

# START-UP KIT

The basics of running a section programme



# INDUCTION

This resource pack has been created to provide you with the necessary information and guidance to start up and run a successful section.

Whether you will run a Beaver Colony, Cub Pack, Scout Troop or Explorer Unit, this pack will provide you with the relevant information to explain where your section fits within Scouting and how a Balanced Programme is run.

## USEFUL RESOURCES

Below is a list of useful resources to help you get started. These resources and all factsheets can be found and ordered through Scout Shops ([scouts.org.uk/shop](https://scouts.org.uk/shop)).

You can always visit our website for further information and guidance: [scouts.org.uk](https://scouts.org.uk).

## ONLINE RESOURCES

### Programmes Online

- Programmes Online is Scouting's award-winning online programme planner, full of activities, games and ideas. This feature is perfect if you are stuck for programme ideas or activities and is a perfect way to share these with others. You can find Programmes Online at [scouts.org.uk/pol](https://scouts.org.uk/pol).
- Policy, Organisation and Rules (POR). This publication provides the framework for running Scouting. It contains the policies and rules of Scouting. You can find POR at [scouts.org.uk/por](https://scouts.org.uk/por).

### Programme resources

- **Colony/Pack/Troop/Unit/Network Essentials**  
Section-specific, the Essentials books are perfect for planning your section meetings.
- **Young Leaders Essentials**  
This resource has been designed to help adults deliver the Young Leaders' Scheme.
- **Colony/Pack/Troop/Unit programme**  
Each sectional programme book has been designed as a guide to planning for new and experienced leaders.
- **Colony/Pack/Troop/Unit Programme Plus**  
These section-specific Programme Plus books are full of activities, ideas and resources for leaders to use when planning section meetings. Volume one and two of these publications can be purchased from Scout Shops.
- **Nights Away**  
The Nights Away book is a guide to camping and outdoor activities and is for young people and adults.
- **Beaver, Cub and Scout Games Books**  
These books are brimming with games for your Cub and Scout section and have been designed to help you deliver exciting games each week.

- **Scout, Explorer and Network Taking the Lead**
- This resource is your guide to promoting leadership in young people. It helps leaders teach leadership skills to their Members.

## **Badge and activity packs for young people**

- **Beaver Scout Log Book**  
The Beaver Scout Log Book includes an outline of the Activity Badges, Challenge Awards and stickers for Beavers to record their achievements as they progress through the section.
- **Cub Membership Pack**  
This is a combined resource of the Cub Powerpack and information about Activity Badges, Challenge Awards and stickers for Cubs to record their achievements.
- **Cub Powerpack**  
The Cub Powerpack tells you everything you need to know about Cub Scouts and is a great resource for enthusiastic Cub Scouts.
- **Scout Membership Pack**  
The Scout Membership Pack is perfect for your Scouts as it includes the Scout Badge Book, Scout Record Book and Scout Skills Cards.
- **Explorer Scout Membership Pack**  
The Membership Pack will help keep your Explorers up to date with all their badge information, and what requirements they have to undertake for each badge. The pack includes the Explorer Scout Record Book, the Young Leaders' Scheme, the Explorer Belt Record Book and Queen's Scout Award Record Book.
- **Scout and Explorer Badge Books**  
These pocket-sized resources include every requirement for every badge available to Scouts; equally useful as a handy reference for leaders.

## **Parent Pack**

A Parent's Guide to Scouting is designed to give parents the information they need when their child first joins Scouting, what happens in Scouting and how they can help.

For more information please see [members.scouts.org.uk/involvingparents](https://members.scouts.org.uk/involvingparents) or order the pack from Scout Shops. A Scottish version of the pack can be ordered from Scottish Headquarters.

# ABOUT THE SCOUT ASSOCIATION

## THE SCOUT ASSOCIATION

Scouting is one of the greatest success stories of the last hundred years. From an experimental camp for 20 boys on Brownsea Island in 1907, set up by Baden-Powell, it has spread to over 200 countries and territories, with an estimated 30 million members.

Scouting within the UK has almost 100,000 adult volunteers, who provide Scouting for over 520,000 young people aged 6-25 years. The lead volunteer and figurehead for Scouting in the UK is the Chief Scout, Bear Grylls.

## THE SECTIONS

The term, section, in Scouting relates to a group of young people in a particular age range. Young people in Scouting belong to one of five sections dependant on their age.

## BREAKDOWN OF EACH SECTION

Young people become members of the movement to have fun, meet new people, and learn new skills.

Each young person who joins Scouting will take part in a variety of exciting activities and challenges. Scouting is about being with friends, as part of a team, and participating fully in the adventure and opportunities of life.

There is some flexibility on the sections, usually six months either side of the core age range shown below.



### Beaver Scout section (6 to 8 years)

- The youngest section in Scouting.
- Introduced in 1986.
- A group of Beaver Scouts is known as a Colony.
- Beavers work in small groups known as Lodges.

Beavers is often the first section that a young person will experience when joining the Movement. It is important to ensure that the programmes run are balanced and the Beavers realise that Scouting is about working as a team and achieving whilst having fun.



### Cub section (8 to 10 ½ years)

- The second section in Scouting.
- Introduced in 1916 as Wolf Cubs, but now known as Cub Scouts.

- A group of Cub Scouts is known as a Pack.
- Cubs work in small groups known as Sixes. These are led by a Sixer and a Second.

With the right programme the Cub Scouts will be able to understand and engage in various activities that will allow them to develop, know their own abilities and succeed independently as well as in a team, whilst always having fun.



### **Scout section (10 ½ to 14 years)**

- The third section in Scouting.
- A group of Scouts is known as a Troop.
- Scouts work in Patrols. These are led by Patrol Leaders and Seconders.

Scouts take part in a Balanced Programme that helps them to find out about the world in which they live, encourages them to know their own abilities and the importance of keeping fit, and helps develop their creative talents. It also provides opportunities to explore their own values and personal attitudes.

Being outdoors is an important element of the programme, and Scouts should have the opportunity to take part in traditional Scouting skills, such as camping, survival and cooking, as well as a wider spectrum of adventurous activities, from abseiling to zorbing.



### **Explorer Scout section and Explorer Scout Young Leader section (14 to 18 years)**

- The Explorer section is the fourth section in Scouting.
- A group of Explorers is referred to as a Unit.
- An Explorer must leave this section at the age of 18 years, when they can move to the Network section or take on an adult volunteer role.

Explorer Scouts will be able to take part in the wider area of Scouting, undertaking various challenging activities and gaining awards.

- The Young Leaders' Scheme is part of the Explorer Scout programme.
- Young Leaders must be registered with the Explorer section. This could be through a Young Leader Unit.

The Young Leaders' Scheme helps Explorer Scouts to develop and grow as individuals, build leadership and management skills and provide their services to others.

It gives opportunities for members aged 14 to 18 to undertake further learning and experience with helping out within a younger section.

## Scout Network (18 to 25 years)

- The Network section is the last section for young people.
- A Network member can also undertake an adult role in Scouting.

This section enables members aged between 18 to 25 to take an active part in Scouting as a young person, with a focus on their personal development.

## Sea and Air Scouting

Sea and Air Scouting start with the Scout section. A Troop or Group could be registered as a Sea or Air Scout Group, or there could be a Sea or Air Scout Patrol within a Troop.

Sea or Air Explorer Scouts can be found in Units directly linked through partnership agreements to Sea or Air Scout Groups, or can be designated as Sea or Air Units without a link to a Group.

Cub Scouts and Beaver Scouts in a Sea or Air Scout Group follow the same programme as all other Cubs and Beavers, albeit with the likelihood of some sea or air-based activities being provided.

## Lodges, Six, Sixers, Seconders and Patrols

In Scouting we believe in operating in small groups, which have a variety of names.

In Beavers these are commonly known as Lodges. Lodges can work in a number of ways to facilitate the organisation of a Beaver Colony such as a small area where Beavers gather at points before, during and after a Colony meeting.

Within a Cub Pack young people are generally split into small groups of about six, hence the term Six.

Within this section, Cubs can be made Sixers and Seconders. This will give Cubs some form of leadership skills. A Sixer will have various duties, all of which will need to be decided with the Pack Leader. Examples of these can be found within the Pack Essentials.

A Scout Troop is divided into small groups called Patrols, each headed up by a Scout called a Patrol Leader, and often with an Assistant Patrol Leader or Senior Patrol Leader.

Explorers are also encouraged to work in different groups that are flexible. Some Units also use the Patrol system.

# YOUR LOCAL SCOUTING AREA

## THE SCOUT GROUP

The Scout Group is where Scouting is delivered locally for Beavers, Cubs and Scouts. The Scout Group is the basis for the 'family' of Scouting for members aged 6 to 14, and the adults who lead those sections. Ideally, the Group will be led by a Group Scout Leader (GSL) who knows the community and understands the needs of their young people. The GSL will make every effort to ensure that each section in the Group has an adequate leadership in place.

## THE SCOUT DISTRICT

The Scout District supports a number of Groups in a particular geographical area. The District is also responsible for the provision of Explorer Scouting, although some Explorer Units may have a partnership agreement with a Scout Group (see factsheet FS452001 for more information). The District Commissioner (DC) is responsible for managing the District, and will have a team of supporters and assistants to help support specific areas of Scouting.

## SCOUT COUNTIES/AREAS/REGIONS

There are 98 Scout Counties/Areas/Regions in the United Kingdom, which are made up of a number of Districts and within them, Groups. Each County/Area and Region is managed by a Commissioner in the same way that a District is managed by a District Commissioner.

## EXECUTIVE COMMITTEE

Every Scout Group, District and County has an Executive Committee. Each member is a charity trustee and they are the volunteers who make some of the most important decisions in Scouting. In Scotland members are only charity trustees if the Group is registered with the Office of the Scottish Charity Regulator. The Executive Committee in Scouting is like a board of governors in a school.

Further information on Executive Committees can be found in the Executive Committee member guides, which are available to download from [scouts.org.uk](https://scouts.org.uk) or to order from Scout Shops.



# KEY POLICIES WITHIN SCOUTING

The Association has put in place policies to ensure that the Members of the Movement are protected at all times.

## KEY POLICIES

The Scout Association's policies can be found in *The Adventure Starts Here – A quick guide to scouting*. If you haven't already been given a copy you can order one for free from Scout Shops.

## CHILD PROTECTION

The Association's Child Protection Policy is to safeguard the welfare of all Members by protecting them from physical, emotional and sexual harm.

All adults in Scouting have a responsibility to put this policy into practice. They must ensure that their behaviour is appropriate at all times and the Young People First code of practice is followed.

Any adult who is likely to have unsupervised access to young people must be checked in accordance with The Scout Association's procedures. This includes a disclosure check. Please refer to factsheet FS5321004 for more information.

An appropriately checked member of the Association can supervise unchecked adults until this process is complete. However, under no circumstances should an unchecked adult have any unsupervised access with young people for any period of time.

## THE YELLOW CARD: CODE OF BEHAVIOUR

The Yellow Card has been produced in conjunction with our child protection policy. The Young People First is a code of good practice for adults. It is essential that all adults follow this code and have it on their person at all times within Scouting.

## EQUAL OPPORTUNITIES POLICY

The Scout Association's policy on equal opportunities for young people is as follows:

The Scout Association is committed to extending Scouting's purpose and method to young people in all parts of society.

No young person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:

- class
- ethnic origin, nationality or race
- gender
- marital or sexual status
- mental or physical ability
- political or religious belief

Similarly no person volunteering their services should receive less favourable treatment or suffer disadvantage because of any of the above.

### **ANTI-BULLYING POLICY**

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

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

### **THE SAFETY POLICY**

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

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

### **THE DEVELOPMENT POLICY**

We are committed to making Scouting available and accessible for all.

For more information on all The Scout Association policies please see The Adventure Starts Here – A quick guide to Scouting.



## PROMISE, LAW AND MOTTO

The Scout Promise is extremely important, as it is a form of declaration that you as a member will uphold what the Movement stands for and believes in.

For all sections the Scouting motto is 'Be Prepared'.

There are a number of variations of the Promise that can be made, so that members from different faiths and backgrounds can still undertake and uphold the Promise. For further guidance please refer to [members.scouts.org.uk/supportresources](https://members.scouts.org.uk/supportresources).



### The Beaver Scout Promise

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

### There is no formal Beaver Scout Law.

The concepts expressed in the Scout Law are to be presented to Beaver Scouts through games, storytelling and other informal activities.

### The Cub Scout Promise

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

### The Cub Scout Law

Cub Scouts always do their best  
Think of others before themselves  
and do a good turn every day.

### The Scout, Explorer, Network and Adults Promise

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

### The Scout, Explorer, Network and adults Law

A Scout is to be trusted.  
A Scout is loyal.  
A Scout is friendly and considerate.  
A Scout belongs to the worldwide family of Scouts.  
A Scout has courage in all difficulties.  
A Scout makes good use of time and is careful of possessions and property.  
A Scout has self-respect and respect for others.

Now you know all that you need to know about the Association it is time to start running your weekly meetings.

# RUNNING A WEEKLY MEETING

Running a meeting for any section for the first time can be nerve racking, yet very exciting and rewarding. Below you will find handy tips to help get you prepared.

With the right steps and appropriate access to the correct material, you will soon be a natural.

The top three things to remember when planning a meeting are:

- planning is the key
- appropriate equipment
- adequate amount of helpers

First make sure that you have the correct amount of support.

Ideally all sections should consist of a Section Leader, and one or more Assistant Section Leaders or Section Assistants. All adults in the Beaver, Cub and Scout sections are managed by the Group Scout Leader.

Adults in the Explorer Scout section are managed by the District Explorer Scout Commissioner.

Each section has to have a recommended amount of leaders and adults to young people. Other than two adults being present, there is no minimum ratio set for adults to young person for a regular indoor meeting. All meetings should be risk assessed; this includes making sure there is a sufficient amount of adults present to ensure a safe environment.

Please see the following recommended minimum ratios set for any outdoor activity held away from the regular meeting place, and for nights away experiences.

**Beaver Scouts** 1:6 plus the leader in charge , **Cub Scouts** 1:8 plus the leader in charge, **Scouts** 1:12, **Explorer** No minimum ratio. As a minimum at least two adults must be present overnight. Only in the event of an emergency should an adult be alone with young people on a nights away experience.

Handy tip – parent helpers are a brilliant source of adult help.

Remember that all adults helping will need to undertake a disclosure check if they are due to have unsupervised access with young people within Scouting and or to stay overnight.

More help and support about recruiting adults to help in your section can be found on [members.scouts.org.uk/supportresources](https://members.scouts.org.uk/supportresources).

## **Where should meetings take place?**

Meetings can take place in any suitable area providing that the location has adequate space and facilities. The most common are listed below.

- School hall.
- Council-owned properties.
- Church halls.
- Scout (owned) meeting place.
- Community hall.
- Campsite.

Remember, even if the premises are spacious and have the correct facilities, they have to be safe.

## **An exciting programme**

When doing something new, the best thing to do is to speak with someone who has already done it. Therefore it is highly recommended that when running your first meeting, talking to others who have run meetings previously and watching a meeting being run should be a priority. Other options to consider using are:

- Section-specific programme and essential resource books
- Programmes Online (POL)

## **Balanced Programme**

The Balanced Programme provides young people with a wide range of activities from each of the Programme Zones through a variety of Methods.

Each section has Programme Zones and Methods. Both help split the whole programme into manageable sections as well as representing different areas of development in a young person's life.

Programme Zones split the whole programme into manageable areas and keep activities varied. Methods are the ways in which activities should be delivered to young people.

Young people experience Scouting by regularly taking part in quality activities drawn from each Programme Zone. Personal achievement can be recognised by earning awards and badges leading to the Chief Scout Awards and the Queen's Scout Award, which are the highest awards in Scouting. Full details on badges for each section are included in the section programme resources.

It is important to make sure that the activities that are run on a meeting night are fun, exhilarating, challenging and exciting. This will help keep your Scouts engaged and coming back for more.

Below you will see the balanced programme chart:



Programme Zones	Methods	
Beliefs and attitudes	Meet new people	Play games
Community	Act, sing and make music	Make things
Fitness	Listen to stories	Go outdoors
Creative	Prayer and worship	Chat
Global	Help others go on visits	Follow themes
Outdoor and adventure		



Programme Zones	Methods	
Beliefs and attitudes	Meet new people	Themes
Community	Singing, stories and drama	Prayer, worship and reflection
Fitness	Visits and visitors	Team challenges
Creative	Outdoor	Try new things
Global	Help other people	Activities with others
Outdoor and adventure		





Programme Zones	Methods	
Beliefs and attitudes Community Fit for life Creative expression Global Outdoor and adventure	Activities outdoors Games Design and creativity Service Visits and visitors	Technology and new skills Activity with others Team building Activities Themes Prayer and worship and reflection



Programme Zones	Methods	
Values and relationships Community service Physical recreation Skills Global Outdoor and adventure	Visits Games Outdoor activities Residential experiences	Technology Networking Activities Discussions



## Planning is the key

Make sure that you have planned your meetings in advance. A good way of doing this is making a monthly or term-based chart. You can also use Programmes Online to plan meeting nights and for activity ideas. See the section-specific programme resources available from Scout shops for more help and advice.

The image below shows the programme generator that features on POL.

This handy tool allows you as a leader to create and plan your meetings using tried and tested activities and programme ideas.

Remember that the correct equipment will need to be available to undertake these activities and programme ideas.

When you start your section you may find it helpful to purchase some essential programme equipment, such as pens, paper, footballs, soft balls, colouring pens and scissors.

**Programmes Online - Programme**

Your current programme can be found in the column on the right hand side of the page. To search for and add an activity from the database, click on the "Add another activity" button below. If you want to add a custom activity (for example flagbreak, tuck shop break, etc.) into your programme click on the "Add custom activity" button.

Once you have a number of activities entered into your programme you can alter the order of the activities within your programme by simply dragging the activity to the new time slot. The exact time of the activity is shown for each of the activities in their respective boxes. Overlapping an activity will cause some automatic reshuffling in order for the blocks to fit. Remember to click "Save changes" when you make any alterations to your programme (otherwise all changes will be lost!)

When you have completed building your programme click...

**ADD ANOTHER ACTIVITY**   **ADD CUSTOM ACTIVITY**   **VIEW MY CUSTOM ACTIVITIES**

**OUTPUT PROGRAMME TO PDF**   **EMAIL THIS PROGRAMME**

**Programme**

**Name:** Let the race begin  
**Date:** 01/05/2012  
[Edit](#) [Delete](#)

19:00	Opening Ceremony	19:00-19:05	<a href="#">Edit</a>
	FLY THE FLAG (45min)	19:05-19:50	<a href="#">Edit</a>
	Refreshments (10min)	19:50-20:00	<a href="#">Edit</a>
	Rocket mouse (30min)	20:00-20:30	<a href="#">Edit</a>
20:30			

Free time: 0 hours and 0 minutes  
[Save changes](#)

## KEY TIPS

- Make sure you plan your meetings well in advance.
- Planning ahead is particularly important if you want to invite speakers or take your section on visits.
- Make sure adults helping you have clear instructions about what you expect them to do in the programme.
- At the end of the meeting or activity, spend a few minutes with those who have helped you, to review what went well and what you could do better next time. Make a written note of this for future reference.
- Have fair and clear parameters about how to behave; this will enable the best out of the programme (code of conduct).
- For the younger sections it may be worth using a points system to control behaviour eg removing points for bad behaviour.
- Don't over-use favourite games or activities.

## BADGES AND AWARDS

A well-balanced programme will allow young people to achieve a variety of awards, challenges and other badges. Some of these will be worked for in a Group, others will be for the individual to choose to complete.

The Scout Association has a huge number of badges available to young people across all sections. Some of these might be to reward proficiency or endeavour in a certain skill area, while others might be for time spent in the Movement, for becoming a member of the next section, or for taking part in particular challenges or expeditions.

Each section also has a top award like Chief Scout's Awards, or the Queen's Scout Award. These awards celebrate high levels of achievement, and young people will work towards them for a large part of their time in the section.

The core badges that you as leader may come across within the first couple of months will be:



**Membership Award**



**Moving On Award**



**Joining in Participation Award**

## **THE MEMBERSHIP AWARD**

This award will be one of the first awards a young person will receive when they join the Movement.

By receiving this award the recipient will be able to show what they have learnt about the section they have joined and that they are ready to take the Promise and be invested.

## **MOVING ON AWARD**

This badge was created to help make the transition between each section as smooth as possible and less daunting for the young person.

A young person will have to undertake various requirements in order to gain this badge. Each requirement has been designed to make the moving on process easy and exciting for a young person.

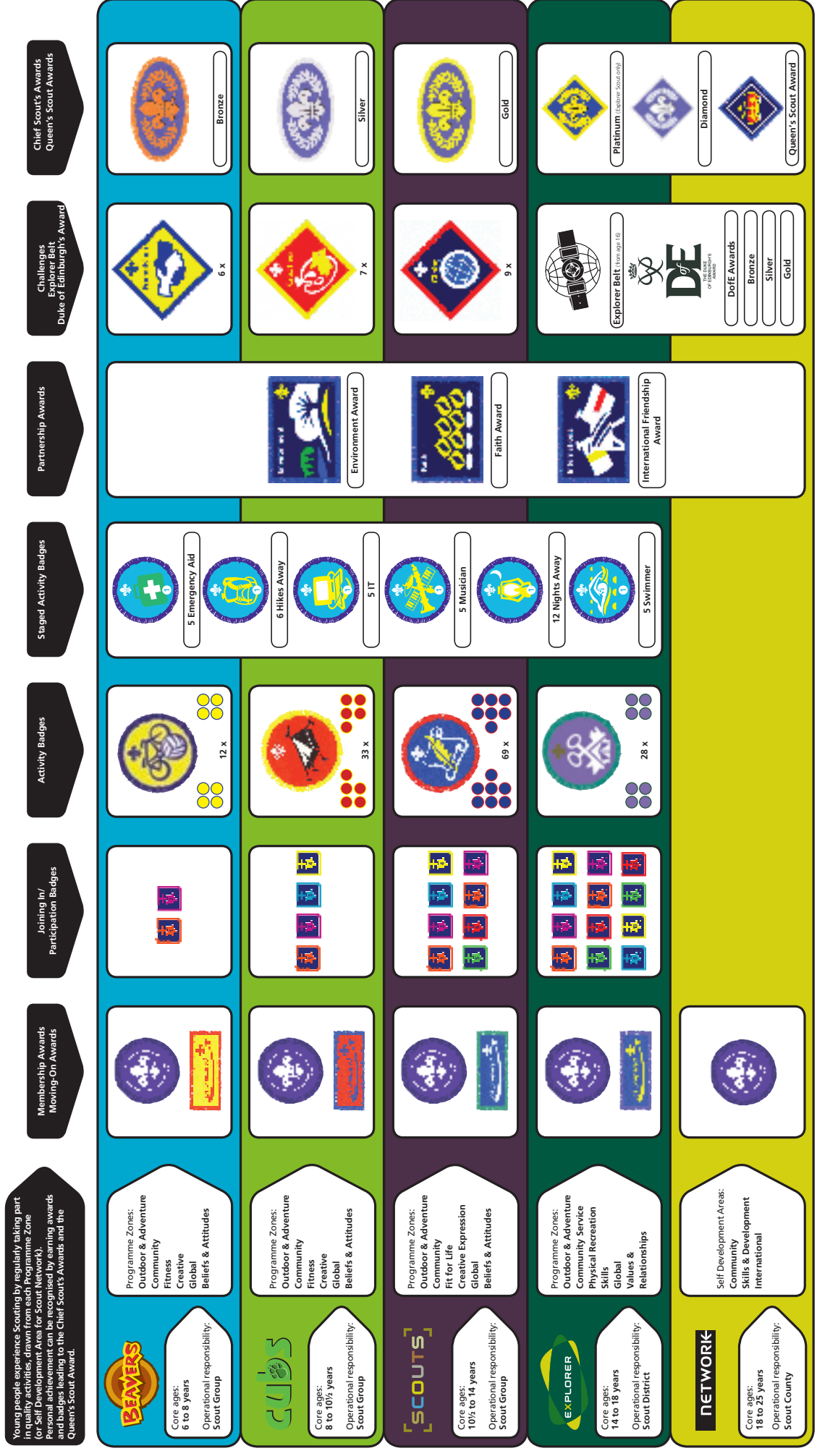
## **JOINING IN/PARTICIPATION AWARD**

Beavers, Cubs, Scouts and Explorer Scouts can gain the Joining In/Partnership Awards. This is a series of numbered badges that represent the number of years that a young person has been in Scouting.

Once a young person moves on to another section, they must only wear the highest Joining In/Partnership Award gained.

On the next page you will see a diagram that shows all the badges that a member from each section can gain.

# The Balanced Programme 6-25 years



## **The Challenge Awards and the Chief Scout's Award – top awards**

You will notice that the Beaver, Cub and Scout section have the opportunity to gain the Chief Scout's Award. There are three levels: Bronze, Silver and Gold. Each level is dedicated to a section. eg the Beaver section will undertake the Bronze level, Cubs will undertake the Silver level and the Scouts will do gold.

Various challenges will have to be undertaken in order to gain this award.

The Beaver and Cub section need to gain six Challenge Awards and the Scout section need to gain eight as part of their Chief Scout's Award.

## **Explorer Scout/Scout Network**

Chief Scout's Platinum and Diamond Award

The Chief Scout's Diamond Award is the highest of the Chief Scout's Awards, and the final step before the Queen's Scout Award.

## **Queen's Scout Award**

The Queen's Scout Award is the highest award that can be achieved by a Scout member aged 16-25 years of age. There are five challenges to complete in order to gain the badge – skill, physical activity, service, expedition, residential.

## **Duke of Edinburgh Award**

This award can be gained between the ages of 14-25. There are three awards – Bronze, Silver and Gold. Completing elements of these awards can also go towards your Chief Scout's Platinum and Queen's Scout Award.

A young person will undertake various challenges. For further information, please refer to [scouts.org.uk/dofe](https://scouts.org.uk/dofe).

## **Explorer Belt**

The Explorer Belt is for young people aged 16. This will include doing an expedition for 10 days within another country.

## **Partnership Awards**

There are three Partnership Awards: Environment, International and Faith.

These awards encourage and allow sections to come together and work on projects that help others. Partnerships can also be made with other youth organisations or community groups.

## Activity and Staged Activity badges

Staged badges are the bulk of all the badges. They are quite diverse in regards to what they all represent and what is required to gain them.

There are six staged activity badges that can be achieved through all the sections:

- Emergency Aid x 5
- Hikes Away x 6
- Information Technology x 5
- Musician x 5
- Nights Away x 12
- Swimmer x 5

For each of the above there will be various levels of requirements that need to be completed before these badges can be achieved.

To find out more about the badges available please visit [members.scouts.org.uk/badges](https://members.scouts.org.uk/badges).

## Young Leaders

The Young Leaders' Scheme is just one of the exciting programme elements in the Explorer Scout section. A young person who wishes to volunteer within a section must be registered with an Explorer Scout Unit. This also applies to those who are volunteering for DofE or any other award scheme.

The Young Leaders' Scheme helps Explorer Scouts to develop and grow as individuals. It allows them to make a valuable contribution to their community and give service to others. The scheme also helps them fulfil the service elements of their awards.

A Young Leader will undertake four missions alongside 11 modules. These missions have been designed to put the learning from their modules into practice.

With the exception of Module A, the Young Leaders' Scheme is a voluntary training scheme.

## Module A

The Young Leader's Module A Badge is awarded after completion of Module A - Prepare for Take Off. This must be completed within three months of becoming a Young Leader. It covers:

- The Purpose and Method of The Scout Association
- Child protection
- Policy, Organisation and Rules
- Activity rules and safety

# CEREMONIES

Whether you're dealing with an 8-18-year-old, it is always best to start a meeting with an opening ceremony.

This will provide a familiar routine, which can aid the maintenance of good order as well create a sense of belonging and pride within the section.

Ceremonies provide the opportunity to welcome people into Scouting, into another section, recognise someone's achievements and encourage self-discipline and mark a clear beginning or end to events.

Below you will see a variety of ceremonies that you can undertake with your Scouts, which can be adapted for any section.

For ease they have been divided into sections, to give you an idea of how they can be used.

Remember, ceremonies should be simple, sincere and short.

## BEAVER SECTION

### The Promise ceremony

A Promise ceremony can be used at any time but is predominately used at the investiture of new Members, where a new Scout is traditionally accepted into the section with a formal ceremony.

New Beaver Scouts make their Promise soon after they join and have completed the requirements of the Membership Badge. The Beaver section and its leaders stand in a circle. The Beaver Scout Leader stands next to the new Members and explains that they are going to become Beaver Scouts today. Everyone makes the Scout sign and says the Beaver Scout Promise together.

Beaver Scouts should not be required to say the Promise alone in front of the Lodge. The Beaver Scout Leader welcomes the new Beaver Scout(s) into the section and the worldwide family of Scouts. The new Beaver Scout(s) receive their World Membership Badge, County/Area/Region and District badges, Group scarf, woggle and the Group name tape. If a welcoming handshake is offered, the Scout left handshake should be used.

### Hello Beavers

The leader calls out 'gather logs'. The Beaver Scouts hold hands and form the largest possible circle around the leader. This represents travelling out as far as possible to gather logs and sticks to build the Lodge. The leader calls out 'build a dam'. The Beaver Scouts take five big steps into the middle and slowly raise their joined hands. As each step is taken a letter is shouted out to spell the greeting 'hello' followed by shouting out the word 'hello' and finishing by surrounding the leader. The leader replies 'hello, Beaver Scouts.'

### Goodnight Beaver Scouts

The leader calls out 'build a dam'. The Beaver Scouts join together to form a circle with a leader in the centre. The leader gives out any final notices. Any letters, handicrafts or anything to be taken home should be distributed. A Beaver Scout or leader says a special prayer or thought to suit the evening. The leader says 'goodbye, Beaver Scouts'. The Beaver Scouts hold hands and take seven steps backwards on each step shouting one letter of 'Goodbye'.



## THE CUB SECTION

### The Promise ceremony

A Promise ceremony can be used at any time but is predominately used at the investiture of new Members, where a new Cub is traditionally accepted into the section with a formal ceremony.

New Cub Scouts make their Promise soon after they join and have completed the requirements of the Membership Badge. The Cub section and its leaders stand in a circle. The Cub Scout Leader stands next to the new Members and explains that they are going to become Cub Scouts today. Everyone makes the Scout sign and says the Cub Scout Promise together.

Cub Scouts should not be required to say the Promise alone in front of the Pack. The Cub Scout Leader welcomes the new Cub Scout(s) into the section and the worldwide family of Scouts. The new Cub Scout(s) receive their World Membership Badge, County/Area/Region and District badges, Group scarf, woggle and the Group name tape. If a welcoming handshake is offered, the Scout left handshake should be used.

### Jungle Book

Many Cub Packs use Rudyard Kipling's Jungle Book as their theme or symbolic framework. This means that characters or events are used for names and activities.

Some Leaders use Jungle Book character names such as Akela (the leader of the wolf pack) and have a grand howl opening ceremony (see below). Baden-Powell originally used the Jungle Book theme because it appealed to young people of Cub Scout age. You do not have to use the Jungle Book; you can choose another theme or not have one at all. If you do have a theme make sure it is relevant to your Cubs and does not become dated or too repetitive. More information can be found in Pack Essentials.

### Grand howl

A grand howl is a traditional ceremony of welcome based on the Jungle Book theme. It is usually used to open and or close a Pack meeting or camp. Grand howls differ from Pack to Pack; you can find out more about them in Cub Essentials and the Cub Powerpack.

Your Pack may have a different opening ceremony or if they do not follow the Jungle Book theme, you can use a simple flag break to open and close your Pack meetings. Details of flag breaks can be found in Cub Essentials.

## THE SCOUT SECTION

### The Promise ceremony

The Investiture, or joining ceremony, is one of the most important events in a Scout's life and should be treated with respect. It is vital that the recruit is well prepared and fully aware of the Investiture ceremony procedure. This ceremony is important; it should not come at the end of a busy and exciting evening; it would be better at the beginning of the meeting.

### Moving up ceremony

This ceremony has real value as it clearly marks the transition between being a Scout and an Explorer, not only in the mind of the young person but also in the minds of their fellow Scouts. It needs to take place at a convenient time for both the Troop and the Unit. Some Groups, that have regular church parades, use this as an ideal time. It may be that the Section Leaders agree to have moving up ceremonies on a regular basis, for example every three or four months. The important thing is that the Scouts involved are not made to feel self-conscious, but seen as Members of the Group who have proved themselves as Scouts and are looking forward to having an exciting time in the Troop, with all its challenges and opportunities.

### Flag Break

The ceremony of 'breaking' (that is to unfold a flag and hang it from a flagpole) the Union Flag at the beginning of a meeting, event or camp is a sign of respect and reminds us of our duty to the Queen and ultimately our country. It is a good aid to discipline as it provides the opportunity to start a meeting formally. Flag Down (the flag is lowered at this time) is done at the end of a meeting or event and marks the occasion as such. More information can be found within the factsheet FS5315073.

### Inspections

These are ways of encouraging a high standard at meetings and at camp. They are also about encouraging young people to take responsibility for themselves. They should be short, friendly and helpful. Your Scout should be aware that they may be inspected on attendance, uniform, general smartness and personal cleanliness.

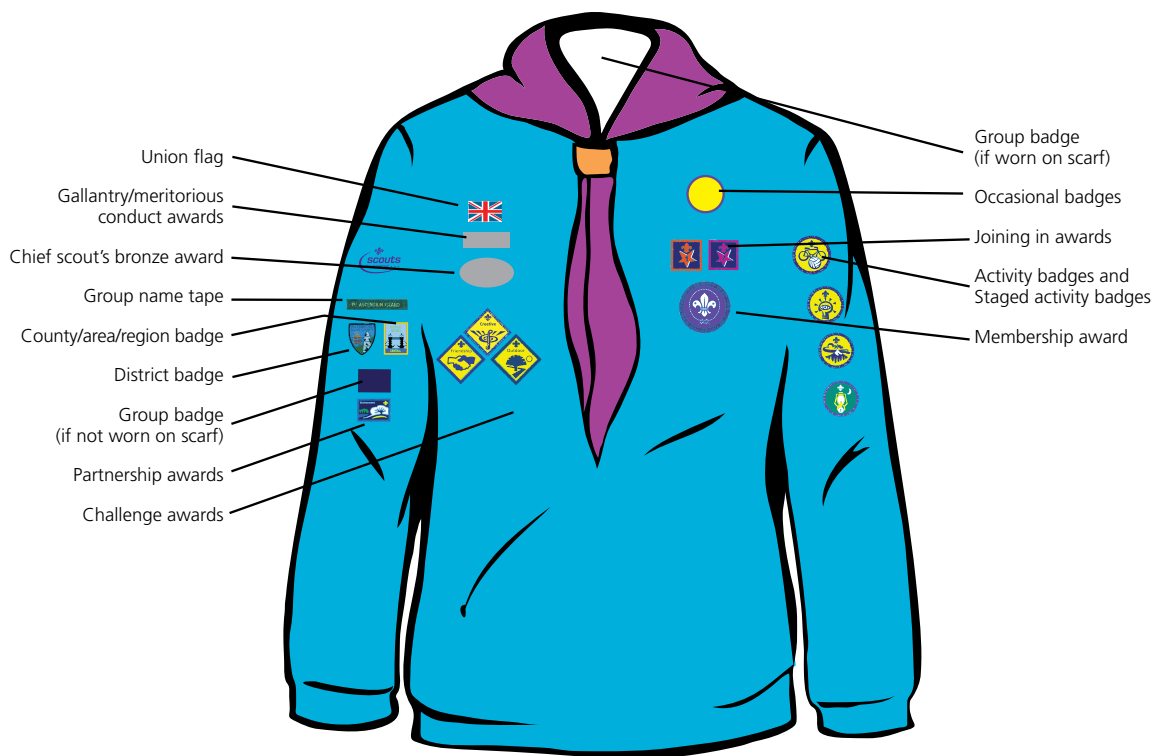
## EXPLORER AND NETWORK MEMBERS

The above ceremonies can be adapted and be undertaken within the Explorer and Network sections. For example, Flag Breaks, inspections, Investitures, the Scout salute and sign.

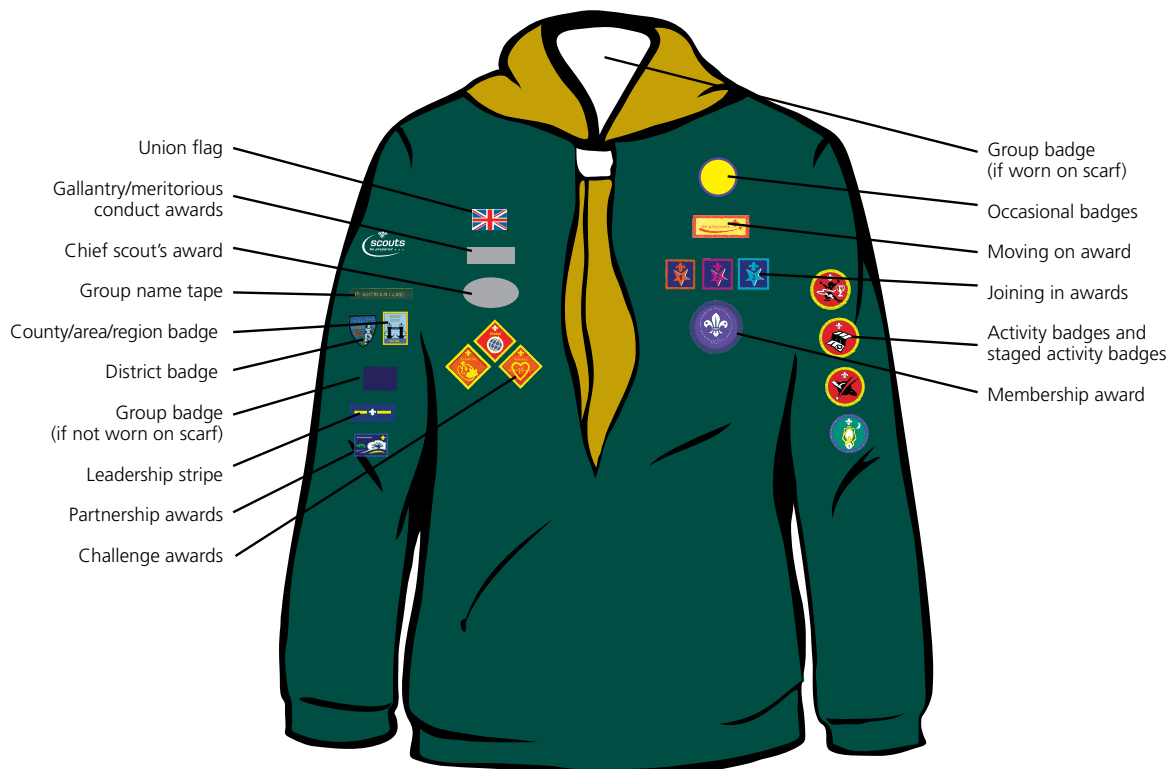
More information can be found within the section-specific essentials resources and at [members.scouts.org.uk/supportresources](http://members.scouts.org.uk/supportresources).

# SCOUTING UNIFORMS

## BEAVER SCOUT UNIFORM



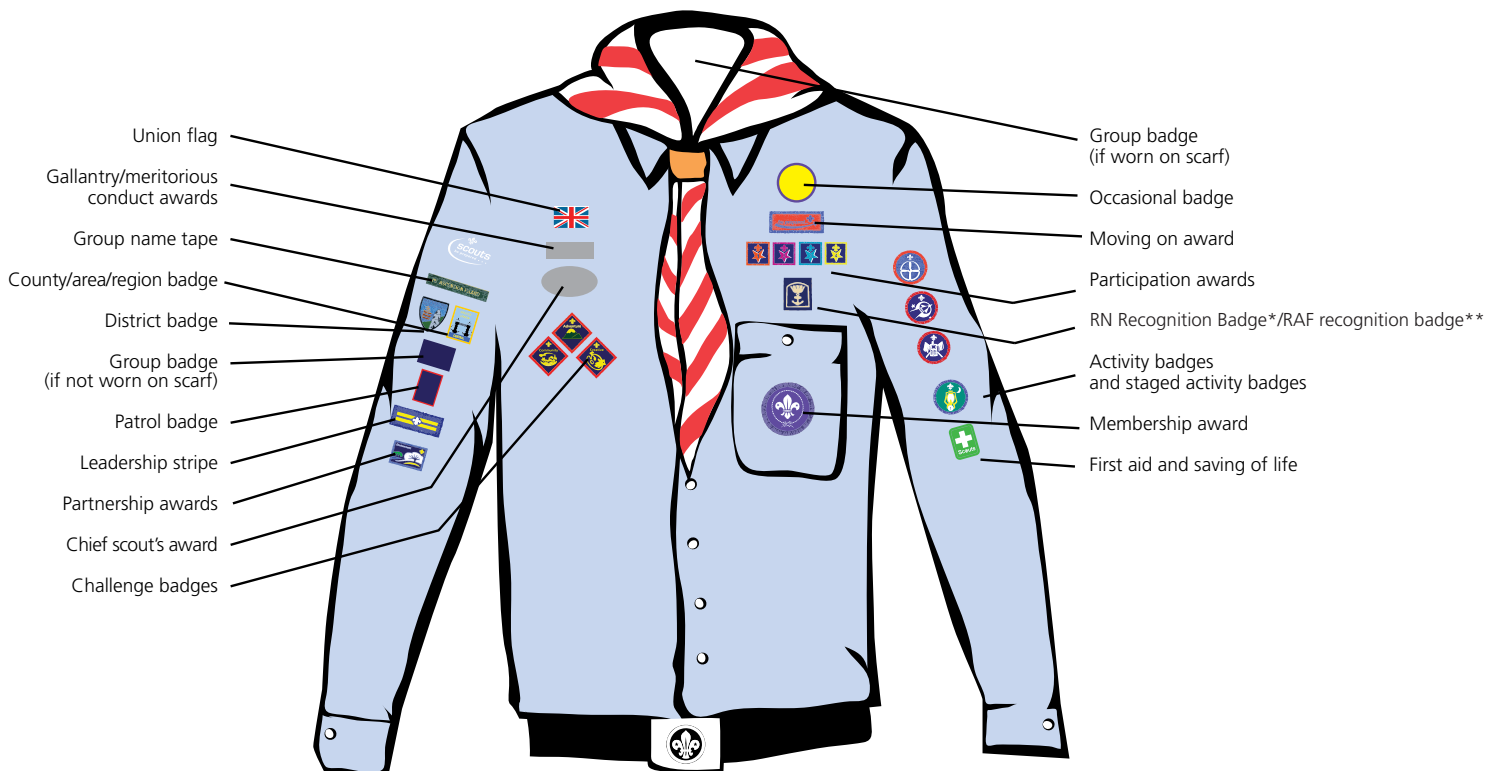
## CUB SCOUT UNIFORM



## SCOUT UNIFORM



## SCOUT UNIFORM (SEA/AIR)



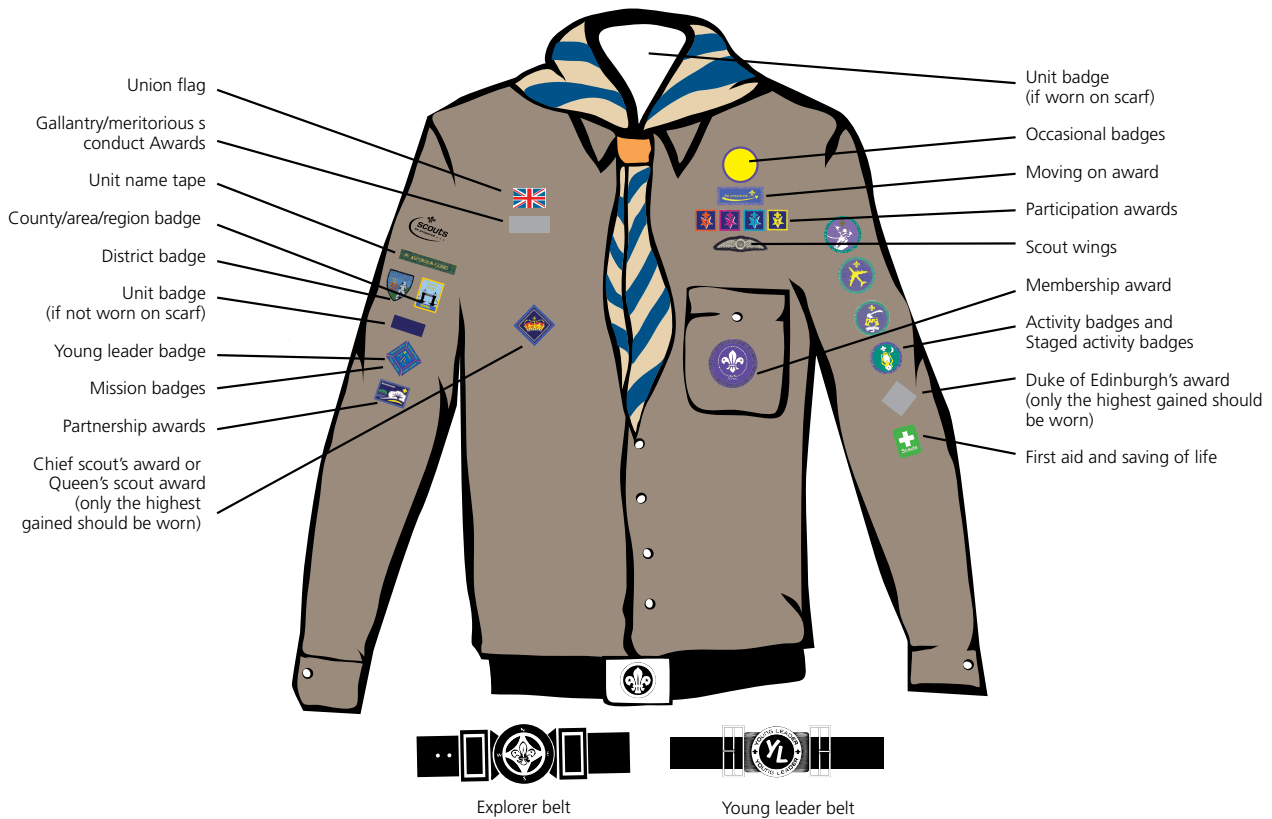
\*Only Royal Navy (RN) are permitted to wear the RN Recognition Badge.

This is worn on the front of the uniform in a position consistent with local tradition.

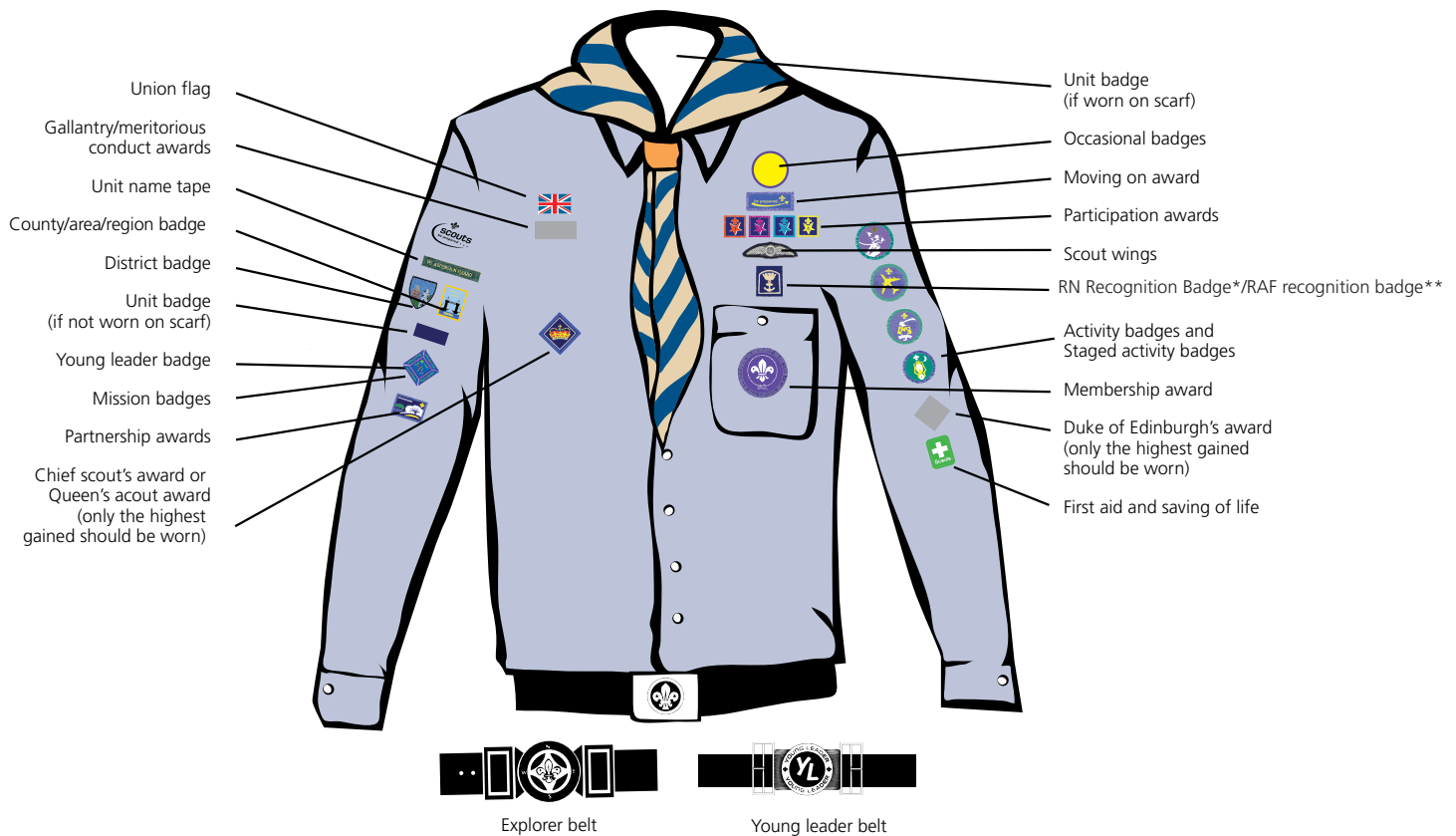
\*\*Only Royal Air Force (RAF) recognised Air Scouts are permitted to wear the RAF Recognition Badge.

This is worn on the front of the uniform in a position consistent with local tradition.

## EXPLORER SCOUT UNIFORM



## EXPLORER SCOUT UNIFORM (SEA/AIR)



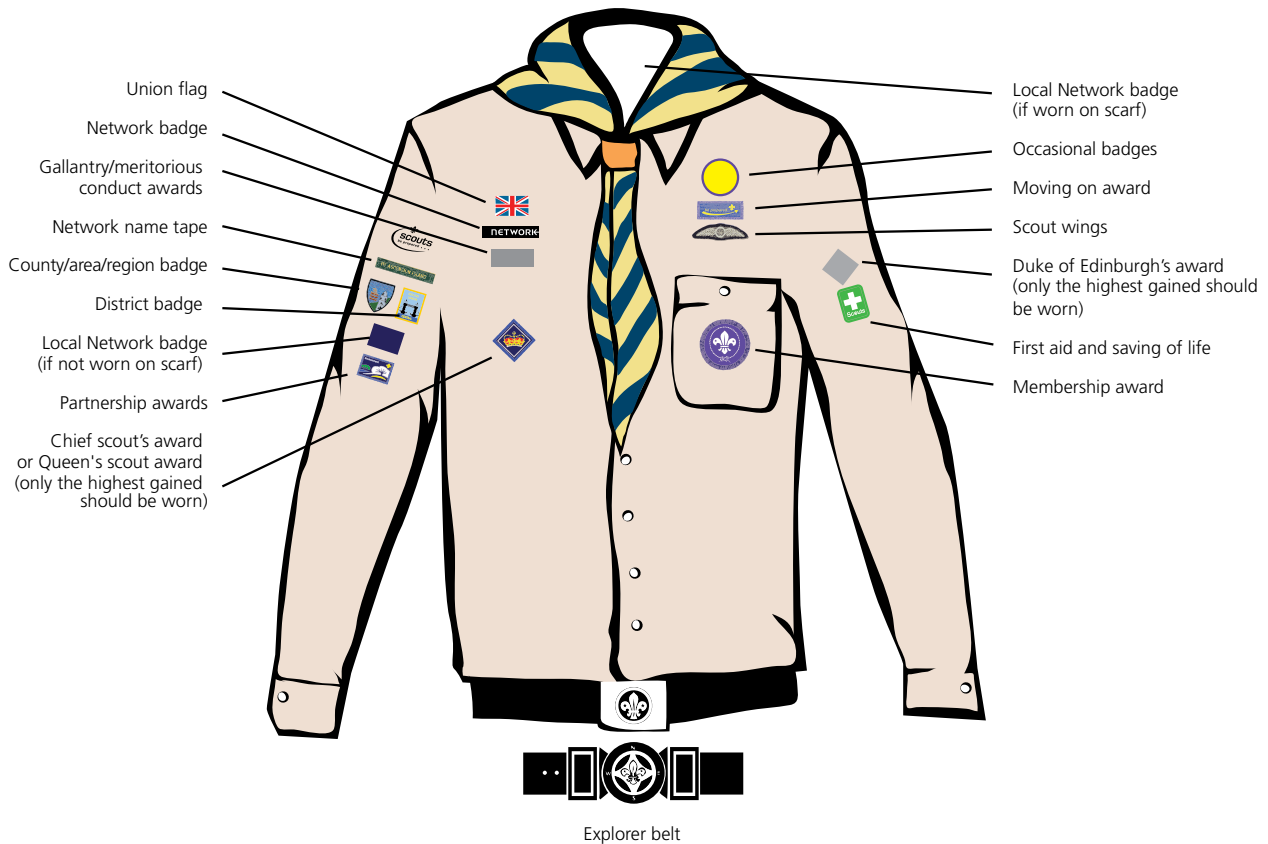
\*Only Royal Navy (RN) are permitted to wear the RN Recognition Badge.

This is worn on the front of the uniform in a position consistent with local tradition.

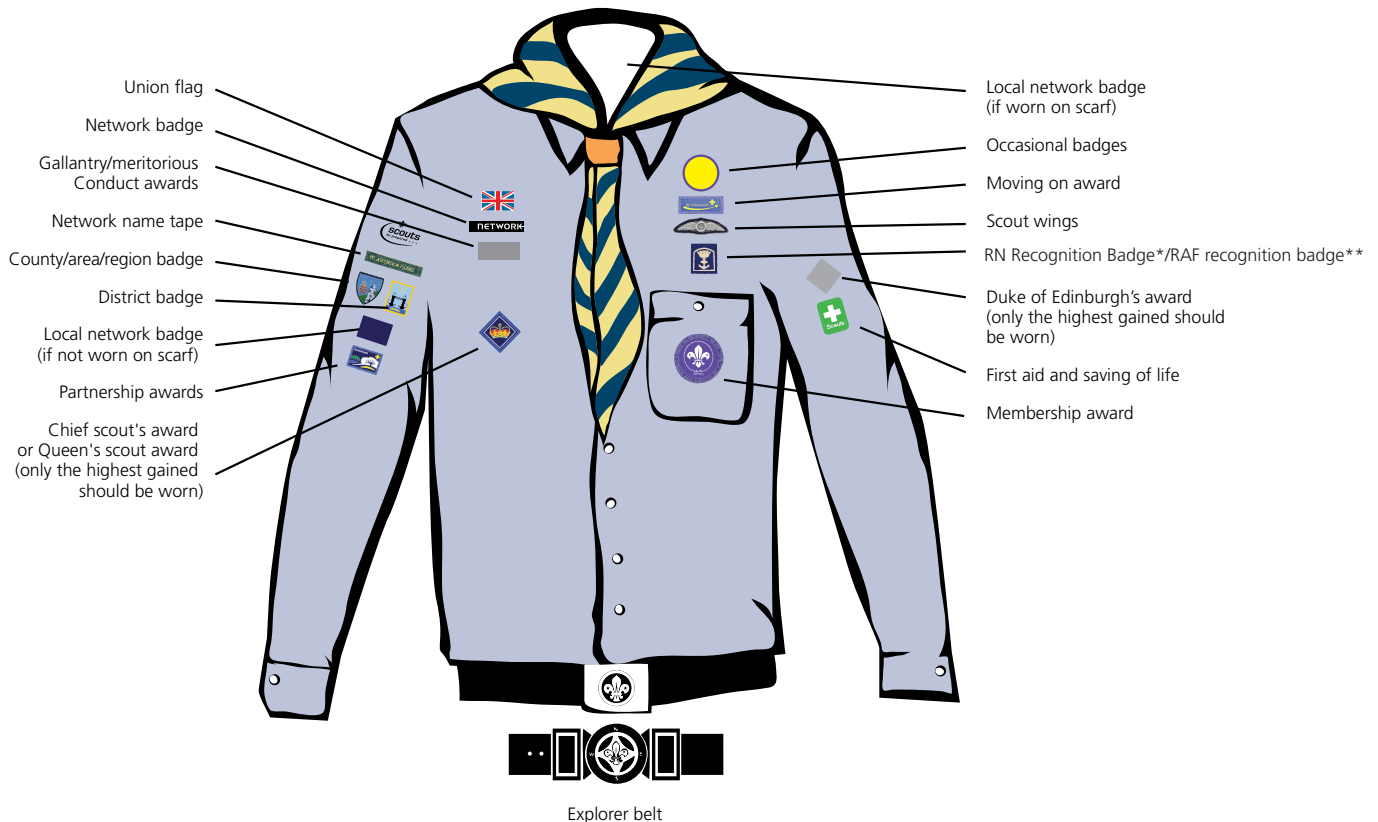
\*\*Only Royal Air Force (RAF) recognised Air Scouts are permitted to wear the RAF Recognition Badge.

This is worn on the front of the uniform in a position consistent with local tradition.

## SCOUT NETWORK UNIFORM



## SCOUT NETWORK UNIFORM (SEA/AIR)



\*Only Royal Navy (RN) are permitted to wear the RN Recognition Badge.

This is worn on the front of the uniform in a position consistent with local tradition.

\*\*Only Royal Air Force (RAF) recognised Air Scouts are permitted to wear the RAF Recognition Badge.

This is worn on the front of the uniform in a position consistent with local tradition.

# FESTIVALS/EVENTS

Festivals or major events are an excellent opportunity for you to run programmes with a difference for your section. Below you will find a few festivals and events that you can use and adapt to suit your section.

You can also use the list to compare festivals to the faith of your young people or a festival you are celebrating within your section. For example Hanukah (Jewish) and Diwali (Hindu) are both festivals involving light but with very different meanings.

## FESTIVALS

### Diwali

The Hindu Festival of Light held around November celebrates the new year and the victory of good over evil, symbolised by light and dark. You can make paper lanterns or paint glass jars and put tea lights or small candles in them.

Compare this festival to Hanukah Jewish festival of lights or Christian Christingle services.

### Vaisakhi

The Sikh festival in April celebrates the New Year. Sikhs remember five men who were asked to die for their faith: they were in fact baptised. Sikhs celebrate this day with parades. Tell the story of Vaisakhi to your section and ask them what they would be prepared to give up for other people eg their pocket money for charity or their time to help somebody else.

### Chinese New Year

Chinese New Year falls in January and celebrates the Earth coming back to life and the start of ploughing and sewing. Houses are decorated and brightly lit, gifts are exchanged and fireworks displays take place. You could make dragon masks or lanterns.

### Easter

Easter celebrates the resurrection of Jesus Christ and is held in March or April.

Churches are specially decorated with flowers in preparation for a service on Easter Sunday. Easter eggs are traditionally given to children. Your section could make Easter greetings cards or decorate eggs.

### **Eid ul fitr**

Eid, usually held in November, is an Islamic festival that celebrates the end of Ramadan (the Muslim holy month of fasting) and thanks God for helping them practice self control. Muslims wear their best or new clothes, decorate their homes and feast with their families. You can hold a feast for your Cubs with their favourite food or food from an Islamic country and ask your section if they think they could fast for a day. Another idea for the younger section is to make Eid greetings cards to give to family or friends. Compare to Lent – the Christian time of abstinence or Christian Christmas Day celebrations.

## **EVENTS**

### **Bonfire night**

This night is a celebration of the capture of Guy Fawkes who plotted to blow up Westminster and overthrow the king back in 1605. Bonfires and fires are used to commemorate the use of explosives within this plot.

Why not set up a trip to a fireworks display?

Also, get your younger section to design colourful paper sparklers.

### **Olympics**

The Olympics is a fun and exhilarating event that focuses on some of The Scout Associations values.

It is a great opportunity to get your section engaging with their local community and doing physical activities. Why not have a sports day. This could be District or County run.

### **Seasons (Autumn, Winter, Spring, Summer)**

One of the easiest programme ideas is basing it upon the seasons.

There are so many ideas, from collecting leaves to planting plants. See Programmes Online for more information.

### **Trooping the colour**

This event marks the Queen's official birthday. This parade takes place every year in June.

Why not get your section to design flags. This would be a perfect time for your section to renew their Promise.



# USEFUL CONTACTS

There is always someone to help. Below you will find useful contact details; many will be members of Scouting local to you.

Your local contacts will be members of Scouting who hold certain roles within your Group, District, County or Region.

Please look out for people with the following roles locally:

- Group Scout Leader
- Group Treasurer
- Cub Scout Leader
- Beaver Scout Leader
- Scout Leader
- Explorer Scout Leader
- Explorer Scout Leader (Young Leader)
- District Commissioner
- Assistant District Commissioner
- District Badge Secretary

For more information about the above roles please refer to [members.scouts.org.uk/supportresources](https://members.scouts.org.uk/supportresources).

## NATIONAL CONTACTS

### UK The Scout Association Headquarters

Gilwell Park	0845 3001818 - Local rate
Chingford	<a href="mailto:info.centre@scouts.org.uk">info.centre@scouts.org.uk</a>
London E4 7QW	<a href="https://scouts.org.uk">scouts.org.uk</a>
Scout Information Centre	

### The Scottish Council The Scout Association

Fordell Firs	
Hillend	01383 419073
Dunfermline	<a href="mailto:admin@scouts-scotland.org.uk">admin@scouts-scotland.org.uk</a>
Fife KY11 7HQ	<a href="https://scouts-scotland.org.uk">scouts-scotland.org.uk</a>

### The Welsh Scout Council

The Old School	01446 795277
Wine Street	<a href="mailto:admin@scoutsofwales.demon.co.uk">admin@scoutsofwales.demon.co.uk</a>
Llantwit Major CF61 1RZ	<a href="https://admin@scoutswales.org.uk">admin@scoutswales.org.uk</a>

### **Northern Ireland Headquarters**

The Scout Association  
109 Old Milltown Road  
Shaw's Bridge  
Belfast BT8 7SP

028 9049 2829  
info@scoutsni.com  
scoutsni.com

### **Scout Shops Ltd.**

75 Marlborough Road  
Lancing Business Park  
Lancing  
West Sussex  
BN15 8UG

01903 755352  
  
enquiries@scoutshops.com  
scouts.org.uk/shop

### **Unity Insurance services Ltd**

75 Marlborough Road  
Lancing Business Park  
Lancing  
West Sussex  
BN15 8UF

0845 0945 703  
01903 751044  
scouts@unityins.co.uk  
scouts.org.uk/insurance

# GLOSSARY OF SCOUTING TERMS AND ABBREVIATIONS

## SCOUTING ABBREVIATIONS

### **AC**

Area Commissioner (Wales and British Scouts Overseas only)

### **ACC**

Assistant County Commissioner (England and Northern Ireland only)

### **ADC**

Assistant District Commissioner

### **AESL**

Assistant Explorer Scout Leader

### **AGM**

Annual General Meeting

### **AGSL**

Assistant Group Scout Leader

### **ASL**

Assistant Scout Leader

### **B-P**

Baden-Powell

### **BS**

Beaver Scout

### **BSL**

Beaver Scout Leader

### **CC**

County Commissioner (England and Northern Ireland only)

### **CS**

Cub Scout

### **CSA**

Chief Scout's Award

### **CSL**

Cub Scout Leader

### **ES**

Explorer Scout

### **ESL**

Explorer Scout Leader

### **DAC**

Deputy Area Commissioner

### **DCC**

Deputy County Commissioner

### **DDC**

Deputy District Commissioner

### **DC**

District Commissioner

### **DESC**

District Explorer Scout Commissioner

### **DofE**

Duke of Edinburgh's Award

### **DSL**

District Scout Leader

### **GSL**

Group Scout Leader

### **HQ**

Headquarters

### **PL**

Patrol Leader

### **POR**

Policy, Organisation and Rules

### **QSA**

Queen's Scout Award

### **RC**

Regional Commissioner (Scotland and England only)

### **SHQ**

Scottish Headquarters

### **SL**

Scout Leader

### **TSA**

The Scout Association

## GLOSSARY OF SCOUTING TERMS

<b>A</b>	<b>Adult support</b> Aims to ensure that all adults in Scouting get personal support when they need it and where they need it, to help them do their job.	<b>Air Scouts</b> Group in Scouting that have a clear focus on air activities in their programme. They wear a different coloured uniform from Sea and Land Scouts. If Air Scout Groups meet a set standard, they can apply for RAF Recognition. This means they can benefit from opportunities created by the Royal Air Force.
	<b>Akela</b> Traditional name used in some Cub Scout Packs for the Cub Scout Leader. Akela is the leader of the wolf pack in Rudyard Kipling's The Jungle Book.	<b>Associate Member</b> An adult who wishes to join Scouting, but not take the Promise. Associate Members cannot hold leader or Commissioner appointments, as these appointments require the individual to be a Member.
<b>B</b>	<b>Balanced Programme</b> The Balanced Programme is one that provides young people with a wide range of activities drawn from each of the Programme Zones through a variety of Methods.	<b>Brownsea Island</b> The site of the experimental Scout camp run by Baden-Powell in Poole Harbour in 1907.
<b>C</b>	<b>Colony</b> The name given to a grouping of Beaver Scouts who meet regularly in a Scout Group.	<b>Commissioner</b> An adult appointed to provide support to other adults in either a support or managerial role.
<b>F/G</b>	<b>Flag Break</b> A ceremony normally held at the beginning of meetings or events. The national flag is broken and saluted by those present.	<b>Grand howl</b> A ceremony that Cub Scouts participate in at the beginning of a meeting or event.
<b>I</b>	<b>Factsheet</b> These are information sheets on a variety of subjects concerning the operation of Scouting. They can be obtained from Scout Shops – <a href="http://www.scouts.org.uk/shop">www.scouts.org.uk/shop</a>	<b>Investiture</b> The ceremony at which Members take the Promise when they join the Movement or move sections.
<b>J/L</b>	<b>Jungle Book, The</b> A story written by Rudyard Kipling. It can be used as the theme for a Cub Scout Pack.	<b>Lodge</b> Grouping of Beaver Scouts in a Beaver Scout Colony.

<b>P</b>	<b>Pack</b> This is the name given to the grouping of Cub Scouts who meet as a section.	<b>Patrol</b> The name given to a group of Scouts within a Scout Troop.
	<b>Patrol Leader</b> This is a Scout who leads a Patrol in the Scout Troop.	<b>Patrol Forum</b> A meeting of members of a Patrol in the Scout Troop.
	<b>Programme</b> The Programme is the term used to describe the entire programme experience, including awards, badges and method of operating the programme for young people aged 6 – 25 years.	<b>Programme Zone</b> The areas of activities on which each section bases its Balanced Programme.
	<b>Policy, Organisation and Rules</b> This publication provides the framework for running Scouting. It contains the policies and rules of Scouting.	<b>Promise</b> A public statement each Member makes upon Investiture and on other occasions. It states that they will do their best to follow the principles and values of Scouting.
<b>R/S</b>	<b>Risk Assessment</b> Process by which all adults should check all activities, premises and campsites for risks and dangers that could injure Members.	<b>Seconder</b> This is a Cub Scout who assists a Sixer with the running of a Six in the Cub Pack.
	<b>Sixer</b> A Cub Scout who is in charge of a Six in the Cub Pack.	
<b>T</b>	<b>Troop</b> The collective name for Scouts (10 ½ – 14 year olds) meeting together as a section.	
<b>U</b>	<b>Unit</b> The collective name for Explorers (14-18 year olds) meeting together as a section.	