



1<sup>st</sup> Epping Rovers  
we don't do things by halves

# 1<sup>st</sup> Epping Rover Crew

## Running of the Crew

To be read in preparation for Squire Training



### 1 - DEFINITIONS

- Crew Meetings: A weekly activity that all members of the Crew may attend.
- Business Meetings (BM): A meeting held every few months that all members of the Crew are expected to attend and office bearers must attend. At a BM all the administration and policy decisions of the Crew are made, reports are given by each office bearer and any relevant issue may be raised by a Crew Member.
- Crew Councils: A meeting held only in extraordinary circumstances to discuss an important issue. Only Invested Rovers (RA and others if invited) may attend.
- Crew Executive Meeting: The Crew Executive consists of certain office bearers, the Crew Leader, Deputy Crew Leader, Odsam, Squire Master, Treasurer and Secretary. Executive meetings are held every few months, if required. The aim is to facilitate day to day workings of the Crew and to clarify issues so that clear choices can be put to the Crew at Business Meetings. The Executive Meeting is not aimed at taking decision-making power away from Crew Members.
- Rover Adviser (RA):
  - Rover Advisors are selected by the Crew to perform advisory functions as required by the Crew and its members.
  - Crews may choose not to have a RA.
  - An RA must have obtained their 27th birthday.
  - An RA must hold a "Certificate of Adult Leadership".
 (Reference: Organisation and Information Handbook, 10th Ed., 1997, pp 4 - 11)
- Certificate of Adult Leadership:
 

Certificate required by all Leaders, including a Crew Leader if they do not have an RA or their RA holds a "Not Responsible" appointment.

#### Training required:

- Certificate of Adult Leadership, which for Rovers consists of:
  - Rover Introductory Course
  - Rover Programming Course
  - Rover Advanced Leadership 3 Course
  - Bridging activities (including In Service)
- Rover Adviser Appointment- "Not Responsible"/"Responsible"
 

Definition of "Responsible": The holder is legally responsible for the actions of the Crew and its Members. It is best that the CL holds a "Certificate of Adult Leadership", and hence is responsible for the Crew's actions since it is their job to be such. We are adults; we should be responsible for our actions, not the RA.

  - If a Crew has a RA and the CrL is not eligible to hold a "Certificate of Adult Leadership" then the RA would hold a "RA (Resp)" appointment.
  - If Crew does not have a RA, the CrL must hold a "Certificate of Adult Leadership".
  - If the Crew has a RA and the CrL is eligible to hold a "Certificate of Adult Leadership" then the CL, RA, and Crew must decide who is to hold the "Responsible" appointment.

(Reference: Organisation and Information Handbook, 10th Ed., '97, pp 4 - 11)

## 2 - ELECTIONS, OFFICE BEARERS AND CRITERIA TO HOLD OFFICE

Elections normally take place at the Annual General Meeting each year in late February or early March.

Elections are by absolute majority (greater than 50%). When the vote is even, the Rover Adviser holds the final vote.

See Appendix A, pages 2-4 "Section 7, Office Bearers" for detailed information about each Role in the Crew Executive.

## 3 - FORMAL MEETINGS

Formal meetings include business meetings and investiture meetings.

They are always held in full uniform and begin and end with a parade.

### 3.1 Opening and closing parade

The Crew Leader runs Parade. The Crew Leader chooses Rover a duty on a rotating basis.

The Rover Flag is unfurled before Parade. One slap of the thigh means "attention".

Two slaps of the thigh means "at ease"

#### 3.1.1 Opening Parade

a) With the Crew at ease, the Crew Leader asks the Duty Rover to step forward and do the honours (unfurl the flag and present it to the Crew).

b) The Duty Rover:

1. Takes the Australian flag from its stand and presents it to the Crew Leader to be unfurled.
2. When the cover is removed from the Flag the Crew stands at attention.
3. When unfurled he/she moves to the centre of the circle and says "Crew", the Crew salutes the flag .
4. Returns the Australian flag to its stand takes a step back and salutes.

At the altar, the Crew Leader says the following while carrying out the actions:

1. "I open this book of Holy law to remind us of our duty to God." (opens the Bible)
2. "I overturn this Scouting law to remind us of our Scouting Ways." (turns over plaque featuring Scout Law)
3. "I unsheathe this sword to remind us of our Knightly Vows." (unsheathes sword)
4. "I upturn the Scouting standard and declare this meeting open" (upturn standard)

c) The Crew Leader now welcomes everyone etc.

d) When the Crew Leader is ready to Break off the parade he/she brings the Crew to attention and says "Turn right, break off". The Crew turns right, stands at attention for a second and breaks off.

### 3.1.2 Closing Parade

- a) The Crew forms a circle and any necessary announcements are made.
- b) The Crew Leader calls upon the Duty Rover to close the meeting.

The Duty Rover:

- 1. Approaches the Flag and salutes the flag
- 2. Removes the flag from its stand, carries it to the centre of the circle and says "Crew" (the Crew salutes).
- 3. Takes the flag to the Crew Leader who assists in furling the flag.
- 4. Returns the flag to its stand.

At the altar, the Crew Leader says the following while carrying out the actions:

- 1. "I close this book of Holy law that reminds us of our duty to God." (closes the Bible).
- 2. "I overturn this Scouting law to remind us of our Scouting Ways." (turns over plaque featuring Scout Law).
- 3. "I sheathe this sword that reminds us of our Knightly Vows." (sheathes sword).
- 4. "I downturn the Scouting standard and declare this meeting closed" (downturn standard).

Returns to his/her place and slap their thigh 3 times and says, "Prepare for the Prayer".

Leads the Crew in the Rover Prayer.

- c) When the Crew Leader is ready to dismiss the Crew he/she slaps their thigh once to bring the Crew to attention and says "turn right dismissed" (the Crew turns right at attention, salutes and breaks off).

## 4 - CREW CONSTITUTION

The Crew constitution is a document which lists the rules and regulations of the Crew. It is an important document and can only be changed with the full support of the Crew in council. You should familiarise yourself with the Crew constitution during your squireship training.

## 5 - CREW TRAINING SCHEME

The Crew Training Scheme is the progression from Recruit to Squire to Rover, and training for each step.

Each Crew member has a list of tasks to perform, and these get signed off as the training progresses. It should be the aim of every Crew member to attain Invested Rover status (or become Rover Knight).

When you are invested as a Rover, you will gain the red tag and green epaulette badges for your uniform.

The Squireship training, to enable you to be invested as a Rover, has three parts- Phase 1 consists of attaining the Rover Skills badge, Phase 2 includes reading and understanding the Crew history and constitution, and Phase 3 which includes an activity to benefit the Crew, and a vigil.

## 6 - ROLE OF UNIFORM

Uniform is required at all official functions, Business Meetings, Crew Councils, and meeting with a parade.

All other activities are assumed to be non-uniform. The program indicates if uniform is required at each activity.

We have uniform to give unity and association.

## 7 - CREW FINANCE

The Crew holds a Westpac, cheque type, bank account that contains "Crew Funds". Crew Funds originate from fees, fundraising and occasionally from the group for specific items. Crew Funds are spent on administration, activity leadership courses, warrant training, Crew gear and Crew activity costs.

The Crew may also use this account to buy bulk tickets to activities etc.

### **Fundraising**

Before commencement, the allocation of raised moneys needs to be agreed on at a Business Meeting.

RRC requires us to register all fundraising activities with the Regional Commissioner for Rovers.

### **Fees**

Fees are normally due at the beginning of March each year and consist of money destined for Crew, Group and Region/Branch/National. Crew fees go into Crew Funds, Group fees are used to pay electricity, maintain the hall and Group gear. Region/Branch/National fees pay for the administration of the Association and RRC.

### **Group Fundraising**

Consists of an annual Fertiliser Drive and occasional other activities.

Rovers are expected to contribute time to these activities.

## 8 - CERTIFICATION AND COURSES

### **Rock related activities**

Rock related activities include abseiling, canyoning, caving, and rock climbing. Qualifications for rock related activities are obtained by passing a course run by Region. These Qualifications and courses are set at three main levels: Basic, Leader and Instructor. There is also a Senior Instructor qualification.

A Basic qualification allows the holder to participate in an activity lead by a Leader or Instructor.

A Leader qualification allows the holder to lead activities whose participants hold the Basic qualification.

An Instructor qualification allows the holder to lead activities whose participants are novices.

You must hold a certificate to participate in these activities unless a qualified Instructor is in attendance.

This is due to insurance requirements.

### **First aid certificates**

Either Red Cross or StJohn is acceptable (SNR runs StJohn courses). There are three different courses run by St John, these are Senior, Advanced and Remote First Aid. It is a good idea to attempt to attain these certificates and keep the qualification up to date.

### **Other Certificates**

There are several other activities in which qualifications can be earned. These include bushwalking, cross country skiing, mountaineering, canoeing, kayaking, sailing, powerboat etc.

## 9 - ACTIVITY NOTIFICATION PROCEDURES

When organising an overnight activity, or an activity for which there is a Policy (eg bushwalking, caving), it is necessary to fill out an Activity Notification Form. This is required for insurance purposes, and to provide a reliable and effective mechanism for rescue/assistance if required.

The form is an A1 form, and can be found at the Branch website - <http://www.nsw.scouts.com.au/Forms/>.

This form should be filled out by either the Crew leader or the person organising the activity, and must be done at least two weeks before the activity.

The form should be filled out after reading 'Activity Notification Forms for Dummies' found on the Sydney North Region website <http://www.sydneynorthscouts.com/>.

## 10 - CREW WEBSITE AND EMAIL GROUP

The Crew website is [www.eppingrovers.com](http://www.eppingrovers.com), and contains information about the Crew as well as the program and contact details. There is also a link to the Crew Yahoo group page, which has pages for photos (the logbook) and files, where copies of the Crew training manual etc can be found.

The Crew email group is [eppingrovers@yahooqroups.com](mailto:eppingrovers@yahooqroups.com). This is a quick and efficient way of getting messages out to the whole Crew at once; however must not be misused to send jokes or offensive material.

Other interesting sites include:

- Epping Scout Group - [www.eppingscouts.com.au](http://www.eppingscouts.com.au),
- SNR Region Rovers - [www.sydneynorthscouts.com/rovers](http://www.sydneynorthscouts.com/rovers)
- NSW Branch Rovers - [www.nsw.scouts.com.au/rovers](http://www.nsw.scouts.com.au/rovers).

## 11 - CREW REGISTER AND CENSUS

A Crew Register Form is kept on each Crew Member. It details the member's personal details (name, address, DOB ...), emergency contact, health and medical information, previous Scouting history, Crew training, B.P. Award, offices held, certificates of adult leadership held, and resignation/expulsion/booting. It is administered by the Secretary and Squire Master, and stored in the den with the squireship training material.

The Crew census, taken every few months and sent to Branch, is seen as the most accurate list of members and their addresses.