



**ROVER SCOUTS**  
**SOUTH AUSTRALIA**

# **CREW STARTER KIT**

February 2016

## CONTENTS

<b><u>STEP ONE</u> - BE INTERESTED IN BECOMING A ROVER</b>	Date Completed: _____
<b><u>STEP TWO</u> - FIND A GROUP OF FRIENDS</b>	Date Completed: _____
<b><u>STEP THREE</u> - CONTACT THE SA BRC CHARIMAN, EXECUTIVE OR COMMISSIONERS</b>	Date Completed: _____
<b><u>STEP FOUR</u> - CONTACT OTHER CREWS IN YOUR AREA</b>	Date Completed: _____
<b><u>STEP FIVE</u> - ATTEND A MEETING OF AN EXISTING CREW</b>	Date Completed: _____
<b><u>STEP SIX</u> - FIND A SPONSOR CREW</b>	Date Completed: _____
<b><u>STEP SEVEN</u> - WHAT SORT OF A CREW ARE WE GOING TO BE?</b>	Date Completed: _____
<b><u>STEP EIGHT</u> - FIND A ROVER ADVISER</b>	Date Completed: _____
<b><u>STEP NINE</u> - FIND SOMEWHERE TO CALL YOUR HOME. YOUR ROVER DEN.</b>	Date Completed: _____
<b><u>STEP TEN</u> - FROM A SQUIRE TRAINING STRATEGY</b>	Date Completed: _____
<b><u>STEP ELEVEN</u> - ELECT A CREW EXECUTIVE</b>	Date Completed: _____
<b><u>STEP TWELVE</u> - BE INTERVIEWED BY THE BRC EXECUTIVE</b>	Date Completed: _____
<b><u>STEP THIRTEEN</u> - ATTEND A MEETING OF THE BRC</b> <i>"Register and start a Probationary Rover Crew"</i>	Date Completed: _____
<b><u>STEP FOURTEEN</u> - PROCESS THE "R1 - APPLICATION TO FORM A ROVER CREW"</b>	Date Completed: _____
<b><u>STEP FIFTEEN</u> - OPEN YOUR ROVER CREW BANK ACCOUNT</b>	Date Completed: _____
<b><u>STEP SIXTEEN</u> - YOUR ENTIRE CREW ATTENDS A MEETING OF THE BRC</b> <i>Complete your Crews probation to become a "full member of the SA Rover Section"</i>	Date Completed: _____
<b><u>STEP SEVENTEEN</u> - DISCOVER YOUR OWN PATH!</b>	

*Congratulations!*

*You have now completed all the steps required to form a new Rover Crew!*

**Adapted by the South Australian Branch Rover Council by Simon Frederick (BRC Chairman) November 1999**

**Revised by Peter Hann (BC Rovers) February 2001**

**Revised by Peter Hann (BC Rovers) November 2003**

**Revised by Paul Hutchins (BC Rovers) February 2009**

**Revised by Paul Hutchins (BC Rovers) December 2011**

**Revised by Paul Hutchins (BC Rovers) July 2012**

**Revised by John Hooper (BRC Development Officer) May 2015**

**Revised by Simon Frederick (BC Rovers) January 2016**

*Based on a Western Australian Branch Rover Council Initiative*

# SA Crew Starter Kit



## **INTRODUCTION**

The decision to form a new crew is one that is followed by a large amount of work over the next few years, on average it takes a crew three to four years to become fully established, so before you continue reading check that there isn't already a crew that you might be able to attend and grow with.

This kit has been written to help you form a new Rover Crew. It will help to make your task as simple and painless as possible. Experienced rovers, who have been through the process of forming a new Crew themselves, have developed this procedure. The suggested steps outlined in this guide are there to assist you in laying the foundations of a successful Crew and should not be viewed as obstacles placed in your path. It is designed to help you start things off on the right foot and to deal with the major issues facing any new Rover Crew.

Please do not hesitate to contact us for help, the SA BRC executive will be able to act as a great resource for your new team.

Chairman  
SA Rovers  
South Australian Branch Rover Council  
08 8130 6069  
[chairman@sarovers.com.au](mailto:chairman@sarovers.com.au)

Branch Rover Council Executive  
[brcexec@sarovers.com.au](mailto:brcexec@sarovers.com.au)

Rover Commissioners  
[team@sarovers.com.au](mailto:team@sarovers.com.au)

SA Rovers Website  
[www.sarovers.com.au](http://www.sarovers.com.au)

## **STEP ONE - SO YOU ARE INTERESTED IN BECOMING A ROVER?**

**Q:** What the hell is a Rover?

**A:** An 18 to 26 year old who enjoys fun and adventure whilst serving the community in the Scouting way.

**Q:** What is the Vision of the Rover Section?

**A:** To encourage the personal development of young adults through service and wide ranging activities.

**Q:** What is the Aim of Scouts Australia?

**A:** The Aim of Scouts Australia is to encourage the social, physical, intellectual, character, emotional and spiritual development of young people so that they may take a constructive place in society as responsible citizens, and as members of their local, national and international communities.

**Q:** What does the Rover Section set out to achieve?

**A:** The purpose of the Rover Section is to help the transition from adolescence to adulthood and support young adults in the final phase of their integration into adult society.

- provide young adults with opportunities to undertake development through the areas of personal growth (SPICES) Spiritual, Physical, Intellectual, Character, Emotional, Social;
- give young adults the opportunity to discover the challenges of today's world and to develop the motivation and the skills to face them, not only within their community and their country but also at an international level;
- help young adults acquire experience and skills in leadership; and
- help young adults develop their own path in life and actively plan their future.

**Q:** What is a Rover Crew?

**A:** A group of at least 6 young adults, but 15 would be great! The aims and methods of a Rover Crew can be as wide and varied as your imagination, as long as they fit within the aims and principles of the Rover Section and Scouts Australia as a whole. Different Crews often have different styles and ranges of activities to suit their current members.

**Q:** How are Rovers governed?

**A:** One of the aims of Scouting is to increasingly encourage self-leadership. Being the oldest group of youth members, the Rover Section sees the culmination of this aim. The Section is entirely governed by Rovers, from Crew level to National level, all positions of Rover Government are only available to Rovers.

This is not to say that we don't need guidance from those more senior in their years. It is recommended that Rover Crews should have a Rover Adviser, who is selected only by the Crew themselves. This person is normally quite a bit older than the members of the Crew and offers wisdom that only age and experience can provide. The actual Crew Leader is elected from the Rover age members of the Crew.

The co-ordinating body of all Rover Crews in the State is the South Australian Branch Rover Council (BRC). All Rover Crews in SA answer directly to the BRC, not through normal Group or District channels. In SA the BRC is made up from two delegate representatives from each Crew. The BRC is managed and supported by a team of Rovers called the Executive, led by the BRC Chairman. The BRC Executive is elected by Crew delegates at the Annual General Meeting. The Executive is supported by the Branch Commissioner for Rovers, who is appointed by Scouts SA. The BC Rovers may have a team of Commissioners to assist with various tasks as required.

If you have read this far, then you must be interested in becoming a Rover.

**Congratulations! You have already completed Step One!**

## STEP TWO - FIND A GROUP OF FRIENDS

Hopefully you have a lot of friends, and even better, have some friends with similar interests, who might want to join Rovers with you. However, do not limit yourselves on who you are willing to accept. Some people with different backgrounds to your own can be real assets to any Crew. When starting a new Crew, the number one rule is – “the more, the merrier”.

A new Crew **MUST** have a minimum of six members, an identified group of potential members and a considered plan for recruiting in the future.

The logic behind this number is that new Crews tend to suffer from more ‘growing pains’ than existing functional Crews. As you do when you try something for the first time, and are not sure how to go about achieving something unfamiliar.

All Crews know that on any given activity, some members will be unable to attend due to exams, work, etc. For small Crews this can mean that you end up going on a ‘Crew Activity’ on your own, or close to it!

Obviously large events tend to be more fun and more successful. Achieving a minimum membership level will give your Crew a good chance of surviving the first couple of years, which tend to make or break a new Crew.

There are many places that you can find new members. Obviously, your personal friends are a good starting point. Next, consider the local Venturer Units. Note the plural “Units”. There are no rules that say that you can only recruit from the Unit in your area or even the one closest to you. For a viable Crew, you try to find at least ten people who will regularly attend. Ten people, that’s not many is it? Surely you can find five people who will each bring two friends.

If this issue is a particular problem for you, please contact the BRC Chairman, Executive or the Commissioner team for ideas on how to boost your membership, or ways of getting involved with Rovers while building up numbers ready to start a new Crew down the track.

Remember, all those you want to be in your Crew are expected to accept the Aims and Principles of Scouting. This is not some random social group they are getting into.

By becoming a Rover you are making a commitment to accept and live by the Scout Promise and Law. To register as a Rover you will be signing an A1 Application form that means you accept the Scouting Code of Conduct and that you will comply with the Rules and Regulations of the Scout Association.

If you or your friends think you might not be prepared to make these commitments, we understand but please talk to a member of the BRC Executive before you make your final decision. We would like to help you get into Rovers for all the fun and adventure that you will never get at your local sporting club.

### **STEP THREE - CONTACT THE SA BRC CHAIRMAN, EXECUTIVE OR COMMISSIONERS**

**Q:** What is the SA BRC?

**A:** The SA BRC or South Australian Branch Rover Council is the Branch (State Level) body that represents and governs all Rovers in the State.

**Q:** Who is the Chairman?

**A:** The Chairman is the person that is responsible for the Rover section in South Australia. They run monthly meetings, coordinate the executive and is a point of contact for any Rover that needs assistance or guidance.

**Q:** Why do I need to contact the SA BRC Chairman?

**A:** The Chairman will want to know why you want to become a Rover, and more importantly why you want to form a new Crew. There are many existing Crews in SA already and it may be that your needs could be met by joining one of these and avoiding the inevitable paper work and growing pains associated with forming a Crew. The SA BRC Chairman plays an important role in starting new Crews and he or she needs to be informed of what you want out of Rovers and how you intend to sustain and increase your membership. He or she will be able to give valuable information and supply details of further scouting contacts who will support you in your quest and help you through the approval process. The SA BRC Chairman will do anything within his or her power to recruit new members to the Rover Section. Making contact with this valuable resource will prove beneficial to your Crew.

**Q:** What is the BRC Executive?

**A:** The BRC Executive is a team of experienced Rovers who manage and support the Branch Rover Council. They also exist to help new or struggling Crews. They will be able to answer any questions that you may have about Rovers, Scouting in general or the steps for starting your Crew. It is important to note that they are not there to do the job for you, if you have what it takes to get a new Crew off the ground then you should be able to do the legwork yourself. They will be able to offer useful advice though, and point you in the right direction to becoming a successful Crew. Remember that the BRC Executive are all Rovers and young people, just like you. They aren't all scary important people that are unapproachable, and won't have time for any of your questions.

At this stage, you are asked to attend a meeting of the BRC as an observer. At this meeting you will have the opportunity to meet other Rovers and delegates of Rover Crews, particularly the delegates of the Crews nearest to you. This will also provide you with opportunities to do joint activities with them. It is recommended that you and your potential Crew members attend a few BRC meetings as observers prior to formally announcing your wish to start a new Rover Crew.

**Q:** Who are the Commissioners?

**A:** The Branch Commissioner for Rovers in SA is appointed by the Assistant Chief Commissioner for Youth Program to oversee and manage the business aspects of the Rover Section. The Commissioner may have a team of Assistant Commissioners or Project Commissioners to support him or her in the task as required. The Commissioner serves as a link between the Rover Section, the BRC Executive, the Assistant Chief Commissioner for Youth Program and the Chief Commissioner of SA.

Generally the Commissioners are former Rovers who have been around Rovering for a while and understand how Rovers in SA has worked in the past, present and future.

***If needed, the BRC Executive will arrange a time to meet with all the potential members of your Crew and to give a short presentation that will explain the origins of Scouting and how it is structured today. This is formally known as an "Introduction to Rovering".***

#### **STEP FOUR - CONTACT OTHER CREWS IN YOUR AREA**

If you look on the website [www.sarovers.com.au](http://www.sarovers.com.au) you will find a large wealth of information including a map of all the currently active crews in this state of ours.

Contact details are included making it easy to find the closest crews to your intended location. It is a good idea to have a chat to them to let them know that you intend to start up a new Crew, as a matter of common courtesy.

This may open new doors for you and you might be able to fit in with another Crew to make an even stronger and better Crew.

Find out what each Crew is like, and what activities they like doing, for future reference - you may want to run joint activities with them at some stage, particularly in the early days when you may still be low on numbers. They may be a source of advice and 'local knowledge'.

You may also find it useful to speak to Rovers who have helped to start a new Crew themselves. They will have already been through something similar to what you are going through now.

## **STEP FIVE - ATTEND A MEETING OF AN EXISTING CREW**

If all or most of your members are new to Rovering, it is highly advisable to attend a meeting or activity of another Crew. This will give you some ideas about programming and how to run things, as well as helping you to start to make friends in the wider Rover community. Most Crews would be more than happy to have you along.

### **Once you have got to this point **stop!!!****

Have a bit of a think about why you want to start a new Crew. If your reasons are something along the lines that you enjoy Scouting, that you want to go on to new challenges, have some great parties, do something positive for the community and make lots of new friends, then it could well be the case that you can achieve all of these things in an existing Crew and avoid all of the hassles of starting a new one.

Keep in mind that the direction of a Crew is determined by its current members, which could mean you and your other potential Rovers, and there is no rule against taking over an existing Crew!

For many potential Rovers this is the right decision, as either way the aim is to get you into Rovering so that you can start to have a good time. By no means do we want to discourage you from forming a new Crew. However, the road to forming a Crew is long and winding. For those that want to just get in to Rovering, it is sometimes a lot less painful to join an existing Crew. Give the matter some serious thought.

If you do have definite reasons for wanting to start a new Crew, then that's great as well.

Now is probably a good time to contact the BRC Executive again and discuss your thoughts with them.

So let's move onto Step Six.

## **STEP SIX – FIND A SPONSOR CREW**

Prior experience has shown that unfortunately many new Crews that try to start up on their own end up failing within the first couple of years. In recent years new Crews have used a sponsor Crew to show them the ropes in the first few months and this has helped the success rate greatly.

New Crews attend activities with their sponsor Crew and complete their squire training with them. Squire training requirements follow a national guideline laid out in the Rover Award scheme. Some Rover Crews have even added to the guidelines with skills that they feel are important, and these may be specific to their Crew.

Squire training is intended to teach you the basic skills you need to operate in a Crew. Once a few people have completed their squire training (typically 3 – 6 months), the Crew starts to conduct their own activities and meetings, calling on their sponsor Crew for advice when they need to.

By joining up with a sponsor Crew, you won't have to organise all of your activities yourself. You'll also get to learn from how they organise things and run their meetings, rather than having to figure it all out for yourselves.

## **STEP SEVEN – WHAT SORT OF A CREW ARE WE GOING TO BE?**

Now you have discussed the background of Rovering with the BRC Chairman and been out to see how some other Crews work, it's time to sit down as a Crew and consider some long term decisions for your own Crew. What are you going to do and how are you going to do it? You should be planning for your Crew to be very active and successful, so you need to carefully consider what type of Crew you will be, what traditions you want to use, and what ceremonies you may need to learn, or even create your own.

Your Crew program is absolutely critical and should be based around the interests of the members. This may be a bias towards one type of activity, like hiking, rock climbing, canoeing or motorsport, or just an overall sense of adventure to try as many things as you can. Whatever you decide, an active Crew is a successful Crew and a Crew with a poor program will not attract more members.

Remember, a Rover Crew's purpose is "Fellowship & Service" so your program needs to include lots of options for Crew members to get together and enjoy themselves with exciting, adventurous and interesting activities while remembering to put time aside to provide service to others. If you just want to have a social group, go and join your local footy club.

Once you have looked at your program ideas and have some sort of plan for the future you will need to consider the "Traditions" of your Crew. As a new Crew you are now able to create whatever you wish to help distinguish your Crew from all the others.

Obviously, you will have a Crew name, maybe one of an existing Group or District, but it would be better to have something totally new and creative. By looking at existing Crews you will get a good idea of their identities, so you need to think carefully to come up with something that you and your friends like. This can become very detailed, using a full theme with special names for each Crew member, or just straight to the point. You are free to create any traditions you want, as these will help to make your Crew unique and attract lots of new members over many years.

A "traditional" Rover Crew is based on the theme of knighthood with new members becoming "Squires" as originally designed by Lord Baden Powell. This is the most common form of Crew in SA; however an "open" Rover Crew is equally valid with new members being trainees. With the history and principles of Scouting as your foundation, both forms of Crew generally undertake the same areas of training.

You may also want to consider a Crew logo or image and a Crew scarf. Once you have these ideas written down and draft images of possible logos, you should discuss this with the BRC Executive.

Based on the choices you make, you now need to consider the "Ceremonies" that will form part of your traditions. These will include a ceremony for bringing new members into your Crew, an Investiture ceremony for creating Squires, an Investiture ceremony for becoming a full Rover Scout, presentation ceremonies for badges and awards achieved by Crew members and finally, a Booting ceremony to say goodbye to Crew members that turn 26.

Ceremony details should include any locations that mean something special to your Crew and a list of people you want to be there. Traditions and Ceremony details often become secrets known only by members of your Crew and should be carefully recorded so they are not lost over the years as the members change.

Don't sweat on these ceremonies as most are already available in basic form in other publications and you can adapt and modify them over the years to suit your own Crew. Similarly, traditions tend to develop over time so those you choose now can be changed whenever you need to.

## **STEP EIGHT – FIND A ROVER ADVISER**

Each Rover Crew can have a Rover Adviser selected by the Crew themselves. This person is normally quite a bit older than the Crew and offers wisdom that only experience can provide.

When selecting your Rover Adviser, look for the following qualities:

- ✓ Excellent Communication Skills
- ✓ Someone you and your friends respect
- ✓ Interest in Young People
- ✓ Good People Management Skills
- ✓ Ability to advise and support rather than lead
- ✓ Experience in Rover Scouts is preferred but not essential
- ✓ Scouting experience is preferred but again, is not essential
- ✓ Cool place to have the Crew Christmas Party

Keep in mind that the position of a Rover Adviser is very different to that of a Venturer Leader or Scout Leader, in fact it is not a true Leadership position at all. The Crew Leader is elected from within the Crew and he or she is the one expected to provide direction for the Crew. The Rover Adviser's role is a subtler one, as they provide guidance and support rather than running the Crew.

In South Australia, as in other states, the minimum age of a Rover Adviser is 26 years, although it is recommended that a Rover Adviser be over 30 years of age. If you choose an ex Rover who has only recently left the Section, be particularly careful that they accept that their role is only to be your Rover Adviser and that they do not use the position to try extend their own time in Rovers.

A good Rover Adviser is a great asset to a Crew, so take care in selecting the right person for the job.

There is no limit to the number of these excellent assets that the Crew can have. (By the way, there is no such thing as an Assistant RA. All are called Rover Advisers.)

## **STEP NINE - FIND SOMEWHERE TO CALL YOUR HOME. YOUR ROVER DEN.**

A Rover Crew is registered as an independent Group with Scouts (SA) and is not required to be located with an existing Scout Group. Many Crews occupy halls no longer used by Groups, or may make their home in Council or privately owned buildings. It is up to the Crew how they plan and fund their Dens.

A Crew may choose to be attached to a Scout Group as many new Crews largely consist of ex-Venturers and young leaders of Rover age who will often want to stay connected to their original Group. If you are one of these Crews then you will have to get permission from the Group Leader to meet in their hall and, use their equipment. While Rover Crews are self-determining, they still have to answer to their landlords, (after all we must respect the fact that we are using their hall and maybe even using the Group name), as do all of the Venturer Units, Scout Troops, etc that are part of that Group.

Like the BRC Chairman, a Group Leader will want to make sure that you are a viable Crew and that you understand and respect the aims and principles of the Scout movement. Also you will need to be clear about the support that you expect to be offered by the Group and the service they may expect from your Crew in return. When it comes to the crunch though, most Group Leaders will jump at the chance of having a Rover Crew attached to their Group. If they don't already know you, the Group Leader will probably want to come to one of your preliminary meetings or activities to put faces to names, so make sure you are nice to him or her.

Many issues should be addressed when you first meet with a Group Leader as a prospective Rover Crew. But none are more important than defining arrangements for use of the hall and its equipment (whether it be financial or service), and the expected requirements and differences between Rovers that serve the Group as Sectional Leaders and Rovers who want to concentrate just on Rover related activities.

Instead of becoming a Group based Crew you may decide to become a District based Crew, which usually means no direct involvement with any existing Groups. This may suit Crews that want to draw from a number of different Venturer Units. In the Rover Section the BRC fills the role of the District, however, it is a good idea to start off on the right foot and contact the relevant District Commissioner anyway, as they will be very interested in having you around and usually have a major say over who might be able to use a vacant hall. This is particularly important if your Crew consists of young leaders from many of the Groups in their District. A District Commissioner that has been well buttered up can be a fantastic resource for a Crew.

To find out who the Group Leaders or District Commissioners might be or which local halls may be vacant, please talk with the BRC Chairman or contact Scout HQ.

## **STEP TEN – FORM A SQUIRE TRAINING STRATEGY**

This is one of the more important steps in the process, as it is the strategy that the Crew will use to train new members in the areas the Crew considers most important. This stage defines the membership requirements for all your Crew members.

The training given by the Crew lays down what it expects of its members and the direction and focus of the Crew. A Sea Scout based Crew may require a Squire to earn a Charge Certificate. For ex-Venturers, Squire Training may be looked upon as the Rover Scout equivalent of the Venturer Skills Award.

You may use the Rover Skills Award (prerequisite of the Baden Powell Award), which defines a Scouting Campcraft/Scoutcraft standard for Rovers.

For others, it exists as an introduction to Rovering and a chance to become involved with the running of the Crew. Your starting place for developing Squire Training is the SA Rovers Squire Training Handbook. This handbook has been created by Rovers and outlines a set of minimum standards that they believe each Crew should meet. Your Crew may adopt this as your Squire Training and leave it at that, however many crews develop around special interests like hiking, canoeing or motorsport and add skills to their Squire Training based around those interests.

A good place to look for ideas of what to include in a Squire Training Program, is other Crews. They may be prepared to supply you with copies of their own Squire Training program, and Standing Resolutions for ideas (also referred to as a Constitution). But don't be offended if they don't, some crews guard their secrets closely and that's all part of the mystique that makes Rovering special. Of course, the BRC Executive members will also be able to assist in this area. If your Crew consists of members that are all new to Rovering, it is advisable to program some joint activities with other Crews.

You can always change things later on, to suit your growing and ever changing needs.

It is recommended that before any person is accepted as a full member of your Crew, they prove their commitment to you by agreeing to and completing a period of learning and testing set out by the existing Crew members. One thing they must do as soon as possible is to make or reaffirm the Scout Promise as an adult. By this promise you invest them into your Crew as a Squire.

### **Why do we need Squire Training?**

Because this enables a potential Rover to be introduced to Rovering and how your Rover Crew functions. It involves the guidance of the individual through a set of tasks by another Rover. This is a period of trial for both the Crew and the new member to get to know each other, and get to know a little bit about Rovers and the Crew.

## **STEP ELEVEN - ELECT A CREW EXECUTIVE**

Part of the deal with being self-governing in Rovers is that you have to elect a Government. Most Crews manage the affairs of the Crew through a Board of Directors called the Executive. These people should complete at least their Basic Rover Woodbadge training in the first 6 months of holding the position, for more information on training please talk to the SA BRC Chairman or Commissioner team. All Rovers in your Crew are also welcome to attend training.

Most Crews choose to adopt the following positions of responsibility as a structure for their Executive:

- **Crew Leader**

This is the position most critical to the Crew's success, as this person provides the general direction, motivation and Co-ordination of Crew activities. They are expected to chair meetings, represent the Crew at Group and District councils, Branch Rover Council meetings, and oversee recruitment strategies and Squire training, as well as ensuring that Crew activities run successfully. The Crew Leader needs to complete Basic Rover Woodbadge training, starting with some eLearning modules.

- **Assistant Crew Leader**

This person assists the Crew Leader in the above roles where required, as well as acting as the Crew Leader in their absence. Some Crews may choose specific tasks for the Assistant Crew Leader, e.g. Program Planning and Development, Squire Training, Recruitment, Running Major Crew events.

- **Secretary**

This role is vital in maintaining good communications, both internal and external to the Crew. They are required to produce accurate minutes of any formal meetings, send out and keep records of correspondence, and maintain the Crew membership records.

- **Treasurer**

This person is normally based in the Bahamas and is well paid for their efforts. Just kidding (we hope). The Treasurer is actually responsible for ensuring that all financial records (receipts and expenses) are well documented and open to scrutiny. The Treasurer ensures that the Crew is well informed of its financial status and that creditors are quickly paid. The Treasurer should receive guidance or training in book keeping and keeping track of money from someone who knows what they are doing. A good resource for this would be the BRC Treasurer, or the Treasurer from your Sponsor Crew.

There are also some optional extras that you may wish to include in the executive:

- **Quarter Master**

Looks after and maintains any equipment that the Crew may own.

- **Log Book Keeper**

Keeps a record of the Crew's activities for historical reference.

- **SA BRC Representative**

Normally the Crew Leader would attend SA Branch Rover Council meetings. The other representative may be a fixed position or may rotate throughout the Crew.

- **Fridge Master**

Ensures that the fridge is kept well stocked with cans (of Coke, of course). This position is comparable to the Crew Leader in importance.

Elections are normally held by Secret Ballot, conducted by an impartial Rover Adviser, BRC Executive member or Rover Commissioner. Positions are normally held for 12 months, although in a new Crew, there is no reason why you can't hold positions for a much shorter time, e.g. 3 or 6 months. Remember that these people will run the Crew, so make the right choice!

## **STEP TWELVE - BE INTERVIEWED BY THE BRC EXECUTIVE**

Once you have a firm basis for starting your Crew (i.e. you have completed all of the steps, so far) the BRC Executive would like to attend one of your meetings for a chat about how you have completed each of the steps in the start-up procedure.

The major focus of the BRC Executive at this stage will be to ensure that your Crew has completed the steps sufficiently to become a successful Rover Crew.

They want to ensure that Rover Crews (especially new Crews) are stable and prospering.

This interview with the BRC Executive is NOT a test. They won't hang you by the toenails if everything isn't perfect. In fact, they will approach the meeting from the point of view of "How can we help you to ensure that your Crew is still going in 12 months?"

As a part of this meeting the BRC Executive will give you some probationary terms and conditions for you to use as guidelines for your first six months of operation as a probationary Rover Crew, as well as a Crew Development plan.

These will officially be given to you, before the whole BRC, when you are successful in your registration as a "PROBATIONARY ROVER CREW" at a Council meeting.

These probationary terms are listed in STEP THIRTEEN - ATTEND A MEETING OF THE BRC.

This step is compulsory and you won't regret meeting the BRC Executive. We can't stress strongly enough how beneficial a meeting such as this can be.

## **STEP THIRTEEN - ATTEND A MEETING OF THE BRANCH ROVER COUNCIL**

### ***“register and start a Probationary Rover Crew”***

Now is the time to make your intentions to start a Rover Crew known to all the other Crews in South Australia. As a Crew you should come along formally and attend a meeting of the Branch Rover Council. It is a good idea to attend this BRC meeting as a prospective Crew with as many members as you possibly can. You may be asked by the Executive to address the Council during the General Business section of the Agenda, use this opportunity to introduce yourself, and the other members of your Crew in attendance.

You should tell the Council all the reasons why you wish to become a Rover Crew and what your journey along the path so far has been like. Tell the Council what you have been doing as a potential Crew, which other Rover Crews' events you went to, what local support you have, what sort of Crew you wish to be, where you want to meet and when, what your Squire Training strategy will be and what plans you have for the future! Basically you want to tell the members of the Council what you will bring to Rovers in South Australia!

It is a requirement that as many as possible of your new Crew attends this meeting. You need to create a strong presence and image. Make sure all your potential members are standing out! Wear the same colour, same shirt, funny hats, full formal Scout or Venturer Uniform etc.

**BRC meetings are held at 7:30pm on the second Wednesday of every month, (except January) at Scout Headquarters, in the Ken Maguire Training Room, at 211 Glen Osmond Road, Frewville.** Please let the BRC Chairman know if you are going to attend any meetings prior to being registered as a Rover Crew.

You will be forewarned by the BRC Executive of what will happen at the BRC meeting, so you can begin to prepare for it. After you have had the chance to introduce yourselves, a currently registered Rover Crew will be asked to move a motion to **“allow you to register and start a Probationary Rover Crew”**. You will need another Crew to second this motion. If a significant number of Rover Crews are in attendance (meeting the quorum), and the majority votes in your favour, then the BRC Executive will put your Crew on probation for six months.

### **YAY! You've started a Rover Crew!**

The probationary terms and conditions that will be given to your Crew are:

- Submit a program to the BRC Executive for the next six months, and a projection plan for the next 12 to 18 months.
- All new Crew members shall register with Scout Headquarters and pay all relevant membership fees using the A1 Registration form and provide a completed National Police Clearance request form or provide an A3 form if they are already registered as a Leaders within Scouting, this includes any BRC levies.
- Review your achievements, in a progress report form, in six months' time, at a meeting of the BRC.
- Attend a Basic Rover Training Course with as many crew members as possible, on the earliest occasion of a course being held.
- Attend BRC meetings every month, with a representation of at least two delegates of your Crew, in full formal Scout Uniform.
- Adopt the SA BRC Standing orders and By-Laws, until the time that you can write something specific to your Crew. Your Crew Standing orders and By-Laws should be completed within 6 months. It must not contradict any clause in the SA BRC Standing orders and By-Laws or the Constitution of Scouts SA. Please ask the BRC Executive for assistance in writing this.
- Have a minimum of six registered members (not including a Rover Adviser) in six months' time, when your probation will be up for review.

During your probation period, the BRC Development Officer (or another Executive member or Rover Commissioner) will assist you in any way they can. They are there to act as a big brother to you and assist in reaching the conditions set by the BRC. They should be invited to all your meetings and activities. It's up to you to make sure they are there to help you, and that they actually do help. One of their aims is to have at least two of your Crew members ready for investiture as Rovers by the time the BRC votes on your full membership, so you can then invest the rest of the Crew when their time comes.

## **STEP FOURTEEN - PROCESS THE "R1 - APPLICATION TO FORM A ROVER CREW"**

Once the BRC has voted to accept you starting a new Crew, it is time to make your application official using the R1 form issued by Scouts SA. A copy of this form is available from the BRC Executive or Scout HQ.

You must give the completed form to the BRC Executive or send it to the BRC Chairman, PO Box 25, Fullarton SA 5063. You can even email it to one, or all of the contacts at the start of this kit. From there it will be checked and the completed form will go to Scouts HQ to be processed.

Start to fill out the application form as you go along. You will find that it asks basic questions about the members of your Crew, Crew contacts, your Crew meeting place and Crew Leader.

If you have any questions or problems, any of the members of the BRC executive will help you.

Now is the time to start working on achieving all the probationary terms outlined to you and your Rover Crew.

This includes the A1 Adult Member Application forms, A3 Change of Status forms, R3 Application to Register Scarf and Badge form.

You will also need to open an account up with the SCOUT OUTDOOR CENTRE so you can start buying some badges to invest your new members with and get your own Crew name tapes.

## **STEP FIFTEEN - OPEN YOUR ROVER CREW BANK ACCOUNT**

Now you officially exist you can get Rovering! One of the first things to do will be open a Bank or Credit Union Account. A Rover Crew must have only ONE general operating bank account. This should be an interest bearing cheque account with online banking access. The account is maintained by the Crew Executive under the control of the Treasurer. This is the policy of the South Australian Branch and MUST BE STRICTLY ADHERED TO WITH NO EXCEPTIONS.

All bank accounts held by Rover Crews must be titled as follows:

**SCOUTS AUSTRALIA SA BRANCH**

**1<sup>st</sup> SOUTH AUSTRALIAN ROVER CREW** (please use your own Crew name)

The Bank will generally require a copy of the minutes from a meeting of the Crew where a motion to establish any account was moved and carried. A similar motion is normally required to specify who is approved by name to be Signatories to the Account.

Crew bank accounts should have at least three authorised signatories with a minimum of any two of them to sign authorised cheques or to process online payments, usually this is the Crew Leader, Treasurer and another Executive member. No accounts are to be operated with only one signatory. The authorised cheque signatories must never sign a blank cheque in any circumstances. Contravention of this direction may make that Crew member personally liable should there be any loss to the Crew.

The Treasurer should request the Bank to forward a statement of the Crew account regularly, monthly is preferable. This will then enable the Treasurer to reconcile the books at the end of each calendar month in order to report to the Crew at their regular monthly meetings. Most banks offer statements as an acceptable option and provide online access to check your balances at any time.

## **STEP SIXTEEN – YOUR ENTIRE CREW ATTENDS A MEETING OF THE BRANCH ROVER COUNCIL**

*Complete your Crews probation to become a “full member of the SA Rover Section”*

After approximately six months of probation the BRC Executive will ask you to move a motion at the BRC meeting, to **“Accept your Rover Crew as a full member of the SA Rover Section”**. Again you will need a quorum to be present at the meeting, and an existing Crew needs to second your motion. You will also need to win the vote with a majority decision. This should not be a hard thing for you to achieve if you have been active in the last six months and you have done everything properly. As a show of commitment it is expected that **ALL** your new Crew members attend this meeting in full uniform.

Just a reminder in case you missed it, because as you are now a fully fledged Rover Crew you are a part of the Branch Rover Council, and this means more meetings to attend. This also gives your new Crew a chance to direct the future of Rovering in SA. BRC meetings are held so that all Crews in South Australia can represent themselves at state level. The BRC is the body responsible for co-ordinating Rovers and their activities in the State and it is important that all Crews have the opportunity to participate in this Council.

The BRC is comprised of two delegates of each Crew in the state, which means you too. Your Crew will have equal rights to every other Crew in the State to voice your opinion and vote on all matters concerning Rovers.

Congratulations!

You have now completed all the steps required to form a new Crew!

Welcome to the Worldwide Fellowship of Rovers!

### **Conclusion**

This guide is by no means complete in listing all of the steps that need to be undertaken to form a successful Rover Crew. It does, however, list the bare essentials to get your Crew started. Remember that Rovering is a team game. We urge you to make contact with the BRC Executive, and other Rover Crews (and their Crew Leaders) in your vicinity. They will make available a great number of resources to assist you in becoming a strong and vibrant Crew.

### **Have FUN!**

Don't expect everything to be right after twelve months. Many crews have long established traditions and processes that can't be introduced overnight. Take your time, stay positive and enjoy the challenges and opportunities that Rovering brings with it.

Good luck and happy Rovering!

For lots more information and a guide to the forms, policies and procedures of Scouts Australia, Scouts SA, SA Rover Scouts and Rover Scouts in Australia please refer to the following:

[www.scouts.com.au](http://www.scouts.com.au)

[www.sa.scouts.com.au](http://www.sa.scouts.com.au)

[www.myscout.sa.scouts.com.au](http://www.myscout.sa.scouts.com.au)

[www.sarovers.com.au](http://www.sarovers.com.au)

[www.rovers.com.au](http://www.rovers.com.au)

## **STEP SEVENTEEN - DISCOVER YOUR OWN PATH!**

Now you are a fully-fledged Rover Crew it's time to spread your wings and discover your own path!

You may need additional help along the way, so we recommend you pursue the Baden Powell Award, Rover Training towards a Woodbadge in the Rover Section, and the Rover Award Scheme.

There are additional places and publications available on the internet which may also provide you guidance and assistance. Some of these are listed below.

***Guidelines for Rovering – Scouts Australia***  
***The Crew and its Program – Scouts Australia***  
***The Rover Award Scheme – Scouts Australia***  
***The Rover Record Book – Scouts Australia***  
***Ceremonies – Scouts Australia***  
***SA Rover Scout Resource Guide***  
***SA Rover Scout Adviser Toolbox***  
***SA Rover Scout Squire Training Handbook***  
***SA Rover Scout Crew Treasurers Handbook***  
***SA Rovers Constitution of the SA BRC***

Along with the publications listed on the above, your Crew may need some of the things listed on this page. Some things you will need sooner than others but we expect you will have all of these items within about 12 months.

### **Poster Copy of the Rover Prayer**

**Scouts SA R3 Application to Register Scarf and Badge Form** for approval by the BRC and Scouts SA.

**Australian Flag** - Contact your closest Federal MP for a possible freebie.

**St George Flag** - Talk to the BRC Executive for a supplier.

**Rover Crew Flag** - Rover Red standard with White or Yellow logo and lettering.

**Your own Crew Flag** - Your own design/ colour/ shape - incorporating a Crew Logo.

**Your Own Crew Standing Resolutions and By-Laws**

**Your Own Crew Squire Training** requirements to add to the SA Squire Handbook.

**Your Crew Secretary's Minute book**

**Your Crew Treasurers book** or Scouts SA ACES Treasurer Program

You may need some special items to assist you in investing new members in your Crew. These include items decided by the Crew for use during ceremonies. These items need to be written down to ensure continuity as crew members move on but can be kept secret within the Crew.

Here are some suggestions that some Crews use:

**Crew Sword** - How much are you prepared to spend?

**Bible or Books of Lore** - This needs to be discussed and agreed within the Crew as you do not wish to offend a Crew Member of another Faith.

**Your Crew Ceremonies** - These need to be written down to ensure continuity as crew members move on but can be kept secret within the Crew.

**Your Crew requirements for conducting a Vigil** - If required, these need to be written down but can be kept secret within the Crew.

### **Badges for presentation at Crew investitures:**

Available on order from Scout Outdoor Centre – Rundle Street, Adelaide.

World Scout Badge, Australian Flag Badge, Crew Name Tapes (Gold Lettering on a Blue Background), Rover Green Shoulder Badges, Shoulder Knots, Service Bars, SA District Badge - as all Rover Crews fall under BRC as your District, Crews are not required to wear a District badge related to their location unless they choose to do so.

Additional Publications you may use:

**Rovering to Success** by Lord Robert Baden-Powell

**Scouting for Boys** by Lord Robert Baden-Powell

**Australian Rover Handbook**

**SA Rovers BRC Executive Position Descriptions**

**Policy & Rules - Scouts Australia**

**Scouts SA Safety Standards and Procedures**

**SA Rovers Baden Powell Scout Award Guidelines**

**SA Rovers Crew Development Plan**

**SA Rovers Standing Resolutions and By-Laws of the BRC**

**SA Rovers Strategic Plan**

**SA Rovers Rover Activity Policies & Procedures (RAPP)**

**SA Rovers Operations Plan Template**

**Scouts SA Risk Management Spreadsheet**

**Scouts SA Reportable Incident Policy and Procedures**

**Standing Resolutions By-Laws and Policies for the National Rover Council**

**Scouts SA Constitution and Rules**

**Scouts SA Strategic Plan**