

A GUIDE TO ROLES AT CUBOREE 2026



WELCOME

As Scouts of Australia, we acknowledge Australia's First Nations Peoples, the Aboriginal and Torres Strait Islander peoples, as the Traditional Custodians of this land. We pay our respects to Elders past and present. We're grateful to do our Scouting in this country; we commit to use its resources wisely and develop our understanding of Aboriginal and Torres Strait Islander cultures. We also acknowledge any Aboriginal and Torres Strait Islander peoples who are attending Cuboree.

To all of you who are giving your valuable time and willingly sharing your skills to make this a wonderful experience for the Cub Scouts of Victoria, I sincerely thank you. The kindness and generosity of all involved in Scouting continues to be an inspiration to me. Recognising the amount of energy we will each expend at Cuboree, I'm so pleased that we will have access to many recharging points – every smile we see helps us to recharge and take on the next challenge and every 'thank you' gives an extra boost.

We hope you enjoy Cuboree – it's been years in the planning!

Jo McIntyre – State Commissioner Cub Scouts

INTRODUCTION TO CUBOREE

Cuborees are fantastic events for Cub Scouts, supported by members from all sections and roles. They provide an opportunity for Cub Scouts to get out and do more than just have a weekend camp or holiday. Victorian Cuboree is 5 days and 4 nights in duration, with catered meals and well-managed sub camps. Tuesday to Friday, activities are conducted to provide an opportunity for all Cubs to have social interactions, learn new skills, try something different, and of course have fun with new friends. Each Sub Camp may contain over thousand Cub Scouts plus Uniformed and Non-Uniformed supporters, all of whom contribute to a fun-filled event each and every day. This guide explains how to get the most out of your time at Cuboree.

OBJECTIVES OF CUBOREE

The objectives of Cuboree are to:

- Provide a positive camping experience for all Cub Scouts attending, that goes beyond a Unit Holiday experience.
- Provide a set of stimulating and challenging activities suitable for all Cub Scouts to participate in, having regard to differing cultural, physical, and intellectual needs.
- Have the most FUN possible.
- Leave Cub Scout participants with the feeling of having experienced one of the best events of their lives.

GENERAL EXPECTATIONS

The following is indicative of the duties and responsibilities of the key roles at Cuboree 2026.

It should be reinforced that all Leaders, Venturers, Rovers, and Adult Supporters must fully support the spirit of Cuboree and always set a positive example for Cub Scouts.

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CAMPING UNIT ROLES

CUBOREE UNIT LEADER (C.U.L.)

Reports to: Sub Camp Leader

Prerequisites:

- Hold a Certificate of Adult Leadership – Section as at 21 September 2026.
- Have an active (primary or secondary) role in the Cub Section.
- Have attended a previous Cuboree as Line Leader or Cuboree Unit Leader (previously known as Unit Akela).
- Have previously been the Leader in Charge of a Cub Scout camp.

Responsibilities:

- Carrying out all directions provided by the Sub Camp Leader.
- Managing the safe and efficient running of the campsite, and overall wellbeing of the Unit for the duration of Cuboree (whether they be from your home Group or any other Group).
- Coordinating the set-up of the campsite with the District and their resources.
- In conjunction with the Sub Camp Leader, ensuring that the Unit operates to the timing and program provided by the Cuboree Organising Committee.
- Recruitment/support of the catering team and Patrol cooks to do the cooking of meals for the Unit throughout Cuboree.
- Helping to keep everyone on track and on time.
- Oversight and care of the welfare of all Line Leaders and Supporters within the Unit (including giving Line Leaders a break).
- Assigning roles to Line Leaders (e.g., welfare, first aid, hygiene, quartermaster, etc.).
- Attending daily briefings and ensuring that all messages and communications provided via the Sub Camp Leader are disseminated to all Line Leaders in the Unit.
- Liaising with the Sub Camp and running errands to keep the Unit ticking along smoothly.

LINE LEADER

Reports to: Cuboree Unit Leader (*Note: Standard allocation is six Line Leaders per Unit of 36 Cub Scouts*)

Prerequisites:

- Hold a Certificate of Adult Leadership as at 21st September 2026.

Responsibilities:

- Carrying out all directions and requests from their Cuboree Unit Leader.
- Supporting up to 6 youth in a Patrol/line.
- Managing the health, safety, and welfare of all youth members in their care.
- Assisting at the campsite (e.g., supporting all youth, running games/activities within the camp, timekeeping, lifting the mood, and acting like a big kid at times).

- Assisting at Activities (if needed), providing support to activity base staff, and assisting in the direction and management of youth members.
- Setting a positive example around interactions with Venturers and others helping on Activity bases.
- Reporting any health issues (e.g., infection or hygiene outbreak) that may have more widespread implications on the Sub Camp.
- Supporting all Carers attached to the Line Leader's individual line.
- Notifying the Unit Leader of any incidents in the Unit or referrals to the Cuboree People & Wellbeing team/First Aid.
- Liaising with the Unit Leader, other Line Leaders, and Sub Camp Welfare in deciding the management and support for youth members needing additional care.
- Keeping records of all participants/people transferred out of or returning to the Unit campsite so that all members can always be accounted for.
- Ensuring all messages and communications provided via the Unit Leader during daily briefings are disseminated to all members of their Unit.

COOK IN THE LINES

Reports to: Cuboree Unit Leader (*Note: Usually two to three Cooks per Camping Unit.*)

Responsibilities:

- Carrying out all directions provided by the Unit Leader.
- Preparing and serving meals punctually according to the timing and program requirements set out by the Unit Leader.
- Collecting supplies and liaising with the Quartermaster daily to ensure correct stores are delivered in a timely manner.
- Managing modified diets and ensuring appropriate meals are provided for those with modified dietary requirements.
- Ensuring proper food handling, hygiene practices, and health and safety standards are maintained within the kitchen and dining area at all times.
- Ensuring all activities associated with cooking/catering are conducted in an environmentally responsible manner (e.g., garbage and waste management).
- Ensuring that all messages and communications provided via the Unit Leader are disseminated to all members of the Unit catering team.
- Getting into the "buzz" of the camp (dressing up, theming)!

CARER

Reports to: Line Leader & Cuboree Unit Leader

Responsibilities:

- Carrying out all directions provided by the Line Leader or Unit Leader.
- Caring for and providing additional support to one child with special needs in a Cuboree Unit to ensure they have a great time and meet timing/program requirements set out by the Unit Leader.
- Being available for the child in their care **at all times**.
- The Carer shall have **no other responsibilities** other than looking after the health and welfare of the one child in their care.

SUB CAMP & DIRECT SERVICE ROLES

SUB CAMP LEADER

Reports to: Director - Camping

Responsibilities:

- Managing the efficient daily operation of the Sub Camp and all its resources.
- Ensuring the daily running of the Sub Camp meets the timing and program requirements set out by the Cuboree Organising Committee.
- Safety and welfare of all people in their Sub Camp at all times (adults, leaders, and youth members).
- Communication of all directions, instructions, and program issues to Sub Camp personnel during daily briefings with the Cuboree Directors and Executive.

SUB CAMP TEAM

Responsibilities:

- Provide full support to ensure the efficient management of the Sub Camps and all Camping Units.

SUB CAMP FIRST AIDER

Reports to: Sub Camp Leader

Responsibilities:

- Carrying out all directions provided by the Sub Camp Leader.
- Performing and directing other team members in the responsible administering of first aid in accordance with their level of accreditation.
- Seeking clarification and deciding when specific patients need to be referred to the Cuboree People and Wellbeing team.
- Liaising with the Line Leader in charge before transferring any patient to the Cuboree People and Wellbeing team.
- Keeping inventory records of all people transferred to and returning from the Cuboree People and Wellbeing team for assistance.
- Maintaining adequate first aid supplies each day.

SUB CAMP WELFARE MANAGER

Reports to: Sub Camp Leader (with a dotted reporting line to the Director - People and Wellbeing)

Responsibilities:

- Carrying out all directions provided by the Sub Camp Leader.
- Providing management and direction to their welfare team members.

- Liaising with Unit Leaders and Line Leaders within the Sub Camp to identify any potential or existing cases of youth or adult members (including Leaders) suffering undue pressure or anxiety during Cuboree.
- Seeking clarification and deciding, in conjunction with the Unit and Line Leader, what specific action(s) need to be implemented to assist the individual (e.g., respite within/outside the Unit, or temporary transfer to the Cuboree Youth Wellbeing area)
- Liaising with the Line Leader in charge before transferring any person temporarily out of the Sub Camp.
- Keeping inventory records of all people transferred to and returning from outside the Unit or Sub Camp.
- Maintaining ongoing liaison with the Cuboree Wellbeing Team to enable timely and adequate additional support if required.

ACTIVITY MANAGER

Reports to: Director - Activities

Responsibilities:

- Carrying out all directions provided by the Director - Activities.
- Management and direction of all activity support staff and efficient use of all resources utilised at the activity.
- Ensuring that all participants have a safe, enjoyable, and equitable experience at the activity.
- Implementing program requirements set out by the Cuboree Executive.
- Ensuring that the daily running of the activity meets the timing and program schedule.
- Ensuring safety and welfare of all people at all times (adults, leaders, and youth members) while at the activity.
- Ensuring that all messages and communications provided via the Director – Activities during daily briefings are disseminated to all members of their activity team.
- Ensuring a first aider is available if required during the running of the activity base.

SAFETY, SECURITY & TRANSPORT MANAGERS

Report to: Director - Support Services

Responsibilities:

- Carrying out all directions provided by their Director.
- Managing a team of leaders to provide Cuboree safety, security, and transport services.
- Overseeing the safety and welfare of all team members.
- Ensuring that all messages and communications provided via their Director during daily briefings are disseminated to all members of their team.

EMERGENCY MANAGEMENT TEAM MANAGER

Reports to: Director - Support Services

Responsibilities:

- Carrying out all directions provided by their Director.
- Managing a team of adults to provide Emergency Management services and timely management of issues raised with the team
- Overseeing the safety and welfare of all team members.
- Provision of relevant weather and emergency warnings/advice notices to the site in accordance with the Emergency Management Plan.
- Ensuring that all messages and communications provided via their Director during daily briefings are disseminated to all members of their team.

EMERGENCY MANAGEMENT TEAM MEMBER

Reports to: EMT Manager

Responsibilities:

- Carrying out all directions provided by their Director/Manager.
- Managing/assisting with Cuboree incident and emergency management services.
- Providing relevant weather and emergency warnings/advice notices to site in accordance with the Emergency Management Plan.
- Ensuring that all messages and communications provided via their Director during daily briefings are disseminated to all members of the team.

HEALTH AND WELLBEING MANAGERS

Report to: Director - People & Wellbeing

Responsibilities:

- Carrying out all directions provided by their Director.
- Managing a team of leaders to provide Cuboree services to support the wellbeing of all attendees.
- Ensuring the safety and welfare of all team members.
- Ensuring that all messages and communications provided via their Director during daily briefings are disseminated to all members of their team.

EVENT CATERING MANAGERS

Report to: Director – Event Catering

Responsibilities:

- Carrying out all directions provided by their Director.
- Managing a team of leaders to provide Cuboree event catering services.
- Ensuring the safety and welfare of all team members.
- Ensuring that all messages and communications provided via their Director during daily briefings are disseminated to all members of their team.

IMPORTANT OPERATIONAL GUIDELINES & REMINDERS

GUIDELINES FOR VENTURERS AT CUBOREE

Venturers at Cuboree are placed in teams and work as an effective part of that team, and therefore have the same responsibilities as any other Activity or Service Leader. Please show them courtesy and respect in the same manner as any other person at Cuboree.

While Venturers are happy to fulfill the tasks assigned to them, we should also be aware that they are young people who would like to spend some time with their peers. All Managers should consider how they manage the Venturers in their teams to allow for extra downtime. This may be managed by allowing Venturers to socialise at less critical times (e.g., when leaders are cleaning the site at the end of the day or coming in 5 minutes before the due time). There will be a dedicated **chill-out zone** specifically for Venturers where they can socialise when relieved of their daily duties.

Venturer Responsibilities:

- Carrying out all directions provided by the adult/Leader assigned to their area.
- Supporting the spirit of Cuboree and setting a positive example for Cub Scouts (particularly since Cub Scouts often identify more closely with Venturers than older adults).
- Undertaking assigned tasks to the best of their ability.
- Discussing any issues that arise regarding assigned tasks with their responsible adult or the Venturer Welfare Leader.

ACTIVITY BASE REMINDERS FOR LEADERS

- **Check-in:** Upon arriving at an activity, only **one leader** from each Unit should check in.
- **Directions & Conduct:** While on an activity, Cubs and Leaders are under the direction of the Activity Manager and Activity Staff. Follow instructions and treat Activity Staff (including Scouts and Venturers) with respect. Rudeness and disrespect will not be tolerated and may be managed by the Cuboree Organising Committee.
- **Care of Equipment:** Do not remove or damage any part of the Activity bases. Teams have spent countless hours over three years constructing them.
- **Attire:** Ensure everyone attending activities is appropriately dressed, including suitable footwear. Shoes must be worn at all times in Activity bases.
- **Toilets:** It is recommended to make a bathroom trip on the way to activities.
- **Punctuality:** Be punctual. Activities run on schedule and will not wait for late arrivals.
- **Leader Assistance:** Stay with your Cubs at all times; Leaders may be required to assist Cubs with Activities.
- **Caffeine & Ground Covers:** There are no tea/coffee facilities at Activities—bring a thermos if needed! Bring a tarp for Cubs to sit on if the ground is wet.