



SCOUTS[®]
South Africa

Retail Policy

Version 1/2016

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Preamble

The Scouting Movement in the Republic of South Africa is represented by a single legal entity, namely SCOUTS South Africa (SSA).

SSA is one corporate body (refer to the Constitution Article 1) and as such all the component units, including individual Scout Groups, are subject to the Constitution, Organisation Rules and Policies and decisions of the committees set up to operate and administer Scouting in South Africa.

The Retail department of SSA is there to:

- Deliver a service to SSA Members
- Ensure Resources and materials are available for members at competitive prices

Be a self-funding entity generating a contribution to overheads of SSA and thus helping to reduce membership fees.

Revision Approval

This revision of the Retail Policy was approved for publication at the SCOUTS South Africa Executive Committee Meeting held on 7 October 2016 by the committee comprising: Mr S Vilane; Dr B Hausberger; Mr K Mdaka; Mr D Robinson; Mr H Sibande; Mr G Sagat; Ms M Siebrits; Mr J Sturgeon and Mr A Tanner.

1. Uniform

- a) All SSA specific pattern official uniform items, as detailed in the Uniform policy, are only to be sourced from the National retail division of the National Office.
- b) In special circumstances a third party supplier can supply directly to a Regional Scout shop, but only on permission from the National Retail Division.
- c) Members can purchase these items only from the National Office, Online Scout shop or Regional Office shops that supply the official uniform.

2. Badges

- a) All Cub, Scout and Rover Advancement, Interest, Scoutcraft and Challenge badges may only be sourced from the National Retail Division.
- b) All badges for training and insignia (i.e. Rank and Licences etc.) may only be sourced from the National Retail Division.
- c) Members can purchase the above items from the National Office, Online Scout shop or Regional Office shops.
- d) A district or region may have a Badge Secretary who carries local stock obtained from the National Retail Division.
- e) Regional badges can be sourced by and obtained from the Regional Scout shop.
- f) District and Group badges can be sourced by and obtained from the Regional Scout shop or may be sourced by the District or Group themselves.

3. Books and Printed Materials

- a) All Printed Material that form part of the Cub, Scout, and Rover programmes are only to be sourced from the National Retail Division.
- b) SSA will be responsible for the production and distribution of all printed books, handbooks and booklets etc. sold by SCOUTS South Africa. This will include those materials for which SSA holds the copyright as well as those for which SSA holds a licence for production (See Section 6).
- c) Members can only purchase these items from the National Office, Online Scout shop or Regional Office shops that stock these books.
- d) For those books, booklets, guidelines, forms or templates etc. made available electronically, either via the SSA National website, or other electronic platforms owned by SSA the Member is only entitled to make as many copies, as specified on the link to the document or as are required for the operation of Scouting.
- e) Books which are SSA copyright and which are sold electronically, may only be purchased from the National Office or the accredited supplier. They may not be copied.
- f) This section excludes Training material for Adult Leader Training.

4. Training material for Adult Leader Training

- a) Training material for Adult Leader Training that is used for any Adult Leader Training Activity may be downloaded for free from the DMS System (or other platform owned

by SSA from which it available) for the National Training Team and reproduced only for Training of members and potential members of SSA.

- b) This material is sold to members at cost as part of the course fee.
- c) This does not include any supporting books, booklets or published materials that are sold by SSA even though it is being used as part of the training or referred to during the training.

5. Awards

Awards (i.e. Medal of Merit, Long Service medal, Gallantry Awards, etc.) may only be sourced or produced and issued by the National Office.

6. Promotional items

- a) Promotional items with the SCOUTS South Africa logo may only be sourced by and obtained from the National Retail Division. This is to ensure that all brand regulations stipulated by WOSM licensing is adhered to.
- b) In special circumstances, permission will be given by the National Retail Division, c/o the CEO, to a Group, District or Region to manufacture promotional items for a specific event or activity. Any such item must comply with the Marketing Policy.

7. Items produced/written by third parties

7.1. Branded Publications and Electronic Material

SSA reserves the sole right for the production of, or granting a licence for, the production of any printed or electronic material bearing the SCOUTS South Africa logo, trademarks or branding, unless is specifically granted in writing by the National Retail Division, c/o the CEO.

The printing of any SSA forms, templates or booklets or training material that are available on the SSA website or the DMS system of the National Training Team and used for the purpose of operation of a Unit, Group, Region or National Team is freely permitted by any member of SSA

7.1.1. Intellectual Property Ownership and Licence Fees

Any material produced with the SSA logo, brand or trademark is deemed the Intellectual Property (IP) of SSA. Any material developed by a SSA volunteer or employee member, as part of their scouting responsibilities or activities will be deemed to be the IP of SSA and no licence fee will be payable for the usage of such material.

7.1.2. Process for the Approval of New SSA Branded publications or electronic Material

Any person or member proposing to prepare written material, either in hard or electronic format, or both, for the benefit and use of SSA, who wishes to do so with the branding and approval of SSA may prepare a proposal detailing the proposed content, audience and

outline of the material to be prepared. This proposal shall be submitted to the National office via the CEO. The Exco member, relevant to the portfolio for which the material is to be used, shall consider the proposal and revert within 2 weeks with any comments or changes required and a decision on permission to proceed to prepare the material.

Once the material is prepared in draft format, the material will be reviewed by the Exco member for compliance with the Organisation Rules and Policies, as well as alignment with the original proposed purpose and intention. SSA reserves the right to withdraw permission to proceed with the production of the material should any reasonably requested amendments to the draft not be made by the proposer.

Once the content of the draft is complete, the SSA National Office will prepare the print ready or electronic format material in accordance with the Branding and marketing requirements, and publish the document.

7.2. Non Branded Publications and Electronic Material

SSA may stock and promote the sale of third party, non SSA branded publications and electronic material. Subject to the agreement with the authors and/or publisher of the material, SSA will sell such material on a consignment basis. If printed in advance of orders and with the approval of the Author for such printing, SSA shall have the right to return any and all unsold material to the publisher or author at no cost to SSA.

7.2.1. IP Ownership and Fees

Owners of any such third party material retain all ownership, copyright and intellectual property rights to the material. SSA will have no right or licence to print or produce any such material without the express written permission of the owner thereof.

If permission to print or publish is granted to SSA, the document will be supplied by the owner to SSA as a print ready pdf file to the specifications provided by SSA. SSA will be entitled to set a price to derive an income from the sale of the material to its Members.

7.2.2. Process for the Approval of non SSA Branded Publications or Electronic Material for sale via the SSA channels and stores

Any person or member proposing to offer their publication or material for sale via the SSA retail channels and shops may submit a copy of the material to the National Retail Division via the CEO.

The relevant Exco member, within whose portfolio the material is to be used, shall consider the proposal and revert within 2 weeks with a recommendation to the CEO on the suitability of the material. Subject to the approval of the relevant Exco member, the CEO will initiate licence discussions with the owner of the material.

Once the material is approved, the National Retail Division will make the material available via the SSA retail channels.

8. International contingents

Unless otherwise specifically agreed, and approved by the CEO and CC, all clothing, badges and items that are part of an international contingent shall be manufactured by the National Retail Division of SCOUTS South Africa.

9. National events

Unless otherwise specifically agreed by the National Retail Division, and approved by the CEO and CC, all clothing, badges and items that are part of a National event shall be sourced by the National Retail Division. Such permission shall only be granted when the scale of production is too small to warrant their involvement in production. Such permission would be subject to review of the product quality.

10. Regional events

All clothing, badges and items that are part of a Regional event shall be manufactured under the oversight of the Regional events team to ensure quality and branding compliance. All branding needs to be compliant with the Marketing Policy.

11. Items that include the WOSM logo

All items (badges, clothing etc.) that have the WOSM logo included in the design, shall comply with the Marketing and Branding Policy. The design and use of any such items for any event shall follow the review and approval process as laid out in the Marketing policy

Amendment Submission Contact Details

While every attempt is made to ensure that the contents of this policy are correct and consistent at the time of publication, the changing nature of SCOUTS South Africa and the communities that we serve is acknowledged, and as living documents this Policy should and will require correction and amendment from time to time.

Any proposals for amendment of the contents of this policy should be submitted in line with the process described in the standing Organisation Rules in effect at the time of submission of the proposed amendment.

The proposed amendments for this document should be submitted to:

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Fax: 086 453 2769