

Policy, Organisation and Rules (2008)

The Singapore Scout Association

DEFINITIONS

- GROUP** - The complete formation of four units, i.e. Cub Scout Pack, Scout Troop, Venture Scout Unit and the Rover Scout Crew.
The term applies even if the formation is in complete
- ADULT LEADER** -Any person who holds an adult appointment in the Group, District, Area or National level.
- UNIT LEADER** - It refers to an adult in charge of a Unit, such as Cub Scout Leader, Scout Leader, Venture Scout Leader and Rover Scout Leader.
- ASSOCIATION** - It shall mean The Singapore Scout Association. (SSA)
- MOVEMENT** - It refers to the Scout Movement in the Republic of Singapore.

Note: Any word in the masculine gender shall also include the feminine gender where applicable.

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1. SCOUTING FUNDAMENTALS

1.1 The Mission

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

This is achieved by involving them throughout their formative years in a non-formal educational process using a specific method that makes each individual the principal agent in his development as a self-reliant, supportive, responsible and committed person thereby assisting each of them to establish a value system based on spiritual, social and personal principles as expressed in the Scout Promise and Law.

1.2 The Principles

The principles are the fundamental laws and beliefs which must be observed when achieving the purpose. They represent a Code of Conduct which characterizes all members of the Movement.

Scouting is based on three broad principles which represent its fundamental laws and beliefs:

- a) Duty to God
- b) Duty to Others
- c) Duty to Self

1.3 The Scout Method

The Scout Method provides an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law. In practice the method is best seen when young people, in partnership with and under the guidance of adults, are:-

- a) enjoying what they are doing,
- b) learning by doing,
- c) participating in varied and progressive activities,
- d) making choices for themselves,
- e) taking responsibility for their own actions,
- f) working in groups,
- g) taking increasing responsibilities for others,
- h) taking part in outdoor activities,
- i) making and living out their Scout Promise,
- j) sharing in prayer and worship.

1.4 The Scout Promise

On my Honour,
I promise that I will do my best,
To do my duty to God,
And the Republic of Singapore,
To help other people,
And to keep the Scout Law.

1.5 The Scout Law

- a) A Scout is to be trusted.
- b) A Scout is loyal.
- c) A Scout makes friends, establishes and maintains harmonious relations.
- d) A Scout is disciplined and considerate.
- e) A Scout has courage in all difficulties.

1.6 The Scout Motto

The Scout Motto is **“Be Prepared”**.

1.7 The Singapore Scout Emblem



The fleur-de-lys (tri-foil) with crescent moon and five stars of the state emblem superimposed over it, and a banner with the words “Be Prepared” linking the fleur-de-lys below. The red colour symbolises universal brotherhood

Unauthorised use of the Singapore Scout Emblem is prohibited.

1.8 The World Scout Badge



The World Scout Badge is worn by members on the left pocket. This signifies that the member belongs to the “Worldwide Brotherhood of Scouting”.

Unauthorised use of the World Scout Emblem is prohibited.

1.9 The Scout Sign

Three-finger salute at shoulder level.

The Scout Sign is used as a form of greeting when scouts meet each other. This is an internationally recognized sign of brotherhood among scouts. The Scout Sign is also observed when reciting or reaffirming the Scout Promise.



1.10 The Scout Salute

Three-finger salute near the outer corner of the right eye.

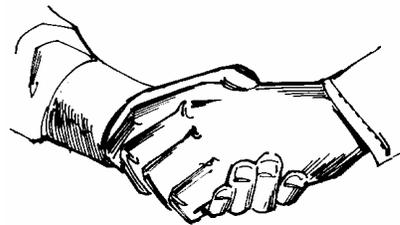
The Scout Salute is made by members in uniform on the following occasions:

- a) at the hoisting of the National Flag
- b) when the National Anthem is being played
- c) at funerals as a mark of respect
- d) at ceremonial functions
- e) when meeting other Scouts



1.11 The Scout Handshake

A Scout shakes hand with his left hand to signify trust and friendship.



1.12 The Scout Flag

The Scout Emblem is in the centre of a rectangular white background.

2. KEY POLICIES

2.1 Non-Political

The Singapore Scout Association (SSA) is not affiliated to any political party. Members who join or take part in any political parties, rallies or campaigns do so on their own accord and not as representatives of the Association.

2.2 Religious Policy

The Scout Movement includes members of many different forms of religion. Every Scout is expected to put into daily practice the precepts of the religion to which he or she belongs and at the same time respects and acquires some knowledge of the faith of others so as to maintain the religious harmony in our multi-religious society.

This policy is implemented by ensuring that all scout meetings should start and end with an appropriate form of devotion.

Where a Group is composed of Scouts of one particular religion, religious observances and instructions may be arranged in consultation with the appropriate religious authority.

Where the Group is composed of Scouts of various religions, it is the duty of the Unit Leaders to encourage them to understand, respect and attend the observances of their respective religions.

Where it is not permissible under a rule of a religion of any Scout to attend religious observances other than those of his or her own, the Unit Leaders must see that such a rule is strictly observed.

2.3 The Constitution of the Singapore Scout Association

The general organisation, together with the powers and duties of the Singapore Scout Association, is set out in the Constitution and By-laws adopted by the Scout Council.

3. MEMBERSHIP

3.1 Non-Discrimination

Membership of the Association is open to all who accept the aims and fundamental principles of the Association.

3.2 Foreign Nationals

Foreign nationals lawfully residing in Singapore may be admitted as members.

3.3 Registration

Youth (Cub Scouts, Scouts, Venture Scouts and Rovers) must belong to a registered Scout Group and hence is required to register under his or her age group. Adults will register directly with the National Headquarters.

3.3.1 All Groups must be registered and are recognised as sections of the Association only whilst so registered. Members of unregistered Groups who wear uniform and badges or in a way represent themselves as members of the Association are liable to be charged.

3.3.2 The following bodies are entitled to apply for a special registration of the Groups which they raise and are then known as Sponsoring Bodies.

Religious Organisations, Universities, Colleges & Schools, Hospitals and any other bodies which may be approved for this purpose.

3.3.3 Groups so registered are known as “Sponsored” Groups as distinct from “Open” Groups, and the person or Committee appointed by the Sponsoring Body to exercise its functions with respect to such a Group is known as the “Sponsoring Authority”.

3.3.4 A school Group is one which is registered as sponsored by the Principal of a school and is composed entirely of students who are at the school. However, with the permission of the Sponsoring Authority, the Group may recruit members outside the school.

3.3.5 School Groups are included as sponsored Groups in the ordinary scheme of administration by the District Commissioner. It is contrary to the spirit of the Movement that any deviation from, or relaxation of, rules, other than those specified in this Rule, should be permitted in school Groups. If in any special case any relaxation appears desirable, application is to be made through the District Commissioner to the Association.

3.3.6 On application for the registration of a sponsored Group the Sponsoring Authority agrees:

- a) To accept the aims, methods and policy of the Association as set out in this Policy, Organisation and Rules, and the duty of ensuring the continuity of the Group and the annual renewal of its registration;
- b) To record with the Association an agreement in regard to property in accordance with Rule 4.4.32 – 4.4.35.
- c) To undertake to give the Adult Leaders, the fullest possible assistance in carrying out their duties.

- 3.3.7** The effect of registration as a sponsored Group is as follows:
- a) The Sponsoring Authority undertakes the general support of the Group and endeavours to maintain its continuity.
 - b) The Sponsoring Authority as such is not responsible for matters of Scout training which are the responsibility of the Adult Leaders.
 - c) The Sponsoring Authority undertakes the responsibility of nominating suitable persons to the Association, for appointment as Adult Leaders. No person may be considered by the Association for such appointment unless so nominated.

3.3.8 In the event of dispute on Scouting matters between the Sponsoring Authority and the Adult Leaders, the matter must be referred to the District Commissioner resolution.

3.3.9 Application for registration of a Group is to be made by the Adult Leader designate who must have successfully completed the Unit Leader Training Basic Course.

3.3.10 The Association must satisfy itself that registration is desirable, that the Group will be properly conducted, that suitable Adult Leaders are forthcoming, and that the Adult Leader designate accepts the aims, methods and policies of the Association, and undertakes to use his best endeavour to form a Group Committee as soon as possible, in the case of open Groups.

The Group Scout Leader is to:

- a) ensure that the various Sections of the Group receive the full Scout training.
- b) help the Group to obtain the necessary equipment and opportunities for training.

3.3.11 Recommendation for registration must be signed by the District Commissioner concerned.

3.3.12 Where the recommendation is refused, a full report must be made to the Association.

3.3.13 When a Group registration is cancelled by the Association on the recommendation of the District Commissioner concerned and, in the case of a sponsored Group, the Sponsoring Authority, the Adult Leaders concerned are given the opportunity to be heard.

3.3.14 A Group may be suspended by the District Commissioner who will thereupon inform the Association of his action and, in the case of a sponsored Group, the Sponsoring Authority stating his reasons.

3.3.15 During suspension, all activities of the Group will cease and, except in so far as may be otherwise provided by the terms of the suspension, all Adult Leaders are automatically suspended and no member of the Group may wear uniform or badges.

3.3.16 Suspension is to be regarded as a purely temporary measure and must be followed as soon as possible by a full inquiry. The Adult Leaders concerned, and in the case of a sponsored Group, the Sponsoring Authority, must be given an opportunity to be heard.

3.3.17 Based on the result of such inquiry, the suspension may be withdrawn or the Group may be de-registered as the case may be.

3.3.18 For large enrolment which exceeds the recommended capacity of a Group, the formation of more than one Section or Group is permissible provided the approval has been sought from the District Commissioner.

3.3.19 A full report must be made to the Association whenever action is taken by the District Commissioner in circumstances which reflect adversely upon the character or suitability of any person concerned in any of the following cases:

- a) Refusal to recommend the registration of a Group, or to approve the addition of a new Section to a registered Group.
- b) Recommendation for cancellation of a Group registration or a decision to disband an existing Section/Group.

3.3.20 The dismissal of a Scout must only be effected by the Unit Leader, after consultation with the Sponsoring Authority in the case of sponsored Groups or the Group Committee in the case of the open Groups.

3.3.21 A Scout cannot be a member of more than one Group.

3.4 WOSM

A member of the Association is also a member of the World Organisation of the Scout Movement.

3.5 Scout Guild Membership

All adult leaders are also automatically registered as associate members of the Singapore Scout Guild. They may also choose to join the Scout Guild as full members by registering with the Guild.

3.6 Suspension of Membership

A member may be suspended on the following circumstances:

- 3.6.1** When an allegation is made that a member has committed a serious criminal offence. The suspension will apply until police inquiries and any legal proceedings have been concluded.
- 3.6.2** When the Association's rules and regulations have been breached or the image and status of the Association's have been compromised due to the actions / omissions of the member.
- 3.6.3** In every case, membership may be suspended only by the appropriate authority as defined in the following manner.
 - a) Youth members by the Group Scout Leader after consultation with the Group Council and if necessary the Sponsoring Authority.
 - b) Group Scout Leader, Unit Leaders, all Assistants and District Leaders by District Commissioner after consultation with the Assistant Chief Commissioner – Area).
 - c) District Commissioners, Area Functional Commissioners, Area Leaders, National Sectional Commissioners by Assistant Chief Commissioners after consultation with the Chief Commissioner.
 - d) Assistant Chief Commissioners by the Chief Commissioner.

The suspended member must not participate in any activity connected with the movement and must refrain from wearing the Scout uniform and badges.

The member must be informed of his suspension in writing and must be given the opportunity to be heard.

3.7 Dismissal and Termination of Membership

3.7.1 Youth membership:-

The approval of the Group Council is necessary in any case of dismissal of a Scout. In a sponsored Group, the Group Scout Leader must first consult the Sponsoring Authority. The Scout has a right of appeal to the Assistant Chief Commissioner-Area through the District Commissioner. Every such appeal shall be in writing and shall state the grounds on which such an appeal is made. The Assistant Chief Commissioner-Area shall consider the appeal in such manner as they deem fit and his decision shall be final.

A youth membership may be terminated in failing to pay the membership fees.

3.7.2 Adult membership:-

If found guilty under Rule 3.6.1 and 3.6.2, the Chief Commissioner may terminate an adult member.

The Chief Commissioner or Assistant Chief Commissioners may terminate an adult leader membership if the incumbent is found unsuitable to perform his duties as an adult leader.

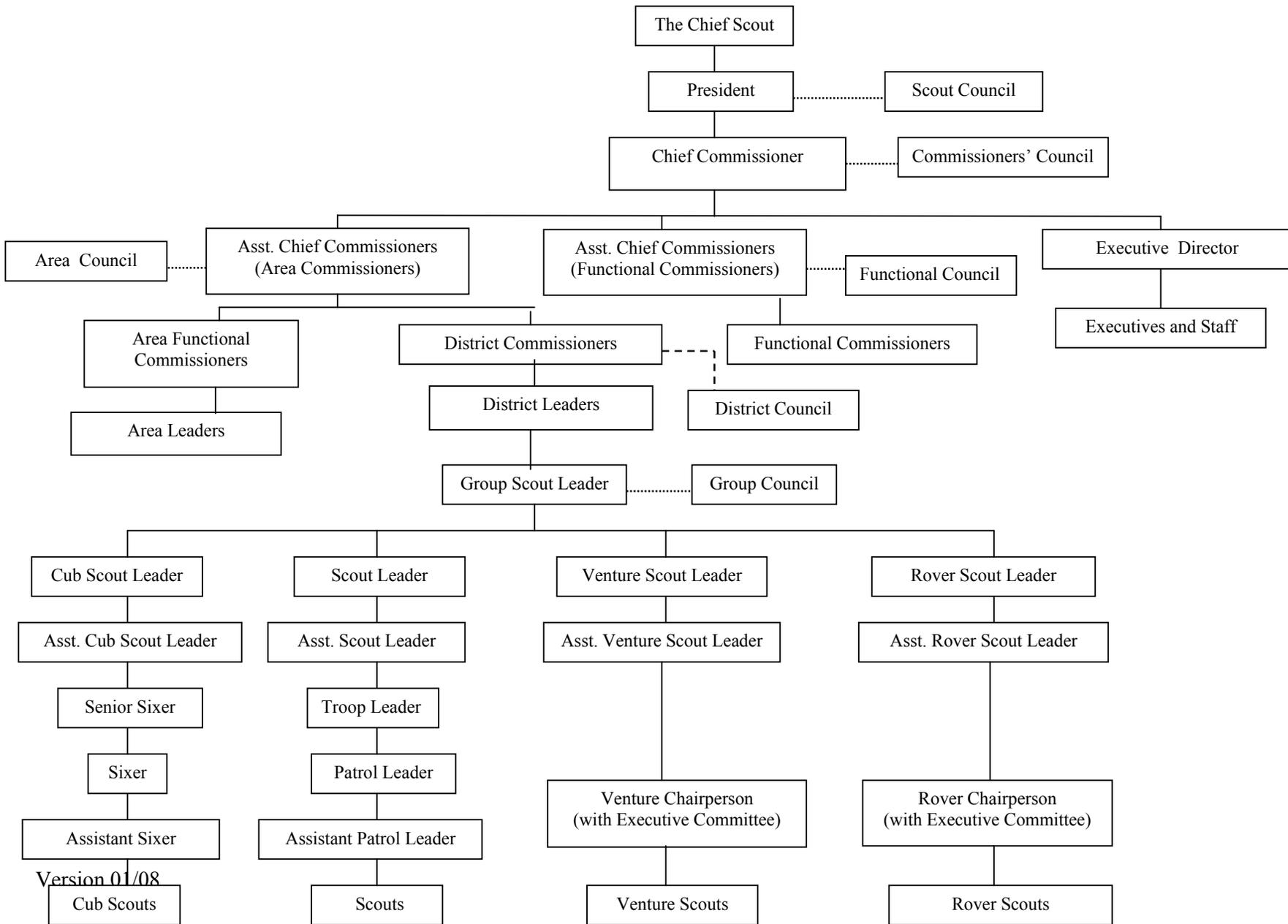
3.8 Disputes/Grievances

3.8.1 The following procedures are to be used only if informal efforts to resolve disputes/grievances have been made and have failed:

- a) Disputes arising between Adult Leaders at Group Level shall be referred to the District Commissioner. In the case of Sponsored Group, the Sponsoring Authority shall be consulted.
- b) In the event of a dispute between the Sponsoring Authority and the Adult Leaders, the case shall be referred to the District Commissioner and the Assistant Chief Commissioner-Area.
- c) In the event of a dispute between the District Commissioner and the Adult leaders, the case shall be referred to the Assistant Chief Commissioner-Area.
- d) All other disputes may be referred to the appropriate Assistant Chief Commissioners or the Chief Commissioner or the President of the Scout Council for mediation.

All the parties in the dispute shall be given reasonable opportunity to state their cases.

THE ORGANISATION CHART



Version 01/08

4. STRUCTURE AND ORGANISATION

4.1 The NATIONAL ORGANISATION:

4.1.1 The Chief Scout

4.1.2 The President Scout Council

4.1.3 The Chief Commissioner

The appointment of the Chief Scout, the President Scout Council and the Chief Commissioner are governed by Part 3, Part 4 and Part 5 respectively of the Constitution of the Singapore Scout Association.

4.1.4 Assistant Chief Commissioners

The Chief Commissioner may recommend to the Chief Scout the appointment of suitable persons who are responsible for co-coordinating, promoting, training and taking charge of functional or other appropriate duties as Commissioners.

4.1.5 Executive Director

The Scout Council may appoint an Executive Director who is responsible for the proper administration and management of the day to day affairs of the Association. He implements the policies and directives of the Chief Commissioner and the Scout Council.

4.2 The AREA ORGANISATION:

4.2.1 The general scheme of the organisation of the Area is shown in the organisation chart.

4.2.2 The Chief Commissioner will determine the extent and boundaries of each Area. Areas must be confined to such limits that the Area Commissioner or one of his assistants can have constant personal contacts with Districts and Groups.

4.2.3 Assistant Chief Commissioners (Area) are appointed by the Chief Commissioner and shall hold office for a term of two years and may be eligible for reappointment for another term.

4.2.4 The ACC(Area) is accountable to the Chief Commissioner for the general welfare, progress and training of the members and to ensure compliance with the Policy, Organisation and Rules of the Association:

- a) To encourage the formation of Groups and to ensure their effective working;
- b) To ensure the harmonious cooperation of all leaders in Areas/Districts;
- c) To foster good working relationship with community organisations;
- d) To supervise and mentor District Commissioners on the management of District affairs;
- e) To settle any dispute between members of the Areas/Districts.

4.2.5 ACC(Area) may appoint Commissioners to assist him subject to the approval of the Chief Commissioner.

4.2.6 Any dispute in which the ACC(Area) is unable to settle at an early stage; or he is personally involved, must be referred to the Chief Commissioner.

If the Chief Commissioner himself is not able to resolve, he can refer it to his appointed panel of arbitrators whose decision is final.

4.3 The DISTRICT ORGANISATION:

4.3.1 The general scheme for the organisation of District is shown in the organisation chart.

4.3.2 The Chief Commissioner will determine the extent and boundaries of each District in consultation with the ACC(Area). A District must be confined to limits that the District Commissioner or one of his assistants can have constant personal contacts with the Groups.

4.3.3 District Commissioners are appointed by the Chief Commissioner and shall hold office for a term of two years and may be eligible for reappointment for another term.

4.3.4 The District Commissioner is accountable to the ACC(Area) for the general welfare, progress and training of the members and to ensure compliance of the Policy and Rules of the Association:

- a) To encourage the formation of Groups and to ensure their effective functioning;
- b) To ensure the harmonious cooperation of all leaders in the District;
- c) To foster good working relationship with community organisations;
- d) To supervise and mentor the District Leaders on their role as cluster leaders;
- e) To settle any dispute between members of the District.

4.3.5 Any dispute in which the District Commissioner is unable to settle at an early stage; or he is personally involved, must be referred to the ACC(Area).
If the ACC(Area)himself is not able to resolve, he can refer it to the Chief Commissioner or his appointed panel of arbitrators whose decision is final.

4.4 The GROUP ORGANISATION:

4.4.1 The general scheme of the organisation of the Group is shown in the organisation chart.

4.4.2 The SCOUT GROUP

4.4.3 The complete Group consists of the Cub Scout Pack, Scout Troop, Venture Scout Unit, Rover Scout Crew; but may at any time comprise one or more sections in the Group.

4.4.4 Where the Group consists of two or more units, the Adult Leaders will meet regularly to discuss matters affecting the Group. Such a meeting is called the “**Group Council**”.

4.4.5 Generally, the Group Scout Leader (GSL) is the Chairman of the Group Council.

4.4.6 A small “**Group Committee**” comprising parents of Scouts, former Scouts, and others interested in the Group may be formed. The committee shall be responsible for Group property, and to assist the Chairman of the Group Council in matters of the welfare of the Group except for policy matters.

4.4.7 The Chairman of the Group Council will be a member of the Group Committee.

4.4.8 The Group Committee should not in any way be connected with the actual training of the Scouts.

4.4.9 In the case of any difference of opinion between the Group Committee and the Group Council, the matter must be referred to the District Commissioner.

4.4.10 The approval of the District Commissioner shall be sought for members of a Group Committee to be appointed or retired by the Chairman of the Group Council.

Group Property

4.4.11 Where a Group is in possession of any land, buildings, equipment, or funds, all or any of which is of substantial value, such property must be vested in the Association under a Deed of Trust.

4.4.12 In the case of a sponsored Group, a distinction must be made between the property belonging to the Group itself and to the Sponsoring Authority. The group property must then be recorded with the Association in a letter of agreement between the Chairman of the Group or Group Committee and the Sponsoring Authority. The property should be made the subject of a properly constituted trust.

4.4.13 A schedule of Group property must be submitted each year to the Association through the District Commissioner. In the case of a sponsored Group, the schedule should be counter-signed by the Sponsoring Authority.

4.4.14 In the event that an open Group is disbanded, the Chairman of the Group Council or the Group Committee consult shall the District Commissioner concerned with regard to the disposal of the Group's property.

Group Finance

4.4.15 All Group Accounts are kept and administered centrally by the Association.

4.4.16 The Chairman of the Group Council must ensure that no method of raising Group funds is employed without the prior consent of the District Commissioner.

4.4.17 All monies received by or on behalf of a Group or any Unit of a Group must be administered by the Group Committee in consultation with Group Council in the case of open Groups; and the Sponsoring Authority and the Group Council in the case of the Sponsored Groups. They must be paid into the Group Account.

4.4.18 The accounts are to be operated by at least two signatories; one of which the Chairman of the Group Council and another from the Group Committee, and the Sponsoring Authority in the case of Sponsored Groups.

4.4.19 In the case of an open Groups where no Group Committee is formed, the District Commissioner will be the co-signatory to the Group Account.

4.4.20 An annual statement of accounts will be issued to the Groups for their verification.

4.5 Unit Leader and Assistant Unit Leader

4.5.1 Adult Leaders are initiated into the Group on the recommendation of the Group Committee or the Sponsoring Authority as in the case of a sponsored Group and with the approval of the District Commissioners concerned.

4.5.2 Adult Leaders of a Group are members of the Group Council. Besides, Rover Scout Leaders and Assistant Rover Scout Leaders are members of the National Rover Round Table.

- 4.5.3 Adult Leaders are obligated to attend training to enable them to conduct themselves as leaders of the Group.
- 4.5.4 Adult Leaders are required to understand the Policy and Rules, and the Constitution of the Association.
- 4.5.5 The minimum age for Adult Leaders should be at least 21 years.
- 4.5.6 For Rover Scout Section, Rover Scout Leaders should be at least 30 years and for Assistant Rover Scout Leaders at least 25 years.
- 4.5.7 For any age variance below the stipulated age the concurrence of the Assistant Chief Commissioner must be sought.
- 4.5.8 To ensure continuity, it is preferable that every Unit should have at least two Assistant Leaders and, where a Unit consists of more than 36 youths, additional Assistant Leaders are preferable.

4.6 The Cub Scout Pack

- 4.6.1 A Cub Scout Pack may consist of not more than 48 Cub Scouts. There must be at least 12 Cub Scouts to form a Cub Scout Pack.
- 4.6.2 Where a Cub Scout Pack is part of a Sea or Air Scout Group, the members of the Cub Scout Pack must receive only the Cub Scout training.
- 4.6.3 The Cub Scout Pack is divided into Sixes, each consisting of six Cub Scouts including the Sixer and the Assistant Sixer.
- 4.6.4 A Sixer is a Cub Scout appointed by the Cub Scout Leader to lead a Six of Cub Scouts.
- 4.6.5 A Senior Sixer may be appointed to take overall charge of Sixers where the size of the Pack warrants it.
- 4.6.6 An Assistant Sixer is a Cub Scout appointed by the Cub Scout Leader in consultation with the Sixer concerned. He assists the Sixer and takes his place during the latter's absence.
- 4.6.7 The "Sixers' Council" is an informal body composed of the Cub Scout Leader and Assistant Cub Scout Leaders, the Sixers, and the Assistant Sixers where preferable.
- 4.6.8 The Sixers' Council deals with matters of internal administration.

The Cub Scout

- 4.6.9 A child becomes a Cub Scout by investiture during which he makes the Scout Promise and understands the Scout Law.
- 4.6.10 To become a Cub Scout a child must have attained the age of 7. A Cub Scout should leave the Cub Scout Pack at the age of 12.
- 4.6.11 Before being invested a child must pass the requirements of the World Scout Badge. The test must be taken within three months of registration.

4.6.12 After the investiture as a Cub Scout, he proceeds to qualify for the Progress Badges in stages as follows:

- a) The Bronze Arrow
- b) The Silver Arrow
- c) The Gold Arrow
- d) The Akela Award

4.6.13 Every Cub Scout should have a Cub Scout Record Book and personal log book to help guide and monitor his progress towards achieving the various stages of the Progress Badge Award Scheme.

4.7 The Scout Troop

4.7.1 A Scout Troop may consist of not more than 48 Scouts. There must be at least 16 Scouts to form a Scout Troop.

4.7.2 The Scout Troop is divided into Patrols, each consisting of eight Scouts including the Patrol Leader and the Assistant Patrol Leader.

4.7.3 A Patrol Leader is a Scout appointed by the Scout Leader to lead a Patrol of Scouts.

4.7.4 A Troop Leader may be appointed to take overall charge of Patrol Leaders where the size of the Troop warrants it.

4.7.5 An Assistant Patrol Leader is a Scout appointed by the Scout Leader in consultation with the Patrol Leader concerned to assist the Patrol Leader and cover his place when is absence.

4.7.6 The “**Court of Honour**” is a body composed of the Patrol Leaders, and if desired the Assistant Patrol Leaders. The Troop Leader shall be the chairperson of the Court of Honour. The Scout Leaders and Assistant Scout Leaders should act in an advisory capacity only.

4.7.7 The Court of Honour is responsible for guarding the honour of the Scout Troop, for planning and arranging the programme of the Troop and for internal administration. It is also one of the methods by which Patrol Leaders are trained in leadership.

4.7.8 The Patrol System should be the basis of all activities.

4.7.9 A Patrol should comprise of scouts of different ages.

4.7.10 The Patrol Leader trains his Patrol through activities at Troop meetings and camps.

4.7.11 The “**Patrol in Council**” is a meeting of all the Scouts in a Patrol for the discussion of its affairs under the leadership of the Patrol Leader.

The Scout

4.7.12 A youth becomes a Scout by investiture during which he makes the Scout Promise and understands the Scout Law.

4.7.13 To become a Scout a youth must have attained the age of 11. A Scout should leave the Scout Troop at the age of 16.

- 4.7.14 Before being invested he must pass the requirements of the World Scout Badge. The test must be taken within three months of registration.
- 4.7.15 After the investiture as a Scout, he proceeds to qualify for the Progress Badges in stages as follows:
- a) The Scout Standard
 - b) The Advanced Scout Standard
 - c) The First Class Award
 - d) The Chief Commissioner's Award
- 4.7.16 Every Scout should have a Scout Record Book to help guide and monitor his progress towards achieving the various stages of the Progress Badge Award Scheme.

4.8 The Venture Scout Unit

- 4.8.1 The Venture Scout Unit may consist of not more than 30 youths. There must be at least 12 youths to form the Venture Scout Unit.
- 4.8.2 The internal management of a Venture Scout Unit is vested in an **Executive Committee** comprising of 6 members with the Venture Scout Leader and Assistant Venture Scout Leaders as ex-officios.
- 4.8.3 The Executive Committee consists of :
- a) The Chairperson
 - b) The Vice Chairperson
 - c) The Secretary
 - d) The Treasurer
 - e) Two Committee Members

The Venture Scout

- 4.8.4 A youth becomes a Venture Scout by investiture, during which he makes or re-affirms the Scout Promise and understands the Scout Law.
- 4.8.5 To become a Venture Scout, the youth must have attained the age of 15.
- 4.8.6 A Venture Scout should leave the Venture Scout Unit at the age of 18.
- 4.8.7 Before being invested he must pass the requirements of the World Scout Badge. The test must be taken within three months of registration.
- 4.8.8 After the investiture as a Venture Scout, he proceeds to qualify for the Progress Badges in stages as follows:
- a) The Venture Scout Standard
 - b) The Venture Scout Cord
 - c) The President's Scout Award
- 4.8.9 Every Venture Scout should have a Venture Scout Record Book to help guide and monitor his progress towards achieving the various stages of the Progress Badge Award Scheme.

4.9 The Rover Scout Section

General

4.9.1 The mission of Rovering is to help young people in the transition from adolescence to adulthood and to support them, in the final phase of their integration in adult society. The 4 key objectives of Rovering are:

- a) Provide opportunities for Youth Development in respect to the educational objectives for the section.
- b) Enhance Adult Leadership Recruitment and Training.
- c) Promote Youth Involvement and provide Youth Voices to SSA.
- d) Provide Youth Leadership for Crisis and Adventure.

4.9.2 The Motto of Rovering is “Fellowship of the Open Air and Service”.

National Rover Scout Organisation Structure

4.9.3 The National Rover Round Table, comprising Rover Scout Leaders, their assistants and the nominated Rover Scout(s) from each Rover Scout Crew, will meet at least twice yearly for the discussion and deliberation of National Rover Scout affairs and policies.

4.9.4 The National Rover Council, comprising elected Rover Scouts from National Rover Roundtable, will perform executive leadership at National level under the guidance of the National Rover Advisory Committee.

4.9.5 The National Rover Advisory Committee, comprising Commissioners in charge of Rover Programme, suitable representatives from Area and invited members, will provide advisory support to the National Rover Council.

The Rover Scout Crew

4.9.6 There should be at least 6 members to constitute a Rover Scout Crew. However, crews with less than 6 members may be registered upon approval by the Unit Leader-in-charge.

4.9.7 The internal management of a Rover Scout Crew is vested in the Executive Committee known as the Rover Roundtable with Rover Scout Leader and Assistant Rover Scout Leaders as ex-officios.

The Rover Scout

4.9.8 The age of Rover Scouts should be between 17 and 25.

4.9.9 Before being invested into the Scout Movement, he must pass the requirements of the World Scout Badge. The test must be taken within three months of registration. Thereafter, the young adult is known as a Rover Squire.

4.9.10 The Rover Squire must be sponsored by a senior Rover of his crew for a duration of not more than one year until the Rover Squire is ready to be invested as a Rover following a Vigil.

4.9.11 After the investiture as a Rover, he proceeds to qualify for the following Rover Scout Progress Badges:

- a) The Explorer
- b) The Voyager
- c) The Pathfinder
- d) The Baden Powell Award

4.9.12 Every Rover Scout should have a personal Rover Scout Log-book to help guide and monitor his progress towards achieving the various stages of the Progress Badge Award Scheme.

5 FINANCIAL POLICIES

- 5.1** Apart from Government grants and profits arising from its Scout Shop and Camp operations, the Association depends on the support of its members and the public.
- 5.2** The Association may accept gifts of movable or immovable properties and gifts of money whether in the form of annual grants or otherwise, provided all such gifts shall be accepted in the name of the Association.
- 5.3** No Group or any individual may make appeal for funds in the name of the Association or otherwise attempt to raise money without the prior approval of the Chief Commissioner.
- 5.4** Scouts must not countenance or be concerned in any public method of raising money for Scout or other purposes which is in any way contrary to the laws of the Republic of Singapore or likely to encourage Scouts in the practice of gambling.
- 5.5** The Association is the custodian of all funds raised under its name.
- 5.6** All real property acquired by any Group, District or Area, or any part of the Association, is to be invested in the name of the Association.
- 5.7** The general accounting procedures and rules are governed under Part 7 of the Constitution of the Singapore Scout Association.
- 5.8** All council members, volunteers and staff shall avoid situations where personal interests are in conflict with the interest of the Association or where it could affect the ability to make decisions.
- 5.9** They should declare their interest to the Scout Council if they are considering to enter into a business dealing with the Association.
- 5.10** In such case, they shall abstain from discussion and not be part of the decision making process relating to the dealing.
- 5.11** They should not either directly or indirectly make use of any information from the Association or his position to further the personal interest.

6. PUBLIC RELATIONS

6.1 Correspondence

All communications sent to the Association are to be addressed to the Chief Commissioner.

Correspondence relating to Scout matters must not be addressed to the Chief Scout, Members of Parliament or Government Departments or any Embassy or Legation at home or abroad except through the Association.

6.2 Communication with the mass media (both print & electronic)

No member of the Association shall express any opinion in the mass media which is contrary to the principles and policies as laid down by the Scout Movement. Without the written approval of the Chief Commissioner or his delegated deputies, no member shall take part or be involved in any performances, discussion, filming or related activities, which pertain to the movement's policy or principle.

Official releases/public announcements made to the mass media by Group, District or Area Council must have prior clearance from the Singapore Scout Association (SSA).

6.3 Publications

With prior approval of the Chief Commissioner, the Association or any of its councils (Group, District or Area) may publish pamphlets, magazine, news letters, books and related publications in furtherance of the interest of the Movement or to project its corporate image. This must be done with strict compliance with the existing policy and principles as laid down by the Scout Movement.

A copy of all publications shall be extended to SSA for record purposes.

6.4 Breach of Discipline

Failure to comply with the procedure shall constitute a breach of discipline and is subject to disciplinary inquiries

7. INTERNATIONAL SCOUTING

7.1 International Relations

The Association in common with all recognised Scout Associations of other countries is registered with the World Organisation of the Scout Movement (WOSM), which is responsible for the recognition and registration of national Scout Associations throughout the world and for the organisation of international events.

The Singapore Scout Association (SSA) has been a member of the World Organisation of the Scout Movement (WOSM) since 20th August 1966.

7.2 Correspondence

All correspondence to Scout Associations of other countries must have the consent and approval of the International Commissioner. At no time are individuals or groups allowed to correspond directly with overseas National Scout Associations (NSOs).

7.3 Organising International Overseas Scout Activities/Events

Organising an Overseas Activity for a Group

7.3.1 Arrange for a discussion with the International Commissioner or the Relations Executive on the activity. The discussion should cover objectives, dates, venue, duration, size, participants, programme, training, transportation, costs, planning, approvals, etc.

7.3.2 Depending on the activity/event, the discussion should start from at least three months to two years before its commencement.

7.3.3 Once the activity is confirmed and approved, the organizer should commence preparatory work immediately.

7.3.4 All details and requirements mentioned in the relevant forms must be duly filled and complied with. Failure to do so may delay the process.

7.3.5 Submit the relevant forms to the International Relations Department

7.4 Participating in Overseas Scout Activities/Events by Individuals (Scouts or Leaders).

7.4.1 Read and understand the content and requirements of the event as posted on the website of the Association or in the circulars sent to the units. Please contact the International Relations Department for clarifications, if necessary.

7.4.2 All the details and requirements mentioned in the required forms must be duly filled and complied with. Failure to do so may result in delay or non participation.

7.4.3 Submit the relevant forms together with cash deposits if required to the International Relations Department (Attention: International Commissioner), before the closing date.

7.5 General Information

7.5.1 For Overseas Invitational Events, e.g. Jamborees, International Commissioner will appoint a Contingent Leader.

7.5.2 Registered Adult Leaders of at least five continuous years of membership and who are current Woodbadge holders, may apply to be a Contingent Leader.

8. UNIFORM

8.1 All scouts and adult leaders shall wear the uniform as prescribed by these rules.

8.2 Unauthorized badges, fancy decorations and personal adornments must not be displayed on the uniform.

8.3 CUB SCOUTS

8.3.1 A Cub Scout wears the uniform as follows:

- a) Headgear: Regulation green cap with yellow piping and regulation cap badge.
- b) Scarf: Group scarf (Regulation official red scarf for national event).
- c) Woggle: Regulation coloured woggle to denote the different Sixes.
- d) Jersey: Regulation light green, short sleeves, no pockets.
- e) Shorts: Regulation dark green with two back pockets.
(Female Cub Scout wears a skirt, culottes or shorts.)
- f) Belt: Regulation black leather belt.
- g) Socks: Regulation khaki.
- h) Shoes: Regulation black laced, canvas.
- i) Shoulder Badges: Regulation shoulder badge "SINGAPORE SCOUTS" on both sleeves sewn with the top edge 1cm from the seams.
- j) Emblems: District emblem and Group emblem are worn on the right breast of the jersey with the Group emblem on the right of the District emblem. Name badge is optional and is worn between the district and group emblem.

8.4 SCOUTS

8.4.1 A Scout wears the uniform as follows:

- a) Headgear: Regulation Green Beret with regulation metal cap badge.
- b) Scarf: Group scarf (Regulation official red scarf for national events).
- c) Woggle: Regulation leather woggle or decorative scout woggle.
- d) Shirt: Regulation light green, short sleeves with two patch pockets.
(Female Scout wears regulation light green blouse with or without pockets.)
- e) Trousers: Regulation dark green with two back pockets.
(Female Scout wears regulation dark green skirt, culottes or trousers.)
- f) Socks: Regulation khaki.
- g) Belt: Regulation black leather.
- h) Shoes: Regulation black laced, canvas/leather.
- i) Shoulder Badges: Regulation shoulder badge “SINGAPORE SCOUTS” on both sleeves sewn with the top edge 1cm from the seams.
- j) Emblems: District emblem is worn at the centre of the right breast pocket of the shirt. Group Emblem is worn above the right breast pocket sewn with the bottom edge 1 cm above the name badge. Name badge is worn above the right breast pocket sewn with the bottom edge touching the seam.
- k) Patrol Patch: Regulation patrol patch is worn on the left sleeve below the shoulder badge.

8.5 SEA SCOUTS

8.5.1 A Sea Scout wears the uniform as follows:

- a) Headgear: Regulation navy blue beret with regulation metal cap badge.
 - b) Scarf: Group scarf (Regulation official navy blue scarf for national event).
 - c) Woggle: The same as for scouts.
 - d) Shirt: Regulation white, short sleeves with two patch pockets.
(Female Scout wears regulation white blouse with or without pockets.)
 - e) Trousers: Regulation navy blue with two back pockets.
(Female Scout wears regulation navy blue skirt, culottes or trousers.)
 - f) Socks: Regulation navy blue.
 - g) Belt:
 - h) Shoes:
 - i) Shoulder Badges:
 - j) Emblems:
 - k) Patrol Patch:
- } The same as for scouts

8.6 AIR SCOUTS

8.6.1 An Air Scout wears uniform as for Sea Scout, but with the following differences:

- a) Headgear: Regulation navy blue beret with regulation metal cap badge.
- b) Shirt: Regulation sky blue, short sleeves with two patch pockets.
(Female Scouts wear regulation sky blue blouses with or without pockets.)
- c) In addition, Air Scout badge is worn above the left breast pocket.

8.7 VENTURE SCOUTS

8.7.1 A Venture Scout wears uniform as for a Scout, but with the following differences:

- a) Headgear: Regulation maroon beret with regulation metal cap badge.
- b) Shoulder Flash: A shoulder flash with red background and white letterings "Venture" is worn on both sleeves sewn 1 cm below the shoulder badge.

8.8 VENTURE SEA SCOUTS

8.8.1 A Venture Sea Scout wears uniform as for a Sea Scout, but with the following differences:

- a) Headgear: Regulation navy blue beret with regulation metal beret badge.
- b) Shoulder Flash: A shoulder flash with red background and white letterings "Venture" is worn on both sleeves sewn 1 cm below the shoulder badge.

8.9 VENTURE AIR SCOUTS

8.9.1 A Venture Air Scout wears uniform as for an Air Scout, but with the following differences:

- a) Shoulder Flash: A shoulder flash with red background and white letterings "Venture" is worn on both sleeves sewn 1 cm below the shoulder badge.

8.10 ROVER SCOUTS

8.10.1 A Rover Scout, Rover Sea Scout, Rover Air Scout (including female) wear uniform as the same for their respective Section with appropriate badges, but with the following differences:

- a) Headgear: Regulation green beret with regulation metal beret badge for Rover Scout. Regulation peak cap or respective regulation beret with regulation metal badge for Rover Sea Scout or Rover Air Scout.
- b) Shoulder Flash: A shoulder flash with red background and white letterings "Rover Scout" is worn on both sleeves sewn 1 cm below the shoulder badge.

8.10.2 A Rover Scout, who is also a Unit Leader will in addition to the uniform requirements stipulated for a Unit Leader, wears the Rover Shoulder Flash. He will only wear the appointment Epaulettes during occasions when he is performing the role of that appointment, otherwise he is to wear the Rover Epaulettes or the appropriate Sea and Air Scout Epaulettes.

8.11 UNIT LEADERS

A Unit Leader wears uniform appropriate to the section that he belongs, but with the following differences:

- a) Headgear: Regulation Beret with regulation metal cap badge.
- b) Shirt: Regulation short or long sleeves with two patch pockets.
(Female leader wears regulation light green blouse with or without pockets.)
- c) Trousers: Regulation trousers with two back pockets.
(Female leader wears regulation dark green skirt, culottes or trousers.)
- d) Tie: Regulation green tie to be worn appropriately.
Regulation navy blue for Sea / Air Unit.
- e) Scarf: An adult leader may wear the Group Scarf (Regulation official red / blue scarf for national/official event) or the Gilwell Scarf at field activities and training courses. The Gilwell Scarf is worn by all members of the Singapore Training Team (STT) during courses.
- f) Woggle: Regulation leather woggle or decorative scout woggle or Gilwell woggle.
- g) Belt: Regulation black leather belt.
- h) Footwear: Regulation black laced, canvas/leather.
- i) Shoulder Badges: Regulation shoulder badge “SINGAPORE SCOUTS” on both sleeves sewn with the top edge 1cm from the seams.
- j) Emblem: Republic’s Coat of Arms is worn on the right pocket of the shirt and the World Scout Badge is worn on the left pocket.

8.12 COMMISSIONERS

- a) Commissioners wear the same uniform as for Unit Leaders with appropriate epaulettes.

8.13 OTHER ACCESSORIES

8.13.1 Jacket and Tie

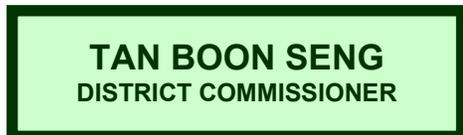
For formal functions, an adult member may wear a navy blue jacket with the official jacket badge and the scout tie.

8.13.2 Activity T-Shirt and Bermudas

An Event or Group T-shirt may be worn in place of the shirt, jersey or blouse as the case may be for all outdoor activities except for formal ceremonies and parades. Likewise bermudas and shorts may be worn during these activities.

8.13.3 Name Badge

Scouts and Adult Leaders are required to wear name badge when in uniform. As a general rule, full name or woodcraft name with designation (if any) will be reflected on the name badge. It should be worn above the right pocket.



8.13.4 Epauettes

Appropriate epauettes are to be worn on the shoulders of the uniform in accordance with the appointments held. (see Appointment Insignias). Leaders without appointments do not wear epauettes.

9 APPOINTMENT INSIGNIAS

9.1 Badges of appointment for Adult Leaders are to be worn on epaulettes.

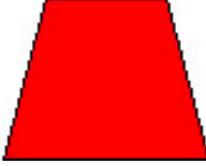
9.2 Badges of appointment for Troop Leaders, Senior Sixers, Patrol Leaders, Sixers, Assistant Patrol Leaders and Assistant Sixers are to be worn on the left breast pocket between the World Scout Badge and the lower seam of the pocket.

9.3 Adult Leaders who have been awarded the Wood Badge with two beads are to wear it as part of the uniform.

9.4 Singapore Training Team (STT) members who have been awarded the Wood Badge with three beads or four beads in accordance to their appointments in the Team will wear it appropriately.

9.5 EPAULETTES

RANK & DESIGN	RANK & DESIGN
<p>Chief Scout</p>  <p>Gold Epaulette with red scout emblem and laurel</p>	<p>Chief Commissioner</p>  <p>Purple epaulette with gold scout emblem and laurel</p>
<p>President of the Scout Council</p>  <p>Navy Blue epaulette with gold Scout emblem and laurel with Words "Scout Council"</p>	<p>Assistant Chief Commissioner</p>  <p>Purple epaulette with gold Scout emblem</p>
	<p>Commissioner Leader Trainer Asst. Leader Trainer</p>  <p>Purple epaulette with silver Scout emblem</p>
<p>Scout Council Members</p>  <p>Navy Blue epaulette with Words "Scout Council"</p>	<p>Executive Director</p>  <p>Grey epaulette with gold Scout emblem</p>
	<p>Executive Staff</p>  <p>Grey epaulette with silver Scout emblem</p>

RANK & DESIGN	RANK & DESIGN
<p data-bbox="396 205 602 233">Cub Scout Leader</p>  <p data-bbox="266 453 732 480">Yellow epaulette with white Scout emblem</p>	<p data-bbox="1057 302 1182 329">Cub Scout</p> <p data-bbox="1045 357 1193 384">No epaulette</p>
<p data-bbox="298 548 704 575">Group Scout Leader & Scout Leader</p>  <p data-bbox="238 795 760 823">Dark Green epaulette with white Scout emblem</p>	<p data-bbox="1084 548 1154 575">Scout</p>  <p data-bbox="1000 795 1240 823">Dark Green epaulette</p>
<p data-bbox="375 890 623 917">Venture Scout Leader</p>  <p data-bbox="261 1138 737 1165">Maroon epaulette with white Scout emblem</p>	<p data-bbox="1036 890 1198 917">Venture Scout</p>  <p data-bbox="1019 1138 1214 1165">Maroon epaulette</p>
<p data-bbox="396 1232 602 1260">Sea Scout Leader</p>  <p data-bbox="245 1480 753 1507">Navy blue epaulette with White Scout emblem</p>	<p data-bbox="984 1232 1256 1260">Sea Scout and Air Scout</p>  <p data-bbox="1008 1480 1232 1507">Navy blue epaulette</p>
<p data-bbox="386 1554 612 1581">Rover Scout Leader</p>  <p data-bbox="277 1801 721 1829">Red epaulette with white Scout emblem</p>	<p data-bbox="1049 1575 1192 1602">Rover Scout</p>  <p data-bbox="1040 1822 1200 1850">Red epaulette</p>

RANK & DESIGN	RANK & DESIGN
<p data-bbox="407 254 591 285">Troop Leader</p> 	<p data-bbox="1036 254 1203 285">Senior Sixer</p> 
<p data-bbox="407 646 591 678">Patrol Leader</p> 	<p data-bbox="1084 646 1154 678">Sixer</p> 
<p data-bbox="342 1039 656 1071">Assistant Patrol Leader</p> 	<p data-bbox="1019 1039 1224 1071">Assistant Sixer</p> 

10 BADGES

10.1 Unauthorised badges, fancy decorations and personal adornments must not be displayed.

10.2 A badge authorised for temporary wear in connection with a special event, at home, or abroad may not be worn by a member in uniform after a period of six months or as specified.

10.3 No emblem/badge may be worn on the uniform unless it has been approved by the Association.

10.4 Approval will only be given subject to the following conditions:

- a) applications on prescribed form must be submitted to the Association through the respective Commissioner for approval
- b) a drawing or specimen of the design must be submitted.
- c) the design must not exceed 5 cm in length or breadth.
- d) a specimen of the emblem/badge when made must be lodged with the Association for record.

10.5 REPUBLIC OF SINGAPORE FLAG BADGE

10.5.1 The Badge is to be worn above the left pocket.

10.5.2. The badge can only be worn when going overseas for international events representing the country.

10.5.3. The badge must be removed upon return.

10.5.4. For members serving on regional and international subcommittees, the badge may be worn for the entire term of office.

10.6 DISTRICT BADGE

The District badge, where applicable, shall be worn by adult leaders above the right pocket, above the Coat-of-Arms; and for youth members on the right pocket.

10.7 GROUP BADGE

The Group or Unit badge, where applicable, shall be worn above the right pocket; and in the case of adult leaders, on the right of the District badge.

10.8 SCOUT BADGES

10.8.1 Scout Badges are categorised into four generic groups, i.e. event badge, progress badge, proficiency badge and incentive badge, in that order.

10.8.2 Frank Cooper Sands Award Badge is worn on the left side 1 cm above the incentive badge.

10.8.3 The St John Ambulance Association Badge, Red Cross Society Badge, Singapore Life Saving Society cloth badge for Scouts are worn on the left arm sleeve.

10.8.4 Badges are not to be superimposed onto one another. The following are types of badges and where they should be worn:

a) Event Badge

Event badge is worn on the right breast of the shirt (pocket) / blouse / jersey above the unit emblem. Only one event emblem is worn at a time. The period of wear shall be 6 months from the date of the event.

b) Progress Badge

These badges are worn on the left arm sleeve. Only one progress badge is worn at a time. i.e. the Bronze Arrow will be replaced by the Silver Arrow when it is gained and the Gold will replaced the Silver. Likewise for Scout and Venture, the highest level of the respective Progress Badge will be worn when gained. Rover Progress Badge is worn above the left breast pocket.

c) Proficiency Badge

These badges are worn on the right arm sleeve. (Cub Scout - in parallel rows between the shoulder and the elbow. Scout - in diamond shape). Community Service proficiency badges are worn on the left arm sleeve. Ambulance badge is worn on both arms sleeves below the Shoulder badge.

e) Incentive Badge

These badges are worn above the left breast pocket sewn with the bottom edge touching the seam. A scout who is both a commendable Job Week earner and a Donation Draw Ticket seller is entitled to wear 2 award badges on his uniform with the Bumble Bee Award on the right and the Squirrel Award on the left. Only the award badge denoting the latest achievement is worn. If an award holder is not successful in meeting the standard the following year, he continues to wear his previous year's award. The Cub Scout award holder cannot carry over his award when he joins the Scout section. However the Scout concerned is permitted to carry over his award into Venture and subsequently into the Rover section.

11. DECORATIONS AND AWARDS

- a) No decoration may be worn on uniform by Scouts, Adult Leaders, Honorary Commissioners and Service Auxiliaries, except those described herein:

Ribbons of National decorations, orders and war medals;
Ribbons of decorations conferred by foreign Governments;
Decorations conferred by overseas Scout Associations.

- b) Method of wear: The Medal is worn in uniform on the left breast above the line of pocket. Where more than one is worn, the medals must be in the following order from the wearer's left:

- a) The Gallantry Award
- b) The Good Service Awards
- c) The Long Service Award

On ordinary occasions, the cloth emblem, with the design of a knot, is issued for wear in place of the medals/ribbons.

11.1 Gallantry Award

The Gallantry Award is conferred on scouts or adult leaders who have displayed heroic effort or placed themselves at great personal risks in rescuing another person from danger.

11.2 Good Service Awards

11.2.1 Gold Lion Award

The Gold Lion Award is the highest award granted by the Association and is conferred on adult leaders who have served the Association with utmost distinction and whose contributions have made a vital and exceptional impact on the scout movement in Singapore.

11.2.2 Silver Lion Star Award

The Silver Lion Star Award is conferred on adult leaders who have served the Association with excellence, passion and dedication and whose contributions have made a very strong impact on the scout movement in Singapore.

11.2.3 Silver Lion Award

The Silver Lion Award is conferred on adult leaders who have served the Association with great loyalty and whose contributions have made a significant impact on the Scout movement in Singapore.

11.2.4 Bronze Lion Star Award

The Bronze Lion Star Award is conferred on adult leaders who have displayed untiring efforts and sacrifices and shown themselves to be worthy models for other adult leaders and scouts in the movement.

11.2.5 Bronze Lion Award

The Bronze Lion Award is conferred on adult leaders who have dedicated themselves to the cause of the scout movement and have been an inspiration for scouts in Singapore.

11.2.6 Chief Scout Commendation

The Chief Scout Commendation is conferred on adult leaders who have made good and worthy contributions to the scout movement in Singapore.

11.3 Friends of Scouting Awards

11.3.1 Gold Vanda

The Gold Vanda is awarded to organizations or persons who have shown the highest and unquestionable support for the scout movement.

11.3.2 Silver Vanda

The Silver Vanda is awarded to organizations or persons who have shown invaluable support for the scout movement.

11.3.3 Bronze Vanda

The Bronze Vanda is awarded to organizations or persons who have shown strong support for the scout movement.

11.4 Long Service Awards

Long Service Awards are granted to adult leaders who have provided active services to the Association. The period of service may be consecutive or cumulative.

11.4.1 Long Service Bronze

The long service bronze award is granted for the total of 10 years of service as an adult leader.

11.4.2 Long Service Silver

The long service silver award is granted for the total of 20 years of service as an adult leader.

11.4.3 Long Service Gold

The long service gold award is granted for the total of 30 years of service as an adult leader.

11.4.4 Long Service Ruby

The long service ruby award is granted for the total of 40 years of service as an adult leader.

11.4.5 Long Service Diamond

The long service diamond award is granted for the total of 50 years of service as an adult leader.

11.5 Frank Cooper Sands Awards

The Frank Cooper Sands Award is an annual award bestowed upon sectional scout units for unit excellence. The assessment for the award centres on Unit administration, Unit participation, Training and Development, International participation, Unit finances and Unit Initiatives.

The award is also known as the Best Unit Competition under the Co-Curricular Activities Branch of the Ministry of Education. The Frank Cooper Sands Award goes through a submission process where specific forms are released the year before (in the month of October to November) for each Unit Leader to assess and fill in their Unit progress and achievement. The assessment will be based on the previous year's achievement and activities.

The appropriate forms are to be submitted through the District Commissioner.

There are three achievement levels for each Section.

- a) Frank Cooper Sands Gold Award
- b) Frank Cooper Sands Silver Award
- c) Frank Cooper Sands Bronze Award

ADULTS IN SCOUTING

12.1 Volunteer Adult Leader Scheme

Every Unit Leader and Assistant Unit Leader volunteering in a school-based unit and who is not a school teacher of the school should be registered with the Ministry of Education as a Volunteer Adult Leader.

Adult Leaders must be 21 years and above in order to be registered as Volunteer Adult Leaders.

12.2 Warrants

12.2.1 Warrants are issued by the Association, at its discretion, to persons holding the following appointments:-

- a) Chief Commissioner
- b) Assistant Chief Commissioners
- c) District Commissioners
- d) Functional Commissioners

12.2.2 A person may hold more than one warranted and / or unwarranted appointment provided that he has the time and ability to carry out satisfactorily the duties of these appointments which must be subjected to the approval of the Chief Commissioner.

12.2.3 A person who applies for a warrant must satisfy the following criteria:

- a) must be of suitable character to be entrusted with the care of young people;
- b) has a full appreciation of the fundamental principles of Scouting;
- c) good personal standing and character which ensure a good moral influence and sufficient steadfastness of purpose to carry out the work with energy and perseverance;

12.2.4 All Commissioners' warrants are issued by the Chief Scout through the recommendation of the Chief Commissioner. The Chief Commissioner's warrant is valid for a term of 4 years and may be renewed for another one term of 4 years. All other Commissioners' warrants are valid until the second 31st December following the date of issue and are thereafter renewable for successive terms of two years.

12.2.5 Warrants may be cancelled or suspended by the Chief Commissioner at his discretion.

12.2.6 Where a Commissioner has his warrant cancelled or suspended, he shall be entitled to have a hearing. This is provided that a notice of such a request is served within 14 days after being informed of the cancellation or suspension of his warrant. The Chief Commissioner shall thereupon appoint a committee of inquiry with full powers to act, including reinstating the warrant if deemed fit.

12.2.7 All warrants are property of the Association and must be returned to the Association at any time on demand.

12.2.8 When a person changes his appointment, a fresh application must be made for a new warrant to be issued. The former warrant shall be treated as cancelled.

12.3 Honorary Commissioners

The Chief Commissioner may at his discretion confer the rank of Honorary Commissioner upon any person who has given exceptional service to the Movement.

12.4 Training of Adult Leaders

12.4.2 The National Training Team is responsible for designing the training programme and conducting the training for adult leaders.

12.4.3 Training is obligatory for all unit leaders and shall be completed within the time frame set by the National Training Team.

12.4.3 The Unit Leader Training

Aim: The unit leader training is aimed to provide inspiration and introduction to the task, including an understanding of Scouting Fundamentals and of the part the Leader can personally play. This includes the understanding of the needs of youth and young adults in the environment in which the leader will be working with, the methods and skills used in scouting to meet these needs, demonstration of the requirements of personal leadership and the obligations of the leader for continued personal development.

Training is an integral part of the activity of every leader. Training is obligatory and must be completed within a period of five (5) years upon appointment.

The training comprises:

- a) Wood Badge Training Scheme
- b) Specialist Courses
- c) Wood Badge Assessment

12.5 Wood Badge Training Scheme

The Wood Badge Training is conducted by the Association for all leaders and specially for leaders running scout units. The scheme consists of a series of progressive courses. This is the first stage leading to the award of the Wood Badge. Leaders are given a maximum of 3 years to complete the scheme.

The progressive courses are:

- a) Unit Leader Training Induction Course
 - b) Unit Leader Training Basic Course
 - c) Unit Leader Training Advanced Course
 - d) First Aid Course
- } Unit Leader Training Woodbadge Course

These progressive courses are structurally based on three broad competencies of Leadership, Scout Method and Scoutcraft encompassing the necessary Scouting knowledge and skills which a Unit Leader should know and acquire respectively in order to deliver the programme and promise to youths. They are by no means exhaustive and the Unit Leader should be able to enhance his knowledge and upgrade his skills through self-directed learning.

12.5.1 ***The First Aid Course is a compulsory course for all leaders.*** This is a requirement by the Ministry of Education for all leaders who run uniformed groups or outdoor activities.

12.6 Specialist Courses

Specialist Courses are optional courses. They are provided for leaders who wish to upgrade their knowledge and skills in any area that would benefit the youth under their charge or for personal development. The Association will conduct specialist courses from time to time.

12.7 Wood Badge Assessment

Wood Badge Assessment is an evaluation process to ascertain the leader's performance in the application of the knowledge and skills acquired in the various training courses. The aim of the assessment is to provide the leader an opportunity to demonstrate his understanding and skills of adult leadership in Scouting, the Scout Method and Scoutcraft to an acceptable level of competence and be assessed for the award.

12.7.1 The Wood Badge assessment consists of 3 stages:

Stage 1

- Completion of a written assignment, in the form of a log-book containing reports of on-the-job training

Stage 2

- An observation by an assessor assigned by the Association

Stage 3

- An interview with the National Training Commissioner or his designate

12.7.2 WOOD BADGE AWARD

The Wood Badge is awarded to a leader who has completed the training course and assessment successfully within a period of five years. The Wood Badge remains the property of the Association and must be surrendered on demand.

12.7.2.1 Wood Badge Description

The Wood Badge consists of two facsimiles of wood beads strung on a leather thong or bootlace around the neck. This is a symbolic form of recognition on the successful completion of the Wood Badge training for leaders.

The Wood Badge worn by an Assistant Leader Trainer is similar but contains one extra wood bead. The Wood Badge worn by a Leader Trainer is similar but contains two extra wood beads.

12.7.2.2 Method of wear

Any adult leaders who have gained the Wood Badge are entitled to wear the Wood Badge beads when in uniform together with the Gilwell scarf.

13 GENERAL RULES

13.1 Lady Chaperon

13.1.1 A lady adult must be present for all overnight activities involving female youths. The volunteer lady adult may not necessarily be a member of the Association.

13.2 Extension Scouting

13.2.1 Extension Scouting is an effort to provide young people who are physically and mentally challenged, an equal opportunity to do Scouting. They are those whose prospects of securing, retaining places and advancing in educational and training institutions, employment and recreation as equal members of the community are substantially reduced as a result of physical, intellectual or medical impairment.

13.2.2 Groups may be formed in hospitals or special schools and come under the administration of District Commissioners. The members of these Groups may carry out their activities with other similar groups or with the other Scout Groups, thereby integrating with the other Scout members.

13.2.3 Scouts doing extension scouting are expected to pass the normal tests, except where prevented from doing so by their disability in which case they may, with the approval of the District Commissioner, take alternative tests.

13.3 Scout Band

Bands must be so conducted as to avoid nuisance to the public and, in particular, must not be played when passing places of worship, hospitals and other places where excessive noise is prohibited. They must not be played after 9.00pm (2100hrs) in the street or premises unless authorised. No unauthorised badge or insignia is to be worn on the uniform without proper written approval.

13.4 Sea-based Activities

Before a Scout is allowed to take part in any form of sea craft activities, the Adult Leader or any authorised person-in-charge must:

13.4.1 Comply with the special regulations applying to cruises on the open sea.

13.4.2 Make sure that the sea craft is registered with Maritime and Port Authority of Singapore (MPA) and licence for the use of the craft is valid. The conditions of the license must be fulfilled at all times. All adult leaders providing leadership at sea-based activities must ensure that the craft is seaworthy, fully-equipped and not overloaded. At all times ensure that there is no hindrance or obstruction to the free movement of person in the craft.

13.4.3 Make certain that the person directly in charge of the sea craft holds a valid and appropriate charge certificate:

- a) Power Craft: Power Pleasure Craft Driving License – Issued by Maritime & Port Authority of Singapore (MPA)
- b) Sailing Craft: At least Level 1 Certificate - Issued by Singapore Sailing Federation.
- c) Windsurfing: At least Level 1 Certificate - Issued by Singapore Sailing Federation.
- d) Canoe/Kayak: At least 1 Star Certificate - Issued by Singapore Canoeing Federation.

- 13.4.4** Consider carefully all the factors including the age, experience and reliability of the Scouts concerned, and the age and ability and experience of the person in charge of any part of the proposed activity. Members taking part in any water activity should be able to demonstrate to a suitable person (such as the Leader) their ability to swim 50 metres in ordinary clothes and keep afloat for five minutes.
- 13.4.5** Ensure that no Scout or any person taking part wears any form of knee or high boots whilst afloat.
- 13.4.6** Make certain that if any activity takes place in water, an efficient buoyancy aid is available for every person taking part and that this is worn at all times.
- 13.4.7** For boating activities in open waters, ensure that a safety boat is operational at all times.
- 13.4.8** Generally observe every precaution that would be taken by a reasonable and prudent adult leader; and in any case in which there can be any doubt as to the precautions necessary, consult the District Commissioner or any experienced person familiar with the water in question.

13.5 Camping

- 13.5.1** Adult Leaders are recommended to read suitable literature on camping before preparing for a Scout Camp.
- 13.5.2** No Scout Camp may be held without the prior permission of the District Commissioner.
- 13.5.3** When Scouts propose to camp, at least 14 days' notice must be given to the District Commissioner by the Adult Leader in-charge giving the details of the camp, such as, the venue, the period, the number of Scouts participating. The endorsement of the Sponsoring Authority must be obtained.
- 13.5.4** Ensure that all necessary precautions are taken to make the camp comfortable and safe.
- 13.5.5** Cub Scouts may be taken for a camp provided they can be accommodated for sleeping in a suitable building during inclement weather and subject to the following conditions:
- a) Cub Scouts should not share accommodation together with Scouts, Venture Scouts and adults;
 - b) There must be at least one Adult Leader to ten Cub Scouts present;
 - c) Adequate water supplies, indoor cooking facilities and adequate sanitation must be available;
- 13.5.6** The District Commissioner should only give permission when he is completely satisfied with the leadership and accommodation.

13.6 Hiking

- 13.6.1.** Parties of Scouts hiking/trekking must give 4 weeks' notice to the District Commissioner stating full details, including dates, times, routes to be taken, number of participants and name of leader of party. A route map must be attached to the application.

13.6.2 No hikes may be carried out without the prior approval of the Sponsoring Authority, the District Commissioner and the Association which has to seek clearance with Ministry of Defence if the routes covered include restricted security/military areas.

13.6.3 Hitch-hiking by Scouts and Adult Leaders is prohibited.

13.7 Swimming

13.7.1 A Scout is not allowed to swim except under the personal supervision of an Adult Leader.

13.7.2 Before giving permission to a Scout to swim, it is the responsibility of the Adult Leader:

- a) To consider carefully all the circumstances including the age, experience and ability of each Scout and whether his health allows him to swim, the depth and nature of the water at the time, weather conditions and the number of swimmers;
- b) To obtain the services of a qualified life-guard, equipped with a life line, wearing swimming dress and in a position (e.g. in a boat or on a bank) to give immediate help in case of emergency;
- c) To arrange an emergency sound signal on hearing in which all swimmers must leave the water;
- d) To ensure that in case of parties swimming, the “buddy system” will be used. (Swimmers are organised in suitable pairs who stay together and keep an eye on each other. At intervals, a ‘buddy signal’ is given, when pairs join and raise hands. A Scout must raise alarm immediately if his buddy gets into difficulty or is missing.)

13.7.3 Generally, every swimmer must observe every precaution that would be taken by a reasonable and prudent person. Do consult the District Commissioner for any doubt on necessary.

13.7.4 A Scout is not allowed to participate in swimming without the prior written consent of his parents/guardians.

13.8 Public Performance/Appearance

Scouts in uniform are not allowed to appear in places of public entertainment and on television or advertisements other than their own functions or authorised appearances without the prior permission of the Chief Commissioner.

