

Student Scout and Guide Organisation



Information Manual
2002 Edition

Edited by Martin Whelan

www.ssago.org.uk

1. Introduction

Many young people starting university or higher education colleges wish to continue with Scouting and Guiding in some form or another. Student Scout and Guide Clubs exist to fulfil this demand.

The programme, size and involvement vary from club to club. The active side of the programme include Ice Skating, Climbing, Canoeing, Caving and Pioneering, and the social side is not neglected by clubs. Beyond the club there are also many opportunities for clubs to interact with the local Scout and Guide Communities, who will always be willing to accept help. Every term clubs get the opportunity to meet each other, at the not to be missed termly SSAGO Rally.

The Student Scout and Guide Organisation (SSAGO) promotes and co-ordinates the work of Student Scout and Clubs nationally and provides a forum for clubs to discuss matters that affect them. SSAGO is basically an advisory body, composed of a representative from each club, an Executive committee and some randoms, which is elected annually by members of the Student Scout and Guide Clubs attending the AGM at the Spring Rally.

There are large a number of Scout and Guide Clubs, or Scout Network Units which cover university areas already in existence at various Universities and Colleges around the United Kingdom. A list is available on request from any member of the Executive Committee.

SSAGO clubs are intended to run along side, in co-operation and never to be in direct competition with a Network Unit or other form of provision, and we would hope that this is reciprocated. As a whole the organisation supports the development of Network Units, to widen the opportunities for Scouts and Guides who are in higher education, but we recognise that the Network or Clubs will suit everyone.

Where no clubs exists, students can either form their own club, or they may become an Individual Members (Indies) of SSAGO. Alternatively they may choose to be linked to the local Guide Senior Section or the Scout Network Section. Individual members receive all the information from SSAGO that clubs receive and are invited to attend rallies. Clubs are encouraged to get in touch with individual members who are near them and integrate them where possible.

N.B. New Scout Association Programme

This document was revised at the end of 2002, and although it uses all the new Scout Association term and methods, these may not be available at a local level until the end of December 2003. If there are major changes to what is contained in this manual, all members will be informed at the earliest possible opportunity.

If you are unsure about any aspect of the new Scout Programme and its implications for SSAGO clubs; activity rules or any thing else related to SSAGO, please speak to the SSAGO Executive, rather than just going ahead with it.

At the time of writing the constitution of the organisation is under review, with the intention of implementing it fully for spring 2004.

2 How to start and run a club

2.1 The aims of SSAGO and SSAGO clubs

The Student Scout and Guide Organisation (SSAGO) is a national organisation, which all Student Scout and Guide clubs are affiliated to. It is through this organisation that national issues affecting Scout and Guide Clubs are tackled, creating a national voice to the Scout and Guide movements.

The constitutional aims of SSAGO are;

- a) To provide a forum for discussion about matters which affect all Student Scout and Guide Clubs, Individual and Associate members, and to be a channel for communication to and from the Headquarters of the Scout and Guide Associations.
- b) To promote the continuance of rallies, or events so as the membership require
- c) To liaise with other organisations such as the Link International Fellowship and SAGGA, whose aims and objectives are similar to those of SSAGO.
- d) To assist and co-ordinate the work of all the member clubs, Individual and Associate members.
- e) To provide the necessary central administrative services to all the member clubs, Individual and Associate members.
- f) To develop a framework for the development of new clubs and opportunities for students involved in Scouting and Guiding.

A Student Scout and Guide Club should aim to;

- a) To provide a social framework, to exchange ideas and maintain, renew or acquire an interest in the principles of Scouting and Guiding.
- b) To assist the local Scout and Guiding community.
- c) To create a wider understanding of the roles of the Scout and Guide Associations among fellow students by the spreading of information and by example.

2.2. Forming a Student Scout and Guide Club

2.2.1 What a clubs needs to do to become a Student Scout and Guide Club

Once you have a few people together who are interested in forming a club, then a meeting should be arranged. This meeting should be well publicised, using all available legitimate means. The Student Union will on request give information, about booking rooms; gaining recognition; publicity rules etc.

2.2.2 An Inaugural Meeting

You should plan this meeting in detail, presenting ideas of

What a Student Scout and Guide Club is;

Activities of the club;

Formation of a temporary committee;

You may wish to have some assistance from existing clubs at this stage to help with ideas, and they are likely to be more than willing to help. It is also good practice to collect names and email addresses of the people present so that future advertising literature may be sent to them.

Discussions on preferred activities can be held, e.g. hike, weekend away, camping (equipment can probably be borrowed from local groups), visit to a local brewery, general socials, parties, service projects, etc. Some of these will take longer to organise, so the meeting is gradually bound to fall into a general conversation and at this point it would be a good idea to adjourn for a beer or a coffee - its amazing how quiet people suddenly start talking in the informal atmosphere. Thoughts should go into the early programme - early meetings of the club should be activities which help members to get to know each other, without people being forced into situations where they may feel uncomfortable.

2.2.3 The Temporary Committee

The temporary committee will include most of the roles which will need to be filled by the eventual elected committee. This should include Chairperson, Treasurer, Secretary, with people (maybe the same) taking the responsibility for publicity, events, liaising with SSAGO and the local Scouts and Guides.

Collect your temporary committee together and organise some events for the forthcoming term. A weekly meeting for lunch/ coffee is a good idea, while most clubs find that meeting on different nights during the week allows busy people to remain involved despite other commitments. There is no fixed pattern for meetings, at some universities such as Loughborough its not possible to have lunchtime meetings as there is no fixed lunch time, or a number of clubs meet every fortnight rather than every week.

All events should be well publicised.

2.2.4 Students' Unions

In the majority of institutions, Student Scout and Guide Clubs recognised as an official Union Society or club and as such are eligible for a grant, usually dependent on the number of members for a variety of purposes.

Obtaining Union recognition is often a frustrating and laborious process unless you have contacts in high places, but it is worthwhile persevering. Your Union Executive Officer responsible for Clubs and Societies will explain the procedures required which will generally include drafting of a constitution. Unlike some other clubs, your constitution also needs to be acceptable to both the Scout and Guide Associations and so SSAGO have done some of the hard work for you - a "model" constitution is attached at the end of this booklet. It can be adapted to the rules of your union and there you are! You will probably have to submit a list of names that agree to the formation of your club (though may not have to join the club).

Some Unions attempt to refuse recognition on the grounds that a Scout and Guide Club is the same as an Outdoor or Hiking Club. Some effort in talking to the right union person should help solve this - especially if you emphasise the strengths and definite differences. This is the sort of problem where the SSAGO Chairperson can help. Once you've gained Union recognition, you can apply for a grant.

What happens if don't have Union recognition

Union recognition is all about having enough members for it be worth the effort of the Union recognising you. It will allow you access to printing facilities and maybe minibuses, and allow you to apply for a grant. Without recognition you may still be able to recruit at the Freshers' Fair, and even if you don't have a free source of money, you are no worse off than any other Senior Section or Network Unit. You can ask the local District (or County) for help with resources while you get on your feet - assuming that you've developed good relations with them.

2.2.5. SSAGO

All Clubs are obliged to affiliate to SSAGO, Clubs are required to return a registration form every year in the autumn term, and pay an affiliation fee which cover administration and insurance. The affiliation fee may be waived in the clubs first year, at the discretion of the SSAGO Executive. The Members Officer will send you the necessary forms.

Through registering with SSAGO, Headquarters know about the existence of your club, and can deal with enquiries from prospective students and local groups.

When your club is established, please send a copy of your constitution to the SSAGO Members Officer and elect someone as your SSAGO representative. It is a small job which needs doing well, and involves communicating with the SSAGO Member Officer and informing your club of forthcoming SSAGO activities and events.

2.2.6 Local Scouting and Guiding

2.2.6a Registration

When you are established, please out the Scout and Guide registration forms and send them to the local Scout (County Scout Network Commissioner) and Guide Commissioners (Local Senior Section Advisor), so that they know of your existence. You don't need to pay membership fees to the Scout or Guide Associations, as SSAGO is a self-funding organisation. Both associations locally may be able offer assistance in terms of help or resources. The local Senior Section Advisor (Guides) or County Scout Network Commissioner should see the advantage of a local Scout and Guide Club - if not go out and "preach the good news".

2.3. Fresher Events

By this time you will know who is active within your group, who is hanging-on, and what skills your group possess. Often many of the original group may have given up and you find some completely unexpected faces and enthusiasm. Some of these people may have no Scouting/Guiding history whatsoever. You must now prepare for the coming academic year and new Freshers. This is make or break time for all clubs, new or old, although one bad recruitment can be survived. It is essential that Freshers are attracted to your club if it is to continue to thrive, and the easiest way to attract Freshers is to have as much publicity as possible around campus in the first week of term. Have a stall at the Freshers' Fair, where people can find you, not meekly in the corner. Maybe borrow a tent to pitch outside. Staff the desk throughout (although don't over-staff as this is intimidating. One of each sex helps.) Smile, even when you're bored! Some people may walk past three or four times sizing you up - and one bad walk past, and they'll walk off. Wearing a necker with a Friendship Knot helps people identify with you without appearing too much like uniform. Wandering around the Union in the necker says I'm proud. Wandering around in a necker with a huge water-pistol says even more...

Try to get across the vital message, that SSAGO clubs have unparalleled variety in their programmes - unlike 99.9% of other 'single-interest' clubs. Beware of placing too much emphasis on Scouting and Guiding - approach with healthy scepticism.

Follow up Freshers Fair with a knock-out programme which is given out to anybody interested. Don't rely on one single 'Freshers' Event' since the first weeks are so busy, there will be conflicts of interest. Do avoid a clash with the big Freshers Hike in the Hiking Club (or equivalent), after one hike with 150 other people, no Scout or Guide will go with them again, but in the mean time you'll have run a sparsely attended event.

Don't be too disheartened when people sign up and never appear again, this is normal and always occurs however good the programme is. More than 25% of first years, and 50% or other years, is a challenging target!

Your constitution, when written, will lay down rules concerning the Annual General Meeting, the make-up, role and rules of the Committee, provision for Extraordinary General Meetings, and the roles and responsibilities for the Officers of your club. Some examples of jobs, job titles and committee shapes are given below:

- A) Chairperson; Vice-Chairperson; Secretary; Treasurer; Publicity/PR and SSAGO representative.

This is a simple committee shape which, with the jobs properly divided up, would run as an efficient and effective committee

- B) Chairperson / President; Vice-Chairperson / V-P; Secretary; Treasurer; Publicity/PR; Scout/Guide Liaison; 2 First Year Reps (from Nov.) and a Non-University Members Rep.

From this committee one member can take on the job of SSAGO Rep. and a Post-Grad Rep. and person in charge of organising transport can also be co-opted. The Scout/Guide Liaison Officer has the duty of attending local Scout/Guide meetings to represent the interests of the club.

- C) Chairperson; Treasurer; Social Secretary; Training Secretary; Service Secretary; Publicity/Editor; Quartermaster and Non-University Members Rep.

Again one member can take on the extra job of SSAGO Rep. The Service Secretary arranges the Service events for the club and the Training Secretary runs camps, hikes and some of the programme.

While arguments between committee members are relatively rare, the better you lay down who is to do what job, the easier it is to say that one of the committee is not doing his or her job properly, or over-stepping the mark.

In committee meetings, make sure minutes are taken that note what was agreed (and how it was agreed), and highlight points for action. Make sure that Minutes are circulated promptly so that everybody knows what they need to be doing before the next meeting.

2.3.1 What to expect from Headquarters and from the SSAGO Executive committee

2.3.1a Club Committee and the SSAGO Executive Committee

At the beginning of the academic year each club should receive an annual registration form which should ideally be returned by the autumn rally, which will be used produce an address list of all clubs in existence at the time.

From time to time you will be bombarded with information from SSAGO, often in the form of an email or in very important occasions by post. Please make sure that everyone in the club gets to see the information and ensure that communication is a two way process.

2.3.1b Headquarters Contact and Addresses

SSAGO Contacts at Headquarters are

SSAGO; 14-25 Office;	SSAGO
The Scout Association;	GirlGuiding UK;
Gilwell Park;	17-19 Buckingham Palace Road;
Chingford;	London.
London	SW1W 0PT

When your Club is established, please send a copy of your constitution to the SSAGO Secretary, and elect someone as your SSAGO Representative - it's a small job which needs doing well. It involves communicating with the SSAGO Executive Committee and informing your Club of forthcoming SSAGO activities and events. The following article was written as a survival guide/job description to help SSAGO Reps get the most out of the SSAGO committee.

A Guide to Being a SSAGO Rep.

Many clubs nominate SSAGO reps, who get told to go to the reps meeting at the Rally, but have no idea what they are supposed to be doing. This might give you a better idea. And once you know what you're doing, make sure all your club know what the rest of SSAGO is doing. *(This is based on an original article written by the 1993/94 SSAGO Chairman Rachael Haigh.)*

Addresses

Please, please make sure that the SSAGO committee get your address (home, term, and new term address in September) or else your club just won't know what's going on! Most information is now circulated by email, so it is very important that you inform the Members Officer when your email address changes.

Clubs

There are a large number of clubs dotted around the country. From time to time a list of clubs, and their colours and mascots, is published. New clubs are constantly being started and others are dying out. It is important that you check with the Executive Committee, before choosing or changing colours. If a club becomes defunct the colours will be held for five years before allowing new clubs to use them.

Indies

Students at universities and colleges who don't have a SSAGO club can become individual members of SSAGO. The committee publishes a list of Indies annually and clubs are encouraged to invite local Indies to join in with their events.

Associates

These are non students who wish to remain in contact with the organisation. Associates and are usually recent graduates, but may not vote in the organisation or stand for office.

Committee

There are two levels of committee in SSAGO. The full committee (Usually called the 'Reps Meeting') meets at every Rally, and every club is entitled to send a member (you!) to the meeting. The Executive Committee is made up of 5 elected SSAGO officers and a representative from Scout and Guide Headquarters are invited. It tries to meet at least three times a year. Elections for SSAGO officers are held at 'CONFERENCE' (see below). Don't hesitate to get in touch with the Committee with any queries since they're bound to have come across your problem before, or know who to ask. If you can't get in touch with one committee member, then try another. Any student can stand for office

Conference

This is the AGM for SSAGO and is held at the Spring Rally. It is called 'conference' since this allows several clubs to claim something towards the costs of delegates' attending National Conferences.

Constitution

Every club should keep an up-to-date copy of the SSAGO Constitution. SSAGO also produce a 'model club constitution' which is consistent with SSAGO and most Student Union policies. The Constitution is amended when necessary at Conference.

Registration

Registration forms are sent to club reps at the beginning of the Autumn term, quick completion makes the Executive Committees job a lot easier.

Insurance

Full members of the Scout or Guide Association are insured through their Association policy, assuming they follow the appropriate activity rules. Non Scout and Guide members of SSAGO are insured for SSAGO events through the Scout Association, but this does not provide cover for general Scouting and Guiding events which have no or little connection to SSAGO

SSAGO News

The "SSAGO News" is SSAGO's newsletter and is now a web based publication, paper copies may be available on request to the secretary at an additional cost. Members are requested to provide copy where appropriate.

Posters

SSAGO produce a range of posters and publicity materials for Scout and Guide Clubs and these are available from the Executive Committee.

Rallies

These are what SSAGO is really about. Three times a year (November, February and July) one SSAGO club organises a rally to which all the other clubs and Indies are invited. A wide range of activities are organised and a ridiculously large number of friends are made. Rally information will be sent to you, so make sure you pass it around your club. Additional regional or occasionally national events are organised, so please keep in contact with the Executive.

LINK

The Link International Fellowship (Link) is part of the Trefoil Guild, aimed at those aged 18-30. In the past SSAGO had very close links, and for a couple of years a joint SSAGO/Link Club existed in Newcastle. Recently it has seen its numbers dwindle, and as a result is being re-organised. Further information is available from the Chairperson, or via CHQ.

SAGGA

The Scout and Guide Graduate Association was born out of SSAGO and is open to all people in sympathy with the Aims of the Scout and Guide Associations. It seeks to provide skilled service to the Associations as a whole, and produces materials and resources, and undertakes projects, for example refurbishing campsites.

SAGGA membership is not restricted to graduates, and at the time of writing SAGGA offers a student membership rate. The annual "Alternative Rally", and special events such as GaSCiT are advertised through the usual channels, and offer a very good introduction to SAGGA.

Further information is available from either the SSAGO Chairperson, SAGGA representative to the full committee, or from the SAGGA registrar (registrar@sagga.org.uk).

2.4 Electronic SSAGO

The use of the internet allows SSAGO to keep costs low, but it does have limitation and clubs/ individuals are requested to follow a few basic rules.

1. Attachments should not be sent, unless they are virus checked and are readable in Word. Spreadsheets should be inserted into word where possible. Many members only have dial up connections, so large PDF or graphic files are not appreciated. If possible put the document on the web and send the web address to the list.
2. All emails should be related to Scouting and Guiding. If lists are abused, they can be closed so that all e-mails go through a moderator.
3. The web-site or club list, are not the place for pursuing personal disputes. These are the sole preserve of private email, or face to face contact.
4. Finally please use sparingly!!!

Useful links

www.ssago.org.uk - Self explanatory

www.sagga.org.uk - SAGGA website

www.scoutbase.org.uk - Members website for the Scout Association

www.scouts.org.uk - Scout Association corporate website

www.guides.org.uk - The website of the Girlguiding UK

www.scoutsreunited.co.uk - Old Members website – A full list of rallies going back to 1968 is available and some events of the Intervarsity Organisation. All clubs that have ever existed will be added in the near future.

The content of the SSAGO website will vary from time to time, but please contact the Publicity Officer if you would like something added (or if you to object to something on it).

The following email addresses can be used by clubs for legitimate Scouting and Guiding activities.

exec@ssago.org.uk - for general enquiries (please use sparingly)

chair@ssago.org.uk - for the Chairperson

secretary@ssago.org.uk - for the Secretary

treasurer@ssago.org.uk - for the Treasurer

members@ssago.org.uk - for the Members Officer

publicity@ssago.org.uk - for the Publicity Officer

These addresses remain constant, and all incorrectly addressed @ssago.org.uk emails go directly to the Publicity Officer.

All clubs also have a forwarding email address, and these are available on request to indies. An up to date list of email addresses for club is available from the Publicity Officer.

Who to ask??

Questions about SSAGO policy, activity rules, issues to raise with HQ - **Chairperson**

Questions about specific clubs/universities - **Secretary** or **Chairperson**

Questions about Individual Members - **Members Officer**

Questions about SSAGO documents and resources - **Secretary, Publicity** or **Chairperson**

Wanting an official letter? (e.g. for Union, MACRO) - **Chairperson**

Questions about Grants, Affiliation Fees, getting money out of your Union - **Treasurer**

Specific questions about Insurance - **Chairperson or Headquarters**

Wanting publicity materials? - **Publicity Officer** or **Chairperson**.

Wanting to know more about the next Rally? - **Rally organisers** or **Chairperson**.

Wanting to publicise your club? - Speak to **Publicity Officer**

Wanting to know more about other organisations? - **Chairperson** or **Publicity Officer**

Lost track of the SSAGO Committee? - **Headquarters (or the nearest landlord)**

Archives

SSAGO holds a small archive of information dating back to the first Intervarsity Conference in 1951. In this a small amount of club information is held, this is mainly club programmes and newsletters from the 1970s or 1980s. We are more than happy to photocopy stuff, and send it out for a small fee. Information of a general nature will be published in a general

Information which is more recent may be released at the discretion of the SSAGO Chairperson, as some information is still and will remain sensitive for some years to come.

In addition to this an archive for Witan and Co-Co (European version of SSAGO – long since defunct) is held at Birmingham University Library.

3 Programme and Activities

3.1 Training, Services and Getting Involved with the local organisations

3.1.1. Awards

Members of Scout and Guide Clubs are able to continue with the training schemes that they were following before going to University/ College. Any activities completed as part of a Scout and Guide Club are eligible for Scout and Guide training awards.

3.1.1a Scout Network Awards

IMPORTANT Until December 31st 2003 the Venture Scout Award Scheme will still exist, although the number of units will drop sharply in the intervening period. Members of Student Scout and Guide Clubs will still be able to work towards the old scheme Queens Scout Award, but must be registered with either a Venture Scout Unit or Scout Network Unit.

In the future some clubs may choose to register as a Scout Network Unit as well, but generally SSAGO clubs will not be allowed to sign off sections of the new awards. Whilst there is no formal process of approval outlined, it will be generally be a result of consultation between the County Scout Network Commissioner (or District Explorer Scout Commissioner for those aged 17) and the individual. The details of the Diamond Chief Scouts Award; Platinum Chief Scouts Award; the Queens Scouts Award and the group awards can found either on www.Scoutbase.org.uk or in the publications designed for the 14-25 age range.

As part of the changes in the organisation of the Scout Association each CSNC (It may be delegate) will be responsible for administering the Duke of Edinburgh Award Scheme in their County or Area. Recent changes to the scheme that all activities undertaken as part of Scouting (or Guiding) towards the awards, are run according to the rules of the host association (i.e. Joint activity rules for SSAGO Clubs). Contact the County Scout Network Commissioner for further information on the Scout Association arrangements and the Senior Section Advisor for the Guides. Some clubs such as Exeter are also registered as Joint Duke of Edinburgh/ SSAGO centres, and this is still possible.

As part of the Senior Section, SSAGO members are as entitled to work for this award as any other Senior Section Guides. Contact the local Queens Guide/Senior Section Advisor for further details regarding provision in the local area.

Students are seen in local Scouting and Guiding as a vital leadership resource, providing assistant Leaders and valuable skills and experience. It is recommended that somebody in the club is appointed to co-ordinate requests for help and offers from volunteers. Since some students will want links with Groups rather than membership of the Scout and Guide Club per se then you should have this organised for the Freshers' Fair. Make sure you still get the names of these people since they add to the length of the list when you seek funding from the Union.

Students are not encouraged to 'take over' a Troop/Company because of the features of student life (exams, holidays, vac. Work) However, your help as an Assistant or offers of help in running an occasional meeting or a 'one-off' activity are usually welcome.

Any student who has an interest in leadership would do well to take advantage of any Leadership Training that is available. Where local Scouting and Guiding groups can afford to, they may take a sympathetic line about paying your training course fees – trained leaders are better leaders. You will never have the time to give up weekends and evenings again like you do now (assuming you can break out into the world of work) and best of all, many courses on

offer to Leaders can be repackaged on your application forms to look very impressive to prospective employers.

Service events are training events or competitions run by clubs for the benefit of local Guiding and Scouting. It is through running these events that some of the SSAGO clubs have found their long-standing strength. The scale of these events is such that a really strong team can be built. However, they are not to be taken on lightly. Most District and County Teams will welcome the offer of help on this scale but two things must be taken into account before starting. Firstly, make sure the local movements will guarantee any financial loss you might make. Secondly, make use of the wisdom of the District/County teams – don't "try it all alone". A number of clubs regularly run service events, and a quick look at the latest set of club reports give a good idea of who to ask.

The following is a (far from exhaustive) list of people and places to go to for ideas for programme or service events or for borrowing some equipment.

Scouting

The structures in Scouting are changing. Clubs should approach the Network Commissioner or Local Co-ordinator in the first instance as they are the formal link between club clubs and HQ locally.

County Scout Network Commissioner (CSNC) – this should be your first point of contact with queries regarding the Scout Association locally. All the initial CSNC appointments have been trained to deal with SSAGO clubs, and if they are unable to deal with a queries they will be able to pass it on to the appropriate person.

District Commissioner (DC) – depending where in the county/area your club is based links may potentially be better at a district level. The DC will be able to deal with general queries, but the CSNC should be the first point of contact.

Guiding The County Secretary will have a local directory of County, Division and maybe District advisors and certificate holders for everything from running camp fires and crafts to canoeing and abseiling. Try and get hold of a copy of the directory, if at all possible.

Local Authority Tourist Information is an invaluable resource for all sorts of programme ideas. The Local Authority themselves may have equipment and resources you can hire or borrow for free.

Around the University Look and see what other clubs are doing. Then realise that you could do it too, only better.

3.1.5 Confidential Enquiries/ Criminal Record Bureau Checks

From the autumn of 2002 all new members are requested to submit either a completed CRB form or the receipt of a previous check (with some means of verification and less than 3 years old) to their Club Chair (or designated individual).

Indies/ Associates will usually be active in other areas of the Scout and Guide Association (or Youth Work in general), need to submit the form to the local County Scout Network Commissioner or the receipt to the Members Officer.

Guidance should be sought locally on how to complete the forms, but generally they will require a local commissioner to sign them prior to processing.

Any members aged 17 or under can not be checked until they are 18, and the club should make provision for this to occur.

In the event of an adverse recommendation the County Scout Network Commissioner will liaise with the individual concerned, and the designated individual in the club to determine the course of action to be taken. Only where an individual has been totally prohibited from any involvement in the Scout or Guide Association should the SSAGO Chairperson be informed.

Whilst SSAGO can not enforce this we shall make it very clear at every appropriate occasion, that the responsibility for ensuring that the checks are done is the Club Chair or President. Failure to implement this process would reflect very badly on the individuals concerned if the correct procedure is not followed.

PLEASE NOTE CRB FORM ARE ONLY AVAILABLE FROM GILWELL PARK

3.2. Rallies

Rallies are held three times a year; during the Spring and Autumn terms and after the end of the Summer Term. Rallies are organised to enable people from all clubs to mix and most people find them an excellent way to make new friends. The following is an article by Rachel Haigh, SSAGO Chairperson in 93/94 (Slightly altered in 2002 to bring it up to date)

So what is a Rally anyway ???

(A beginners guide to SSAGO Rallies)

What is a Rally?

A Rally is the national get-together of the Student Scout and Guide Organisation. These are held once a term, hosted by a different club each time. They usually run from Friday evening to mid-afternoon on Sunday, although Summer Rallies (which may be held after the end of term) may begin on the Thursday.

Who goes to Rallies?

Any member of SSAGO can attend Rallies. It does not matter if you are an individual member ('indie'), a member of a large contingent from one of the established clubs, or just a couple of people from a new, or previously non-rally-going club. Members of LINK, SAGGA and other such groups may be invited at the discretion of the SSAGO committee and/or the organising club.

Where do they take place?

Rallies are usually held on a Scout, Guide, or similar campsite, somewhere fairly close to the organising club. Accommodation varies from event to event- it may be camping in tents, sleeping on the floor of a Scout hut, and even (occasionally!) bunk beds.

So what happens?

Arrive Friday night. Pick-ups from local railway/bus stations can be arranged.

Some food may be available. Friday night is usually spent talking to people, meeting old and new friends. An activity (e.g. night-hike) might be organised.

Saturday morning usually starts by signing up for the day's activities. The choices on offer can vary from a "cultural trip" to a craft session.

The main Saturday evening event is the barn dance. This may have a fancy-dress theme. At some Rallies, numbers may make it necessary to hold another event (e.g. a disco) as well. This is usually followed by a campfire which goes long into the night...

A Scout and Guides Own is held on the Sunday morning. This is optional. The rest of the morning is taken up by the 'Silly-Games' - an excuse to forget about being 'mature' for a while. After the closing ceremony, everyone heads home.

At some stage during the weekend there is a 'SSAGO reps meeting'. Spring Rallies also include the SSAGO AGM. If there are a lot of indies at the rally, a separate indies meeting may be held.

What about food?!

Catering is done centrally, and usually consists of a snack (e.g. soup, hot-dogs) on Friday, cooked breakfasts, main meal Saturday evening, and sometimes a cooked lunch on Sunday. Food to make up a packed lunch is available on Saturday. If you have special food requirements (e.g. vegetarian, medical requirements,) these can usually be catered for. Please let the host club know in advance, giving as much detail as possible.

What do I need to take?

Sleeping bag, Karri-mat, Costume for Saturday night, OLD clothes for Silly Games, plate, mug, knife and fork etc., tea-towel, neckerchief/scarf in club/indie colours (useful for recognition!), personal kit, cheque book, student union card (if applicable). Additional requirements (e.g. tent) may be required for some Rallies - you will be notified of this.

Why should I go?

Rallies are great fun! They are the ideal opportunity to meet like-minded people from across the country. It may be a chance to try a new activity, or to visit somewhere you haven't been before. Although mainly social, they are also the place to get involved in SSAGO nationally, to help determine its future path.

3.3. Inter Club Co-operation

Clubs are encouraged to hold joint meetings with other SSAGO clubs, and where no club exists, to help encourage their establishment.

Usually there are established clubs somewhere near you (Sorry, St. Andrews!) They can be of great help - why not meet up and hold a joint activity. You can be assured that they will have met the same problems or frustrations as you. Why not travel with them to a SSAGO rally? The Rally gives a chance for Clubs to exchange ideas, do something useful and above all, have fun!

3.4. Programme Ideas

Social events need to be supplemented by some outdoor and service events so that the Scout and Guide Club stands out as being more than other university and college clubs. A quick browse through the SSAGO website clubs list will reveal a broad and varied possible programme.

Most people arrive at University with a fairly good idea of the Policy, Organisation and Rules for their Association but unsure about the rules for the other half of the club. SSAGO has to follow the stricter rules of either Association, but the rules turn out to be fairly unrestrictive! The following are some highlights, although the list is not exhaustive. More specific enquiries should be directed to the SSAGO Chairperson, who may refer them to Headquarters.

Alcohol : The insurance cover will be invalidated if alcohol is consumed to excess or if it is not appropriate to the activity. All activities should be supported by at least two sober individuals, one who is capable of driving.

Archery : Archery is covered if instructed by a suitably qualified instructor. Most ranges will have their own instructors.

Bungee Jumping : This is completely banned under Scout and Guide regulations.

Camping : For events outside your own county/ area the CSNC should be informed, particularly if the event is five nights or more. Residential experiences of less than 5 nights which involves members participating in adventurous activities, should also be notified to the CSNC.

Canoeing : Those holding a BCU qualification are insured for personal accidents. Those taking unqualified persons out on the water must hold the appropriate BCU qualification and Scouting authorisation (or Guiding equivalent).

Climbing : Instructors should hold the relevant authorisation.

Karting : Karting is not covered under Scouting insurance. It can however be covered by the Guide Association with prior arrangement.

Laser Games : All games involving shooting at people, with the exception of water pistols, are banned under Guiding regulations. Their insurance policy will not pay out for any accidents incurred in such activities.

Pistol / Rifle Shooting : Shooting is covered if instructed by a suitably qualified instructor. Most ranges will have their own instructors.

Sledgeing : This is covered under both policies unless disqualified by alcohol.

Walking Any route which is over 500 metres; more than 30 minutes from help or involves scrambling requires the leader to have an appropriate authorisation.

Watersports: As a general rule all participants in water activities should be able to swim at least 50 metres and remain afloat for at least five minutes wearing clothes which are appropriate to the activity. This may be relaxed if the activity uses public or licensed transport, or if its clearly un- necessary or if there is only one non swimmer.

4. Other bits

4.1. SSAGO

SSAGO is run by a committee made up from a representative of each member club and the elected officers of SSAGO. This committee meets three times a year during the national Rallies and is commonly referred to as the 'Reps' Meeting'. It provides a forum for discussion concerning issues affecting Student Scouts and Guides, and keeps clubs informed about activities and ideas generated by other clubs.

Conference is the annual meeting of members of SSAGO at which the constitution can be changed and the officers of SSAGO are elected. There may also be other motions and agenda items. Conference takes place during the Spring Rally, and is so-called because many unions offer travel grants to National Conferences (and not to rallies) but is commonly referred to as the AGM.

The Executive Committee comprises of five elected officers: Chairperson, Secretary, Treasurer, Publicity Officer and Members Officer.

These committee members are elected annually at the AGM.

The purpose of this Committee is to act as a consultative and co-ordinating body acting according to the wishes of the individual clubs and the AGM.

The Executive Committee has two meetings a year with representatives of The Scout Association and The Guide Association. These meetings are held alternately at Scout HQ and Guide HQ in London.

4.1.4 SSAGO's Officers

See the up to date Committee address list for the contacts of the current committee and see article 5 or ask them for more information on what they do.

4.2 Finances

SSAGO is financed by affiliation fees paid by all affiliated clubs and accounts are presented to the AGM each year by the SSAGO Treasurer. Accounts are available for inspection on request to the Treasurer at any time.

SSAGO offers a loan to clubs that are hosting rallies and agrees to underwrite any losses incurred in the organisation and running of a rally. Profits that may be made from a rally are the property of SSAGO not the organising club and must be returned to the SSAGO Treasurer along with the accounts of the rally before the next rally.

Those who are currently registered with either Association (i.e. have paid their membership fees for the current year.) are covered by virtue of this. Insurance Claims should be made to the appropriate Association.

Those who are not registered in their own right are covered by The Scout Association and claims should be made to The Scout Association Insurance Department.

SSAGO charges all its members an equal share of its insurance bill, whether or not they are invested. By doing this it reduces bureaucracy and the charge per head is so small it is insignificant.

4.4 So who can attend a SSAGO or SSAGO Club event?

All members are entitled to attend any event held by SSAGO, and SSAGO clubs, or any Scouting or Guiding event, and can expect the same level of insurance coverage as if they were a fully invested member of either Association.

Non SSAGO (or Scout/ Guide Association) members helping to **run** (as opposed to participate in) a SSAGO event (e.g. running a Rally) or a club event (Driving a minibus for a service event) are covered under supporters insurance. SSAGO has insurance for 50 such supporters over the course of the year, and such supporters names should be given to the SSAGO Treasurer before the event.

If in doubt, please contact the SSAGO Chairperson for advice.

4.5 Indies

Students can become individual members of SSAGO when they are not able to be a member of an existing Scout and Guide Club. This might be due to being on placement or when attending a place of study where no club exists.

Individual members receive the SSAGO News and any other publications distributed by the Executive Committee. They are encouraged to attend the termly SSAGO Rallies and have a vote on the National Committee through the Members Officer.

Individual members, who are attending a place of study where no SSAGO Club exists are encouraged to form a new club.

4.6 Associates

Associate Membership is available to those who are no longer students but who wish to remain in contact with SSAGO. A subscription is required, and membership is handled by the Members Officer. Associate Members receive all the Information that is sent to Clubs and Indie Members, but may not stand for office or vote.

4.7. Link International Fellowship

Link is currently being re-organised. Further details are available from the SSAGO Chairperson.

4.8. Girlguiding UK

SSAGO is recognised by Girlguiding UK and forms part of the Senior Section. Female members of SSAGO may choose to be full members through SSAGO, assuming an appropriate Guider can be found to perform the investiture ceremony.

The Guide Senior Section (14-26) comprises of Rangers, Young Leaders, LINK, SSAGO and the Trefoil Guild. All these organisations exist to serve the Movement during the transition from Guide to Leader and the first four are fully involved in the Training Scheme that leads up to Queens' Guide. Members of SSAGO should be encouraged to work towards the Octants, which can also be used as a basis for writing a programme.

4.9 Scout Association

SSAGO is an associate organisation of the Scout Association, but membership of SSAGO and the Scout Association are not the same thing. Members of SSAGO, who are also current members of the Scout Association, may wear the SAGGA trefoil on their uniform.

The Scout Network is a new section in the Scout Association, designed for young people and adults in 18-25 age range. Until it is fully established it is difficult to see how this will develop, but clubs should seek to get involved with this new development. Contact your County Scout Network Commissioner or the SSAGO Chairperson for more details.

N.B. Member of SSAGO not currently members of other uniformed groups in the Scout and Guide Association, in the UK or abroad may not wear uniform other than a necker.

Model Club Constitution

The following is a recommended structure for a SSAGO Club Constitution. It will need to be changed to fit in with the demands of your Union, and will evolve over the course of a few years into a more comprehensive document that reflects the nature of your club.

TITLE

The name of the club shall be the _____ Student Scout and Guide Club.

AIM

The aim of the club shall be to provide a framework within which Scout and Guide and other social activities may take place, ideas may be exchanged, and students may maintain, renew or acquire an interest in the principles of Scouting and Guiding.

PURPOSE

The purpose of the Club shall be to:

- (1) provide a programme of activities for its members
- (2) create a wider understanding and appreciation of the work of the Scout and Guide Movements, particularly among fellow students, by the spreading of information and by example
- (3) to render service as a club to Scouting and Guiding and the community
- (4) to maintain relationships with the Scout and Guide Movements locally.

MEMBERSHIP

There shall be two categories of membership:

ORDINARY MEMBERSHIP shall be available to all members of the University/Polytechnic/College who are either current undergraduates or graduate students pursuing a course of full-time study at the University or College.

ASSOCIATE MEMBERSHIP shall be open to any person undergoing third-level education outside the University or College.

All applications must be in writing and are subject to the approval of the Committee.

COMMITTEE

The Committee shall be elected solely from the Ordinary Members. It shall be composed of the following officials:

CHAIRPERSON

SECRETARY

TREASURER

4 COMMITTEE MEMBERS

Of all the Committee Members at least 2 shall be Members of The Scout Association and at least 2 shall be Members of The Guide Association.

ELECTION OF OFFICIALS

QUALIFICATIONS - The officers shall be Ordinary Members

METHOD OF ELECTION - By simple majority vote at the Annual General Meeting; The four Committee Members being elected in the same way.

RESIGNATION - Members of the Committee may resign by giving one week's written notice to the Secretary, or in the case of the Secretary, to the Chairperson.

EXPULSION - A Committee Member may be expelled if he/she has acted in a manner prejudicial to the Aim and Purpose of the Club or its reputation. Expulsion shall require a two-thirds majority vote of the Committee.

BY-ELECTIONS - In the case of a vacancy on the Committee due to resignation or expulsion, the Committee shall have the power to co-opt any Ordinary Member to the Committee until the next General Meeting.

DUTIES OF OFFICIALS

CHAIRPERSON - the Chairperson shall chair meetings of the Committee and any General Meetings that may be held. S/he shall also be responsible for maintaining relationships with the Scout and Guide Movements locally.

SECRETARY - the Secretary shall maintain a record of meetings, deal with correspondence and other administrative matters.

TREASURER - the Treasurer shall control all finances of the club.

MEETINGS

COMMITTEE MEETINGS - These shall be held when deemed necessary by the Committee. at least one meeting per term shall be held. The quorum shall be four, of which two must be office-bearers. The Secretary shall give at least one week's written notice of any meeting.

EXTRAORDINARY GENERAL MEETINGS - These may be called by the Committee or by a petition to the Chairperson which contains the names of at least one quarter of the Ordinary Membership.

ANNUAL GENERAL MEETING - This shall be held in the Trinity term, before the 31st May in each year. Two weeks written notice shall be given by the Secretary to all members. At the meeting all office will become vacant and the Committee shall be elected for the next year.

At any meeting of the Club only Ordinary Members shall have the right to vote.

EXPULSION/RESIGNATION OF MEMBERS

Members may resign by giving the Secretary written notice of their intention.

A member of the Club who acts against the interest of the Club may be expelled by the Committee if there is a two-thirds majority vote in favour of expulsion.

ANNUAL SUBSCRIPTION

The Treasurer, in consultation with the Committee, shall determine the annual subscription for both Ordinary and Associate members, such total not to be less than the minimum set by the Clubs and Societies sub-committee of the Students' Union.

AMENDMENTS TO THE CONSTITUTION

Amendments may only be considered by a General Meeting of the Club. At least two weeks notice shall be given to all members of any proposed changes in the constitution. A majority vote of two-thirds shall be needed in order to adopt any changes. Changes to the constitutional Aim and Purpose of the Club must also be approved by the Scout and Guide Associations locally, and SSAGO.

INTERPRETATION OF THE CONSTITUTION

The Chairperson shall rule on the meaning of the constitution whenever any dispute arises. This may be over-ruled by a simple majority vote at a General Meeting.

ADOPTED ON (DATE)

Acknowledgements

Thanks must also go to numerous unrecorded individuals from previous Executive Committees and Consultative Committees who put together training manuals for clubs.

Jon Payne	SSAGO Publicity Officer 1990-91 & SSAGO SAGGA/Link Liaison Officer 1991-92
Rachel Haigh	SSAGO Chairman 1993-1994
Ed Wright	SSAGO Treasurer 1995-96 & SSAGO Chairperson 1996-97
Simon Pugsley	SSAGO Secretary 1996-97 & SSAGO Chairperson 1997-98
Claire Thorpe	SSAGO Treasurer 1997-98
Simon Jerram	SSAGO Secretary 1997-98
Martin Pink	SSAGO Chairperson 1998-1999
Charlotte Bond	SSAGO Liaison Officer 1998-99 & SSAGO Chairperson 1999-00
David Rafferty	SSAGO Administration Secretary 1998-1999
Karen Llewellyn-Powell	SSAGO Treasurer 1998-1999
Martin Whelan	SSAGO Treasurer 2001-02 & SSAGO Chairperson 2002-2003

Any errors, objections or omissions should be sent to the SSAGO Chairperson via email.