

**New South Wales Branch Rover Council
Scout Association of Australia
New South Wales Branch**



New Crew Starter Kit

Compiled by Leah Bach for the NSW Branch Rover Council

Introduction

Dear New Rovers,

Congratulations on your decision to establish a new Rover Crew - you will find it a very satisfying experience and well worthwhile.

This booklet has been written to help you along the way to forming a new Rover Crew. It is designed to aid you and make your job as simple and painless as possible. You should however still talk to experienced Rovers and established Crews to assist you along the way.

This terminology in this document is based on starting a Traditional Rover Crew. There is also an option to start an Open Rover Crew, which is similar but with some key differences. The type of Crew you would like to establish should be discussed with the appropriate representatives as part of this process.

The suggested steps outlined in this guide are there to assist you in laying the foundations of a successful Crew and should not be viewed as obstacles placed in your path. It is designed to help you start things off on the right foot and to deal with the major issues facing any new Rover Crew.

If you need some help or just a question answered, please do not hesitate to contact your Region Rover Council (RRC) or the New South Wales Branch Rover Council (NSW BRC) for assistance.

Yours in Roving,

NSW Branch Rover Council

NSW Rovers
PO Box 125
LIDCOMBE
NSW 1825
9799 9244
nswroveroffice@fredsvisions.com

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Guiding Aims and Principles of the Rover Section in New South Wales

1. The Rover Section of the Movement is a Youth Section which is self-governing in conforming to the Aims and Principles of the Scout Movement.
2. Consistent with these principles, the Rover Section is responsible for making decisions about the rules and methods by which it governs, administers and implements its operations.
3. The Rover Section is a training section concerned with bringing about the personal development of its members.
4. The Rover Section is comprised of Crews whose members are adults (aged between 17-25 years) with common interests. Crews need not necessarily be attached to a Scout Group.
5. The structure of Rover Crews should be determined by the needs of its members.
6. Rover Crews should relate to older and experienced adults who act in an advisory capacity as required by the Crew and its members.
7. The aims of Rovering are to:
 - a) Promote active citizenship.
 - b) Provide service to the community and to the Association.
 - c) Provide members with a challenge and the opportunity to develop their personal abilities.
 - d) Enable members to equip themselves to lead a satisfying and useful life.
 - e) Take an active part in the development of the Scout Movement.
8. The activities undertaken should:
 - a) Have appeal and cater for the needs and capacity of members.
 - b) Provide young adults with companionship and good fellowship.
 - c) Provide experience in working within a purposeful group and the opportunity to exercise and develop leadership abilities.

What is Rovers all about? – Questions Answered

Q. “What the hell is a Rover?”

A. A male or female between the age of 17 & 25, dedicated to fun and adventure while serving the community in the Scouting way.

Q. “What is the goal of the Rover Section?”

A.

- To encourage the personal development of young adults through service and a wide range of activities.
- To provide appealing activities for fun and fellowship.
- To develop self-reliant responsible citizens by encouraging members in Scout training.
- To give general service to the Scout Movement and to the community.
- To attract and retain young adults as members of the Scout Movement.

Q. “What is a Rover Crew?”

A. A group of Rovers that enjoy social activities, service, adventure and the outdoors. A Rover Crew brings together members that enjoy each others company and social interaction with an assortment of other people. The aims and methods of a Rover Crew can be as wide and varied as your imagination, as long as they fit within the Aims and Principles of the Rover Section and Scouts Australia as a whole. Each Crew has different styles and ranges of activities to suit its members.

Q. “How are Rovers governed?”

A. One of the aims of Scouting is to encourage leadership. Being the oldest of all of the Youth Sections, the Rover Section sees the pinnacle of this aim. The Rover Section is governed by Rovers with guidance and support from Advisers and Commissioners throughout the various levels of government. There are four levels of Rover government - Crew Council (also known as a Roundtable), Region Rover Council, Branch Rover Council and National Rover Council.

Q. “What is a Rover Adviser?”

A. From Crew level to National level, all positions of Rover Government are only available to Rovers. This is not to say that we don't need guidance from those more senior in their years. Rover Crews in New South Wales can have a Rover Adviser (RA), who is selected by the Crew themselves. This person is normally quite a bit older than the Crew and offers guidance that only age and experience can provide.

Ten Steps to Registering a New (Traditional) Rover Crew

These steps are provided as a guideline that is designed to work in conjunction with the procedures set out by each individual Region Rover Council and in the NSW Branch Organisation and Information Handbook. For more information on the steps involved in starting a new Crew please refer to the Organisation and Information Handbook and your Region Rover Council.

Step 1.

Get together a group of people who are interested in starting a Crew. NSW Branch policy requires you to have at least 10 people to start a new Crew. These people might be other current Rovers, friends or people moving up from a local Venturer Unit.

Step 2.

Rovers or prospective Rovers interested in forming a new Rover Crew that will be associated with an existing Scout Group should meet and confirm their intentions, then approach the Group Leader for assistance. If you are interested in starting a locality, Region or Branch Crew please seek assistance from the appropriate Commissioner and Rover Council. E.g. To start a Region Crew you should seek advice from the Regional Commissioner and the Region Rover Council for the appropriate Region.

Step 3.

Gain approval from the appropriate Region or Branch Rover Council to start a Crew your area. The RRC or BRC will take into consideration feeder Units (the strength of the local Venturer Units in your area), proximity to other Rover Crews in your area and your potential for growth.

Step 4.

Two or more delegates from the Region Rover Council together with the Regional Commissioner - Rovers (as appropriate) shall meet with the prospective Rovers to discuss "Rovering" and the formation of a new Crew. The procedure for selecting a Rover Adviser should also be discussed.

Step 5.

Get the members of your Crew invested into a Sponsor Crew. This should be a local Crew already in existence or in the case of there being no local Crew, it could be a Crew in an adjoining Region or the NSW Lones Rover Crew. The choice of a Sponsor Crew should be discussed and agreed upon with your Region Rover Council. Sponsor Crews are discussed further in this document.

Step 6.

Once invested into the Sponsor Crew, members of your Crew need to complete the Squire Training as set out in your Sponsor Crew's Constitution. Once you have 2-4 fully invested (Knighthood) members and one of these Rovers or your

Rover Adviser holds a Certificate of Adult Leadership you are ready to start filling out forms.

Step 7.

While spending time with your Sponsor Crew, your Crew may choose their own meeting time and place. Use this time to go about obtaining equipment, discuss fundraising ideas, create your Crew's Constitution and Squire Training requirements and complete any other preparation work you need to do.

Step 8.

Head back to the Region Rover Council or Branch Rover Council with all your supportive paperwork and any forms that need to be signed and present your Crew as ready to be registered to the Council. Your Sponsor Crew should endorse your application.

Step 9.

The Region Rover Council or Branch Rover Council will convey its approval or otherwise in writing to the following:

- The prospective Rover Crew
- The New South Wales Branch Rover Council
- The Regional Commissioner

Note: The final decision for the formation of a Rover Crew is that of the Branch Executive Committee. Advice from the appropriate Rover Council shall be considered when making this decision.

Step 10.

Hold a function to celebrate all your hard work and to let others know that your Crew is now registered. Invite members of the Group and other Rover Crews along.

Starting an Open Rover Crew

An Open Rover Crew is a Crew that operates on a less traditional basis. It is not based on the Knights of the Roundtable and therefore some ceremonies, equipment and traditions vary. If you wish to start to a Open Crew, please speak to your Region representatives.

Training Required to Start a New Rover Crew

Scouts Australia requires every Rover Crew to have someone who takes responsibility for it, so you will need a “Crew Leader – Responsible” or a “Rover Adviser – Responsible”. This means either your potential RA or a Rover in your Crew must complete the training required to hold a Certificate of Adult Leadership in the Rover section. Your new Crew will not be registered until someone within your Crew is fully trained and ready for appointment.

Official Training required by Scouts Australia

1. Rover Introductory Course (RIC)

RIC is a basic introduction to Rovers and Scouting and the first step in Rover leadership training. Many Rover Crews have this course as a Squire Training requirement for every member of their Crew, and it should usually be undertaken within 2-3 years of joining. Any invested Rover, either Squire or Knight may take part in this course. It is usually run over three evenings or a weekend day.

2. Rover Programming

A day or three night course that covers Rover programming ideas, methods and skills. It will focus on leadership skills in this area.

3. Rover Basic Leadership 3 (RBL3)

The RBL3 is a course aimed at Rovers in a current or future leadership role. This course is two days, usually run over a full weekend and is run several times a year. All Rovers are encouraged to undertake a BL3 within their first 3-4 years, so you can get the most out of your time in the section and learn how it all works. You may complete this course and become Crew Leader several years down the track. It's a great opportunity to get together with other experienced Rovers and swap ideas and solutions to common problems.

4. In-Service Training & Bridging Activities

In-Service Training takes the form of a period of time spent with another Crew, observing how they operate and completing various tasks. Time spent with your sponsor Crew can count for this. Bridging Activities involve a series of basic Scouting skills, as well as a discussion session on administration matters that will concern your Crew.

You must complete all four of the above steps before you can become Crew Leader and be issued with your Certificate of Adult Leadership, which lasts for one year. A Rover may renew their Certificate of Adult Leadership each year. Each new Crew Leader must complete this course to be deemed “Responsible” for the Crew.

Rover Adviser (RA) Training

Rover Advisers must complete an Introductory Interview, Basic Leadership 1, Basic Leadership 2 and a Rover Basic Leadership 3, In-service and bridging activities to receive a Certificate of Adult Leadership. A Rover Adviser's Certificate of Adult Leadership must be reviewed every three years and at this time it can be renewed.

Crew Training

Squire Training

Each Crew has their own training requirements for new recruits. This is known as Squire Training in traditional Crews. Most of these also cover the requirements for the Rover Skills Badge (the first step to achieving the Baden-Powell Scout Award). The aim is to provide challenges for a new Rover to learn about Rovering and the outdoor activities. The challenges are meant to be reasonable, achievable and should not hinder someone from becoming a fully-invested member of the Crew.

To start a Rover Crew you will need at least 2-4 fully-invested Rovers, to fill the Office Bearer positions (e.g. Crew Leader or Squire Master).

Sponsor Crews

Sponsor Crews are responsible for helping to guide a new Crew into existence. By Rovering tradition only those who have themselves been invested as a Rover can invest a new Rover. Time spent with the Sponsor Crew allows this to happen as well as being a period of time to see and learn how a Crew should operate.

The role of the Sponsor Crew is to offer the new Crew:

- Guidance in putting together a Constitution
- Guidance in putting together Squire Training Requirements
- Answers to any questions they might have
- Guidance in putting together a successful program
- An outlet for the new Crew members to complete their Squire Training and to become fully-invested (Knighted)
- An example of how a Crew should function, including business meetings, programming nights, service activities as well as a range of other social and adventurous activities.

A Sponsor Crew is usually chosen on the basis of locality and appropriateness of the Crew. In the case of their being no local Crew, the NSW Lones Rover Crew may act as a Sponsor Crew.

Each member of your Crew must be registered in your Sponsor Crew or they will not be considered members of Scouts Australia and therefore will not be covered by insurance and without a valid Scout Membership Number will not be able to take part in any activities, events or training courses provided by Scouts Australia.

Appendix

Forms needed to Register a Rover Crew

All of the forms mentioned below are available from your Region Office, the Branch Rover Council or the NSW Scouts website (www.scouts.nsw.com.au). Once your Crew is registered you will find that there are other forms that you will need to use from time to time.

Scouts Australia can only accept original copies of forms. If you do not send an original, your forms will not be processed.

Y1 – Application for Youth Membership

All new members to Scouts Australia MUST fill in this form. It is advisable for the Crew to keep a copy of all of its members forms. Any member who is not registered is NOT covered by insurance and is not considered a member of Scouts Australia whether the Crew has invested them or not. They may not take part in any Scouting activity.

Y2 – Youth Member Transfer Certificate

This form can be used for any member transferring either from another Crew or from Venturers into your Rover Crew. This is for anyone who is already a youth member of Scouts Australia. You will also need this form once your Rover Crew is registered to transfer all of your members from your Sponsor Crew into your new Crew.

W1 – Application for Adult Membership

This form is to be completed by your prospective Crew Leader and/or RA (if your RA is not a current leader within the Movement) before they can be appointed.

W2 – Application for Adult Appointment

This form is to be completed by prospective Crew Leaders and RA's once they have completed all basic training and are ready to be appointed.

W3 – Application for Transfer of Adult Appointment

If your Rover Adviser already holds a position of leadership and has completed Rover section training, or already meets the requirements for the position of RA (e.g. they are already appointed as RA with another Crew), you can use this form to transfer them to your Crew.

M5 – Prohibited Employment Declaration (PED) form

This form must be completed and signed by all members of your Rover Crew. One copy should be sent to NSW Branch Headquarters and the other copy kept within the Crew or Group. This declaration is a requirement for anyone who works with children in a voluntary or paid situation. In the case of Rovers – the younger sections especially Venturers visiting a Crew do complete their Link Badge. This form is not to be confused with the Working with Children Check Consent Form which must also be completed by all Leaders prior to appointment.

L1 – Training Course Application

This form is needed to apply for any Training Courses such as the Basic Core Module or Basic Sectional Techniques courses. All course numbers and dates can be found in the Branch Training Calendar available from your Region Office, NSW Branch Headquarters or online.

R2 – Application for Registration of a Rover Crew

This form is to be sent to NSW Branch Headquarters once all training and other startup requirements have been fulfilled, and necessary approvals obtained. Where there is no Region Rover Council, the Branch Rover Council may sign off approval of a Crew.

R4 – Scarf Registration

A Crew that is not associated with a Group will need to register their Scarf with NSW Branch Headquarters. Any Crew associated with a Group may use the Group Scarf that has already been registered. All guidelines that apply to scarf selection can be found on this form.

Equipment for a Traditional Rover Crew

The following list covers equipment, documents and literature that you will need to read and acquire for your Crew to be able to operate. You can approach your Region Rover Council about these items as they may be able to help you get your hands on several things at once. Check out other Crews and see what they have. Remember that a lot of these things can be made (eg as Squire Projects).

Ceremonial

- Sword
- Altar
- Bible
- “*Scouting for Boys*” – Lord Baden-Powell
- Crew Flag
- Australian Flag (available from all local councils or politicians by request)
- St George flag
- Scouting Arrowhead standard (mounted)
- Cushion or Pillow
- Basin/bowl
- Hand Towel
- Water Pitcher
- Candles (some Crews use red & white candles, some use colours representing all the sections)

Books/Documents

- “*Ceremonies*” produced by Scouts Australia
- “*Rovering to Success*” by Lord Baden-Powell
- “*Guidelines to Rovering*” produced by Scouts Australia
- “*The Crew and Its Program*” produced by Scouts Australia
- “*The Rover Award Scheme*” produced by Scouts Australia
- Crew Constitution – to be written by each Crew
- Region Rover Council Constitution
- NSW Branch Rover Council Constitution
- NSW Branch Rover Council Operating Procedures
- NSW BRC Quality Rovering Award documents
- Crew Attendance Logbook (insurance reasons)
- “*Policy & Rules*” produced by Scouts Australia
- NSW Organisation and Information Handbook

Miscellaneous

- Receipt books
- Treasurers books
- Copies of useful Scout Forms

List of terms used in Rovering

NRC	NRC stands for the National Rover Council. This Council is held every 12 months (in a different state), and is attended by two Delegates, two Observers and the Branch Commissioner - Rovers from each state. Every Rover in NSW as well as the other states pays a levy towards NRC to help aid in its functioning.
BRC	BRC stands for the Branch Rover Council, which represents NSW Rovers views to the rest of Australia and to the NSW Branch. This is the primary source of government for Rovers in NSW, with delegates from every RRC making decisions on activities, events and promotion for NSW Rovers. These meetings are usually held on the first Saturday of every second month starting in April. All are welcome to attend.
RRC	Region Rover Council. Is a council made up of Crew representatives that make decisions on a Regional level. See the following for a description of each.
GWSRRC	Greater Western Sydney Region Rover Council. This Council meets bi-monthly on the 1 st Wednesday of the month starting in April.
HRRC	HRRC stands for Hume Region Rover Council. This Council meets bimonthly.
H&CRRC	H&CRRC stands for Hunter and Coastal Region Rover Council. This Council meets monthly on the 2 nd Wednesday of the month.
NSW Lones	NSW Lones is a Branch Rover Crew. It is for members who are for various reasons are unable to attend a "normal" Rover Crew. They do not have regular meetings but communicate though a newsletter known as the <i>Lone Rover</i> . In this case the BRC acts in the place of the RRC.
NCR	NCR stands for North Coast Region. This Region does not currently have a Region Rover Council. In this case the BRC acts in the place of the RRC.
NWR	NWR stands for North West Region. This Region does not currently have a Region Rover Council. In this case the BRC acts in the place of the RRC.
RRRC	RRRC stands for Riverina Region Rover Council. This Council meets bi-monthly on a Saturday.
SC&TRRC	SC&TRRC (also known as SCATRRC) stands for South Coast and Tablelands Region Rover Council. This Council and meets bimonthly on the 1 st Thursday of the odd month.
SMRRC	SMRRC stands for South Metropolitan Region Rover Council. This Council meets monthly on the 1 st Tuesday of the month starting in April.
SNRRC	SNRRC stands for Sydney North Region Rover Council. This meets bi-monthly.

TGWR	TGWR stands for the Golden West Region. This Region does not currently have a Region Rover Council. In this case the BRC acts in the place of the RRC.
Census	Various census papers are filled out in February/March every year by the Crew, usually in conjunction with the Crew Annual General Meeting (AGM). The records are kept by the NSW Headquarters and are used to help in communication, membership details etc. Census Membership Reports are also sent to all Crews every quarter, for checking that all members are correctly registered,.
BPSA	The Baden Powell Scout Award is the award scheme for the Rover Section. It consists of two methods of achieving the Award with five (5) badges in each – each taking approximately 6 months to complete. More information is available from your Region Rover Council or “The Guidelines for Rovering” and “The Rover Award Scheme” handbooks.
BC Rovers	The BC Rovers is the Branch Commissioner for Rovers. They act as an adviser to the Branch Rover Council and are appointed by the Chief Commissioner of NSW.
Squire	A Squire is the traditional name given to a person who has been inducted into a Rover Crew but not yet invested. Squire Training can vary in the length of time and type of activities required from Crew to Crew as each one sets their own objectives.
Knight	The traditional title given to a person who has been invested into the Crew after having completed their Squire Training. Knights often have more rights and responsibilities than Squires. Also known as “fully-invested” Rovers.
RA	Most Crews have a Rover Adviser associated with their Crew. It is this person’s job to offer advice and guide and support the Crew as needed.
Sponsor	A Sponsor is a fully-invested Rover who is responsible to guide a Squire through their training. The Sponsor is answerable to the Crew whenever any Squire training matters arise. Some Crews may elect a person to oversee the activities of the Sponsors, often known as a Squiremaster.
Roundtable	A term used by traditional Crews for a formal meeting of the Crew and/or just the fully invested Rovers.
Booting	A Booting is the term used to describe the Ceremony that is performed when the Rover reaches the age of 26 and is farewelled from the Crew. This Ceremony should occur as close to the Rover’s 26 th birthday as possible.
RIC	The Rover Introduction Course is a training course designed as an introduction to Rovers. Many Crews now include this Course in their Squire Training so that new members gain a better understanding of the Movement.
RPD	The Rover Programming Day course is a training course that covers leadership skills needed for Crew programming.

- BL3** The Basic Leadership 3 is a training course that covers leadership skills for running a Crew.
- Branch HQ** The office of the NSW Branch of Scouts Australia.
- Moot** A Moot is a gathering of Rovers for a large camp. They can be held on at a Region, State, National or International level.
- Roventure** Roventure is a camp held by Region Rover Councils where Rover Crews are asked to invite their local Venturer Units to encourage interaction between Venturers and Rovers.
- Dragonskin** Dragonskin is an annual event organised by Rovers and Leaders for the Venturer Section. It is an initiative based activity run over the Easter long weekend.
- Snow Moot** This is the annual snow pilgrimage held on the last weekend in July each year. This activity is organised by different Crews each year and is overseen by the BRC.
- Branch Moot** The NSW Branch Rover Moot is held over the October long weekend each year.
- Branch Ball** The NSW Branch Rover Ball is run each year on the first Saturday in June. It is organised by a different Crew each year and overseen by the BRC. The theme changes each year. Previous years have seen Rovers enjoying themselves at Pirate Ball, Beach Ball, GamBall and SnowBall.
- Bush Dance** Bush Dance is held on the 3rd Saturday in September. It is run by a different Crew each year and overseen by the BRC.

Helpful Contact Details

NSW Branch Headquarters

Level 1, Quad 3
102 Bennelong Road
HOMEBUSH BAY NSW 2128

PO Box 125
Lidcombe NSW 1825

Phone: (02) 9735 9000
Fax: (02) 9735 9001
Email: info@nsw.scouts.com.au

NSW Branch Rover Council

The Rover Desk can be found at the NSW Branch Headquarters.

ATTN: NSW BRC

PO Box 125
Lidcombe NSW 1825

Email: nswroveroffice@fredvisions.com.au
Website: www.nswrovers.com

Region Contacts

Greater Western Sydney

6 Baden Powell Pl
Winston Hills 2153

Phone: (02) 9639 2488
Email: gws.region@nsw.scouts.com.au
rovers@gwsrovers.com
Website: www.gwsrovers.com

Hume

PO Box 1153
Campbelltown 2560

Phone: (02) 4628 4994
Email: hum.region@nsw.scouts.com.au

Hunter & Coastal

PO Box 5137
Newcastle West 2302

Phone: (02) 4929 1760
Email: hc.region@nsw.scouts.com.au

NSW Lones Rover Crew

C/O Trevor Nickl
Warrew Crescent
Kings Creek
Wauchope

Phone: (02) 6586 1030
Mobile: 0429 39 2733
Email: tjwn@email.com
loneroversnsw@yahoo.com.au

North Coast

PO Box 440
Toormina 2452

Phone: (02) 6658 2481
Email: nc.region@nsw.scouts.com.au

North West

PO Box 353
Tamworth 2340

Phone: (02) 6766 4169
Email: nw.region@nsw.scouts.com.au

Riverina

PO Box 2202
Wagga Wagga 2650

Phone: (02) 6921 1870
Email: riv.region@nsw.scouts.com.au

South Coast & Tablelands

PO Box 200
Port Kembla 2505

Phone: (02) 4274 1099
Email: sct.region@nsw.scouts.com.au

South Metropolitan

1 Carrington Ave
Hurstville 2220

Phone: (02) 9570 4525
Email: sm.region@nsw.scouts.com.au

Sydney North

2 Ellis St
Chatswood 2067

Phone: (02) 9411 4088
Email: sn.region@nsw.scouts.com.au
Website: www.sydneynorthscouts.com/rovers

The Golden West

PO Box 1991
Bathurst 2795

Phone: (02) 6334 3464
Email: tgw.region@nsw.region.scouts.com.au

National Rover Council

Lvl 1, 8 Help St
Chatswood
NSW 2067

Phone: (02) 9413 1133
Email: nrcchair@scouts.com.au
Website: www.rovers.scout.com.au