



Crew Starter Guide

A resource made by
Rovers for Rovers

The Crew Starter Policy

Victorian Branch Rover Council Crew Starter Guide
Distributed by the Victorian Rover Council

VERSION 3

Originally Modified from the Queensland Branch Rover Council Version of the Crew Starter Kit Featuring content from the New South Wales Branch Rover Council Version of the Crew Starter Guide.

Starter Kit Victorian Contributors:

Version 1:

Dean Castle

Version 2:

Brad Peters & Nathan Pearson

Version 3:

Natasha Borg, Tim Astengo, Lachlan Bleamish, Stephanie Piccolo-Cody, Broderick Fraser, Lucy Hubbard, Shae Snowball, Jimmy Smith and Jasmine Dickson.

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ROVERS VICTORIA

Rovers Victoria
152 Forster Rd,
Mount Waverley VIC 3149
Phone: (03) 8543 9800
www.vicrovers.com

Letter from the Victorian Rover Council:

To the new Rovers,

Congratulations on your decision to establish a Rover Crew!

This booklet has been written to help you form a successful new Rover Crew. We are confident that this guide and the corresponding policy will help you through this process. Experienced Rovers, who have been through the process of forming a new Crew themselves, have developed the attached procedures. The steps outlined in this booklet are there to assist you in laying the foundations of a successful Crew and should not be viewed as obstacles placed in your path. It is designed to help you start things off on the right foot.

If you need some help or just a question answered, please do not hesitate to contact your Region Rover Council or the Victorian Rover Council for support.

Yours in Roving,

The Victorian Rover Council.

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*Starting a Crew Policy:
Nine Step Procedure to Register a New Rover Crew*

Step 1. Rovers or prospective Rovers interested in forming a new Rover Crew as an additional section within an existing Group should meet and confirm their intentions, then approach the Region Rover Chairman for assistance.

Region Rover Chairman's Signature: _____ Date Completed: ___/___/___

Step 2. Members of Region Rover Executive will meet with the prospective Crew members to discuss "Rovering" and the formation of a new Crew as well as the guidelines available in the Starting a Crew Guide.

Region Rover Representative Signature: _____ Date Completed: ___/___/___

Step 3. The Prospective Crew members and the Region Executive will meet and formulate a 'start up plan.' As part of the plan the Rover Region Executive will go through the procedure for selecting a Rover Advisor.

Region Rover Representative Signature: _____ Date Completed: ___/___/___

Step 4. Sponsorship by an Existing Crew as approved by the Region Rover Chairman for a period of 12 months.

Region Rover Chairman's Signature: _____ Date Completed: ___/___/___

Sponsorship Crew: _____

Sponsorship Crew Leader's Signature: _____ Date Completed: ___/___/___

Step 5. Following the meeting in Step 3, the Region Chairman informs the VRC Deputy Chairman of the intentions of the new crew, in the event that the crew is located close to the border of another region, the VRC Deputy chairman initiates discussion between the two Region chairs affected.

Step 6. The Crew attends a series of Region Gatherings, on the third of which the Majority of the new Crew (a minimum of 6 members) ask the Region for approval to start the crew. The Rovers then present any questions and objections at the meeting. At the following meeting (the next Region Meeting) all attending Crews will vote for or against the formation of the new Crew.

Region Rover Chairman's Signature: _____ Date Completed: ____/____/____

Step 7. The Region Rover Executive shall convey the Regions recommendation in writing to the following:

- The prospective Rover Crew.
- The Group Leader.
- The District Commissioner.
- The Region Commissioner.

Step 8.

The new crew will then present their selected name and scarf design at the next Region Meeting, at which the Region will approve the name (done by vote) and approve the new crew scarf design, this is done currently to ensure that new scarfs do not conflict with current formation scarfs.

Crew Name: _____

Scarf Colours: _____

Region Rover Chairman's Signature, signifying approval: _____

Date Completed: ____/____/____

Step 9. In addition to the levels of governance informed of the Region Rover Community's recommendation, the Victorian Rover Council should be informed and a copy of the crew scarf should be presented as per the current practice.

Note: The final decision for the formation of a Rover Crew is that of the Region Rover Community. Any disagreements will be taken to the Region Executive and discussed further in the event of an against vote.

Region Rover Chairman's Signature: _____ Date Completed: ____/____/____

What you need to start a Rover Crew, Checklist:

Items needed to operate a Rover Crew, to be completed during sponsorship period (12 months)

- The Crew Starter Guide (This booklet)
- The Crew Starter Policy (Found within his booklet)
- Contact details for your Region Rover Chairman

Rover Region Chairman's name: _____

Contact details: _____

- A Sponsor Crew

Crew Name: _____

Crew Location: _____

Crew Leader: _____

Contact details: _____

- Have 10 members for the prospective crew:*

Member 1:

Name: _____

Registration Number: _____

Group Registered to: _____

Contact details: _____

Member 2:

Name: _____

Registration Number: _____

Group Registered to: _____

Contact details: _____

Member 3:

Name: _____

Registration Number: _____

Group Registered to: _____

Contact details: _____

Member 4:

Name: _____
Registration Number: _____
Group Registered to: _____
Contact details: _____

Member 5:

Name: _____
Registration Number: _____
Group Registered to: _____
Contact details: _____

Member 6:

Name: _____
Registration Number: _____
Group Registered to: _____
Contact details: _____

Member 7:

Name: _____
Registration Number: _____
Group Registered to: _____
Contact details: _____

Member 8:

Name: _____
Registration Number: _____
Group Registered to: _____
Contact details: _____

Member 9:

Name: _____
Registration Number: _____
Group Registered to: _____
Contact details: _____

Member 10:

Name: _____

Registration Number: _____

Group Registered to: _____

Contact details: _____

- Set of Treasurer records.
- An Australian flag (available free of charge through your Local MP)
- Crew Sword (optional, please note: Must be registered with the Vic Branch Admin Officer due to the Control of Weapons Act)
- Have at least 4 knighted Rovers:

Knighted Rover 1: _____

Knighted Rover 2: _____

Knighted Rover 3: _____

Knighted Rover 4: _____

- Have an Rover Advisor for the Crew:**

Rover Advisor's Name: _____

RA's signature: _____

Contact information: _____

- Crew Constitution (as set by the Crew)
Please attach. Contact your Region Rover Chairman for example/s

Sighted by Region Rover Chairman date: _____

Region Rover Chairman's signature: _____

Date of Approval: _____

- Copy of the VRC Policy Book
Available from vicrovers.com
- Copy of The Crew Program as constructed with the assistance of the sponsor Crew. Please attach.
- Participated in a night centered around The Rover Award Scheme

All items on checklist completed:

Elected Crew Leader's signature: _____ Date: _____

Region Rover Chairman's Signature: _____ Date: _____

Deputy Chairman's Signature: _____ Date: _____

VRC Chairman's Signature: _____ Date: _____

** there is a certain degree of flexibility at the discretion of the Region Chairman in conjunction with The Deputy Chairman of the Victorian Rover Council, this can be negotiated on a case to case basis where appropriate.*

***Potential RAs may also be required to meet with the Region Executive.*

Frequently Asked Questions: about Roving

Q: What is a Rover?

A: Rover Scouts are men and women aged between 18 and 26. We like to get out and have adventures, while still giving back to both our local and global communities. Rovers are the final Youth Section of the Scout Movement.

Q: What does the Rover Section set out to achieve?

A: The first aim of Rovers is to provide a place for our members to go and have fun, as well as to meet great new people. To encourage the personal development of young adults through service and wide ranging activities. To develop self-reliant responsible citizens by encouraging members in Scout Training. To give general Rover service to the Scout Movement and to the public. To attract and retain young adults of the Scout Movement. To attract and retain youth of the community who have little or no experience with the Scouting Movement.

Q: What is a Rover Crew?

A: A group of generally at least 10 Rovers* that enjoy social activities, fun and adventure. A Rover Crew brings together members that enjoy company and social interaction with a variety of people. The aims and methods of a Rover Crew can be as wide and varied as your imagination; so long as they fit within the aims and principles of the Rover Section and Scouts Australia as a whole. Different Crews often have different styles and ranges of activities to suit their current members.

** there is a certain degree of flexibility at the discretion of the Region Chairman in conjunction with The Deputy Chairman of the Victorian Rover Council, this can be negotiated on a case to case basis where appropriate.*

Q: How are Rovers governed?

A: One of the aims of Scouting is to increasingly encourage self-leadership. Being the oldest group of the youth section, the Rover Section sees the culmination of this aim. The Section is governed by Rovers - from Crew level to National level, all positions of Rover Government are available to Rovers.

This is not to say that we don't need guidance from those more senior in their years. Rover Crews in Victoria have a Rover Advisor (RA), who is selected by the Crew themselves (and whom is accepted as RA by the Group Leader). This person is normally a bit older than the Crew members and offers wisdom that only age and experience can provide.

The Crew Leader or Chairman, is an elected crew member, of Rover age. The coordinating body of all Rover Crews in the State is the Victorian Rover Council (VRC), consisting of Region representatives, Subcommittee Chairs, Office Bearers and an executive team. The VRC is managed and supported by the Regions, who in turn, are managed and supported by their Crews.

Rover Crews play a major part in the decisions that are made for Roving in Victoria, and therefore need to stay in touch by sending 2 representatives along to each Region Community Gathering.

Q: Why are Rovers self-governed?

A: Because the Rover section, although adult, is still a training section and this is a logical progression from the training given in the other four sections. In Cub Scouts, a Sixer is an early leadership position that has little in the way of responsibility. In Scouts, a Patrol Leader runs their Patrol and through the Troop Council has a say in the Troop program. In Venturers, a member of the Unit Council has a large say in the running of the Unit and the Unit Chairman has the opportunity to contribute to the district Venturer program through the District Venturer Council. It follows that the next stage in the development of a person's organisational and managerial skills is to have the opportunity to participate in the decision making process at all levels, subject only to the approval of his/her own peers. This is what the Rover system of government is all about and if the section is to achieve its aims and objectives it must be given this free hand to determine its own future.

General information:

Philosophies of the Rover section in Victoria

1. The most important unit in Rovering is that of the Rover Crew, which needs to be dynamic and help its members live up to the Rover motto of Service.
2. Each Region Rover Community looks after the development of Rovering within each Region. While the Crews run the Region, it is a Region responsibility to ensure that each Crew is functioning.
3. The Victorian Rover Council (VRC) is responsible body for all Rovering within the State, whilst continuing to plan growth and maintain the standards of the section. Including representation on the National Rover Council.
4. The Rover section is the fifth youth training section whose positive objective is the development of an individual. It should not be seen as a recruiting ground for Leaders.
5. The Rover Section is self-determining and self governing and is responsible for funding, promotion, recruiting and standards.
6. The Rover Crew is the fifth section of a Group and will in turn work towards the fulfilment of its Group's objectives.
7. Service is an integral part of Rovering and is an obligation of every Rover.
8. The Rover Section, in its role as a training section, will co-ordinate and organise all its own activities. Rovers will run each activity and be totally self-supporting.
9. Rovers in Victoria endeavours to create a truthful image of itself in the eyes of Scouts Australia, its Leaders and the public.
10. The quality of Rovering is far more important than quantity but as an ongoing Movement growth must be sought.
11. Every young person between the age of 18 and 25 must be given every opportunity to join and actively participate in a Rover Crew.
12. Rovering is available to all young people irrespective of geographical location, physical handicap, ethnic or social background.
13. To actively ensure that every Rover can participate in a diverse and challenging range of activities, confirming that a balanced Crew program does achieve the Aims of the Scouting.

Helpful hints

Find a group of friends

When starting a new Crew, the number one rule is - "the more, the merrier". A new Crew must have a minimum of ten* members, and as a hint, those with similar interests work best together in the early stages of Crew life. However, don't limit yourself on whom you're willing to accept – some people who have different backgrounds to your own can really amaze and excite people. The logic behind the ten-member rule is that new Crews tend to suffer from more 'growing pains' than existing functional Crews.

All Crews know that on any given activity, some members will be unable to attend due to study and exams, work, family commitments etc. For small Crews this can mean that you end up going on a 'Crew Activity' on your own, or close to it! Obviously large events tend to be more fun and more successful. Achieving a minimum membership level will give your Crew a good chance of surviving the first couple of years, which tend to make or break a new Crew.

Elect A Crew Executive

Part of the deal with being self-governing in Rovers is that you have to elect a Governing Body. Most Crews manage the affairs of the Crew through the Crew Executive. Most Crews choose to adopt the following positions of responsibility as a structure for their Executive:

- **Crew Leader** This is the position most critical to the Crew's success, as this person provides the general direction, motivation and co-ordination of Crew activities. They are expected to chair meetings, represent the Crew at Group or Region Gatherings, and oversee recruitment strategies and Squire training, as well as ensuring that Crew activities run successfully. It is desirable that this person has some previous experience in Scouting (if not Roving) and is an invested Rover (Knight).
- **Assistant Crew Leader** This person assists the Crew Leader in the above roles where required, as well as acting as the Crew Leader in their absence. Some Crews may choose specific tasks for the Assistant Crew Leader, e.g. planning and Development, Squire Training, Recruitment, Running Major Crew events.
- **Secretary:** This role is vital, maintaining good communications, both internal and external to the Crew. They are required to produce accurate minutes of any formal meetings, send out and keep records of correspondence, and maintain the Crew membership records.
- **Treasurer:** This person is normally based in the Bahamas and is well paid for their efforts. Just kidding (we hope). The Treasurer is actually responsible for ensuring that all financial records (receipts and expenses) are well documented and open to scrutiny. The Treasurer ensures that the Crew is well informed of its financial status and that creditors are quickly paid.
- **Quarter Master:** Looks after and maintains any equipment that the Crew may own.
- **Region Representatives:** Normally the Crew Leader and another delegate should attend Region Gatherings. The other representative may be a fixed position or may rotate throughout the Crew.

- **Training Officer:** (Squire Trainer) An invested Rover who co-ordinates and looks after the training of the Crew's Squires. This position can also be looked after by the Crew Leader or Assistant Crew Leader in smaller crews.
- **Recruitment:** The Crew should have a designated member responsible for promoting the Crew to Venturers, Venturer Leaders and external potential Rovers. Where possible this position should be held by a senior Invested Rover who can speak for the Crew and offer it's services where needed.

Elections are normally held by Secret Ballot or show of hands, conducted by the Rover Advisor. Positions are normally held for 12 months, although in a new Crew, there is no reason why you cannot hold positions for a much shorter time, e.g. 3 or 6 months. Remember that these people will run the Crew, so ensure you pick the best person for each role.

Creating a Crew Constitution:

One of the biggest steps in forming a new Crew is writing the rules and policies that your Crew will operate under. While there are rules that you **MUST** follow, like Scouts Australia's Policy & Rules and the VRC Policy Book, there are some rules that you set yourselves.

All Crews have a lot of common ground in their constitutions. Each constitution while being different will state similar points, such as:

- Voting Rights
- Crew Election Process
- Executive Role Descriptions
- Crew Name
- Meeting Place & Time
- Financial Policies (Subscriptions, Financial Status, etc)
- Scarf Description
- Key Handling,
- Mail Box Control,
- And others...

It is wise to look at the Constitutions of other crews to look at content and how they are written as a basis for your own. Everyone should have input into the creation of the Constitution – This is **VERY** important as everyone has to sign it to say that they will follow the Crew's Rules. Many Crews choose to have only the bare essentials - Name, voting rights, scarf description in the constitution, referring the rest of the rules to Standing Orders, which are to alter when the need arises.

Complete relevant eLearning Modules.

Attend Basic Training, further your understanding of what Rovers is all about, how a Crew should function, receive information on badge work and much more. For up to date training details visit: <https://www.facebook.com/VicRoversTraining/>

Service

Service is a good way of giving a little back to the community, and the best form of Service is that which is done when the need is seen. The official Scouts Australia definition of Service for Rovers is: Help that Rover Scouts give to someone, a community or an organisation, to further the Rovers' development, especially by using Scouting skills, ability and knowledge.

Service for Rover Scouts must be:

- Planned within a reasonable timeframe and agreed by both parties,
- Part of the Rover Program (including the Award Scheme)
- A contribution to the development of the Rover Scout
- Weighted towards both the local and global community.

This means that Service is only one part of the Rover program, and Crews should not focus on it to the exclusion of all else.

Programming

Without doubt, a good program is the most valuable possession of any Crew - new or old. For a program to be a good program it must have variety, fun, some originality, activity but above all it must have BALANCE. The aim of the Scout Association is 'to encourage the physical, intellectual, social, spiritual and emotional development of young people so that they can take a constructive place in society as responsible citizens' For this reason it is important the program focuses on personal progression for all Crew Members.

Suggestions:

You can use the Crew Programming Guide available from your Region Executive or found on the Website. Be sure to include the Crew's commitments to the Group, District, Region as well as State events. Get every member of the Crew to suggest some activities they would like to have included in the program.

For example:

- Group Break-up,
- AGM,
- District swimming Carnival,
- Founder's Day Ceremony,
- World Scout Day.
- Region Rover Council Meetings
- Joint nights with other Crews or Sections
- Upcoming Moots
- Training courses
- Working Bees (for Rover Assets eg: Mafeking, Baw Baw and Bogong)
- Service Projects
- Roventure
- AG
- VG
- Hoadley Hide
- Major events including:
 - Mudbash,
 - Surfmoort,
 - MARB,
 - Rover Dinner, etc.

Don't forget to distribute your program to all current and prospective Crew Members. The Crew should then agree to be loyal to this program to help make it work and to constructively review it on completion.

Good Luck!