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for new adventure!

INTERNATIONAL CONTINGENT LEADER HANDBOOK

21 July 2018

Note that, because of the frequent changes in our environment, this Handbook is to be treated as a working document only. Before making decisions based on this document, please check with the International Office of Scouts Australia that you have the most recent version.



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PART A

INTRODUCTION: DEPARTING AUSTRALIA AS A SCOUT

A.1 INTRODUCTION

This document assists those concerned with the management of Australian Contingents overseas by describing the respective responsibilities for higher level management and offering guidelines based on experience gained over many years.

Contingents are divided into two categories, *National Contingents* and *Branch Service Projects and Friendship Tours*. *National Contingents* are required to follow ALL sections of the International Contingent Leader Handbook. *Branch Service Projects and Friendship Tours* are required to follow the minimum requirements for travelling overseas as an Australian Scout as outlined in the International Travel Guide.

It is not intended, nor is it feasible, to include exhaustive guidelines for the detailed organisation, planning and administration of all possible types of overseas adventures. In practice, variations of the guidelines may be necessary to suit the circumstances of a particular event. If the International Contingent Leader Handbook is not clear or causes doubt regarding any matter, the Contingent Leader should consult the International Commissioner of Australia.

A.2 CONTINGENT DEFINITIONS

A.2.1 National Contingents

A National Contingent is formed for all International Events where two or more participants attend from Australia.

An "International Event" is defined as any major activity recurring at various intervals and officially recognised by the host National Scout Organisation (e.g. Jamborees, Ventures, Moots, Youth Forums and Conferences). These events will normally, but not always, be listed on the WOSM events list.

The contingent is managed in line with ALL of the policies and procedures outlined in the International Contingent Leader Handbook. A set National registration fee is charged for all participants with the following inclusions:

- National Administration fee
- Australian Contingent Pack
- Travel insurance

World and APR Youth Forums and Conferences

A member of the Scouts Australia National Team will be appointed Contingent Leader for all World and APR Youth Forums and Conferences.

Travel arrangements for Contingent members will be at the discretion of the Contingent Leader.

Other World, APR, USA and NZ Events

Nominations will be systematically called for the role of Contingent Leader for all other World, APR, USA and NZ events.

These events are planned to depart from Australia and return to Australia (with the possible exception of IST or Rovers attending Moots).

Other Events

Expressions of interest (EOI) will be collated by the International Office for all other National events. Whenever expressions of interest are received for a particular National event, a Contingent Leader will be selected following a merit-based assessment from among the applications received, at least 12 months before the event.

The Contingent responsibilities for these events will be planned to start and end at nominated locations in-country on agreed dates.

Transport to and from the start and finish locations will be the individual responsibility of participants, even if transport is booked in small groups.

A.2.2 Branch Service Projects and Friendship Tours

All Branch Service Projects and Friendship Tours must be registered with the National Office, and approved by the International Commissioner. "Branch Service Projects" include training, volunteer work and other similar activities.

"Friendship Tours" include cultural exchanges and independent groups attending locally organised camps and activities.

The Contingent will be managed in accordance with the International Travel Guide.

Members from other Branches who wish to join a Branch Service Project or Friendship Tour organised by another Branch shall do so by registering with the Project or Tour Leader. Such members shall have the approval of their home Branch to participate in the Branch Service Project or Friendship Tour organised by another Branch.

A.3 INTERNATIONAL COMMISSIONER OF AUSTRALIA

In relation to ALL Scouts departing Australia, whether National Contingent, Branch Service Project or Friendship Tour, the International Commissioner of Australia has the following responsibilities:

- Acts on behalf of the National Operations Committee in the definition and application of National Policies.
- Assesses all Applications to Travel Overseas.
- Liaises with the World Scout Bureau, as appropriate.
- Establishes the initial contact with the Host Association and introduces the Contingent Leader.
- Assists the Contingent Leader in the development of the itinerary and the activity program as well as organisation of the Contingent when requested.

In relation to National Contingents, the International Commissioner of Australia has the following responsibilities:

- Manages the official announcement of the event, including initial promotion through national publications.
- Supervises initial contact with the official agent of the National Association.
- Approves the initial drafting of the budget in coordination with the National General Manager.
- Assists the Contingent Leader to make contact with the Australian Embassy, as appropriate, in the host country.
- Sits on the Contingent Executive.

A.4 COMMUNICATIONS – International Commissioner

The International Commissioner:

- Introduces the Contingent Leader to the Host Association and sets up direct contact between the Contingent Leader and a nominated appointment in the overseas association.
- Where a Branch has a long-standing relationship with another National Scout Organisation (NSO), will make contact with the host NSO when each new Branch Service Project or Friendship Tour is proposed, including repeat events.
- Introduces the Contingent Leader as the person charged with the responsibility of running the Contingent and representing Scouts Australia.
- Where appropriate, corresponds with the Australian diplomatic post in the country in which the event is being held, or where the Contingent is otherwise travelling.
- For National Contingents, corresponds with the Scout Association conducting the event until the Contingent Leader takes over in matters of detail.

A.5 PLANNING AND APPROVAL

All Contingents travelling overseas must be approved by the International Commissioner of Australia through the Application to Travel Overseas form. This must be submitted well in advance of departure in the event that the host NSO declines the request, requires more information or requests changes to the Contingent. Flights should not be booked or other commitments made until approval is received.

For visits overseas, where arrangements for accommodation are sought of the host organisation, ideally 18 months' notice should be given. Where no accommodation arrangements are required of the host organisation, at least six months' notice is required. Late applications are liable to be rejected.

With regard to proposed visits to any country, including New Zealand, during the month before and for a month after the starting date of a Jamboree or large scale Scouting event in that country, an International Letter of Introduction may be issued to an individual member, but approval will not be given to a party to make such a visit.

A.6 AMBASSADORS OF AUSTRALIA

It is not every day that a person has the opportunity to represent their country. Scouts Australia provides this opportunity to adults and youth members alike. It is therefore imperative that the manner with which individuals conduct themselves when overseas is nothing short of exemplary.

To this end, Contingent Leaders are empowered to ensure that the behaviour of individuals whilst on tour is of the highest standard.

A.7 REGISTRATION

All members of the Contingent must be registered members of their Branch of the Scout Association of Australia, and be in good standing with the Association.

Applications are not accepted for any Contingent until the following process is complete:

- The applicant submits their application in the On-Line Event Management System (OLEMS) available at this website: <https://registrations.international.scouts.com.au>
- The Contingent Leader communicates on the closing date a list of applicants from each Branch.
- The Branch verifies that the applicants satisfy all membership requirements including valid Working with Children Clearance and have completed the BCORE Child and BCORE WHS eLearning modules.

A User Guide to the online application process is available for download from the OLEMS website.

A.8 MINIMUM AGE FOR SCOUTS

The general minimum age for Scouts participating in a Contingent going overseas is 12 years as at the date of the departure. For other Contingents, a different minimum age may be approved by the International Commissioner of Australia in the light of the period away from Australia; the amount, type and frequency of travel; and the demands of the activities involved. Some international events may have a prescribed higher minimum age, e.g. 14 years for World Jamborees.

A.9 DISCIPLINE

It may be necessary for a Contingent Leader to take action when a Contingent Member does not abide by the Host Organisation's / Contingent's or Scouts Australia's policy, regulations and guidelines. It would be far too difficult for this policy document to prescribe how to deal with every situation. However, for minor infringements, the Contingent Leader is empowered to take the action that they feel necessary. In doing so, the following should be adhered to:

- Keep the dignity of all parties as the highest priority.
- Ensure that you deal in a fair and impartial manner.
- Keep a record of the incident.
- Resolve the incident as quickly as possible, and at the lowest practicable level.

In matters of a more serious nature, it will be necessary to seek advice from the International Commissioner of Australia.

A.10 NOTES ON NATIONAL TRAVEL INSURANCE

All Contingents departing Australia must have comprehensive Travel Insurance as organised by the National Support Team.

For Branch Service Projects and Friendship Tours, the organising Branch is solely responsible for risk management and insurance.

Scouts Australia's Travel Insurance is only available for National Contingents, and must be used by these Contingents. Additional information for National Contingent Leaders is available in Part C of this manual.

A.11 INCIDENTS

Procedures on how to manage medical incidents, serious accidents and hospitalisation are detailed in Part D of this handbook.

A.12 COMPLAINTS PROCESS

Complaints should be raised directly with the International Commissioner of Australia.

Escalation includes consultation between the National General Manager and the Chief Commissioner of Australia.

A.13 EMBASSIES, CONSULATES, MISSIONS

All members travelling overseas representing Scouts Australia must register with the Australian Government, <http://www.smartraveller.gov.au/>. Group registration is available for Contingents and Groups.

The International Commissioner of Australia, and with their knowledge, the Contingent Leader are the only representatives of Scouts Australia permitted to contact diplomatic posts, other than in an emergency.

A.14 REPORTING

National Contingents have specific reporting requirements outlined in Part D of this handbook.

For all other Contingents, the Contingent Leader is required to notify the International Commissioner of Australia of the Contingent's safe return.

So that Scouts Australia can learn from all Contingents that travel overseas and share knowledge across Australia, as well as inspire other leaders and youth members to consider an international adventure, a brief report from each Contingent is required. It should be received within 3 months of the Contingent's return to Australia.

A.15 INTERNATIONAL EXPLORER AWARD

This award is for any registered member of our Movement who travels to an officially recognised International Scouting event overseas OR participates in two of the following activities:

- Service (minimum 4 hours).
- Camping (minimum 1 night).
- Training (minimum 1 complete day).
- Attend at least three meetings (minimum 3 hours).

Upon their return from overseas, the candidate is required to complete at least three reports or presentations.

Once all of the criteria have been met, the candidate should apply through their Branch on the application form. The cost is not part of the Contingent Fee and any Contingent member must pay for their award.

It is imperative that the Contingent Leader promotes to all Contingent members the opportunity to earn the International Explorer Award.

The International Explorer Award must be completed within 12 months of returning to Australia from the overseas trip associated with the **approved** international scouting event.

The application form for the International Explorer Award is located in Appendix A.

PART B

ESTABLISHING A NATIONAL CONTINGENT

B.1 CONTINGENT LEADER APPOINTMENT

All National Contingents will have a Contingent Leader appointed by the Chief Commissioner of Australia on the recommendation of the International Commissioner of Australia.

For World, APR, USA and NZ Events, the Contingent Leader should be appointed at least two years before the event so that the initial broad planning and budgeting can be completed and to allow the timely issue of brochures and other advertising for the event. In the case of the Contingent Leader to the NZ Rover Moot, the person will be appointed at least 9 months prior to the event.

A formal application process will be implemented for the role of Contingent Leader to these events with the International Commissioner of Australia calling for nominations from all Branches. As required, the International Commissioner of Australia will discuss the role with potential candidates to ensure that each person has a thorough understanding of the role and skills required.

Applicants for the role of Contingent Leader must have completed Advanced Wood Badge Training and the Behaviour Management eLearning module or have a willingness to complete this training within six months of appointment and prior to the Contingent's departure from Australia.

The selection process will be merit-based and may involve face-to-face interviews of short listed candidates, funded by the previous Contingent to the same event. The International Commissioner of Australia will appoint a selection panel to assess candidate applications, based on merit against the selection criteria. The selection panel will nominate the best candidate to the International Commissioner of Australia. The International Commissioner will then consider forwarding the nomination to the Chief Commissioner of Australia. In turn, the Chief Commissioner of Australia will consider appointing the nominee as the Australian Contingent Leader.

For other National events, the Contingent Leader will be selected following a merit-based assessment, conducted on agreement between the respective Branch International Commissioners or other relevant international Scouting personnel, from among the expressions of interest received. This will be done at least twelve months before the event.

For all International events, the Contingent Leader is appointed by the Chief Commissioner of Australia with the authority of the National Operations Committee. The Contingent Leader is therefore a National Appointment for the purposes of planning and conducting the Contingent. The Contingent Leader is directly responsible to the International Commissioner of Australia.

B.2 CONTINGENT ADVISER

An Adviser shall be appointed to all Contingent Leaders. If suitable and available, that person should be the Contingent Leader to the previous event, or have been a Contingent Leader to a similar event.

Candidates for the role of Contingent Adviser must have completed Advanced Wood Badge Training and the Behaviour Management eLearning module.

The Contingent Adviser will have a diminishing role as the Contingent Leader develops their own Contingent Management Team.

The Contingent Adviser may attend the event in any capacity, however attendance is subject to normal adult/leader requirements and application processes and is not automatically implied by the position.

B.3 CONTINGENT MANAGEMENT

B.3.1 Contingent Executive

The International Commissioner of Australia and Contingent Leader along with the Deputy Contingent Leader and Assistant Contingent Leader (where appointed) will form the Contingent Executive. This Executive is the main policy and decision-making body of the Contingent and works with the Contingent Management Team (where one exists). The International Commissioner of Australia may choose not to attend all meetings of the Executive but to be kept fully briefed on all matters pertaining to the Contingent.

The Deputy Contingent Leader and Assistant Contingent Leader are appointed by the Contingent Leader in consultation with the International Commissioner of Australia.

B.3.2 Contingent Management Team

Where a Contingent exceeds approximately 50 people, a Contingent Management Team (CMT) will be established to divide the responsibilities for the Contingent. All members of the Contingent Management Team will report to the Contingent Leader. Positions may be established to cover aspects of contingent management, including Finance, Administration, Personnel, Hospitality, Tours, Activities, Transport, Quartermaster, etc. The structure of the Contingent Management Team will be up to the Contingent Executive but must not become an administrative or financial burden on the Contingent.

All additional members of the Contingent Management Team are appointed by the Contingent Leader in consultation with the International Commissioner of Australia.

Applicants for the role of Contingent Management Team must have completed Adult Leader Basic Training and the Behaviour Management eLearning module or have a willingness to complete this training within six months of appointment and prior to the Contingent's departure from Australia.

Contingents should consider appointing a Medical Practitioner, Paramedic or appropriate Registered Nurse on the Contingent Management Team where possible.

Each Contingent is required to have someone in the Contingent Management Team that, in the event that the Contingent Leader can no longer continue in their role, will be able to take on the position of Australian Contingent Leader. This would require the approval of the Chief Commissioner of Australia following a nomination by the International Commissioner of Australia.

B.3.3 Assistant Contingent Leader

The Assistant Contingent Leader will normally be appointed following a selection process from among candidates who attended the last event as a youth participant.

This person will be a Youth or Young Adult Member who will:

- Work with the Contingent Leader and Deputy Contingent Leader,
- Be a member of the Contingent Executive,
- Actively promote the Contingent prior to the close of applications including at all major Australian Scouting events,
- Represent the Youth Members on the Contingent Executive and/or Contingent Management Team,
- Convene the Contingent Youth Council,
- Give a voice to the Youth Members in the Contingent on the Executive / Management Team level of the Contingent,
- Be a member of the Contingent,
- Perform other duties as required by the Contingent Leader or International Commissioner of Australia.

The role of Assistant Contingent Leader shall be focused on leadership development and liaison and not on youth member welfare.

B.3.4 Contingent Youth Council

The Assistant Contingent Leader will chair the Contingent Youth Council.

The Contingent Youth Council for large Contingents will be used prior to the event as well as during the event.

The Assistant Contingent Leader (being a youth/young adult member) will liaise with other young members of the Contingent to ensure that their expectations are considered by the Contingent Executive / Management Team. During the event the Assistant Contingent Leader will work with the Patrol Leaders and Assistant Patrol Leaders or senior members of the Contingent (Youth Members) to make recommendations for the Contingent Executive. The Contingent Youth Council is in effect a Troop Council or Unit Council for the Contingent.

The Contingent Youth Council will also be asked to complete a review pro-forma of the Contingent and make recommendations for future Contingents.

B.4 THE NATIONAL OFFICE

B.4.1 General

The National Support Team has the following responsibilities:

- Reviews the Budget prior to it being submitted to the International Commissioner of Australia for final acceptance.
- Arranges Travel Insurance for the Contingent.
- Briefs the Contingent Leader and Contingent Treasurer regarding Contingent accounting matters generally.
- Makes payments as advised by the Contingent for expenses in Australia and overseas.
- Arranges for the issue of debit cards or credit cards for use by the Contingent in Australia or overseas.
- Arranges for overseas bank accounts to be opened when appropriate.
- Arranges for the supply of special National items of uniform and accessories approved for wear by the Contingent members to be sourced from Scouts Australia's preferred supplier.
- Arranges for the supply of a presentation plaque as ordered by the Contingent Leader using the pro-forma at the rear of this handbook.
- At agreed intervals, provides a bank register for the Contingent accounts from the National Accountant to the Contingent Leader / Contingent Treasurer, through the National General Manager.
- Manages the On-Line Event Registration System (OLEMS).

B.4.2 Collaboration

It is important that the Contingent Leader, International Commissioner of Australia and National General Manager maintain close contact and communication and work as a team.

The National Support Team deals with all aspects of the National Association. The Contingent will be but one aspect of the multitude of responsibilities that the National Support Team would need to deal with on a day to day basis. To this end, Contingent Leaders as volunteers, must work collaboratively with the National Support Team and vice-versa.

B.5 BRANCH INTERNATIONAL COMMISSIONERS

Branch International Commissioners are responsible for promoting opportunities for members of their Branch to travel abroad as part of a Scouting Contingent. To this end, it is essential that each Nationally appointed Contingent Leader keep the Branch International Commissioners informed with regard to the status of the Contingent.

It is preferable that the Contingent Leader contact Branch International Commissioners to introduce yourself and discuss with them what you are planning. It is helpful for the Branch International Commissioners if they receive a 'briefing pack' on your Contingent, as they will often be the first port of call for members in their Branch.

The Branch International Commissioners will promote the Contingent using the resources available. Additional support resources can be obtained by the Contingent Leader by speaking directly to the International Commissioner of Australia.

It is important for the Contingent Leader to remember that personal communication is always preferable and that the Branch International Commissioners are volunteers just like you.

The National Support Team will send a list of Contingent applications to each relevant Branch International Commissioner. The Branch International Commissioner is responsible for advising other Commissioners within their Branch of participants attending international events, and for verifying the membership of all Contingent Members. It is essential that the verification of membership be repeated prior to departure.

The Branch International Commissioner will be responsible for providing local assistance to the Contingent Leader in organising venues and other arrangements for Contingent information sessions or other related promotional or preparatory functions.

The appropriate channel of communication is for the Contingent Leader to liaise with the Branch International Commissioner. On particular issues (e.g. serious accident/incident/hospitalisation/death) the International Commissioner of Australia will liaise with the Branch Chief Commissioner.

B.6 PLANNING AND ORGANISATION FOR NATIONAL CONTINGENTS

From the time of their appointment until the Contingent leaves Australia, the Contingent Leader has the major responsibility for making or initiating decisions involved in the planning and organisation of the Contingent. Where matters of Association policy are concerned, they must consult the International Commissioner of Australia or the National General Manager as appropriate, to provide or obtain any information or decisions. After the Contingent has left Australia, the Contingent Leader has the full authority of The Scout Association of Australia to make such decisions as are necessary for the successful operation of the Contingent. However, the International Commissioner of Australia and National Support Team are always available to the Contingent Leader for consultation, advice or assistance. After the Contingent has departed from Australia, this can be obtained by contacting the National General Manager or International Commissioner of Australia.

The principal duties of the Contingent Leader and their staff, prior to departure, are:

- Establish an effective Contingent Management Team, after appointment by the International Commissioner of Australia.
- Preparation of Contingent Program / Itinerary.
- Liaise with the International Commissioner and National Support Team.
- Preparation of Budget(s) and appropriate review of Budget(s).
- Ensure the Contingent Management Team develops a comprehensive Risk Management Plan and considers it for endorsement.
- Organisation of travel from/to Australia.
- Work with the International Commissioner of Australia to ensure the organisation of pre and / or post event tours.
- Communication with the Host Association (after introduction by the International Commissioner of Australia).
- Selection of the Contingent and management of the Contingent.
- Resourcing the Contingent.
- Appropriate briefing of the Contingent will be conducted by the Contingent Leader prior to departure, be this at an activity / meeting / camp as appropriate.
- Providing a report to the International Commissioner (see Part D for more information).

B.7 DEVELOPING A TIMELINE

Contingent Leaders should develop a plan for the work to be done for a Contingent, together with a timeline to be discussed with the International Commissioner of Australia and the National Support Team.

The timeline should cover all of the items within this handbook.

A timeline must be developed for:

- Budget revisions - specifically the date as to when the last budget revision will be completed in order to effect the last payment date.
- Payment due dates – in order to manage the cash flow of the Contingent and ensure that Contingent members are paying the Contingent Fee in a timely and managed manner.

These timelines need to be documented and shared with the International Commissioner of Australia and the National Support Team.

B.8 COMMUNICATIONS

B.8.1 General

Good communication is essential to the efficient planning, support and conduct of a Contingent. This includes good communication of arrangements, intentions and requirements between the Contingent Leader and Contingent staff as well as other members of the Contingent. It also includes between the Contingent Leader, International Commissioner of Australia and National Support Team, Branch Offices, and with overseas Associations and non-Scout organisations who may be able to assist a Contingent. It incorporates timely and adequate communication throughout the Association of the intention to raise a Contingent.

Depending on the size and nature of the Contingent, an initial face-to-face meeting will be convened by the International Commissioner of Australia and will involve the National General Manager and the appointed Contingent Leader. The purpose of the meeting is to discuss the budget and the operations of all stakeholders in organising the Contingent.

B.8.2 Advertising and Promotion

Advertising materials for an event may include brochures, websites, National newsletters, Australian Scout Magazine, Branch magazines or talks and displays at Scouting events. The deadline for copy for Australian Scout and Branch magazines is usually the first day of the month, preceding the month of issue. It is important that advertising for an event to be held over the Christmas / New Year period reaches Group level a minimum of fourteen months before an event and at least twelve months before in all other cases. This will ensure that members are aware of the event before they are committed to another activity and allows them to save or raise funds for their fees.

Each Branch has different magazines, and the Contingent Leader should talk to the Branch International Commissioner of each Branch about accessing these items.

The National website www.scouts.com.au should be used for advertising. All advertising of an event should direct enquiries to the event website or Contingent Leader for further information.

A marketing plan together with a timeline for promotions should be developed and provided to both the International Commissioner of Australia and Branch International Commissioners.

Depending on the size and nature of the Contingent, Scouts Australia will assist in setting up a Scouts Australia branded Contingent website. A person with skills to add information to the website will be required to work with the Digital Systems Officer of Scouts Australia to develop the website.

B.8.3 Line of Responsibility

The Contingent Leader's line of responsibility to the National Support Team is through the International Commissioner of Australia, but in the organisation, planning and financial administration of the Contingent they will liaise directly with the National Support Team.

The Contingent Leader should therefore make contact with the International Commissioner of Australia on a monthly basis to keep the International Commissioner up-to-date on all issues regarding the Contingent.

B.8.4 Correspondence and Contact Details

The Contingent Leader should ensure that copies of all bulletins issued by the Contingent are sent to the Chief Commissioner of Australia, the International Commissioner of Australia, the National Support Team and all Branch International Commissioners. Information on Contingent addresses overseas and emergency telephone contact numbers overseas together with a list of Contingent members and their emergency contact details must be sent to the International Commissioner of Australia prior to departure.

B.8.5 Bulletins

The Contingent Leader needs to continue to communicate relevant up-to-date information to Contingent members and their families. The information should be clear and concise, suitably written so that it may be used by youth members, their parents/guardians, adult members and Branches/National Office.

A minimum of three Bulletins are generally made available to members of the Contingent. The first Bulletin is upon acceptance into the Contingent, the second and third Bulletins update information, detail what the event and tours provide, specify health and medical issues, etc.

The Bulletin can set expectations, mould team attitudes and detail individual responsibilities. Bulletins should be issued quarterly.

Listed below are some of the sub-headings the Contingent Management Team might wish to consider – but the list ultimately must reflect the demands of your event and program.

Bulletin 1

Contingent Leader's Welcome
Costs/Payment Schedule
Withdrawal Policy
Itinerary & Tours
Organisation
Future Bulletin
Objectives & Program
Receipts

Bulletin 2

Medical Forms
Visa Applications
Passports
Clothing List
Spending Money
Troop Lists
Receipts

Bulletin 3

Event Program
Event Song/Map Details
Souvenir Items
Flight/Departure details
Receipts

Receipts are generated automatically by the On-Line Event Management System (OLEMS).

Regular correspondence must occur with all applicants at least quarterly.

B.9 TRAVEL AGENTS

Campus Travel is Scouts Australia's preferred Travel Agent with dedicated managers for group travel and non-group travel (e.g. CMT meetings) enquiries. Contingent Leaders must contact Campus Travel for quotations on all travel, tours and airfares. Current contact details are available from the National Support Team.

If the Contingent Leader is able to find travel, tours and/or airfares at a lower price with the required level of flexibility, and/or the booking and negotiation process is more efficient for the volunteers involved, then the Contingent Leader may book directly with another agency or transport provider only after prior consultation with the International Commissioner of Australia or National General Manager.

If time permits, the Contingent Leader can seek quotations through a tender process. At least one should come from Scouts Australia's preferred Travel Agent.

Further details can be obtained from the International Commissioner of Australia.

Most group bookings don't accrue frequent flyer points. If a Contingent Leader is wanting members to accrue points, they should advise Campus Travel so that the agency can keep this in mind when negotiating with airlines. Some airlines will allow group fares to accrue points, but this usually incurs an extra cost.

B.10 RECRUITMENT AND PUBLIC RELATIONS

A Contingent Leader's first priority is to recruit Youth Members to join the Contingent. Without Youth Members, the Contingent cannot proceed.

It is preferable to have a minimum number of ten Youth Members for a Contingent. Therefore, the Contingent Leader should develop a clear and concise vision for promoting their Contingent. In effect, the Contingent should have a marketing / PR plan which should address:

- District / Region promotion
- Branch promotion
- Using Branch International Commissioners
- National Web Page and Social Media platforms
- National Magazines
- Branch publications
- Other promotional forms / events, etc.

Speaking with young people and their families is the best way to recruit Youth Members to a Contingent. Nothing can replace the face-to-face meeting. However, given that each Contingent will have budgetary constraints, this may not always be possible.

B.11 NEIGHBOURING COUNTRIES

Scouts Australia may canvass the interest of neighbouring National Scout Organisations (particularly New Zealand, Timor-Leste, Kiribati, Vanuatu, Papua New Guinea, Fiji, New Caledonia, Cook Islands, Tuvalu and Tonga) to travel with Australian Contingents to international events if there are net benefits to both parties. Separate financial arrangements will apply for each country.

PART C

BUDGETING AND FINANCE

C.1 BUDGET APPROVAL

Once prepared, the Contingent's draft budget should be supplied to the International Commissioner of Australia and National General Manager.

The International Commissioner of Australia will review the budget, passing comments to the National General Manager. As finances and budgeting are the responsibility of the National Office, the final budget approval will come from this office. Budget approval will be in writing for the initial budget.

The Budget Template at the back of this Policy Document must be used. This is available electronically from the National Office.

The Contingent Leader has no authority to exceed the overall approved budget and run a deficit.

The 1% to 5% Budget Contingency must be set with the approval of the International Commissioner of Australia. The final % will be determined based on the type of event, size of Contingent, location of event and so on. The Budget Contingency is not refundable.

C.2 CONTINGENT FEE

It is essential that a Contingent does not price itself out of the market. Participant fees to attend an event must be kept to a minimum. To address this, all Contingents must offer a basic package to allow for those wishing to attend an event. Tours associated with a Contingent's attendance at a Jamboree / Venture / Moot (beyond essential pre-Jamboree orientation programs), should be optional extras.

e.g.:

Tour A: Event and return to Australia.

Tour B: Event plus tour option and return to Australia.

In this case, all Youth Members and Leaders successful in being accepted to join the Contingent would attend Tour A. Those Youth Members wishing to attend Tour B would be supported by Leaders required to ensure that the tour is a success. The number of Leader/Adult Members attending Tour B should be kept to the minimum number required to safely manage the tour.

Where possible, consideration should be given to a separate fee structure for adults (including Rovers) who attend the event for the purpose of International Service Team.

C.3 BUDGET AMENDMENTS

Amendments to the budget will inevitably need to be made throughout the course of the Contingent's preparation. These changes may not be made without the approval of the National General Manager. The Contingent Treasurer will need to liaise closely with the National Support Team so as to ensure that there is no confusion with regard to the budget.

It is expected that there should be a final amendment to the budget one month prior to the last payment date so that, if the Contingent Fee is to be reduced, the new value of the last payment is communicated to the Contingent members.

C.4 CONTINGENT EXECUTIVE TRAVEL

The Contingent Leader or in the cases of large Contingents, the Contingent Executive, may have their travel paid for within the Contingent budget. The Contingent Leader's costs should be budgeted within the Contingent Budget and any costs for additional members of the contingent team such as Contingent Executive, must have the approval of the International Commissioner of Australia.

Where free flights are awarded or granted as part of a contract with an airline, the Contingent Leader may take up one of these flights and the remainder of the free flights should be apportioned across the Contingent so that the youth members and adults attending the event pay reduced fees. This should have been taken into account when completing the preliminary budget.

For World events, it is expected that the Contingent Leader and/or members of the Contingent Executive will travel to the country prior to the event for a meeting. If any other person is to travel to these events at a cost to the Contingent, prior approval must be sought from the International Commissioner of Australia. Where free travel is provided by an airline and/or tour company, this arrangement should be advised in writing to the International Commissioner of Australia.

All provisions as stated above, need to be outlined in the budget and made clear to the International Commissioner of Australia and to the National Support Team.

Where the Contingent is travelling to a World Jamboree, the International Commissioner of Australia will accompany the Contingent as a representative of the National Association. The Contingent is required to budget for this cost.

For large contingents, consideration should be given to partly subsidise all members of the Contingent Management Team provided there are sufficient funds in the approved budget. The arrangement should be optional and limited to a maximum of 5% of the total Contingent budget.

C.5 WITHDRAWALS & REFUNDS

Members withdrawing from a Contingent should notify the Contingent Management Team, which in turn should promptly notify the National Support Team. This notification should be made promptly as delay could result in additional cancellation charges being deducted from the member's refund. The National Support Team will send the refund directly to the member and advise the Contingent Leader.

The Contingent must set a withdrawal policy that acknowledges expenses that are due to be paid well before departure and set withdrawal fees that are payable by participants. These fees may increase periodically as the event becomes closer and more expenses are paid by the Contingent.

At various stages in Contingent planning certain non-refundable or part non-refundable payments may be made from Contingent funds for such items as event fees, airfares, tourism, insurance and uniform items. Also, at a certain stage in planning an amount must be charged to individuals withdrawing from the event to cover the cost of administration. It is very important therefore that members are fully aware of the administration, and of the detailed deductions that will be made from refunds, well in advance of the dates at which such money becomes non-refundable. Some non-refundable monies may be covered by travel insurance if this is included in the Contingent fee or separately arranged by the member.

Travel Insurance may cover withdrawals for medical reasons covering the difference between Contingent Refunds and loss of deposits. This occurs only if the applicant's name is recorded and registered at the National Office. Prior to payment of non-refundable items, the Contingent must instruct the National Support Team to take out travel insurance.

Withdrawals due to non-medical reasons are not covered. The Contingent Leader should liaise with the National Support Team on this issue prior to making any statements.

C.6 CASH FLOW

When developing the budget in consultation with the National General Manager and International Commissioner of Australia, it is important that the program for fee progress payments be developed at the same time. This will ensure that sufficient funds are held in National accounts when major payments, such as those for airfares, tours, event fees etc. need to be made.

Once the program for fee progress payments is developed, it is imperative that the Contingent finalise the budget just prior to the last payment. If it is deemed that the final individual payment is less than previously advised, the last payment should be reduced with the approval of the International Commissioner of Australia.

C.7 CONTINGENT FUNDS

C.7.1 Responsibility of the Contingent Management Team

The Contingent Management Team is only required to account to National Office for the expenditure from money provided to the Contingent by National Office, any income received

by the Contingent when it is overseas and the residue of such monies. It is not responsible for accounting to the National Office for the Contingent's total income.

C.7.2 Inwards Payments

All inward payments for standard fees, optional additional fees and sales of Contingent materials, are to be made prior to departure. The total fee payable is automatically calculated by the On-Line Event Management System (OLEMS) from the selections made by the applicant. Receipts are generated automatically for each electronic payment received.

To maintain the data integrity and provide audit transparency in the OLEMS Contingent Participant Payment Schedules, manual access to the Participant Payment Schedules is not accessible to Contingent Leaders. Manual adjustments will need to be assessed and approved by the National Support Team (and the International Commissioner as required), before they can be processed in Participant Payment Schedules.

Payments collected overseas must be receipted and recorded under the control of the Contingent Management Team and paid into the local Contingent bank account or retained by the Contingent Treasurer.

C.7.3 Unpaid Participant Fees

Scouts Australia has a "No Pay, No Go" policy, where a participant is not permitted to depart from Australia for an international event unless all of their payments have been made.

The exception to this policy is if the Contingent Leader makes a decision in consultation with the International Commissioner of Australia to absorb the financial burden of the missing payments within the existing budget if extenuating and compassionate circumstances are justified. For example, this may be facilitated as a result of making early payments and/or receiving additional discounts that avoid any impact on the overall budget contingencies.

An alternative to the above, is if a repayment plan has been agreed between the Contingent Leader and the youth member or their parents/guardians. Such a repayment plan should see the total outstanding amount paid within 8 weeks of the Contingent returning to Australia.

C.7.4 Expenditure Prior to Departure from Australia

Items of expenditure in Australia and pre-payments overseas, will be arranged by the National Support Team in liaison with the Contingent Leader. Such expenditure will include items such as uniform, event fees, printing and stationery, airfares and authorised travel by Contingent staff prior to departure. To this end, the Contingent Leader should ensure that the National Support Team is given a schedule of payments to be made in, and from, Australia. This schedule is to be up-dated as necessary.

This management system of prepayment in full for tickets, vouchers, event fees etc. minimises the need for the Contingent administration to handle money (which can be considerable for larger Contingents).

Large invoices may be paid using direct telegraphic transfer or direct deposit into a bank account. These payments may be requested by the Contingent Management Team using the Overseas Contingent Request for Payment Form, annotated with the appropriate budget tracking category and expense code and submitted to the National Support Team for

processing. All payments will be endorsed by the National General Manager or International Commissioner of Australia in accordance with the approved budget.

For small payments, it may be more economical for this amount to be paid on credit card.

C.7.5 Credit Cards

Corporate credit cards may be issued by Scouts Australia to members of the Contingent Management Team on advice of the Contingent Leader. All credit card applications require the approval of the National General Manager on advice of the International Commissioner of Australia.

Credit cards are to be stored securely at all times.

Credit cards are to be used strictly for incidental Contingent purchases that cannot be paid in advance using the Scouts Australia accounts payable process. No Scouts Australia credit card is to be used for personal use.

All expenses processed by credit card require the prior approval of the Contingent Leader, and spending is to be monitored against the approved budget.

Prior to the Contingent departing, all major invoices must be paid through the Scouts Australia accounts payable process, not by using the credit cards.

Cash withdrawals for Contingent member lunches and pocket money must be well documented and a reconciliation should be allocated to the correct Contingent budget codes. All receipts and documentation must accompany the completed credit card statement when it is returned to the National Accountant.

After the Contingent returns, the card holder/s must return the credit card/s to the National Support Team or on the instruction from the National Support Team, destroy the credit card/s and confirm to the National Support Team that this has been done.

The National Accountant will provide electronic monthly transaction spreadsheets which are to be reviewed promptly by the credit card holder. Completed records and electronic receipts are required as soon as possible but no later than 7 days after receiving the transaction spreadsheet. If the transaction spreadsheet arrives whilst overseas during the event, the completed records and electronic receipts are required within eight weeks of return to Australia.

Westpac Corporate Credit Cards feature an additional security measure for the credit cards the bank provides to Scouts Australia for use during overseas travel.

Prior to departure overseas, Westpac require that Credit Card holders:

- notify Card Services (on the contact number on the back of the credit card) of Contingent travel dates / plans (that is, when the card will be used),
- verify Card Services that the card holder contact details are correct.

If Westpac does not receive the card holder's confirmation, it may jeopardize the functionality of your Scouts Australia credit card whilst you are overseas.

ATM limits in some countries may prevent withdrawals to lower amounts than the limits approved by Scouts Australia. Each Contingent should research the limits that may be applicable in their country of travel. Additional credit cards may be issued to Contingent Management Team members where excess cash is required in excess of these limits.

C.7.6 Transfer, Availability and Carriage of Funds Overseas

For payments to be made by the Contingent Management Team whilst overseas, the Contingent will be provided with credit cards, debit cards, bank cheques or pre-ordered access to cash. The amounts to be transferred overseas should be judiciously assessed to avoid undue exchange losses in returning surplus amounts to Australia. The National General Manager will advise the Contingent Management Team of the currency exchange rate which applied to the transfer of any funds. Remember, all items that can be prepaid (and for which tickets or vouchers are issued by the relevant travel agency/airline) will reduce the need for cash when travelling.

In order to give flexibility of movement, to cater for the Contingent being split into a number of tour parties and to minimise the possibility of loss, several members of the Contingent may need to be given credit cards debit cards or access to cash. Where this is the case, each carrier must keep records to account for the use of their funds for eventual accounting to the Contingent Treasurer.

Depending on the Contingent itinerary, the National Support Team may need to negotiate financial requirements with banking institutions in the country being visited. In the event of difficulties, the National Support Team should not delay contacting the nearest Australian Government diplomatic representative who may be able to assist.

C.7.7 Expenditure Overseas

The procedures set out below are designed so that the National Support Team may provide to the Association's auditors, as required, properly documented details of the use of Contingent funds by the Contingent Management Team whilst overseas.

A separate account in the cashbook is required for income and expenses in each overseas country. The input of funds to each account should be identified as to its source, e.g. Traveller's cheques, bank transfer, drawings under credit or cash exchange of other currency. The closing entry in each account will relate to the change of the balance of funds to the next currency used.

Cash books or cash book sheets should have extension columns for budget expenditure headings and all payment vouchers outside Australia should be related to budget items and must be supported by invoices, receipted where appropriate, or by signatures of the Contingent staff who were personally responsible for the use of the funds. The Contingent Treasurer will need to ensure that expense vouchers are available and are issued to accomplish this end.

Periodic reconciliations should be made whilst the Contingent is overseas between cashbook and actual cash balances, be they in the bank, in cash or other currency forms.

C.8 SPENDING MONEY OF CONTINGENT MEMBERS AND SAFE CUSTODY SERVICES

C.8.1 General Advice to Members and Parents/Guardians

Each Contingent involving members under 18 years of age should offer advice to parents/guardians and members of the Contingent on the desirable minimum and maximum amounts of spending money which should be taken. Advice should also be given as to the form in which the money should be taken. If necessary, the Contingent should consider a safekeeping service for members' spending money and valuables. This service has the aim of minimising the impact of loss or theft and spreading youth members' personal expenditure to cover the whole period overseas.

C.8.2 Receipt and Transfer of Spending Money

When the Contingent Management Team is providing a safe-keeping service for the cash spending money of individuals, this money is required to be paid using the On-Line Event Management System (OLEMS). The National Support Team will transfer the money received to the overseas country via one of the methods used for the transfer of Contingent funds and will advise the Contingent Management Team of the exchange rate applying to the transfer. In distributing spending money, it is recommended that each Contingent establish a fixed round number exchange rate for each currency, based on the exchange rate at time of transfer and/or entry into the country. All money and valuables should be signed in and out.

C.8.3 Guidelines for Planning to Individuals

It is essential to plan currency requirements well ahead of disbursements of spending money and to attempt to keep the personal accounts for spending money in whole currency units for which notes are available. Payments should be made at set times published well in advance, and wherever possible, should be made only in note currency. In cases where Contingents are visiting only one country, obviously at least one payment involving coins may have to be made to clear the member's account. Where Contingents are visiting a number of countries with different currencies, special thought should be given to advising members on how to minimise the amount of residual coin in one currency which generally cannot be cashed into another currency.

Special arrangements may have to be planned to meet the needs of Contingent members leaving early from, or returning late to, the event site, or going off-site for lengthy periods.

Prior to returning to Australia, the Contingent Management Team should ensure that the balance of pocket money is paid to the relevant Contingent member with the exception that any large balance in a member's account may, at the request of the member, be retained in the contingent bank account for later return to National Office and repayment to the member in Australia.

C.8.4 Accounting for Spending Money Overseas

As for ordinary Contingent funds, sufficient records must be kept and returned to National Office to vouch to the satisfaction of the Association's auditors that all spending money received has been accounted for and that signatures are held for all disbursements. The other essential feature of the accounting system used for spending money is that both the Contingent Management Team and the member must be able to readily ascertain the balance held for each member.

The Contingent Treasurer should keep a separate spreadsheet cash book account for spending money showing the total amount in local currency after transfer from Australia, and their withdrawals.

C.8.5 Forward Planning and Staff Assistance

The provision of a safekeeping service for spending money can be quite demanding in terms of organisation and workload. The system should be planned in detail well in advance and the system advertised to Contingent members before departure. If possible, this advice should include a list of the days on which withdrawals may be made.

Depending on the size of the Contingent, the Contingent Treasurer may need the assistance of one or more assistants to cope with the work load and these assistants should be appointed and acquainted with their duties before departure. Troop Treasurers and, depending on the circumstances, other persons to carry out similar functions for Contingent Management Team staff and Contingent members working on the event staff, should also be appointed before departure.

C.8.6 Other Safe Custody Services

Contingent Leaders should consider whether it is desirable to provide safe custody services for passports and air tickets, particularly for youth members, whilst overseas. Access to passports may be required when travelling across country borders or at other times for identification purposes.

C.9 BUDGET INFORMATION

Budget information is only for the National Support Team, the Contingent Executive and the International Commissioner of Australia.

Budget information and figures must not be distributed to Contingent Members. Contingent Members are entitled to know what they are paying for, but do not need to know the breakdown of particular items. It has been found that this causes problems where Contingent members have specific breakdowns of the Budget.

Budgets also change over time and are amended. It is not practical for all members of the Contingent to have a copy of the Contingent's Budget.

The National Support Team will provide Contingent Leaders with access to contingent accounting records periodically or at other times on request. This information should be used by Contingents to ensure expenditure remains within the approved budget at all times.

C.10 FINALISATION OF ACCOUNTS

On return to Australia all unused currency notes, letter of credit facilities, cheque butts, unused cheques, deposit slips, bank statements and credit cards are to be returned to National Office as soon as possible to facilitate the audit and the closure of any bank accounts overseas and credit cards.

The Contingent Leader must ensure that Contingent accounts are completed and forwarded together with all supporting documentation to National Office within eight weeks of return to Australia. If all Contingent expenses and income cannot be finalised before returning to Australia, the Contingent Treasurer should arrange for these accounts or payments to be sent to National Office.

National Office is required to prepare a final statement of receipts and payments by the Contingent, for the benefit of the Association's Auditors. It is not the practice of National Office to make this statement available to any other persons or organisations, other than the Contingent Leader and the International Commissioner, within or outside the Association.

C.11 TRAVEL INSURANCE

C.11.1 General

Scouts Australia provides Travel Insurance as part of the Contingent fee to National Contingents upon receipt of names and payment of the Contingent Fee.

Contingent Leaders should note that travel insurance is considered an integrated cost of running a Contingent and should advise Contingent members that it is included in the Contingent cost.

Independent travellers are required to take out additional insurance to cover all travel prior to joining the Contingent and after departing the Contingent at their own expense. Participants must be advised that the National Contingent insurance will only be accessible for incidents that occur whilst they are travelling with the Contingent.

In accordance with our Travel Insurance Duty of Disclosure, participants are asked to confirm that they are not taking the journey against the advice of a doctor, or when they are unfit to travel or if the purpose of the journey is to enable the participant to seek medical attention for a pre-existing condition.

C.11.2 Details Required By National Office

In order that the conditions applying to the standing Policy are fulfilled, the following details must be provided by the Contingent Leader / Group Organiser to the National General Manager at least five weeks before departure of the Contingent / Group from Australia.

1. Contingent Group Numbers:
 - Adults
 - Youth Members
2. Nominal list of those being insured:
 - Name, Address, Telephone, Birth Date, Sex
3. Dates:
 - Earliest date of departure of a member leaving from their home
 - Latest date of arrival of a member to their home
4. Travel:
 - Methods of travel (flight details, etc.)
 - Largest number of members to travel in a single aircraft
5. Complete Itinerary(s) of the Contingent including those of associated tour(s).
6. A separate list of independent travellers.

C.11.3 Claim Procedures

The Leader of the Contingent / Group will be issued with a copy of the Insurance Policy and the claim form by the National Support Team before departure from Australia.

The incident leading to any claim is to be fully investigated at the time by a responsible Leader and the claim form completed accordingly, and accompanied by any relevant supporting documents.

The claim is forwarded to the National Support Team (this must be done as the policy is a National Policy). The National Support Team will liaise further with the insurers, the Branch and the participant as necessary.

For any claims of theft, where possible, the relevant "Police" documents are required as to the report of the theft or loss.

Claims against Travel Insurance should be made promptly upon return, check the current policy to see the time-limit for claims. Keep all documents and receipts for treatment received or losses that need to be recovered, to assist making the claim. Also be aware some health issues may be excluded under the insurance, such as deliberate self-inflicted injury, and consider whether this is a material risk for people with a history of this type of difficulty.

C.11.4 Loss of Deposits and Cancellation Charges

EXTENT OF COVER

A Contingent Member and any Insured Person will be indemnified for loss of travel and accommodation expenses paid in advance for the loss of which the Contingent Member is legally liable and which are not recoverable from any other source, consequent upon the cancellation of travel occurring between the date of payment of those expenses and the date of commencement of the Insured Travel.

DEFINITIONS

INJURY OR SICKNESS is one which requires treatment by a medical practitioner and which precludes the Insured person or other persons from undertaking the insured travel.

CLOSE RELATIVE means the insured person's spouse or partner, fiancé(e), child, step-child, daughter-in-law, son-in-law, grandchild, parent, step-parent, parent-in-law, grandparent, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, aunt, uncle, niece or nephew.

SERIOUS INJURY OR SICKNESS means when applied to the:

1. insured person, a condition other than pregnancy for which an insured person has not received regular treatment or advice prior to the commencement of a journey, which requires treatment by a doctor or specialist and which results in the insured person being certified by a doctor or specialist as unfit to travel or continue with their journey;
2. insured person's close relative, close business associate or travelling companion, a condition other than pregnancy for which a person has not received regular treatment or advice prior to the commencement of a journey, which is certified as being dangerous to life by a doctor or specialist and which results in the insured person's discontinuation or cancellation of their journey.

PART D

OUR PEOPLE, THE MOVEMENT and THEIR CONTINGENT (DUTY OF CARE)

D.1 AGE RANGE & DISPENSATION

A Contingent Leader should not give any dispensation on age requirements as this is unfair to those who “would have” applied had they known of this dispensation.

World Scout Events have set minimum and maximum ages for participants. This cannot be changed or altered by a Contingent Leader.

However, for other events, where a Youth Member does not meet the age criteria set out by the host National Scout Organisation and just misses out on an event, the Contingent Leader in consultation with the International Commissioner of Australia, may interview the applicant and make a decision that will take into consideration if -

- this applicant will have another opportunity to attend such an event;
- there are grounds for special consideration;
- it would be detrimental or beneficial to the Contingent; or
- this young person will be a worthy ambassador for Scouting and Australia

The youth member's Group Leader should also be consulted in this process to determine their views regarding the applicant's level of maturity.

The Contingent Leader's decision regarding age range dispensation will be considered as final.

The only exception to this is when the cut off age is 17 years and the applicant is 18 years or over. Members 18 years and over can only attend these events as adult staff members.

These issues must be discussed with the International Commissioner of Australia before a Contingent decision is made.

D.2 SCOUTS WHO WILL BE OF VENTURER SCOUT AGE

Where a Contingent includes both Scouts and Venturer Scouts and there are separate Scout and Venturer Scout programs, there may be Scout applicants who will have reached their 14th birthday just prior to the event. Where such a member will be aged less than 15 years at the time of departure, the Contingent Leader is to assess each application on its merits, and decide whether the applicant should participate in the Scout or Venturer Scouts program. No dispensation should be given where the member will be aged over 15 years at the time of departure. This discretion does not extend to applicants who may have been Scouts at the time of their applications, but have subsequently joined Venturer Scouts before the event. In this case, they must participate in the Venturer Scout program.

D.3 MINIMUM EXPERIENCE

To be eligible to attend an international event as a youth participant, the applicant must be an invested Scout and hold the Pioneer badge or be an invested Venturer Scout and hold the Venturing Skills Award prior to departure.

Participants must have camped a minimum of ten (10) nights camping under canvas within Scouting, with at least three (3) of them consecutive.

D.4 FEMALE SCOUTS AND VENTURER SCOUTS

Whilst it would be usual for all National Contingents to have both male and female youth and adult members, where the organising Association will not accept female participants for an event, this will clearly be communicated in the Contingent promotional material.

Whenever camping or accommodation arrangements are different to normal expectations within Australia, particular attention with respect to the laws and customs of the host country is required and parents/guardians should be properly informed. For example male and female youth members sharing a large communal tent.

D.5 PHYSICAL FITNESS

The schedule of activities for a Contingent should normally be designed to be within the capability of a normally active young person. This does not preclude those with physical or other handicaps participating in overseas events which provide special facilities and activities for such members and the pre and post event arrangements are suitable for them. Where, however, with the agreement of the International Commissioner of Australia, it is proposed to include activities requiring special levels of physical fitness, these levels must be specified in the publicity for the event. A host National Scout Organisation (NSO) may also specify minimum health or physical requirements for an event.

D.6 REQUIREMENT TO COMPLETE FULL ITINERARY

All members of a Contingent are normally required to undertake the full itinerary of a Contingent. Occasionally, for a particular event, it may be appropriate to plan for optional or individual travel or tour arrangements before or after the event. However, this may only be done with the agreement of the International Commissioner of Australia and the options advertised in the early publicity for the event. Other exceptions may be made in the cases of accident, illness, family crisis or misconduct. The Contingent Leader acting under advice from the parents/guardians has the sole discretion whether or not to return the member to Australia. There should be no relaxation of the requirement to complete the full itinerary where it would disrupt the activities or cost arrangements for others or where it would prevent an acceptable applicant who would complete the full itinerary from taking part in the Contingent.

The Contingent Leader is required to travel with the Contingent unless otherwise approved by the International Commissioner of Australia. If approval is granted, the Deputy Contingent Leader must travel with the Contingent.

D.7 RELEASE FROM CONTINGENT BY A MEMBER

Except in an emergency, a member under 18 years of age should not be released from, or taken into, the Contingent whilst it is overseas unless there is a prior written agreement signed by the parents/guardians. A pro-forma is provided in the Appendix of this Handbook for such purposes.

It is essential that there is flexibility with joining or leaving the Contingent, however this must not affect the smooth running of the Contingent. Each request for Release from Contingent must be considered on its merit.

The decision on how the Contingent manages Release from Contingent must be made by the Contingent Leader with the approval of the International Commissioner of Australia.

D.8 LEAVING THE CONTINGENT

The appropriate paperwork must be completed prior to departure for this to occur.

It is not recommended that applicants (both youth and adults) for Jamborees and Ventures be allowed to leave the Contingent for personal travel prior to returning to Australia.

Should prior arrangements fail, the youth will be cared for by the Contingent.

Often, Leaders may request such an option when applying to join the Contingent but once one exception is approved, it can become a major problem and is strongly discouraged.

D.9 APPLICATIONS REQUIRING SPECIAL CONSIDERATION

Applications requiring special consideration, for example Scouts with special needs, are to be discussed between the Contingent Management Team and the member's Branch.

D.10 ADULTS / LEADERS

Scouts Australia is a member of the World Organisation of the Scouting Movement (WOSM). As such, we try to ensure that our members have every opportunity to attend International events so that they can experience World Scouting.

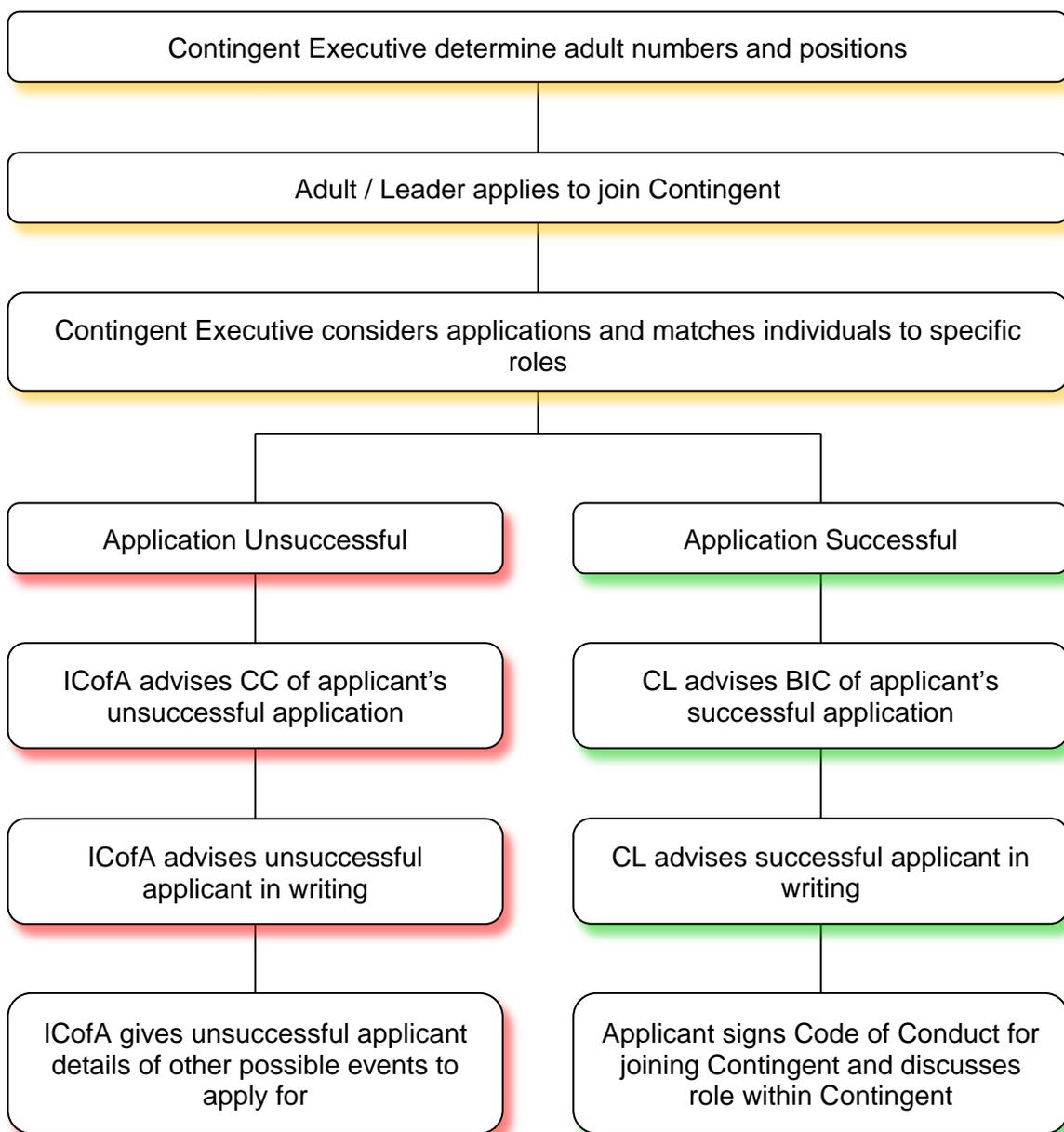
To this end, it is imperative that the adults / leaders chosen to support our Youth Members on a Contingent are appropriate and not in excess. The Contingent should decide early in the planning process the number of adults / leaders required to support the Contingent and the roles that these people will be required to fulfil. From the applications received, only the most appropriate and suitable people should be chosen to travel as part of a Contingent. This may mean that not all adults / leaders will be successful in applying to join a Contingent. The selection process should be completed in conjunction with the International Commissioner of Australia (as a part of the Contingent Executive) and they must be involved in advising the unsuccessful applicants and their respective Branch Chief Commissioners of the outcome of the Contingent's deliberations.

See the following schema for guidance.

It is not always preferable to prescribe a ratio of adults to youth, however the best practice has been found to be between 1:7 and 1:10.

There may be a situation where a Host Organisation of an event will request Australia to provide extra staff for the event (e.g. World Jamborees). In this instance, the Contingent Leader should seek advice from the International Commissioner of Australia. Scouts Australia would seek to assist the National Scout Organisation making the request. However, the following guidelines would need to be adhered to:

- all adults / leaders are current financial members of their Branch and are held in good standing with the Association;
- all adults / leaders require their Branch's support;
- all adults / leaders would be required to join the Contingent; and
- all adults / leaders would be accepted to join Tour A but would not necessarily be selected to attend the optional tours unless required to support the youth on tour.



D.11 CONTINGENT MANAGEMENT TEAM

The appointment of Leaders and Rovers to the Contingent Management Team should be discussed between the Contingent Leader and the member's Branch Chief Commissioner.

For very large Contingents, a salaried Contingent Executive Officer may be appointed. However, the cost of such an appointment (even part-time) could be very significant and such an appointment should first be discussed between the Contingent Leader, the International Commissioner of Australia and the National General Manager.

D.12 EXCESS LEADERS

Usually there will be more Leader applicants than is necessary to staff the Contingent. The Host Country may accept a small number of Leaders and Rovers to fill service jobs. It is desirable to have this pool from which to select replacements, in the event of the incapacity or withdrawal of one or more of the Line Leaders or Contingent Management Team members. However, the number of Service Leaders should not normally exceed the total number of Line Leaders and Contingent Management Team members.

In reviewing excess Leaders, the Contingent Leader should apply the following principles:

- Leaders with participating youth members should be given priority.
- Late applicants should not be given preference over those who apply on time.
- In selecting Leaders for line duties, preference should be given to those with current Certificates of Leadership, or experience in, the Section concerned and in particular to Leaders who have youth members from their own Group attending the event. It is preferable for the Leader to hold a Wood Badge in the relevant Section.
- All other being equal, preference should be given to younger Leaders (and not those who have attended other events previously).
- Jamborees, Ventures and International Camps are youth-orientated activities.

It is National Policy that Australian Contingents to these events will be predominantly youth members with only sufficient adults to organise and lead the Contingent. Accordingly, the ratio of Leaders to Youth Members will be in the range of 1:7 to 1:10 **with a minimum of two Leaders** except where the host country indicates otherwise. In such circumstances, the ratio will be determined by the International Commissioner of Australia and Contingent Leader. The maximum number of adult members in an Australian Contingent (excluding Rover Scout events), should be equal to one third of the total size of the Contingent.

D.13 SERVICE LEADERS

The Contingent Leader, in conjunction with the Contingent Management Team, will select from the Leaders and Rovers who apply, to fill Contingent Management, Line Leader and Service Leader roles. Whilst Leaders and Rovers may express role preferences, the role they are asked to fulfil will be at the discretion of the Contingent Leader.

Leaders selected for service jobs are responsible to the Contingent Leader for all matters other than the purely functional aspects of their service jobs.

D.14 REJECTION OF APPLICATIONS

It is most important that ineligible applicants and Leaders in excess of requirements be advised as soon as possible that their applications have not been accepted. Therefore, as soon as possible after an ineligible application, (e.g. those over or under age, Leaders-in-Training, or a Leader in excess of requirements) is identified, the Contingent Leader should write to the member giving the reason for the rejection and send copies of the letter to the National General Manager and the member's Branch Chief Commissioner. The National General Manager will then make the necessary refund (in full).

D.15 CHILD PROTECTION

All adult members are required to submit a current Working with Children Clearance at the time of applying to attend any event.

All Contingent members should have knowledge of the content of the Scouts Australia Child Protection Policy and Prescribed Procedures.

All adult members are required to have completed the online eLearning BCORE child module.

The following variations to the above policy should be observed for all international travel.

(9) REPORTING

Adult Members, Helpers, Supporters and Staff Members whilst overseas must immediately report to the International Commissioner of Australia or National General Manager, suspected, known or disclosed instances of Child Abuse (in particular those relating to Physical, Sexual and Grooming abuse).

In dealing with a report:

- When an alleged perpetrator is an Australian member, the International Commissioner of Australia or National General Manager:
 - is to ensure all reports of a Child Abuse nature are forwarded to the relevant State or Territory Authority for investigation without delay,
 - will contact the Australian Contingent Leader who is to immediately arrange for that person to be removed from the activity,
 - will advise the Branch of the alleged perpetrator to allow suspension protocols to be implemented.
- When an alleged perpetrator is not an Australian member, the Australian Contingent Leader on the advice of the International Commissioner of Australia or National General Manager is to ensure all reports of a Child Abuse nature are forwarded to the Event Organisers in the Host Country without delay.

(10) PROCEDURES: CHILD PROTECTION PRACTICES IN SCOUTING

- Whenever facilities or procedures at international venues are different to Australian expectations, informed advice is to be provided to participants and their parents/guardians before departure. (e.g.

whenever separate showers for Youth Members and Adults are not available, whenever communal saunas or bathhouses are planned to be used as part of the program, etc)

- Age of Consent varies considerably from country to country. The Australian Contingent Leader must inform participants and parents/guardians of these differences and ensure that an appropriate enforcement of the most responsible rules (Australia vs overseas) is applied for the purpose of the Contingent. (e.g. communication may be required when homosexuality is prohibited in a specific country, when the legal age of consent is higher than in Australia, when the drinking age is higher or lower than in Australia, etc)

D.16 NOTIFICATION TO BRANCHES OF MEMBERS ACCEPTED

The National Support Team is to arrange for each Branch International Commissioner to be given a nominal roll of those members of the Branch who have been accepted for the Contingent. Branches are responsible for verifying that all applicants are current members of Scouts Australia, and that all Adult Members have a valid Working with Children Clearance and have completed the BCORE Child and BCORE WHS eLearning modules.

Where a participant does not meet minimum membership requirements, the Branch should advise the participant that they are ineligible to attend the event unless they submit the required information. The Branch should then advise the Contingent Leader (through the National Support Team) that the participant is not a registered member of Scouts Australia.

The Contingent Leader may elect to communicate with the participant and remind them of the requirement to be a recognised member of Scouts Australia and the steps they need to take to rectify this situation. This should ideally be a mere repeat of the Branch efforts, however coming from the Contingent Leader may add more emphasis to the participant to complete the requirements or forfeit their attendance at the event. If no evidence can be provided that they satisfy these membership criteria, then they will need to be withdrawn from the event, thus forfeiting all payments in accordance with the published withdrawal fee.

Whenever a member has their Working with Children Clearance withdrawn and their Membership of Scouts Australia terminated, they will be added to the National Member Alert System. Members that are added to this list should be crosschecked against participants in active Contingents. If a name is matched, the National General Manager will advise the International Commissioner of Australia who will coordinate with the Contingent Leader to have the member withdrawn from the Contingent and/or removed from the event.

Each Branch Chief Commissioner and Branch International Commissioner also have dedicated logins to the On-Line Event Management System (OLEMS) to view participants from their Branch to all previous and upcoming international Contingents.

D.17 HEALTH STATEMENTS

Contingent Members are required to complete a Medical Statement when they apply to join the Contingent.

This information may change before the Contingent departs. It is therefore necessary for all Contingent members to be reminded to update their medical information in the On-Line Event Management System at least one week prior to departure.

The Contingent Leader must ask Contingent members to ensure they have a medical and dental check-up prior to the departure. They must also ask for any other Health Information of which the Contingent should be aware. Should an important change occur the participants should be encouraged to highlight this to the Contingent Management Team.

Privacy of personal records is of utmost importance. The Contingent Management Team, designated Line Leaders, First Aiders and other essential personnel should be provided with access to medical records via the OLEMS. These members must be reminded of their obligations under the Scouts Australia Privacy Policy.

The Contingent Management Team should refer to a medical practitioner to review all disclosed health statements and provide advice on appropriate medical plans whilst overseas.

In accordance with our Travel Insurance Duty of Disclosure, participants are asked to confirm that they are not taking the journey against the advice of a doctor, or when they are unfit to travel or if the purpose of the journey is to enable the participant to seek medical attention for a pre-existing condition.

D.18 MEDICATIONS

All Contingent members should be responsible for their own medications.

To satisfy Customs regulations, medications taken overseas should be carried in original packaging. The individual must also carry a copy of the prescription or a letter from the doctor detailing what the medication is, how much will be taken and stating the medication is for personal use to treat a specific condition.

In regard to Youth members, it may be desirable for the member of the Contingent Management Team responsible for Medical and/or Health and Welfare matters to be aware of prescription medications in use and monitor their consumption.

It is essential that the Contingent Leader and their team know who in the Contingent is taking medication. In the event of hospitalisation, this information will be essential.

The Contingent Leader or any member of the Association should not advise individuals on the medications that may be classified as illegal in some countries. This should be done by the individual's own doctor. The following should be advised in Bulletins: **"With regard to medications that may be classified as illegal in some countries, individuals are strongly encouraged to seek medical advice from their own medical practitioner."**

D.19 MEDICAL INCIDENT

The priority will always be to ensure that the Contingent Member's health and well-being is attended to in the first instance. Where a case requires hospitalisation, the International Commissioner of Australia or National General Manager should be contacted immediately. The International Commissioner of Australia and/or National General Manager will be responsible for keeping the family of the Contingent Member up-to-date. In achieving this, the Branch Office and Branch International Commissioner or Branch Chief Commissioner will become involved.

Where a Contingent Member needs First Aid, a complete report should be kept by the Contingent Leader or the designated member of the Contingent Management Team responsible for Health and Welfare.

In the event that a Contingent Member has required the assistance of a doctor / dentist etc., the Contingent Leader should first contact the International Commissioner of Australia or the National General Manager as soon as practicable for briefing purposes. Parents/guardians may then be contacted by the Contingent Leader, International Commissioner of Australia or the National General Manager. This will be determined in consultation with the Contingent Leader at the time the report is made.

D.20 SERIOUS ACCIDENT / INCIDENT OR HOSPITALISATION

In the event of a serious accident, incident or hospitalisation occurring, it is imperative that the Contingent Leader contact the International Commissioner of Australia and/or the National General Manager. The Contingent Leader should **not** contact parents/guardians individually.

The International Commissioner of Australia and National General Manager will liaise and contact the Contingent Leader to receive regular status updates. The Emergency Assist Contact Line (details of which are provided to the Contingent Leader by the National Support Team prior to the Contingent's departure) can be used with regard to Insurance and payment of bills. As far as practicable, the National General Manager and International Commissioner of Australia will contact the relevant Branch Chief Commissioner or Branch International Commissioner to ensure that the family of the Contingent member is notified in person and not via a telephone call as far as practicable. Further assistance and instruction will be given to the Contingent Leader via telephone to resolve the situation without impacting too severely on the rest of the Contingent. The Contingent Leader should follow the instructions as given by the National General Manager and International Commissioner of Australia.

The International Commissioner of Australia will advise the Chief Commissioner of Australia of the incident, and its circumstances.

D.21 DEATH OF A CONTINGENT MEMBER

In the event of a death of a Contingent Member occurring, the Contingent Leader must immediately contact the International Commissioner of Australia and/or the National General Manager.

The Contingent Leader must **not** contact parents/guardians individually.

The International Commissioner of Australia and National General Manager will liaise and contact the Contingent Leader to receive regular status updates. The Emergency Assist Contact Line (details of which are provided to the Contingent Leader by the National Support Team prior to the Contingent's departure) can be used with regard to Insurance and payment of bills.

The National General Manager and International Commissioner of Australia will contact the relevant Branch Chief Commissioner (or Branch International Commissioner should the Branch Chief Commissioner not be readily available). As far as practicable, measures should be taken for the family of the Contingent member to be notified in person and not via a telephone call. Further assistance and instruction will be given to the Contingent Leader via telephone to resolve the situation without impacting too severely on the rest of the Contingent. The Contingent Leader should follow the instructions as given by the National General Manager and International Commissioner of Australia.

The International Commissioner of Australia will advise the Chief Commissioner of Australia of the Member's death, and its circumstances.

D.22 VACCINATIONS AND IMMUNISATIONS

The Contingent Leader or any member of the Association should not advise individuals on the medications, vaccinations, and immunisations required for travel. This should be done by the individual's own doctor. The following should be advised in Bulletins: **"With regard to Vaccinations and Immunisations, individuals are strongly encouraged to seek medical advice from their own medical practitioner"**.

D.23 RISK MANAGEMENT PLANNING

It is essential that each Contingent prepare a risk assessment plan of the event. The plan is to identify the major risks, the likelihood of that risk occurring, the consequences if it were to occur, and the mitigation strategies. A template is available from the International Office on request. The risk assessment plan should be developed by the Contingent Management Team and endorsed by the Contingent Leader for review by the International Commissioner of Australia and National General Manager. A preliminary risk assessment should be completed at least 12 months ahead of the event. The final document should be available for review at least 3 months ahead of the Contingent's departure.

Particularly for medium and large size Contingents, and for Contingents going to areas of risk, the International Commissioner of Australia is to make contact with Australia's Ambassador to that country at least 6 weeks prior to departure. The Contingent Leader will provide the necessary details for the International Commissioner of Australia to provide advice of the pending visit. If the Contingent Leader is undertaking a pre-event planning trip, and with the International Commissioner of Australia's endorsement, (s)he is to contact the Embassy to discuss the upcoming Contingent's visit, and provide them with the detailed itinerary, list of all participants, the risk management plan and emergency contact details. This is to supplement and not replace the Smartraveller registration.

Activities planned to be undertaken at the event by the Contingent that are not permitted in Australia by specific Branches of Scouts Australia, or under State, Territory or Commonwealth Law, require particular attention with respect to the laws and customs of the host country. **The Contingent Leader will need to check the Association's Travel**

Insurance Policy to identify any proposed activities that are specifically excluded. The Contingent Leader shall also inform parents/guardians of the activities Contingent members may be participating in as part of the event or pre/post tours

In general, if the proposed activities at an event are not excluded by the Association's Travel Insurance Policy, are permitted by the host National Scout Association, and are legal within the jurisdiction, then subject to a normal risk assessment process, members of an Australian Contingent may participate in the activity.

D.24 EMERGENCY CONTACT DETAILS

Each member of a National Contingent, Branch Service Project, or Branch Friendship Tour MUST register, or be registered, with the Department of Foreign Affairs and Trade (DFAT) Smartraveller website. This is to enable the Australian Government to contact the Member, and their family, in the event of an emergency. The registration is to be done at least 1 week prior to departure from Australia. For medium to large Contingents, the Contingent Leader may register all members with Smartraveller. For smaller Contingents, the Contingent Leader may register all members, or they may register themselves. Where individuals are travelling by themselves, or with a small number of others, to a Scouting event, and not as part of a Contingent, they MUST also register with Smartraveller and advise the National Support Team of their registration number.

The DFAT Smartraveller site can be accessed at www.smartraveller.gov.au. Go to the "Register your travel plans" section.

At least one week prior to departure, the Contingent Leader (whether it be of a National Contingent, Branch Service Project, Branch Friendship Tour or Other event) must provide the International Office of Scouts Australia, the list of participants and their "in country" emergency contact details (including telephone numbers). The Contingent Leader must also remind all Contingent members to ensure that their emergency contact details (including telephone numbers) are updated in the On-Line Event Management System.

D.25 COMMUNICATIONS POLICY

It is recommended that Australian members do not take valuable items to overseas events. In particular, it must be clearly advised to all members that no responsibility will be accepted by the Australian Contingent for any electronic devices. (For example, use of the advice – "If you can't afford to lose it, don't bring it." – is encouraged.)

Notwithstanding, no members will be prevented from taking any electronic device to any international event. Indeed, for many events, the use of mobile devices may be advantageous for full participation in the activity program. For example, mapping, translation and event specific apps may be very useful.

The use of social media is an important communication tool both in the lead up to and during the event for advertising activities to Scouting members across Australia as well as updating family and friends with the latest news. At all times, the use of social media should be maintained in accordance with the Scouts Australia Digital Guidelines. Participants must be reminded that all medical incidents or other sensitive information are not to be communicated via social media. All Contingent Members must be informed that the Contingent Leader is responsible for managing all such communication back to Australia.

D.26 VISAS

It is the responsibility of the Contingent Leader to advise the Contingent as to the required Visas for travel. Visas are usually the responsibility of the individual to obtain, however, Contingent Leaders need to be involved to ensure members are adequately prepared.

D.27 CUSTOMS DECLARATION

By the very nature of participating in typical Scouting activities overseas, members will have mandatory reporting on arrival to Australia – as a minimum this will usually include items 9 and 10 on the Incoming passenger card, and often other items such as item 7 (wooden articles) as well.

Whilst the Customs Declaration is an individual responsibility, youth members should be guided by the advice from adult leaders on what items may be a customs or quarantine concern.

D.28 RELIGIOUS OBSERVANCES

Prior to departure, the Contingent Leader is required to make arrangements in the itinerary for those Contingent members wishing to make religious observances whilst on tour.

Where it is not practicable, due to locality, for an individual to make these observances, the individual and/or their parents/guardians should be consulted.

D.29 OFFICIAL PRESENTATION PLAQUE

The Official Presentation Plaque as listed in the Contingent Budget is a presentation from Scouts Australia to the Host Association.

All events automatically have this included in the Budget Template as a compulsory item in the budget.

For all events, the Contingent Leader in consultation with the International Commissioner of Australia may decide to substitute the Official Presentation Plaque with an alternative design of appropriate significance.

Additional presentation plaques (or substitute) may be purchased from the National Office for the Contingent to issue to other bodies and individuals who assist the Contingent on tour.

D.30 CONTINGENT SHIRT

Consideration will be given to a Contingent shirt, particularly for larger national contingents. All national contingent shirts will have a collar.

For health and hygiene reasons (particularly as many youth will choose to participate in activities in the contingent shirt), Contingent Leaders are strongly encouraged to select materials which "breathe" well.

Where the international event is conducted in an area of high temperature and/or high humidity, the Contingent shirt needs to be made of material that breathes easily, (eg. cotton or cotton/polyester or equivalent technical fabrics, and not polyester or polyester/cotton).

D.31 LOWER HALF OF THE UNIFORM

For National Contingents, the lower half of the uniform will be beige/stone coloured pants/skirts in line with National Policy. These pants/skirts are to be worn by all youth and Leaders whenever the Australian Scout shirt is worn. When wearing the contingent shirt, the Contingent Leader may specify when the beige/stone coloured pants/skirt are to be worn.

D.32 AUSTRALIAN CONTINGENT PACK

An Australian Contingent Pack will be supplied by National Office for each Contingent member. The Pack will include 2 Australian scarves, and a Scouts Australia Name Bar. The Australian scarf is only to be worn when travelling with the Contingent. The Australian scarf should be tied with a friendship knot.

D.33 CONTINGENT BADGE

The Contingent Badge must be approved by the International Commissioner of Australia and once the Badge has been produced, two of the badges should be forwarded to the International Commissioner and two to the National Office for the relevant files.

The badge must comply with Policy & Rules in terms of size and position on the uniform as specified below.

“A special event emblem or badge, when approved, can only be worn on the front right hand side of the uniform, with the top of the event badge in horizontal alignment with the top of the Australian Flag badge, which is located above the shirt pocket. The emblem or badge is to be no larger than 75mm wide and 75mm deep/long.”

Because the event is a National Contingent representing Scouts Australia, there is no place for Branch/Region/District badges associated with the Contingent.

Consideration may be given to providing youth members with several national contingent badges, for swapping purposes.

D.34 SCOUTS AUSTRALIA BRANDING

All merchandise branded on behalf of Scouts Australia and/or the Australian Contingent must comply with the Scouts Australia Brand Manual. All items must be checked by the Contingent Management Team for quality and suitability of use during the Contingent's travel. Final designs must be approved by the International Commissioner of Australia or National General Manager.

D.35 FUNDING ASSISTANCE

Funding assistance may be available to Youth Members from a variety of sources including:

1. Lord Baden Powell Society Assistance

The International Commissioner of Australia has limited funds made available by the Lord Baden Powell Society to provide assistance to a limited number of youth members attending overseas events. These small grants are available to members **who are in genuine need of financial assistance**, have demonstrated that they have raised most of the funds themselves and would not be able to attend the event without some assistance. Members are expected to approach their own Branch for assistance in the first instance.

If Contingent Leaders are aware of any members of their Contingent who may need financial assistance from the Lord Baden Powell Society, they need to contact the Group/Crew Leader to provide confirmation of the member's situation. The Contingent Leader should then forward a recommendation to the International Commissioner of Australia for consideration. There is only a limited number of grants available for each event and priority may need to be considered for competing applications.

The process of applying for any grant, being selected, accepting a grant, together with any subsequent reporting on the event, is structured to be a positive element of the Scout's training.

- Grants are made to assist youth members aged between 12½ and 18 years who, without financial assistance, would not be able to attend the event.
- The application and any grant made are confidential transactions.
- The Contingent Leader must ensure that candidates meet the requirement of being financially disadvantaged and where, without the benefit of this small grant, the youth member would not be able to attend the event.
- The amount of the grant is limited so that the Scout receiving the grant will be expected to raise a substantial part of the cost by their own efforts.
- The grant when awarded must only be used for an outstanding balance with no refunds payable to participants.
- Assistance is provided to attend the Scouting activity only, and the applicant must not be attending any optional pre and post tours.
- Section and Group Leaders are given an opportunity to indicate their levels of support for the application.
- Scouts who receive grants are obligated to send the Society a report on their experience within 3 weeks of their return from the event. It is the Contingent Leader's role to ensure that the recipient is aware of this requirement and to follow up on return from the event to ensure that the report is completed. The report should be ideally 2 pages plus photographs. It should focus less on what the recipient did, and more on what their Scout learning outcomes were. The Society should be thanked for its financial assistance.

2. Branch Assistance

Some Branches have established specific funds to assist young people to attend International Scouting Events. Youth Members should approach their Branch International Commissioner directly to discuss if that Branch can assist.

3. Funding Assistance Eligibility

To be eligible for assistance, a Youth Member will need to be a registered member of Scouts Australia. Additionally, it should be noted that:

- financial assistance is provided only to those in genuine need;
- participants must have paid the deposit themselves;
- any funding grants will only be made to the Contingent account. The individual will not receive the funding directly; and
- funding assistance to individuals is not publicised and is considered to be a confidential matter.

D.36 REPORTING FOR NATIONAL CONTINGENTS

Contingent Leaders are expected to regularly report to the National Operations Committee via the International Commissioner of Australia prior to departure and following the event.

After returning from an event, the Contingent Leader is responsible for providing a complete report on the Contingent. This should include:

- all areas of pre-event planning;
- how the planning preparations were achieved;
- report on event;
- details of incidents (if any);
- report on any tours;
- recommendations for future events; and
- financial report.

The Contingent Leader should also include a separate, confidential report on all of the adult members. This should highlight those adult members who:

- were of exceptional value;
- assisted the Contingent in a valuable manner;
- went above and beyond the call of duty;
- should be nominated for an Adult Recognition Award;
- should have the opportunity to lead a future Contingent;
- caused problems;
- needed to be reprimanded;
- were involved in an incident; and
- should not be accepted to join another Australian Contingent.

The confidential report on each adult member will be forwarded to their respective Branch Chief Commissioners with a copy to the International Commissioner of Australia. The copy sent to the International Commissioner of Australia will be kept on file.

PART E

APPENDIX


**SCOUTS AUSTRALIA
INTERNATIONAL OFFICE**

Phone: 0418 365 664
Email: int.comm@scouts.com.au
Website: www.international.scouts.com.au

ABN 570 305 16857

Be Prepared...
for new adventure!

INTERNATIONAL CONTINGENT BUDGET TEMPLATE

EVENT

BUDGET VERSION

BUDGET REVISION DATE

LISTED EXCHANGE RATE - 1.5%		
CURRENCY	RATE	ADJUSTED
#2		-0.0150
#3		-0.0150

The cost of currency conversion is usually 1.5% less than the listed exchange rate

10	Projected Contingent Numbers
0	Estimated Independent Travellers
10	Estimated Optional Tour Attendance
5.00	Contingency % as agreed to by International Commissioner

GENERIC COSTS								
XERO EXPENSE CODE	EXPENSES \$AUD	EXPENSES CURRENCY #2	EXPENSES CURRENCY #3	\$AUD CONVERSION PER PERSON	INDEPENDENT TRAVEL OPTION	TOTAL CONTINGENT BUDGET	ITEM	COMMENTS
61010							Bank Charges (e.g. Credit Card Fees)	
61020							Admin Charges (e.g. Xero and PayWay Licencing Fees)	Large contingents should allow \$80pm as agreed with IC
61039							Total Promotions	
							By Contingent Headquarters	
							At Australian Events (e.g. Jamboree, Venture)	
61043							Postage & Freight	
61045							Printing & Stationery	
61056							Telephone & Internet Costs	
61067	65.00			65.00	65.00	650.00	Travel Insurance	Amount may vary depending on event location and country
63005							Total Contingent Equipment	
							Contingent HQ (e.g. chairs, tables)	
							Contingent Equipment (e.g. bikes, radios)	
							Flags, Gateway, Display Materials	
							Photographs / Give-a-ways	
							Troop Gateway Allocation	
63050	90.00			90.00	90.00	900.00	National Office Administration Fee	Administration and OLEMS Administration Fee
63051	40.00			40.00	40.00	400.00	Contingent Kit	Includes 2 x International Scarves



Appendix B

								and 1 x Name Bar
63103								Orientation Day/s - for members of Contingent
63201								Travel - Planning Within Australia
63202								Travel - Overseas Planning Meetings
63204								Travel - Final Wrap Up Meeting
63401	10.00			10.00	10.00	100.00		Official Presentation to Host Association from Scouts Australia
63402								Other Presentations (e.g. Leaders/PL's - Thank You Certificates)
63501								Official Hospitality/Leader & Youth Receptions/Birthdays
67100								Contingent Executive Travel Subsidy
								As agreed with the International Commissioner
				\$205.00	\$205.00	\$2,050.00		Total Generic Costs

EVENT SPECIFIC COSTS								
XERO EXPENSE CODE	EXPENSES \$AUD	EXPENSES CURRENCY #2	EXPENSES CURRENCY #3	\$AUD CONVERSION PER PERSON	INDEPENDENT TRAVEL OPTION	TOTAL CONTINGENT BUDGET	ITEM	COMMENTS
61030							Event Fee Payable to Host Association	
61060							Travel (Domestic)	This subsidy is to be discussed with the IC
61061							Travel (International)	
							Airfares (International)	
							Departure/Ticket Tax/Airport Tax	
							Airport Transfers	
							Pre-Event Transport	
							Post-Event Transport	
							Transport Independent Travellers	
61062							Travel (Taxi, Hire Car)	
61065							Total Accommodation & Meals	
							Pre-Event Accommodation	
							Pre-Event Meals	
							Pre-Event Accommodation & Meals Independent Travellers	
							Post-Event Accommodation	
							Post-Event Meals	
							Post-Event Accommodation & Meals Independent Travellers	
63007							Total Attractions & Activities	
							Pre-Event Attractions and Activities	
							Pre-Event Attractions and Activities Independent Travellers	
							Post-Event Attractions and Activities	
							Post-Event Attractions and Activities Independent Travellers	
63005							Total Contingent Equipment (e.g. Tents)	
							Hire	
							Purchase	
							Transport of Gear	
61035							Insurance Other - Contingent Equipment	
61040							Special Clothing (e.g. Shirts & Badges)	
61068							Welfare Incidentals (e.g. First Aid Kits)	
61070							Sundry Expenses (e.g. Gratuities)	
				\$0.00	\$0.00	\$0.00	Total Event Specific Costs	



\$205.00	\$205.00	\$2,050.00	<i>Total Generic Costs + Total Event Specific Costs</i>
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63801
61015

\$10.25	\$10.25	\$102.50	<i>Event Contingency</i>
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\$1.72	\$1.72	\$17.22	<i>Bank Merchant Fees (0.8%)</i>
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\$216.97	\$216.97	\$2,169.72	<i>Advertised Contingent Fee and Total Contingent Budget</i>
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OPTIONAL TOUR COSTS							
XERO EXPENSE CODE	EXPENSES \$AUD	EXPENSES CURRENCY #2	EXPENSES CURRENCY #3	\$AUD CONVERSION PER PERSON	TOTAL CONTINGENT BUDGET	ITEM	COMMENTS
63110						Travel (International)	
						Airfares (International)	
						Departure/Ticket Tax/Airport Tax	
						Airport Transfers	
						Pre-Tour Transport	
						Post-Tour Transport	
61062						Travel (Taxi, Hire Car)	
63105						Total Accommodation & Meals	
						Pre-Tour Accommodation	
						Pre-Tour Meals	
						Post-Tour Accommodation	
						Post-Tour Meals	
63102						Total Attractions & Activities	
						Pre-Tour Attractions and Activities	
						Post-Tour Attractions and Activities	
63005						Total Contingent Equipment (e.g. Tents)	
						Hire	
						Purchase	
						Transport of Gear	
61035						Insurance Other - Contingent Equipment	
61040						Special Clothing (e.g. Shirts & Badges)	
61068						Welfare Incidentals (e.g. First Aid Kits)	
61070						Sundry Expenses (e.g. Gratuities)	
				\$0.00	\$0.00	Total Optional Tour Costs	

63801
61015

		<i>Optional Tour Contingency</i>
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		<i>Bank Merchant Fees (0.8%)</i>
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\$0.00	\$0.00	<i>Advertised Optional Tour Fee and Total Optional Tour Budget</i>
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OVERSEAS CONTINGENT REQUEST FOR PAYMENT FORM

Please number all docket numbers to correspond with 'Docket number' below.
 Attach all docket numbers.

				Date	
Name (Payee)					
Contingent					
Contact Name Payee/C. Leader					
Contact Phone Number Payee CL					
e-mail Address (to e-mail remittance advice) Payee/C.L					
Docket number	Date of purchase	Description of items claimed	Cost	Code	
1					
2					
3					
4					
5					
TOTAL CLAIM OF REIMBURSEMENT \$					

Payment Details:
Direct telegraphic transfer/deposit to bank account

Name of Account			
Address Line 1			
Address Line 2			
Bank			
Branch			
BRANCH TRANSIT NUMBER		Bank Account Number	
Swift Code ID		Bank No	

REFERENCE	
------------------	--

*Signed By		*Co-Signed by	
-------------------	--	----------------------	--

* Or see authorised e-mails attached.





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PRESENTATION REQUIREMENTS TO HOST ORGANISATION

This form is to be completed and returned to the National Support Team no later than ten (10) weeks prior to departure.

Presentation required for:

.....

.....

Type of Presentation Plaque:

Delivery Date:

Delivery To:

.....

Wording on Plaque:

.....

.....

.....

.....

.....

Authorised by:

Date:




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RELEASE OF A MEMBER FROM THE CUSTODY OF THE AUSTRALIAN CONTINGENT WHILE OVERSEAS

It is my wish that my child leaves the Australian Contingent for a period while the Contingent is overseas. Details are:

NAME:		
REASON FOR LEAVING CONTINGENT:		
NAME OF PERSON INTO WHOSE CARE THE MEMBER WILL BE RELEASED:		
CONTACT DETAILS TO ENABLE THE CARER TO BE CONTACTED AT ANY TIME:	ADDRESS:	
	TELEPHONE(S):	
DATE ON WHICH MEMBER WILL BE RELEASED:		
DATE ON WHICH MEMBER WILL BE RETURNED:		

In authorising the release of my child into the care of the person nominated above, I recognise that all care and responsibility for my child passes to that person for the time that my child remains in their care. I also acknowledge that all costs associated with the period during which my child is in their care are my responsibility, including all costs of transport involved in leaving and rejoining the Contingent, accommodation and food. I will ensure that the carer nominated above is similarly aware of these obligations, including the obligation to collect and return my child at times and places convenient to the Contingent and arranged in advance with the Contingent Leader.

NAME OF PARENT/GUARDIAN:	
ADDRESS OF PARENT/GUARDIAN:	
SIGNATURE OF PARENT/GUARDIAN:	

- NOTE**
1. The Contingent Leader may refuse release of a child into the care of any person if, in the opinion of the Contingent Leader, it is not in the interests of the child, or the Contingent generally, that they should do so.
 2. Arrangements must be made in advance with the Contingent Leader for the child to be picked up and returned at an agreed time and place.
 3. Adults who wish to leave the Contingent for any reason should use the same form, and sign in the same fashion, recognising that all references to "child" and "carer" relate to themselves in so far as that is relevant.
 4. Parents/guardians should feel free to contact the Contingent Leader, to clarify any issues which might be unclear.
 5. Should prior arrangements fail; the youth will be cared for by the Contingent.




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INDEPENDENT RETURN TRAVEL AUTHORITY FORM

Dear Parents/Guardians,

You have indicated that your child (*the youth member*) will be travelling home from the event independently, i.e. not with the Australian Contingent. To assist us in ensuring that the care of your child (*the youth member*) is given into the care of the correct person, would you please read the following carefully and take appropriate action.

- | | | |
|---|-----|----|
| 1) Are there any current Family Court Orders concerning <i>the youth member</i> ? | YES | NO |
| 2) Are there any Intervention Orders concerning <i>the youth member</i> ? | YES | NO |
| 3) Are there any Children's Court Orders concerning <i>the youth member</i> ? | YES | NO |

If the answer to any of the above is YES, please provide a copy of the Order to the Contingent Leader. The consent of both parents/guardians is required. Please note that if there are particular difficulties obtaining consent of both parents/guardians, please provide a letter outlining these difficulties.

Please complete the form below and return it with a photo of the person collecting *the youth member* to the Contingent Leader before <Date>.

<Name>
 Australian Contingent Leader
 <Phone number>

CONFIRMATION OF INDEPENDENT TRAVEL – FROM EVENT TO AUSTRALIA

I/we: _____

Of (*residential address*): _____

Confirm that our child (*the youth member*): _____

Will be travelling independently from _____ with:

Name: _____

Address: _____

Phone: _____

Signed: _____

Parent/Guardian

Signed: _____

Parent/Guardian

Date: __ / __ / ____

Date: __ / __ / ____

Please attach a photo of the person(s) picking up *the youth member* to this form.




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HOME HOSPITALITY INFORMATION

NAME:			
MALE / FEMALE:			
DATE OF BIRTH:		AGE (AT 1 JUL):	
RELIGION:			
ADDRESS:			
TELEPHONE:			
SCHOOL & YEAR:			
HOBBIES / INTERESTS / AMBITIONS:			
OTHER LANGUAGES SPOKEN:			
SCOUTING HISTORY & ACHIEVEMENTS:			
FAMILY (<i>MUM, DAD, BROTHERS, SISTERS, DOG, CAT, TAME ELEPHANTS, ETC</i>):			
DESCRIBE YOURSELF <i>(in your own words - no more than 30 words):</i>			



