

## Chapter 4

### The Scout District

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Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and adults to make decisions and take responsibility;
- functional units through which the design and delivery of the programme can be best achieved.

A Scout District comprises several Scout Groups and one or more Explorer Scout Units. Additionally a District may have a District Scout Network and one or more District Scout Active Support Units and Special Groups.

#### **Rule 4.1 Membership of the Scout District**

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made.
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.

- f. When an individual becomes an Associate Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops and Explorer Scout Units is open to males and females (unless otherwise stipulated).
- h. Adult membership of the Scout Movement, whether by appointment or otherwise, is open equally to men and women.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

#### **Members**

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
  - Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, members of Scout Network;
  - those adults with an appointment as a Leader, Manager or Supporter as described in POR: The Appointment Process;
  - Associate Members and other adults who opt to be Members.

- n. Members must also pay any County, District and Group Membership Subscription determined locally.
- o. Young people become Members of the Scout Movement by making the Promise appropriate to their Section.
- p. Adults become Members by making the Promise and completing a Members' Declaration.
- q. Members of the Movement may:
  - wear the approved uniform (see Chapter 10);
  - wear the World Membership badge;
  - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
  - wear the World Membership lapel badge.

#### **Associate Members**

- r. The following are required to be Associate Members and pay the Headquarters Membership Subscription annually:
  - Members of the Scout Active Support Units;
  - Section Assistants;
  - Group and District Skills Instructors holding Certificates of Appointment;
  - Group & District Advisers;
  - District Chairman, Secretary and Treasurer;
  - other adults who opt to be Associate Members.
- s. Associate Members must also pay any County, District and Group Membership Subscription determined locally.
- t. Adults become Associate Members of the Scout Movement by completing an Associate Members' Declaration.
- u. Associate Members are not required to make the Promise.
- v. Associate Members of the Movement may:
  - wear the approved uniform (see Chapter 10);
  - receive benefits provided by any Group, District, and County to which the Member belongs.

*Note: other District trustees are not required to be Associate Members but are **encouraged** to become Members or Associate Members.*

#### **Rule 4.2 Admission to membership**

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.
- c. The decision to admit anyone to membership of an Explorer Scout Unit rests with the District Explorer Scout Commissioner subject, in the case of a Partnership Agreement with a Sponsored Scout Group, to any recruitment policy defined.
- d. The decision to admit anyone to membership of a District Scout Network rests with the District Scout Network Leader.

#### **Rule 4.3 Forfeit of membership**

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group.
- b. Explorer Scouts forfeit membership if they leave the Explorer Scout Unit.
- c. Scout Network members who hold no other adult appointment forfeit membership if they leave the Scout Network.

#### **Rule 4.4 Transfer of membership**

- a. If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform the District Secretary of the District into which the Member is moving.
- b. If a Member leaves an Explorer Scout Unit due to moving to another locality, the District Explorer Scout Commissioner should inform the District Secretary of the District into which the Member is moving.
- c. If a Member leaves a Scout Network due to moving to another locality, the District Scout Network Leader should inform the County Scout Network Commissioner of the County into which the Member is moving.<sup>SV</sup>
- d. If the address of the District Secretary is not known, the information should be forwarded to Headquarters.
- e. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and members of Scout Network who are going to live abroad.

#### **Rule 4.5 Annual Census**

- a. The number of Members and Associate Members must be returned in an annual census of the Group or District.

- b. A list of the names and addresses of Members in a Group at the date of the annual census must be collected by the Group and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- c. A list of the names and addresses of Members of Explorer Scout Units in the District must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- d. A list of the names and addresses of members of a District Scout Network must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.

#### **Rule 4.6 Mixed Membership**

- a. *This rule is left intentionally blank.*
- b. *This rule is left intentionally blank.*
- c. *This rule is left intentionally blank.*
- d. *This rule is left intentionally blank.*
- e. *This rule is left intentionally blank.*
- f. *This rule is left intentionally blank.*
- g. *This rule is left intentionally blank.*
- h. All Scout Groups, Explorer Scout Units and Scout Networks are required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.
- i. Special situations are defined as being where:
  - there are cultural or religious requirements for single sex working;
  - Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group;
  - a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups or Explorer Scout Units may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

#### **Rule 4.7 Explorer Scout Units**

- a. Explorer Scout Units are part of a District's provision of Scouting.

- b. Explorer Scout Units may be attached to a Scout Group but are not a formal part of the Group.
- c. An Explorer Scout Unit consists of a number of Explorer Scouts.
- d. They may be divided into smaller groups but these should be flexible.
- e. All Explorer Scout Units are required to be open to male and female membership except in special situations. Special situations include those where there are specific cultural or religious requirements for single sex Explorer Scout Units.
- f. The operation of the Unit must be overseen by a Leader.
- g. The Leader in charge must plan to ensure at least two adults (aged 18 or over) are present at regular indoor Unit meetings, at least one of whom should hold a Leader, Manager or Supporter appointment.
- h. In the event of a Leader, Manager or Supporter not being able to attend a Unit meeting, it is possible on occasions for another adult, with youth leadership experience, to take their place at the meeting or similar event, as long as the District Explorer Scout Commissioner is consulted and supports the arrangement. Such adults must have satisfactorily completed the Personal Enquiry process and would normally have completed *Getting Started* or the equivalent.
- i. Other than two adults being present there is no minimum ratio of adults to Explorers set for regular indoor Unit meetings, but for all meetings and activities Leaders should assess the risk and arrange for sufficient adults (aged 18 or over) to ensure a safe environment for the operation of the Unit, which may vary depending on the programme being delivered.

*It is good practice to have a mixed leadership team*

- j. There is no recommended minimum ratio for outdoor activities held away from the usual meeting place or nights away experiences. However as a minimum for all Nights Away experiences led by a Nights Away Permit Holder, at least two adults must be present overnight. Only in the event of an emergency should an adult be alone overnight with young people on a residential experience.

- k. For all Scouting activities a risk assessment should be carried out as stated in Rule 9.4. This risk assessment cannot override the minimum requirements stated in Rule 4.7g or those required by the activity rules in chapter 9.
- l. The age range of the Section is from 14 years to 18 years old. The age for moving from the Scout Section is between 13½ and 14½ years and moving to the Scout Network between 17½ and 18 years. The leaving age is upon reaching the 18<sup>th</sup> birthday.
- (Note: A young person who turns 18 during an event or residential activity (of no more than one month's duration) shall be treated as under 18, and be subject to all rules applicable to under 18 year olds, for the duration of that event.)
- m. The Explorer Scout Unit should have opportunities for the members to take part in the decision making process. Any forum or committee should have both Explorer Scouts and Leaders working together.
- n. Explorer Scouts wear the approved Explorer Scout, Sea Scout or Air Scout uniform with distinguishing emblems and scarves as described in the Chapter 10.
- o. The following minimum standards are laid down for Explorer Scout Units:
- Operation overseen by a leader (Rule 4.7f)
  - Two adults present (Rule 4.7g)
  - All Explorers should be offered a Balanced Programme run in accordance with the Association's official publications for the Section.
  - The opportunity for every Explorer Scout to attend at least one nights away experience every year.
- p. The District Commissioner, with the District Team, is required where necessary to assist Explorer Scout Units to reach the required standard.
- q. If an Explorer Scout Unit fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- r. If an Explorer Scout Unit fails to reach the minimum standard for three years it must be closed.

#### **Rule 4.8 Explorer Scout Unit Partnerships with Groups**

- a. An Explorer Scout Unit and a Scout Group wishing to work together should enter into a Partnership Agreement.
- b. The purpose of the Partnership Agreement is to help an Explorer Scout Unit and Scout Group to understand the operational relationship between the two.
- c. Whilst many links will be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.
- d. The District Explorer Scout Commissioner should ensure that:
- the Partnership Agreement sets out clearly the links between the Explorer Scout Unit and the Group and arrangements on liaison, the use of equipment, facilities and resources;
  - the Agreement is reviewed regularly to ensure its continuing appropriateness in changing circumstances.
- e. Partnership Agreements are not intended to be legally binding documents. Each Agreement should include the following sentence: 'This document is not intended to create legal relations'.
- f. The Agreement should be signed by the District Explorer Scout Commissioner, the Explorer Scout Leader and the Group Scout Leader.

*Further information and examples of Partnership Agreements can be obtained from the Scout Information Centre.*

#### **Rule 4.9 District Scout Networks<sup>SV</sup>**

- a. District Scout Networks are part of a District's provision of Scouting.
- b. A District Scout Network consists of a number of Scout Network Members.
- c. All District Scout Networks are required to be open to male and female membership except in special situations. Special situations include those where there are specific cultural or religious requirements for a single sex District Scout Network
- d. The age range of the Section is from 18 years to 25 years old. There is flexibility in the joining age. The age for moving from the Explorer Scout Section is between 17½ and 18 years. The leaving age is upon reaching 25<sup>th</sup> birthday.

*(Note: The Explorer Scout upper age limit takes effect from July 2010)*

- e. The District Scout Network should have opportunities for the members to take part in the decision making process. Any forum or committee should have both Scout Network Members and the District Scout Network Leader working together.
- f. Scout Network Members wear the approved Scout Network, Sea Scout Network or Air Scout Network uniform with distinguishing emblems and scarves as described in Chapter 10.
- g. The following minimum standards are laid down for District Scout Networks:
  - **Leaders** – every District Scout Network must have a District Scout Network Leader appointed in line with POR: The Appointment Process.
  - **Training** – the training of Scout Network Members must be in accordance with the Association’s official publications for the Section.
  - **Camping** – every Scout Network Member must have the opportunity of attending a camp every year.
- h. The District Commissioner, with the District Team, is required where necessary to assist a District Scout Network to reach the required standard.
- i. If a District Scout Network fails to reach the minimum standard for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- j. If a District Scout Network fails to reach the minimum standard for three years it must be closed.

**Rule 4.10 Joint Units**

Whilst formal Joint Units are not permitted between Explorer Scout Units or Scout Networks and sections of Girlguiding UK, joint activities are encouraged.

*Further advice and information is available from the Scout Information Centre.*

**Rule 4.11 The District Scout Active Support Unit**

- a. The District Commissioner, in consultation with the District Executive Committee may form District Scout Active Support Units.
- b. The purpose of District Scout Active Support Units is to provide active support to Scouting in the District, as identified in the service agreement.

- c. All adult only support groups linked to Scouting within the District must be registered as Scout Active Support Units.
- d. The District Commissioner must ensure that:
  - District Scout Active Support Units are supported and co-ordinated; and
  - District Scout Active Support Managers are provided with line management either directly by the District Commissioner or from a Deputy District Commissioner or other nominee.
- e. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the District Scout Active Support Unit is open to any person over the age of 18 years, including:
  - those holding appointments, who will be expected to give priority to the duties of their appointments;
  - Scout Network members, who will be expected to give priority to their Scout Network.
- f. The District Scout Active Support Manager must be a Member, all other members of a District Scout Active Support Unit must be at least Associate Members. Associate Members may become Members by making the Scout Promise.
- g. The District Scout Active Support Manager is responsible for determining the composition, organisation, programme and administration of the Unit in accordance with the service agreement agreed annually with the District Commissioner or nominee.
- h. The District Scout Active Support Unit is led by the District Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more District Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.
- i. The following minimum standards are laid down for a District Scout Active Support Unit:
  - **Leadership** – there must be an appointed District Scout Active Support Manager
  - **Activity** - the District Scout Active Support Unit must provide active support to Scouting in the District, as detailed in the service agreement.
- j. The District Commissioner, with the District Team is required to assist District Scout Active Support Units to reach the required standards.

- k. If a District Scout Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the District Commissioner with the approval of the District Executive Committee.
- l. If a District Scout Active Support Unit fails to reach the minimum standard for three years it must be closed.

**Rule 4.12 Special Groups (Scouting for people in hospital or with severe disabilities)**

- a. Special Groups exist for Members who are in hospital or have severe disabilities and it is not possible or appropriate for them to be integrated into mainstream Scouting.
- b. In Special Groups the District Commissioner may, on the recommendation of the Assistant County Commissioner or Adviser (Special Needs), authorise operation outside the standard age ranges. It is good practice to ensure that any one grouping does not span more than six years in the 6-14 age range and more than ten years in the 14-25 age range. This permission should be logged on a simple form.
- c. Membership is acquired through making the Promise. The Promise needs to be meaningful for each Member and some flexibility in expressing the Promise may be required.
- d. Members wear the uniform of the appropriate Section to which they belong.
- e. Provision for people aged over 25 with severe learning difficulties is made through the Scout Active Support Unit.
- f. The Gateway Award, as an alternative to the Duke of Edinburgh Award, may be achieved following the successful completion of the Gateway Award programme. The cloth badge is worn on the upper left arm. Details of the Gateway Award programme are available from the Scout Information Centre.

*Further guidance on the formation and operation of Special Groups is available from Headquarters. Guidelines for District Commissioners and sample forms are available from the Scout Information Centre.*

**Rule 4.13 The Formation and Registration of Scout Districts**

- a. Scout Districts are registered by Headquarters on the recommendation of the County Commissioner and of the Country Headquarters, where appropriate.

- b. Application for registration must be completed and signed by the prospective District Secretary and District Commissioner.
- c. The form is sent to Headquarters through the County Secretary who must sign it to signify the approval of the County Commissioner and forward it through the Country Headquarters, if appropriate.
- d. The County Commissioner and the County Executive Committee must be satisfied that:
  - registration is desirable;
  - the proposed District will be run properly;
  - suitable Leaders can be found;
  - the prospective District Commissioner:
    - accepts the Association's policies, rules and procedures;
    - undertakes to form a District Scout Council and a District Executive Committee as soon as possible but in any case not later than three months after the date of registration;
    - will give due emphasis to the religious, equal opportunities, child protection and safety policies of the Association;
    - will initiate a programme of training in accordance with the training policy of the Association;
    - will comply, as appropriate, with the provisions of all rules and guidance relating to Sponsored Scout Groups.
- e. If the County Commissioner and the County Executive Committee refuse to recommend the registration of a District, the County Commissioner must send a full report on the matter to the appropriate Country Headquarters.
- f. If registration is recommended, Headquarters will issue a Certificate of Registration and send this via the County Secretary to the prospective District Commissioner.
- g. Notification of registration will be sent by Headquarters to the Country Headquarters if appropriate.

**Rule 4.14 The Formation and Closure of Explorer Scout Units**

The opening and closing of Explorer Scout Units is the responsibility of the District Commissioner in consultation with the District Explorer Scout Commissioner, District Executive Committee and Group Scout Leaders.

**Rule 4.15 The Formation and Closure of District Scout Networks**

The opening and closing of Scout Networks is the responsibility of the County Commissioner in consultation with the County Scout Network Commissioner and appropriate District Commissioner.<sup>SV</sup>

#### **Rule 4.16 Annual Renewal of District Registrations**

- a. Registration is valid only until the 31 March of the calendar year following the issue of the Certificate of Registration.
- b. Registration must be renewed annually by completing and submitting an annual registration and census return as directed by Headquarters. Registration renewal also requires the payment of the Headquarters Membership Subscription and any District or County Membership Subscriptions payable.

#### **Rule 4.17 Changes in District Registration**

- a. If it is required to change the registration of a District or to amalgamate it with another District application must be made to Headquarters by the County Secretary.
- b. Such changes are made with the approval of the County Commissioner after consultation with the County Executive Committee.

#### **Rule 4.18 Suspension of District Registration**

- a. Suspension is a purely temporary measure.
- b. A District may have its registration suspended by the County Commissioner, or the County Executive Committee. The suspension must be approved by the Regional Commissioner.
- c. In exceptional circumstances Headquarters may suspend the registration of a District. This must be done in consultation with the Regional Commissioner.
- d. Suspension may also be a consequence of the suspension of the County.

In such a case the Chief Commissioner may direct that Districts will not be suspended but attached to a neighbouring County.

- e. In the event of suspension all District, District Scout Network, Explorer Scout Unit, District and Group Scout Active Support Unit and Group activities must cease. All District and Group Scout Active Support Unit, District Scout Network, Explorer Scout Unit and Group Scouters are automatically suspended as if each were individually suspended.

- f. During suspension no member of the District, District and Group Scout Active Support Unit, District Scout Network, Unit or Group may wear uniform or badges.
- g. If the District Executive Committee is included in the suspension, this must be specified and the County Executive Committee will be responsible for the administration of District property and finance during the period of suspension.
- h. The District Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the County Commissioner.
- i. A County Commissioner or County Executive Committee who suspends a District must report the matter with full details to the County Headquarters.
- j. The County Commissioner should consult County Headquarters as to how best to resolve the underlying problem which led to the suspension.

#### **Rule 4.19 Suspension of Explorer Scout Units**

- a. Suspension is a purely temporary measure.
- b. A Explorer Scout Unit may be suspended by the District Commissioner in consultation with the District Executive Committee and District Explorer Scout Commissioner
- c. Suspension may also be a consequence of the suspension of the District.<sup>SV</sup>  
In such a case the County Commissioner may direct that Explorer Scout Units will not be suspended but attached to a neighbouring District or to the County as appropriate.
- d. In the event of suspension all Explorer Scout Unit activities must cease and all Unit Scouters are automatically suspended as if each were individually suspended.
- e. During suspension no member of the Explorer Scout Unit may wear uniform or badges.
- f. A District Commissioner who suspends a Explorer Scout Unit must report the matter with full details to the County Commissioner.



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#### **Rule 4.20 Suspension of District Scout Networks**

- a. Suspension is a purely temporary measure.
- b. A District Scout Network may be suspended by the District Commissioner in consultation with the District Executive Committee and the District Scout Network Leader.
- c. Suspension may also be the consequence of the suspension of the District.  

In such a case the County Commissioner may direct that the District Scout Network will not be suspended but attached to a neighbouring District or to the County as appropriate.
- d. In the event of suspension all District Scout Network activities must cease and all members of the District Scout Network are automatically suspended as if each were individually suspended.
- e. During suspension no member of the District Scout Network may wear uniform or badges.
- f. A District Commissioner who suspends a District Scout Network must report the matter with full details to the County Commissioner.

#### **Rule 4.21 Cancellation of Registration of the Scout District**

- a. The registration of a Scout District may be cancelled by Headquarters:
  - on the recommendation of the County Commissioner and the County Executive Committee, following a meeting specially convened.  

At such a meeting, the District Commissioner and District Chairman are entitled to be heard;
  - if registration is not renewed at the time of the required annual renewal of registration;
  - if the registration of the County is cancelled.
- b. When the registration of a Scout District is cancelled the Scout District ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. The membership of each Member of the District will cease automatically, unless membership of another District is arranged as directed by the County Commissioner.
- d. A Scout District cannot exist unless it has a current registration with Headquarters.

- e. Charity law does not permit a Scout District to transfer from The Scout Association to any other body whether calling itself a scout organisation or by any other name.<sup>SV</sup>
- f. Individual or several Members of a District may leave and join any other organisation they wish. The District itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- g. In the event of all the Members leaving, the County will close the District and cancel its registration.
- h. In the event that not all the Members leave, it will be a decision for the County Commissioner and County Executive Committee as to whether to close the District or try to keep it running with a reduced membership.

#### **Rule 4.22 Management of the Scout District**

- a. Every Scout District is an autonomous organisation holding its property and equipment and admitting people to membership of the Scout District subject to the policy and rules of The Scout Association.
- b. A Scout District is led by a District Commissioner and managed by a District Executive Committee. They are accountable to the District Scout Council for the satisfactory running of the District.
- c. The District Commissioner is assisted and supported by:
  - the District Team, comprising the District Explorer Scout Commissioner, District Scout Network Leader, all Assistant District Commissioners and District Scouters;
  - Administrators and Advisers;
  - the District Scout Council;
  - the District Executive Committee;
  - the District Scout Active Support Unit.

#### **Rule 4.23 Management of the Explorer Scout Unit**

- a. Explorer Scout Units are not autonomous organisations. They are part of a Scout District, which acts as an Explorer Scout Unit's parent body.
- b. Scout Districts delegate some authority to Explorer Scout Units to allow them to hold property and equipment and admit people to membership of the Explorer Scout Unit subject to the policy and rules of The Scout Association.

- c. An Explorer Scout Unit is led by an Explorer Scout Leader and managed by a committee of its Members and Leaders acting together. The Committee is accountable to the District Scout Council for the satisfactory running of the Explorer Scout Unit.
- d. The Explorer Scout Leader is assisted and supported by Assistant Explorer Scout Leaders in the delivery of the programme for young people in the Explorer Scout Unit.

**Rule 4.24 Management of the District Scout Network<sup>SV</sup>**

- a. District Scout Networks are not autonomous organisations. They are part of a Scout District, which acts as the District Scout Network's parent body.
- b. Scout Districts delegate some authority to the District Scout Network to allow them to hold property and equipment and admit people to membership of the District Scout Network subject to the policy and rules of The Scout Association.
- c. The District Scout Network is led by the District Scout Network Leader and managed by a committee of its Members and Leader acting together. The committee is accountable to the District Scout Council for the satisfactory running of the District Scout Network.

**Rule 4.25 The Constitution of the Scout District**

- a. In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.
- b. There may be situations where it is impractical to implement the constitution in full, such as a District comprising large areas of especially difficult terrain and a small population.
- c. All elected and constitutional bodies of The Scout Association at Headquarters, County, and District should have, as full voting members, at least two young people between the age of 18 and 25 years old.
- d. This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.
- e. **The District Scout Council<sup>SV</sup>**
  - i. The District Scout Council is the electoral body, which supports Scouting in the District. It is the body to which the District Executive Committee is accountable.

- ii. Membership of the District Scout Council is open to:
  - Commissioners;
  - District and Group Active Support Managers
  - Scouters;
  - Administrators;
  - Section Assistants;
  - Skills Instructors;
  - Advisers;
  - all Explorer Scouts;
  - all members of the District Scout Network;
  - Chairmen of Troop Leadership Forums in the District;
  - Members and Associate Members of the Movement registered in the Scout District and including Members of District Scout Active Support Units;
  - all parents of Explorer Scouts;
  - persons elected or reelected annually by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee;
  - the County Commissioner and County Chairman are ex-officio members of the District Scout Council.
- iii. Membership of the District Scout Council ceases upon:
  - the resignation of the member;
  - the dissolution of the Council;
  - the termination of membership by Headquarters following a recommendation by the County Executive Committee.
- iv. The District Scout Council must hold an Annual General Meeting within six months of the financial year end to:
  - receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts;
  - approve the District Commissioner's nomination of the District Chairman and nominated members of the District Executive Committee;
  - elect a District Secretary unless the District Secretary is employed by the District Executive Committee;
  - elect a District Treasurer;
  - elect certain members of the District Executive Committee;

- elect Group Scouters to represent the District on the County Scout Council;
  - appoint an auditor or independent examiner or scrutineer as required.
- f. The District Executive Committee**<sup>SV</sup>
- i. The District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Groups, Explorer Scout Units and any District Scout Network in the District.
- ii. The District Executive Committee consists of:
- Ex-officio members**
- The District Chairman;
  - The District Commissioner;
  - The District Secretary;
  - The District Treasurer;
  - The District Scout Network Leader;
  - The District Explorer Scout Commissioner.
- Nominated members**
- persons nominated by the District Commissioner.
  - the nominations must be approved at the District Annual General Meeting.
  - persons nominated need not be members of the District Scout Council and their number must not exceed that of the elected members.
- Elected members**
- persons elected at the District Annual General Meeting.
  - these should normally be four to six in number.
  - the actual number must be the subject of a resolution by the District Scout Council.
- Co-opted members**
- persons co-opted annually by the District Executive Committee.
  - the number of co-opted members must not exceed the number of members who may be elected.
- Right of Attendance**
- The County Commissioner and the County Chairman have the right of attendance at meetings of the District Executive Committee.
- iii. The District Executive Committee may establish any sub-Committees that it deems necessary. Sub-Committees consist of members nominated by the Committee.
- iv. The District Commissioner and the District Chairman will be ex-officio members of any sub-Committee of the District Executive Committee.
- v. Any fundraising committee must include at least two members of the District Executive Committee, in addition to the ex-officio members. No Section Leader or Assistant Leader should serve on such a fundraising sub-Committee.
- vi. A Scout District is an educational charity. Members of the District Executive Committee are the charity trustees of the Scout District.
- vii. Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as charity trustees.
- viii. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- ix. Charity trustees are responsible for complying with all the legislation applicable to charities.
- x. Some Districts may also need to register as a charity. Scout Districts registered as a charity in England and Wales will be required to make an annual return to the Charity Commission (see Rule 13.3).
- xi. The District Executive Committee is responsible for:
- promoting the development of Scouting in the District and arranging for harmonious co-operation with other organisations;
  - the raising of funds and the administration of the District's finance and property, including Explorer Scout Units any District Scout Network and District Scout Active Support Units;
  - appointing a District Appointments Advisory Committee, Appointments Chair and Appointments Secretary as per POR: The Appointment Process;
  - appointing other sub-Committees and their chairmen as the Committee may require;
  - supervising the administration of Groups, particularly in relation to finance and the trusteeship of property;
  - The local management of the Safety Policy;

- attending to District administration, particularly:
    - matters relating to Leader, Manager and Supporter appointments;
    - the appointment of Section Assistants and Skills Instructors, Administrators and Advisers;
    - registrations, membership of the Movement, appointing an Assistant Secretary as Badge Secretary for the District;
    - the presentation of an Annual Report and annual statement of accounts to the Annual General Meeting of the District Scout Council.
- g.** *This rule is left intentionally blank*
- h. The District Team Meeting**
- i. The District Team, comprising the Explorer Scout Commissioner, all Assistant District Commissioners, District Scout Network Leader, District Scouters and District Scout Active Support Managers, meet as frequently as necessary under the chairmanship of the District Commissioner.
  - ii. The purpose of the District Team Meeting is to:
    - review the progress, standards and effectiveness of programmes of Groups, Explorer Scout Units and any District Scout Network in the District;
    - plan a programme of visits to Scout Groups, Explorer Scout Units and any District Scout Network;
    - give support and encouragement to Leaders;
    - plan the support of adults undertaking Adult Training;
    - plan any programme of District events deemed to be necessary to supplement Scouting in the Groups, Explorer Scout Units and any District Scout Network;
    - secure the support of District Scout Active Support Units in the work of the District;
    - keep the District Executive Committee advised of the financial requirements of the training programme in the District, including Explorer Scout Units and any District Scout Network;
    - ensure that there is at least one of each of the Sections catering for mixed membership within its boundaries.

**i. Conduct of Meetings in the Scout District<sup>SV</sup>**

- i. In meetings of the District Scout Council and the District Executive Committee only the members specified may vote.
- ii. Decisions are made by a majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the chairman does not have a casting vote and the matter is taken not to have been carried.
- iii. The District Scout Council must make a resolution defining a quorum for meetings of the Council and the District Executive Committee and its sub-Committees.

**Rule 4.26 Administrators and Advisers**

- a. The District Chairman and the District Commissioner must be able to work in partnership.
- b. To assist the formation of this partnership the District Chairman is nominated by the District Commissioner.
- c. The appointment of the District Chairman is approved by the District Scout Council at its Annual General Meeting. The appointment may not be held by a Leader, Manager or Supporter.
- d. Every effort should be made to find a District Chairman. Only in extreme circumstances may the District Commissioner act as District Chairman for a short period.
- e. The District Secretary - unless employed by the District - is elected by the District Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.<sup>SV</sup>
- f. The District Treasurer is elected by the District Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.<sup>SV</sup>
- g. No individual may hold more than one of the appointments of District Chairman, Secretary or Treasurer. Neither may the appointments be combined in anyway.
- h. Other Administrators and Advisers may be appointed by the District Executive Committee with the approval of the District Commissioner as per POR: The Appointment Process.
- i. Administrators and Advisers appointments may be terminated by:
  - the resignation of the holder;

- the unanimous resolution of all other members of the District Executive Committee;
  - the expiry of the period of the appointment;
  - confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the District.
- j. The appointment and termination of all District Administrators and Advisers appointments must be reported to the District Secretary who should maintain a record of such appointments.

#### **Rule 4.27 Minimum Age for Appointments**

- a. To hold an adult appointment in a Scout District a person must have reached the age of 18.

#### **Rule 4.28 The Appointment of Adults in the Scout District** <sup>SV</sup>

- a. No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made.

The enquiries must include a Personal Enquiry to Headquarters as described below, in the case of a person who:

- wishes to become a Member or Associate Member; or
- may have unsupervised access to young people, or
- will have involvement with the handling or management of funds; or
- will be assisting with overnight activities (including Nights Away); or
- may be helping out once a month or more.

Personal Enquiries must be repeated for all adults in the above categories every five years. Where possible this should be carried out at appointment review.

- b. An enquiry is not normally required if the individual is simply moving from one appointment to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial appointment, that they have a valid disclosure and the person's service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.

- c. The District Secretary must forward the Personal Enquiry to Headquarters without delay, following its completion by the adult concerned.
- d. When completing a Personal Enquiry the fullest possible information about the individual must be given.
- e. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- f. Parents and occasional helpers who are required to undergo a Personal Enquiry (see 4.28 a.) must complete an Occasional Helper form (*available from the Information Centre*).
- g. District staff should ensure parents and occasional helpers who are involved more than once a month are aware of the appointment opportunities available to them.

**Rule 4.29** *This rule is left intentionally blank*

**Rule 4.30** *This rule is left intentionally blank*

**Rule 4.31** *This rule is left intentionally blank*

**Rule 4.32** *This rule is left intentionally blank*

**Rule 4.33** *This rule is left intentionally blank*

**Rule 4.34** *This rule is left intentionally blank*

**Rule 4.35** *This rule is left intentionally blank*

**Rule 4.36** *This rule is left intentionally blank*

#### **Rule 4.37 The appointment of Young Leaders**

- a. Explorer Scouts can become Young Leaders in the Beaver Scout, Cub Scout and Scout Sections.
- b. Young Leaders should undertake appropriate training as described in the Young Leaders' Scheme
- c. A young person under the age of 18 years working with another Section must not have unsupervised access to youth Members.
- d. All Young Leaders are members of a Young Leaders' Explorer Scout Unit.

- e. Non-members undertaken the Volunteering Section of The Duke of Edinburgh's Award may work with the Beaver Scout, Cub Scout or Scout Sections, with the agreement of the Section Leader, for a fixed period of time (as required for the their level of award).
- f. These young people should also complete training similar to Young Leaders, this is outlines at [www.scouts.org.uk/dofe](http://www.scouts.org.uk/dofe)
- g. These young people are not Young Leaders and therefore not members of a Young Leaders' Explorer Scout Unit and do not have access to the wider Explorer Scout provision.

**Rule 4.38 Employed District Staff**

- a. District Trustees (members of the District Executive Committee) other than the District Secretary may not be paid a salary or remuneration.
- b. District Administrators, local Development Officers or other staff may be employed by the District Executive Committee and paid a salary out of District funds.
- c. The District Executive Committee must consult the District Commissioner in making such appointments.
- d. Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- e. The procedures for enquiry and the appointment of adults must be followed.

**Rule 4.39** *This rule is left intentionally blank*

**Rule 4.40** *This rule is left intentionally blank*

**Rule 4.41** *This rule is left intentionally blank*

**Rule 4.42** *This rule is left intentionally blank*

**Rule 4.43 Limitation of holding more than one Appointment**

- a. No Manager, Leader or Supporter may hold more than one appointment unless able to carry out all of the duties of more than one appointment satisfactorily.
- b. The District Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. The District Commissioner may not hold any other appointment, other than in a short term 'acting' capacity or as a Training Adviser.

**Rule 4.44 Responsibilities of Appointments in the Scout District<sup>SV</sup>**

**a. The District Commissioner**

- i. The District Commissioner is responsible to the County Commissioner and to Headquarters for:
  - the development of Scouting in the District;
  - promoting and maintaining the policies of the Association;
  - the local management of the Safety Policy together with the District Executive Committee;
  - ensuring that all adults working within the Scout District (including members of any District Scout Active Support Units) are 'fit and proper' persons to carry out the tasks given them;
  - ensuring that all Leaders have the opportunity to attend a first aid or a First Response course during their first year of appointment;
  - encouraging and facilitating the training of Members of the Movement as appropriate throughout the District;
  - ensuring that all adults in the District are appropriately trained;

- all aspects of Scouting in the District, particularly ensuring that Managers, Leaders, Supporters and Administrators properly discharge their responsibilities and duties as specified in these Rules;
  - ensuring that Scout Groups, Explorer Scout Units, any District Scout Network and Group or District Scout Active Support Units are visited by members of the District Team;
  - advising Leaders on how to conduct themselves in accordance with the Association's Policies and Rules as defined from time to time in Policy, Organisation and Rules and in the Association's Handbooks and other official publications;
  - encouraging the formation and operation of the District Scout Council, Scout Active Support Units, Scout Groups, Explorer Scout Units, and any District Scout Network and assisting in their effective working;
  - securing the harmonious co-operation of all Members of the Movement in the District and settling any disputes between them;
  - performing all duties specified in these Rules for District Commissioners in respect of training and administration, particularly in respect of appointments, registration, Membership of the Movement and decorations and awards;
  - the achievement of minimum standards for Scout Groups, Sections in Groups, Explorer Scout Units and any District Scout Network;
  - the observance of all Rules relating to the conduct of Scouting activities, particularly to camping and activities requiring the observance of safety precautions;
  - co-operation and the maintenance of good relations with Members of Girlguiding UK and other youth organisations in the District and ensuring that the Association is adequately represented on local committees, particularly youth committees;
  - encouraging the formation, operation and effective working of the District Explorer Scout meeting;
  - encouraging the formation, operation and effective working of the District Patrol Leaders Forum;
- ensuring the District has effective communication with the County Scout Network Commissioner and any local Scout Networks;
  - matters relating to the admission of members of District Scout Active Support Units;
  - agreeing the remit of any District Scout Active Support Units and reviewing them annually;
  - for nominating the District Chairman and certain members of the District Executive Committee.
- ii. The District Commissioner may not hold the appointment of District Chairman, nor may they nominate any other Manager, Leader or Supporter to that appointment.
  - iii. The District Commissioner is an ex-officio member of the County Scout Council.
  - iv. The District Commissioner has the right of attendance at all Councils and Committees and their sub-Committees within the District.
  - v. If the office of District Commissioner is vacant, the County Commissioner will either nominate an Assistant District Commissioner or another Commissioner to act in this capacity or will perform these duties himself.
  - vi. In respect of the District Scout Council and the District Executive Committee the District Commissioner must nominate the District Chairman and certain members.
- b. The Deputy District Commissioner**
- i. Deputy District Commissioners may be appointed to assist and deputise for the District Commissioner.
  - ii. The duties of the appointment will be defined by the District Commissioner at the time of appointment.
- c. District Explorer Scout Commissioner**
- i. A District Explorer Scout Commissioner may be appointed for the Section.
  - ii. The District Explorer Scout Commissioner will normally be a Leader experienced in the Section and will normally have completed a Wood Badge for the Explorer Scout Section.
  - iii. The functions of the appointment are to:
    - assist the District Commissioner with the running of the Section, including the personal support and encouragement of Leaders;
    - visit Explorer Scout Units and provide technical advice on their operations;

- promote the work of the District Explorer Scout Meeting;
- arrange for the organisation of District events;
- ensure that District Leaders' Meetings are held and to carry out such other duties as may be delegated by the District Commissioner;
- maintain effective links with all Scout Groups;
- maintain effective links with the Scout Network.

**d. District Scout Network Leader**

- A District Scout Network Leader must be appointed for any District Scout Network.
- The functions of the appointment are to:
  - Assist the District Commissioner with the running of the Section;
  - Provide technical advice on the operations of the District Scout Network;
  - Promote the involvement of Scout Network Members in the running of the Section;
  - Maintain effective links with all Explorer Scout Units.

**e. Assistant District Commissioners**

- Assistant District Commissioners may be appointed to assist the District Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Adult Training).

**Rule 4.45 Responsibility for Sectional Matters**

- Assistant District Commissioners may be appointed for the Beaver Scout, Cub Scout, or Scout Sections.
- The Assistant District Commissioner is usually a Leader experienced in the particular Section concerned and will normally have completed Wood Badge Training for that Section.
- The functions of the appointment are:
  - to assist the District Commissioner with the running of the Section, including the personal support and encouragement of Leaders;
  - to visit Sections in Groups and provide technical advice on their operation;
  - to arrange for the organisation of District events;

- to ensure that District Leaders' Meetings are held and to carry out such other duties as may be delegated by the District Commissioner.

**Rule 4.46 Responsibility for Specialist Subjects**

- Assistant District Commissioners may be appointed to assist the District Commissioner with a variety of special responsibilities, including Air and Water Activities, people with special needs and Media Relations.<sup>SV</sup>
- The Assistant District Commissioner will usually, and most importantly, be experienced in the particular subject.
- The precise role of the specialist Assistant District Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the District Commissioner.
- Generally the specialist Assistant District Commissioner will be expected to carry out the functions of the District Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

**Rule 4.47 Responsibility for General Duties**

- One or more Assistant District Commissioners may be appointed for general duties in the District or for a particular part of the District. Possible roles include General Duties, Development or Relationships. Alternatively the geographical area of the appointment may be named.
- These appointments will normally be filled by experienced Commissioners.
- The duties will be specified by the District Commissioner on appointment, but are likely to include areas of specially delegated responsibility or deputising generally for the District Commissioner.

**Rule 4.48 District Scouters**

- District Scouters may be appointed to fulfil certain functions in relation to the Sections of Scouting e.g. District Cub Scout Leader. District Explorer Scout Leaders may also be appointed.
- The duties of such appointments will be defined by the District Commissioner at the time of the appointment.



#### **Rule 4.49 Explorer Scout Leaders**

- a. The Explorer Scout Leader is responsible, in conjunction with any Explorer Scout committee, for the training of Explorer Scouts, subject to the general supervision of the District Explorer Scout Commissioner and with the assistance of Assistant Explorer Scout Leaders, Section Assistants and Skills Instructors.
- b. It is the Leader's responsibility actively to encourage the transfer between Sections, and maintain effective links with local Scout Leaders and Scout Network Co-ordinators.
- c. The responsibilities of Assistant Explorer Scout Leaders are specified by the Explorer Scout Leader, who should have regard to the desirability of developing the Assistant's leadership potential.

#### **Rule 4.50 The Training of Adults in the Scout District**

- a. The acceptance of an appointment involves an obligation to undertake training appropriate to the appointment.
- b. For roles that require a Wood Badge, a Training Adviser will be assigned to the adult to draw up a Personal Learning Plan, support the adult through the scheme and validate the necessary modules.
- c. During the Provisional Appointment period, the *Getting Started* modules should be completed. These comprise of:
  - Module 1 – *Essential Information*
  - Module 2 – *Personal Learning Plan*and either:
  - Module 3 – *Tools for the Job (Section Leaders)*or
  - Module 4 – *Tools for the Job (Managers)*
- d. Once the Appointment Certificate has been issued the adult should complete the necessary modules for their role, as outlined on their *Personal Learning Plan*.
- e. Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.
- f. Validation is necessary for all modules identified on the *Personal Learning Plan*.

*Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.*

- g. Following the successful validation of the *Personal Learning Plan* a Wood Badge can be awarded.
- h. Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing* learning per year, averaged over the length of the appointment.
- i. It is the responsibility of the adult's line manager to monitor completion of *Ongoing* learning.

*Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.*
- j. In exceptional circumstances, Headquarters may prescribe the *Ongoing* learning requirements during a certain year (or years) for all or certain roles.

*For more information about Adult Training see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.*

#### **Rule 4.51 Adult Responsibility for the Programme**

- a. Section Leaders, working with Assistant Leaders and Section Assistants, are responsible for the detailed programme of individual Colonies, Packs, Troops and Explorer Scout Units.
- b. Leaders should take account of the special needs of individual Members, the Balanced Programme, Activity and other badges where appropriate, and the Section's method as outlined in current Section Handbooks.
- c. Attention must be paid to the requirements of safety and to any Rules governing activities.

#### **Rule 4.52 Young People's Responsibility for the Programme**

- a. Progressive responsibility for planning and decision-making is an important element of the Programme.
- b. There should be effective operation of the Pack Forum, the Patrol System, Troop Leadership Forum and the District Explorer Scout Meeting.

#### **Awards and Badges**

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

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**Rule 4.53 Responsibility for the Programme in a District Scout Network**<sup>SV</sup>

- a. A District Scout Network Leader, working with a District Scout Network Chairman is responsible for the detailed programme of a District Scout Network.
- b. There should be effective operation of the District Scout Network Committee.

**Rule 4.54 Explorer Scout Units - Partnership Awards**

- a. These Awards may be worn by any member of the Unit who has worked on the Partnership Award including adults.
- b. The International Partnership Award, the Environment Partnership Award and the Faith Partnership Award aim to encourage friendships and develop links, internally or externally to the Unit.
- c. Further details of the Awards are contained in the Sectional handbooks.

**Rule 4.55 The Explorer Belt Award**

- a. The Explorer Belt scheme is designed to enable Explorer Scouts and Scout Network Members aged 16 or over working as a team to plan, train for and undertake their own expedition abroad.
- b. The expedition is designed to challenge the Explorer Scouts and Scout Network Members concerned to find out about the country, its culture and way of life by meeting people from that country.
- c. The expedition will include a major project as well as a series of smaller projects.
- d. Upon completion of the expedition, the team will make a presentation about the experience to the Explorer Scout Unit or Scout Network.

*Further information is available in the relevant Section handbooks.*

**Rule 4.56 The Duke of Edinburgh's Award**<sup>SV</sup>

- a. The Scout Association is an Operating Authority for the Duke of Edinburgh's Award.
- b. Each Country Headquarters is a separate Operating Authority.
- c. The District Commissioner should appoint a District Adviser for the Duke of Edinburgh's Award.

- d. The District Adviser must participate in appropriate training for the role within one year of appointment. This training should include attendance at an Introduction to the DofE Course and any other suitable training which may be available.
- e. The assessors for the various Sections of the Bronze, Silver and Gold Awards must be approved by the County or District Adviser and all expedition assessors must hold the DofE Expedition Assessor Accreditation and have The Scout Association listed as an Operating Authority on their record.
- f. Authorising the Awards:
  - Bronze and Silver Awards may be authorised by the County Adviser;
  - Gold Awards in England, the Channel Islands the Isle of Man and British Scouting Overseas are authorised by Headquarters;
  - Gold Awards in Northern Ireland are authorised by the Northern Ireland Scout Council;
  - Gold Awards in Scotland are authorised by Scottish Headquarters;
  - Gold Awards in Wales are authorised by the Welsh Scout Council.
- g. Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- h. Bronze and Silver Awards are presented by the District or County Commissioner, their nominee or a local authority.
- i. Gold Award Badges are presented locally by the County Commissioner or their nominee.
- j. Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.

*Further information about the Duke of Edinburgh's Award can be obtained from [www.scouts.org.uk/dofe](http://www.scouts.org.uk/dofe)*

**Rule 4.57 The Queen's Scout Award**

- a. The Queen's Scout Award is the highest training Award available to young people. It is possible for both Explorer Scouts and Scout Network Members to achieve this award.
- b. The young person must complete the appropriate card in the Explorer Scout Membership Pack or Scout Network Membership Pack. This must be countersigned by an appropriate Commissioner.

- c. The completed card is sent to Headquarters who will dispatch the appropriate emblems and badges to the County Commissioner or their nominee for presentation. <sup>SV</sup>

#### **Rule 4.58 Members with Special Needs**

- a. It is important that young people are seen as individuals and that they are regarded equally as Members of the Movement, whatever their abilities or disabilities.
- b. Some young people have special needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.
- c. Leaders with Members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts, Counties and at Headquarters

#### **Rule 4.59 Finance and the Scout District <sup>SV</sup>**

Certain Rules in this chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

- a. Every Scout District is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Acts apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The District Executive must ensure that proper financial planning and budgetary control is operated within the District.
- d. The District Team Meeting must be consulted on the financial planning of the District's activities.
- e. All expenditure not specifically delegated to the District Team Meeting, Explorer Scout Units, District Scout Network or District Scout Active Support Unit must be approved by the District Executive Committee to ensure that the District can meet any liability incurred.
- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the District, an Explorer Scout Unit or District Scout Network and not in a personal capacity.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.

- h. The District must ensure that signed copies of the annual report and accounts are sent to the County Treasurer within the 14 days following the District's Annual General Meeting at which the annual report and accounts were received and considered.

- i. If called upon to do so, the District Treasurer must send a copy of the latest statement of accounts to the County Treasurer or Headquarters.

- j. If the District is a registered charity a copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the end of the financial year end.

- k. The annual statement of accounts must account for all monies received or paid on behalf of the District, including all Explorer Scout Units, any District Scout Network, Committees and District Scout Active Support Units.

- l. If the gross income or expenditure is above the limits laid down in the factsheet *Guidance on Accounting and Auditing Requirements* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from the Scout Information Centre.

- m. If the gross income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.

- n. If the District is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.

- o. A permanent endowment is an asset, eg, a property held by the District, which may not be sold or disposed of.

- p. The particulars of the trustees in whom such assets are vested must also be shown.

- q. The annual statement of accounts may be in the format of one of four model annual statements available from the Scout Information Centre. These models are suitable for:

- receipts and payments accounts for a single fund unit ie where there are no special funds whose use is restricted;
- receipts and payments accounts for a multi fund unit ie where there are special funds in addition to a general fund;

- accruals (SOFA) accounts for a single fund unit;
- accruals (SOFA) accounts for a multi fund unit.

The appropriate model will depend upon the gross income in the financial year and whether the District has any special funds whose use is restricted to particular purposes rather than the general purposes of the District.

- r. At each Annual General Meeting of the District Scout Council a scrutineer, independent examiner or auditor as appropriate must be appointed.
- s. Each District can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Guidance on Accounting and Auditing Requirements*.
- t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 1993.
- u. A report to the trustees (the District Executive) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Guidance on Accounting and Auditing Requirements* as appropriate to a scrutineer, an independent examiner or an auditor.
- v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Guidance on Accounting and Auditing Requirements*.

**Rule 4.60 Funds administered by a District Scout Network, Explorer Scout Units, District Scout Active Support Units and other Sections in the District**

- a. Any other District approved activity that is not an independent charity (eg a District Scout Network, an Explorer Scout Unit, a District Scout Active Support Unit, District Scout Show, Campsite, Badge Secretary) must itself administer sums allocated to it by the District Executive Committee.
- b. Subscriptions paid by Members of any District Scout Network, Explorer Scout Unit, District Scout Active Support Unit or other activity within a Scout District or on their behalf must be handed to the District Treasurer or his nominee as soon as possible after receipt

- c. The District Treasurer should make the necessary records and pay the money into the District bank account(s) as soon as practicable.
- d. Each District Scout Network, Explorer Scout Unit, District Scout Active Support Unit or other activity must keep proper cash account(s) which must be produced, together with supporting vouchers and the cash balance, to the District Treasurer at least once in each period of three months.

**Rule 4.61 Bank Accounts**

- a. All monies received by or on behalf of the District either directly or via supporters, must be paid into bank account(s) held in the name of the District. The account may, alternatively, be a National Savings Account or a building society account.
- b. The account(s) will be operated by the District Treasurer and other persons authorised by the District Executive Committee.
- c. A minimum of two signatures must be required for withdrawals.
- d. Under no circumstances must any monies received by any one on behalf of the District be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the District Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.
- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the District.
- g. District funds must be invested as specified by the Trustee Act 2000. <sup>SV</sup>
- h. District funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the District account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

**Rule 4.62 Disposal of District Assets at Amalgamation**

- a. If two or more Scout Districts amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.

- b. This statement, together with all District assets, supported by all books of account and vouchers, must be handed to the Treasurer of the District formed by the amalgamation.
- c. If the District Treasurer considers it necessary after consultation with the District Executive Committee, he may ask the County Executive Committee to appoint an appropriate person to examine the accounts.

**Rule 4.63 Disposal of District Assets at Splitting**

- a. If a Scout District is split into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District should be divided into proportions approximately represented by the Scouting populations of each part after splitting.
- b. These proportions of the District assets should then be transferred to the Districts which will in future be responsible for those parts of the old District.
- c. This will normally be done under the supervision of the Scout County in which the District is situated, but in the case of difficulties the instructions of the Country Headquarters should be sought.

**Rule 4.64 Disposal of District Assets at Closure**

- a. If a District ceases to exist, the District Treasurer must prepare a statement of account dated at the effective date of closure.
- b. This statement, together with all District assets, must be handed to the County Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. The County Treasurer will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Any assets remaining after the closure of a District will automatically pass to the County Scout Council which shall use or dispose of these assets at its absolute discretion.<sup>SV</sup>
- e. If there is any reasonable prospect of the District being revived the County Scout Council may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived District.

- f. If the County Executive Committee wishes the assets to pass to some other beneficiary, in the absence of some pre-existing agreement, the County Treasurer must forward a copy of the financial statement to the Country Headquarters with the proposals of the Executive Committee requesting instructions.
- g. The County Executive Committee is responsible for preserving the statements of account and all accounting records of the District.

**Rule 4.65 Preservation of Books of Account**

- a. Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M. Revenue and Customs.

**Rule 4.66 Payment of the Membership Subscription**

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription.
- b. The amount of the Membership Subscription is decided annually by the Board of Trustees.
- c. In addition, to meet local costs, the local Scout County and the local Scout District may charge a membership subscription.
- d. Every Scout District is responsible for the payment of the Headquarters Membership Subscription and any County Subscriptions in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to the County Treasurer not later than the date annually notified locally.
- f. Membership subscriptions may be collected from the Members or their parents by a method decided by the District Executive Committee.
- g. The District is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.

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- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland, and Wales towards the costs of their own Country Headquarters services.

#### **Rule 4.67 Fundraising**

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Districts are expected to generate sufficient funds to carry out their own programme of activities.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
  - the proceeds of the activity go wholly to the work of the District or, in the case of joint activities with other organisations, that part of the proceeds allotted to the District is wholly applied to the work of the District;
  - it does not encourage the habit of gambling.
- f. The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with. Details may be obtained from the Scout Information Centre.
- g. Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

#### **Rule 4.68 Joint Fundraising Projects**

- a. Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.

- b. Country Headquarters should be consulted if there is the slightest doubt as to the bonafides of the other organisation in respect of the purposes of the fundraising activity.

#### **Rule 4.69 Fundraising and the Law**

- a. All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law for the time being in force. This will include those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the following Factsheets:
  - FS190020 Public Collections
  - FS190025 Lotteries and Gaming.

#### **Rule 4.70 Lotteries and Gaming**

- a. If a District considers raising funds by means governed by the legislation detailed at 4.69, the proposed activity must have the approval of the District Executive Committee.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.
- c. The promoter of any fundraising activity governed by legislation should be a member of the District Executive Committee.
- d. Districts adjacent to the District engaging in fundraising should be informed of the proposed activity and care must be taken to contain the activity within as close an area to that in which the District operates as practical.
- e. Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f. If the District is a registered charity, this fact must be stated in any advertising material

#### **Rule 4.71 Appeals for Funds**

- a. Districts may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from the County Executive Committee, who must consult the Country Headquarters.
- c. Any permitted appeal must not exceed the boundaries of the District.

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**Rule 4.72 Professional Fundraisers**

- a. Districts may not appoint a professional fundraiser without the approval of the County Executive Committee who will ensure that the requirements of the legislation are fully complied with.

**Rule 4.73 Grant Aid and Loans**

- a. Provided that a District raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.

- b. Application for grants or loans from Local Authorities must be approved by the District Chairman and County Commissioner before submission.
- c. Applications for grants or loans from Headquarters must have the approval of the District Chairman and the County Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the District Chairman and of the County Commissioner if the latter so directs.