

Chapter 4 The Scout Group

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Rule 4.1 The Beaver Scout Colony

Size of Colony

- a. The recommended maximum size for a Colony is 16 Beaver Scouts.
- b. The recommended number of Beaver Scouts may be exceeded following an agreement between the Group Scout Leader and the District Commissioner.

When deciding on the size of the Colony, Leaders should take into account the leadership available, the capacity of the meeting place and whether it might be more effective to run more than one Colony.

Leadership

- c. The operation of the Colony must be overseen by an Appointed Leader.

- d. The Leader must plan to ensure that at least two adults (aged 18 or over), a male and a female, are present at the Colony meeting, at least one of whom should hold a Section Leader Appointment.
- e. In the event that the Section Leader is unable to attend a Colony meeting, it is possible on occasion for another adult with youth leadership experience, to take the Section Leader's place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the *Personal Enquiry* process.

It is good practice to have a mixed leadership team.

- f. The recommended minimum ratio for both indoor and outdoor activities held away from the usual meeting place is 1 adult to 6 Beaver Scouts plus the Beaver Scout Leader.

Age Range, Uniform and Programme

- g. The core age range of the Beaver Scout Colony is from 5 to 7 years. A young person may join at 5 years and remain until their 7th birthday.
- h. Beaver Scouts wear the approved uniform with distinguishing badges and Group scarves as described in Chapter 10.
- j. All Beaver Scouts should be offered a balanced Programme, run in accordance with the Association's official publications for the Section.

Minimum Standards

- k. The minimum standard for a Beaver Scout Colony is:
 - operation overseen by an Appointed Leader (Rule 4.1c)
 - two adults present (Rule 4.1d)
 - the delivery of an appropriate balanced Programme (Rule 4.1j)
- l. Where necessary, the District Commissioner in liaison with the Training Department is required to assist Colonies to reach the minimum standards detailed above.
- m. If a Colony fails to reach the minimum standard for two consecutive years, the District Commissioner, with the approval of the Chief Commissioner, may close it. If the Colony fails to reach the minimum standard for three consecutive years, it must be closed.

Rule 4.2 The Cub Scout Pack

Size of Pack

- a. The recommended maximum size for a Pack is 36 Cub Scouts.
- b. This recommended number of Cub Scouts may be exceeded following an agreement between the Group Scout Leader and the District Commissioner.

When deciding on the Pack size, Leaders should take into account the leadership available, the capacity of the meeting place and whether it might be more effective to run more than one Pack.

Leadership

- c. The operation of a Pack must be overseen by an Appointed Leader.
- d. The Leader must plan to ensure that at least two adults (aged 18 or over), a male and a female leader are present at the Pack meeting, at least one of whom should hold a Section Leader Appointment.
- e. In the event that the Section Leader is unable to attend a Pack meeting, it is possible on occasion for another adult, with youth leadership experience, to take the Section Leader's place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the *Personal Enquiry* process.

It is good practice to have a mixed leadership team.

- f. The recommended minimum ratio for both indoor and outdoor activities held away from the usual meeting place and residential experiences is 1 adult to 6 Cub Scouts plus the Section Leader.

Age Range, Uniform and Programme

- g. The core age range of the Cub Scout Pack is from 7 years to 10½ - 11 years. A young person may join at 7 years and remain in the Pack until their 11th birthday.
- h. Cub Scouts wear the approved uniform with distinguishing badges and Group scarves as described in Chapter 10.
- j. All Cub Scouts should be offered a balanced Programme run in accordance with the Association's official publications for the Section.
- k. All Cub Scouts should have the opportunity to attend at least two (2) weekend camp experiences every year.

Minimum Standards

- l. The minimum standard for a Cub Scout Pack is:
 - operation overseen by an Appointed Leader. (Rule 4.2c)
 - two adults present (Rule 4.2d)
 - the delivery of an appropriate balanced Programme (Rule 4.2j)
 - the opportunity for each Cub Scout to attend at least two (2) weekend camp experiences every year (Rule 4.2k)
- m. Where necessary, the District Commissioner in liaison with the Training Department is required to assist Packs to reach the minimum standards detailed above.
- n. If a Pack fails to reach the minimum standard for two consecutive years, the District Commissioner, with the approval of the Chief Commissioner, may close it. If it fails to reach the minimum standard for three consecutive years, it must be closed.

Rule 4.3 The Scout Troop

Size of Troop

- a. There is no recommended maximum size for a Troop.

When deciding on the Troop size, Leaders should take into account the leadership available, the capacity of the meeting place and whether it might be more effective to run more than one Troop.

Leadership

- b. The operation of the Troop must be overseen by an Appointed Leader.
- c. The Leader must plan to ensure that at least two adults (aged 18 or over), a male and a female leader are present at the Troop Meeting, at least one of whom should hold a Section Leader appointment.
- d. In the event that the Section Leader is unable to attend a Troop Meeting, it is possible on occasion for another adult with youth leadership experience, to take the Section Leader's place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the *Personal Enquiry* process.
- e. Other than two adults being present there is no minimum ratio of adults to Scouts set for regular indoor Troop meetings, but Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to be present to ensure a safe meeting environment for the operation of the Troop, which may vary depending on the programme being delivered.

It is good practice to have a mixed leadership team.

- f. For outdoor activities as well as camps, the recommended minimum ratio is 1 adult to 14 - 16 Scouts. However, the Troop's Section Leader must plan to ensure that at least as a minimum, two adults are present overnight. Only in the event of an emergency should an adult be alone with young people on an overnight residential experience.
- g. For all Scouting activities, Leaders should carry out a Risk Assessment as stated in Rule 9.4. This Risk Assessment cannot override the minimum requirements stated in 4.3c and 4.3f or those required by the Activity Rules in Chapter 9.

Age Range, Uniform and Programme

- h. The core age range of the Scout Troop is from 11 to 14 ½ years. A young person may join at 10 ¾ years and may remain until their 15th birthday.
- i. Scouts wear the approved Scout, Sea Scout or Air Scout uniform as appropriate, with distinguishing badges and scarves as described in Chapter 10.
- j. All Scouts should be offered a balanced Programme run in accordance with the Association's official publications for the Section.
- k. Every member of the Troop must have the opportunity of attending at least two (2) weekend camps and a five (5) day annual camp experience every year.
- l. In the management of the Troop Section, it is fundamentally important that the Patrol System is used.

Minimum Standards

- m. The minimum standard for a Scout Troop is:
 - operation overseen by an Appointed Leader (Rule 4.3b);
 - two adults present (Rule 4.3c).
 - the delivery of an appropriate balanced Programme (Rule 4.3j);
 - the opportunity for every Scout to attend at least two weekend camps and a five day annual camp experience each year (Rule 4.3k);
 - Scout, Air Scout and Sea Scout Troops are to follow their respective programmes issued by The Scout Association of Malta and no other programme.
 - Air Scout Troops are to function as Air Scouts and provide their members with Air Scout Activities.
 - Sea Scout Troops are to function as Sea Scouts and provide their members with Sea Scout Activities.
- n. Where necessary, the District Commissioner in liaison with the Training Department is required to assist Troops to reach the minimum standards detailed above.
- o. If a Troop fails to reach the minimum standard for two consecutive years, the District Commissioner, with the approval of the Chief Commissioner, may close it. If it fails to reach the minimum standard for three years, it must be closed.
- p. If an Air Scout Troop or a Sea Scout Troop fails to operate as such for two (2) consecutive years, the District Commissioner, with the approval of the National Scout Executive may convert it back to a normal Scout Troop. The Troop may return to its original Air Scout or Sea Scout status after a period of five (5) years.

Rule 4.4 The Venture Scout Unit

Size of the Venture Unit

- a. There is no recommended maximum size for a Venture Unit.

When deciding on the Unit size, Leaders should take into account the leadership available.

Leadership

- b. The operation of the Unit must be overseen by an Appointed Leader.

- c. The Leader must plan to ensure that at least two adults (aged 18 or over) are present at the Unit meeting, at least one of whom should hold a Section Leader appointment.
- d. In the event that the Section Leader is unable to attend a Unit Meeting, it is possible on occasion for another adult, with youth leadership experience, to take the Section Leader's place at the meeting or similar event, as long as the Group Scout Leader is consulted and supports the arrangement. Such adults must have satisfactorily completed the *Personal Enquiry* process.
- e. Other than two adults being present there is no minimum ratio of adults to Venture Scouts set for regular indoor Unit meetings, however Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe meeting environment for the operation of the Unit, which may vary depending on the programme being delivered.

It is good practice to have a mixed leadership team.

- f. For outdoor activities as well as camps, the recommendation is that two adult Leaders must be present. However, a Venture Unit Leader must ensure that as a minimum at least two adults are present overnight. Only in the event of an emergency should an adult be alone with young people on an overnight residential experience.
- g. For all Scouting activities, Leaders should carry out a Risk Assessment as stated in Rule 9.4. This Risk Assessment cannot override the minimum requirements stated in 4.4c and 4.4f or those required by the Activity Rules in Chapter 9.

Age Range, Uniform and Programme

- h. The core age range of the Venture Unit is from 14 ½ to 18 years. A young person may join at 14½ years and remain until their 18th birthday.
- i. Venture Scouts wear the approved Venture Scout, Venture Sea Scout or Venture Air Scout uniform as appropriate with distinguishing badges and scarves as described in Chapter 10.
- j. All Venture Scouts should be offered a balanced Programme run in accordance with the Association's official publications for the Section.
- k. Every member of the Venture Unit must have the opportunity of attending at least three (3) weekend camp experiences every year.
- l. The Venture Scout Unit is to continue and complete the progressive training, and to ensure that its members are given every opportunity and encouragement to take their place in society as young individuals of standing and worth.
- m. Venture Scout Units may be formed in any one of the following categories:
 - i. a Unit within a Group;
 - ii. a Unit serving a number of Groups within a locality in the same District;
- n. The internal composition, organization and administration of a Venture Scout Unit are decided by a Venture Scout Unit Executive Committee. This Committee is elected by the Venture Scouts of the Unit, at regular intervals as may be deemed fit for that particular Unit. The size of the Committee and the method of selection will depend on the size and composition of the Unit. The Venture Scout Unit Executive Committee will consist of a Chairman, a Secretary and a Treasurer and such other members as the Unit may decide.
- o. The Chairperson of the Executive Committee will be a Venture Scout and the Venture Scout Leader will work with him. However successful the internal organization of the Unit, the Venture Scout Leader will always be responsible for the progress of the Unit.
- p. "Ad hoc" teams may be formed within the Unit for each activity as and when required. In such cases, the team should have a recognized Leader who is responsible to the Venture Scout Executive Committee or Venture Scout Leader for the activity concerned.
- q. Long term plans and other important matters should be discussed by the whole Unit in full session and then final decisions should be taken by the Venture Scout Unit Executive Committee and the Venture Scout Leader; the latter should always keep the Group Scout Leader fully informed. Detailed short term planning should be started by the Unit Executive Committee in the first instance, and then continued by the group carrying out the activity. The Unit Executive Committee together with the Venture Scout Leader play an important

role in implementing the training schemes, maintaining the standards of the award scheme, assisting other Sections in the Group, and performing community service.

Minimum Standards

- r. The minimum standard for a Venture Unit is:
 - operation overseen by an Appointed Leader. (Rule 4.4b)
 - two adults present (Rule 4.4c)
 - the delivery of an appropriate balanced Programme (Rule 4.4j)
 - The opportunity for every Venture Scout to attend at least three (3) weekend camp experiences each year (Rule 4.4j and 4.4k)
- s. Where necessary, the District Commissioner in liaison with the Training Department is required to assist Units to reach the minimum standards detailed above.
- t. If a Venture Unit fails to reach the minimum standard for two consecutive years, the District Commissioner, with the approval of the Chief Commissioner, may close it. If it fails to reach the minimum standard for three years, it must be closed.

Rule 4.5 The Rover Scout Crew

Size of the Rover Crew

- a. There is no recommended maximum size for a Rover Crew.

When deciding on the Crew size, Leaders should take into account the leadership available.

Leadership

- b. The operation of the Crew must be overseen by an Appointed Leader.

It is good practice to have a mixed leadership team.

- c. For all Scouting activities, Crew members should carry out a Risk Assessment as stated in Rule 9.4 or those required by the Activity Rules in Chapter 9.

Age Range, Uniform and Programme

- d. The core age range of the Rover Crew is from 18 to 26 years. A young person may join at 18 years provided that the Group Scout Leader and the Rover Crew Executive are all in agreement. During the first six months the Rover will be known as 'Squire'. The Rover Scout remains part of the Crew up to their 26th birthday.
- e. Rover Scouts wear the approved Rover Scout, Rover Sea Scout or Rover Air Scout uniform as appropriate with distinguishing badges and scarves as described in Chapter 10.
- f. All Rover Scouts should be offered a balanced Programme run in accordance with the Association's official publications for the Section.
 - Rover Scouts are young adults who plan and undertake activities as autonomous adults following the Rover Scout Progressive Scheme.
 - Or
 - A Rover Scout following the Rover Scout Progressive Scheme and acting as a Support Leader with the Colony, Pack, Troop or the Unit of a local Scout Group.
- g. Every member of the Rover Crew must have the opportunity of attending at least three (3) weekend camp experiences every year.
- h. The Rover Crew is the final Section of the progressive training of the individual from Beaver, Cub, Scout and Venture Scout, if any, and to ensure that its members are given every opportunity and encouragement to take their place in society as young men of standing and worth.
- i. Rover Crews may be formed in any one of the following categories:
 - i. a Crew within a Group;

- ii. a Crew serving all the Groups in a District;
- iii. a Crew in a College and University; (such Crew will be governed by all provisions in these Rules as applicable to 'Groups).

The Rover Crew Executive Committee.

- j. The internal composition, organization and administration of a Rover Crew are decided by the Rover Crew Executive Committee, elected by the Rover Scouts of the Crew, at regular intervals as may seem fit for that particular Crew. The size of the Committee and the method of selection will depend on the size and composition of the Crew. The Rover Crew Executive Committee will consist of a Chairman, a Secretary and a Treasurer and two (2) other members, one of which must be a Squire Mentor or as the Crew may decide.
- k. The Chairman of the Rover Crew Executive Committee will be a Rover Scout and the Rover Scout Leader (Crew Coordinator) will work with him. The Rover Scout Leader will always be responsible for the progress of the Crew, regardless of the successful internal organization of the Crew,
- l. "Ad hoc" teams may be formed within the Crew for each activity as and when required. In such cases the team should have a recognized Leader who is responsible to the Rover Crew Executive Committee or Rover Scout Leader for the activity concerned.
- m. Long term plans and other important matters should be discussed by the whole Crew in full session and then final decisions should be taken by the Rover Crew Executive Committee and the Rover Scout Leader; the latter should always keep the Group Scout Leader fully informed. Detailed short term planning should be started by the Rover Crew Executive Committee in the first instance, and then continued by the group carrying out the activity. Together with the Rover Scout Leader, the Rover Crew Executive Committee plays an important role in implementing the training schemes, maintaining the standards of the award scheme, assisting other Sections in the Group, and performing community service.

Minimum Standards

- r. The minimum standard for a Rover Crew is:
 - operation overseen by a Leader. (Rule 4.5b)
 - five members in a Crew
 - the delivery of an appropriate balanced Programme (Rule 4.5f)
 - The opportunity for every Rover to attend at least three (3) weekend camp experiences each year as indicated in Rule 4.5g
- s. The District Commissioner, in consultation with the Training Department, is required where necessary to assist the Rover Crew to reach the minimum standards detailed above.
- t. If a Crew fails to reach the minimum standard for 2 consecutive years, the District Commissioner, in consultation with the Group Scout leader and the Scouters' Meeting, may close it. If it fails to reach the minimum standard for 3 years, it must be closed.
- u. The requirements of this rule constitute the minimum standards for Rover Crews. The District Commissioner is required to act in exactly the same way as he acts in regard to the other Sections in a Group in regard to Rover Crews (where Rover Crews serve within a District or College/University).

Types of Scout Group

A Scout Group may be registered as an Open Scout Group or a Sponsored Scout Group

Rule 4.6 The Open Scout Group

- a. An Open Scout Group has no formal relationship with any other organisation except The Scout Association of Malta and has a policy of unrestricted recruitment.

Rule 4.7 The Sponsored Scout Group

- a. Guidance on sponsoring agreements, responsibilities of Sponsoring Authorities and agreements with regard to property and equipment are contained within the factsheet *The Sponsored Scout Group*.
- b. Prior approval by Island Headquarters must be obtained before a Scout Group is sponsored by an organisation. Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations.
- c. The Group will have a policy of recruitment defined in a formal agreement with the Sponsoring Authority.
- d. The Appointment of all the Leaders within the sponsored Scout Group is the prerogative of The Scout Association of Malta and as defined in the Appointment Process of the POR.
- e. In the case of a Scout Group which is sponsored by a university, college or school, membership in the Group must be voluntary for students/pupils of the Sponsoring Organisation.
- f. Sponsored Scout Groups may have a policy of unrestricted or restricted recruitment as defined in a formal agreement between the National Scout Executive and the Sponsoring Authority.
- g. No restriction on recruitment may be made which contravenes the provisions of any law including the POR.
- h. The organisation that sponsors the Group shall appoint a person or committee to act as the Sponsoring Authority. The District Commissioner must be informed of this appointment.
- i. In the event of a disagreement between the Sponsoring Authority and the Group Scout Leader, the matter must be referred to the District Commissioner. (See Chapter 15 for further information)

Rule 4.8 The Formation and Registration of a Scout Group

- a. Initial request for the registration of a Scout Group must be made to the Chief Commissioner or the District Commissioner. The request should be sent by:
 - the prospective founder, in the case of an Open Scout Group;
 - the organisation which proposes to act as sponsor, in the case of a sponsored Scout Group;
- b. The Chief Commissioner and the District Commissioner must be satisfied that:
 - registration is desirable
 - the proposed Group will be run properly
 - suitable Leaders can be found
 - a suitable Group Scout Leader (or Scouter in Charge) is available to take charge
 - suitable Headquarters are available
 - there is acceptance of the Association's Policies, Rules and Procedures
 - a Group Scout Council and a Group Scouters Meeting will be formed as soon as it is possible but in any case not later than three months after date of registration
 - emphasis to the key policies of the Association will be given (see Chapter 2)
 - a programme of training in accordance with the training policy of the Association will be initiated
 - there is compliance (as appropriate) with the provisions of all rules and guidance of the POR
- c. No steps may be taken towards the formation of a new Scout Group without the provisional consent of the District Commissioner. The District Commissioner will make recommendations for approval/refusal to the Chief Commissioner, after taking into consideration the number of Scout Groups in the vicinity and the recruitment potential of the locality.
- d. If registration is recommended, Headquarters will issue a Certificate of Registration and send this to the prospective Group Scout Leader via the District Commissioner. If the District Commissioner declines to recommend the registration of a Scout Group, the District

Commissioner must send a full report on the matter to the Chief Commissioner and the National Scout Executive.

- e. Groups in which the Scout Troop is a Sea or Air Scout Troop may adopt the title Sea Scout Group or Air Scout Group as appropriate.

Rule 4.9 Annual Renewal of Registration of Members

- a. Registration is valid only until the 31 December of the calendar year.
- b. Registration must be renewed annually by completing and submitting an annual registration subscription, census return and financial report, Group Scout Leader's Report (past and future plans) as directed by the Association.

Rule 4.10 Changes in Registration

- a. If a change to the registration of a Scout Group is required or an amalgamation with another Group is necessary, a request in writing must be submitted to the Chief Commissioner by the District Commissioner (with the consent of the Group Scout Leader and the Group Scouters Meeting).
- b. Changes to the composition of a Scout Group (addition or loss of a Section/s) do not necessitate a change of registration. Such changes are made by the Group Scout Leader in consultation with the District Commissioner who in turn informs the Chief Commissioner and where appropriate, the Sponsoring Authority.

Rule 4.11 Suspension of Registration

- a. Suspension of registration is a purely temporary measure.
- b. A Group may have its registration suspended by the Chief Commissioner or the National Scout Executive who will inform the Group Scout Leader and the Group Scouters' Meeting and where appropriate, the Sponsoring Authority.
- c. Suspension of registration may also be as a consequence of the suspension of the District. In such a case the Chief Commissioner may direct that Groups will not be suspended but attached to a neighbouring District as appropriate.
- d. In the event of suspension, all Group activities must cease and all Group Scouters are automatically suspended as if each were individually suspended.
- e. During suspension, no member of the Group may wear the uniform or badges.
- f. If the Group Scout Council is included in the suspension, this must be specified and the National Scout Executive will be responsible for the administration of Group property and finance during the period of suspension.
- g. The Group Scout Council will be included in the suspension only if there are extraordinary reasons for this and then only with the approval of the Chief Commissioner.
- h. Suspension is a purely temporary measure and it must be followed by a full inquiry as soon as possible. This will be convened by the Chief Commissioner as a Committee (Board) of Inquiry, which must be conducted in accordance with the 'Terms of Reference' following the suspension.
- i. At his discretion, the Chief Commissioner may decide that the matter can be resolved without convening a Committee of Inquiry if the reason for the suspension is related to a dispute, which can be resolved otherwise.
- j. The structure of the Committee (Board) of Inquiry is described in Chapter 15.

Rule 4.12 Cancellation of Registration and the Closure of Sections within a Group

- a. The registration of a Scout Group may be cancelled by Island Headquarters:
 - on the recommendation of the District Commissioner in consultation with the Chief Commissioner and the National Scout Executive, following a meeting specially convened; At such a meeting, the Group Scout Leader, the Scouters concerned, the

Group Chairperson and if applicable the Sponsoring Authority, are entitled to be heard;

- if registration is not renewed at the time of the required annual renewal of registration;
- b. When the registration of a Scout Group is cancelled the Scout Group ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. Any Section within a Scout Group may be closed by the District Commissioner in consultation with the Group Scout Leader. The District Commissioner will notify the Chief Commissioner and the National Scout Executive. If applicable, the Sponsoring Authority will be notified accordingly.
- d. Membership with the Association will cease automatically for the members of the Section, unless membership is arranged with another Section or Group, as directed by the District Commissioner.
- e. A Scout Group cannot exist unless it has a current registration with Island Headquarters.
- f. These Rules do not permit that a Scout Group registered with The Scout Association of Malta transfers from The Scout Association of Malta to any other body or organisation, whether calling itself a Scout Organisation or by any other name.
- g. An individual or several Members of a Scout Group may resign and join any other organisation they deem fit. The Group itself and all its assets remain part of The Scout Association of Malta which is regulated by the National Assembly.
- h. In the event that all the Members of a Scout Group resign, the Chief Commissioner will close the Group and cancel its registration. All its assets remain part of The Scout Association of Malta which is regulated by the National Assembly
- i. In the event that not all Members resign from the Scout Group, the Chief Commissioner and the National Scout Executive will decide whether to close the Group, or alternatively try to keep it running with a reduced membership.
- j. A Scout Group, which for any reason ceases to be a member of the Association, shall no longer be entitled to the privileges and services of The Scout Association of Malta, to recognition of its members, and to the use of the Emblems and other material associated with The Scout Association of Malta and with World Scouting.

Rule 4.13 Management of the Scout Group

- a. Every Scout Group is a Scouting Unit, holding its property and equipment and admitting young people to membership of The Scout Association of Malta and the Scout Group, subject to the Policy and Rules of The Scout Association of Malta.
- b. A Scout Group is led by a Group Scout Leader and managed by a Group Scouters' Meeting. They are accountable to the District Commissioner for the satisfactory running of the Group.
- c. The Group Scout Leader is assisted and supported by the Group Scouters in the delivery of the balanced Programme for young people within the Group.

Rule 4.14 The Structure of the Scout Group

The following represents an ideal structure of a Scout Group where the circumstances and support allow.

a. The Group Scout Council

- i. The Group Scout Council exists to support the Group Scout Leader in meeting the responsibilities of the Scout Group:
 - the maintenance of the Group's property and equipment;
 - the raising of funds and the administration of the Group's finance;
 - the insurance of persons, property and equipment;
 - Group public occasions;
 - assisting with adult support.

- ii. The Group Scout Council must hold an Annual General Meeting within one month of the financial year end to:
 - receive and consider the Annual Statement of Accounts;
 - elect certain members of the Group Scout Council;
 - appoint an auditor or independent examiner as required.
 - iii. The Group Scout Council consists of:
 - the Group Chairman;
 - the Group Secretary;
 - the Group Treasurer;
 - the Council members (elected)
 - the Group Scout Leader;
 - the Assistant Group Scout Leader;
 - all Section Leaders (if the Section Leader cannot attend their assistant/nominee may attend for Council duties);
 - the Sponsoring Authority or its nominee (where appropriate).
- Right of Attendance**
- the District Commissioner has the right to attend the meetings of the Group Scout Council.
- iv. The Group Scout Council may establish any sub-Committees that it deems necessary.
 - v. The Group Scout Leader and the Group Chairman will be ex-officio members of any sub-Committee of the Group Scout Council.
 - vi. Any sub-Committee must include at least two members of the Group Scout Council, in addition to the ex-officio members. A Section Leader and an Assistant Section Leader may not serve on such a sub-Committee.
 - vii. If a dispute arises between the Leaders of a Scout Group and the Group Scout Council, this must be referred to the District Commissioner for further investigation. The District Commissioner will communicate the way forward after consultation with the Chief Commissioner.

b. The Group Scouters' Meeting

- i. Membership of the Group Scouters' Meeting consists of the Group Scout Leader as Chairman and all Section Leaders and Assistant Section Leaders. Only Appointed Leaders are to attend the Group Scouters' Meeting. Any other adult attending such a meeting is only present by invitation.
- ii. The role of the Group Scouters' Meeting is to:
 - consider the well-being and development of each Member of the Scout Group;
 - ensure the progress of each Member through the programme;
 - plan and co-ordinate all the Group's activities;
 - keep the Group Scout Council advised of the financial and other resource requirements of the training programme.
- iii. The District Commissioner has the right to attend the Group Scouter's Meeting.

c. Conduct of Meetings – Group Scout Council and Group Scouters' Meeting

- i. Only members as defined above may vote at meetings of the Group Scout Council and the Group Scouters' Meeting.
- ii. Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chairman does not have a casting vote and the matter is taken as not having been carried.
- iii. The Group Scout Council must make a resolution to define the quorum for meeting/s of the Group Scout Council and its sub-Committees.

Rule 4.15 Administrators and Advisers

- a. The Group Chairman and the Group Scout Leader must be able to work in partnership.
- b. To facilitate the formation of this partnership the Group Chairman is nominated by the Group Scout Leader. The appointment should not be held by a Scouter.
- c. The appointment of the Group Chairman is approved by the Group Scout Council at its Annual General Meeting.
- d. Every effort should be made to find a Group Chairman. Only in extreme circumstances may the Group Scout Leader act as Group Chairman and then only for a short period of time.
- e. The Group Secretary and Group Treasurer are elected by the Group Scout Council at the Annual General Meeting every year. Neither appointment may be held by a Scouter.
- f. No individual should hold more than one of the appointments of Group Chairman, Secretary or Treasurer.
- g. Other Administrators and Advisers may be nominated by the Scout Group Council with the approval of the Group Scout Leader.

Rule 4.16 Minimum and Maximum Age for Appointments

- a. The minimum age for an individual to hold an Adult Appointment in a Scout Group is 18, whilst the maximum age limit is 65 years of age. At 65 the Appointment is automatically void and will be withdrawn by the Association. Refer to the Appointment Process section in the POR.

Rule 4.17 The Appointment of Adults

- a. No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. Enquiries must include the submission of a *Personal Enquiry Form* (see Introduction) to Island Headquarters, in the case of a person who:
 - wishes to become a Member or Associate Member; or
 - will have unsupervised access to young people; or
 - will have involvement with the handling or management of funds; or
 - will be assisting with overnight activities (including Camping); or
 - will be helping out more than once a month.Personal Enquiries must be repeated for all adults in the above categories every five years. Where possible this should be carried out at appointment review.
- b. An enquiry is not necessary if the individual is simply moving from one appointment to another provided that: the procedures have been followed for the initial appointment; that they have a valid disclosure; and the person's service has been continuous. However, depending on the result of previous enquiries a further *Personal Enquiry* may be required.
- c. The Group Scout Leader must forward the *Personal Enquiry* to Island Headquarters following its completion by the adult concerned, without delay.
- d. When completing a Personal Enquiry the fullest possible information about the individual must be given.
- e. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- f. Section Leaders should ensure that parents and occasional helpers who are involved more than once a month, are aware of the appointment opportunities available to them.

Rule 4.18 Limitation on the number of Appointments Held

- a. No Leader may hold more than one appointment unless able to carry out all the duties of more than one appointment satisfactorily.

- b. The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District, the approval of all the District Commissioners concerned must be obtained.
- c. The Group Scout Leader may not hold any other appointment/role in the Scout Group other than Group Training Adviser.

Rule 4.19 Responsibilities of Appointments in the Scout Group (please refer to the Role description Fact Sheet for each Role)

a. The Group Scout Leader is responsible:

- to ensure the effective operation of the Scout Group and the development of Scouting within the Group in accordance with the Purpose, Principles and Policies of The Scout Association of Malta.
- the development of Scouting in the Group's catchment area;
- ensuring that all adults working within the Scout Group are 'fit and proper' persons to carry out the tasks given them;
- the continuity and development of training in Sections of the Group;
- ensuring all adults in the Group are appropriately trained as per training courses issued by the Training Department of The Scout Association of Malta;
- maintaining effective communication with the District Commissioner, the Scout Fellowship, the local authority youth service, and other organisations whose advice and support could assist the Group;
- acting as Chairman of the Group Scouters' Meeting;
- encouraging co-operation among the Scouters of the Group;
- nominating the Group Chairman. The Group Scout Leader may not hold this appointment, nor may a Scouter be nominated;
- matters relating to the admission and membership of Beaver Scouts, Cub Scouts, Scouts, Ventures Scouts and Rover Scouts.
- building and maintaining a good relationship with the Group's immediate community;
- if applicable, building and maintaining a good relationship with the Sponsoring Authority in the case of a Sponsored Scout Group and with any community represented by the Sponsoring Authority;
- all other matters specified in these Rules for Group Scout Leaders.

b. The Assistant Group Scout Leader

- i. An Assistant Group Scout Leader may be appointed, with responsibilities as defined by the Group Scout Leader.
- ii. The Group Scout Leader should have regard to the desirability of developing the Assistant's leadership potential.

c. Scouter in Charge

- i. If a Group Scout Leader appointment is or becomes vacant, the District Commissioner will appoint one of the Scouters of the Group to act as Scouter in Charge as a temporary measure, or will perform these duties himself.
- ii. Such an appointment is only temporary and may carry any or all of the responsibilities as defined in Rule 4.19a, with the approval of the District Commissioner.
- iii. A Scouter in Charge can also be appointed temporarily as a Section Leader with the approval of the District Commissioner.
- iv. The District Commissioner must give priority to filling the vacancy as soon as possible.

- d. **The Beaver Scout Leader**
 - i. The Beaver Scout Leader is responsible for planning and implementing a balanced Programme for the Beaver Scout Colony, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Beaver Scout Leaders, Colony Assistants and Skills Instructors.
 - ii. It is the Beaver Scout Leader's responsibility to actively encourage effective transfer of members (i.e. moving on) between the Sections.
- e. **Assistant Beaver Scout Leader**
 - i. The responsibilities of an Assistant Beaver Scout Leader are specified by the Beaver Scout Leader, who should have regard for the desirability of developing the Assistants' leadership potential.
- f. **The Cub Scout Leader**
 - i. The Cub Scout Leader is responsible for planning and implementing a balanced Programme for the Cub Scout Pack, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Cub Scout Leaders, Pack Assistants and Skills Instructors.
 - ii. It is a Cub Scout Leader's responsibility to actively encourage effective transfer (i.e. moving on) between the Sections.
- g. **Assistant Cub Scout Leader**
 - i. The responsibilities of an Assistant Cub Scout Leader are specified by the Cub Scout Leader, who should have regard for the desirability of developing the Assistants' leadership potential.
- h. **The Scout Leader**
 - i. The Scout Leader (in conjunction with the Patrol Leader's Council) is responsible for planning and implementing a balanced Programme for the Scout Troop, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Scout Leaders, Troop Assistants and Skills Instructors.
 - ii. It is a Scout Leader's responsibility to actively encourage effective transfer (i.e. moving on) between the Sections.
- i. **Assistant Scout Leader**
 - i. The responsibilities of an Assistant Scout Leader are specified by the Scout Leader, who should have regard for the desirability of developing the Assistants' leadership potential.
- j. **The Venture Scout Leader**
 - i. The Venture Scout Leader (in conjunction with the Venture Unit Executive) is responsible for planning and implementing a balanced Programme for the Venture Unit, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Venture Scout Leaders, the Unit Executive and Skills Instructors.
 - ii. It is a Venture Scout Leader's responsibility to actively encourage effective transfer (i.e. moving on) between the Sections.

- k. **Assistant Venture Scout Leader**
 - i. The responsibilities of an Assistant Venture Scout Leader are specified by the Venture Scout Leader, who should have regard for the desirability of developing the Assistants' leadership potential.
- l. **The Rover Scout Leader**
 - i. The Rover Scout Leader (in conjunction with the Rover Crew Executive) is responsible for planning and implementing a balanced Programme for the Rover Crew, subject to the general supervision of the Group Scout Leader and with the assistance of Assistant Rover Scout Leaders, and Skills Instructors.
- m. **Assistant Rover Scout Leader**
 - i. The responsibilities of an Assistant Rover Scout Leader are specified by the Rover Scout Leader, who should have regard for the desirability of developing the Assistants' leadership potential.
- n. **Support Leader**
 - i. Registered Leaders who would have completed the Getting Started section of the Adult Training Programme as well as the Pathfinder Course modules. The responsibilities vary according to the needs of the Section that a Support Leader is assisting in.
- o. **Registered Leader**
 - i. Adults who are registered for the initialization of the Adult Training Programme.
- p. **Auxiliary Leader**
 - i. The Role of Auxiliary Leader is reserved for the adult responsible for the Quarter Master and Band Leader.

Rule 4.20 Adult Responsibility for the Programme

- a. Section Leaders working with Assistant Leaders and Support Leaders within their respective sections are responsible for the detailed programme of individual Colonies, Packs, Troops, Units and Crews.
- b. Leaders should take into account the special needs of individual Members, the balanced Programme, activities and other badges where appropriate, and the Section's method as outlined in current Sectional handbooks.
- c. Attention must be paid to the requirements of safety and to any Rules governing activities.

Rule 4.21 Young People's Responsibility for the Programme

- a. Progressive responsibility for planning and decision-making is an important element of the Programme.
- b. Effective operation of the Sectional Programme is reflected in the Sixers' Council, the Patrol in Council, the Patrol Leaders' Council, the Venture Units' Executive Committee and the Rover Crew Committee.

Rule 4.22 Awards and Badges

Requirements of Section awards and badges are found in the Sectional Handbooks, as are the requirements for other Challenges, Badges and Awards.

Rule 4.23 Members with Special Needs

- a. It is important that young people are seen as individuals and that they are regarded equally whatever their abilities or disabilities.
- b. Some young people have special needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential. In the event that a facilitator is required an agreement must be made with the parents of the individual.
- c. Leaders with members with special needs can request support and guidance from the District Commissioners in consultation with the Training Department.