the Venturer section, which means that it is vital that all Rover crews are maintaining strong links with their Venturers.

How do we Encourage Venturers to come to Rovers?

Each Rover crew should appoint a Venturer Liaison Officer to their executive. This person’s job is to make sure that your crew is represented on a regular basis at the local Venturer unit. This could be by arranging to run a night for the Venturers, or by organising a couple of members of the crew to go to the unit and check in with them.

You can visit a Venturer unit any time; however as a guideline it is recommended that you visit at least once every 3 months. This allows the unit to remember that the crew exists, especially when it comes time for members to link to the crew.

The Linking Process

The link badge is awarded to a member of the Venturer unit, by the Venturer unit, just prior to their advancement to the crew. Part of the linking process is that the member attends a number of Rover meetings and events. The crew can help facilitate this by keeping track of when members are approaching 18 and inviting them along to events such as camps, and weekly meetings.

I Need Help Recruiting Venturers

There are a number of tools and people available to help in this process.

- **Roventure:** Some Regions run an event called a “Roventure” which is a Rover camp run for Venturers to show them how much fun being a Rover is.
- **Experience Rovers:** This is a project where younger Venturers get to experience what Rovers are like. For more information see Experience Rovers in this publication.
- **Venturer Liaison Officers:** Most Regions in the state have a Region VLO. This person is someone whose job is to assist your crew in the process of Venturer Recruitment. If you don’t know who this is in your Region, or you don’t have one, contact your RRC Chair.
- **BRC:** The Branch Rover Council executive also has a Venturer Liaison Officer. It is this person’s job to assist Regions in their recruitment as well as to represent Rovers to the Venturer section at a state level. To contact the State VLO email: venturer.liaison@nsw.rovers.com.au

Related documents

- Experience Rovers badge

Merchandise

This is a placeholder page. Content is under development.

N

National Publications

Purpose

This document forms a guide summarizing the Rover section publications developed and maintained by Scouts Australia and where they can be found.

Background

In 2003 Scouts Australia replaced the Australian Rover Handbook with three publications, *Guidelines for Roving*, *The Crew and its Program* and *The Rover Award Scheme*.

Guideline

Guidelines for Roving

Guidelines for Roving covers a large range of topics, which outline the fundamental aspects of the Rover section program. The publication covers the following:

- A introduction to the Rovers section, what it has to offer and the obligations of Rovers
- Rover and Scouting fundamentals including the Promise, Law and Rover Prayer
- A brief history of Scouting and Roving
- Becoming a Rover including the Link Badge, the origin, purpose and components of Squire training and investiture
- Rover organization including crew structure and Rover governance
- Training
- A summary of the Rover award scheme

Guidelines for Roving can be downloaded as a PDF from the Scouts Australia website <http://www.scouts.com.au/main.asp?iStoryID=17364161>

The Rover Award Scheme

The Rover Award Scheme publication outlines the all the badges and awards Rovers can attain in the Rover section. It includes information on:

- Rover Link badge
- Rover Skills Badge
- The Baden-Powell Scout Award including the National Administration Guidelines and the methods of achievement
- Award scheme standards and guidelines for Technical Experts
- The award schemes place in the crew program
- Specialist badges and awards

The Rover Award Scheme can be downloaded as a PDF from the Scouts Australia website <http://www.scouts.com.au/main.asp?iStoryID=17364161>

The Crew and its Program

The Crew and its Program covers almost all the things Rover crews need to consider when developing and participating in a crew program. The publication includes information on:

- Creating a quality program, it's components and the implementation
- Leading a crew includes the qualities of a good Crew Leader and crew management
- The Crew's constitution
- Resources available to Rovers
- Recruiting new members

- Public promotion
- Squireship training and sponsorship
- Challenges faced by Rover Crews
- Life after Rovers

The Crew and its Program can be downloaded as a PDF from the Scouts Australia website
<http://www.scouts.com.au/main.asp?iStoryID=17364161>

Related documents

2. Guidelines for Roving (<http://www.scouts.com.au/main.asp?iStoryID=17364161>)
3. The Rover Award Scheme (<http://www.scouts.com.au/main.asp?iStoryID=17364161>)
4. The Crew and it's Program (<http://www.scouts.com.au/main.asp?iStoryID=17364161>)

P

Policies, Rules and Guidelines

Purpose

The purpose of this document is an informational guide detailing the differences between policies, rules and guidelines as used in the Rover Section.

Background

In the past many people have misunderstood the intention behind many different types of organizational documents produced by Scouts Australia and more specifically the Branch Rover Council. Often the documents were poorly defined and communicated resulting in a reader's misinterpretation of a guideline as policy or vice versa. In addition some documents were termed 'policy' when in fact their scope was too specific for this term to be appropriate.

Guideline

Policies

Policies in the context of the Rover Section are high-level principals and rules that have a broad scope and apply to the whole Section. For example a policy on uniform would apply to all members. Sanctions for failing to comply with Scouts Australia policy vary. Policies for the Rover Section must be approved by the Branch Rover Council and ratified by the State Commissioner (Rovers).

Rule

Rules in the context of the Rover Section are narrower in scope than policies and only apply to a particular area. While a rule may only apply to a very small aspect of Rovering it's impact can affect the whole Section. Sanctions for failing to comply with a rule vary. An example would be a rule on the form and availability of BRC meeting minutes.

Guidelines

Guidelines in the context of the Rover Section can have either a broad or narrow scope (e.g. Responsible Alcohol Guidelines, guideline for organizing Hike for Hunger). They are helpful guides and usually outline recommended process for achieving an outcome or task. Some guidelines serve a purely informational or reference purpose.

Q

Quality Roving Award

Rationale - "A Step Towards Improving the Quality of Roving Within NSW"

Rovers are the senior section of the Scouting Movement within Australia, and are open to young men and women aged 17 to 26 years. Rovers come from all walks of life and backgrounds, and are engaged in a wide variety of activities encompassing all aspects of the Scouting Aims of Physical, Emotional, Social, Mental and Spiritual Development of ones self.

As set out in the Branch Rover Council Constitution, and is found in a majority of Regional Rover Council Constitutions, it is the responsibility of these Councils to ensure that the standards of Roving are upheld and achieved by individuals, Crews, Regions and the State, for NSW Rovers, based on the notion that Rovers are a largely self-governing section of the Movement.

With this in mind, the adoption of a Quality Roving Award (QRA) within NSW would be seen as a step towards improving the quality of Roving within the State, but also as a mechanism to set the direction, standards and quality of the Roving that occurs within the NSW Branch NSW Branch has made efforts through the "NSW Strategic Plan: 2002 -2003 Our Way Forward", to encourage Groups and Sections to improve the quality of Scouting that is delivered. They state that "By all of us focusing on the four key plan areas (those being supporting youth and adults to do their best, creating a positive image, using resources effectively, working with our community at many levels), together we can ensure that we will see continued growth and success in Scouting". With Branch moving towards providing a higher degree of quality of Scouting in all Sections of the Movement within NSW, it would be right for NSW Rovers to have a set of criteria that outlines the general aspects that can be considered integral towards providing a quality program for Rovers.

Therefore, a general list of criteria has been developed in order to set the standards for which Roving should operate within NSW, as set out in the Branch Rover Council Constitution and Operational Procedures. Whilst the focus each individual is different, the guidelines created for the QRA represent what can be seen as the essential elements for a quality Crew , to operate effectively.

Requirements

The following criteria are the requirements for the awarding of the QRA:

1. Have at least one warranted Crew Leader or Rover Advisor in the Crew, acting as the responsible person for the operation of Crew.
2. Crew Leader, to have completed a Rover Basic Core Module and Rover Basic Sectional Techniques Course before or during their term of office.
3. Participate in at least 20 activities or outings away from the hall i n a year, with at least two-thirds (2/3) not being Branch Rover Council or Regional Rover Council run events.
4. Participation in at least 4 Branch Rover Council and/or Regional Rover Council activities or events (this excludes meetings of these councils).
5. That the Crew Executive and/or the Crew Council, meet on a minimum of six (6) occasions in the year to discuss issues of importance to the Crew.
6. At least 10 nights camping with the Crew in the year.
7. Participation in at least one event from each area of the Rover Program, that is, Physical, Intellectual & Emotional, Spiritual and Social.
8. Be in attendance at more than two-thirds (2/3) of all possible respective Regional Rover Council meetings, which must include that Region's Annual General Meeting.
9. At least 70 % of the Rovers who were in the Crew and under the age of 25 at the time of the Census are still in Scouting at the time of the next Census (either as a Rover or Leader)
10. Participation in at least 4 activities with local Venturer Units.

11. Participation in at least one Group activity or event. For those Crews not affiliated with a Group, participation in a District, Zone or Regional activity with other Sections of the Movement would suffice.
12. Metropolitan Crews – at least 10 registered members.
13. Country Crews – at least 5 registered members.
14. If a Crew does not have minimum numbers, an increase in Crew numbers will be considered.
15. A net increase in membership.
16. Ability to abide by all Scouting Rules and Regulations.

If a Crew satisfies these criteria for the awarding of the QRA, the application for the award, along with the appropriate documentation (see attached form) needs to be presented to their respective Regional Rover Council. On the Regional Rover Council's recommendation for the awarding of the QRA, the Regional Rover Council must submit the proposal to the Branch Rover Council Vice-President by the February Branch Rover Council meeting, and all documentation needs to be signed by:

1. Crew Leader
2. Rover Advisor, or person who is assuming this role
3. Regional Rover Council Chairman
4. Regional Commissioner – Rovers
5. NSW Branch Rover Council Vice-President

Crews that do not meet all of the criteria in a given year are still encouraged to apply as all applications will be reviewed and considered in light of the circumstances.

Crews that qualify for the QRA will be presented at the NSW Branch Rover Council AGM in April by the retiring BRC President. A certificate will be given to the Crew and each Crew member shall receive a badge that can be worn on their uniform.

Applications

Applications will be available from the Vice-President of the Branch Rover Council, and will also be distributed to each Regional Rover Council, in the second half of the year.

The closing date for applications shall be the February meeting of the Branch Rover Council.

In order to assess if a Crew has satisfied the criteria for the awarding of the QRA, a panel shall be convened to assess each Crews application. Once a Crew has submitted their proposal to the Regional Rover Council for consideration, the Regional Rover Council Chairman shall advise the Branch Rover Council Vice-President of the existence of a Crew within their Region wishing to apply for the QRA.

A panel shall then be convened consisting of:

- A member of the Crew applying for the QRA
- A member of a Crew within the Region other than the Crew applying for the award (as appointed by the Regional Rover Council Chairman)
- The Regional Rover Council Chairman
- A delegate from the Branch Rover Council Executive
- The Regional Commissioner - Rovers

This panel shall review the Crews application for awarding the QRA based on the criteria set above, and then make a recommendation to the Branch Rover Council that the QRA either be awarded or not to the Crew that has applied.

Once the recommendation has been received from the Regional Rover Council that a Crew be awarded the QRA, the application and its relevant recommendations will be put forward to the Branch Rover Council Executive for approval. The Branch Rover Council Executive reserves the right to examine the application, and make a further recommendation that the application be accepted or declined. Once the application for the QRA has been approved, the Crew shall be invited to attend the Branch Rover Council Annual Conference and AGM in April.

Notes for Applying for the Award

Once your Crew has decided to apply for the Quality Rovering Award you must fill in the Quality Rovering Award Application Form.

To fill in the form, mark each of the requirements that your Crew has met over the last Rover year (from Branch Rover Council AGM to Branch Rover Council AGM). As you mark these off, fill in the details column with any information that helps to prove that your Crew has met the requirement. See the example below)

REQUIREMENT	CHECK	DETAILS
Have at least one warranted Crew Leader or Rover Advisor in the Crew, acting as the responsible person for the operation of Crew.	Y	Crew Leader (Responsible) - Logan Brae
Crew Leader, to have completed a Rover Basic Core Module and Rover Basic Sectional Techniques Course before or during their term of office.	Y	Logan attended BCM (23rd Sept 2001) and BST (4-6th April 2002)

Once you have completed the form, you need to get it signed by

1. Crew Leader
2. Rover Advisor, or person who is assuming this role
3. Regional Rover Council Chairman
4. Regional Commissioner – Rovers
5. NSW Branch Rover Council Vice-President

It then needs to be posted to the Branch Rover Council Vice President. It can be mailed to

*NSW Branch Rover Council
Att: Vice President
PO Box 125
Lidcombe NSW 1925*

A review committee will be formed and will include the Crew Leader (or representative) from your Crew. At this meeting the Crew Leader should bring along any supporting evidence that the Crew has met the requirements. These may include the Crew program, Region minutes, Crew logbook, Census documents and Training Certificates. These are not essential but will help aid the committee in making their decision.

Once the application for the QRA has been approved, the Crew shall be invited to attend the Branch Rover Council Annual Conference and AGM in April. Crews that qualify for the QRA will be presented at the NSW Branch Rover Council AGM in April by the retiring BRC President. A certificate will be given to the Crew and each Crew member shall receive a badge that can be worn on their uniform.

For more details contact the Branch Rover Council Vice President at the Rover Office on (02) 9798 7076 or vice.president@nsw.rovers.com.au.

Quest

This is a placeholder page. Content is under development.

Review of State Commissioner (Rovers)

Purpose

This document forms a guideline for the review of the State Commissioner (Rovers) position for both the informal yearly and the formal tri-yearly review cycles.

Background

3 year review

The Scouts Australia NSW Branch formally reviews the performance of state commissioners every three years after the date of appointment. The three-year review of the State Commissioner (Rovers) is the responsibility of the NSW Chief Commissioner or nominated representative. There is no defined structure for the review; rather the incumbent Chief Commissioner defines the structure and process surrounding the review.

1 year review

It has become customary for the State Commissioner (Rovers) to offer their resignation at the Annual General Meeting of the NSW Branch Rover Council. The intention behind the offer is to provide the section with an opportunity to reflect on the incumbent's performance and raise any issues they identify. It is not compulsory for the State Commissioner (Rovers) to offer their resignation and it should not be considered the same as a tender of resignation.

It is important that the Branch Rover Council is involved in the review of the State Commissioner (Rovers) and that it adequately prepares and facilitates both the informal yearly and the formal tri-yearly reviews.

Guideline

3 year review

The process and structure of a formal 3 year review of the State Commissioner (Rovers) is the responsibility of the NSW Chief Commissioner or a nominated representative. The incumbent State Commissioner (Rovers) or the Chief Commissioner may request the input of the Branch Rover Council in the review. If a request for input is made the structure, processes and time frame for securing the input of the Branch Rover Council should be negotiated between the BRC President and the Chief Commissioner.

Ideally the Branch Rover Council's input should be secured through a similar review process as outlined in the recommended review process for the informal yearly reviews with the addition of a confidential and voluntary process of consultation with Region Rover Councils who may choose to consult with the Rover members of their region.

1 year review

While it has become customary for the State Commissioner (Rovers) to offer their resignation it is not compulsory. Regardless, the Branch Rover Council must be prepared to receive an offer and in an informed manner decide if the offer is to be accepted or rejected. If the Branch Rover Council has not followed due process and failed to adequately review the State Commissioner (Rovers) performance it has no option than to reject the offer of resignation.

The following outlines the recommended process for the yearly review of the State Commissioner (Rovers):

- 2 months prior to the BRC Annual General Meeting the State Commissioner (Rovers) should indicate to the BRC executive their intention to offer their resignation at the AGM. Once notification has been received the BRC Executive should initiate a process of review.
- The review should not be as involved as the 3 year review as yearly reviews are not recognised in Scouts NSW policy.
- The review should include:

- An assessment of the incumbent's performance against performance indicators listed in the State Commissioner (Rovers) position description.
- Confidential consultation with members of the BRC Executive
- Confidential and voluntary consultation with the Region Commissioner (Rovers)
- An interview with the incumbent in order to ascertain their views on their performance
- The review should produce a small confidential report outlining where the incumbent's performance has meet expectations, exceeded expectations and has yet to meet expectations. A copy of the report should be provided to the incumbent prior to the AGM and an opportunity to discuss the report should be provided.
- The review and it's outcomes should form the basis of the BRC Executive's recommendation to the Branch Rover Council.

The outcome of the review, the acceptance or rejection of the offer of resignation, should be communicated to the Chief Commissioner to be actioned as appropriate.

Related documents

1. NSW State Commissioner (Rovers) position description
2. Membership of Scout NSW, Page 144 Information & Organization manual

Rover Crew Desired Standards

Purpose

This document is designed to be a guide for Rover Crews to help them make sure they are on the right track in their implementation of the Rover section program.

Background

There is a lot of different things a Rovers need to juggle as part of running a Rover Crew and it's often difficult to remember everything that makes up the Rover section program. The *Rover Crew Desired Standards* is a simple checklist for Rover Crews to use as a reference during Crew business meetings. It outlines, with the recommended levels of performance, many of the things Rover Crews should be doing as part of implementing the Rover section program.

Every Crew is different and it is understood not every Rover Crew will be able to meet every item in this guideline. Some Crews may already be performing better than the recommended targets in some areas while other's will be able to use this guideline as a way to set goals for their Crew.

Any questions regarding this document should be directed to the NSW BRC President (president@nsw.rovers.com.au).

Guideline

See following page.

Membership

Crew has 10+ Rovers	<input type="checkbox"/>
3+ Crew members have completed either Basic Leadership training (BL1, BL2 and BL3 + in-service) or Rover Basic Leadership training (RI, RP, BL-3 + in-service)	<input type="checkbox"/>
New Squires/Trainee Rovers are Knighted/fully invested within 6 months	<input type="checkbox"/>
At least 70% of the Rovers who were in the Crew and under the age of 25 at the time of the Census are still in Scouting at the time of the next Census (either as a Rover or Leader)	<input type="checkbox"/>
80% of Venturers advancing from Unit (excluding those who move away)	<input type="checkbox"/>

Participation (for each member)

Member attends 75% of Crew meetings & activities	<input type="checkbox"/>
---	--------------------------

Training

New Rovers attend Rover Intro within 12 months	<input type="checkbox"/>
New Rovers attend Rover Programming course within 18 months	<input type="checkbox"/>
Prospective Crew Leaders attend BL3 + in service before assuming Crew Leader role	<input type="checkbox"/>
Rover Advisors attends Basic Leader Training + in service within 18 months	<input type="checkbox"/>
New Rovers attend adventurous activity course within 12 months	<input type="checkbox"/>
10% of members hold Wood Badge	<input type="checkbox"/>

Program

Crew program spans 3 months	<input type="checkbox"/>
Crew program incorporates the following aspects in its program:	
- Physical development	<input type="checkbox"/>
- Intellectual development	<input type="checkbox"/>
- Emotional development	<input type="checkbox"/>
- Social development	<input type="checkbox"/>
- Spiritual development	<input type="checkbox"/>
Run 6+ joint nights held with feeder Venturer Units per year	<input type="checkbox"/>
Participate in 6+ service activities per year	<input type="checkbox"/>
Participate in 20+ activities or outings away from the hall (2/3 of which are not run by BRC or RRC)	<input type="checkbox"/>
50% of members participating adventurous activities	<input type="checkbox"/>
70% of members participating in Region Moot	<input type="checkbox"/>
70% of members participating in Region Roventure	<input type="checkbox"/>
40% of members participating in State activities	<input type="checkbox"/>
20% of members attend National Moot	<input type="checkbox"/>
Crew participates in 60% of Group activities (fete, xmas party, car wash, working bee, etc)	<input type="checkbox"/>

Award Scheme

30% of members participating in Rover award scheme	<input type="checkbox"/>
10% of member obtain the BP Award	<input type="checkbox"/>

Governance

Crew has a constitution	<input type="checkbox"/>
Crew executive has the following positions filled	
- Crew Leader	<input type="checkbox"/>
- Secretary	<input type="checkbox"/>
- Treasurer	<input type="checkbox"/>
- Venture Liaison Officer	<input type="checkbox"/>
- Quartermaster	<input type="checkbox"/>
Crew has an Annual General meeting and Elections	<input type="checkbox"/>
Crew represented at Group/District Council	<input type="checkbox"/>
Crew represented at Region Rover Council	<input type="checkbox"/>
One or more crew members hold a position in Rover governance (e.g. RRC, BRC, NRC)	<input type="checkbox"/>

Administration

Each member has a copy of the Crew constitution	<input type="checkbox"/>
Each member has a copy of the Crew calendar	<input type="checkbox"/>
Each member has a copy of the Crew contact list	<input type="checkbox"/>
Crew effectively communicates with all members	<input type="checkbox"/>
Significant risk activities requirements adhered to	<input type="checkbox"/>
Full uniform worn at all appropriate occasions	<input type="checkbox"/>
Crew has accounts and books audited before AGM	<input type="checkbox"/>
Crew has no outstanding financial debt to Branch, Region or Group	<input type="checkbox"/>
Crew presents an annual report to RRC and to Group AGM	<input type="checkbox"/>
Crew has its own Rover flag	<input type="checkbox"/>
Crew has a copy of the NSW Rovers information and resource CD	<input type="checkbox"/>
A1 Activity Notification forms are completed when required	<input type="checkbox"/>
Where possible, every member has signed a prohibited employment declaration (PED) form	<input type="checkbox"/>
T1 Interstate Camp or Travel form completed whenever a Rover attends an interstate event	<input type="checkbox"/>

Rover Scout Motorsport Group

Purpose

This is a placeholder page. Content is under development.

Background

Guideline

The Rover Scout Motorsports Group is responsible for co-ordinating Car and Buggy related events in NSW.

Formed in 2006, the group has already held some notable events including State of Origin Fundraisers and a trip to "Mudbash" - an annual racing event held by Victorian Rovers at Mafeking Rover Park.

RSM is attached to the National Rover Motorsports Committee and is currently working on receiving CAMS affiliation. All members of NSW Rovers are automatically members of RSMG.

The group has a number of events planned including Driver Education Courses, trips to Interstate motorsport events, fundraisers and eventually running some motorsport events here in NSW.

BRC Rules of debate

Purpose

This document forms a Rule defining the operational and behavioral rules governing Branch Rover Council meetings.

Background

In order to ensure that Branch Rover Council meetings are conducted in a manner in keeping with standards expected of a state level meeting the following rules shall be observed at all Branch Rover Council meetings.

Rule

The Chair

- a. The Branch Rover Council President shall occupy the Chair at all meetings.
- b. The Chair's interpretations of the rules of debate shall be final unless overruled by the meeting.
- c. Any delegate dissatisfied with the Chair's ruling may move that "the Chair's ruling be overruled". In such case only the mover of the motion shall speak on the motion, except the Chair, who may state their reasons for the ruling.

Addressing the meeting

- a. Any delegate reporting to the Council, proposing a motion or an amendment to a motion or discussing any matter under consideration, must rise to address the meeting.
- b. The right of speaking on any subject shall belong to the delegate who first rises and gains the attention of the Chair. When two or more delegates rise together the Chair shall decide on who shall speak first.
- c. No delegate shall speak at the meeting without being granted permission from the Chair. The Chair shall deal strongly with any delegate that disrespects another delegate by interrupting or talking over them.
- d. Each delegate shall be allowed three minutes for speaking whilst delivering a report, proposing a motion, arguing in support or against a motion or raising general business. The seconder of any motion shall have the right to speak second in support of the motion and shall be allowed three minutes; subsequent speakers shall be allowed three minutes. The mover of any motion shall be allowed two minutes for right of reply.
- e. No more than two delegates shall speak in succession on one side, either for or against a motion put to the meeting. If at the conclusion of the second speaker's remarks, no delegate rises to speak against, the motion shall be put to the vote after the mover has replied.
- f. The mover of the original motion shall have the right of reply. No further discussion shall be allowed after right of reply.

Motions

- a. A motion can only be put forward by a delegate.
- b. A motion must be duly proposed and seconded before any debate can commence.
- c. Leaving out, substituting or adding words may amend the motion. Any number of amendments may be proposed and discussed simultaneously with the original motion. When amendments have been put and carried, the amendment shall become part of the motion, and shall be put to the meeting. At the close of debate, amendments shall be put in the order in which they have been moved.
- d. No amendments shall be received by the Chair which shall be in direct negative to a motion or which does not preserve the substance of the original motion.

Motion on Notice

- a. A delegate shall have the right at any time during the debate to move that "The motion be put on notice" if they feel that the motion being discussed requires referral to Regional Rover Councils.
- b. If the motion on notice is carried, the motion on notice shall be listed and debated at the next meeting.

Reports

- a. All reports from delegates and executive officers are to be submitted to the BRC Secretary in writing 3 weeks prior to meeting of the BRC.
- b. All reports that have gone out with the agenda will be taken as read.
- c. Any motion put forward by a delegate or executive officer within their report will be noted and deferred to the General Business section of the meeting.
- d. Promotions for events must be included within reports.

General Business

- a. Items for general business shall be in written on the General Business Agenda sheet prior to the Chair calling for General Business.
- b. Motions proposed during reports shall be addressed first, in the order they were raised unless the Chair considers it expedient to do otherwise.
- c. Every effort should be made for business to be addressed as a part of reports from delegates. As a principal General Business items shall be confined to items that cannot be appropriately dealt with through delegate or executive reports.
- d. General Business items that are based on personal differences or conflicts will not be discussed and the Chair will ask those involved to resolve those differences outside the meeting.

Voting

See current copy of the NSW Branch Rover Council Constitution.

Exclusion from the Meeting

The BRC Executive may at any time exclude a delegate whom:

- a. Attends the meeting in an intoxicated condition,
- b. Is guilty of unruly, disorderly or disruptive conduct,
- c. Uses offensive or discriminatory language or
- d. Makes a personal or defamatory attack on any other delegate.

Visitors

Visitors may be admitted at the invitation of the Chair.

Roverings Greatest Adventure

Purpose

This document forms a guide detailing general information about the Roving Greatest Adventure award.

Background

The National Rover Council runs an annual competition aimed at encouraging Rovers to challenge themselves and go on adventures. Entries into the competition are required to obtain media coverage of their adventures and also provide a report. In the past the competition has offered a \$1000 cash prize for the winning entry.

Guideline

The Roverings Greatest Adventure (RGA) award is aimed at achieving two outcomes; 1) encouraging and inspiring Rovers to undertake a challenging adventure 2) raise awareness of the Rover section in the community.

The RGA award is run annually by the National Rover Council and normally accepts any activity undertaken between December of the previous year and November. All entries are required to obtain media coverage (e.g. articles in a newspaper, TV, prominent website etc) of their adventure. Through this requirement the RGA helps increase the awareness in the community of the Rover section and the opportunities it provides.

In the past the National Rover Council has awarded the entry deemed to be Roverings greatest adventure a prize of \$1000 cash. Awarding the prize is at the discretion of the National Rover Council and it is under no obligation to award a winner if it feels that non of the entries meet the spirit of award. In such a circumstance the National Rover Council has been known to jackpot the following years RGA award to \$2000.

For more information on the RGA award and a list of previous entries and awardees visit the national Rover website at <http://www.rovers.com.au>.

Related documents

- Rovers Australia website <http://www.rovers.com.au/rga.asp>

RRC Chairs Forum

Purpose

This document forms a Procedure detailing the function, makeup and frequency of the RRC Chairs Forum.

Background

The RRC Chairs Forum was first established in 2010. The Forum's purpose is to bring all the RRC Chairs (or equivalent for those regions that don't have Chairs) to get together, update each other on what's going on in each region, share ideas and help set and work towards shared goals for our state.

Procedure

The RRC Chairs Forum was first established in 2010 in an effort to make the Branch work more like a team, increase communication and knowledge sharing between the regions, and also increase the amount of accountability and follow through on issues.

The RRC Chairs Forum is held 5 times a year with meetings scheduled approximately half way between scheduled Branch Rover Council meetings (except between the November and February BRC meetings). The meetings are held via teleconference and usually run no longer than 1.5 hours. RRC Chairs Forum meeting dates can be found in the NSW Rovers Event Calendar.

The membership of the RRC Chairs Forum is the BRC President and the RRC Chair of each region (or equivalent e.g. Lone Rover Crew Leader). Members of the BRC executive are able to attend as observers and may also address the forum if invited to do so.

If an RRC Chair is unable to attend a meeting of the RRC Chairs Forum then they are obligated to ensure a representative is present for their region.

The BRC President with the input of the RRC Chairs sets the meetings agenda. The agenda should focus on creating discussion around topics of importance to all regions but can also provide an opportunity for members to pass on important information. The meeting should also provide an opportunity for RRC Chairs to raise issues and request support from the BRC executive and/or other regions.

The BRC President is responsible for ensuring meeting minutes are taken so action items and requests for support can be followed up. Minutes should be distributed to the RRC Chairs Forum members, the BRC executive and also made available on the NSW Rovers website for download by any Rover.

Related documents

- NSW Rovers Event Calendar

S

SMS Marketing

Purpose

This document forms a Rule outlining the management of the all Rover SMS marketing service controlled by the Branch Rover Council executive.

Background

The Branch Rover Council has the ability to send bulk SMS messages to all Rovers in NSW who have registered their mobile phone number with Scouts Australia NSW Branch. SMS marketing is used by the Branch Rover Council to promote events, opportunities and disseminate information of strategic importance. The BRC also offers all Rover SMS marketing as a paid service to Regions and Crews who wish to promote their events to all Rovers.

Rule

There is no doubt that all Rover SMS marketing is a very effective method of disseminating information about events and opportunities. This "push" method of communication delivers short and sweet chunks of information directly to a Rover's pocket in a way that almost guarantees that the Rover will read the message. However SMS marketing is only effective provided the SMSs are relevant and relatively infrequent so as not to be considered spam.

The Branch Rover Council uses SMS marketing to promote Branch events and information of strategic importance. The Branch Rover Council also offers all Rover SMS marketing as a paid service to regions and crews who wish to advertise events and opportunities to all Rovers in NSW.

The following rules govern the use of all Rover SMS marketing in NSW:

- The events the Branch Rover Council will fund an SMS broadcast to all Rovers is limited to:
 - Branch Moot
 - Branch Ball
 - Bush Dance
 - Quest
 - Snow Moot
- The Branch Rover Council may also fund SMS marketing to promote information of strategic importance however this should be the exception and not the norm. A good example would be advertising the Rover Review survey.
- Regions and crews can also pay to advertise an event for cost price plus 1 cent per SMS message. Currently the cost price per message is \$0.077 which would make the cost to regions and crews \$0.087 per SMS message. E.g. a SMS message to 500 members would cost a total of \$43.50.
- Region and crew events will only be advertised if it can be demonstrated that the event has a broad appeal and is open to all Rovers in NSW. Examples would include;
 - Region moots
 - Turramurra Harbor Cruise
- The decision of which region and crew events will be advertised by the Branch Rover Council will be at the discretion of the BRC executive.
- Any SMS message distributed via the BRC must include a URL to provide Rovers with more information about the event.
- Using URL shortcut services like <http://goo.gl/> should be used to reduce the amount of characters used by the URL.

Related documents

- www.smsbroadcast.com.au

Snow Moot Committee

Purpose

This document outlines the Snow Moot Committee standing resolution of the Branch Rover Council.

Background

At the February 2011 meeting of the Branch Rover Council the Council resolved to establish a Snow Moot Committee as an ongoing sub committee of the Council and who would operate under the rules defined in the Snow Moot Committee standing resolution.

Standing Resolution

1. Name

1.1. The name of the subcommittee is the Snow Moot Committee

2. Function

2.1. To plan, implement, manage and promote the NSW Rovers Snow Moot

3. Compliance

3.1. The Committee will operate with the permission of the Branch Rover Council and will carry out any directives given to it by the Branch Rover Council

3.2. The Committee will regularly report it's activity to the Branch Rover Council Executive

4. Members

4.1. The Committee is comprised of the following members:

4.1.1. Chairperson

4.1.2. Treasurer

4.1.3. Activities Coordinator

4.1.4. Other such officers as the Committee sees fit

4.2. Committee members must be:

4.2.1. Fully-invested Rovers

4.2.2. Current members of Scouts Australia NSW Branch

5. Election

5.1. At a meeting of the Committee no later than 30 days after the conclusion of the Moot the Committee will elect the members of the Committee

5.2. In the event of a casual vacancy the Chairperson may appoint a Rover to fill the vacancy until the next general election

6. Funds

6.1. The Committee shall operate an account under the name of "Scout Association of Australia, NSW Branch Rover Council, Snow Moot".

6.2. The following Committee members will be signatories on the Committees account

6.2.1. Chairman

6.2.2. Treasurer

6.3. The Treasurer shall regularly provide a statement of income and expenditure to the BRC Treasurer.

6.4. The Committee will submit a budget to the Branch Rover Council for approval at least 90 days prior to the commencement of the Moot.

6.5. Surplus funds must be transferred to the Branch Rover Council's account no later than 30 days after the conclusion of the Moot

7. Cancellation of Moot

7.1. The Moot may only be cancelled with the approval of the BRC Executive for which a majority vote of the BRC Executive is required

Stan Bales Rover Service Award

Purpose

This document details the Rule surrounding the purpose, administration, eligibility and awarding of the Stan Bales Rover Service Award.

Background

The Stan Bales Rover Service Award is an Adult Recognition Award that can be awarded by the Branch Rover Council on the recommendation of a Crew, Region Rover Council, or the Branch Rover Council itself to Rovers, Rover Advisors, other uniformed members of the Scout Movement, and/or non-uniformed people, who give outstanding service to the Rover Section.

Rule

Note: The two main people involved in the process of awarding the Stan Bales award are the BRC Vice-President and State Commissioner for Rovers (SC-R). In the event one of these persons is nominated for the award all correspondence and award procedure will be undertaken by the other person.

The Stan Bales Rover Service Award is an award that may be made by the Rover Section to recognise a person who has given exceptional service to the Rover Section. The award will normally be presented as a part of the Branch Rover Council Annual General Meeting or in the absence of the awardee at the AGM at the soonest possible time and location when the awardee will be present, this may be a Region Rover Council or Crew meeting.

The person nominated for the Award does not need to be a member of the Rover section. They do not even need to be a member of the Scout Association. The only important thing is that they have given a great service to the Rover Section. This service may have been at a Crew, Regional, Branch level or National Level.

Nominations

Nominations must be proposed by current members of the Rover section, whether Rovers, Rover Advisors or Rover Commissioners. Nominations must be marked private and confidential and be addressed to the BRC Vice President or in the event the Vice President is nominated the SC-R

Nominations should be made using the Stan Bales Rover Service Award Nomination Form contained below, this form will be issued through the Branch Rover Council and Regional Rover Councils. Nominations must reach the Vice President or SC-R by no later than the February BRC. Nominations after this date will be considered for the following year's awards.

Subcommittee

The decision to grant the Stan Bales Rover Service Award will be made by a sub-committee of the BRC. This sub-committee will have the following members:

- BRC Vice President, Chairman (unless nominated for award)
- The State Commissioner Rovers or a Regional Commissioner – Rovers (unless nominated for award)
- A Rover from the Regional where the person comes from (preferably Chairperson or Vice Chairperson)
- A Rover Adviser from the Regional where the person comes from
- A Rover from another Region
- Any other member as the Vice –President or State Commissioner sees fit

The committee will meet once to decide on nominees to be put forward for the award. This meeting will normally occur between the February and April BRC meetings. The committee will then report the names of successful awardees to the State Commissioner for Rovers, unless they

themselves are nominated and in such a case the Vice President is made aware of a successful nomination.

Voting

Voting on the Award shall be by consensus. That is the award will only be granted if all members of the committee are in favor of granting the award if a consensus cannot be made the nomination may be rejected or a new committee formed.

Notification

To avoid disappointment, (if an award nomination is not successful) care should be taken to avoid notifying the nominee before a decision is made, this award process is to be treated as top secret at all times and a nominee is not to be made aware of their nomination until the award is presented.

If the award is not to be granted, the person who proposed the nomination should be notified in writing or other suitable medium. If the chair thinks it is appropriate this letter may include reasons why the award was not made, and aspects that may lead to a changed decision in the future.

Certificates and Emblem

The certificate used will be the Stan Bales Rover Service Award Certificate. The names of the awardees must be sent to Branch Headquarters immediately after the decision to present the award to enable the certificates to be issued to the SC-R for presentation.

A cloth emblem with a red and white knot on a blue background is issued to Scouting members with the award for wear in uniform. Anyone who receives this award may continue to wear the emblem on their uniform for as long as they remain in the movement in whatever capacity.

Presentation of the Award

Traditionally if the award is to be granted, the awardee will not know of their successful nomination until the moment the award is presented at the AGM or other suitable place, all efforts are to be made to have the awardee present at the time but if this cannot happen it is preferred the awardee remain in the dark about their award and the SC-R or other BRC member will go to all lengths to present the award at a time and place the awardee will be without arising the suspicion of the nominee.

Guidelines for Nominating a Rover

The expression "Outstanding Service" is clearly open to interpretation. The following criteria are suggested as a guide to the standard of service that warrants awarding of the Stan Bales Rover Service Award:

A Rover must have served at least for five years in a principal office bearer's position at National, Branch, Regional or Crew level while remaining actively involved in their Crew. Except that where positions are held simultaneously, the qualifying period may be reduced accordingly.

OR:

A Rover must have made a significant contribution to the organisation and running of a major National, Branch, Regional or Crew activity over a period of at least five years, whilst remaining actively involved in their Crew.

OR:

Some combination of the above criteria.

NOTES:

Whether the Rover has gained the BP Award or not has no relevance to the Award. Any Service being completed as a part of the BP Award should not be used to support a nomination for the Stan Bales Rover Service Award.

Guidelines for Nominating a Rover Advisor or Rover Commissioner

A Rover Advisor or Rover Commissioner should have served for a minimum of ten years and have obtained a Rover Wood Badge in that time.

NOTES:

Where a Rover Advisor or Rover Commissioner has, as a Rover, served in positions such as that described above, the service can be set out and deducted from the ten years service required as a Rover Advisor or Rover Commissioner.

Guidelines for Nominating a Lay Person

If any person is considering nominating a layperson for the Stan Bales Rover Service Award, it is suggested that the Branch Commissioner for Rovers or Vice President be consulted prior to submitting the nomination.

Related documents

- Stan Bales Rover Service Award nomination form

St Georges Day Service

Purpose

This document is a guide for outlining the basic information about NSW Rovers St Georges Day Service as well providing details on the BRC run Sydney church service.

Background

St George is the patron saint of Scouting. Every year on the 23rd April, Rovers lead the rest of the NSW Scouting community in remembering the legacy of St George.

Guideline

The symbol of St. George, Patron Saint of Scouts, was important to Baden-Powell. He believed St. George was typical of what a Scout should be. St George was the epitome of selflessness and both moral and physical courage, qualities which Baden-Powell saw as being among the aims of Scouting.

St. George's Day is commonly held around the world on the 23 April the alleged date of St. Georges passing. Traditionally, a church service is held at St James Church in Sydney, however on the odd occasion that the church is unavailable, a traditional Scouts Own is held in neighboring Hyde Park.

As part of the traditional service, each participating Rover Crew is invited to bring their Crew Flag to be blessed in anticipation of a successful year of Roving.

St James Church Service

The BRC Service Officer is responsible for organising a church service to celebrate St George's day at St James Church, 173 King St Sydney NSW 2000.

To organise this Church service, the service officer is to make contact with the church that will organise the content of the service. The BRC needs to provide people to do the readings - approximately 5 people.

Contact

The Rev'd Fr John Stewart
Acting Rector
The Anglican Parish of St James King Street, Sydney.

Office - 169 Phillip Street, Sydney, NSW, 2000

Phone - (02) 8227-1304

Mobile - 0438 431 470

Emai - john.stewart@sjks.org.au

Internet: www.sjks.org.au

Related documents

- Saint George, Wikipedia - http://en.wikipedia.org/wiki/Saint_George
- Patronages of Saint George, Wikipedia - http://en.wikipedia.org/wiki/Patronages_of_Saint_George#Scouting

State Activities

The following points are to help Crews/Regions/Committees run Branch Rover Activities to the best of their ability and to identify what is expected of them by the Branch Rover Council. Those in italics are matters of policy and must be adhered to. All other points are guidelines relevant to the policies.

Branch Rover Activities:

The following is a list of all BRC Events:

Branch Ball	1st Saturday in February
Snow Moot	2nd Last weekend in July
Bush Dance	1st Saturday in June
Branch Moot	October long weekend
Conference	1st Full Weekend in April, as stated in BRC Constitution

All Branch Activities can be run by individuals, Crews, Regions or Committees.

Tenders:

Anyone interested in running a Branch Activity must put forward a tender at a meeting of the Branch Rover Council. All tenders are open twelve (12) months prior to the event. Tenders should preferably be put forward at least six (6) months prior to an event being run or it may be cancelled for that year.

A copy of the tender must be forwarded to the BRC Activities Coordinator, or in the case of the position being vacant, the BRC Vice President at least two (2) weeks prior to a meeting of the BRC. Where a tender is not submitted 2 weeks prior to a meeting of the BRC, presentation of the tender is at the discretion of the BRC. You should attempt to present the tender in person at the meeting of the Branch Rover Council. Where this is not possible the BRC Activities Coordinator or Vice President may do this on your behalf.

Upon presentation of the tender at a meeting of the BRC it will go to the vote of the Council to decide who the successful tender is (in the case of more than one tender). The Council may also offer changes/conditions to the tender that must be adhered to.

In your tender you must include the following:

- Proposed name/theme for the event
- Two proposed locations – one preferred and one alternative site
- Proposed operating budget including break even point, cost per person, maximum number (if relevant) break down of costs and if you require a float
- Promotional plan – how will you go about promoting your event to others
- Any other information relevant to the event, including activities, service projects, programs etc

Where a tender is received 2 weeks prior to a BRC meeting, the tender should be sent to the BRC Secretary, for circulation with BRC Agenda, thus allowing all regions to review tender before discussion at the BRC meeting

It is best to obtain copies of previous tenders and to talk to people who have run the event before if you need a hand. Copies of previous tenders are available upon request to the BRC Executive.

Once a tender is successful, a meeting between the BRC Activities Coordinator and the appointed event chief is to be held, this is to occur within the first 2 months of having the tender approved. Further meetings required, and those required to attend will be at the discretion of the BRC Activities Coordinator.

The BRC Activities Coordinator is to communicate with the BRC Treasurer within the first 2 months of a tenders approval, to discuss and review the event budget, and ensure all details are satisfactory.

Activity Notification Form:

Submission of a NSW Branch Activity Notification Form (A1) is the responsibility of the event organisers. Completion of this form must comply with the NSW Branch Activity Notification Procedures. A copy of the Activity Notification Form must also be forwarded to the BRC Activities Coordinator.

Tickets:

In the cases of Branch Ball, Snow Moot and Bush Dance tickets should be pre-sold.

When a ticket is booked the person's name and Crew must be recorded against the ticket number. If this procedure is not followed and the event runs at a loss then the event organisers are responsible for any losses that are incurred (if any). Where a committee is responsible and cannot cover losses, a meeting between BRC Exec and the committee will be held to discuss and resolve the situation. BRC may cover these losses, but this is at the discretion of the BRC Exec.

If a ticket is booked and not cancelled at least two (2) weeks prior to the event then the person/Crew who has booked the ticket is liable for the cost of the ticket. This needs to be made clear when people are booking tickets.

When a booking is made for a catered event, a non-refundable deposit should be paid to cover the costs of catering. (i.e. If catering costs \$10 a person, then a deposit of \$10 should be paid when booking a ticket. This will help judge numbers for catering)

Branch Special Activities Account

The NSW Branch Rover Council has a bank account operating under the name of

Scout Association of Australia
NSW Branch
Rover Special Activities

This account was opened for the purpose of all NSW Branch Rover Council Activities. All incoming money from a Branch run event must be deposited into this account. Any expenditure will require a cheque requisition available through the Branch Rover Council Treasurer.

Bonds/Damage

If a bond is lost for any reason, surplus from an event cannot be used to cover the loss.

If a bond on a venue has been paid, it is up to the event organizers to ensure that the bond is refunded in full to whoever covered the cost of the bond.

If the bond is lost due to a hall not being left clean after an event, then the organizers of the event are liable for the loss.

If the loss of the bond is related to malicious damage, e.g. a window gets broken, then the person responsible for the damage is liable for any costs involved. If the individual fails to pay for the damage, their Crew is then liable for the costs.

In all instances when the bond is lost a full explanation as to the reason for the loss of the bond is to be given to the BRC President and the NSW Branch Commissioner – Rovers within 48 hours of being informed of the loss.

Finances

Any profit made by the event is to be forwarded to the BRC Treasurer, where funds will then be deposited in the Branch Special Activities Account.

Any loss made by the event will be covered by the BRC, along as the pre-approved budget has been followed, and event conforms to other criteria stated in these policy and guidelines, in particular the section regarding Bond/Damage, and Tickets

Reporting

The successful hosts of the event are required to provide the BRC Activities Coordinator or Vice President with a report on their progress on a bi-monthly basis. A template is available, which highlights what information is required to be reported on. The reports are to address how the organisation of the event is proceeding, the number of tickets sold, costs to date and any other relevant information.

Event organizers must be present at all meetings of the BRC, to present their report, during lead up to their event, with exception to a meeting of the BRC meeting that falls on the day of the event.

If the organizers of the event have a major problem, they are required to contact the BRC Activities Coordinator or the Vice President immediately for assistance.

Event Wrap Up

A report that wraps up the event should be presented at the first BRC meeting after the event. An event wrap up report must be forwarded to the BRC Activities Coordinator within 4 weeks after the event has been held.

A surplus/loss report must be compiled and presented to BRC. The report should outline all expenditure and income in a clear and easily understandable manner.

All items of expenditure are to be accompanied by a receipt or appropriate documentation. If no receipt is presented an explanation as to why one was not presented to be given to the BRC. The Council reserves the right to vote not to pay for items that do not have receipts.

The wrap up report should include details of the following to allow the next organizers some idea of what to expect:

- Contact details of suppliers
- All resources used
- Program content
- Financial information
- Number of participants
- Organisational chart (who took on what role)
- Price charged to participants
- What happened at the event
- What worked well
- What didn't work well
- What you would change if you did it again

The organising Crew/Committee will also be invited to give a report as part of the NSW Annual Rover Conference held after their event.

For further information or assistance please contact the BRC Activities Coordinator at activities.service@nsw.rovers.com.au

T

Tendering for Branch Activities

Purpose

This document forms a guideline outlining the basic process for tendering for Branch activities.

Background

The Rover section in NSW runs 5 events each year at a state level. The organization and delivery of four (4) of these events are outsourced to crews or committees. Crews or a committee of Rovers apply to run these events on behalf of the Branch Rover Council through a tender process. The tender process allows the Branch Rover Council to make an informed decision when awarding the successful tender.

Guideline

What Branch activities can be tendered for?

There are 5 activities that can be tendered for on behalf of the NSW Branch Rover Council. These are:

- Branch Rover Ball
- Branch Rover Bushdance
- Branch Rover Snowmoot
- Branch Rover Moot

Who Can Tender for an Activity?

Any registered Rover from NSW can tender for one of the five above listed activities run for NSW Rovers. Tenders can be received from Crews (as a whole) or individuals who form a Committee to host the activity.

When Can I put my Tender in?

Tenders can be put before the Branch Rover Council at the meeting immediately after the previous activity. Tenders must be received by the Activities Officer no later than 2 weeks prior to the meeting. This allows them to circulate the tender (to appropriate parties) and review it so that feedback and appropriate comments can be made and amended (if required).

Ideally, the Activities Officer will close tenders 6 months out from date of the activity.

What needs to be in my Tender?

Tender templates have been created to streamline tenders received by the Branch Rover Council. These can be found at www.nswrovers.com/events or by contacting the BRC Activities Officer.

How do I Tender for an Event?

Simply download the tender template of the activity you wish to run and fill in the red texted areas with the information about your event. Should there be additional information you wish to add, feel free to do so at the end of the tender should it not fall under one of the pre-determined headers.

Where do I send my Tender?

Tenders need to be sent through to the Branch Rover Council Activities Officer. They can be contacted at activities@nswrovers.com

What happens once I send my Tender in?

The BRC Activities Officer will contact you with any feedback they may have regarding your tender. Should you have not heard back from them within 1 week of sending the tender in, call them directly in case there was an error with the email account.

How often must I report back about my Activity?

Organisers must report back every 2 months (at minimum) prior to the BRC meeting. Once the activity has happened, it is expected a full report (including financials) will be provided to the BRC Activities Officer as soon as possible, but no later than 2 months.

Related documents

1. BRC Activity Policy and Guidelines
2. Tendering for Ball template
3. Tendering for Bushdance template
4. Tendering for Moot template
5. Tendering for Snowmoot template

Training

Purpose

Background

Guideline

Rover Training has changed recently like all other Scout training. There are a few great improvements to the new training – there will be smooth transitions when you move interstate or move from Rovers into another sectional leader role. Another fantastic improvement is that Rovers (and leaders) in every branch will be completing the same training with the exception of state specific regulations and practices.

Because there is now easy transition into being a leader from a Rover there is no longer the option of doing Rover Introduction and Rover Programming or BL1 and BL2, there is now just the one process. This is as follows:

1. Introductory Interview
2. PED Obtained by State Office
3. e-Learning Credentials Created
4. In-Service
5. e-Basic Sectional Techniques
6. Basic Sectional Techniques Residential Weekend
7. Appointment to Leadership Role
8. Optional Basic Training Assessment Workbook

You still have the option of completing just the Scouting qualification or the National qualification with the assessments if you wish at the basic level. This is identified on the L8 form.

Related documents

- Scouts Australia NSW Branch Training Calendar (<http://www.nsw.scouts.com.au/leaders/leader-training>)

Treasury

This is a placeholder page. Content is under development.

U

Uniform

Purpose

This document is a guide detailing the policies that govern the uniform and NSW variations.

Background

The Scout Association of Australia governs the uniform worn by members of Scouts Australia NSW Branch. Policy and Rules allows the Chief Commissioner of a Branch to limit the items and style of uniform worn by members provided they do so within uniform rules in Policy & Rules. The Chief Commissioner is also allowed to approve the wearing of special event emblems or other badges on the Scout uniform.

Guideline

The following are some of the NSW specific uniform variations that apply to Rovers.

Below the waist

In 2007 NSW Branch standardized the "below the waist" uniform worn by members by specifying the colour and type of clothing worn below the waist. The new policy set a transition period that ended in February 2010. The following is an excerpt from the Chief Commissioner's letter communicating the change:

I have decided that the Uniform to be worn below the waist will either be grey or "light coloured" as follows:

Youth Members:

*shorts, long trousers (slacks) or skirts.
Black or brown shoes or boots should be worn.*

In respect of Leaders and Rovers:

*shorts, long trousers (slacks) or skirts.
Black or brown shoes or boots should be worn.*

On both cases if a belt is worn it should be black or brown or the current blue Scout belt. The old scout belt worn with the former Khaki uniform would also be acceptable.

Light coloured is beige, stonewash, light brown or similar colour.

Rover Shoulder Knots, Service Bar and Epaulets

At the September 2010 meeting of the Branch Rover Council the Council resolved to recommend to the NSW Chief Commissioner that the NSW uniform policy be updated to allow Rover Advisors and Rover Commissioner to wear Rover Shoulder Knots, Service Bar and Epaulets. A modified version of the uniform policy has been submitted for approval by the Chief Commissioner and inclusion in the NSW Scouts Organisation and Information Handbook.

State and Region Scarfs

It is common practice for Rovers who are members of their Region Rover Council executive or the Branch Rover Council executive to be allowed to wear their region scarf or the state scarf

respectively. While this is considered common practice it is not documented in the NSW Scouts Organisation and Information Handbook. A modified version of the uniform policy detailing this practice has been submitted for approval by the Chief Commissioner and inclusion in the NSW Scouts Organisation and Information Handbook.

Related documents

- Rover Badge placement guide (<http://www.nsw.scouts.com.au/rovers/>)
- Uniform Variation – NSW Branch Information and Organization Handbook (<http://www.nsw.scouts.com.au/leaders/ScoutsSectionContent.aspx?Id=431>)
- The Scout Shop (<http://www.thescoutsshop.com.au/>)

W

Websites and email

This is a placeholder page. Content is under development.

Y

Youth Advisory Council for Scouting

Purpose

This document is a guide detailing the purpose of the NSW Youth Advisory Council for Scouting and important part that Rovers play on the Council.

Background

The Youth Advisory Council for Scouting (YACS), first established in August 1996, is a forum that provides opportunities for youth members from the New South Wales Branch to discuss and express their opinions on issues related to young people within the Scout Movement.

Guideline

The Youth Advisory Council for Scouting reports to the NSW Chief Commissioners Council, which enables youth members to have direct input into the highest level of Scouting's administration. YACS also provides youth members with valuable opportunities to learn more about how Scouts operates.

The Council has a total membership of 43 made up of 1 Cub, 1 Scout, 1 Venturer and 1 Rover delegate from each of the 10 regions in NSW and 3 delegates from the NSW Lones Group. The Council meets 2 times a year in Sydney during the 1st term and 3rd term school holidays. The meetings are free for youth members and Scouts NSW covers travel costs, including flights for youth members living in remote regions.

YACS is a unique youth forum in NSW and there are numerous reasons why every region should ensure they represented in all sections. Reasons include:

- YACS is the only mixed section youth forum in NSW which allows youth members to benefit from sharing ideas and perspectives with members of other sections
- It provides a true cross section of youth ideas and opinions because of the wide age range and locale (where they live) of delegates
- Youth members are given an opportunity to contribute to the strategic direction of Scouts NSW and the implementation of the youth program
- YACS allows youth members to provide feedback directly to state commissioners on issues that effect every section as well as section specific topics
- Youth members get to work collaboratively with some of the most passionate and capable youth members in NSW
- As well as reporting to the Chief Commissioners Council YACS also reports to the National Youth Council. Also under recent changes to the NYC Branch appointed members must now also be members of their Branch youth council (i.e. YACS)

Rover delegates play a very important part on the Council. Often the Rover delegates have extensive Scouting experience and have progressed through each of the prior sections. This experience provides them with hindsight that allows them to provide a unique perspective on issues that affect the younger sections. Rovers are also capable of helping the younger members expand on their ideas and communicate them to the rest of the Council and the Chief Commissioner Council. Finally Rovers also assist in running and leading teams of delegates in discussion sessions. In many ways a Rovers contribution to the Council is the most valuable.

Scouts NSW is always looking for passionate and capable youth members to represent their section and their region. If you know of a youth member who would be a great representative please ask them to complete the YACS nomination form and send it to yacs@nsw.scouts.com.au.

Contact

NSW YACS Coordinator
c/o Scouts Australia NSW Branch
PO Box 125
Lidcombe NSW 1825
yacs@nsw.scouts.com.au

Related documents

- NSW YACS Nomination form
(<http://www.nsw.scouts.com.au/ScoutsSectionContent.aspx?Id=429>)