

# Policy, Organisation and Rules



**THE SINGAPORE SCOUT ASSOCIATION  
2019 EDITION**

# Policy, Organisation and Rules (2019)

## The Singapore Scout Association

### *DEFINITIONS*

- ACC** – An Assistant Chief Commissioner of The Singapore Scout Association.
- ADULT LEADER** – Any person who holds an adult appointment in the Group, Area or National level.
- ADULT MEMBER** – Any person who does not hold any appointment as an Adult Leader but is a member of the Singapore Scout Association.
- ASSOCIATION** – The Singapore Scout Association (SSA).
- CONSTITUTION** – The Constitution of The Singapore Scout Association.
- GROUP** – The complete formation of four units, i.e. Cub Scout Pack, Scout Troop, Venture Scout Unit and the Rover Scout Crew. The term also applies even if the formation is incomplete.
- MEMBERS** – Includes Adult Leaders, Adult Members, members of the ‘Commissioners Council’ and of the ‘Scout Council’ as described in the Constitution and Unit Leaders.
- MOVEMENT** – The Scout Movement in the Republic of Singapore.
- UNIT LEADER** – An adult in charge of a Unit, such as Cub Scout Leader, Scout Leader, Venture Scout Leader and Rover Scout Leader.

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

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# **1. SCOUTING FUNDAMENTALS**

## **1.1 THE MISSION**

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

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

## **1.2 THE PRINCIPLES**

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

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

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

## **1.3 THE SCOUT METHOD**

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

- a) Promise and Law
- b) Learning by doing
- c) Patrol System
- d) Symbolic Framework
- e) Personal Progression
- f) Nature
- g) Adult Support
- h) Community Involvement

## **1.4 THE SCOUT PROMISE**

The Scout Promise reflects the oath made by each scout:

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

## **1.5 THE SCOUT LAW**

The Scout Law is the rule that a scout lives by:

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

## 1.6 THE SCOUT MOTTO

The Scout Motto is **“Be Prepared”**. This signifies the notion that a scout will always be ready to uphold the Scout Promise and Law in whatever circumstances.

## 1.7 THE SINGAPORE SCOUT EMBLEM



The Singapore Scout Emblem consists of a Fleur-de-lys (trefoil) with the Crescent and Five Stars of the State Emblem superimposed over it.

The Fleur-de-lys, since early times, has been used to decorate the North point of the compass on map. It is characteristic of the fact, therefore that a Scout shows the way for others to follow.

The trefoil is emblematic of the three parts of the Scout Promise. The middle portion points upwards and above the other two, signifying the lofty ideals of the Scout and the Movement.

Through the middle of this mid-point is a line pointing upwards. This represents the Scout's belief in God.

The two side-portions of the Fleur-de-lys are equal and balanced, representing the fact that humanity is the same and everywhere equal. These two portions also stand for the balanced views of the Scout and his sense of equality and justice with regards to all things and people.

The two stars on either side represent the eyes of the Scout and through them he sees the stars' ten points, representing the original ten parts of the Scout Law which have been embodied into five.

The three parts of the Promise are bound together by the circle containing the Crescent and the Five Stars which represent the state and the Nation. The circle is the bond of brotherhood and it "ties" up to the Scout's allegiance to his country and his desire to be a useful citizen.

Below the circle of Crescent and Stars is a line which represents the Scout. The ribbon with the words "Be Prepared" reminds us of the Scout Motto.

Unauthorised use of the Singapore Scout Emblem is prohibited.

## 1.8 THE WORLD SCOUT BADGE



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

Unauthorised use of the World Scout Emblem is prohibited.

## 1.9 THE SCOUT SIGN

Three-finger salute at shoulder level.

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



## 1.10 THE SCOUT SALUTE

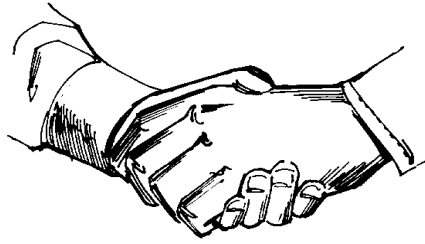
Three-finger salute near the outer corner of the right eye. The Scout Salute is made by members in uniform on the following occasions:

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



### 1.11 The Scout Handshake

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



### 1.12 The Scout Flag

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



## **2. KEY POLICIES**

### **2.1 NON-POLITICAL**

- 2.1.1 The Association is apolitical and is not affiliated to any politician, political party or political movement.
- 2.1.2 The Association shall not indulge in any political activity or cause and/or permit its name and/or its funds and/or its premises and/or its other resources to be used for political purposes.
- 2.1.3 Members of the Association and Commissioners who join or take part in any political party, political rallies or political campaigns must do so of their own accord as they are not permitted to do so as representatives of the Association.
- 2.1.4 The Association shall not endorse any candidate for political office and that Commissioners or Members of the Association who wish to seek political office or to contest in the General Elections or By-elections must seek leave of absence from the Association for the duration of their campaign. (Ref: SC on 13 Aug 2011).
- 2.1.5 Any Member of the Association who holds political office shall not use the name of the Association and/or its funds and/or its premises and/or its other resources for any political purposes.
- 2.1.6 Any Member of the Association who contravenes, or fails to observe the provisions of, this section shall be liable to be disciplined by the Scout Council as may be appropriate, including the suspension or termination of membership.

### **2.1. RELIGIOUS POLICY**

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

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

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

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

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

### **2.3 THE CONSTITUTION OF THE SINGAPORE SCOUT ASSOCIATION**

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



## **2.4 WHISTLE BLOWING POLICY (Ref SC on 24 Nov 2009)**

- 2.4.1 SSA is committed to a high standard of compliance with accounting, financial reporting, internal controls, corporate governance and auditing requirements and any legislation relating thereto. In line with this commitment, the Whistleblowing Policy ('Policy') aims to provide an avenue for employees, volunteers and external parties to raise concerns and offer reassurance that they will be protected from reprisals or victimisation for whistleblowing in good faith.
- 2.4.2 The Policy is intended to encourage employees and volunteers to raise concerns, in confidence, about possible irregularities.

The detailed Whistle Blowing policy can be found on SSA Website at Scout's Toolbox/Resources/Policies.

## **2.5 CODE OF CONDUCT (Ref: SC on 26 May 2012)**

Code of Conduct declaration is required of all adults, uniformed and non-uniformed, who work within the Scout Association, recognising that at all times they should act responsibly and exercise the appropriate duty of care to youth members.

It is the policy of The Singapore Scout Association to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

All Adults and members of the Scout Council are required to sign the form at the time of first appointment.

The detailed Code of Conduct Declaration can be found on SSA Website at Scout's Toolbox/Resources/Policies.

## **3. MEMBERSHIP**

### **3.1 NON-DISCRIMINATION**

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

### **3.2 FOREIGN NATIONALS**

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

3.2.2 Foreign scout groups based locally and are affiliated with SSA come under the purview of the International Department (CC – 4 Feb 2012).

### **3.3 REGISTRATION**

Youth (Cub Scouts, Scouts, Venture Scouts and Rovers) must belong to a registered Scout Group and hence is required to register under his or her age group. Adults (not registered with any Group) will register directly with the National Headquarters (refer to AIS chapter 12).

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

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

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

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

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

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

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

- a) To accept the aims, methods and policy of the Association as set out in this Policy, Organisation and Rules, and the duty of ensuring the continuity of the Group and the annual renewal of its registration;
- b) To record with the Association an agreement in regard to property in accordance with Rule 4.3.11 – 4.3.14.
- c) To undertake to give the Adult Leaders, the fullest possible assistance in carrying out their duties.
- d) To ensure that Adult Leaders attend relevant training courses as soon as possible.

3.3.7 The effect of registration as a sponsored Group is as follows:

- a) The Sponsoring Authority undertakes the general support of the Group and endeavours to maintain its continuity.
- b) The Sponsoring Authority as such is not responsible for matters of Scout training, which are the responsibility of the Adult Leaders.

- c) The Sponsoring Authority undertakes the responsibility of nominating suitable persons to the Association, for appointment as Adult Leaders. No person may be considered by the Association for such appointment unless so nominated.
- 3.3.8 In the event of any dispute on Scouting matters between the Sponsoring Authority and the Adult Leaders, the matter must be referred to the ACC (Area).
- 3.3.9 Registration of a Group is processed by HQ on recommendation of Sponsoring Authority/ACC Area.
- 3.3.10 The Association must satisfy itself that registration is desirable, that the Group will be properly conducted, that suitable Adult Leaders are forthcoming, and that the Adult Leader I/C accepts the aims, methods and policies of the Association, and undertakes to use his best endeavour to form a Group Committee as soon as possible, in the case of open Groups.
- The Group Scout Leader is to:
- a) ensure that the various Sections of the Group receive the full Scout training.
  - b) help the Group to obtain the necessary equipment and opportunities for training.
- 3.3.11 Recommendation for registration must be signed by the ACC (Area) concerned.
- 3.3.12 Where the recommendation is refused, a full report must be made to the Association.
- 3.3.13 When a Group registration is cancelled by the Association on the recommendation of the ACC (Area) concerned and, in the case of a sponsored Group, the Sponsoring Authority, the Adult Leaders concerned are given the opportunity to be heard.
- 3.3.14 A Group may be suspended by the ACC (Area) who will thereupon inform the Association of his action and, in the case of a sponsored Group, the Sponsoring Authority stating his reasons.
- 3.3.15 During suspension, all activities of the Group will cease and, except in so far as may be otherwise provided by the terms of the suspension, all Adult Leaders are automatically suspended and no member of the Group may wear uniform or badges.
- 3.3.16 Suspension is to be regarded as a purely temporary measure and must be followed as soon as possible by a full inquiry. The Adult Leaders concerned and, in the case of a sponsored Group, the Sponsoring Authority must be given an opportunity to be heard.
- 3.3.17 Based on the result of such inquiry, the suspension may be withdrawn or the Group may be de-registered as the case may be.
- 3.3.18 For large enrolment which exceeds the recommended capacity of a Group, the formation of more than one Section or Group is permissible provided the approval has been sought from the ACC (Area).
- 3.3.19 A full report must be made to the Association whenever action is taken by the ACC (Area) in circumstances which reflect adversely upon the character or suitability of any person concerned in any of the following cases:
- a) Refusal to recommend the registration of a Group, or to approve the addition of a new Section to a registered Group.
  - b) Recommendation for cancellation of a Group registration or a decision to disband an existing Section/Group.
- 3.3.20 The dismissal of a Scout must only be effected by the Unit Leader, after consultation with the Sponsoring Authority in the case of sponsored Groups, or the Group Committee in the case of the open Groups.

- 3.3.21 A youth can only be a member of one Group but may be allowed to participate in activities of other Group/s. Youth member is to seek approval from his Unit Leader before he can participate in activities of other units.

### **3.4 WORLD ORGANISATION OF THE SCOUT MOVEMENT (WOSM)**

A member of the Association is also a member of the WOSM.

### **3.5 SCOUT GUILD MEMBERSHIP**

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

### **3.6 SUSPENSION OF MEMBERSHIP**

A member may be suspended on the following circumstances:

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

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

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

### **3.7 DISMISSAL AND TERMINATION OF MEMBERSHIP**

#### **3.7.1 Youth membership:-**

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

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

#### **3.7.2 Adult membership:-**

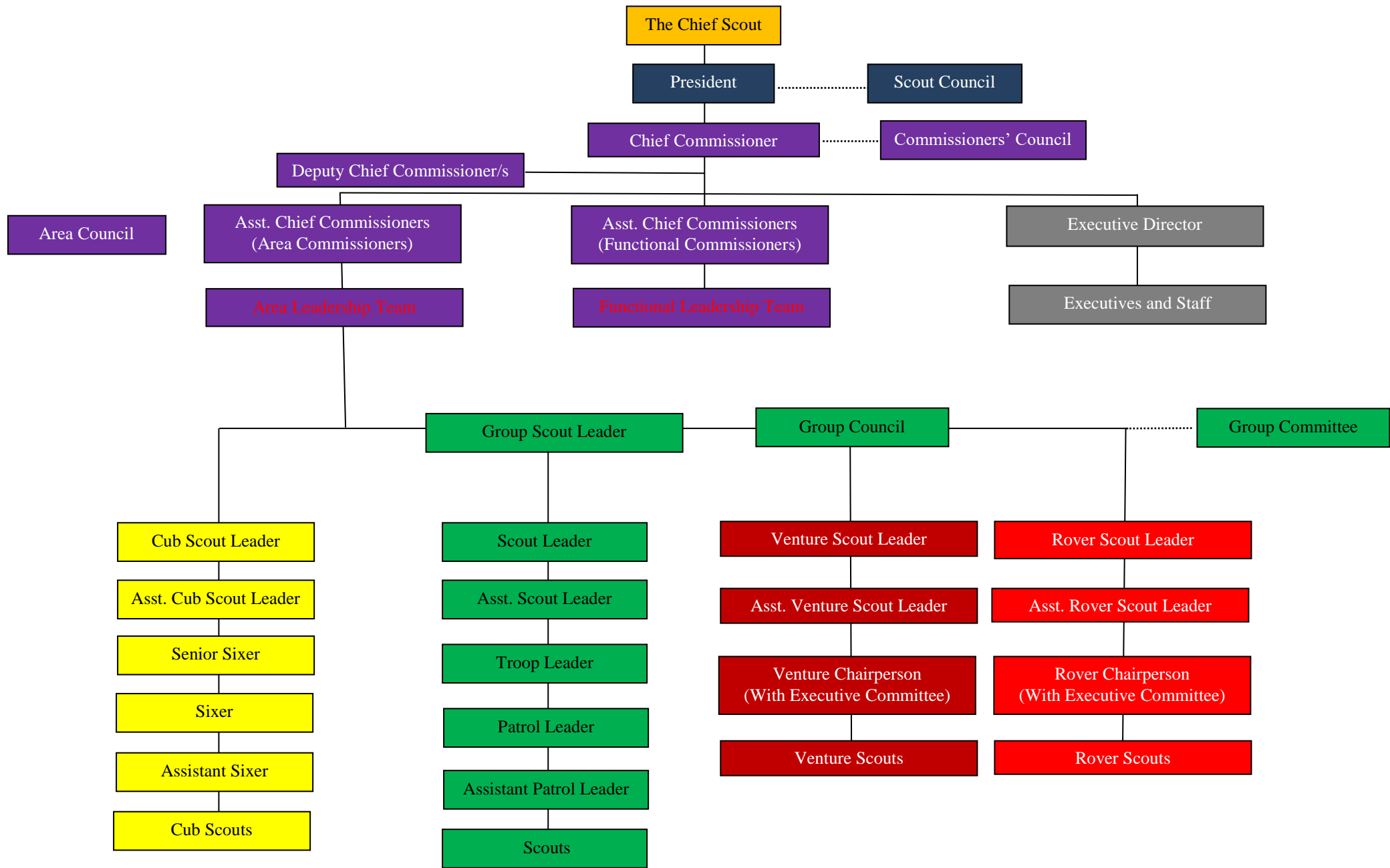
If found guilty under Rule 3.6.1 .and 3.6.2, the Chief Commissioner may terminate the membership of an adult leader.

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

### **3.8 DISPUTES/GRIEVANCES**

- 3.8.1 The following procedures are to be used only if informal efforts to resolve disputes/grievances have been made and have failed:
- a) Disputes arising between Adult Leaders at Group Level shall be referred to the ACC (Area). In the case of a Sponsored Group, the Sponsoring Authority shall be consulted.
  - b) In the event of a dispute between the Sponsoring Authority and the Adult Leaders, the case shall be referred to the ACC (Area).
  - c) In the event of a dispute between the ACC (Area) and the Adult Leaders, the case shall be referred to the Chief Commissioner.
  - d) All other disputes may be referred to the appropriate Assistant Chief Commissioners or the Chief Commissioner or the President of the Scout Council for mediation.

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



## 4. STRUCTURE AND ORGANISATION

### 4.1 THE NATIONAL ORGANISATION:

#### 4.1.1 The Chief Scout

#### 4.1.2 The President, Scout Council

#### 4.1.3 The Chief Commissioner

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

#### 4.1.4 Assistant Chief Commissioners

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

#### 4.1.5 Executive Director

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

### 4.2 THE AREA ORGANISATION:

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

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

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

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

- a) To encourage the formation of Groups and to ensure that they function effectively;
- b) To ensure the harmonious cooperation of all leaders in the Area;
- c) To foster good working relationship with community organisations;
- d) To supervise and mentor Area Leadership Team.
- e) To settle any dispute between members of the Area.

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

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

Note: Unit Development Leader is part of the Area Leadership Team

### 4.3 THE GROUP ORGANISATION

- 4.3.1 The general scheme of the organisation of the Group is shown in the organisation chart.
- 4.3.2 THE SCOUT GROUP
- 4.3.3 The complete Group consists of the Cub Scout Pack, Scout Troop, Venture Scout Unit and Rover Scout Crew; but may at any time comprise one or more sections in the Group.
- 4.3.4 Where the Group consists of two or more units, the Adult Leaders will meet regularly to discuss matters affecting the Group. Such a meeting is called the "Group Council".
- 4.3.5 Generally, the Group Scout Leader (GSL) is the Chairman of the Group Council.
- 4.3.6 A small "Group Committee" comprising parents of Scouts, former Scouts, and others interested in the Group may be formed. The committee shall be responsible for Group property, and to assist the Chairman of the Group Council in matters of the welfare of the Group except for policy matters.
- 4.3.7 The Chairman of the Group Council will be a member of the Group Committee.
- 4.3.8 The Group Committee should not in any way be connected with the actual training of the Scouts.
- 4.3.9 In the case of any difference of opinion between the Group Committee and the Group Council, the matter must be referred to the ACC (Area).
- 4.3.10 The approval of the ACC (Area) should be sought for members of a Group Committee to be appointed or retired by the Chairman of the Group Council.

#### **Group Property**

- 4.3.11 Where a Group is in possession of any land, buildings, equipment, or funds, all or any of which is of substantial value, such property must be vested in the Association under a Deed of Trust.
- 4.3.12 In the case of a sponsored Group, a distinction must be made between the property belonging to the Group itself and to the Sponsoring Authority. The group property must then be recorded with the Association in a letter of agreement between the Chairman of the Group or Group Committee and the Sponsoring Authority. The property should be made the subject of a properly constituted trust.
- 4.3.13 A schedule of Group property must be submitted each year to the Association through the ACC (Area). In the case of a sponsored Group, the schedule should be counter-signed by the Sponsoring Authority.
- 4.3.14 In the event that an open Group is disbanded, the Chairman of the Group Council or the Group Committee shall consult the ACC (Area) concerned with regard to the disposal of the Group's property.

#### **Group Finance**

- 4.3.15 All Group Accounts are kept and administered centrally by the Association.
- 4.3.16 The Chairman of the Group Council must ensure that no method of raising Group funds is employed without the prior consent of the ACC (Area).
- 4.3.17 All monies received by or on behalf of a Group or any Unit of a Group must be administered by the Group Committee in consultation with Group Council in the case of open Groups; and the Sponsoring Authority and the Group Council in the case of the Sponsored Groups. They must be paid into the Group Account.



- 4.3.18 The accounts are to be operated by at least two signatories; one of which the Chairman of the Group Council and another from the Group Committee, and the Sponsoring Authority in the case of Sponsored Groups.
- 4.3.19 In the case of an open Group where no Group Committee is formed, the ACC (Area) will be the co-signatory to the Group Account.
- 4.3.20 An annual statement of accounts will be issued to the Groups for their verification.

#### **4.4 UNIT LEADER AND ASSISTANT UNIT LEADER**

- 4.4.1 Adult Leaders are initiated into the Group on the recommendation of the Group Committee or the Sponsoring Authority as in the case of a sponsored Group and with the approval of the ACC (Area) concerned.
- 4.4.2 Adult Leaders of a Group are members of the Group Council. Besides, Rover Scout Leaders and Assistant Rover Scout Leaders are members of the National Rover Round Table.
- 4.4.3 Adult Leaders are obligated to attend training to enable them to conduct themselves as leaders of the Group.
- 4.4.4 Adult Leaders are required to understand the Policy and Rules, and the Constitution of the Association.
- 4.4.5 The minimum age for Adult Leaders should be at least 21 years.
- 4.4.6 For Rover Scout Section, Rover Scout Leaders should be at least 30 years and for Assistant Rover Scout Leaders at least 25 years.
- 4.4.7 For any age variance below the stipulated age the concurrence of the ACC (Area) must be sought.
- 4.4.8 To ensure continuity, it is preferable that every Unit should have at least two Assistant Leaders and, where a Unit consists of more than 36 youths, additional Assistant Leaders are preferable.

#### **4.5 THE CUB SCOUT PACK**

- 4.5.1. A Cub Scout Pack may consist of not more than 48 Cub Scouts. Where a Pack has more than 48 youth members, it is recommended that it form 2 or more Packs of smaller numbers under the same Group. There must be at least 12 Cub Scouts to form a Cub Scout Pack.
- 4.5.2. Where a Cub Scout Pack is part of a Sea or Air Scout Group, the members of the Cub Scout Pack must receive only the Cub Scout training.
- 4.5.3. The Cub Scout Pack is divided into Sixes, each consisting of six Cub Scouts including the Sixer and the Assistant Sixer.
- 4.5.4. A Six should comprise of cub scouts of different ages.
- 4.5.5. A Sixer is a Cub Scout appointed by the Cub Scout Leader to lead a Six of Cub Scouts.
- 4.5.6. A Senior Sixer may be appointed to take overall charge of Sixers where the size of the Pack warrants it.
- 4.5.7. An Assistant Sixer is a Cub Scout appointed by the Cub Scout Leader in consultation with the Sixer concerned. He assists the Sixer and takes his place during the latter's absence.

- 4.5.8. The **“Sixers’ Council”** is an informal body composed of the Cub Scout Leader and Assistant Cub Scout Leaders, the Sixers, and the Assistant Sixers where preferable.
- 4.5.9. The Sixers’ Council deals with matters of internal administration.

#### **THE CUB SCOUT**

- 4.5.10. A child becomes a Cub Scout by investiture during which he makes the Scout Promise and understands the Scout Law.
- 4.5.11. To become a Cub Scout a child must have attained the age of 7. A Cub Scout should leave the Cub Scout Pack at the age of 12.
- 4.5.12. Before being invested a child must pass the requirements of the World Scout Badge. The test must be taken within three months of registration.
- 4.5.13. After the investiture as a Cub Scout, he proceeds to qualify for the Progress Badges in stages as follows:
- a) The Bronze Arrow
  - b) The Silver Arrow
  - c) The Gold Arrow
  - d) The Akela Award
- 4.5.14. Every Cub Scout should have a Cub Scout Record Book and personal log book to help guide and monitor his progress towards achieving the various stages of the Progress Badge Award Scheme.

#### **4.6 THE SCOUT TROOP**

- 4.6.1 A Scout Troop may consist of not more than 48 Scouts. Where the Scout Troop has more than 48 youth members, it is recommended that it form 2 or more Troops of smaller numbers under the same Group. There must be at least 16 Scouts to form a Scout Troop.
- 4.6.2 The Scout Troop is divided into Patrols, each consisting of eight Scouts including the Patrol Leader and the Assistant Patrol Leader.
- 4.6.3 A Patrol Leader is a Scout appointed by the Scout Leader to lead a Patrol of Scouts.
- 4.6.4 A Troop Leader may be appointed to take overall charge of Patrol Leaders where the size of the Troop warrants it.
- 4.6.5 An Assistant Patrol Leader is a Scout appointed by the Scout Leader in consultation with the Patrol Leader concerned to assist the Patrol Leader and cover his place when he is absent.
- 4.6.6 The **“Patrol Leaders’ Council”** is a body composed of the Patrol Leaders, and if desired the Assistant Patrol Leaders. The Troop Leader shall be the chairperson of the Patrol Leaders’ Council. A Senior Patrol Leader can be appointed to assist the Troop Leader. The Scout Leaders and Assistant Scout Leaders should act in an advisory capacity only.
- 4.6.7 The Court of Honour is responsible for guarding the honour of the Scout Troop, for planning and arranging the programme of the Troop and for internal administration. It is also one of the methods by which Patrol Leaders are trained in leadership.
- 4.6.8 The Patrol System should be the basis of all activities.
- 4.6.9 A Patrol should comprise of scouts of different ages.
- 4.6.10 The Patrol Leader trains his Patrol through activities at Troop meetings and camps.

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

#### **THE SCOUT**

- 4.6.12 A youth becomes a Scout by investiture during which he makes the Scout Promise and understands the Scout Law.
- 4.6.13 To become a Scout a youth must have attained the age of 12. A Scout should leave the Scout Troop at the age of 16.
- 4.6.14 Before being invested he must pass the requirements of the World Scout Badge. The test must be taken within three months of registration.
- 4.6.15 After the investiture as a Scout, he proceeds to qualify for the Progress Badges in stages as follows:
- a) Scout Badge
  - b) The Discoverer Award
  - c) The Explorer Award
  - d) The Voyager Award
  - e) The Chief Commissioner’s Award
- 4.6.16 Every Scout should have a Scout Record Book to help guide and monitor his progress towards achieving the various stages of the Progress Badge Award Scheme.

### **4.7 THE VENTURE SCOUT UNIT**

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

#### **THE VENTURE SCOUT**

- 4.7.4 A youth becomes a Venture Scout by investiture, during which he makes or re-affirms the Scout Promise and understands the Scout Law.
- 4.7.5 To become a Venture Scout, the youth must have attained the age of 15.
- 4.7.6 A Venture Scout should leave the Venture Scout Unit at the age of 18.
- 4.7.7 Before being invested he must pass the requirements of the World Scout Badge. The test must be taken within three months of registration.
- 4.7.8 After the investiture as a Venture Scout, he proceeds to qualify for the Progress Badges in stages as follows:
- a) Venture Badge

- b) The Trekker Award
- c) The Pioneer Award
- d) The President's Scout Award

4.7.9 Every Venture Scout should have a Venture Scout Record Book to help guide and monitor his progress towards achieving the various stages of the Progress Badge Award Scheme.

## 4.8 THE ROVER SCOUT CREW

### General

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

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

4.8.2 The Motto of Rovering is "Fellowship of the Open Air and Service".

### National Rover Scout Organisation Structure

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

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

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

### The Rover Scout Crew

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

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

### THE ROVER SCOUT

4.8.8 The age of Rover Scouts should be between 17 and 26.

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

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

4.8.11 After the investiture as a Rover Scout, he/she begins his/her journey to achieve the 4 different tiers of badge progression, culminating in the pinnacle award, the Baden Powell Award (BPA). A Rover Scout's achievement of the BPA marks a significant milestone in his/her personal journey from Youth to Adulthood in that he/she understands fully and embodies the values and spirit of Scouting.

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

#### **4.9 AIR SCOUT BRANCH**

- 4.9.1 Air Scout Group may consist of members from all sections (Cub Scout, Scout, Venture and Rover).
- 4.9.2 Formation of Air Scout Group must have prior approval from ACC (Area) and Air Scout Commissioner and in consultation with the Chief Commissioner or the Executive Director.

#### **4.10 SEA SCOUT BRANCH**

- 4.10.1 Sea Scout Group may consist of members from all sections (Cub Scout, Scout, Venture and Rover).
- 4.10.2 Formation of Sea Scout Group must have prior approval from ACC (Area) and Sea Scout Commissioner and in consultation with the Chief Commissioner or the Executive Director.

## 5. FINANCIAL POLICIES

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

## **6. PUBLIC RELATIONS**

### **6.1 Correspondence**

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

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

No member of the Association shall express any opinion in the mass media which is contrary to the principles and policies as laid down by the Scout Movement. Without the written approval of the Chief Commissioner or his delegated deputies, no member shall take part or be involved in any performances, discussion, filming or related activities, which pertain to the movement's policy or principles. Official releases/public announcements made to the mass media by Group or Area Council must have prior clearance from the Singapore Scout Association (SSA).

### **6.3 Publications**

With prior approval of the Chief Commissioner, the Association or any of its councils (Group or Area) may publish pamphlets, magazines, newsletters, books and related publications in furtherance of the interest of the Movement or to project its corporate image. This must be done with strict compliance with the existing policy and principles as laid down by the Scout Movement. A copy of all publications shall be extended to SSA for record purposes.

### **6.4 SSA Website Policy and Use of Social Media**

The Terms and Conditions on the use of SSA Website and Social Media are spelt out in the PDF files at SSA Website (Scout's Toolbox/Resources/Policies):

- a) IT Security Policy
- b) ICT and Media Policy
- c) Social Media Guidelines

### **6.5 Breach of Discipline**

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

## 7. INTERNATIONAL SCOUTING

### 7.1 International Relations

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

The Singapore Scout Association (SSA) has been a member of WOSM since 20<sup>th</sup> August 1966.

### 7.2 Correspondence

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

### 7.3 Organising International Overseas Scout Activities/Events Organising an Overseas Activity for a Group

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

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

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

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

7.3.5 Submit the relevant forms to the International Relations Department.

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

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

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

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

7.4.4 No overseas trips may be organized without the approval of the International Commissioner.

### 7.5 General Information

7.5.1 For Overseas Invitational Events, e.g. Jamborees, the International Commissioner, in consultation with a selection committee, will appoint a Contingent Leader.



## 8. OFFICIAL SCOUT UNIFORM

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

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

### 8.3 CUB SCOUTS

8.3.1 A Cub Scout wears the uniform as follows:

- a) Headgear: Regulation green cap with yellow piping and regulation cap badge.
- b) Scarf: Regulation Scarf (red with white piping & Singapore coat of arms at apex of scarf)
- c) Woggle: Regulation coloured woggle to denote the different Sixes
- d) Jersey: Regulation light green, short sleeves, no pockets.
- e) Shorts: Regulation dark green with side pockets and two back pockets.  
Female Cub Scout wears a skirt, culottes or shorts.
- f) Belt: Regulation Black Leather belt with Silver Regulation Buckle.
- g) Socks: Regulation khaki with Scout logo.
- h) Shoes: Regulation black laced, canvas.
- i) Shoulder Flash: Regulation shoulder badge with "SINGAPORE SCOUTS" on both sleeves sewn with the top edge 1cm from the seams.
- j) Emblems: Area and Group emblems are worn on the right breast of the jersey (in line with the World Scout Badge) with the Group emblem on the right (outer) of the Area emblem (inner).
- k) Name badge is compulsory and is worn below the Area and Group emblem.
- l) Epaulettes: Not applicable for Cub Scouts

8.3.2 A Cub Scout can don a vest to allow more event related badges to be sewn and worn (SC 23.02.13).

### 8.4 SCOUTS

8.4.1 A Scout wears the uniform as follows:

- a) Headgear: Regulation Green Beret with regulation metal beret badge.
- b) Scarf: Regulation Scarf (red with white piping & Singapore coat of arms at apex of scarf)
- c) Woggle: Regulation leather woggle.
- d) Shirt: Regulation light green, short sleeves with two patch pockets with flaps.  
(Female Scout wears regulation light green blouse with or without pockets).
- e) Trousers: Regulation dark green without pleats, with two side and back pockets.  
(Female Scout wears regulation dark green skirt, culottes or trousers.)
- f) Socks: Regulation khaki with Scout logo.
- g) Belt: Regulation Black Leather belt with Silver Regulation Buckle.
- h) Shoes: Regulation black laced, canvas/leather.
- i) Shoulder Flash: Regulation shoulder badge with "SINGAPORE SCOUTS" on both sleeves sewn with the top edge 1 cm from the seams.
- j) Scout Badge, once attained, with white background and dark green letterings "SCOUT" is worn on the left sleeve about 1cm above the hemline.
- k) Emblems: Area emblem is worn at the centre of the right breast pocket of the shirt. Group Emblem is worn above the right breast pocket sewn with the bottom edge 1 cm above the name badge.
- l) Name badge is compulsory and is worn above the right breast pocket sewn with the bottom edge touching the seam.
- m) Patrol Patch (Optional): Regulation patrol patch is worn on the left sleeve below the shoulder badge. Only official recommended patrol patches (animal series – terrestrial, aerial, marine) should be worn. While Groups are allowed to name their sections/patrols with different section/patrol names other than the recommended names, wearing of their own designs is not permissible.

- n) Epaulettes: Dark Green Epaulettes without Scout logo on both shoulders.

## 8.5 SEA SCOUTS

8.5.1 A Sea Scout wears the uniform as follows:

- a) Headgear: Regulation navy blue beret with regulation metal beret badge.
  - b) Scarf: Regulation Sea Scout Scarf (navy blue & Singapore coat of arms at apex of scarf)
  - c) Woggle: Regulation leather woggle.
  - d) Shirt: Regulation white, short sleeves with two patch pockets with flaps.
  - e) (Female Scout wears regulation white blouse with or without pockets).
  - f) Trousers: Regulation navy blue with two side and back pockets.
  - g) (Female Scout wears regulation navy blue skirt, culottes or trousers).
  - h) Socks: Regulation navy blue.
  - i) Belt:
  - j) Shoes:
  - k) Shoulder Flash:
  - l) Scout Badge:
  - m) Patrol Patch:
  - n) Name badge:
  - o) Epaulettes: Navy Blue Epaulettes without Scout logo on both shoulders.
- } The same as for scouts

## 8.6 AIR SCOUTS

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

- a) Shirt: Regulation sky blue, short sleeves with two patch pockets with flaps.  
(Female Scouts wear regulation sky blue blouses with or without pockets).

## 8.7 VENTURE SCOUTS

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

- a) Headgear: Regulation maroon beret with regulation metal beret badge.
- b) Venture Badge: once attained, with white background and maroon letterings "VENTURE" is worn on the left sleeve about 1cm above the hemline.
- c) Epaulettes: Maroon Epaulettes without Scout logo on both shoulders (including Sea & Air Ventures).
- d) Air Scouts who have received the Private Pilot Licence (PPL) or relevant Air Borne Courses, will be allowed to wear the respective wings above the left breast pocket.

## 8.8 VENTURE SEA SCOUTS

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

- a) Headgear: Regulation navy blue beret with regulation metal beret badge.
- b) Venture Badge: once attained, with white background and maroon letterings "VENTURE" is worn on the left sleeve about 1cm above the hemline.
- c) Epaulettes: Maroon Epaulettes without Scout logo on both shoulders.

## 8.9 VENTURE AIR SCOUTS

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

- a) Venture Badge: once attained, with white background and maroon letterings "VENTURE" is worn on the left sleeve about 1cm above the hemline.
- b) Epaulettes: Maroon Epaulettes without Scout logo on both shoulders.

## 8.10 ROVER SCOUTS

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

- a) Headgear:  
Rover Scout - Regulation Green Beret with regulation metal beret badge.  
Rover Sea Scout - Regulation White peak cap (with black chin strap) or Blue beret with regulation beret badge.  
Rover Air Scout - Regulation Blue peak cap (with black chin strap) or Blue beret with regulation beret badge.
- b) Rover Badge: once attained, with white background and red letterings "ROVER" is worn on the left sleeve above the hemline.
- c) Epaulettes: Red Epaulettes without Scout logo on both shoulders (including Sea & Air Rovers)

A Rover Scout, who is also a Unit Leader will in addition to the uniform requirements stipulated for a Unit Leader, wears the Rover badge. He will only wear the leader's appointment epaulettes during occasions when he is performing the role in that appointment, otherwise he is to wear the Rover Epaulettes.

## 8.11 ADULT LEADERS

8.11.1 An Adult Leader wears uniform appropriate to the section that he belongs, but with the following differences:

- a) Headgear:  
All Adult Leaders (Cub, Scout, Venture and Rover) will wear the Green Beret.  
Sea Scout Leaders will wear the White Peak Cap (with black chin strap).  
Air Scout Leaders will wear the Navy Blue Peak Cap (with black chin strap).
- b) Shirt: Regulation short sleeves with two patch pockets with flaps.  
(Female leader wears regulation light green blouse with or without pockets.)
- c) Trousers: Regulation trousers with two side and back pockets.  
(Female leader wears regulation dark green skirt, culottes or trousers.)
- d) Scarf: Regulation Scarf (Red with White piping & Singapore coat of arms at apex of scarf) or the Gilwell scarf at field activities and training courses. The Gilwell Scarf is worn by all members of the National Training Team (NTT) during courses.
- e) Woggle: Regulation leather woggle or Gilwell woggle.
- f) Regulation Black Leather Belt with Silver Regulation Buckle.
- g) Footwear: Regulation black laced, canvas/leather.
- h) Shoulder Flash: Regulation shoulder flash with letterings "SINGAPORE SCOUTS" on both sleeves sewn with the top edge 1cm from the seams.
- i) Emblem: Republic's Coat of Arms is worn on the right pocket of the shirt and the World Scout Badge is worn on the left pocket. Area and Group emblems are worn above the right breast of the shirt with the Group emblem on the right (outer) of the Area emblem (inner).
- j) Epaulettes: Adult / Unit Leaders wear on both shoulders as follows:

Cub Scout Leaders	: Yellow with White Scout Logo
Scout Leaders	: Dark Green with White Scout Logo
Venture Scout Leaders*	: Maroon with White Scout Logo
Rover Scout Leaders*	: Red with White Scout logo
Sea/Air Scout Leaders	: Navy Blue with White Scout Logo
Adult Leaders	: Light Blue with White Scout Logo

*\* All Venture Scout Leaders and Rover Scout Leaders will wear the respective Maroon & Red Epaulettes respectively, regardless of membership in land, sea or air branches.*

## 8.12 COMMISSIONERS & SCOUT COUNCIL MEMBERS

8.12.1 Commissioners and Scout Council Members wear the same uniform as for Unit Leaders with appropriate epaulettes as follows:

Scout Council Members	: Navy Blue with Gold Scout Logo
Senior Commissioners	: Purple with Gold Scout Logo
Commissioners and Equivalents	: Purple with Silver Scout Logo
Area/Functional Leaders	: Purple with White Scout Logo

*\*Leader trainers and Assistant Leader Trainers will wear Purple with Silver Scout Logo Epaulettes.*

## 8.13 OTHER ACCESSORIES

### 8.13.1 Unit/Group Scarf & Activity T-Shirt

Unit/Group Scarf & Activity T-Shirt is permissible at / when:

- Unit/Group Meetings & Activities
- Participating in inter-Unit events eg. Campfires, Gangshows, Camps etc where Uniform No. 2 is not required
- Uniform No. 3 where specified

## 8.14 UNIFORM CODE

### Uniform No. 1 - Formal Scout Attire

#### Uniform No. 1A - Formal Scout Attire (with Decorations)

- Black Suit
- White Long Sleeve Shirt
- Official Tie
- Black Formal Shoes
- Decorations
- Lapel Pins
- Coat Badge

Note:

This attire assigned as 'Uniform No. 1' will be the Formal Scout Uniform for Adult Leaders for functions requiring formal attire.

**Also Refer to 8.20 - Lapel Pins and Badges for Uniform No. 1 & No. 1A**

### Uniform No. 2 – Full Scout Uniform

#### Uniform No. 2A - Full Scout Uniform (with Decorations)

As Stated in the Respective Sections above

### Uniform No. 3 - National Field Uniform

- Official Sectional Head Gear / Event Cap
- Official Polo-Tees (Only when stated e.g. Group/Event T-shirts)
- National Scarf, Gilwell Scarf (where appropriate also ref to 12.7.3.3) & Regulation Woggle
- Regulation Black Leather belt with Silver Regulation Buckle
- Regulation Trousers, Female Scout wears regulation dark green skirt, culottes or trousers
- Regulation Shorts / Bermudas (where appropriate)

- Black (70%) Sports Shoes / Canvas Shoes
- Socks: Regulation khaki

This attire will be worn for all National field events, outdoor activities, exploration tests/hikes.

### 8.15 OFFICIAL ATTIRE WHEN TRAVELLING OVERSEAS

The National Scarf will be worn by all members when overseas or when travelling overseas (eg. Jamborees, Overseas Exchange etc).

However, the Gilwell Scarf is permitted only at an activity within that International event which requires wearing the Gilwell Scarf eg. Wood Badge/Gilwell Reunion, Trainers' Gathering etc.

The Gilwell Scarf is also permitted for National Training Team Members who are serving in a training Course or workshop overseas.

### 8.16 OTHER NSO UNIFORM / DUAL MEMBERSHIP

Members of SSA should wear the SSA Regulation Uniform while in Singapore regardless of whether the member is also a member of another NSO.

### 8.17 APR SCOUT COMMITTEE / WORLD SCOUT COMMITTEE UNIFORM

APR Scout Committee / World Scout Committee Uniform should only be worn when officially representing the respective committees.

### 8.18 NAME BADGE

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



- 8.18.2 For multiple name badge users e.g. for different appointments, regional or international committees etc. White Velcro backings may be used.

- 8.18.3 For all official functions, formal events, public events – **FULL** name (No woodcraft or scout names) and designation must be worn.

### 8.19 EPAULETTES

- 8.19.1 Appropriate epaulettes are to be worn on the shoulders of the uniform in accordance with the appointments held (See Appointment Insignias).

- 8.19.2 Epaulettes are compulsory items on the uniform for all sections with the exception of Cub Scouts.





### 8.20 LAPEL PINS, BADGES & MEDALS FOR UNIFORM NO. 1 & NO. 1A






The following Badges/Pins may be worn with Uniform No. 1 & No. 1A:

- World Scout Foundation - Baden-Powell Fellow, Honours Programme (All Categories)
- Asia Pacific Region Foundation Pin (All Categories)
- Regional Scout Foundations or equivalent (All Categories)
- Local Scout Foundations or equivalents (All Categories)
- Miniature Medals for Awards / Decorations

## 9. APPOINTMENT INSIGNIAS










- 9.1 Badges of appointment for Adult Leaders are to be worn on epaulettes.
- 9.2 Badges of appointment for Troop Leaders, Senior Sixers, Patrol Leaders, Sixers, Assistant Patrol Leaders and Assistant Sixers are to be worn on the left breast pocket below the World Scout Badge.
- 9.3 Adult Leaders who have been awarded the Wood Badge with two beads are to wear it as part of the uniform.
- 9.4 National Training Team (NTT) members who have been appointed as Assistant Leader Trainer and Leader Trainer will wear the Wood Badge with three beads or four beads in accordance to their appointments respectively.
- 9.5 **EPAULETTES**

RANK & DESIGN	RANK & DESIGN
<p style="text-align: center;">Chief Scout</p>  <p style="text-align: center;">Gold Epaulettes with Red Scout Logo and Laurel</p>	<p style="text-align: center;">Chief Commissioner</p>  <p style="text-align: center;">Purple epaulettes with Gold Scout Logo and Laurel</p>
<p style="text-align: center;">President of the Scout Council</p>  <p style="text-align: center;">Navy Blue Epaulettes with Gold Scout Logo and Laurel with words "Scout Council"</p>	<p style="text-align: center;">Assistant Chief Commissioner</p>  <p style="text-align: center;">Purple Epaulettes with Gold Scout Logo</p> <hr/> <p style="text-align: center;">Commissioner Leader Trainer Asst. Leader Trainer</p>  <p style="text-align: center;">Purple Epaulettes with Silver Scout Logo</p>

<p>Scout Council Members</p>  <p>Navy Blue Epaulettes with Gold Scout Logo with words "Scout Council"</p>	<p>Executive Director / Director</p>  <p>Grey Epaulettes with Gold Scout Logo</p>
<p>Scout Leadership Academy Fellow</p>  <p>Navy Blue Epaulettes with Gold Scout Logo, half laurel and words "Fellow"</p>	<p>Bagheera Patrol</p>  <p>Purple Epaulettes with Silver Scout Logo and half laurel</p>
<p>Cub Scout Leader</p>  <p>Yellow Epaulettes with White Scout Logo</p>	<p>Cub Scout</p> <p>No epaulettes</p>



<p>Group Scout Leader &amp; Scout Leader</p>  <p>Dark Green Epaulettes with White Scout Logo</p>	<p>Scout</p>  <p>Dark Green Epaulettes</p>
<p>Venture Scout Leader / Sea Venture Scout Leader</p>  <p>Maroon Epaulettes with White Scout Logo</p>	<p>Venture Scout</p>  <p>Maroon Epaulettes</p>
<p>Sea Scout Leader</p>  <p>Navy Blue Epaulettes with White Scout Logo</p>	<p>Sea Scout and Air Scout</p>  <p>Navy Blue Epauettes</p>
<p>Rover Scout Leader / Sea Rover Scout Leader</p>  <p>Red Epauettes with White Scout Logo</p>	<p>Rover Scout</p>  <p>Red Epauettes</p>
<p>Adult Leader</p>  <p>Sky Blue Epauettes with White Scout Logo</p>	

<p>EXCO Chairman</p> 	<p>Troop Leader / Senior Patrol Leader</p> 	<p>Senior Sixer</p> 
<p>EXCO Members and Patrol Leaders</p> 	<p>Patrol Leader</p> 	<p>Sixer</p> 
<p>Assistant Patrol Leader</p> 	<p>Assistant Patrol Leader</p> 	<p>Assistant Sixer</p> 

- 9.6. No person shall procure for sale, manufacture for sale or otherwise, or sell any appointment insignia without the approval of the Chief Commissioner or his delegate.
- 9.7. No person shall, unless he is entitled to do so, wear or use any appointment insignia for the purpose of personating or representing himself to be the holder of the appointment signified by that appointment insignia.
- 9.8. Any member of the Association that breaches Rules 9.6 and 9.7 shall be liable to disciplinary proceedings as provided for in the POR and any other rules made under the Constitution.

## 10. BADGES

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

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

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

- Applications on prescribed form must be submitted to the Association through the respective Commissioner for approval.
- A drawing or specimen of the design must be submitted.
- The design must not exceed 5 cm in length, breadth or diameter.
- A specimen of the emblem/badge when made must be submitted to the Association for record.

10.4 Applications on the prescribed form must be submitted to the Executive Director for approval.

### 10.5 REPUBLIC OF SINGAPORE FLAG BADGE

10.5.1 The badge is to be worn above the left pocket, centralized and above the Award Badges.

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

10.5.3 The badge must be removed upon return.

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

10.5.5 The badge must not be covered by the wearing of medals. The National Flag Badge must be removed when wearing medals / decorations.

### 10.6 AREA BADGE

10.6.1 The Area badge, where applicable, shall be worn by adult leaders above the nametag (above the right pocket).

10.6.2 For youth members, it is worn on the right pocket.

### 10.7 GROUP BADGE

10.7.1 The Group Badge, where applicable, shall be worn by adult leaders, on the right (outer) of the Area badge (inner) above the name badge.

10.7.2 For Youth Members, the Group Badge, where applicable, shall be worn above the name badge.

### 10.8 SCOUT BADGES (FOR YOUTH MEMBERS)

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

- 10.8.2 The Singapore Life Saving Society cloth badge for Scouts is worn on the left sleeve, in line with NYAA badge, if necessary.
- 10.8.3 Badges are not to be superimposed onto one another. The following are types of badges and where they should be worn:
- 10.8.4 **Event Badge**  
Event badge is worn on the right breast of the shirt / blouse / jersey above the unit emblem. (CC 7.5.16)
- Maximum of 3 Event Badges may be worn at any one time for Scout, Venture and Rover.
  - There is no restriction to the number of event badges that can be worn for cub scouts. Event badges can only be worn on the right side on the front of the jersey.
  - There is no restriction to the duration of wear for all sections.
- 10.8.5 **Progress Badge**  
These badges are worn on the left sleeve as follows:  
For cub scouts: All Arrow awards gained can be worn i.e. the Gold Arrow will be placed above the Silver and Bronze Arrows respectively, Bronze Arrow being the lowest followed by Silver and Gold Arrows.
- For Scout, Venture and Rover Scouts: The 'SCOUT', 'VENTURE', or 'ROVER' badge will be placed above the First Aider badge (or above the NYAA Badge, if acquired) and can be worn throughout their life as a Scout, Venture Scout and Rover Scout respectively. For subsequent badges, only one progress badge is worn at a time i.e. the Discoverer Award will be replaced by the Explorer Award when it is gained. Likewise, the Voyager Award will replace the Explorer Award. This will also apply to Venture and Rover Progress badges.
- As a link to the highest award achieved in each section, a Scout may wear the Akela Award Badge until the Chief Commissioner's Badge is achieved, and a Venture continues to wear the Chief Commissioner's Badge until the President's Scout Award is achieved.
- 10.8.6 **National Youth Achievement Award (NYAA)**  
The cloth version of the NYAA Award (Bronze, Silver, and Gold) should be worn on the left sleeve between the Scout Progress Badges and the First Aider Badge.
- 10.8.7 **WOSM Badges (e.g. Better World Framework)**  
WOSM badges (e.g. SWA, WSEP, etc.) is worn on the right sleeve (in line with the campaign badges).
- Messengers of Peace (MoP) badge is worn on the left breast pocket.
- 10.8.8 **Proficiency Badge**  
These badges are worn on the right sleeve. (Cub Scout - in parallel rows between the shoulder and the elbow. Scout and Venture - in diamond shape). Rover will wear the Leaders' Specialist Skills badges.
- 10.8.9 **Community Service Badge**  
Community Service Proficiency Badges are worn on the left sleeve, in line with the NYAA badge, if applicable.
- 10.8.10 **First Aider Flash**  
First Aider Flashes are worn on both sleeves. They are placed on/below the hemline of both sleeves, where appropriate.
- 10.8.11 **Incentive, Participation & Award Badges**  
These badges are worn above the **left breast pocket** sewn with the bottom edge touching the seam. For the Cubs, it will be 1cm above the World Scout Badge. Examples of these badges are Job Week's

Bumble Bee Badge, Donation Draw's Squirrel Badge, National Day Parade Participation Badge, Frank Cooper Sands Award Badge and National Patrol Camp Award Badge. The National Patrol Camp Award Badge is worn on the left pocket flap.

Only National Competition Award Badges approved by the National Programme Commissioner are allowed to be worn.

#### 10.8.12 **Job Week (Bumble Bee) & Donation Draw (Squirrel)**

A scout who is both a commendable Job Week earner and a Donation Draw Ticket seller is entitled to wear 2 incentive badges on his uniform with the Bumble Bee Award on the right (inner) and the Squirrel Award on the left (outer). Only the incentive badge denoting the latest achievement is worn.

If an award holder is not successful in meeting the standard the following year, he continues to wear his previous year's award.

Due to the difference in qualifying criteria, a Cub Scout award holder cannot carry over his award when he joins the Scout section. However a Scout is permitted to carry over his award into the Venture section and subsequently into the Rover section.

#### 10.8.13 **National Day Parade Participation Badge**

A Scout who has participated in the National Day Parade is entitled to wear the NDP Participation Badge (1 year, 2 years or 3 years) above the Bumble Bee / Squirrel Badges. Only 1 participation badge denoting the number of years of participation is worn.

The Scout concerned is permitted to carry over his award into Venture and subsequently into the Rover section.

The NDP Badge is worn by Youth and adult leaders.

#### 10.8.14 **Frank Cooper Sands Award Badge**

Frank Cooper Sands Award Badge is worn 1 cm above NDP, above Bumble Bee/Squirrel Badges.

Members should only wear the appropriate Award Badge (Gold, Silver, and Bronze) for a period of 12 months from which the award is given till the next award is conferred.

The cloth badge for this award is worn by youth and adult leaders.

#### 10.8.15 **National Campaign Badge**

National Campaign Badges eg. Crime Prevention, SANA, Water Conservation, Energy Conservation, Public Health Award (Mozzie Buster + Food Watch + I'm OK), Resource Conservation Award (Energy Efficiency + 3R) etc., are worn on either sleeve subject to space availability.

#### 10.8.16 **Chief Scout Hospitality Team Badge**

Chief Scout Hospitality Team (CSHT) badge is awarded to youth members age 15 and above, and adult leaders who have supported the Istana Open House for at least 5 open houses/Istana events over a period of 2 calendar years. The CSHT badge is worn on the left sleeve.

### 10.9. **SCOUT BADGES (FOR ADULT LEADERS)**

#### 10.9.1. **Adult Leader Specialist Skill Badges**

(Approved by the Specialist Skill Accreditation Board)

Adult Leaders who are currently certified for the following are permitted to wear the relevant badges on the right sleeve of No. 2 Full Scout Uniform.

- **Rescue Specialist**

CPR+AED, Wilderness First Responder (OBS/NOLS), Community Emergency Response Team or CERT (SCDF), SAF & SCDF Paramedic Certificate, Advanced Trauma Life Support Certificate, Basic Cardiac Life Support Certificate, Fire Safety & Rescue Certificate (CD Academy), etc.

Bronze Cross (RLSS) and above by Singapore Life Saving Society (SLSS), First Aid Instructor Certificate (Red Cross / SJAB), Singapore Sports Council Swim Safe (Open Water) Instructor Certificate.

- **Scout Craft Specialist**  
(Worn below the Rescue Specialist Skill Badges) Campfire Leader, Campcraft, Pioneering, Exploration, Radio Communications.
- **Leaders of Adults / Trainer Specialist**  
Course for Leader Trainer (CLT)  
Course for Asst Leader Trainer (CALT)  
Leaders of Adults (Management) Course  
Leaders of Adults (Leadership) Course
- **Section Specialist**  
Cub, Scout, Venture, Rover, Sea Activity, Air Activity, Special Needs, World Programme (Environment)

#### 10.9.2 **National Team Badges**

All membership badges for national teams & committees should be worn on the left sleeve with no order of merit, from seam of sleeve with 5 mm gap. Eg. National Training Team, National Programme Council, International Committee, Media Team etc

#### 10.9.3 **WOSM/APR Badges**

Where such badges have an internationally stipulated position for wearing, they will be adhered to. Otherwise, all such badges should be worn on the right sleeve.

However, all Badges from WOSM/APR and affiliates must be approved for wearing by the Commissioners' Council.

##### 10.9.3.1 **ATAS (Award of Top Achievers of Scouting) Badge**

Only holders of PSA (President's Scout Award) and/or BPA (Baden Powell Award) who are members of ATAS are allowed to wear the ATAS badge on the left sleeve (CC on 18.5.2013).

#### 10.9.4 **Highest Section Award achieved as a Youth**

Adult Leaders who have attained the following awards in Singapore are permitted to wear ALL the relevant cloth miniature award badges on the flap of left pocket of No. 2 Full Scout Uniform.

- Akela Award
- Chief Commissioner's Award
- President's Scout Award
- Baden Powell Award

The past equivalent of the awards mentioned above may also be worn. (eg. King's Scout Award, Queen's Scout Award, District Commissioner's Award etc)

For other NSOs' awards, only the Highest Award may be worn.

The size of these miniature award badges must comply with those stipulated above.

## 11. DECORATIONS & AWARDS

Only Medals earned in the capacity of a Leader & State Decorations are allowed to be worn by Adult Leaders. The following are approved decorations allowed to be worn on the Scout Uniform in the following order:

1. National Awards & Orders
2. Ribbons of decorations conferred by foreign Governments
3. The Singapore Scout Association Gallantry Award
  - The Gallantry Award
  - Medal of Valour
  - Medal of Courage
4. The Singapore Scout Association Distinguished Service Award
  - Distinguished Service Gold Medal
  - Distinguished Service Star to Silver Medal
  - Distinguished Service Silver Medal
  - Distinguished Service Star to Bronze Medal
  - Distinguished Service Bronze Medal
  - Chief Scout's Commendation Medal
  - Chief Commissioner's Commendation Pin
5. The Singapore Scout Association Long Service Award
  - Long Service 60 Years
  - Long Service 50 Years
  - Long Service 40 Years
  - Long Service 30 Years
  - Long Service 20 Years
  - Long Service 10 Years
  - Long Service 5 Years
6. The Commemorative Medals
  - Centennial Gold Medal
  - Centennial Silver Medal
7. WOSM, Regional Medals
8. Other NSOs, WAGGS, Girl Guides Awards

Note:

- Unless there is a stipulated position where the medal / badge is to be worn (required or recognized by the respective award body), the above order must be adhered to.
- The medals must be worn above & without covering the award badges. State Flag Badges must be removed when wearing the medals.
- All medals must be worn smartly in alignment with a maximum of 4 medals in a single row. Where more medals are eligible, they can be worn in a maximum of 2 rows with medal overlapping ribbon.
- The protocol for arrangement is as follows (ref to previous clause for order):

Single Row

Innermost (Highest Order) to Outermost (Lowest Order: no. 1 – 8)

### Double Rows

Innermost (Highest Order) to Outermost (TOP row), followed by Innermost to Outermost (BOTTOM row)

- The protocol for wearing the award cloth badges will be in order of importance / priority from Left to Right, Top to Bottom.
- For the Distinguished Service Award, all medals received may be worn.
- For the Long Service Award, only the most recent Medal should be worn.
- For the Distinguished Service Award & Long Service Award cloth badges, only the highest award badge in each category should be worn.
- Full time staff will be eligible for the Distinguished Service Awards (SC 3.9.2002).

## **11.1 THE SINGAPORE SCOUT ASSOCIATION GALLANTRY AWARD**

### **11.1.1 Gallantry Medal**

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

### **11.1.2 Medal of Valour**

The Medal of Valour is conferred on Scouts or Adult Leaders who have performed an act or series of acts displaying personal courage constituting distinguished and courageous conduct in circumstances dangerous to himself.

### **11.1.3 Medal of Courage**

The Medal of Courage is conferred on Scouts or Adult Leaders who have performed an act or series of acts displaying personal courage or bravery

## **11.2 THE SINGAPORE SCOUT ASSOCIATION DISTINGUISHED SERVICE AWARDS**

### **11.2.1 Distinguished Service Gold Medal**

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

### **11.2.2 Distinguished Service Star to Silver Medal**

The Distinguished Service Star to Silver Medal is conferred on adult leaders who have served the Association with excellence, passion and dedication and whose contributions have made a very strong impact on the Scout movement in Singapore.

### **11.2.3 Distinguished Service Silver Medal**

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

### **11.2.4 Distinguished Service Star to Bronze Medal**

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

### **11.2.5 Distinguished Service Bronze Medal**



The Distinguished Service Bronze Medal is conferred on adult leaders who have dedicated themselves to the cause of the Scout movement and have been an inspiration for scouts in Singapore.

**11.2.6 Chief Scout's Commendation**

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

**11.2.7 Chief Commissioner's Commendation Pin**

The Chief Commissioner's Commendation is conferred on adult leaders who have undertaken specific project/s or services, of significant impact successfully at any time during the year. Upon receiving the fifth pin, the recipient will be presented with a red and white shoulder lanyard with a traditional whistle.

**11.3 FRIENDS OF SCOUTING AWARDS**

**11.3.1 Gold Vanda**

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

**11.3.2 Silver Vanda**

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

**11.3.3 Bronze Vanda**

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

**11.4 THE SINGAPORE SCOUT ASSOCIATION LONG SERVICE AWARDS**

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

**11.4.1 Long Service 60 Years**

The Long Service 60 Years Award is granted for the total of 60 years of service as an adult leader.

**11.4.2 Long Service 50 Years**

The Long Service 50 Years Award is granted for the total of 50 years of service as an adult leader.

**11.4.3 Long Service 40 Years**

The Long Service 40 Years Award is granted for the total of 40 years of service as an adult leader.

**11.4.4 Long Service 30 Years**

The Long Service 30 Years Award is granted for the total of 30 years of service as an adult leader.

**11.4.5 Long Service 20 Years**

The Long Service 20 Years Award is granted for the total of 20 years of service as an adult leader.

**11.4.6 Long Service 10 Years**

The Long Service 10 Years Award is granted for the total of 10 years of service as an adult leader.

**11.4.7 Long Service 5 Years**

The Long Service 5 Years Award is granted for the total of 5 years of service as an adult leader.

**11.5 THE CENTENNIAL AWARD**

**11.5.1 The Centennial Award (Gold)**

The Centennial Award (Gold) is conferred upon individuals who have contributed substantially to the development and growth of Scouting in Singapore. The medal is awarded to only 100 distinguished individuals to commemorate and celebrate 100 years of Scouting in our Nation.

#### **11.5.2 The Centennial Award (Silver)**

The Centennial Award (Silver) is conferred upon Adult Leaders of the Association who have contributed significantly in the Centenary Celebrations.

### **11.6 MINIATURE MEDALS**

Miniature Medals are to be worn only with Uniform No. 1A

### **11.7 FRANK COOPER SANDS AWARDS**

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

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

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

There are three achievement levels for each Section.

- Frank Cooper Sands Gold Award
- Frank Cooper Sands Silver Award
- Frank Cooper Sands Bronze Award

# MEDAL PLACEMENTS



## 12. ADULTS IN SCOUTING

### 12.1 Volunteer Adult Leader Scheme

Every Unit Leader and Assistant Unit Leader volunteering in a school-based unit and who is not a school teacher of the school should be registered with the Ministry of Education as a Volunteer Adult Leader. Volunteer Adult Leaders must be at least 21 years and above in order to be registered.

### 12.2 Appointment of Commissioners (Ref: CC on 21 July 2012)

The Chief Commissioner may appoint such number of Commissioners as may be necessary, in accordance with the relevant procedures.

### 12.3 Warrants

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

- Chief Commissioner
- Senior Commissioners

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

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

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

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

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

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

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

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

### 12.4 Honorary Commissioners

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

### 12.5 Training of Adult Leaders

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

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

## **12.6 The Unit Leader Training**

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

Training is an integral part of the activity of every leader. Training is obligatory and must be completed within a period of two (2) years upon appointment.

The training comprises:

- Wood Badge Training Scheme
- Wood Badge Assessment
- Specialist Courses (Optional)

### **12.6.2 Wood Badge Training Scheme**

The Wood Badge Training is conducted by the Association for all leaders and especially for leaders running scout units. The scheme consists of a series of progressive courses. This is the first stage leading to the award of the Wood Badge. Leaders are given a maximum of 1 year to complete the scheme.

The progressive courses are:

- a) Wood Badge Stage 1
- b) Wood Badge Stage 2a
- c) Wood Badge Stage 2b
- d) Wood Badge Stage 3

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

Adult Leader who has successfully completed the Stage 1 and 2 of the Wood Badge Training is allowed to wear the Gilwell Woggle.

### **12.6.3 First Aid Course**

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

### **12.6.4 Specialist Courses**

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

### **12.6.5 Wood Badge Assessment**

Wood Badge Assessment is an evaluation process to ascertain the leader's performance in the application of the knowledge and skills acquired in the various training courses. The aim of the assessment is to provide the leader an opportunity to demonstrate his understanding and skills of

adult leadership in Scouting, the Scout Method and Scoutcraft to an acceptable level of competence and be assessed for the award.

**12.6.6 The Wood Badge assessment consists of 3 parts:**

**Part 1 - Completion of a written assignment, in the form of a log-book containing reports of on-the-job training**

**Part 2 - An observation by an assessor assigned by the Association**

**Part 3 - An interview with the National Training Commissioner or his designate**

**12.7 WOOD BADGE AWARD**

Wood Badge is a personal achievement awarded to an individual adult leader who has attended recognised Wood Badge Training and has successfully met the Wood Badge assessment requirements of The Singapore Scout Association. Those who have completed the Wood Badge assessment will be granted the 2 beads Wood Badge by the National Training Commissioner.

**12.7.1 Wood Badge Description**

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

Hon Leader Trainer / Leader Trainer	4 Beads
Asst Leader Trainer	3 Beads
Training Team Member/ Adult Leader	2 Beads

**12.7.2 Method of wear**

Any registered adult leader who have gained the Wood Badge, is entitled to wear 2 Wood Badge beads when in uniform together with the Gilwell scarf or National scarf.

Assistant Leader Trainer / Leader Trainer

National Training Team members who have undergone further & approved Trainer development courses, locally or internationally, and have served in the National Training Team to the satisfaction of National Training Commissioner, may be recommended for appointment as Assistant Leader Trainer (3 beads) or Leader Trainer (4 beads) to the Chief Commissioner for a stipulated term by the National Training Commissioner.

National Training Team members who ceased to hold the appointment of Assistant Leader Trainer or Leader Trainer appointment should only wear 2 Wood Badge beads. Their respective appointment beads must be returned to the National Training Team.

Honorary Leader Trainer

Leader Trainers who have made exceptional contributions to the National Training Team and the Development of Adult Leaders in scouting nationally, may be granted an Emeritus membership of Honorary Leader Trainer for Life by National Training Council. These Trainers will be able to wear their 4 beads Wood Badge in perpetuity even when their tenure appointment has expired. But these Honorary Leader Trainers do not lead any Trainer's team as their 4 beads Wood Badge is honorary in nature.

**12.7.3 METHOD OF WEAR FOR NATIONAL TRAINING TEAM (NTT) MEMBERS**

**12.7.3.1 No.2 Full Scout Uniform**

NTT Members will wear the Gilwell Scarf, Woggle and Wood Badge Beads with regulation headgear during training courses.

#### 12.7.3.2 **No.3 National Field Uniform**

NTT members will wear the official NTT Shirt (or T-Shirt), Regulation belt and pants, Gilwell Scarf, Woggle, Wood Badge Beads, NTT head gear or NTT approved outdoor attire. This will only be worn while conducting residential courses and field training.

For National events and International events (which are not for the purpose of knowledge transfer or exchange i.e. Learning and Training), the National Scarf will be worn.

#### 12.7.3.3 **Gilwell Scarf**

NTT members will wear the Gilwell Scarf at all times except for National and International events which are not for the purpose of knowledge transfer or exchange. In the latter, the National Scarf will be worn.

While overseas, the Gilwell Scarf is permitted only at an activity within that International event which requires wearing the Gilwell Scarf e.g. Wood Badge / Gilwell Reunion, Trainers' Gathering, etc.

While overseas, the Gilwell Scarf is also permitted for National Training Team Members who are serving in a training course or workshop.

## 13. GENERAL RULES

### 13.1 Lady Chaperon

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

### 13.2 Special Needs Scouting

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

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

13.2.3 Scouts doing special needs scouting are expected to pass the normal tests, except where prevented from doing so by their disability in which case they may, with the approval of the ACC (Area), take alternative tests.

### 13.3 Scout Band

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

### 13.4 Sea-based Activities

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

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

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

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

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

13.4.4 Consider carefully all the factors including the age, experience and reliability of the Scouts concerned, and the age and ability and experience of the person in charge of any part of the proposed activity. Members taking part in any water activity should be able to demonstrate to a suitable person (such as the Leader) their ability to swim 50 metres in ordinary clothes and keep afloat for five minutes.

13.4.5 Ensure that no Scout or any person taking part wears any form of knee or high boots whilst afloat.



- 13.4.6 Make certain that if any activity takes place in water, an efficient buoyancy aid is available for every person taking part and that this is worn at all times.
- 13.4.7 For boating activities in open waters, ensure that a safety boat is operational at all times.
- 13.4.8 Generally observe every precaution that would be taken by a reasonable and prudent adult leader; and in any case in which there can be any doubt as to the precautions necessary, consult the ACC (Area) or any experienced person familiar with the water in question.

### **13.5 Camping**

- 13.5.1 Adult leaders are recommended to read suitable literature on camping before preparing for a Scout Camp
- 13.5.2 ACC (Area) should be informed of any Scout Camp to be held.
- 13.5.3 When Scouts propose to camp, at least 14 days' notice must be given to the ACC (Area) by the Adult Leader in-charge giving the details of the camp such as, the venue, the period, the number of Scouts participating. The endorsement of the Sponsoring Authority must be obtained.
- 13.5.4 Ensure that all necessary precautions are taken to make the camp comfortable and safe.
- 13.5.5 Cub Scouts may be taken for a camp provided they can be accommodated for sleeping in a suitable building during inclement weather and subject to the following conditions:
- Cub Scouts should not share accommodation together with Scouts, Venture Scouts and adults;
  - There must be at least one Adult Leader to ten Cub Scouts present;
  - Adequate water supplies, indoor cooking facilities and adequate sanitation must be available;
- 13.5.6 The ACC (Area) should only give permission when he is completely satisfied with the leadership and accommodation.

### **13.6 Hiking**

- 13.6.1 Parties of Scouts hiking/trekking must give 4 weeks' notice to the ACC (Area) stating full details, including dates, times, routes to be taken, number of participants and name of leader of party. A route map must be attached to the application.
- 13.6.2 No hikes may be carried out without the prior approval of the Sponsoring Authority, ACC (Area) and the Association which has to seek clearance with Ministry of Defence if the routes covered include restricted security/military areas.
- 13.6.3 Hitch-hiking by Scouts and Adult Leaders is prohibited.

### **13.7 Swimming**

- 13.7.1 A Scout is not allowed to swim except under the personal supervision of an Adult Leader.
- 13.7.2 Before giving permission to a Scout to swim, it is the responsibility of the Adult Leader:
- a) to consider carefully all the circumstances including the age, experience and ability of each Scout and whether his health allows him to swim, the depth and nature of the water at the time, weather conditions and the number of swimmers;
  - b) to obtain the services of a qualified life-guard, equipped with a life line, wearing swimming dress and in a position (e.g. in a boat or on a bank) to give immediate help in case of emergency;
  - c) to arrange an emergency sound signal on hearing which all swimmers must leave the water;
  - d) to ensure that in case of parties swimming, the "buddy system" will be used. (Swimmers are organised in suitable pairs who stay together and keep an eye on each other. At intervals, a

'buddy signal' is given, when pairs join and raise hands. A Scout must raise alarm immediately if his buddy gets into difficulty or is missing.

13.7.3 Generally, every swimmer must observe every precaution that would be taken by a reasonable and prudent person. Do consult the ACC (Area) for any doubt if necessary.

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

**13.8 Public Performance/Appearance**

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

# 14. ANNEX - PLACEMENT OF BADGES ON UNIFORM

## CUB SCOUT UNIFORM



RIGHT

LEFT



Campaign badges can be worn on either right or left sleeve depending on the space available.

## MALE SCOUT UNIFORM



Note:

Please read section 10 – Badges for detailed explanation of the different badges that are allowed to be worn on the uniform.

RIGHT

LEFT



Campaign badges can be worn on either right or left sleeve depending on the space available.

SCOUT



VENTURE



ROVER

## FEMALE SCOUT UNIFORM



Note:

Please read section 10 – Badges for detailed explanation of the different badges that are allowed to be worn on the uniform.

Refer to Male Scout Uniform on badges to be worn on the sleeves.

**MALE ADULT LEADER UNIFORM**



Note:  
Please read section 10 – Badges for detailed explanation of the different badges that are allowed to be worn on the uniform.



RIGHT



LEFT



**FEMALE ADULT LEADER UNIFORM**



Note:  
Please read section 10 – Badges for detailed explanation of the different badges that are allowed to be worn on the uniform.

Refer to Male Adult Leader Uniform on badges to be worn on the sleeves.

