



Adult Support Policy

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1. PREAMBLE

Scouting exists for the benefit of young people. It is a Youth Movement in which adults, the majority of whom are serving as volunteers, provide guidance and support to the Youth Members but also to other Adult Members.

2. PURPOSE

The Adult Support Policy is a systematic approach to support and develop Adult Members, in order to improve the quality and impact of the delivery of SCOUTS South Africa's (SSA) programmes. It explains the processes by which adults are recruited, vetted and assessed, become Members, are trained and developed, assigned to various roles, warranted and recognised for their service.

The Policy is underpinned by a clear set of principles;

- It values the unique contribution of volunteers to achieving the Mission and purpose of SCOUTS South Africa.
- Acknowledges that volunteering is a beneficial experience for both adults, young people and the wider communities in which they live.
- Is committed to ensuring equal access to high quality volunteering opportunities and equal treatment of volunteers in all our practices.
- Reinforces the need to be inclusive of all members, to encourage, recognise and celebrate the diversity of its membership, and ensure that its membership reflects the composition of each of the local communities where Scouting operates.

3. SCOPE OF THE POLICY

The Adult Support Policy and associated Practise Notes applies to all Adult Members, involved in the following roles;

Unit Leaders	Volunteers who develop and deliver the Scouting programmes, for the different age groups, i.e. Den Scouters, Pack Scouters, Troop Scouters etc.
Supporting Leaders	Volunteers who operate directly with Unit leaders, providing direct coaching, training and support roles, i.e. SGL's, DC's, Regional Support Teams etc.
Organisational Leaders	Volunteers who establish and operate the organisational infrastructure of SCOUTS South Africa delivering programme materials, administrative and financial support, i.e. CS, CC, National Chairs, RC's etc.

This Policy should be read in conjunction with SCOUTS South Africa's Constitution and Organisational Rules (OR).

Practise Notes and appendices associated with this Policy are operational and may change from time to time as required. Any changes will be communicated through the structures of SCOUTS South Africa, and the most up to date version will always be available on the National website.

A glossary of 'Terms and Definitions' specifically used in this Policy, which are not defined in SCOUTS South Africa's Organisational Rules (OR), is provided at the end of the Policy, to clarify interpretation and assist with understanding of the provisions.

4. REVISION APPROVAL

This revision of the Adult Support Policy was approved for publication by the SSA Management Committee on 15 August 2023 by the Manco committee comprising: Khonzaphi Mdaka; Gary Pienaar; Mr Wayne du Plessis; Mrs Nkulu Majola; Mr Thabiso Majola; Mr Lawrence Stanton; Mrs Joy Hutchinson; Mr Theo Rijs; Mr Peter Statham; Mrs Brenda Timmer; and Mrs Sarah Chester-Brown. It comes into effect on 15 August 2023.

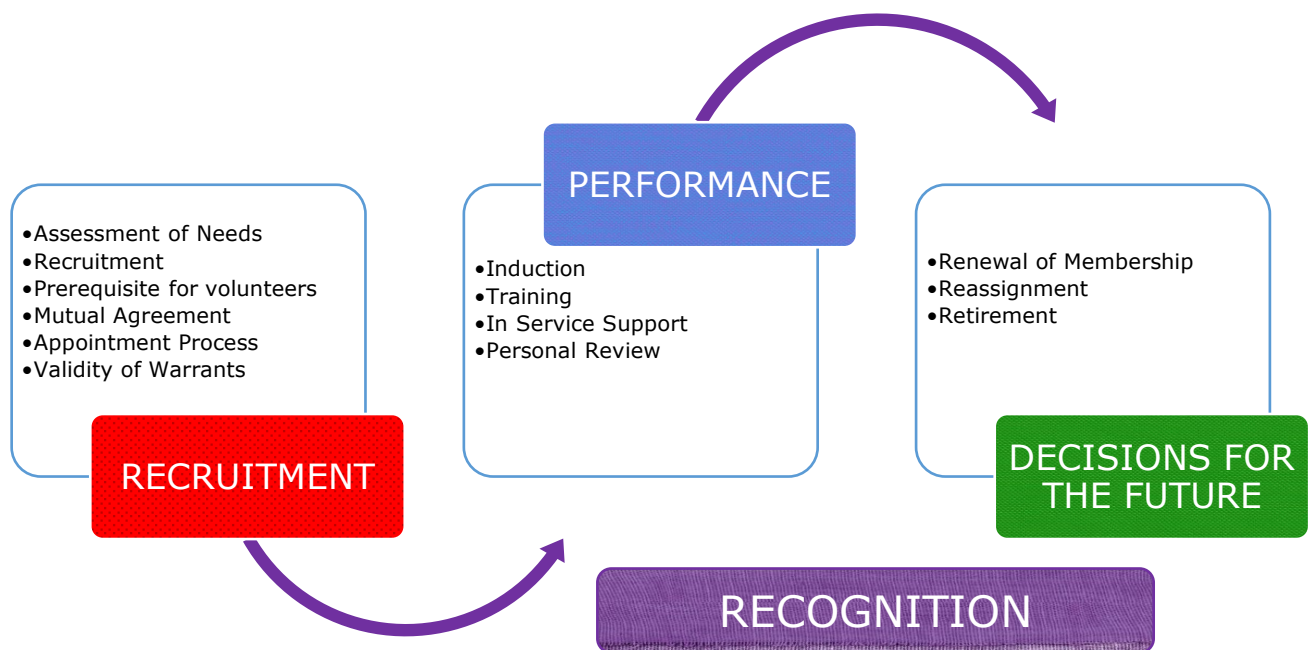
5. POLICY PROVISIONS

5.1 INTRODUCTION – THE ADULT LIFE CYCLE

The Adult Support Policy follows an approach, which recognises the concept of a 'life cycle' in every role or function undertaken by an adult in Scouting. It is a holistic and systematic approach that gives careful consideration to all aspects of the volunteer experience in the Movement and includes attracting the adult volunteers we need, supporting them in their role or function, assisting them in their development and in their choices for their future. One or multiple life cycles cover all stages and components in the lifespan of an adult volunteer in SSA.

The Life Cycle has 3 stages and includes recruitment, performance, and decisions for the future.

This concept is illustrated in the diagram below:



5.2 RECRUITMENT

To fulfil the mission of Scouting, SSA needs to develop and maintain a pool of suitably qualified adult volunteers, to deliver our programmes.

Recognising that Scouting is dedicated to the development of young people, the youth should be represented in leadership roles and positions of responsibility. Furthermore, the volunteer pool should be representative of the demographics of the communities in which Scouting takes place.

This requires a clear recruitment procedure and deliberate set of recruitment activities to attract volunteers to these roles. Scouting strives to create an environment for the development and sharing of responsibility for all.

A special effort must be made to improve the diversity of adult leadership with strong emphasis on inclusion in line with SCOUTS South Africa's priorities.

The process for selection and recruitment of Adult Members for each role must:

- Identify the particular need which SSA wishes to meet.
- Clearly set out the tasks required and provide a clear role description for the potential new Adult Member.
- Establish any particular requirements for the specific role recognising that leaders working with the different age groups and in different environments may require different profiles.
- Look as widely as possible for suitable adults, including actively recruiting adults to fill the role.

5.2.1 Assessment of Needs

As a Movement we aim to develop all our Members, both Adults and Youth. In doing so we must assess the needs of the organisation, the units, and the volunteers themselves.

It is the responsibility of the leaders of each Unit, Group, District, Region, and the Manco to regularly assess the needs of their portfolio. They should be guided by the structures defined in the "Organisational Rules".

In a voluntary organisation there is a danger that a volunteer's responsibilities will not be clear to them. Uncertainty may arise due to a casual approach to recruitment or due to reluctance by the organisation to impose formal obligations on volunteers. Ultimately this is likely to lead to confusion and/or to people trying to perform roles for which they are not suited.

It is thus important that SSA lists requirements and responsibilities of each role to achieve the goals and objectives. In other words, the Role Description is based on the needs of the organisation. It serves as the first reference point in the process of recruitment and guides the ongoing needs for personal development.

The requirements and responsibilities for each role are detailed in the role descriptions which are published on the SSA website and are available on request from the Regional and National Offices.

Some of the types of roles

- Regional Commissioner
- District Commissioner
- Scout Group Leader
- Troop Scouter
- Assistant Troop Scouter
- Pack Scouter
- Assistant Pack Scouter
- Den Scouter
- Assistant Den Scouter, to name a few.

5.2.2 Recruitment

The recruitment of Adult Members should be a proactive and targeted activity. SSA, through its Regional, District and Group structures, should seek to identify and recruit persons who share the ideals of Scouting, and then provide them with the best possible skills, training, resources, and support.

SSA seeks to recruit persons from four distinct groups:

1. Scouts and Rovers completing their participation in the youth programme.
2. Active Rovers who wish to also serve as Adult Leaders
3. Parents of Youth Members and members of the public who wish to contribute to the aims and vision of SSA.
4. Volunteers who had previously been members of SSA and who had for various reasons left SSA in good standing.

This may require, or include advertising for applications and nominations, and seeking suitable volunteers from among the target groups.

Recruitment of volunteers should take account of any prerequisites of the role for which a person is being considered and the experience, training, and skills that they already possess. It is not a requirement that a person holds all the necessary training or skills when they are selected, but it is necessary that they are capable of fulfilling the role and agree to complete the required training at the first available opportunity.

5.2.3 Prerequisites for volunteers

In general, SSA seeks to recruit adult volunteers who have a passion for making a difference in the world and in the lives of youth. People who understand the concept of service and are prepared to give of themselves, for something more than personal gratification or reward.

There is no requirement for previous Scouting, Guiding, camping, hiking or similar experience.

- Every adult applying for membership must do so on the prescribed Application for Adult Membership (AAM) Form and will be subjected to a vetting process. Those refusing or declining to do so will be denied membership.
- SSA reserves the right to reject any application it feels does not meet the membership requirements and will advise the applicant accordingly.
- All volunteers applying for membership need to complete a Criminal /Police Clearance check on application from a reputable agency or the SAPS before being accepted fully as a member of SSA.
- A favourable Criminal / Police Clearance certificate will be marked off on the MMS accordingly and the certificate destroyed.
- Should an unfavourable certificate be received, the Regional Commissioner will be advised and they will take the necessary action.

It is also required that all prospective Adult Members of SSA comply with the requirements of the National Children's Act (No38 of 2005) as amended from time to time. Primarily this requires that for an adult to be eligible to work with a child they must not have:

- a) Been found guilty by court of law or have been suspended or censured for any action concerning children, young people, sexual misconduct, or related

offences. That includes any offence relating to minors which would be regarded as “spent” for other purposes.

- b) Any court findings or court issued directions in terms of section 77(6) or 78(6) of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) that the person is by reason of mental illness or mental defect not capable of understanding the proceedings so as to make a proper defence or was by reason of mental illness or mental defect not criminally responsible for the act which constituted murder, attempted murder, rape, indecent assault or assault with the intent to do grievous bodily harm with regard to a child.

In the event that a volunteer has such an impediment, they may seek appeal of the finding or direction from a higher court or a court review of the finding. Until such an appeal has succeeded, the volunteers’ services cannot be accepted by SSA.

5.2.4 Mutual Agreement

SSA recognises that adult volunteers join SSA as Adult Members with pre-existing commitments and obligations to their time. These may take the form of work or family commitments and is mindful of these in accepting offers of service to SSA.

SSA also recognises the need to provide support and training, while acknowledging the prior training and skills that any volunteer brings into the relationship.

In appointing a volunteer, the relationship should be one of mutual benefit to the parties, with the volunteer being recognised, supported, and encouraged through the dual mechanisms of leadership and mentorship.

The mutual agreement defines the expectations of SSA of the volunteer and the undertaking that the volunteer is able and willing to make in taking on the role. SSA respects the fact that not all volunteers can take on a full-time role and is grateful for those volunteers who give up whatever portion of their time that they can make available.

5.2.5 Membership

SSA has a formal process for volunteers to become Members of SSA. This process is in place to ensure that the safety of the youth is a priority in the selection and admission of volunteers.

The process is set out in the Adult Support Practice Note 01.

All Adult Volunteers who wish to serve in any position in a Unit, Group, District, Region or at National in SSA must become Adult Members.

Adults become Uniformed Members of SSA when they are invested as Members of the Worldwide Brotherhood of Scouts. They are then entitled to wear the World Scout Badge and, where applicable Scout Uniform.

Members who receive a Letter of Appointment for their roles in SSA, and who are not necessarily invested, are also considered Adult Members of SSA.

Membership of SSA ceases:

- When a Member's Warrant or Appointment is cancelled, or
- Six months after the expiry of their Warrant or Appointment, or
- When a Member resigns or retires from Membership of SSA, or
- When a Member's written Letter of Appointment to a committee is cancelled, or
- When a Member resigns from a committee, or their term of office expires.

5.2.6 Appointment Process

The appointment of all Volunteers will:

- follow the process prescribed for making appointment to the role
- be recorded through the issue of a Warrant or Letter of Appointment which will be signed by representatives of SSA.
- Include acceptance by the Adult Member of the Role Description, as published at the time of appointment, by signing the Role and Warrant Application Form.

The appointment of all volunteer Adult Members to roles in SSA comes into effect when the Warrant or Letter of Appointment is issued for the role.

Neither permanent nor contract Employees of SSA may be appointed to any position, or hold a Warrant for any role at National, Regional or District level, without the specific written approval of the CEO. They may hold positions and Warrants at Group and Unit level.

The process for appointing Adult Members to various roles in SSA is defined in the following documents.

SSA Roles	Policy Document
Chief Scout CEO Chief Commissioner Manco Members	Organisation Rules
Regional Commissioners and Members of the Regional Teams (RTCs etc) and District Commissioners	Adult Support Practise Note 01
Scout Group Leaders and Unit Leaders	Adult Support Practise Note 01
Members of Group Committees	Part of this document

Before accepting a Warrant or Appointment for a role within SSA, the applicant and the interview panel shall review the expectations and capacity of the member to meet the functions and requirements of the role, as set out in the Role Description. Acceptance of the Role Description, or an agreement to amend it for a particular role, should be indicated on the Role and Warrant Application form.

Any variations from the standard functions of the role should be noted on the Role and Warrant Application Form.

If there is no indication on the Role and Warrant Application Form that the Role Description has been accepted, with or without amendments, then the Role Description as published on the SSA website on the date that the member signs the Role and Warrant Application Form, will be deemed to have been accepted.

Members will be appointed to a Group Committee after their election at an AGM or after they have been co-opted and they become a member of SSA.

They will receive a Letter of Appointment from the SGL of the Group and a Pro Forma letter is given in the Adult Support Practise note 05 of this Policy.

5.2.7 Definition of Warrants and Appointments

Every member of SSA is required to either be warranted or appointed into a specific role that they are most suited and have the required competency, capabilities, and expertise. The difference between the two is summarised below.

A Warrant is issued to an Adult Member who has undergone specific training in their particular field and therefore takes on any role in which:

- they may have unsupervised interactions with Youth members; and or
- they are either directly responsible for, or support, other Warranted Members.

An Appointment is issued to an Adult Member who is not an employee and who is appointed:

- to an Administrative Role at either Regional or National level.
- to any other role which does not require them to be Warranted.

All Warrants and Appointments are recorded on the "National Warrants and Appointments Register" which is maintained on the MMS.

A Warrant or Appointment is the evidence of the holder's authority to perform the functions of the defined role.

For further clarity, see APPENDIX A

5.2.8 Validity of Warrants

Warrants and Appointments are valid for the following periods:

Warrants	Chief Scout, CEO, Chief Commissioner, Manco Members	Regional Commissioners, and Regional Teams (RTCs), District Commissioner	Support Team Members: Meerkats Cubs Scouts Rover Groups Adult Support	Scout Group Leaders	Unit Leaders	Adult Helpers Meerkat Cub Scouts
Limited Warrant				Limited Warrant for 18 months after completion of IAL training. Under exceptional circumstances and approval of RC, the Limited Warrant may be extended only once for a period no longer than 12 months.	Limited Warrant for 18 months after completion of IAL training. Under exceptional circumstances and approval of RC, the Limited Warrant may be extended only once for a period no longer than 12 months.	
Full Warrant	As defined in the Constitution	5 years with an option for renewal for a period of 3 years then a further 2 years	5 years with an option for renewal for a period of 3 years then a further 2 years	5 years with an option for renewal for a period of 3 years then a further 2 years	5 years with an option for renewal for a period of 3 years then a further 2 years	
Appointment						Given an Appointment for a period not exceeding 3 years. This may be renewed.

Length of Warrants for roles not mentioned above, will be defined on the Role Description.

The initial period of a Warrant does not have to be for the maximum period and shorter periods may be agreed between the member and the representatives of SSA.

5.3 PERFORMANCE

5.3.1 Induction

SCOUTS South Africa has a systematic induction period during which time the adult volunteer will understand the responsibilities of their role or function and the necessity for training.

During the induction period the adult will be introduced to the role, given training as well as guidance and support. This guidance and support will primarily be given by the mentor who is appointed from an early stage but also from the group, especially from the incumbent who previously held that role – if feasible.

SGL's Guide to Inducting Adult Leaders – Adult Support Practise Note 04

5.3.2 Training

SSA is committed to ongoing review of the content of its training, its training material, and practices to meet the needs of its Youth and Adult Members. Training should be seen and implemented as a driver of better-quality Scouting for young people and one of the means to increase the likelihood of adults gaining satisfaction and personal growth through their involvement in and service to the Movement.

The training and support of Adult Members should include:

- Identifying the competencies that are required to fulfil the role, based on the role description, the agreed tasks, and expectations.
 - Assessing the current competencies of the member.
 - Recognising previous training and learning.
 - Providing opportunities for appropriate training to help the Adult Member become competent and meet their need for personal development.
 - Assisting the Adult Member to keep up to date with current policies and practices within SSA through regular opportunities to participate in training activities.
- Providing the leader with appropriate and timely support.

5.3.2.1 Integration, Training and Support of New Adult Members

The process of integration of a new volunteer begins the first time they contact SSA to express an interest and should run in parallel with the appointment process.

Due to the varied background of volunteers each new Adult Member of SSA requires a personalised introduction into the Scouting Movement and SSA. For example an experienced Scout may require little in the way of background and technical skills, but may require more support understanding the policies and procedures than a person with no Scouting background but extensive business experience.

All Adult Members, in each category of membership, are expected to undergo the training necessary for them to satisfactorily meet the requirements of the role.

5.3.2.2. Principles

The following principles guide the continuous development and delivery of Adult Training in SSA:

- a. All Adult Members taking on an appointment/warrant as a volunteer in Scouting are required to show that they have the skills needed for the role or are prepared to acquire the necessary skills through training offered by SSA.
- b. The training supplied is based on both the individual and organizational needs for the role.
- c. The training should contain all the competencies that are required to enable an adult to fulfil their role.
- d. Training is broken down on a modular basis where each module contains the skills and competencies relating to a specific activity or role, (or a part thereof) in SSA. Each Module will have a number of specific outcomes.
- e. To be appointed as a Scouter in SSA, and receive a Warrant, Adult Members need to have completed the Modules prescribed for that Warrant and achieved an agreed level of competence.
- f. To be allowed to take charge of various activities (e.g. camping, mountain expeditions, air or water activities etc.) Adult Members need the appropriate Activity Licence. They will have to complete the prescribed training Modules and achieved an agreed level of competence before they receive an Activity Licence.

- g. Adult training should be accessible to all eligible Adult Members, regardless of geography, education, personal circumstances, or special needs.

The training system will include multiple modes of training. However, SSA recognises that not all members have equal access to some modes of training and as a result will endeavour to provide all training content in a variety of modes including:

- Personal reading
- Viewing training videos
- Online learning.
- Small group workshops
- One on one discussions
- Attendance at Training Events, including formal courses.

However, a key component of the training for unit leaders is experiential learning on courses made up of sets of modules through which the Members are exposed to important Scout methods and practices, including learning by doing and the small group method. They will experience the Patrol/Six system and learn from their peers. Thus, experiential learning in a Group environment will continue to be an important part of training in SSA.

Irrespective of the learning method, competency in the Outcomes will be assessed.

- h. Assessment of Competence can be achieved by:
- Completion of assignments, before, during or after training events.
 - Observation of performance on courses.
 - Demonstration of competence to assigned assessors.
 - Observation during performance of Role by assigned assessors.

- i. Recognition:

Wherever possible SSA attempts to ensure that the skills provided through its Adult Leader Training Programmes are relevant and applicable to members general work and life. This is one way in which SSA is able to add value and reward members for their contribution to Scouting.

Wherever possible SSA will aim to get its training accredited by outside organisations. Initially SSA will strive to make its training equivalent to or better than, that of the relevant outside organisation, while determining what is required for our training to be recognised and accredited.

j. Recognition of Current Competence (RCC):

SSA strives to identify, assess and recognise skills, competencies, and prior experience of Adult Members, against its Adult Leader Training Outcomes. Prior learning may include completing outcomes as a Youth Member or completing vocational training as part of a profession.

RCC is the process by which the competence of Adult Members is assessed against the defined outcomes, depending on the prior training completed.

Due to the overlap of content between the branches of Scouting, it is specifically recognised that, in line with recognition of other prior learning, an Adult Member who has completed training in one branch will not be required to redo the modules that they have completed when they undertook training in another branch.

k. Continuing Scouting Development:

All Adult Members need to keep up to date with SSA's Policies, Programmes, and best practices.

l. All training will be recorded on a Member Management System (MMS) so that the records of all training are readily accessible.

Practise Note 07 - Recognition of Current Competencies.

5.3.2.3 The Stages of Training for Adult Members

5.3.2.3.1 This is Scouting for Adults

This stage is completed prior to admission as an Adult Member. It will normally be completed through reading the "This is Scouting for Adults" booklet and an assessment of understanding, at an interview with a Rover Scouter, Rover Crew Committee, Scout Group Leader, or District Commissioner.

5.3.2.3.2 Stage One, Introduction to Adult Leadership Training

Competency in the Outcomes of stage one training is expected before a Limited Warrant for any position will be issued. The Limited Warrant which is issued after this stage of training will only be valid for 18 months.

This first Warrant permits a Scouter to take sole responsibility for Youth (Meerkats, Cubs or Scouts) and run Den, Pack and Troop meetings at the regular meeting place. It will not entitle them to be responsible for Meerkats, Cubs or Scouts at any other venue, or on outings or activities away from the normal meeting venue.

5.3.2.3.3 Stage Two, Warrant Training,

On achieving competency in the Modules of Stage Two Training application may be made for their Warrant for this Role.

The warrant issued after this stage of training will permit a Scouter to take sole responsibility for Youth Members and run Den, Pack or Troop meetings at any meeting place. It will enable them to be responsible for Meerkats, Cubs or Scouts on any land-based activity at any dry land venue, including day outings, walks or hikes.

Depending on the Branch, (Meerkat, Cub, Scout) additional training is required for overnight activities (hikes and camps) or any specialist event like air or water activities. The appropriate Activity Licence is required before the Scouter can take responsibility for such activities.

5.3.2.3.4 Stage Three, Wood Badge Training,

Completion of this training and assessment of Competency will entitle the Scouter to be awarded and wear a Woodbadge.

In this stage of training, for each role, there are some compulsory Modules and a range of elective modules. To complete the training a Scouter must be competent in the compulsory Modules as well as in a defined number of elective modules, which can be selected according to the Scouter's areas of interest.

5.3.2.4 Training for Administrators

After admission as an Adult Member the training needs of Administrators must be assessed on an individual basis and will depend on the role for which they are appointed. Training Courses for members of Group Committees will be provided, but other training will probably be role specific and may be less formal.

5.3.3 In service support

In Service Support provides direct support for our members to equip them to perform well. From educational, material, or personal, SCOUTS South Africa offers and supports where needed.

5.3.3.1 Support material

Adult members have access to the following:

a) Constitution and Organisational Rules

Those documents govern the structure and organisation of SSA.

b) Policies

SSA has a variety of policy documents, including this Adult Support Policy for the clarification of the SSA stance and standpoint on various operational issues for Scouting including finances, administration, and property matters. They are listed in the Organisational Rules and published on the SSA website.

c) SSA Website

The website is the formal source of all the latest SSA publications. Apart from documents mentioned elsewhere in this policy, it contains a wide range of materials that are valuable resources for Scouters.

d) Scout Wiki

This is a valuable resource for all Members. It is regularly updated with information provided by members on a wide range of topics.

e) Programme Information

This material describes the Youth Programmes and Rover Programme and primarily consists of Meerkat Trail, Cub Trail, Scout Trail, and Rover Trail, which set out the advancement programmes for each Branch.

This programme content is further supported through Scouter handbooks, working kits, and various activity publications.

f) Training Material

Training materials, primarily in the form of Working Kits for each Branch as well as Trainer Manuals are continuously being expanded and updated.

5.3.3.2 Mentoring

The mentoring system is critical to provide the support that a member needs that extends beyond the purely technical skills provided by the Group and on training courses.

When a member joins SSA as a volunteer they are required to find a suitable Mentor. The Mentor should be a person who has experience in the role to which the member is appointed. The selection of a suitable Mentor can be made with the member and the assistance of the next in line Scouter.

The mentor should also play a role in the on-going development of the member. This includes developing the career path for a member within SSA and identifying growth areas and opportunities for the member to contribute.

When a member changes roles it may become necessary to seek a new Mentor to continue the support of the member.

5.3.3.3 Support structures and teams

Each Group works under the guidance and mentorship of a District Commissioner (DC) who is responsible to protect the reputation and standing of SSA in the District

as set out in OR, the Policies of SSA and their Role Description. The DC is appointed to act as the representative of SSA in a District and as such is responsible for ensuring that the support required by Groups and Units is met.

To enable the DC to provide the support required by the Groups in implementing the programme for each Branch (Meerkat, Cubs, Scouts, and Rovers) there is a Support Team of experienced Scouters.

These Support Team Members are available to support units in the development and implementation of the unit programmes. These support team members are drawn from the more experienced and skilled Members of SSA in the Region.

In each Region there is a Regional Team Coordinator (RTC) for each of the Branches, as well as for Young Leaders, Adult Support and Training. The RTC's work with the DCs to assign Support Team Members for all these.

5.3.4 Personal Review – “Moments that Matter”.

The personal review of all members should be regularly assessed against their needs and the agreed requirements of their role. This should be an ongoing process using every opportunity.

At least annually and whenever an application to extend the validity of a warrant is being considered, the Next in Line Scouter should hold a meeting with the member.

The aim of the review is to set aside a time to hold an informal discussion with the Next-in-Line Scouter to discuss successes and challenges being faced. This time will encourage a two-way discussion on finding a win-win solution. This forms the basis of “Moments that Matter”.

The review considers the following aspects:

- Role: successes / challenges in your role at present
- Unit: successes / challenges of the unit
- Support: where further we can support you
- Training: what training can we still offer you
- Future: future goals

The management of Adult Members by the next in line Scouter or Administrator, and by those to whom they, in turn, are responsible, should include the following:

- Regular, but at least annually, discussions regarding successes and challenges they face in their unit.
- Identifying potential blocks to meeting agreed expectations and ways to overcome them.
- Discussion of Adult Member's expectations and aspirations for the future.
- Making appropriate decisions for the future development and assignment of the Adult Member.
- Prompt resolution of any complaints
- Prompt attention to any disciplinary matters.
- Succession planning

The 'Moments that Matters' form is available for download on the National Web Page.

5.3.5 Recognition and Awards

SSA has an established Recognition and Awards Policy, recognising the service and contribution of members through:

- Special Thanks
- Regional Commissioners and Chief Scouts Commendations
- Merit Awards
- National Orders
- National Citations
- Service Awards
- Meritorious Conduct
- Gallantry Awards
- South African Governmental National Orders

Members who are entitled to Service Awards will be identified by the Region. The Service Awards process is set out in The Recognition and Awards Policy available on the National Web Page.

Applications for all other Awards may be made at any time, by any Member, and submitted via the correct Award Procedure which is available on the National Web Page.

5.4 DECISION FOR THE FUTURE

Adult Members may wish to grow within the Movement and offer their expertise in other vacant roles advertised. Volunteers would follow the recruitment procedure once the role has been advertised, and if successful, would be appointed into this role. SSA appreciates and acknowledges all their volunteers who so tirelessly give of their time for the benefit of our youth.

Adult Members may also wish to retire or resign for a variety of reasons. At that time the Adult member should inform their Next in Line Scouter, in writing, of their intention to retire or resign. It is courteous for Adult Members to give reasonable warning of their intentions, so that replacements can be found and the impact on the Youth Members is minimised.

5.4.1. Renewal of Membership

At or before the expiry of the initial 5-year period of a warrant, a Moments that Matter discussion should be held with the member.

If the extension of the Warrant is recommended, then the recommendation, on the prescribed form, will be submitted to the responsible next-in-line Scouter for signature. This will only be recommended if the member has a clear Criminal Clearance noted on his/her profile on the MMS. The warrant will then be renewed for a relevant period.

If the Warrant is not renewed before the expiry date, the Member will no longer be allowed to operate in their previous role and will not be able to take responsibility for any activity involving Youth. Any application for a renewal of a warrant must be done timeously.

If an application for a renewal of a warrant is not submitted within 6 months of its expiry date it cannot be renewed. The prescribed process for making a new appointment to the vacant role shall apply and be followed for all applicants.

SSA reserves the right to carry out a new check on a member against the National Child Protection Database at any time as well as request a further Criminal Clearance certificate.

After the expiry of a Warrant, a Member will remain a Member of SSA for a period of 6 months. If the member does not hold another Warrant or appointed to another position, then membership ceases.

The period of appointment of Adult Members in administrative positions, such as to Group Committees or other non-warranted roles will be as specified in the letter of appointment, for an initial period not exceeding 5 years, with an option for an extension for a period of 3 years and then a further 2 years.

Once an Adult Member has held a warrant or appointment for the maximum period allowed, after renewals, a new process for appointing a Member to that role must be carried out. The previous incumbent may apply.

5.4.2. Re-assignment

Wherever possible and appropriate, SSA aims to retain the services of its Adult Members. To achieve this, a conscious and proactive effort is required from next-in-line Scouters and those members in leadership or mentoring roles, to ensure the needs and expectations of the volunteers that they support, are met.

Member's circumstances change with time, and this may prevent them from fulfilling their current role. Rather than lose the benefit of the services of the member, SSA would rather:

- Redeploy that member to a different or less onerous role; or
- Agree a reduced expectation from the member; or
- Agree a sabbatical period, not exceeding 6 months, during which time the warrant will not be suspended as long as it does not exceed the 6-month duration.

5.4.3. Retirement

In some circumstances, retirement may be the best option available to the adult.

This may happen for a number of reasons:

- the adult has taken the decision voluntary and they wish to pursue other activities.
- the position or function ceases to exist.
- due to a transgression of the Code of Conduct.

Whatever the case, it is always advisable to do an Exit Interview.

Details on the Exit Interview may be found in Adult Support Practise Note 06

Once the adult has retired, for whatever reason, the MMS needs to be updated accordingly.

5.5. MEMBERSHIP MANAGEMENT SYSTEM

SSA's Member Management System (MMS), currently provided by 'Scouts.Digital', is a membership management database and reporting system customised for the needs of Scouting. The MMS stores details of member profiles. It is also a repository for many important documents, like adult applications, attendance, training, and service records. Such information remains confidential and can only be accessed by the individual member or other adult members according to a role-based permissions architecture. The system is POPIA compliant and meets the requirements of SSA.

5.5.1 Adult Member Administration

All Adult Members are required to have a profile on the MMS, to facilitate the effective administration of this Policy.

Adults using the MMS, will also be required to hold a valid warrant or appointment for their role/s, otherwise access to information will be limited to their own personal profile. Similarly, if a warrant or appointment expires, access will be limited until either an application to renew or an application for a new warrant or appointment is submitted and approved.

To provide flexibility, additional roles exist for both Districts and Regions to assist those Groups who are unable to handle their own administration. These include:

- District Group Administrator (DGA) – for any Groups marked as 'managed by District'.
- Regional Group Administrator (RGA) – for any Groups marked as 'managed by Region'.

Any appointment to such roles must be formalised via the Role and Warrant Application Form and follow the normal appointment process with the necessary oversight by the RC and Chair: National Adult Support. Persons appointed to these roles must complete training in the management of the MMS, as well as understand their obligations in terms of POPIA.

5.5.2 Youth Member Administration

For Groups, the functionality of the system is well suited to the management of individual Youth Members, their attendance and advancement through the Scouting programme. Groups may elect not to manage their administration through the MMS, providing that any other paper-based or electronic means used, meets all the requirements of POPIA.

To further assist Groups with administration, they have the option of appointing a Scout Group Manager (SGM), with the same access to Group level information as Unit Leaders and the SGL. However, such an appointment needs to be formalised via the Role and Warrant Application Form and follow the normal appointment process with the necessary oversight by the DC and Warrants Committee.

A person appointed to this role must complete training in the management of the MMS, as well as understand their obligations in terms of POPIA.

6. RELATED DOCUMENTS

The following Practise Notes provide further guidance and practical examples of how the provisions of the Policy should be implemented. These include:

Practise Note 01 – Appointment Process for all Roles in SSA

Practise Note 02 – Notes on Criminal Clearance

Practise Note 03 – Process Flow Documents on Recruitment

Practise Note 04 – Induction Guidelines for SGL's

Practise Note 05 – Pro Forma Letter of Appointment in a Group

Practise Note 06 – Exit Interview Guidelines for SGLs

Practise Note 07 – Recognition of Current Competencies

APPENDIX A

ROLES ON SCOUTS DIGITAL - WHETHER WARRANTED OR APPOINTED	
In alphabetical order	
Role	Warranted or Appointment
Activity Staff: Sanjamb	Warranted
Ambassador: Meerkats	Warranted
Assistant Den Scouter	Warranted
Assistant Leader Trainer: National Adult Leader Training Team	Warranted
Assistant Pack Scouter	Warranted
Assistant Rover Scouter	Warranted
Assistant Scout Group Leader	Warranted
Assistant Troop Scouter	Warranted
Assistant Troop Scouter: SANJAMB	Warranted
Camp Chief: National Rover Moot	Warranted
Camp Chief: Pow Wow	Warranted
Camp Chief: Sanjamb	Warranted
Camp Warden	Appointment
CEO	Appointment
Chair Organizing Committee: SANJAMB	Warranted
Chair: International Committee	Appointment
Chair: National Adult Leader Training	Warranted
Chair: National Adult Support	Warranted
Chair: National Alumni Network	Appointment
Chair: National Awards Committee	Appointment
Chair: National Cub Program	Warranted
Chair: National Finance	Appointment
Chair: National Fundraising Advisory Committee	Warranted
Chair: National Marketing	Appointment
Chair: National Meerkat Program	Warranted
Chair: National Property	Appointment
Chair: National Rover Advisory Council	Appointment
Chair: National Rover Moot	Warranted
Chair: National Rover Program	Warranted
Chair: National Scout Program	Warranted
Chair: Pow Wow	Warranted
Chair: Rover Advisory Council	Appointment
Chief Commissioner	Warranted
Chief Scout	Warranted
Committee Members	Appointment
Contingent Leader: International Rover Moot	Warranted
Contingent Management Team: International Rover Moot	Warranted
Coordinator National ALT Content Development (Rover Programme)	Appointment

Coordinator: National Growth Projects	Warranted
Coordinator: National Projects	Appointment
Coordinator: Better World Framework	Appointment
Coordinator: Government Liaison	Appointment
Coordinator: National ALT Content Development (SGL, Commissioners and Committees)	Appointment
Coordinator: National ALT Content Development (Adult Training)	Appointment
Coordinator: National ALT Content Development (Cub Programme)	Appointment
Coordinator: National ALT Content Development (Meerkat Programme)	Appointment
Coordinator: National ALT Content Development (Scout Programme)	Appointment
Coordinator: National ALT Special Projects	Appointment
Cub	Youth
Den Adult Helper	Appointment
Den Scouter	Warranted
Deputy Camp Chief: SANJAMB	Warranted
Deputy Chief Scout	Warranted
Deputy Regional Commissioner	Warranted
Development Officer	Warranted
District Commissioner	Warranted
International Committee Member	Appointment
International Rover Moot: Deputy Contingent Leader	Warranted
IT National Coordinator: Strategic Plan 2021-2024	Appointment
Leader Trainer: National Adult Leader Training Team	Warranted
Management Team: Pow Wow	Warranted
Meerkat	Youth
National Administrator	Appointment
National Awards Committee	Appointment
National Board	Appointment
National Coordinator Air Activities (Scout Program)	Warranted
National Coordinator Land Activities (Scout Program)	Warranted
National Coordinator Water Activities (Scout Program)	Warranted
National Coordinator Youth Leadership Training (Scout Program)	Warranted
National Fundraising Advisory Committee	Warranted
National IT (Advisory) Committee	Appointment
National IT Coordinator	Appointment
National Marketing Committee	Appointment
National Property Committee	Appointment
National Resource Mobiliser	Appointment
National Training Secretary	Appointment
National Warrants & Awards Administrator	Appointment
National Young Leaders Representative	Appointment
Pack Adult Helper	Appointment
Pack Scouter	Warranted
Parent	Not applicable

Project Coordinator - Gauteng DSD Scouting	Appointment
Regional Awards Committee	Appointment
Regional Commissioner	Warranted
Regional Coordinator Air Activities (Scout Programme)	Warranted
Regional Coordinator Land Activities (Scout Programme)	Warranted
Regional Coordinator Water Activities (Scout Programme)	Warranted
Regional Coordinator Youth Leadership Training (Scout Programme)	Warranted
Regional Coordinator: Better World Framework	Appointment
Regional Course Director SD	Linked ALT<
Regional Finance Representative	Appointment
Regional Fundraising Representative	Appointment
Regional Marketing Representative	Warranted
Regional Property	Appointment
Regional Rover Advisory Council Member	Appointment
Regional Staff	Appointment
Regional Team Coordinator: Adult Leader Training	Warranted
Regional Team Coordinator: Adult Support	Warranted
Regional Team Coordinator: Cub Programme	Warranted
Regional Team Coordinator: Development	Warranted
Regional Team Coordinator: Meerkat Program	Warranted
Regional Team Coordinator: Rover Programme	Warranted
Regional Team Coordinator: Scout Programme	Warranted
Regional Team Coordinator: Scouting in Schools	Warranted
Regional Training Secretary	Appointment
Regional Young Leaders Representative	Warranted
Rover	Youth
Rover Scouter	Warranted
Scout	Youth
Scout Group Leader	Warranted
Scouts Digital District Group Administrator	Appointment
Scouts Digital Regional Group Administrator	Appointment
Scouts Digital Regional Group Capture Team	Appointment
Scouts.Digital District Manager	Appointment
Scouts.Digital Regional Manager	Appointment
Scouts.Digital Scout Group Manager	Appointment
Scouts.Digital System Administrator	Appointment
Social Influencer in Region	Appointment
SSA : Assistant Troop Scouter (ATS) WSJ	Warranted
SSA : CMT : Deputy Contingent Leader WSJ	Warranted
SSA : CMT : Communications WSJ	Warranted
SSA : CMT : Finance And Sponsorship WSJ	Warranted
SSA : CMT : Logistics WSJ	Warranted
SSA : CMT: Administration WSJ	Warranted

SSA : Contingent Leader: WSJ	Warranted
SSA : Contingent Support Team (CST) WSJ	Warranted
SSA : Troop Scouter (TS) WSJ	Warranted
SSA International Service Team (IST) WSJ	Warranted
Support Staff: Risk Management: SANJAMB	Warranted
Support Team Member: Adult Support	Warranted
Support Team Member: Cubs	Warranted
Support Team Member: Fund Raising Committee	Appointment
Support Team Member: Groups	Warranted
Support Team Member: Meerkats	Warranted
Support Team Member: Rovers	Warranted
Support Team Member: Scouts	Warranted
Team Leader Activities Portfolio: SANJAMB	Warranted
Team Leader: Activities Portfolio: SANJAMB	Warranted
Team Leader: Administration Portfolio: SANJAMB	Appointment
Team Leader: Catering And Logistics Portfolio: SANJAMB	Warranted
Team Leader: Finance Portfolio: SANJAMB	Warranted
Team Leader: Marketing And PR Portfolio: SANJAMB	Warranted
Team Leader: Risk Management Portfolio: SANJAMB	Warranted
Team Leader: Sub-Camps Portfolio: SANJAMB	Warranted
Troop Adult Helper	Appointment
Troop Scouter	Warranted
Troop Scouter: SANJAMB	Warranted
Tutor: Adult Leader Training Team	Warranted