

## Glossary – Useful things to know

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| <b>Accounts</b>                 | Each Group must keep financial accounts for the year to 30 September.   |
| <b>Audit</b>                    | Accounts must be audited or reviewed by an independent person. Copies of Group accounts must be sent to your Zone Leader, Zone accounts to the Regional Development Manager.  |
| <b>Activity Intention Forms</b> | These are required to be completed by section leaders, or youth members responsible for a particular activity, prior to the undertaking of certain activities listed on the form itself. The Group Leader is required to ensure that Section Leaders/Activity Leaders are qualified and competent to lead that activity.  |
| <b>AGM</b>                      | Groups must hold an Annual General Meeting each year soon after 30 <sup>th</sup> September.   |
| <b>Air Recognition</b>          | Registered Air Scout Groups may apply to be recognised by the Royal New Zealand Air Force (RNZAF) if they reach a certain standard. The RNZAF may extend privileges to recognised Groups.   |
| <b>Air Scouts</b>               | Air Scouts follow the same programme and award scheme as other Scouts but may carry out additional air activities and skills.   |
| <b>Alcohol</b>                  | The Alcoholic liquor policy is covered in rule 11 of Policy, Organisation and Rules.  |
| <b>Association</b>              | The Scout Association of New Zealand is the body of which all uniformed and lay persons are members. It is the legal entity which is registered under the Scout Association of New Zealand Act 1956.  |
| <b>Aviation School</b>          | A residential activity arranged by National Scout Centre for Air Scouts and all interested Scouts.  |
| <b>Badges</b>                   | Badges earned by youth members are presented by the Adult Leaders. Group badges must be approved by National Scout Centre.  |
| <b>Bank Accounts</b>            | All bank accounts must be in the name of The Scout Association of New Zealand 'xyz' Group. All accounts must require that cheques and withdrawal slips etc be signed by two authorised persons – not from the same family.  |
| <b>Budgets</b>                  | A budget is a plan for the next year's activity and operation expressed in financial terms.   |
| <b>Buildings</b>                | No building for Scout purposes shall be erected on any property unless the written consent of the Chief Executive is first obtained.  |
| <b>Census</b>                   | Groups complete a census form each year reporting their membership as at 30 June and renewing registration as a unit of the Scout Association of New Zealand. It is the Group Leader's responsibility to ensure that the forms are correctly filled in and returned without delay to the Zone Leader. A copy of the census return remains with the Group for planning and record purposes. It is very beneficial studying the state of the Group at census time so that steps can be taken to rectify any deficiencies. |
| <b>Ceremonies</b>               | Ceremonies play an important part in the life of a Scout. They should be kept simple and to the point. The Group Leader should play a personal part in some Section Leader's ceremonies, especially at an investiture where he or she would normally present the Group scarf. Here is an opportunity to meet each new Scout and that Scout's parents or caregivers, and to say a few well-chosen words about Group traditions.  |

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| <b>Charge Certificate</b>          | Qualification issued for water or aeronautical activities.   |
| <b>Cheques</b>                     | Cheques on the Group's bank accounts must be signed by two persons from a short list of authorised signatories appointed by the Group Committee. No one should ever sign a blank cheque or one where all the details have not been completed.  |
| <b>Chief Executive Officer</b>     | The CEO is the senior professional staff member.   |
| <b>Chief Scout</b>                 | The Governor General is the Chief Scout of New Zealand. Any communication to the Chief Scout must be sent via the National Scout Centre.   |
| <b>Chief Scout's Award</b>         | The highest achievement award for youth members in the Scout section.  |
| <b>Constitution</b>                | The governing document of The Scout Association of New Zealand.  |
| <b>Cooksey Course</b>              | A leadership training course for Venturers.  |
| <b>Cossgrove Course</b>            | A skills training course for Scouts.   |
| <b>Development &amp; Expansion</b> | Every Group has an obligation to provide SCOUTS New Zealand programme for every child in its catchment area if they want to join. This may require the forming of new Sections from time to time to cater for demand and a constant eye should be kept on the situation. In new housing areas in particular, established Groups may be able to assist the formation of new Groups or may have to make temporary expansion to cater for those who may later be absorbed in newly formed Groups. If waiting lists are used, these should not be allowed to become too big. When sufficient children of Kea or Cub age warrant the forming of a new Kea Club or Cub Pack, steps should be taken to do just that. This may mean re-organising Leaders, but this must be done for the good of the Group as a whole. |
| <b>Discipline</b>                  | The Group Leader must set the tone for the whole Group by loyalty to the Zone, upholding the principles of the Movement, and by the manner in which they accept rulings, Zone Leader directions and instructions, and by the respect they show for those with whom they work. This same loyalty is expected of the Group Committee/Parent Support Team and the Leaders of the Group. Group Leaders should ensure that reasonable standards of discipline are maintained in the Sections of the Group and should discuss any short-comings in this respect with the Group Council.  |
| <b>Dismissal</b>                   | Only the Group Council (meeting of all Adult Leaders) may dismiss (expel) a youth member. The youth member has the right to appeal to the Zone Leader.   |
| <b>Disputes</b>                    | Any dispute between members or between the Group Committee and the Group Leader should be referred to the Zone Leader.   |
| <b>Faith Policy</b>                | The Scout Movement includes members of many different forms of faith.  |
| <b>Flags</b>                       | The New Zealand ensign is the correct National Flag.   |
| <b>Founder's Day</b>               | 22 <sup>nd</sup> February was Lord Baden-Powell's birthday. It is usual for some form of celebration/activity to be held on the nearest Saturday or Sunday to this date.   |
| <b>Gallantry</b>                   | An act of bravery with risk to the person doing it. Awards are made by National Scout Centre. The highest award is the Bronze Cross.   |
| <b>Gang Show</b>                   | A special SCOUTS New Zealand variety show of music, drama and humour.  |

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| <b>Gilwell Park</b>                         | The training headquarters in the UK and world training centre and the title taken by Lord Baden-Powell of Gilwell.   |
| <b>Gilwell Woggle</b>                       | Woggle presented to an adult leader when they have completed the Initial and Practical blocks of their training.   |
| <b>Girl Guiding</b>                         | Friendly relations should be established with your local Girl Guide Company. Combined activities are encouraged.   |
| <b>Girl Membership</b>                      | Girls can join all sections of SCOUTS New Zealand on the same basis as boys.   |
| <b>Grants</b>                               | Financial grants are available from many sources. The most significant are COGs and community grants.  |
| <b>Group Chairperson</b>                    | Elected at the first committee meeting after the Group AGM.  |
| <b>Group Committee/ Parent Support Team</b> | Assists the Group Leader to run the group. Elected annually, mostly from parents attending the Group AGM.  |
| <b>Group Council</b>                        | A regular meeting of all Adult Leaders in the Group. At least once per school term.  |
| <b>Group Leader</b>                         | The manager of the Scout Group.  |
| <b>Income Tax</b>                           | SCOUTS New Zealand is exempt from paying income tax.   |
| <b>Insurance</b>                            | Groups must arrange their own property and equipment insurance. National Scout Centre arranges legal liability insurance often known as public liability.  |
| <b>International letter of introduction</b> | This is an identification document issued to persons travelling overseas as an introduction to overseas Scouting officials. It is available from National Scout Centre to Leaders and lay people who wish to make use of it. Application is made on Form available from your Zone Leader or National Scout Centre.   |
| <b>Investments</b>                          | Scout Groups may invest only in registered bank and Government guaranteed securities. Groups may not buy shares.   |
| <b>Jamboree</b>                             | Jamborees are large gatherings of Scouts, held so that Scouts can meet Scouts from other parts of their country and from other parts of the World. The programme includes a wide range of attractive activities. World Jamborees are held at four yearly intervals around the World and New Zealand sends a contingent to each one. New Zealand holds a National Jamboree every three years so that every Scout should get the chance of attending at least one of these events during their time in the Scout Troop. The Group Leader should encourage participation in these events. |
| <b>Medals</b>                               | Medals associated with SCOUT Awards are: Medal of Merit, Bronze Tiki, Silver Tiki, Silver Tui. These are worn at all Scout functions attended by the Chief Scout, National Chairman, or National Commissioner and on such other occasions as may be decided by the Zone Leader, Regional Development Manager or National Scout Centre. Both uniformed and non-uniformed personnel are entitled to wear Scout medals.   |
| <b>Money</b>                                | All money received in the name of SCOUTS New Zealand is trust money and a high degree of accountability and checking is required.  |
| <b>National Council</b>                     | The National Council is the policy making body of the Association. It usually meets once each year.  |
| <b>National Executive Committee</b>         | The National Executive Committee governs the Association in conformity with the Constitution and General Policy determined by the National Council.  |

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| <b>National Scout Centre</b> | The National Scout Centre is made up of professional staff members, located in Kaiwharawhara, Wellington. Its purpose is to provide and arrange the services and facilities needed by those leading the Movement at all levels. It is rather like a business organisation in that a number of committees and advisory panels provide Groups with information, services, instructions, equipment and material for the promotion and maintenance of Scouts in the local communities.  |
| <b>National Schools</b>      | Organised for Scouts and Venturers. They include Aviation, Caving, Canoe, Mountaincraft, Photography, Snow and Walsh Memorial Flying Schools.   |
| <b>Naval Recognition</b>     | Registered Sea Scout groups may apply to be recognised by Royal New Zealand Navy (RNZN) if they reach a certain standard. The RNZN may extend privileges to recognised Groups.  |
| <b>Non Active</b>            | If a Group has become non-active the Zone leader should make a formal report to National Scout Centre via the Regional Development Manager, for the disposal of its assets. Usually equipment is utilised by other nearby groups and any funds go either to another Group to which the youth members have transferred or is held in trust by the National Scout Centre. Unused real property and buildings often become a liability but sometimes can be sold for another community use. The aim is to retain full value of funds raised in the name of SCOUTS New Zealand. |
| <b>Obtaining badges</b>      | Badges are obtainable from Scouts Direct via the website.   |
| <b>Pack Holidays</b>         | Cubs may be taken on a Pack Holiday provided indoor accommodation is available for sleeping and activities in the event of bad weather.   |
| <b>Parent helpers</b>        | Parents are encouraged to visit all Scout meetings and activities and help on a roster basis. Regular helpers should be checked through the warrant procedure.  |
| <b>Patrols</b>               | Patrols are the most important grouping within the Scout Troop. The Scout method is founded on small group activity.  |
| <b>Politics</b>              | SCOUTS New Zealand is not connected with any political body.  |
| <b>P.O.R.</b>                | A document covering the Policy, Organisation and Rules of the Association together with attached Management Procedures.   |
| <b>Programme Evaluation</b>  | The Programme Evaluation is an important mechanism for monitoring the quality of Scouting offered at all levels.  |
| <b>Promise and Law</b>       | Acceptance of the Scout Promise and Law is a condition of membership for children and adults; it is the basis of all Scouting.  |
| <b>Property</b>              | All real property (land and buildings) must be held in the name of the Scout Association either freehold or by lease, licence or other legal agreement.   |
| <b>Public Liability</b>      | The National Scout Centre holds adequate legal liability insurance covering any legal liability arising from any SCOUTS New Zealand activity conducted within the Association's rules.  |
| <b>Queen's Scout</b>         | This is the highest achievement Venturers can gain by their own efforts. It is authorised by the Reigning Monarch. It is a very highly regarded award requiring all-round skill, planning, physical, community and mental qualification.  |
| <b>Raising Money</b>         | There are certain limitations on methods of raising money for SCOUTS New Zealand. It is expected that value will be given for all money raised.   |

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| <b>Records</b>                      | The Group Leader must see that proper, though simple, records are efficiently kept. This applies to the various Sections as well as the Group Committee.  |
| <b>Recruitment</b>                  | The recruitment of Leaders is necessary to keep the Group fully staffed. Bear in mind that a person not willing to take out a warrant may well be willing to serve in another capacity and could be recruited as a committee member, examiner or instructor. Do not accept anyone however, that you know nothing about. The best method for recruitment is to form a special committee for the purpose. |
| <b>Regattas</b>                     | Regattas are large gatherings of Scouts & Venturers. The programme is dominated by water based activities and usually includes other adventurous activities. SCOUTS New Zealand generally holds a Regatta every three years so that every Scout should get the chance of attending at least one Regatta during their time in the Scout Troop or Venturer Unit.  |
| <b>Region</b>                       | There are five regions in New Zealand. Upper North Island (UNI), Central North Island (CNI), Lower North Island (LNI), Upper South Island (USI) and Lower South Island (LSI).   |
| <b>Regional Development Manager</b> | Each region has a Regional Development Manager who is a professional staff member of SCOUTS New Zealand.  |
| <b>Regional Rover Council</b>       | The functions of the Regional Rover Council are to promote the aims of Rovering, to co-ordinate Rover Scout Activities in the Zones, to provide a forum for discussion of matters relating to the Rover Scout Section, provide liaison with other Sections in the zones and assist in the recruitment and development of new crews.   |
| <b>Resignation</b>                  | When a Leader resigns for any reason, the Group Leader should recover his or her warrant and hand it to the Zone Leader for cancellation. If the warrant is not available the Zone Leader should still be informed. Where appropriate, the Leader should receive a letter of thanks and due recognition for the services given.   |
| <b>Rovers</b>                       | Rover Scouts are young men and women 18 to 26 years old. There are also older associate Rovers. Rovers follow a programme of service.   |
| <b>Rover Moot</b>                   | Rover Moots are gatherings of Rovers held each Easter. It is the practice at the present time for arrangements to be made at one Moot for the holding of another the following year. World Moots are held from time to time.  |
| <b>Rover Badges</b>                 | There are two achievement Awards for Rover Scouts – the B-P Award and the St Georges Scout Award.   |
| <b>Sandford Course</b>              | Sandford courses are leadership skills training courses for Scouts. Named after Major Sandford, New Zealand's first National Training Commissioner.   |
| <b>Scarves</b>                      | Scarves are recognised worldwide as a distinguishable item of Scout clothing. Designs are registered with the National Scout Centre.  |
| <b>Sea Scouts</b>                   | Sea Scouts follow the normal Scout programme but may have a particular emphasis on things nautical, such as sailing, rowing, lifesaving and swimming.   |
| <b>Section</b>                      | Section is the name given to the youth groupings of the Movement, Kea Section, Cub Section, and Scout Section etc. It can mean just one section or the whole of the section nationwide, depending on context.   |
| <b>Scouting</b>                     | Scouting Associates is a pool of skilled adults to support programme  |

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| <b>Associates</b>         | delivery, activities and the operation and administration of Scouting.   |
| <b>Special Needs</b>      | Scouts with physical or mental disability should, as far as is possible, be invested into local Scout Groups.  |
| <b>Suspension</b>         | A Leader within a Scout Group may be suspended by the Zone Leader if it is believed that a serious breach of the rules has taken place.  |
| <b>Velocity Course</b>    | An Introductory Workshop for Venturer Scouts.  |
| <b>Venture</b>            | A Venture is a large gathering of Venturer Scouts, normally on a national basis. The programme includes a range of adventurous activities and also a four day expedition. New Zealand holds a Venture every three years so that every Venturer should get the chance of attending at least one during their time in the Venturer Unit.   |
| <b>Warrants</b>           | A warrant is an Adult Leaders certification for service to Scouting.   |
| <b>Woggle</b>             | An article that is used to hold a scarf in place.  |
| <b>Wood Badge</b>         | The Wood Badge is the main training award and is awarded to Leaders who successfully complete the full training requirements. The Wood Badge consists of two small wooden beads on a leather thong and is worn round the neck.   |
| <b>World Scout Bureau</b> | The World Scout Bureau is the headquarters of Scouting throughout the World. It is based in Geneva in Switzerland and has a fulltime staff. The purpose of the Bureau is to co-ordinate the efforts of Scouting in all countries and to maintain standards. Much research and development is carried out and support material circulated to all member organisations. The Bureau has established offices in regions throughout the World. New Zealand belongs to the Asia-Pacific Region which has its office in Manila, in the Philippines. |
| <b>Youth Award Scheme</b> | The Youth Award Scheme is a range of activities in each section that young people can be challenged, achieve recognition for their endeavours and have fun.  |
| <b>Zones</b>              | Zones are groupings of up to 20 Scout Groups. Several Zones make up a Region.  |
| <b>Zone Leader</b>        | The Zone Leader is the senior Scouting volunteer in each Zone. Group Leaders are responsible to the Zone Leaders.  |

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