



SCOUTS[®]
South Africa

Organisational Rules

SCOUTS South Africa (SSA) is an independent, non-political, non-Governmental, non-profit and educational movement for boys, girls and adults open to all without distinction of origin, race, creed, sexual orientation or gender identity.

It is dedicated to fostering the development of young people in achieving their full potential as individuals and responsible citizens.

Central to this programme is continuous transference of values such as honesty, loyalty, responsibility, respect; all aimed at governing individual behaviour and the development of strong leadership skills that will equip members to be of service to others and to their communities.

Ratified on 15 February 2023.

Ratified by the SSA Manco: Mr Khonzaphi Mdaka (Chairperson); Mr Ryan Hultzer; Ms Joy Hutchinson; Ms Nkulu Majola; Mr Thabiso Majola; Mr Gary Pienaar; Mr Theo Rijs; Mr Lawrence Stanton; Mr John Sturgeon; Mr Kevin Trollip. Mr Craig Rens, Mr Peter Statham, Mrs Sarah Chester-Browne.

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Preamble

These Organisational Rules (OR) should be read in conjunction with the Constitution and the Policies of SSA.

The SSA Organisational Rules defines how SSA is structured and operates. They are only subordinate to the Constitution and in case of conflict with OR, the Constitution prevails. All published SSA Policies are subordinate to OR. Which means, in case of conflict with a Policy, OR prevails.

Where the term "Shall" is used, members are required to follow that directive. The term "Should" is used for a strong recommendation, which should normally be followed.

A glossary of the "Definitions and Abbreviations" used in this document, is provided at the end of the document, to clarify interpretation and assist with understanding of the provisions.

Although this document has been checked and rechecked there is always a possibility that errors have crept in. If you should spot one, please report it to SCOUTS South Africa (SSA) national office, info@scouts.org.za or PO Box 2434, Clareinch, 7740, South Africa.

Likewise, if there is any Rule on which you would like elaboration, please refer to your Regional Team who will be able to help.

If you have thoughts for any amendments to this document, please remember this is your Movement, and a recommendation for improvement and change can be submitted in writing to the Management Committee (Manco) at any time.

Please notify SSA National Office at info@scouts.org.za of any modification required to accommodate the changing reality of Scouting in our country or a contingency which you think should be covered by these Rules.

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1. Membership of SCOUTS South Africa

1.1. Invested Members

- 1.1.1. The following are considered to be Members of SSA if they have been accepted for Membership, are active in SSA, and continue to accept the Ideals, Principles of the Scout Movement, the Promise and Law, Constitution and Policies of SSA:
 - 1.1.1.1. Meerkats in a Den, Cubs in a Pack, Scouts in a Troop, and Rovers in a Crew (SCOUTS) who are all in Units of a Registered Group. They may not be registered as "lone" members. Non-invested recruits will be considered to be Meerkats, Cubs, Scouts or Rovers (as the case may be) upon submission of a duly completed AYM or AAM form (as the case may be).
 - 1.1.1.2. Warranted SCOUTERS who have a valid Warrant recorded on the National Register or who are awaiting the processing of an application for a Warrant or a renewal thereof.
 - 1.1.1.3. Appointed Members who have a valid certificate of Appointment recorded on the National Register.
 - 1.1.1.4. Elected Members. All Office bearers in a Group and Members of a Group Committee are elected members and are encouraged to be invested but are not obliged to be invested.
- 1.1.2. All Adults, except elected members, who wish to become Members must complete an Application for Adult Membership (AAM) form which must be approved. No elected member may have direct, unsupervised contact with youth members at SSA activities unless they have completed an AAM form.
- 1.1.3. Thereafter they should apply for and will undergo the process as detailed in the SSA Adult Support Policy for their role.

1.2. Investiture

- 1.2.1. When Youth and Adults are invested, it is essential that the Investiture be properly carried as described in the SSA Ceremonies Book.
- 1.2.2. On Investiture:
 - 1.2.2.1. all Scouts, Rovers and Adults make, or, where appropriate re-affirm, the Scout Promise, as defined in the Constitution.
 - 1.2.2.2. a Cub makes the Cub Promise, as defined in the Constitution.
 - 1.2.2.3. a Meerkat makes the Meerkat promise, as defined in the Constitution.
- 1.2.3. Until the day of their Investiture, members are not permitted to wear SSA Uniform for the role in which they will be members.

1.3. Membership Management System

SSA has established and will provide access to the SSA Membership Management System (MMS). All Adult Members are required to have a profile on the MMS.

1.4. Alumni Members

Registered Members of the Alumni, who cannot be holders of a valid Warrant or Appointment, are not Members of SSA.

1.5. Affiliate Members

- 1.5.1. Adults, as individuals, who are assisting SSA in any role for a limited and agreed period are admitted as Affiliate Members. They may be members of specialist interest groups or organisations.
- 1.5.2. They may operate either nationally, or regionally, on the terms and conditions and for the period specified in the Affiliate Member application form. They may be invested for these roles if required.
- 1.5.3. The Manco, by a simple majority, shall have the right to terminate the Membership of any Affiliate Member at any time.
- 1.5.4. Any non-member appointed to the Board will automatically be deemed to be an Affiliate Member of SSA for the duration of their Appointment.
- 1.5.5. Affiliate Members may not be allowed unsupervised contact with Youth Members.
- 1.5.6. Affiliate Members are not considered to be Members of Scouts South Africa.

1.6. Associates of SCOUTS South Africa

Individuals or Corporate bodies can be recognised annually by Manco as Associates of SSA in recognition of good service to the Movement. These individuals or corporates are not considered Members of SSA.

1.7. Denial or Termination of Membership

- 1.7.1. SSA may, from time to time, via the relevant Government Departments, check that an Adult Member or an Applicant does not have a record on the National Register for Sex Offenders (NRSO). A record on the NRSO shall be grounds to deny or terminate Membership of an individual.
- 1.7.2. SSA shall ask All Adult Applicants for membership to declare any Criminal Record they may have. SSA may also, from time to time and at its sole discretion, ask an Adult Applicant or Member for the submission of a current Police Clearance Certificate. A criminal record may be grounds for declining or terminating Membership or declining an application for a Role in SSA.
- 1.7.3. SSA places a value on honesty and good morals. The rendering of false information in an AAM form or similar declaration shall be grounds for declining or terminating Membership or declining an application for a Role in SSA, as shall bringing SSA into disrepute.
- 1.7.4. Members of SSA undertake to accept the Ideals and Principles of the Scout Movement, the Promise and Law, Constitution and Policies of SSA and a failure to adhere to this undertaking shall be grounds for declining or terminating Membership or declining an application for a Role in SSA.

1.8. Suspension of Membership

- 1.8.1. Where it appears desirable in the interest of the Movement, the Membership of a Member may immediately be Suspended by their Next in Line Scouter or Manager, as set out in the Member Code of Conduct and Disciplinary Policy.
- 1.8.2. A person whose Membership is suspended, must for the time being:
 - 1.8.2.1. Refrain from participation in any activity connected with the SSA;
 - 1.8.2.2. Cease to wear any uniform or badges; and
 - 1.8.2.3. Not make any public comment, representation, or communication on behalf of SSA.
- 1.8.3. Any position in the Movement held by a person under suspension is considered to be vacant and may be filled by a temporary appointment whilst the process in the Member Code of Conduct and Disciplinary Policy is completed. Any difficulty arising under this Rule should be referred to the RC, the CC, the CEO, or the Board as appropriate.
- 1.8.4. A RC who suspends the membership of any Member in the Region, must immediately report the case with their motivation and full details to the CC.
- 1.8.5. A DC, who suspends the membership of any Member in the District, must immediately report the case with their motivation and full details to the RC.

1.9. Overseas Members

- 1.9.1. To apply for or retain membership of SSA, it is expected that the Member is currently resident in the Republic of South Africa.
- 1.9.2. In general, adult or youth Members who cease to be resident in South Africa for any reasons, will cease to be a Member as of the date of emigration.
- 1.9.3. In special circumstances, should a Youth Member currently engaged in the Springbok Scout level of the Scout Advancement programme, or the Leaping Wolf level of the Cub Advancement programme, cease to be resident in South Africa, they can with the written approval of the relevant National Chair, complete their branch advancement programme, provided.
 - 1.9.3.1. In the case of Scouts: That they had already registered their 'Path to Springbok' plan with the relevant RTC: Scout Programme and commenced working on their plan before the departure date,
 - 1.9.3.2. In the case of Cubs: That they had already commenced working on the requirements before the departure date,
 - 1.9.3.3. That the Unit Scouter of the Unit concerned, working with their RTC, continues to supervise the completion of the Advancement programme requirements and projects,
 - 1.9.3.4. That approval for the above exception is given and recorded by the relevant National Chair.

2. The Development Programmes of SCOUTS South Africa

2.1. Youth and Rover Development

- 2.1.1. The structured and incremental programme of activities, awards and badges for the development of Meerkats, Cubs, Scouts and Rovers in SSA, are defined in the Meerkat, Cub, Scout and Rover Trails on the SSA Website. Although each is distinct from the others in background and method, together they provide for the continuity of members personal development.
- 2.1.2. Implementation of the programme in each branch must be based on the Trail and Badge Book for each Branch as well as other current SSA Literature, as published on the SSA Website.
- 2.1.3. Where there is conflict between any other SSA publication and any of the Trails, the current Trail will be deemed to be correct.
- 2.1.4. Where a Den or Pack is part of a Sea Scout Group, or Air Scout Group, its members must receive only the standard Meerkat or Cub Programme, and the designation of the Meerkats and Cubs must be the same as for other Meerkats and Cubs.
- 2.1.5. The Policy for conducting safe activities in support of the Youth Programme can be found in the Safe Scouting Policy and associated Practice Notes.

2.2. Adult Leader Development

The structure of formal Stage One, Stage Two and Stage Three training for the continuous development of Adults in SSA is defined by the Aims, Objectives, and list of Modules for each level of training, contained in an Annexure to the Adult Support Policy.

3. Safe from Harm

- 3.1. SSA is committed to maintain a safe environment for the development of children and young people and for its Adult Members.
- 3.2. All Members of SSA need to work together to provide children, young people and one another with a safe environment in which they are all empowered to develop their full potential.
- 3.3. All Adult Members, except Elected Members, are expected to complete SSA Approved "Safe from Harm" training before Investiture or as soon as possible thereafter.
- 3.4. At any overnight activities held jointly by Dens, Packs or Troops of different genders or by mixed gender Dens, Packs or Troops, there must be at least one Adult of each gender present, one of whom must hold the relevant Warrant required for the activity, save for 'Youth led' activities as envisaged by the Scout Programme.
- 3.5. At all meetings and activities separate ablution facilities should be provided for each gender, and care should be taken to ensure that where separate ablution facilities are not available for each gender or separately for Youth and Adult members, that the usage is managed to prevent overlap of usage by genders or adults and youths.
- 3.6. For overnight activities separate sleeping accommodation shall be provided for Adults and Youth. Each facility shall have separate accommodation for each gender.
- 3.7. Adults who are either married or in a committed relationship with each other, may share the same sleeping accommodation.

4. Warrants and Appointments

4.1. Purpose

- 4.1.1. The principle governing the placement of members in a role is that a Warrant or Appointment is issued to a Member for the role for which they seem best suited and have the required competency, experience, capabilities, and qualities.
- 4.1.2. The procedures for issuing Warrants and Appointments is set out in the Adult Support Policy.
- 4.1.3. While there is a recognised seniority for the purpose of organisation and discipline in SSA, there is no promotion in the accepted sense of the term. The term "Next in Line Scouter" is used to denote the Member to whom a Scouter is accountable.
- 4.1.4. A Warrant is issued to an Adult Member who takes on any Role in which:
 - 4.1.4.1. they may have unsupervised interactions with Youth members; and or
 - 4.1.4.2. they are either directly Responsible for, or Support, other Warranted Members.
- 4.1.5. A Warranted Scouter must be present if non warranted adults, who are not a parent of a participating youth are present at any activity, meeting or event. The only exception to this would be circumstances where a Scout older than 17 years of age is visiting a Rover Crew.
- 4.1.6. An Appointment is issued to an Adult Member who is not an employee and who is appointed:
 - 4.1.6.1. to an Administrative Role at either Regional or National level.
 - 4.1.6.2. to any other role which does not require them to be Warranted.
- 4.1.7. All Warrants and Appointments are recorded on the "National Warrants and Appointments Register" which is maintained on the MMS.
- 4.1.8. A Warrant or Appointment is the evidence of the holder's authority to perform the functions of the defined role.
- 4.1.9. The Role Descriptions, as published on the SSA Website, provide the definitive "Role Purpose" and "Functions" of each Role and are deemed to be part of the Adult Support Policy.
- 4.1.10. Adults who are appointed, or elected to administrative roles in Groups, receive a letter of appointment from the SGL, which is not recorded on the "National Warrants and Appointments Register".

4.2. Issuing of Warrants and Appointments

- 4.1.1. The procedure for Applying for a Role, Interviews, Appointment to a Role, Issue of Warrants or Appointments, their Validity, Renewal, Suspension or Cancellation, is provided in SSA's Adult Support Policy.
- 4.1.2. The responsible person for the issue and signature of any Warrant or Appointment is defined in the SSA Adult Support Policy.
- 4.1.3. Warrants may only be issued once the applicant has obtained a valid police clearance certificate in accordance with SSA's policies.

4.2. Multiple Warrants or Appointments

- 4.2.1. A person may only hold two or more Warrants and or Appointments if, while fulfilling the responsibilities of their Primary Role, they have the time and ability to satisfactorily carry out the duties involved in one or more Secondary roles. In resolving conflicts of available time, their priority will always be the Primary Role which is the role they are most closely associated with, and which will normally be designated as such on the SSA national database.
- 4.2.2. Should a conflict of time and availability arise and not be resolved, the person should take a decision in respect of which role to continue in, considering the overarching objectives to provide good leadership in Scout units and providing quality support to the Scouters operating in units.
- 4.2.3. In every case the issue of a Warrant or Appointment for a secondary Role is subject to an investigation as to whether the Applicant can satisfactorily fulfil all their roles. Otherwise, the appointment process for the Secondary Role is the same as that for a Primary Role.
- 4.2.4. When conflicts of interest arise in making decisions in their Primary role, they will consider their responsibilities in their Primary over and above those of their Secondary Role.
- 4.2.5. Only when deemed essential, and for a limited period, may a Scouter hold two Unit Leader warrants (e.g., as a DS and a PS, and TS) or as a Unit Leader and an SGL.
- 4.2.6. For the purposes of the Annual SSA Census, a Member will be recorded under their primary role.

4.3. Suspending and Cancelling Warrants Appointments and Licences

- 4.3.1. Any Member's Warrant, Appointment or Licence may be Suspended for a period as set out in SSA's Members' Code of Conduct and Disciplinary Policy.
- 4.3.2. Any Member's Warrant, Appointment or Licence may be Cancelled as the result of a Disciplinary Hearing as set out in SSA's Members' Code of Conduct and Disciplinary Policy.
- 4.3.3. Membership of the Movement may be, but is not automatically, terminated upon the cancellation of the Warrant or Appointment as a disciplinary Sanction.
- 4.3.4. Any Member whose Warrant or Appointment is cancelled as a disciplinary sanction has the right of appeal, as set out in the Member Code of Conduct and Disciplinary Policy. Membership of SSA terminates 6 months after resignation of a Member or expiry of a Warrant if the Member is not appointed to another Role.
- 4.3.5. If a situation of irreconcilable differences between a volunteer and the next in line Scouter or the unit in which they operate arises, then:
 - 4.3.5.1. following the failure of reasonable attempts to find common ground, the warrant or appointment of the volunteer may be cancelled on the recommendation to the RC by the volunteer's next in line Scouter.
 - 4.3.5.2. the decision of the RC in respect of the recommended cancellation may be appealed to the CC, whose decision in the matter will be final.

- 4.3.5.3. This is deemed a “no fault” cancellation, and every reasonable attempt should be made by the relevant RC in consultation with the volunteer to find a new role for the volunteer in SSA.
- 4.3.6. A member may, without any prejudice now, or in the future, terminate their warrant or appointment at any time by written notice to the Next Line Scouter providing the reasons for the requested termination.
- 4.3.7. Such a termination, as referred to in 4.4.6, will, as detailed in the Disciplinary Policy, have no impact on ongoing disciplinary matters involving the volunteer.

5. Meerkats

5.1. The Meerkat

- 5.1.1. The Meerkat Branch is for 5- and 6-year-old youth who are members of a Meerkat Den.
- 5.1.2. A child may be admitted to the Meerkat Den, after completing a AYM form, at the discretion of the Den Scouter (DS), at the age of not less than five years.
- 5.1.3. Before being invested, the youth wishing to join a Meerkat Den, must satisfy the Den Scouter (DS) that they know and understands the requirements for the Membership Badge, as described in The Meerkat Trail.
- 5.1.4. After Investiture, a Meerkat advances by completing the requirements laid down in The Meerkat Trail.
- 5.1.5. As soon as possible after turning seven years old, but at most three months after their seventh birthday, they should "burrow up" to Cubs.
- 5.1.6. However, if a Meerkat is not yet ready for the Cubbing Adventure, they may be allowed to stay in the Den until they are seven and a half with the agreement of the DS, Pack Scouter (PS) and Scout Group Leader (SGL).
- 5.1.7. At age seven and half they must leave the Den and should at that time progress to the Cub Pack.

5.2. The Burrow

- 5.2.1. The Den is made up of Burrows, each consisting of up to four Meerkats, including a Lookout.
- 5.2.2. A Lookout is a Meerkat appointed by the DS to assist in looking after the Burrow and is the start of the SSA leadership development path.

5.3. The Meerkat Den

- 5.3.1. A Group must have a minimum of four prospective Meerkats before a Group can register a Meerkat Den in the Group.
- 5.3.2. Should a Den fall below four Members, the SGL, or failing them, the District Commissioner (DC) together with the Regional Team Coordinator (RTC) Meerkat Programme, will work with the DS to recruit more members. Should this fail, the DC in consultation with the SGL, can recommend the closure of the Den.

5.4. The Adults in the Den

- 5.4.1. Den Scouters (DSs) and Assistant Den Scouters (ADSs) are Members and issued with Warrants after satisfactory completion of the required training.
- 5.4.2. Den Helpers (DHs) are Parents of a youth member in the group, who are prepared to become Members and assist in the Den on a regular basis, but not as a uniformed Scouter. No previous experience is required. Before they are issued with an Appointment, a probationary period should be served, and the process detailed in the Adults Support Policy completed. The probationary period should be no longer than

3 months. A Den Helper is not permitted to have unsupervised access to the Meerkats other than their own children.

- 5.4.3. After completing an AAM Form, a DH shall be required to avail themselves of any training opportunities appropriate to their Role. If possible, they should attend Stage One Training.
- 5.4.4. The DS is responsible for the Den assisted by ADSs and DHs, subject to the general supervision of the SGL.
- 5.4.5. To ensure continuity it is desirable that every Den should have at least one ADS. Where a Den consists of more than two Burrows, they should have one additional ADS or DH for each additional Burrow.

5.5. Meerkat Instructors

- 5.5.1. The DS may, with approval of the relevant TS, RS or Rover Chair, obtain the services of a Scout, or Rover, or with the approval of the DC, and of the relevant Guider, the services of a Ranger, to act as a Meerkat Instructor (MI).
- 5.5.2. To qualify as a Meerkat Instructor, SCOUTS or Rangers must be at least fourteen years of age and must have gained the Discoverer Badge or its equivalent.
- 5.5.3. A Meerkat Instructor is entitled, after six month's service with the Den on the recommendation of the DS and, with the approval of the unit leader, to wear a Meerkat Instructor badge, positioned as described in the Uniform Policy.

6. Cubs

6.1. The Cub

- 6.1.1. The Cub Branch is for 7- to 10-year-old youth who are members of a Cub Pack.
- 6.1.2. A child may be admitted to the Cub Pack, after completing a AYM form, at the discretion of the PS, at the age of not less than seven years.
- 6.1.3. Before being invested, the youth wishing to join a Cub Pack, must satisfy the Pack Scouter (PS) that they know and understand the requirements for the Membership Badge, or if they are a Meerkat, the requirements for the Burrowing Up Badge. These are described in The Cub Trail.
- 6.1.4. After Investiture, a Cub advances by completing the requirements laid down in The Cub Trail.
- 6.1.5. A Cub may start work on the link badge and may 'go up' to the Scout Troop at the age of ten years and six months after the agreement of the PS and TS. Each Cub must be assessed on their individual circumstances.
- 6.1.6. A Cub may only remain in the Pack until reaching the age of eleven years.

6.2. The Six

- 6.2.1. The Pack is made up of Sixes, each consisting of at least three and up to six Cubs, including the Sixer and Second.
- 6.2.2. A Sixer is a Cub appointed by the PS to lead a Six of Cubs.
- 6.2.3. One of the Sixers in a Pack may be called "Senior Sixer", if desired.
- 6.2.4. A Second is a Cub appointed by the PS, in consultation with the Sixer concerned, to assist the Sixer and to deputise when the Sixer is absent.
- 6.2.5. Sixers, Senior Sixers and Seconds wear uniform and badges, as described in the Uniform Policy.
- 6.2.6. The Sixers' Council is an informal body composed of the Scouters of the Pack, the Sixers and, if desired, the Seconds.

6.3. The Cub Pack

- 6.3.1. A Group must have a minimum of six prospective Cubs before a Group can register a Cub Pack in the Group.
- 6.3.2. Should a Pack fall below six members the SGL, or failing them, the District Commissioner (DC) together with the Regional Team Coordinator (RTC) Cub Programme, will work with the PS to recruit more members. If this is not successful, the DC in consultation with the SGL, can recommend the closure of the Pack.

6.4. The Adults in the Pack

- 6.4.1. Pack Scouters (PSs) and Assistant Pack Scouters (APs) are Members, and issued with Warrants, after satisfactory completion of the required training.

- 6.4.2. Pack Helpers (PHs) are Parents of a youth member in the group, who are prepared to become Members and assist in the Den on a regular basis, but not as a uniformed Scouter. Before they are issued with an Appointment, a probationary period should be served, and the process detailed in the Adults Support Policy completed. The probationary period should be no longer than 3 months. A Pack Helper is not directly involved with the youth nor allowed unsupervised access to the Cubs other than their own children.
- 6.4.3. After completing an AAM Form, a PH shall be required to avail themselves of any training opportunities appropriate to their Role. If possible, they should attend Stage One Training.
- 6.4.4. The PS is responsible for the Pack, assisted by APSs and PHs, subject to the general supervision of the SGL.
- 6.4.5. To ensure continuity, it is desirable that every Pack should have at least one APS. Where a Pack consists of more than two Sixes, they should have one additional APS or PH for each additional Six. It is important that they be given an active part in the running of the Pack.

6.5. Cub Instructors

- 6.5.1. The PS may, with the approval of the relevant TS or Rover Scouter (RS) or Rover Chair, obtain the services of a Scout, or Rover, or with the approval of the DC and of the relevant Guider, the services of a Ranger to act as a Cub Instructor (CI).
- 6.5.2. To qualify as Cub Instructor SCOUTS or Rangers must be at least fourteen years of age and must have gained the Discoverer Badge or equivalent.
- 6.5.3. A Cub Instructor is entitled, after six month's service with the Pack, on the recommendation of the PS, and with the approval of their unit leader, to wear a Cub Instructor Badge, positioned as described in the Uniform Policy.

7. Scouts

7.1. The Scout

- 7.1.1. The Scout Branch is for 11- to 17-year-old youth who are members of a Scout Troop.
- 7.1.2. A child may be admitted to the Scout Troop after turning eleven or, in the case of a Cub, after turning ten years and six months, after consultation between and the agreement of the PS and TS. Each Cub must be assessed on their individual circumstances.
- 7.1.3. A duly completed AYM form must be submitted.
- 7.1.4. Before being invested, the youth wishing to join a Scout Troop must satisfy the TS that they know and understand the requirements for the Membership Badge, or if they are a Cub, the requirements for the Link Badge. These are described in The Scout Trail.
- 7.1.5. After Investiture, a Scout advances by completing the requirements laid down in the Scout Trail.
- 7.1.6. After Investiture, the Scout may qualify for Scoutcraft, Interest and Challenge Awards, as described in the Scout Trail and Scout Badge Book.
- 7.1.7. A Scout may become a Rover Recruit and work on the Network badge from the age of seventeen.
- 7.1.8. A Scout may only remain in the Troop until reaching the age of eighteen years.
- 7.1.9. Where a Scout is granted an extension due to extenuating circumstances to complete an advancement beyond turning 18, they may complete the advancement programme requirements with the involvement of other Scouts, but after turning 18, are not youth members of the troop and may not participate as a youth other than as specifically required to complete the advancement programme.

7.2. Patrols

- 7.2.1. The Patrol System is an essential feature of the Scout Method described in the Constitution. It is given its fullest expression through the CoH, as described in the current SSA Literature and through the planning of the Patrol's own programme by the Patrol itself.
- 7.2.2. A Troop is made up of Patrols, each consisting optimally of six to eight Scouts, including the Patrol Leader (PL) and Assistant Patrol Leader (APL). The Patrol is the Unit in all activities.
- 7.2.3. A PL is a Scout appointed by the TS, on the recommendation of the CoH, to lead a Patrol of Scouts.
- 7.2.4. The PL trains the Patrol through activities at Troop and Patrol meetings and activities.
- 7.2.5. The PL plans the activities of the Patrol with the assistance of the APL and in consultation with the members of the Patrol (Patrol in Council), and subject to the advice of the CoH and the TS.
- 7.2.6. An APL is a Scout appointed by the TS, who has been recommended by the PL and approved by the CoH. The APL assists the PL and deputises in the absence of the PL.

7.3. The Troop Leader (TL) and Assistant Troop Leader (ATL)

- 7.3.1. A TL and ATLs may be appointed by the TS, in consultation with the CoH.
- 7.3.2. The TL is responsible for assisting the Scouters, particularly with the coordination of all the Patrols in the Troop under direction of the TS.
- 7.3.3. The ATL is responsible for assisting the TL and the Scouters, particularly with the coordination of all the Patrols in the Troop under direction of the TS.
- 7.3.4. A Troop may only have one TL but multiple ATLs.
- 7.3.5. To be considered as a candidate, a potential TL or ATL shall have the following:
 - 7.3.5.1. An ability to lead.
 - 7.3.5.2. First Class Badge.
 - 7.3.5.3. General knowledge of the current SSA Scout Literature.

7.4. The Court of Honour

- 7.4.1. The Court of Honour (CoH) is responsible for upholding the Honour of the Troop and has the rights described in more detail in the YLIP.
- 7.4.2. The members of the CoH are the TL (if any), the PLs and the TS. The CoH may also invite ATLs and APLs to attend as described in the current SSA Scout Literature.
- 7.4.3. The CoH meets regularly, as described in the current SSA Literature.
- 7.4.4. In line with the Scout Programme, CoH meetings should be run on formal lines with Scouts filling the positions of Chairperson and Secretary. Proper meeting procedures should be followed, and minutes kept.
- 7.4.5. The TS is a member of the CoH in an advisory capacity. They do have the power of veto on any CoH decision if it is in contradiction to the Constitution, OR, or Policies of SSA, or if the decision to be vetoed is deemed by them to be unsafe for Scouts as detailed in the YLIP.
- 7.4.6. The TS will, as far as reasonably possible and under their personal supervision, delegate all internal matters of discipline and administration to the CoH.
- 7.4.7. It is recommended that the Chair of the CoH is invited to address and attend the Committee Meetings of the Group for the purposes of training and clear communication and representation of the Scouts' Interest.

7.5. The Scout Troop

- 7.5.1. A minimum of eight prospective Scouts are required before a Troop can be registered in a Group.
- 7.5.2. Should a Troop fall below eight members the SGL, or failing them, the DC together with the RTC Scout Programme will work with the TS to recruit more members. Should this not be successful, the DC in consultation with the SGL can recommend the closure of the Troop.

7.6. Land, Air and Sea Scout Troops

- 7.6.1. Scout Groups that have more than one Troop, are registered as separate independent Troops, as either Land, Air and Sea Scout Troops and must function as such. For simplicity, Land Scout Troops will be referred to simply as Scout Troops.
- 7.6.2. An Air Scout Troop must undertake at least one Air-related activity in each term to retain its status as an Air Scout Troop. Such activities may include Gliding, Airport Visits, Model aircraft construction or flying, or any other Air-related activities, as agreed to by the National Coordinator Air Activities in consultation with the Chair National Scout Programme and are detailed in the Scout Trail.
- 7.6.3. A Sea Scout Troop must undertake at least one water-related activity in each term to retain its status as a Sea Scout Troop. Such activities may include rafting, kayaking, canoeing, gigging, sailing or any other water-related activities, as agreed to by the National Coordinator Water Activities in consultation with the Chair National Scout Programme and are detailed in the Scout Trail.

7.7. The Adults in the Troop

- 7.7.1. Troop Scouters (TSs) and Assistant Troop Scouters (ATs) are Members, and issued with Warrants, after satisfactory completion of the required training. Both shall understand the full implications of the Patrol System and a willingness to put it into practice in the Troop.
- 7.7.2. There must be at least one Warranted male SCOUTER in an all-boy Troop and at least one Warranted female SCOUTER in an all-girl Troop.
- 7.7.3. In a mixed gender Troop, the TS may be of either gender, but there must be at least one Adult Member of the other gender at all mixed gender meetings and activities, save for 'Youth led' activities as envisaged by the Scout programme. The Adult Member of the other gender should preferably be, but need not be, a Warranted Scouter.
- 7.7.4. The Scouters of the Troop should meet regularly to coordinate the training programme of the Troop and to review the decisions, recommendations, and expectations of the Court of Honour (CoH).
- 7.7.5. Troop Helpers (THs) are Adults, preferably parents, who are prepared to become a Member, and assist in the Troop, but not as a Scouter. No previous experience is required. Before they are issued with an Appointment, a probationary period should be served, and the process detailed in the Adults Support Policy completed. The probationary period should be no longer than 3 months. A TH is not permitted to have unsupervised access to any youth other than in the case of parents interacting with their own children.
- 7.7.6. A TH shall be required to avail themselves of any training opportunities appropriate to their Role. If possible, they should attend Stage One Training.

7.8. Responsibilities of the Scouters

- 7.8.1. The TS is responsible for the Troop with the assistance of any ATs and THs subject to the general supervision of the SGL.
- 7.8.2. The delegation of any duties to the CoH does not relieve the TS of their responsibilities to ensure these are completed.
- 7.8.3. To ensure continuity, it is desirable that every Troop should have at least one AT.
- 7.8.4. The ATs' must have specific duties assigned to them to ensure their full participation in the running of the Troop and the furtherance of their training as ATs.

8. Rovers

8.1. The Rover Recruit and Squire

- 8.1.1. The Rover Branch is for 18- to 29-year-old Young Adults who are members of a Rover Crew.
- 8.1.2. Any person between the ages of 17 and 25 may be affiliated to a Rover Crew as a Recruit.
- 8.1.3. To be considered for membership, the Recruit must be approved by the Crew Council, and have submitted an Application for Adult Membership (AAM) form.
- 8.1.4. After acceptance of the Recruit by the Crew Council, and the Recruit's acceptance of the Crew Charter, the Recruit can be invested as a Squire.
- 8.1.5. Before a Squire may be invested as a Rover, they must submit an Application for Adult Membership (AAM) form, which must be approved, and they must either:
 - 8.1.5.1. fulfil the Crew requirements for investiture; or
 - 8.1.5.2. if they have been a Scout complete the requirements for the Network badge and any additional requirements set out in the Crew Charter.

8.2. The Rover

- 8.2.1. A new Rover that has come up from Scouts and has completed the requirements will be presented with their Network Badge at Investiture.
- 8.2.2. After investiture, the Rover participates in the Rover Programme which comprises a number of Achievement Awards and Bars leading to the Baden-Powell (B-P) Award as described in the Rover Trail.
- 8.2.3. A Rover may remain in the Crew until reaching the age of 30 years.

8.3. The Crew Council

- 8.3.1. A Crew Council of no less than three Rovers is elected annually by the Crew-in-Council to lead the Crew. Additional members may be elected to the Council, should the workload require, at the discretion of the Crew-in-Council.
- 8.3.2. The annual election of the Council should ideally take place between October and December of each year, to align with SSA's financial year.
- 8.3.3. The RS, where there is one, is an ex officio member of the Crew Council, in addition to the elected members.
- 8.3.4. Where there is no RS, the SGL for Group Crews or, the DC for Independent Crews, is informed of the outcome of the election of the Crew Council.
- 8.3.5. Where there is no RS, the roles and responsibilities of the RS are additional requirements for the elected Crew Chair to fulfil.
- 8.3.6. The SGL and/or the DC (in accordance with the type of registration) shall exercise adequate mentorship of the Crew, with the support of the RTC Rover Programme, and are encouraged, on invitation, to attend Crew meetings and events.

8.4. Formation of a Rover Crew

- 8.4.1. Before the DC (Independent Crews) or SGL (Group Crews) approves the formation of a Crew, it is essential that there should be suitable provision for leadership in the following ways:
 - 8.4.1.1. A Crew Council needs to be elected, or a RS appointed to hold a Warrant for the position; and
 - 8.4.1.2. There should be a minimum of three Rovers or Rover recruits: and
 - 8.4.1.3. There should be a recruitment plan for the crew.
- 8.4.2. The Rovers will establish a Crew Charter that will govern the Crew. Such Crew Charter shall comply with, and not in any way, contradict or conflict with either the Constitution, OR or SSA Policies. New Crews should seek the advice of the RTC Rover Programme who will appoint a sponsoring Crew, or member of the RAC to mentor the new Crew over a set period. This period can be between 6-12 months from registration of the Crew.

8.5. Registration of a Rover Crew

- 8.5.1. A Rover Crew which is registered as part of a Group, will work under the general supervision of the SGL.
- 8.5.2. Rovers or potential Rovers, from one, two or more Groups, may form an Independent Crew, at the discretion of the RTC Rover Programme and the DC. It will be registered as an Independent Crew and as a new Group. It will work under the general supervision of the DC.

8.6. Roving at a Distance

- 8.6.1. Rovers who are no longer able to regularly attend meetings of a Crew due to distance, but wish to remain members of their home Crew, remain registered in their home Region and either:
 - 8.6.1.1. fall under the mentorship of that RTC Rover Programme. The RTC Rover Programme will arrange for them to either link with a Crew nearest to their location, which Crew becomes responsible for their training and supervision of their Roving, or
 - 8.6.1.2. remain under the mentorship of their home Crew, who will arrange for mentorship through mutually acceptable platforms.
- 8.6.2. In either case the rover's non-attendance at the home Crew's activities will not penalise the Home Crew in the Star Crew assessments.

8.7. The Rover Scouter

- 8.7.1. Rover Scouters (RSs) and Assistant Rover Scouters (ARSs) are Members, and issued with Warrants, after satisfactory completion of the required training.
- 8.7.2. The RS mentors the Crew Council and works with the Crew Chair to lead, manage, and coordinate the effective implementation of the Rover Training Programme in the Crew.

- 8.7.3. The RS's role is to ensure that there is always a functioning Crew Council and Crew.
- 8.7.4. The RS will entrust to the Crew Council all internal matters of strategy, discipline, and administration, including the expenditure of Crew funds.

8.8. Regional Rover Advisory Council

- 8.8.1. In a Region with three or more Rover Crews, it is recommended that the RTC Rover Programme creates a Regional Rover Advisory Council (RAC) to work with the RTC: Rover Programme:
- 8.8.2. Each Regional RAC should adopt the template Charter in the Rover Handbook or draw up its own Charter, including the functions, membership requirements, Officers Meetings, operational procedures, and structures, following the template.
- 8.8.3. The RAC forms part of the support network for Rovers in a Region, not only providing support directly to crews, but also by representing their interest on Rovering matters and decision making at both Regional and National level.
- 8.8.4. In Regions where Rover membership is small and a RAC does not exist, the NRAC assumes the functions detailed in 8.8.3.

8.9. National Rover Advisory Council

- 8.9.1. The NRAC is a forum where representatives from each Region meet on a quarterly basis to discuss and address items that may have come up at their Regional Advisory Councils and make recommendations to Manco.
- 8.9.2. It is made up of the following Members:
 - 8.9.2.1. Chair: National Rover Programme
 - 8.9.2.2. Regional Ream Coordinators: Rover Programme
 - 8.9.2.3. Regional Rover Advisory Council Chairperson
 - 8.9.2.4. An elected NRAC Chair who id within Rover age
 - 8.9.2.5. Volunteer members appointed to the National Rover Support Team
 - 8.9.2.6. Chair: National Adult Support Team by invitation
 - 8.9.2.7. National Young Leaders Representative by invitation".

This is the standing understanding between the YLRT and NRAC, we have different functions and the chair's attendance of each other's meetings is primarily to support good awareness of each other's actives.

9. Scout Groups

9.1. Scouting Channels for Groups

- 9.1.1. To meet the needs of the various communities of members that SSA serves, SSA recognises three distinct categories of Groups that have different Social Partnership Agreements (SPAs) with SSA, as well as different management structures, resources, and support in place, when engaging with SSA. These categories are defined as the Scouting Channels.
- 9.1.2. All Groups in all channels shall be responsible for the implementation of the same programme materials, as defined in The Meerkat, Cub, Scout, and Rover Trails, to give effect to the Aims, Principles and Methods of SSA, as agreed in the SPA.
- 9.1.3. All Groups shall, under terms of the SPA with that Group or sponsoring organisation, be assigned to one of the channels as defined below:
- 9.1.3.1. Community Groups are those Groups whose members are drawn from the community at large and are supported primarily by the efforts and resources of the Parents and Guardians of the Youth Members involved.
 - 9.1.3.2. School Groups are those groups who are closed to membership from persons outside of the school, and who are supported through the efforts of the School Principal, Governing Body as well as the parents and Guardians of the Youth Members. The primary administrative support for the Group is provided by the School. The efforts of the parents and guardians of the Youth Members may also support the Group.
 - 9.1.3.3. NGOs or Church Sponsored Groups are those groups who are substantially dependent on the support and infrastructure of the NGO or church organisation, which is responsible for the Group. The primary administrative support for the Group is provided by the NGO or Church. The efforts of the parents and Guardians of the Youth Members may also support the Group. These Groups may, or may not, be closed to membership from outside of the sponsoring body, as agreed between the sponsor and SSA. Each registered NGO that utilises or implements the SSA youth programme will enter into a separate SPA with SSA.

9.2. Group Structure

- 9.2.3. Each Group is composed of a Group Leadership structure and one or more Units representing the Branches of SSA, namely Meerkat Dens, Cub Packs, Scout Troops, and Rover Crews. A Group may have only one Unit or numerous Units, i.e., multiple Dens, Packs, Troops, or Crews, all operating as a single Group.
- 9.2.4. A Scout Group may have any combination of a mixed gender, or single gender units, but where a mixed gender Den or Pack exists, the Group Leadership should ensure continuity of membership for the youth when they move to Scouts and Rovers either within the group or via neighbouring groups or sister organisations such as GGSA.

- 9.2.5. Three different Group Leadership Structures are available:
- 9.2.5.1. Community Groups, where a Group Committee elected by the Parents and Guardians of the members, collectively referred to as the Parent Support Association (PSA) is accountable for the Group and its responsibilities to SSA.
 - 9.2.5.2. School Channel Groups where the School Governing Body (SGB) and School Principal is accountable for the Group and its responsibilities to SSA.
 - 9.2.5.3. NGO/Church Groups, which are sponsored by an NGO, Religious Congregation, or similar formalised Religious Body, where the NGO Board or Church Council equivalent is accountable for the Group and its responsibilities to SSA.
- 9.2.6. For Community Groups the Group Committee should consist of:
- 9.2.6.1. The SGL, who should be the Chair of the Group Committee;
 - 9.2.6.2. The Group Secretary elected at the AGM or drawn from the Parents Support Association (PSA);
 - 9.2.6.3. The Group Treasurer elected at the AGM or drawn from the PSA;
 - 9.2.6.4. The Scouter responsible for each of the units in the Group or a delegated Adult Leader from the Unit; and
 - 9.2.6.5. Additional members, from the Parents Support Association (PSA) who are elected at the AGM or co-opted.
- 9.2.7. For School Groups the Leadership Structure should consist of:
- 9.2.7.1. The School Governing Body (SGB); The Headmaster or the SGL, if an SGL is nominated by the SGB and warranted by SSA;
 - 9.2.7.2. The Group Treasurer appointed by the SGB, if the finances of the group are handled separately from the School finances;
 - 9.2.7.3. The Scouter responsible for each of the units in the Group or a delegated Adult Leader from the Unit; and
 - 9.2.7.4. Additional members, from the Parents Support Association (PSA) who are elected at the Group AGM or co-opted by the SGB.
- 9.2.8. For NGO/Church Groups the Leadership Structure should consist of:
- 9.2.8.1. The NGO Board or Church Council;
 - 9.2.8.2. The SGL, if an SGL has been nominated by the NGO board or Church Council and warranted by SSA;
 - 9.2.8.3. The Group Treasurer appointed by the NGO Board or Church Council, if the finances of the group are handled separately from the NGO or Church finances;
 - 9.2.8.4. The Senior Scouter of each of the Units in the Group or their delegated Adult Leader from the Unit; and
 - 9.2.8.5. Additional members, from the Parents Support Association (PSA) who are elected at the Group AGM or co-opted by the NGO Board or Church Council.

- 9.2.9. Confirmation of the appointment of members of the Group Leadership Structure, other than the Headmaster or NGO Board, Church Council or SGB, is by Letter of Appointment from the SGL or Headmaster or NGO Board, Church Council or SGB and the PSA are advised of the appointments.
- 9.2.10. The number of additional Committee members will vary with the needs of the Group.
- 9.2.11. The Group Leadership Structure has no direct concern with the youth programme of the Branches. It is charged with supporting the SGL in fulfilling the group's responsibilities as set out in the Group's SPA and also ensuring that all units within the Group participate in the annual Star Award evaluations.
- 9.2.12. The DC may be approached to mediate any difference of opinion between the Group Committee and:
 - 9.2.12.1. Any group of parents, supporters.
 - 9.2.12.2. Any other persons engaged in any undertaking for or on behalf of the Group.
 - 9.2.12.3. Any Unit of the Group.

9.3. Religion and Spiritual Awareness

- 9.3.3. When a Group is composed of members of one form of belief, it is the duty of the SCOUTERS to arrange such spiritual observances and instruction as the SCOUTERS, in consultation with a spiritual authority, may consider best.
- 9.3.4. Where a Group is composed of members of different religions, it is the duty of the SCOUTERS to encourage and assist SCOUTS to attend spiritual observations of their own belief. Any form of prayer or worship used at meetings or in camp should be of the simplest character; attendance being voluntary, and it being understood that those absenting themselves will spend the time in contemplation according to their own beliefs.
- 9.3.5. When the Group is engaged in weekend activities, every endeavour should be made to arrange for SCOUTS to attend their own form of spiritual observation before, during, or after the activities.
- 9.3.6. Where it is not permissible under a rule of their belief for any SCOUT to attend religious observances other than those of their own belief, or to undertake any practices or dietary requirement, the SCOUTER must see that the Rules of their belief are strictly observed while the SCOUT is under the SCOUTER's control.

9.4. The Scout Group Leader (SGL)

- 9.4.3. The SGL is appointed through the process detailed in the Adult Support Policy.
- 9.4.4. The SGL in an NGO, Church or School Group may be an Official or Chair of the Board or SGB of the sponsoring Authority or the School Principal.
- 9.4.5. The SGL is entitled to wear uniform consistent with that worn by the Adult Members in either the Den, Pack, Troop or Crew, at their discretion.
- 9.4.6. On appointment, the SGL must have completed the training required for Membership and should have completed the training for a Warrant to be issued to enable them to satisfactorily execute their responsibilities in the Role. Alternatively, they must

commit to completing the training required for a Warrant to be issued, as soon as possible.

9.4.7. The role of the SGL is to lead, manage and coordinate the effective implementation of the Principles of SSA in the Group.

9.5. SCOUT Parents

9.5.3. All parents and Guardians of SCOUTS of a Group form the Parent Support Association (PSA) of that group.

9.5.4. The PSA and Sponsoring Authority should each meet whenever necessary for the effective operation of the Group.

9.5.5. The functions of the PSA, collectively as the PSA and individually, and of the sponsoring Authority are:

9.5.5.1. To co-operate with the Group Committee in raising funds for the Group.

9.5.5.2. To support the Group in any way open to them.

9.6. Annual General Meeting (AGM)

9.6.3. The PSA, with the Sponsoring Organisation where applicable, shall meet at least once in every calendar year at an AGM.

9.6.4. The PSA and other stakeholders shall be given at least 15 working days' notice of the AGM.

9.6.5. The AGM is chaired by the SGL.

9.6.6. The purpose of the AGM is for the PSA and, where applicable, sponsoring Authority to:

9.6.6.1. To receive the Annual Report and Annual Financial Statements of the Group.

9.6.6.2. To elect, in consultation with the SGL, a Group Secretary, and a Group Treasurer (who shall preferably not be a Scouter) to fulfil those defined roles in the Group Committee.

9.6.6.3. Elect additional members of the Group Committee as required.

9.7. Group Responsibilities for Continuity of Registration

9.7.1. To be in good standing and maintain continuity of Registration as a Division of SSA, a Group, within any of the channels, shall:

9.7.1.1. honour its responsibility to uphold the Ideals, Aims, Methods and Objectives of SSA;

9.7.1.2. have signed, and fulfil its obligations in terms of its SPA; and

9.7.1.3. ensure the availability of funds for the upkeep of property and equipment as well as the payment of levies, rentals or rates due for properties utilised for Scouting Activities.

9.7.2. Failure to honour these responsibilities and fulfil these obligations will put a Group in bad standing.

9.7.3. A Group deemed to be in bad standing will be given written notice by the RC, that failure to comply with their SPA and meet its obligations listed here, within a period of thirty days, may, at the discretion of Manco, forfeit the rights and privileges of

Registration as a Division of SSA.

9.7.4. A Group that forfeits the Rights and privileges of being Registered as a Division of SSA will be subject to the following sanctions:

- 9.7.4.1. The Youth Members, Units and Scouters in the Group will not be entitled to attend any Scouting functions, meetings, or activities inside or outside the Group.
- 9.7.4.2. No applications for a grant from the Scout Foundation will be considered.
- 9.7.4.3. No literature or supplies will be provided, nor will any certificates, Warrants or Appointments be awarded or issued.
- 9.7.4.4. Representatives of the Group will not be entitled to be represented at any meeting of the National Partnership Conference.
- 9.7.4.5. The Group will not be entitled to nominate or vote on representatives to the Board.
- 9.7.4.6. The Members of the Group forfeit the right to wear uniform as described in the Uniform Policy, use the advancement programmes, badges or badge systems, activity programmes or other Intellectual Property (IP) of SSA.

9.7.5. Should a Group fail to correct its breach of its responsibilities it shall be given written notice that unless the breach is rectified within a specified time frame the Group's Membership of SSA may be terminated by a Unanimous Decision of Manco. At that time, with immediate effect:

- 9.7.5.1. The Group closes and may no longer continue to provide the SSA youth or activity programme to its members.
- 9.7.5.2. All property and other assets of the Movement shall be returned to the control of the RC or SSA's National Office.
- 9.7.5.3. All Youth and Adults who were members of the group shall be notified that their Membership of SSA will be terminated unless they register with a Group in Good Standing within 6 months of the Manco Decision.

10. Districts

10.1. Structure

- 10.1.1. The RC will allocate each Group in their Region to a DC who will be responsible for supporting those Groups. The allocation is normally, but not always, done based on geographic location. The number of Groups assigned to a DC should be limited by the ability of the DC to maintain ongoing personal contact with the Groups and Scouters within it and coordinate the necessary support to the Groups. A DC should normally not be assigned more than 8 to 10 Groups.
- 10.1.2. The DC is responsible to support any Scouting activities taking place within their defined geographic District, including activities of Groups from other Districts and Regions.
- 10.1.3. Confirmation of geographic District boundaries is available from the Regional Commissioner.

10.2. District Commissioner

- 10.2.1. DCs are appointed by the CC on the recommendation of the RC, following the procedure in the Adult Support Policy.
- 10.2.2. The role of the DC is to promote Scouting and support Groups to achieve a high standard of Scouting through the application of the Aims, Methods, and Values of SSA. They are also responsible for protecting the good standing of Scouting in the Community.
- 10.2.3. Where the office of the DC is vacant, the RC will either depute a suitably trained or competent SCOUTER to act in the role, or personally perform the DC's functions until a DC is appointed.

10.3. District Scouters Team

- 10.3.1. The District Scouters Team is responsible to work with the DC in providing effective support to all the Groups in the District.
- 10.3.2. The District Scouters' Team comprises all the SGLs in the District, CoH representatives from the District and the Members of the Support Team in the Region who have been assigned to support the Groups in that District.
- 10.3.3. The DC shall convene and chair Regular Meetings of the District Scouters' Team and open the meetings to all other scouters in the District to:
 - 10.3.3.1. Maintain communication with and between all the Scouters in the District.
 - 10.3.3.2. Ensure coordination of activities and events in the District.
 - 10.3.3.3. Advise the DC of support required by Groups.

11. Regions

11.1. Structure

- 11.1.1. As set out in the Constitution, South Africa is divided into Regions to promote the organisation and effective working of SSA. The boundaries of Regions are determined from time to time by the Manco, in consultation with the RC, as required to best further the aims of SSA.
- 11.1.2. Each Region comprises of several Districts.
- 11.1.3. The size of a Region will normally vary from three to ten Districts and must be such as to allow the Regional Team to provide effective support and management to the Districts.
- 11.1.4. Where desirable a Region may be divided into geographic Sub Regions with Sub Region boundaries so that the Sub Regions cover the whole Region.
- 11.1.5. Any Region may submit a written proposal to Manco to divide their Region into two or more Sub Regions. The proposal shall include the motivation, proposed Sub Region names, geographic boundaries and the Districts which will be in each Sub Region.
- 11.1.6. All Districts must be in a Sub Region, i.e., stand-alone Districts are not allowed.
- 11.1.7. The names and geographical boundaries of the currently recognised Regions and Sub Regions are maintained by SSA's National Office and are available on request. Any amendments to the names and boundaries should align as far as possible to the recognised Provincial boundaries and naming conventions.

11.2. Regional Commissioner

- 11.2.1. The RC is appointed by the CC, with the endorsement of the Chief Scout (CS).
- 11.2.2. The RC is the face and representative of SSA in the Region and is to lead, manage and coordinate the effective support of Scouting to Groups in accordance with the rules, as described in this document and the current Policies of SSA.
- 11.2.3. Where the office of RC is vacant, the CC will either depute a suitably trained SCOUTER to act in the role, or personally perform the functions.

11.3. Deputy Regional Commissioner

- 11.3.1. Any Region may, with the Approval of the CC, appoint one or more Deputy Regional Commissioners (DRCs).
- 11.3.2. The DRC is appointed by the CC, on the recommendation of the RC, with the endorsement of the Chief Scout (CS).
- 11.3.3. The DRC must protect the reputation and standing of SSA in the Region.
- 11.3.4. The DRC is to support the RC in fulfilling their responsibilities, along with the appropriate authorities and agreed in their Role Description or reasonably allocated by the RC.

11.4. Regional Scouters Team

- 11.4.1. The Regional Scouters Team is responsible to work with the RC in the effective

leadership operation and management of the Region.

11.4.2. The Regional Scouters Team comprises:

11.4.2.1. RC

11.4.2.2. Deputy Regional Commissioner (DRC) (if appointed)

11.4.2.3. Regional Team Coordinators (RTCs)

11.4.2.4. Regional Young Leaders Representative (RYLR)

11.4.2.5. Regional Property Representative, in each Region which owns or leases property

11.4.2.6. Regional Finance Representative

11.4.2.7. Regional Marketing Representative (optional)

11.4.2.8. DCs

11.4.2.9. Any other members (Operational or Administrative) appointed to the Regional Team, as decided by the RC, in the interests of furthering the aims of Scouting.

11.4.3. In some Regions certain of the above roles may be combined and a single person appointed depending on the workload and circumstances.

11.5. Regional Meetings

11.5.3. The RC shall convene and Chair:

11.5.3.1. Regular meetings of Regional Scouters Team and others invited by the RC.

11.5.3.2. An Annual Regional Review Meeting as set out in the SSA Finance, Fundraising and Administration Policy.

11.5.3.3. Such other meetings of Members in the Region, which are required to maintain good communication between the RC, the Regional Scouters Team, the DCs and the Members in the Region.

11.6. Regional Team Coordinators

11.6.3. The following Regional Team Coordinators (RTCs) are appointed by the RC in consultation with the relevant National Chair:

11.6.3.1. Meerkat Programme

11.6.3.2. Cub Programme

11.6.3.3. Scout Programme

11.6.3.4. Rover Programme

11.6.3.5. Development

11.6.3.6. Adult Leader Training

11.6.3.7. Adult Support

11.6.4. One member may simultaneously hold Warrants for multiple RTC roles, with the agreement of the RC and CC.

11.6.5. The RTCs for the Meerkat, Cub, Scout and Rover Programmes are responsible to the RC for organising the support required by Groups to effectively implement the Meerkat, Cub, Scout and Rover Programmes.

11.6.6. The RTC Adult Leader Training leads the members of the Training Team (Warranted LTs, ALTs and Tutors) in the Region. The RTC is responsible for formal Adult Leader Training in the Region and for leading the Training Team in supporting formal and

informal training in Districts and Groups.

11.6.7. The RTC Adult Support is responsible for the effective management, support and motivation of all Volunteer resources, including Adult Leaders, in the Region.

11.6.8. The RTC Development is responsible for coordinating:

11.6.8.1. Growth in the Region;

11.6.8.2. The Development Officers in the Region; and

11.6.8.3. Support for new Groups.

11.6.9. The RTCs are all responsible to the RC for the allocation of Support Team Members to Groups and for the performance of the Support Team Members in their Region.

11.6.10. The RTCs are all responsible to their respective National Chairs for the effective and correct implementation of the Branch programmes in the Groups, management of Adult Training and Adult Support.

11.7. Regional Young Leaders Representative

11.7.1. The Regional Young Leaders' Representative (RYLR) is appointed by the RC in consultation with the National Young Leaders Representative (NYLR).

11.7.2. The RYLR's role is defined in the SSA Young Leaders Involvement Policy (YLIP).

11.7.3. The RYLR is answerable to the RC for promoting, and with the support of the RC and Regional team, ensuring engagement with Young Leaders in the Region.

11.8. Scout Programme: Regional Coordinators and Committees:

11.8.1. In those Regions where the workload dictates, the RC may appoint, on request of the RTC Scout Programme:

11.8.1.1. A Regional Coordinator: Land Activities to assist the RTC: Scout Programme with Scouting activities and events and the implementation of the Safe Scouting Policy.

11.8.1.2. A Regional Coordinator: Youth Leadership Training to assist the RTC Scout programme with the Youth Leadership training in the Region, including the running of Regional Youth Leadership training courses such as PLTU and supporting District Youth Leadership training courses. They will be a member of the National Youth Training Team.

11.8.1.3. In any Region where Air Activities form part of the programme for SCOUTS, a Regional Coordinator for Air Activities, to assist the RTC: Scout Programme with Air Activities and the implementation of the Safe Scouting Policy. They will be a member of the National Air Activities Team.

11.8.1.4. In any Region where Water Activities form part of the programme for SCOUTS, a Regional Coordinator for Water Activities .to assist the RTC: Scout Programme with Water Activities and the implementation of the Safe Policy. They will be a member of the National Water Activities Team.

11.8.1. Where appointed, the Regional Coordinators for Land, Air and Water activities, and Youth Leadership Training in each Region report to the RTC: Scout Programme. They may also assist and support the RTC for Rovers as required for specific activities.

11.8.2. Together with the RTC: Scout Programme, will liaise with the respective National

Coordinators for Land, Water and Air Activities and Youth Leadership Training.

11.9. Development Officers

- 11.9.1. The paid or volunteer Development Officers in a Region are appointed by the RC, in consultation with the RTC Development and the DCs in the Region.
- 11.9.2. Where Development Officers are paid, they are to enter into the Development Officer employment contract with SSA, which can be obtained from the National Office.
- 11.9.3. The Development Officers in a Region are coordinated by the RTC Development and are responsible for engaging with interested third parties to investigate, develop and carry out strategies for the formation and support of new Groups in the Region.

11.10. Support Teams

- 11.10.1. A Support Team may, at the instigation of the RC, be established in each Region for:
 - 11.10.1. Meerkat Programme
 - 11.10.2. Cub Programme
 - 11.10.3. Scout Programme
 - 11.10.4. Rover Programme
 - 11.10.5. Groups
 - 11.10.6. Adult Support
- 11.10.2. Members of the Adult Leader Training Team in the Region are automatically members of the Support Team which has a responsibility to support Districts and Groups with the Training of Adults.
- 11.10.3. Membership of Support Teams:
 12. Support Teams comprise suitably qualified individuals with experience and proven performance in that Branch or discipline.
 13. Membership of a Support Team is voluntary and any member of SSA who meets the requirements as detailed in the Role Description can apply for or be nominated for membership of any Support Team by any Member of SSA.
 14. The Members can, and should normally, remain active in a Warranted Role in an Operational Group.
 15. Members can belong to multiple Support Teams, subject only to the approval of the RTC responsible for each of the Teams and their ability to fulfil such multiple Roles.
- 11.10.4. The allocation of Support Team members to Districts, where appropriate, will be agreed between the RTCs, DCs and members of the Support Team.
- 11.10.5. Support Team Members allocated to a District will be members of the District Scouters Team which is responsible to support the activities of Groups in that District.

12. Amendments to the Advancement Programmes of SCOUTS South Africa

12.1. The Meerkat, Cub, and Scout Advancement Programmes and Badges

- 12.1.1. The Youth Advancement Programmes (Meerkat, Cub and Scout Trails) and associated regulations and Badges can be modified at any time.
- 12.1.2. Any Member of SSA, either Adult or Youth Member, may submit a written proposal to info@scouts.org.za for an addition or amendment to the requirements or design of any of the Meerkat, Cub or Scout Badges or Advancement Programmes for consideration by the National Chair, who will consider the proposal within one month and if supported, will present it to the Operational members of Manco.
- 12.1.3. If the motion is supported by at least two thirds of the Operational Manco, then the motion is successful and is presented for ratification to the full Manco.
- 12.1.4. If the ratification of motion achieves the support of a simple majority of the Manco members, then the motion is successful.
- 12.1.5. If the motion fails to achieve the two thirds support of the Operational Manco or a simple majority of the Manco, then the motion is defeated, and the revision rejected.
- 12.1.6. At each stage of the process the Chair of the relevant National Programme will respond in writing to the proposer, giving the decision, the motivation for the decision and the next step in the process.
- 12.1.7. Following ratification of a proposal the relevant National Chair will publish the required revisions to the appropriate Programme Literature and circulate it electronically to all groups.
- 12.1.8. The revised Meerkat, Cub or Scout Trail will be published on the SSA Website for all members.
- 12.1.9. Decisions of the Operational Manco on any proposal may be appealed to the Chief Commissioner (CC), within one month of the decision. The CC's decision on the matter will be final. Any such appeal should contain a motivation and response to the Committee's motivation for the decision taken.

12.2. The Rover Advancement and Awards Programme

- 12.2.1. The Rover Programme and Rover Awards, as published in The Rover Trail, can be modified at any time as follows.
- 12.2.2. Any Adult member of SSA may submit a proposal in writing for an amendment to the Rover Programme to info@scouts.org.za or to their Regional RAC, for its consideration.
- 12.2.3. The proposed revision is put, as a motion, to the NRAC. If the motion is supported by a two thirds majority of the NRAC, then the motion is put to the Manco for Ratification.
- 12.2.4. If the motion does not achieve support of two thirds of the NRAC then the motion is defeated, and the revision rejected.

- 12.2.5.If approved by a simple majority of the Manco, then the Chair: National Rover Programme will publish the revision to The Rover Trail, on the SSA Website and will circulate it to all Crews nationally and the Chairs: National Meerkat, Cub and Scout Programme.
- 12.2.6.If the motion fails to achieve a simple majority support of the Manco members, then the motion is defeated, and the revision rejected.
- 12.2.7.At each stage of the process the Chair National Rover Programme will respond in writing to the proposer, giving the decision, the motivation, and the next step.

13. Adult Leader Development Programme

- 13.1.1. Any member of SSA may, at any time, submit a proposal in writing for an amendment to the Aims, Objectives or Modules of level One, Two or Three Adult Leader Training, as defined in the Annexure to the Adult Support Policy for consideration by the Chair: NALT.
- 13.1.2. A motion for the proposed revision is put to the National ALT Team by the Chair: NALT within one month.
- 13.1.3. If the motion is supported by a two thirds majority of the National ALT Team, then the motion is presented to the Operational Members of Manco, otherwise it is rejected.
- 13.1.4. If the motion achieves a simple majority of the Operational Manco Members, then the motion is successful, otherwise it is rejected.
- 13.1.5. At each step of the process the Chair: NALT will respond in writing to all proposals submitted for its consideration, giving the outcome and the next steps.
- 13.1.6. The Chair: NALT will publish the revision to the Annexure of the Adult Support Policy and circulate to all members of the NALT team and AS team.
- 13.1.7. Decisions of the Team or Manco, on any motion, may be appealed to the CC whose decision will be final. Any such appeal should contain a motivation and response to the Team's motivation for the decision taken.

14. Scout Board

14.1. Scout Board Responsibilities

- 14.1.1. The two ultimately accountable bodies in SSA are the Scout Board and the Scout Management Committee (Manco), which reports to the Board via the CS, as described and authorised in the SSA Constitution.
- 14.1.2. Where Manco has denied or terminated Membership of a natural person, legal entity, Group or Unit and the Applicant Appeals the decision, the Board shall, within 30 days of receipt, hear the Appeal. The Board shall by a simple majority support or reject the Appeal. The appellant shall be notified of the outcome within 10 days of the decision.

14.2. Composition

- 14.2.1. The membership of the Board is defined in the SSA Constitution.

14.3. Election of Board members

- 14.3.1. The process for the election of the Members by the Bodies entitled to elect a Board member is set out in the following sections.
- 14.3.2. The nomination process for Representatives from any Body should, wherever possible, not take place at the same time, to support continuity on the Board of the Representatives of that Body. If two or more Representatives' roles are vacant simultaneously, the process described below shall still be utilised.
- 14.3.3. Any candidate to be nominated by a Body must meet the stipulations set by the Board for the role to be filled.
- 14.3.4. The Election Process for a Candidate is as follows:
 - 14.3.4.1. The availability of the Board Role, or Roles is to be advertised to all Members of that Body. The advertisement will include the Board stipulations for the role, the required response information, and the time frame for nominations to be submitted, which will not be less than two months.
 - 14.3.4.2. The Nominations are to be submitted to the CEO. Individuals may apply themselves with a seconder or be nominated and seconded by a third party.
 - 14.3.4.3. The CEO will, in consultation with the CS, review all nominations for compliance with the Board stipulations and will reject any non-compliant nominations. The CEO will issue a list
 - 14.3.4.4. of Nominees, who meet the stipulations, to all Members of the relevant Body for voting.
 - 14.3.4.5. The elected member(s) will be selected on the basis of the Nominee(s) receiving the highest number of votes from the members of the electing Body, received by the advertised closing date.
- 14.3.5. The extension of the Representative's term, as allowed for in the SSA Constitution, is subject to the Board's satisfaction with the candidate's performance.

15. Chief Scout and Deputy Chief Scout

15.3. Appointment of Chief Scout and Deputy Chief Scout

- 15.3.1. The following process will be followed for the selection and appointment of a Chief Scout (CS) and, at the discretion of the Board, a Deputy Chief Scout.
- 15.3.2. The SSA Board will agree the criteria for the selection of a suitable CS or DCS.
- 15.3.3. Based on the agreed criteria, the Board will identify and interview potential candidates for the role of CS or DCS.
- 15.3.4. A quorum of the Board will, by simple majority, elect one of the identified and interviewed candidates who will then be appointed in the role of CS or DCS.
- 15.3.5. If no simple majority is achieved in this voting, the Chair of the Board will have a deciding vote.
- 15.3.6. The CS or DCS is appointed for the period defined in the SSA Constitution or lesser agreed period.
- 15.3.7. The CS will be inaugurated on the expiry of the Warrant of the retiring CS.
- 15.3.8. In the event of there being no CS at any time or during their suspension, absence, or inability to act as the CS, a Nominee agreed by the Board and drawn from their membership, or another person selected by a two thirds majority of the Board will be appointed to act as Chief Scout for a period determined by the Board.

15.4. Suspension or Cancellation of Chief Scout's or Deputy Chief Scout's Warrant

- 15.4.1. Any member of the Board, or a simple majority of the Manco may, at any time, propose a vote of no confidence in the CS or DCS. The Board will be required to hold an emergency meeting within a month of any such proposal, to consider the matter.
- 15.4.2. When the Chair of the Board receives the proposal and deems it to have substance, they will suspend the Warrant of either the CS or DCS as indicated by the proposal.
- 15.4.3. If a quorum of the Board supports the vote of no confidence, by simple majority, then the Warrant of the CS or DCS shall be cancelled and the CS or DCS shall be notified, in writing, of the Board's decision and that their Warrant is cancelled.
- 15.4.4. If no simple majority is achieved in this voting, the Chair of the Board will have a deciding vote.
- 15.4.5. The position of CS or DCS will then be vacant and the Board is responsible for the appointment of a new CS or DCS.
- 15.4.6. The Board is required to complete the process of either appointment, within six calendar months of their decision to cancel the Warrant of the CS or DCS.

16. The Chief Executive Officer

16.3. Appointment

- 16.3.1. The Appointment of a CEO will be will follow the procedure defined below:
- 16.3.2. The Board will, through the SSA's National Office, advertise the vacancy, both internally and externally of SSA.
- 16.3.3. Applications for the post will be submitted to SSA's National Office.
- 16.3.4. A Committee will be formed, comprising:
 - 16.3.4.1. CS;
 - 16.3.4.2. The Chair of the Board or a delegated nominee;
 - 16.3.4.3. CC.
- 16.3.5. This Committee will interview the applicants, and by simple majority, recommend the successful applicant to the Board for employment.
- 16.3.6. The CEO shall be contracted as a permanent employee of SSA in accordance to the Labour Laws of the Republic of South Africa.
- 16.3.7. The CEO will be required to participate in an annual review of their performance by the Chair of the Board, or their delegated Board member, and the CS or their delegated nominee.
- 16.3.8. In the event of there being no CEO at any time, or during their absence or inability to act as the CEO, the CS shall either personally act or appoint a member of the professional staff or one of the Manco Members, with the agreement of the Board, to act as CEO.

16.4. Responsibilities

- 16.4.1. The CEO shall report and be responsible to the Board and CS.
- 16.4.2. The CEO is responsible for the functions in SSA set out their Job Description, which generally will include the leadership, management, appointment and oversight of the Administrative functions of SSA, including the Administrative Members of Manco and all employees. They have the right to attend any meeting or event of any SSA Group, District or Region; and any other authorities delegated temporarily by the CS or Board.

17. Chief Commissioner

17.1. Appointment

- 17.1.1. The Appointment of a CC will follow the procedure defined below.
- 17.1.2. The CS will, through the SSA's National Office, advertise the vacancy internally in SSA.
- 17.1.3. Applications for the post will be submitted to SSA's National Office.
- 17.1.4. A Committee will be formed, comprising the following members:
 - 17.1.4.1. CS;
 - 17.1.4.2. CEO; and
 - 17.1.4.3. One of the Board Members who is not a Manco representative
- 17.1.5. This Committee will interview the applicants, and by simple majority, recommend the successful applicant to the CS for Appointment.
- 17.1.6. The CC shall be appointed for the period(s) specified in the SSA Constitution, or lesser agreed period.
- 17.1.7. If the appointment was for a lesser period, it may be extended to the full initial term, subject to the satisfactory outcomes of annual reviews of their performance by the Chair of the Board or their delegated representative and the CS.
- 17.1.8. It may then be extended for a further two years, subject to the satisfactory outcomes of annual reviews of their performance by the Chair of the Board or delegated representative and the CS.
- 17.1.9. In the event of there being no CC at any time or during their absence or inability to act as the CC, the CS shall either personally act, for a period not exceeding 3 months, or, with the agreement of the Board, appoint one of the Manco Members, to act as CC for the necessary period.
- 17.1.10. A new CC shall be appointed as soon as possible.

17.2. Responsibilities

- 17.2.1. The CC shall report and be responsible to the CS.
- 17.2.2. The CC is responsible for the functions in SSA, set out in the SSA Role Description.

18. Procedures for Appointment of Manco Members

18.1. National Chairs of Branches and Portfolios.

- 18.1.1. In the event of there being a vacancy on Manco at any time a Nominee recommended by the CC or CEO and endorsed by the CS will be appointed to act in the vacant Role until the vacancy is filled.
- 18.1.2. The National Office will advertise for nominations and applications for the vacant position. The request for applications and nominations will include the Role Description, functions and responsibilities, and requirements of applications, as well as the time frame for nominations or applications.
- 18.1.3. Nominations and applications for the vacant post can be made by any member of SSA.
- 18.1.4. The Nominees will be asked to confirm their willingness to serve and complete an application, thus becoming an Applicant.
- 18.1.5. The CEO and CC will review all applications and remove any that do not meet the advertised criteria.
- 18.1.6. The Applicants meeting the criteria will be interviewed by a committee of three members, comprising:
- | | |
|--|--|
| 18.1.7. Administrative Manco Member Roles | Operational Manco Member Roles |
| <ul style="list-style-type: none">• CS or their nominee;• CEO; and• One Board Member, drawn from the Group representatives of the Board. | <ul style="list-style-type: none">• CS or their nominee.• CC; and |
- 18.1.8. This Committee will interview the applicants, and by simple majority, recommend the successful applicant to the CS for Appointment.
- 18.1.9. The successful Nominee will be appointed for the period defined in the SSA Constitution, or lesser agreed period, subject to a satisfactory outcome of an annual review of their performance by the CS, or their appointed nominee, and the Next in Line Member.
- 18.1.10. Additional members may, from time to time, be co-opted onto Manco for a specified period, following a proposal by the CC or CEO and with the approval by simple majority of a quorum of a Manco meeting.

18.2. National Young Leaders' Representative

- 18.2.1. SSA's National Office will advertise for nominations for the vacancy, detailing the key functions and requirements for any Nominee, who must be aged between eighteen and twenty-three at the date nominations close.
- 18.2.2. Nominations for the vacant post can be made any RYLR after consulting, to the best of their ability with the Young Leaders in their Region.
- 18.2.3. The Nominees will be asked to confirm their willingness to serve and complete an application, thus becoming an Applicant.
- 18.2.4. The CC will review all applications and remove any that do not meet the advertised criteria.

- 18.2.5. The Applicants will be interviewed by a committee comprising:
- 18.2.5.1. CS or DCS;
 - 18.2.5.2. CC;
 - 18.2.5.3. At least 1 member who is a Young Leader; and
 - 18.2.5.4. The incumbent or immediate past National Young Leaders' representative. If they are not available or were removed as a result of a disciplinary process, the CC will nominate another RYLR to the Committee for the interview.
- 18.1.6. This Committee will interview the applicants, and by simple majority, recommend to the CS and applicant for appointment. If there is no simple majority the CS or DCS shall have the casting vote.
- 18.1.7. The successful Nominee will be appointed for 3 years.
- 18.1.8. If they are under 24 years of age at the expiry of the initial term, they may be appointed for a further 2 years, subject to a satisfactory outcome of a performance review of the incumbent by the CS or their appointed nominee and the CC. Thereafter the appointment cannot be extended.
- 18.1.9. The purpose and functions of the Role are described in the Role Description.

19. National Teams

19.1. Overview

- 19.1.1. The National Team for each Branch and Portfolio is a virtual Team, Chaired by the relevant National Chair, NYLR, or National Coordinator and each comprises at least the relevant RTCs, Regional Young Leaders' Representatives, Regional Portfolio Representatives or Coordinators, from each Region, for that Branch or Portfolio. Additional members of National Teams are detailed in the relevant section.
- 19.1.2. Ultimate responsibility for the oversight and the performance of each National Team and their members rests with Chair of the National Team, the NYLR or the National Coordinator for the Team.
- 19.1.3. The Chair of any of the National Teams can, with the approval of the CC, appoint Support Team Members, in a National Role, for their Branch or Portfolio. The Support Team Member will then normally be invited to become a member of the relevant Team.
- 19.1.4. The National Teams and their roles are defined in the Clauses below:
- 19.1.4.1. The National Meerkat, Cub, Scout, and Rover Programme Teams are each responsible for working with the Chair: National Meerkat, Cub, Scout or Rover Programme, as applicable, to coordinate the effective development and implementation of the Advancement and Award Programmes for that Branch as detailed in the respective Role Descriptions.
 - 19.1.4.2. National Scout Programme Team (NSPT) members include, in addition to the RTCs: Scout Programme, the National Coordinators for Land, Air, Water Activities and Youth Leadership Training and are also responsible for the coordination and oversight of Regional and National Youth Leadership Training (e.g., Leadership Development Courses (LDC) Patrol Leader Training Courses (PLTC) and Patrol Leader Training Unit (PLTU) courses).
 - 19.1.4.3. The National Air, Land, Water Activities and Youth Leadership Training Teams are chaired by their respective National Coordinators through whom they report to the Chair: National Scout Programme, and these teams comprise the Regional Coordinators for those activities and training.
 - 19.1.4.4. The National Young Leaders Representatives Team (YLRT) includes the Chair of NRAC by invitation and is responsible for advancing Young Leaders Involvement, as described in the Young Leaders Involvement Policy, protecting the rights of Youth — and facilitating certain events and initiatives necessary to adequately achieve Young Leaders Involvement.
 - 19.1.4.5. The NALT comprises the RTC: ALT from each Region, the Warranted LTs from all Regions and National Support Team Members: ALT, who will normally be warranted LTs.
 - 19.1.4.6. The NALT Team is responsible, through the RTCs, for working with the Chair: National Adult Leader Training in:
 - 19.1.4.6.1. Reviewing Modules, Outcomes, and content of Adult Leader Training material.
 - 19.1.4.6.2. Developing new training materials.

- 19.1.4.6.3. Supporting and guiding members of the Regional Training Teams in their Roles.
- 19.1.4.6.4. Ensuring that adequate and effective Adult Leader Training takes place in their Regions.
- 19.1.4.6.5. Identifying and supporting the training of Adult Leaders to become members of the Regional or National Adult Leader Training Team.
- 19.1.4.6.6. It is preferable that Members serving on the NALT are either active or have been active in the past five years, in a Group, District or Regional role.

19.2. National Adult Support Team (NAS Team)

19.1.1. This Team comprises the RTCs: AS and the members of the National Awards Committee (NAC). It is responsible for working with the Chair: National Adult Support in:

- 19.1.1.1. Developing, maintaining, and assisting in the application of SSA's Adult Support Policy and Member Code of Conduct and Disciplinary Policy.
- 19.1.1.2. Promoting recognition of members contributions.
- 19.1.1.3. Developing and educating members on the National Awards system.
- 19.1.1.4. Supporting the activities of the Regional and National Awards Committees.

19.2. International Team

- 19.2.1. The International Team is comprised of at least three volunteer Members of SSA, one of whom is Appointed as the Chair.
- 19.2.2. The team reports to the CEO.
- 19.2.3. The team is responsible for the implementation of the International Policy.

19.3. National Property Team

- 19.3.1. The National Property Team comprises the Chair: National Property and the Regional Property Representative from each Region where SSA leases or owns properties.
- 19.3.2. Other volunteer members of SSA maybe co-opted onto the team as required.
- 19.3.3. The team is responsible to the CEO, via the Chair: National Property, who shall be the Property Representative on Manco.
- 19.3.4. The Regional Property Representative reports to the RC and the Chair: National Property in respect of the properties in the Region.

19.4. National Finance Team

- 19.4.1. The National Finance Team is comprised of the Chair: National Finance and the Regional Finance Representatives from each Region.
- 19.4.2. The Team is responsible to the CEO, via the Chair: National Finance, who shall be the Finance Representative on Manco.
- 19.4.3. The Regional Finance Representative reports to the RC and the Chair: National Finance in respect of the finances of the Region.

19.5. National Marketing Team

19.5.1. The National Marketing Team comprises the Chair: National Marketing, the Regional Marketing Representatives (where they are appointed), and at least two other volunteer members of SSA.

19.5.2. The team is responsible to the CEO, via the Chair: National Marketing, who shall be the appointed Marketing Representative on Manco.

19.5.3. The Regional Marketing Representative reports to the RC as well as the Chair: National Marketing, in respect of the marketing activities in the Region.

20. Properties and Finances

20.1. Properties

20.1.1. For all matters related to fixed and movable properties, the requirements of the SSA's Property Policy must be followed.

20.2. Finances

20.2.1. For all matters related to finances, the requirements of the SSA's Finance, Fundraising and Administration Policy.

21. Policies and Policy Revision Procedures

21.1. SSA Policies

21.1.1. SSA has published the Policies detailed in the table below. These policies are to be read with OR and are binding on the SSA Members.

21.1.2. Additional Policies may also be published from time to time and this table will be updated on the SSA website. It will not be necessary to update and reissue OR just to reflect the updated Table.

21.2. Policy Revision Procedure

21.2.1. The "Responsible", and "Ratification" bodies for each policy are shown in the table below.

21.2.2. Any member of SSA, either as an Adult volunteer or Youth Member, may submit a proposal in writing for an amendment to any of the SSA Policies for consideration by the Responsible Body.

21.2.3. The Responsible Body must respond in writing to all proposals submitted for its consideration, giving the decision of the Responsible Body and motivation, therefore.

21.2.4. If simple majority of the Responsible Body support the proposed amendment, the Responsible Body will publish it on the SSA website for a period of not less than 3 weeks for comment by the membership. A list of such Policy amendments available for comment will be regularly published by the National Office.

21.2.5. Following the consideration of any comments submitted by the membership, proposals for amendments to any of the Policies will be made to the Ratification Body subject to the support, by simple majority, of the Responsible Body for that policy.

21.2.6. Each Proposal will be subject to ratification by the Ratification Body. The ratification of the amendments will be by simple majority of a quorum of the Ratification Body. Once ratified, the amended Policy is immediately effective, unless otherwise requested by the Responsible Body.

21.2.7. Once the amendments have been ratified, they will be published as a revision to the relevant SSA Policy, and notification sent to all Groups in Good Standing.

21.2.8. Decisions of the Responsible Body on any proposal may be appealed to the Ratification Body. Decisions of the Ratification Body may be appealed to the relevant Ratification Body, whose decision on the matter will be final. Any such appeal should contain a motivation and response to the points raised in the Responsible Body's or Ratification Body's motivation for the decision taken.

21.2.9. The Manco will, from time to time arrange a review of the Policies by the Responsible Body. The process for revisions will follow the process for amendments.

21.2.10. The decisions of the Ratification Body will be confirmed at the next Manco meeting and recorded in the Minutes.

SSA Policy Name	Contains	Responsible Body	Ratification Body
Adult Support Policy	The regulations and protocols for the application, admission recognition and training of Adult Members	National Adult Support Team and National Adult Leader Training Team	Manco
Child Protection Policy	The Regulations, Procedures and Protocols to be adopted in respect of Child Protection Matters.	CEO and CC	Manco
Conflict of Interest Policy	Declarations of conflict of Interest	Manco	Board
Delegation of Authority	SSA Delegation of Authority Rules	Manco	Board
Finance, Fundraising and Administration Policy	The regulations for the control of finances, fundraising activities and financial reporting and specific administrative requests.	National Finance Team	Board
International Policy	The regulations pertaining to visiting foreign Scout countries/ events/campsites, exchanges with foreign Scouts and recognised international events.	International Team	Manco
Marketing and Branding Policy	The regulations relating to the use of branding and SSA's marketing materials and public relations activities.	National Marketing Team	Manco
Members Code of Conduct and Disciplinary Policy	The regulations and protocols for disciplinary matters, including both Adult and Youth disciplinary offences.	National Adult Support Team	Manco
Privacy Notice	Regulations and protocols on collecting, processing, using, and storing personal information. (in conjunction with Popia Policy and PAIA Manual)	CEO	Board

SSA Policy Name	Contains	Responsible Body	Ratification Body
Property Policy	The regulations for administering, management and responsibilities of fixed and moving properties.	National Property Team	Board
Protection of Personal Information (POPI) and Retention of documents Policy	The policy for compliance with the Protection of Personal Information Act (POPIA).	CEO	Board
Retail Policy	The regulations governing SSA's retail operations	National Marketing Team, National Finance Team, CEO	Manco
Safe Scouting Policy	The regulations, guidelines and protocols relating to carrying out of all outdoor activities under the SSA's Youth programmes.	Operational Manco	Manco
Social Media Policy	The guidelines and protocols relating to social media usage in name of SSA/ as SSA representatives and members	National Marketing Team, National IT Team, CEO	Manco
Travel Policy	The rules governing travel for national and regional team members for SSA.	National Finance Team	Manco
Uniform Policy	The regulations governing the uniform worn by members.	Operational Manco	Manco
Young Leaders Involvement Policy	The regulations, guidelines and protocols relating to the promotion of Young Leaders at all levels of leadership.	Young Leaders Representative Team	Manco

22. Relationships with Government and other National Youth Organisations

- 22.1. Subject to the provisions of the laws of the Country, and while striving to maintain the most co-operative relationships with all spheres of Government, neither SSA or any of its Units is subject to the control of any Department of the Government of the Republic of South Africa, or of any Regional Government, or of any Metropolitan Council, District or Local Authority.
- 22.2. SSA desires friendly relationships with other National Organisations of a non-political nature with similar aims. SSA may enter into a MoU to govern the relationship where there is a benefit for SSA members to do so.

23. Amendments to Organisational Rules

- 23.1. Any member of SSA, may submit a proposal in writing for an amendment to the OR for consideration by the Manco, via the SSA's National Office info@scouts.org.za.
- 23.2. The Manco must respond in writing to all proposals submitted for its consideration, giving the decision of the Manco and the motivation for the decision.
- 23.3. OR may be amended from time to time on the recommendation of a simple majority of the Manco with subsequent ratification by the Board.
- 23.4. Once the amendments have been ratified by the Boar, they will be published as a revision to the SSA's OR and notification sent to all Groups.
- 23.5. Decisions of the Manco on any proposal may be appealed to Board whose decision on the matter will be final. Any such appeal should contain a motivation and response to the points raised in the Manco's motivation for the decision taken

24. Definitions and Abbreviations

These Definitions and Abbreviations define the terminology and abbreviations to be used in SSA. These and the Clauses describing the various structures in SSA, may be read in conjunction with the document illustrating the "Structure of Scouts South Africa" published on the SSA website. The document "SSA Adult positions", which is also on the website, provides, in list format, the Members of the various structures in SSA.

AAM	Application for Adult Membership
ADS	Assistant Den Scouter
Adult Members.	All Adults (persons eighteen years or older) in SSA who have become members by completing an AAM form and being Invested as a Member. This includes Rovers, Operational and Administrative Members
AGM	Annual General Meeting
Air Activity Licence	The licence given to an Adult Member who has been certified as competent to be the Activity Leader for specified air activities.
ALT	Adult Leader Training
Alumni	The Scout Alumni Network
Ambassador	A member appointed by the Manco, specifically to promote Scouting, SSA, a Branch or particular sphere of Scouting
APL	Assistant Patrol Leader who assists the Patrol Leader in running the Patrol.
ARC	Assistant Regional Commissioner
APS	Assistant Pack Scouter
Assistant Leader Trainer	Warranted Assistant Leader Trainer. Member of the National (Assistant LT) or a Regional Adult Leader Training Team
ARS	Assistant Rover Scouter
Assistant Troop Leader	A senior Scout who assists the Troop Leader (TL) and has a (ATL) specific job within the Troop.
ATS	Assistant Troop Scouter
Badge Books	The Meerkat, Cub, Scout and Rover Badge Books which describe the requirement for Meerkat, Cub, Scout and Rover Badges
Badge Examiner	An Adult who has been approved by a DC to examine SCOUTS on agreed Badges
Board	The Governing Board of SSA, as defined in the SSA Constitution
B-P	Baden-Powell (Lord Robert)
Branch	Signifies one of the constituent parts of SCOUTS South Africa, i.e., Meerkats, Cubs, Scouts and Rovers
Burrow	A group of up to four Meerkats, who work together on Den activities
CC	Chief Commissioner
Certificate of Appointment	The certificate issued to a Member, which designates the Role to which they have been Appointed. It is recorded on the National Register

CEO	Chief Executive Officer
Complaint	The formal statement of a complaint by any member against any other member or structure of SSA, which initiates either the grievance or Disciplinary Process, as set out in the Member Code of Conduct and Disciplinary Policy
Constitution	The Constitution of SCOUTS South Africa
Court of Honour (CoH)	The body responsible for the Honour of each Troop
CS	Chief Scout
Cub Instructor (CI)	A Scout, Rover or Ranger (from Girl Guides) who has met the requirements for this role
Cub	Youth (child) member, aged from 7 to 10 years of age
Cub Pack (Pack)	The Unit in a Group representing the Cub Branch
Cub Programme	The structured and incremental programme of activities for the Cub members of SSA, as defined in the <i>Cub Trail</i> on the SSA Website.
District Commissioner (DC)	The Scouter responsible for coordinating the support for a number of Groups assigned to them.
DCS	Deputy Chief Scout
DRC	Deputy Regional Commissioner
Den Helper (DH)	An Adult Member, Appointed to this Role in the Meerkat Den
Den Scouter (DS)	The warranted Scouter responsible for running a Meerkat Den. They are normally assisted by Assistant Den Scouters (ADSs)
District Scouters Team	The DC, SGLs (or a representative) of each Group, Unit Scouters from each Group in the District and Support Team Members assigned to the District
District Warrants	The committee responsible for approving applications for Committee membership of SSA, Warrants and Appointments
Elections	Any elections may be carried out, either as physical meetings with voting, as postal or as electronic voting, or a combination thereof, whichever provides for the best expression of the will of constituency being served
Group	A Group is an entity composed of one or more Units (Meerkat Den, Cub Pack, Scout Troop, Rover Crew). The term 'Group' applies to the entity, even if it comprises only a single Unit from one of the Branches. SSA is one legal entity with the Group being an operating entity of SSA, which has entered into a Social Partnership Agreement (SPA) with SSA
Group SCOUTER(S)	A term including the Scout Group Leader (SGL) and all Scouters in all Units of the Group
Guardian	The person legally appointed as the primary caretaker for a minor
Interest Badges	Meerkat, Cub and Scout Interest Badges as described in the Meerkat, Cub and Scout Badge Books
Introduction to Adult Leadership (IAL)	The Stage One training for Scouters, which has to be completed by all Members before they can receive a Limited Warrant

Role Descriptions	The Role Descriptions, as published on SSA's website, which define the Role Purpose, Functions, Responsibilities, and Reporting Lines for each Role in SSA
Leader Trainer (LT)	Warranted Leader Trainer. Member of the National and Regional Training Team
Licence	Certification of competence to be the Activity Leader for various Adventurous Scouting Activities
Lookout	A senior Meerkat who assists in looking after their Burrow
Manco	The Scout Management Committee
Meerkat	Youth (child) member, aged between 5 & 6 years of age
Meerkat Den (Den)	The Unit in a Group representing the Meerkat Branch
Meerkat Instructor (MI)	A Scout, Rover or Ranger (from Girl Guides) who has met the requirements for this role
Meerkat Programme	The structured and incremental programme of activities for the Meerkat members of SSA, as defined in the <i>Meerkat Trail</i> on the SSA Website
Membership Management System (MMS)	The MMS used by SSA to manage the records of all our Members
NALT Team	The Team comprising the RTC: ALT from each Region, led by the Chair: NALT
National Adult Support (NAS) Team	The Team comprising the RTC: AS from each Region, led by the Chair: NAS
National Air Activities (NAA) Team	The Team comprising the Coordinators: Air Activities in each Region. It is responsible for oversight and coordination of all Air Activities in SSA.
National Cub Programme	The Team, comprising the RTC: Cub Programme from each (NCP) Team Region, led by the Chair: NCP
National Meerkat Programme (NMP) Team	The Team, comprising the RTC: Meerkat Programme from each Region, led by the Chair: NMP
National Office	SSA's Head Office
National Rover Advisory	The forum where Rover representatives from each Region Council (NRAC) meet, usually quarterly, to discuss items of common interest to Rovers
National Scout Programme (NSP) Team	The Team comprising the RTC: Scout Programme from each Region, led by the Chair: NSP
National Water Activities Committee (WAC)	The Committee comprising the Coordinators: Water Activities in each Region. It is responsible for oversight and coordination of all Water Activities in SSA
National Young Leaders Representatives Team (NYLRT)	The National Team chaired by the NYLR and detailed in the Young Leaders Involvement Policy.
National Young Leaders Representative (NYLR)	National Representative of all members who are aged between 16 and 25
NGO	Non-Governmental Organization

Next in Line Scouter or Member	
NSOs	National Scout Organisations
National Rover Advisory Council (NRAC)	The National Council representing Rover Crews in the Country
Organisational Rules (OR)	Organisational Rules of Scouts South Africa, (the current edition of this volume). The rules which, together with the Constitution and Policies, govern how SSA operates
Pack Scouter (PS)	The Warranted Scouter responsible for running a Cub Pack. They are normally assisted by Assistant Pack Scouters (APSs)
Parent Support Association	The Parent Support Association of a Group comprises all the (PSA) parents or Guardians of all the Meerkats, Cubs, Scouts and Rovers in that Group
Patrol	A group of at least three and up to eight Scouts, who work together in all Troop activities
Patrol Leader (PL)	The Scout appointed by the TS who is responsible for leading the Patrol
Pack Helper (PH)	An Adult Member Appointed to this Role in the Cub Pack
Practice Note	Documents which set out current SSA Best Practices, normally in support of a Policy
Regional Rover Advisory Council (Regional RAC)	A Council of Rovers, who are elected for a specified period, by Rovers in each Region, to represent Rover Crews and assist in promoting Rovering in the Region. The RAC is represented on the National Rover Advisory Council
RC	Regional Commissioner
Recruit (Rover)	A young adult not less than 17½ years of age and not older than 25 years of age, wishing to become a Rover
Regions	The geographic subdivisions of South Africa which are used to operate SSA
Regional Scouters Team	The team comprising the RTCs, RYLR, Regional Administrative Representatives and DCs under the Leadership of the RC
Regional Support Team	All Members of Support Teams assigned to a Region
Regional Young Leaders Representative (RYLR)	Regional Representative of all members in the Region who are aged between 16 and 25
Registered Group Rover	A Group which has a valid SPA Adult Member, aged from eighteen to twenty-nine years of age who has been invested as a Rover
Rover Crew (Crew)	A group of not less than three Rovers, who make up a unit representing the Rover Branch
Rover Crew Council	An annually appointed leadership team in a Rover Crew. It consists of at least a Chairperson, Secretary and Treasurer who represent the Crew, with the Rover Scouter (RS), if the Crew has one

Rover Programme	The structured and incremental programme of activities which is defined for the Rover members of SSA, as defined in the <i>Rover Trail</i> on the SSA Website
Rover Scouter (RS)	An Adult who is acceptable to the Rover Crew who has a Warrant as the RS, and is the Leader of the Rover Crew. They may be assisted by an Assistant Rover Scouter
Rover Squire	A Recruit, who having, successfully applied for Adult Membership, has been invested into the Movement and is now undergoing training to become a Rover, with the assistance of one or two Sponsors
RTC	Regional Team Coordinator. The member responsible for coordinating the activities of a Branch or portfolio and their Support Team Members in a Region
Scout	Youth Member (child), aged from eleven to seventeen years of age who has been invested as a Scout
SCOUT	(Capital letters) includes Meerkats, Cubs, Scouts and Rovers, both male and female
SCOUTER	(Capital letters). Any Member who holds a Warrant
Scoutcraft Badges	The Scout Scoutcraft Badges as described in the Scout Badge Book
Scout Group Leader (SGL)	The Warranted Scouter responsible for the Group. In the absence of a person holding a Warrant as SGL, the role is automatically filled by a SCOUTER in the Group, approved by the DC
Scout Programme	The structured and incremental programme of activities for the Scout members of SSA, as defined in the <i>Scout Trail</i> on the SSA Website
Scout Troop (Troop)	The Unit in a Group representing the Scout Branch
Senior SCOUTERS	Refers to the Unit Leaders in each Group that are members of the Group Committee
Six	A group of at least three and up to six Cubs, who work together in the Pack
Sixer	The Cub appointed by the PS to lead a Six of Cubs
Social Partnership Agreement (SPA)	Agreement between SSA and a Scout Group, Religious Organisation, School or Non-Governmental Organisation (NGO)
SSA	SCOUTS South Africa
SSA Literature	The latest versions of various books and other SSA publications, which set out how to carry out Scouting activities. Published on the SSA Website
SSA Website	The official Website of SSA – www.scouts.org.za
Sub Region	The geographic subdivision of a Region which is used to operate SSA in that Region
Support Teams	The Members of the separate Support Teams for the Meerkat, Cub, Scout, and Rover Branches, Groups and Adult Support. They may be appointed at a Regional or National level
Troop Instructor (TI)	An adult Member, Appointed to this Designated Role

Troop Leader (TL)	A senior Scout appointed by the TS
Troop Scouter (TS)	The Warranted Scouter responsible for running a Scout Troop. They are normally assisted by ATSS
Tutor	A Warranted Tutor in a Regional Training Team who acts in a support role for Adult Training
Uniform	The uniform to be worn by Members, as set out in the SSA Uniform Policy
Unit	One of the constituent Units of a Scout Group, namely a Meerkat Den (Den), Cub Pack (Pack), Scout Troop (Troop) or Rover Crew (Crew)
Voting	Voting for any purpose may be conducted at a physical meeting, as postal or as electronic voting, or a combination thereof, whichever provides for the best expression of the will of constituency being served
Warrant	The Certificate issued to a SCOUTER, which designates the Warranted Role to which they have been appointed. It is recorded on the National Register
Water Activity Licence	The Licence given to an Adult Member who has been certified as competent to be the Activity Leader for specified Water Activities
Website	The official Website of SSA – www.scouts.org.za
Wood Badge	The Wood Badge is an internationally recognised symbol, comprising two wooden beads on a leather thong, signifying that a Scouter has completed their Stage Three training
WOSM	World Organization of the Scout Movement
Young Leaders	Members of SSA between the ages of 16 and 25 whose purpose is to represent the interests and views of Youth Members
YLIP	Young Leaders Involvement Policy
Youth Member	A child aged between five and seventeen years of age who is a Member of SSA
Youth Programme	The structured and incremental programmes of activities, defined for the Meerkat, Cub and Scout Members of SSA, in the <i>Meerkat, Cub and Scout Trails</i> on the SSA website

NB: Except in the case of 'Meerkat', 'Cub', 'Den' and 'Pack', or where the context indicates or requires otherwise, these definitions include the corresponding Sea and Air designations.