

## Welcome Pack:

### For New Clubs

*Last updated: October 2020*

Hooray! You've set up a SSAGO club and connected your local club to National SSAGO allowing you to attend national events and make use of our resources. This pack aims to help you understand what benefits National SSAGO provides to you and get started as a new club. This document is long (sorry) however is designed to be a resource for you to look up information and get an overview of lots of areas of SSAGO and recap things which were discussed in the club set up meeting. It includes lots of details about:

- An introduction to the events in SSAGO.
- Meet the executive committee.
- Using the SSAGO website.
- First events and Publicity.
- Finding out more information.

Each of the topics also points to other relevant documents elsewhere on the website should you need further information. You're also able to contact the National Exec at any time who'll be able to advise you by emailing [exec@ssago.org](mailto:exec@ssago.org), if you're ever unsure this is your best point of contact! Please note this document isn't policy, just advice.



Scot Rally, June 2019

## Events

There are lots of events you can get involved with in SSAGO, beyond what your club runs there are four large national events each year: 3 rallies (camps) in roughly February, June and November and a ball held in April. You may also want to get involved in our service events "SSAGO Supports" or regional events with nearby clubs.



Bath Roman Rally, February 2020

## Rally

Rally is a national camp, held once every term where SSAGO groups around the UK meet up to join in activities, have adventures and make new friends from across the country. They can vary in size from around 150 to over 300 people. Each is hosted by a SSAGO club and themed offering a range of activities throughout the weekend and costs start from £27, with some activities or indoor accommodation at extra cost.

Clubs arrive on Friday night (leaving after lectures) and the main activities are on Saturday Afternoon, which includes things such as walks, hikes, pub-crawls, on-site activities, visits to nearby attractions, or simply an afternoon off to explore the local area or catch up on studies. However, outside these times there are a range of other activities and chances to make new friends from around the country, as everyone is always really friendly! Rallies provide a (hopefully well earned!) break from the stresses of university.

Due to Coronavirus this year is slightly unusual with a lot of events having to be pushed back so there will be more rallies than in a normal academic year. The next rallies are Build-A-Rally (hosted virtually by Southampton **13th Nov 2020**), Green Rally Yellow Rally (hosted in the Milton Keynes area by a group of associates **5th Mar 2020**), Rali Cymru (or Welsh rally hosted by Swansea **Summer 2021**) and Viking Rally (hosted by Newcastle **Autumn 2021**). With future events chosen at the AGM.

Checkout Factsheets 22 and 23 for more information on what happens at rallies and what to pack for your first event.



Bath Masked Ball, March 2017

## Ball

Ball is an annual event that allows people to dress up in their formal wear and relax. Outside the dinner, dance and after party, the format of a ball is less ingrained than a rally however hosts have offered a range of activities from Friday night to Sunday morning should you also want to see the city or make people's long journey worthwhile. There's also a range of accommodation provided for every budget. The next ball is City of Steel Ball (hosted by Sheffield **5th Feb 2021**) followed by Womball (hosted by Birmingham **Autumn 2021**).



Witan Berlin, August 2016

## Witan

National SSAGO also hosts international events, called Witan, every 4 years or so with the last one taking place in the summer of 2016 in Berlin and the next going to Kandersteg in Switzerland in **July 2021**.



SSAGO Supports Gilwell Wintercamp 2018

## SSAGO Support

National SSAGO also supports some national Scouting and Guiding events by sending a team of enthusiastic volunteers. These will be announced as and when but the main ones that we've attended for a number of years are Gilwell 24, Gilwell Wintercamp and Wellies and Wristbands. If you have an event that you need volunteers for though, as long as it is Scouting or Guiding related, you are welcome to use our network to find your own volunteers.



Scot Rally, June 2019

## Regional Events

Clubs are encouraged to take part in a whole range of regional events from regional meetups to freshers camps. Clubs are able to host events and invite other clubs through the website. 2019 had fresher's camps in the South West (Portsmouth's Crystal Maze), Midlands (Keele's Quest for the Sapphire Squirrel), South Wales (Swansea Unthemed) and the North (Liverpool's Fab Four) which are all hosted by a club in the region and open to

any SSAGO members to attend. There are also some regional 'SSAGO supports' events and city meetups. If you'd like to run an event with another club get in touch via the website.



## Club Events

One of the first things you'll want to do as a club is to organise your own events! Many clubs have a weekly programme of events however it's up to you how and what you do. Getting started you might want to run a range of different types of activities to engage those that enjoy more social or more adventurous activities. Some ideas of easy to organise things:

- Hikes - You could go on the train, local, at night or round Chip Shops!
- Pub Quiz - Find one locally or make your own.
- SSAGO Olympics - team up and complete mini games
- Cafe / Pub Crawl
- Campfire - ask a local scout or guide group to use their hut
- Scavenger Hunt / Monopoly Run - head around town taking photos or finding things.
- Bowling, Ice Skating, Rock Climbing - find a local place nearby.

If you get in contact with local scout and guide groups you may find groups which will let you do archery, rifle shooting or other activities too. Some of your members may also have ideas they could organise to share their activities. There are no requirements, events are organised by the club committee however the committee are responsible for ensuring events comply with the rules, see factsheet 17 for more information on running events.

SSAGO follows the rules of both The Scouts and Girlguiding and as such has a list of banned activities, these are listed on Factsheet 4, any activity banned by either movement is included. You are required to notify the exec if you're taking part in any adventurous or nights away events (unless as part of another clubs SSAGO event) you can find more details

on Factsheet 19 for adventurous activities and Factsheet 20 for nights away, including which activities are included.

## The Structure of SSAGO

### Club Committees

SSAGO requires that clubs have a President, Secretary and Treasurer as well as a SSAGO rep (which can be held with other roles). Your union may require other positions however the rest of the structure is all up to you! Factsheet 45 has some guidance on being a new committee and other roles you may want.

### The SSAGO Exec



From left to right, Top: Brittany (Secretary), Reuben (Publicity), Maddy (Treasurer),  
Bottom: Adele (Chair), Amy (Members)

The “National SSAGO Executive Committee”, or National Exec, is formed of 5 elected members from SSAGO whose job it is to look after the administration of SSAGO, it's finances, publicity and membership. The five positions available on the exec consist of:

- **Chair** - The Chair is in charge of organising meetings and keeping everyone on track, they are also ultimately responsible for SSAGO.

- **Secretary** - The Secretary must record the minutes from meetings and look after all general SSAGO paperwork.
- **Treasurer** - The Treasurer is responsible for looking after all of SSAGO's money and bank accounts. They are also responsible for making sure rallies and balls stay within budget.
- **Membership Officer** - The Membership Officer is responsible for creating new clubs and ensuring the current clubs are maintained.
- **Publicity Officer** - The Publicity Officer is responsible for getting the word of SSAGO out there and looking after and maintaining all public relations.

There are also a number of non-executive roles (known as Exec Assistants) Quartermaster, Webmaster, Archivist, SAGGA Rep and International Officer.

The Exec and Assistants together make up "Team Pink", you'll know who they are at National Events as they will be wearing bright pink hoodies!

The elected positions change each year, with new people selected at the AGM with the new exec taking over at ball. For further details of the Exec roles please see the "Roles" Policy Document or check Factsheet 10 (National Executive Committee and Executive Assistants). To find out more about what the current Team Pink have been up to and their plans for the future visit <https://ssago.org/pink>.

## Reps' Meetings

A Reps' (Representatives') Meeting is a meeting that takes place every rally, usually on the Sunday morning, someone should attend the reps' meetings on behalf of your club if you have members at the event. The Reps' meeting is a chance for the clubs to find out more about what the National Exec have been up to. It is also a chance for you to raise any issues or concerns that you have.

After each reps' meeting a series of votes will be held online. This gives you a chance to discuss topics with your club and then report back to the exec through the online voting area. You'll need to specify a rep on the website (see the website section for info on how to do this), how the rep is chosen varies, with some clubs using their chair and others having a designated SSAGO rep.

See factsheet 25 (Role of a SSAGO Rep) for more about SSAGO reps.

## Contacting the Exec

Outside of a Reps' Meeting at a national event such as rally the members of the exec are also easily accessible through other means. If you'd like to contact the exec directly the

email address [exec@ssago.org](mailto:exec@ssago.org) should be your first port of call. If you have any questions for a specific member of Team Pink their email addresses are as follows:

#### The Exec

- Chair: [chair@ssago.org](mailto:chair@ssago.org)
- Secretary [secretary@ssago.org](mailto:secretary@ssago.org)
- Treasurer [treasurer@ssago.org](mailto:treasurer@ssago.org)
- Members [members@ssago.org](mailto:members@ssago.org)
- Publicity [publicity@ssago.org](mailto:publicity@ssago.org)

#### Assistants

- Quartermaster [quartermaster@ssago.org](mailto:quartermaster@ssago.org)
- Archivist [archivist@ssago.org](mailto:archivist@ssago.org)
- Webmaster [webmaster@ssago.org](mailto:webmaster@ssago.org)
- Events [eventsofficer@ssago.org](mailto:eventsofficer@ssago.org)
- International [international@ssago.org](mailto:international@ssago.org)

If you'd like to contact other representatives from other societies and/or ask a question more publicly to allow discussion we also have a SSAGO Reps and Committees Facebook group that you can join here [facebook.com/groups/NationalSSAGOReps/](https://facebook.com/groups/NationalSSAGOReps/)



Nottingham Outlaw Rally AGM, February 2019

## AGM

Our AGM takes place at the Spring rally each year on the Sunday morning of the rally. The AGM is where people can run for positions on the national exec and is where all the next year's rallies and ball locations are decided by clubs running to host each event. Those in attendance at the AGM vote on which they'd like to see happen (for those who aren't at the event online voting is available).

## Publicity

A big part of being a new club is recruiting members and pushing out your events, There are several ways you can do this:

### Using Social Media

### Informing People of Events

### Stalls

Below are a few ideas of things you may wish to consider using on your freshers stall.

-Camp Blankets -Neckers -Slide shows and Promo videos -Sweets -Tent (if you have a large enough area) -Mock Campfire (if you have a large enough area)

You might also be able to get a stall to advertise a new society at other times, refreshers or just a one off stall around campus.

### Publicity Resources

Printable things and borrowing banners

## Other SSAGO Bits and Bobs

### Development Fund

The development fund is a pot of money that clubs can apply to allowing them to spend money on things that will help to improve long term development of their club. This could be publicity material such as flags, or equipment to help you run better camps, although some things are excluded. Any money that is surplus from national events gets put into the development fund. More information is available on Factsheet 30.

### Membership

SSAGO membership is open to those currently studying at higher education institutes around the UK, in most cases students are studying Bachelors, Masters or Doctoral degrees however members studying qualifications at a comparable level are also welcome, including higher level apprenticeships, if you have any doubts please get in touch with the exec to check.

Most SSAGO members are over the age of 18 however where a younger member is studying an appropriate course (through skipped years or Scottish universities) they are welcome to join however special care needs to be taken when running adventurous and nights away activities and guidance should be sought from the exec.

Other members are allowed to join as “associates”, these members should be providing support to the club and reasons for each associate member are required. Graduates are usually allowed to remain as an associate for 1 year if they choose to continue attending club and national events before providing a reason to stay on longer. We also have a partner organisation Scout and Guide Graduate Association (SAGGA) for graduates they’re then able to move on to.

Clubs are required to complete a membership census on an annual calendar year basis. This is inline with The Scout Association’s Census in January. We request that all clubs have submitted their membership details by the 31st December. Once your membership details have been submitted you will be able to access the invoice through the SSAGO website, which contains all the details for how much you need to pay and where. Current membership fees are £4 for students and £7 for associates. Your first year of membership is free (as a gift from us!) but we still require you to submit your membership details.



## Mascots

Every club has their own mascot, usually a cuddly toy. This mascot is then labeled as stealable. A stealable mascot is one that can be stolen at a national event such that it may be returned in return for a forfeit. This is done in good spirits and not maliciously, no force is permitted and only mascots that have been handed over or abandoned can be stolen and passed to a member of the exec for safe keeping. Should you have any other mascots these are labelled unstealable and the stealer will face a forfeit for breaking the rules. Past forfeits have included muddy obstacle courses, water guns, washing up, singing and eating leftover stew. Find Factsheet 29 for more.

## Social Media

Social media is a really valuable way to spread the word of SSAGO, recruit new members, find out information and generally stay connected. Your club will likely want to have a lot of your own social media which, once set up, should be connected to your club page on the website. There are also Regional Facebook groups which can be found on the SSAGO Regions Page.

National SSAGO has their own social media including:

- [Facebook Page](#): for the National Exec to share general information about SSAGO to members
- [Facebook Group](#): for members to communicate and share ideas, ask questions and generally interact with each other on a National level
- [Discord](#): a place for members to interact and stay connected through many channels including Badges at Home, Get Active and Scribble
- [Instagram](#): for the National Exec to share general information and promote SSAGO
- [Twitter](#): for the National Exec to share general information and promote SSAGO

## Finding Information

This document is not comprehensive, there are lots of SSAGO information documents available on the website at <https://www.ssago.org/resources>. These are divided into various categories:

- Club Resources - contains this document, freshers recruitment guides , ...
- Factsheets - guidance on lots of topics
- Policy - sets out rules and guidance which must be adhered too.
- Forms - for if you're going away or doing adventurous activities

All of these documents can be searched using the search bar at the bottom of the page. If you've got any questions and can't find the answer email [exec@ssago.org](mailto:exec@ssago.org) and we'll be able to clarify and point you to the right documents.