

# Policy and Procedures

## Adult Membership Policy 2021

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### PURPOSE

In order to fulfil its mission, Scouts Victoria must have the adult members it requires to develop and function effectively. In particular, Scouts Victoria recognises the need for the leadership team to include young adults in positions of responsibility, and to reflect the diversity of the Scouting community.

Scouts Victoria's approach to the selection, training, assessment and ongoing development of its adult members reflects the Adult Life Cycle approach set out in the World Adults in Scouting Policy and adopted by The Scout Association of Australia (Scouts Australia).

The purpose of this policy is to address the first stage of the Life Cycle by defining the admission criteria for Young Adult Members and Adult Members of Scouts Victoria.

### SCOPE

This policy applies to all persons over the age of 18 years wishing to join Scouts Victoria including Young Adult Members, Adult Leaders/Commissioners, Adult Helpers, Adult Supporters, Australian Scout Fellowship Members and Office Bearers, but does not cover Life Members/Honorary Commissioners<sup>1</sup>.

### POLICY STATEMENT

As part of its duty of care to its youth members, and their parents and guardians, no adult will be granted membership of Scouts Victoria unless Scouts Victoria is satisfied that the applicant is a suitable role model for young people.

It is policy that all Young Adult Member and Adult Members of Scouts Victoria gain and hold a current Working With Children Card specific to their role. It is also policy that all Adult Members authorised to wear a Scout Uniform, all Adult Helpers, and all Adult Supporters who need access to certain Scouts Victoria IT systems for their role are required to complete a National Police Check every five years. Uniformed Adult Members and Adult Helpers must provide references to support their application for membership.

Consistent with the provisions for adult membership defined in the Policy and Rules of Scouts Australia, membership requires that the individual has accepted the commitment to the Australian Scout Law and Promise,<sup>2</sup> and has been registered as a member of the Scout Movement by Scouts Victoria in accordance with this Policy and associated admission procedures. Consistent with the provisions of the Policy and Rules of Scouts Australia, and with Scouts Victoria's Constitution,<sup>3</sup> membership is subject to the approval of the Chief Commissioner of Victoria or their delegate, and the Chief Commissioner of Victoria can suspend or revoke the membership. The Chief Commissioner is not required to provide reasons for rejecting an application for membership or for suspending or revoking membership.

Ongoing membership is subject to continued compliance with these commitments, and to the payment of all relevant annual membership fees.<sup>4</sup>

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<sup>1</sup> Separate procedures apply to the appointment of honorary commissioners and life members.

<sup>2</sup> As well as, in summary, the making of an undertaking to adhere to the Aim, Policies, Code of Conduct for Adults, and Rules of the Association.

<sup>3</sup> Being The Constitution of the Scout Association of Australia, Victorian Branch made under the authority of the Victorian Scout Association Act 1932.

<sup>4</sup> Note that Rover Units may negotiate a special rate of Group fee for their members.

## RESPONSIBILITIES

### **Prospective Adult Member**

- Will not operate within Scouts Australia as an Adult Member until authorised to do so by the Chief Commissioner. This authority is confirmed by the issuing of a Certificate of Adult Membership.
- If directed by the Chief Commissioner at any time in the future, immediately cease all activities with Scouts Australia and return their Certificates of Adult Membership Leadership and Appointment, and return all Scout funds, property or books, and records when, for any reason, directed to do so by the Chief Commissioner.
- Be prepared to make, accept and abide by the Promise and Law; accept and abide by the Aims, Principles, Policies, Rules and Regulations of Scouts Australia, the policies of Scouts Victoria and the Code of Conduct and Code of Ethics; comply with the Victorian Working With Children laws;<sup>5</sup> authorise Scouts Victoria to conduct a National Police Check and a referee check; and make a commitment to complete all training required by Scouts Victoria for the nominated role within the required timeframes.
- Commit to celebrating the diversity of the community and creating a Scouting movement with an inclusive environment supporting all youth, families and fellow adult volunteers in our community.

### **Young Adult Member**

- Be prepared to make, accept and abide by the Promise and Law; accept and abide by the Aims, Principles, Policies, Rules and Regulations of Scouts Australia, the policies of Scouts Victoria and the Code of Conduct and Code of Ethics; comply with the Victorian Working With Children laws;<sup>6</sup> and authorise Scouts Victoria to conduct a referee check; and make a commitment to complete any prescribed training within the required timeframes
- Commit to celebrating the diversity of the community and creating a Scouting movement with an inclusive environment supporting all youth, families and fellow adult volunteers in our community.
- Where a Young Adult Member (Rover) is also an Adult Leader (or Commissioner), where there is conflict between the roles and responsibilities of these membership categories, those of being an Adult Leader have precedence.

### **Executive Manager**

- Ensure this policy is made available on the Scouts Victoria website and the Application for Adult Membership is made available to prospective members upon request.
- With the support of the Branch Membership Services Team, undertake checks for the specific role including a National Police Check, character, referee and any other appropriate enquiries.
- Issue Certificates of Adult Membership and Certificates of Proficiency.
- Maintain a register of all Adult Members.
- Implement a systematic approach to manage expiring Working with Children Cards and to renew checks for all Adult Members across Victoria whose last National Police Check was obtained more than 5 years ago.<sup>7</sup>

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<sup>5</sup> For clarification, the obligation to hold a Working with Children Card applies to applicants for membership who are current Victoria Police Officers, Australian Federal Police Officers and teachers currently registered with the Victorian Institute of Teaching, notwithstanding their professional registrations. Note that Adult Members delivering Australian Scouting offshore may be unable to obtain a Working With Children Card as a result of their residency status (ie the legislation does not have application if living outside Australia eg in Singapore).

<sup>6</sup> Note that Adult Members delivering Australian Scouting offshore may be unable to obtain a Working With Children Card as a result of their residency status (ie the legislation does not have application if living outside Australia eg in Singapore).

<sup>7</sup> As required by Scouts Australia – Policy and Rules – Policy P5.3 - 6.

### **Branch Executive Council / Region Executive / District Executive /Group Support Committee**

- Each formation shall set their respective annual membership fees, if any, and advise all Group Leaders within their jurisdiction of any such fees in a timely manner.

### **Chief Commissioner**

- Delegate the recommendation for Adult Membership at the Group level to the respective Group Leader and at the District level (and for Group Leaders) to the respective District Commissioner (although such delegation may be withdrawn by the Chief Commissioner at any time).
- May suspend or revoke the membership of an Adult Member.

### **Group Leaders**

- Ensure all adults participating in the Scouting program are registered as an Adult Member, except persons who may assist only on an occasional basis while under the supervision of a registered Adult Member.
- Ensure all prospective Adult Members complete an 'Application to become a Member' through the on-line membership application process.<sup>8</sup>
- Upon receipt of a completed Application for Membership consider the application for recommendation.
- Ensure only authorised Adult Members wear the Scout Uniform (or elements of the Scout Uniform), and are presented with Scout badges.<sup>9</sup>
- Monitor the currency of Working with Children Cards held by Adult Members of the Group based on information provided by the Executive Manager.
- Monitor completion of mandatory training by Adult Members of the Group.

### **District/Region/State team**

- Undertake, or assist with, checks relating to the suitability of applicants seeking to be an Adult Member.
- Support and welcome new Adult Members.
- Undertake, or arrange, three-year reviews of all Leader appointments within their jurisdiction – involving an informed process that includes seeking feedback from their reporting line (or more regularly as required).
- Monitor completion of mandatory training by Adult Members at District/Region/State level

## **PROCEDURES**

### **Application for Registration as a new Member (including as a Young Adult Member)**

Application for any adult **uniformed position** or as an Adult Helper or as a Young Adult Members (ie to join a Rover Unit) is undertaken by an online process via the Scouts Victoria extranet system – chose Membership/New Member/Invitation/Generate Invitation to Join. Applicants for uniformed positions must:

- Provide three referees (except for applicants to join Rover Units);
- hold a current Working with Children Card; and
- complete a National Police Check.

Application for other adult **non-uniformed positions** are made using the same online process. Applicants for non-uniformed positions must hold a current Working with Children Card. Branch executive members and committee members who require access to the extranet must also complete a National Police Check.

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<sup>8</sup> This may require the Group Leader to assist an individual to access the internet.

<sup>9</sup> See the section headed Scout Uniform outlined below.

## **Certificate of Adult Membership**

On acceptance by the Chief Commissioner of their completed application and supporting documentation for their membership category, applicants for Adult Membership will be issued with a 'Certificate of Adult Membership'.

## **Investiture**

The Group Leader and/or Section Leader and/or another invested Member in the presence of an Adult Leader,<sup>10</sup> may invest a person as an Adult Member of Scouts Australia and the worldwide Scout Movement, provided that person has received their Certificate of Adult Membership.

## **Certificate of Proficiency**

A Certificate of Proficiency will only be issued once a trainee Adult Leader has satisfactorily completed the relevant training requirements and assessment activities and received the recommendation of the relevant authority.

## **Certificate of Adult Appointment**

A Certificate of Adult Appointment is issued with the Certificate of Proficiency to show the specific role and formation to which the Leadership role applies. All trained Leaders are appointed for an initial period of three years, but may, after completing a review, be reappointed for a further period of one, two or three years. Appointment or reappointment may be subject to completion of training relevant to the role, as may be specified from time to time.

Applications for a Certificate of Adult Appointment within a Group require the recommendation of the Group Leader.

Applications for a Certificate of Adult Appointment for a District Team appointment other than as District Commissioner require the recommendation of the District Commissioner, who must consult and seek the approval of the Region Commissioner and any appropriate ARC.

Applications for a Certificate of Adult Appointment for a District Commissioner or Region Team appointment requires the recommendation of the Region Commissioner, who must consult and seek the approval of the appropriate Branch Commissioner.

Applications for a Certificate of Adult Appointment as a District or Region Commissioner require the specific approval of the Chief Commissioner.

## **Change in Leader Appointment**

Adult Leaders seeking to change their appointment or take on a secondary role need to complete an 'A2 Form – Change in Adult Appointment'.<sup>11</sup> Changes in appointment need to be approved by 1) the leader in charge of the new Group / formation, and 2) the leader in charge of the current Group / formation; and be authorised by the next 'higher formation' ie District or Region or State as relevant.

## **Relinquishment of Leader Appointment**

Where an Adult Member chooses to relinquish their appointment an 'A3 Form – Relinquishment of Appointment' form is to be completed<sup>12</sup>. This form should be used by those leaving the Scout Movement, where the member is proposing to move to a non-leadership role such as membership of the Australian Scout Fellowship, or where a uniformed member becomes a non-uniformed member eg a leader moving to an office-bearer position.

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<sup>10</sup> For example, a Patrol Leader or Unit Council chairman.

<sup>11</sup> Form is available on [www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au) – Age Sections and Adults – Member Resources – Forms and Tools

<sup>12</sup> Form is available on [www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au) – Age Sections and Adults – Member Resources – Forms and Tools.

## **Review of Leader Appointments**

All trained Leaders are appointed for an initial period of three years. Provisional Leaders are to be reviewed after one year and can only be re-appointed for a further year. For a Leader to continue in the role beyond three years, a review is to be undertaken of the Leader's performance, including the undertaking of Advanced Training and any additional training requirements and a recommendation made to the District Commissioner of either reappointment to current role, reassignment to a new or different role, or retirement as a Leader.

## **Payment of Branch Membership Fee**

The fee payment process is separate from the registration process. When an Application for Adult Membership is accepted on-line by the Group Leader or Leader-in-Charge of the relevant formation, an invoice for the relevant Branch membership fee will be generated and forwarded to the Scout Group or relevant formation.<sup>13</sup> Where a prospective Adult Member seeks to transfer from another State or country, on the production of evidence of registration in another State or country they may be registered as a Member of Scouts Victoria.

## **Registration**

The date of registration of an applicant for Adult Membership as an Adult Member of Scouts Victoria will be the date on which their completed application is accepted.

Registration of Adult Members shall be linked to a specific role.

## **Scout Uniform**

The items comprising the Scout Uniform are defined in the 'Policy and Rules of The Scout Association of Australia'.

When invested, the following categories of Adult Membership are authorised to wear Scout uniform:

- Adult Leader / Commissioner
- Young Adult Leader / Rover Scout
- Australian Scout Fellowship
- Honorary Commissioners/Life Members (who may wear the uniform of their last appointment)

Adult Helpers, Adult Supporters, District Executive Committees, the Branch Executive Committee and its Sub-committees, Campsite Committees and similar bodies are not eligible to wear Scout Uniform but may wear the scarf of their Group.

Note: The 'Scouts Victoria Ambassador Scarf' may be presented to, and worn by, individuals who support the Aim and Principles of the Association but have not made the commitment of the Scout Promise but are not Adult Members of Scouts Victoria. They may include distinguished citizens, sponsors or others who give material or other forms of support. Its presentation and use do not imply membership of Scouts Victoria.

## **Mandatory Training**

All Adult Members, Young Adult Members and Adult Supporters persons must complete the following e-Learning modules: 'Workplace Health and Safety' and 'Child Safe Scouting' and any other training which is prescribed for their role from time to time. Failure to complete these modules within three months of membership or appointment, and then every three years, will result in membership cancellation or removal of appointment.

## **Suspension or Revocation of Adult Membership**

Where a Group Leader, or other delegate of the Chief Commissioner, proposes to not support an Adult Membership application, or seeks the suspension or revocation of an Adult Member's membership, this shall

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<sup>13</sup> A Group or formation may choose to cover part or all of the membership fee for an Adult Member.

be done in writing and an opportunity given to the person to be heard by the Group Leader and relevant Commissioner.

An Adult Member may appeal the initial recommendation to refuse, suspend or revoke the individual's membership. Such appeals are to be addressed to the Assistant Chief Commissioner – Personnel,<sup>14</sup> who will appoint an independent Commissioner, ie one not involved with the original decision to refuse, suspend or revoke the membership, to consider the appeal and make a recommendation to the Chief Commissioner.

The final determination on a refusal, suspension or revocation of membership rests with the Chief Commissioner at his or her absolute discretion.

## DEFINITIONS

**Adult Helper:** Persons appointed to assist in the delivery of the Youth Program on a regular basis within a Group. A Member of the Scout Association, but do not hold a Certificate of Proficiency and are not eligible to wear uniform.

**Adult Member:** A person over the age of 18 in one of the following membership categories:

- Adult Leaders / Commissioners
- Office-bearers / advisors
- Adult Helpers
- Australian Scout Fellowship
- Life Members / Honorary Members.

**Adult Supporters:** Group Rostered Parents and Group Committee Members

**Application for Adult Membership:** The prescribed application for Adult Membership form from time to time authorized by the Executive Manager and approved by the Chief Commissioner.

**Group Committee Members:** persons who help in the operation of a Scout Group, reporting to the relevant Group Leader. They may assist on an occasional basis at weekly Scouting activities under the guidance and direct supervision of a trained leader holding a Certificate of Proficiency.

**Group Leader:** The person identified on the Scouts Victoria extranet as the relevant Group Leader or as the nominated 'Leader-in-Charge' of a Group.

**National Police Check:** A nationally coordinated check, conducted by an organization authorized by the Australian Criminal Intelligence Commission on the request of Scouts Victoria, to obtain any relevant criminal history details relating to an applicant for Membership.

**Group Rostered Parents:** Parents of a youth member who volunteer to support the Scout program in the section or Scout Group to which their child belongs only on an occasional basis. They may assist on an occasional basis at weekly Scouting activities only under the guidance and direct supervision of a trained leader holding a Certificate of Proficiency. *Note: If a parent or guardian wishes to assist in an overnight Scout activity or continue to help after their child has left the Group, then the parent is required to be registered as a Member of Scouts Victoria.*

**Provisional Leader:** A Leader who has transferred to a new leadership role but has not yet completed the required training for that role.

**Scouts Victoria Ambassador Scarf:** Similar to a standard State scarf but with a white background instead of a blue background.

**Total Membership Fee:** Being the sum total of the Branch, Region, District and Group annual subscription fees applying at the time of application. Note that in circumstances of financial hardship or other special

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<sup>14</sup> The Assistant Chief Commissioner – Personnel can be contacted at [acc.personnel@scoutsvictoria.com.au](mailto:acc.personnel@scoutsvictoria.com.au).

circumstance, some or all of these membership fees may be waived or reduced at the discretion of the Leader-in-Charge of the relevant formation.

**Trainee Leader:** a prospective Adult Leader who has not yet completed the required training for a Certificate of Proficiency.

**Working with Children Card:** A card provided by the Victorian Government following a successful application for a 'Working with Children Check'. In summary, required for child-related work involving direct contact with a child or children. Note: Scouts Victoria must be specifically identified as an organisation for which an adult proposes to undertake child-related work (multiple organisations may be identified).

**Young Adult Member:** Venturers over the age of 18, and Rover Scouts (Rovers) between the ages of 18 and 26. Rovers may also serve as Adult Leaders /Commissioners.

## **RELATED DOCUMENTS, REFERENCES**

Equal Opportunity Act 2010 (Vic)

Policy and Rules of The Scout Association of Australia (October 2020)

Privacy Policy 2020.

Scout Association Act 1932 (Vic)

Working With Children Act 2005 (Vic)

[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

The on-line membership registration process can be accessed through the Scouts Victoria extranet at [www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au).

## **ATTACHMENTS**

Nil.

## **PROCEDURE OWNER**

The Chief Commissioner [chief.commissioner@scoutsvictoria.com.au](mailto:chief.commissioner@scoutsvictoria.com.au)

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