

Scouts Australia

International Contingent Leader Handbook

Edition Two - November 2025





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A Scouts Australia Publication

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First Printed August 2001
Latest Revision: November 2025

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GLOSSARY

A-NZ	Aotearoa-New Zealand
APR	Asia Pacific Region
ACL	Assistant Contingent Leader
BFT	Branch Friendship Tour
BCC	Branch Chief Commissioner
BIC	Branch International Commissioner
CCoA	Chief Commissioner of Australia
CL	Contingent Leader
CMT	Contingent Management Team
DFAT	Department of Foreign Affairs and Trade
DCL	Deputy Contingent Leader
EOI	Expression of Interest
HOC	Heads of Contingent
H&W	Health and Wellbeing
IC	International Commissioner of Australia
ILOI	International Letter of Introduction
IST	International Service Team
KISC	Kandersteg International Scout Centre
NAHW	National Adviser - Health and Wellbeing
NAF	National Adviser - Finance
NAR	National Adviser - Risk
NEC	National Executive Committee
NOC	National Operations Committee
NGM	National General Manager
NSO	National Scout Organisation
NST	National Support Team
O-Day	Orientation Day
UK	United Kingdom
SFH	Safe From Harm
WOSM	World Organization of the Scout Movement

Part A
Introduction:
Departing Australia
as a Scout



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.

There are 3 ways members of Scouts Australia can travel internationally as Scouts. Members can either be:

- a member of a National Contingent
- a member of a Branch Friendship Tour (BFT)
- in possession of an approved International Letter of Introduction (ILOI)

National Contingents are required to follow ALL sections of the International Contingent Leader Handbook. BFTs are required to follow the minimum requirements for travelling overseas as an Australian Scout as outlined in the BFT Guide and 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 (CL) should consult the International Commissioner of Australia (IC).

CONTINGENT DEFINITIONS

National Contingents

A National Contingent is formed for all International Events where 2 or more participants attend from Australia or where participants wanting to attend an event are from multiple Branches.

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

The Contingent is managed in line with ALL of the policies and procedures outlined in the International CL Handbook.

The following non-negotiable items are charged for all participants of a National Contingent:

- National Administration Fee
- Australian Contingent Pack
- Travel Insurance.

World and Asia Pacific Region (APR) Forums and Conferences

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

Travel arrangements for Contingent Members will be at the discretion of the CL.

Other World, APR, United Kingdom (UK), European, North American, and Aotearoa-New Zealand (A/NZ) Events

Expressions of interest (EOI), call for applications and nominations for CL will be systematically called for all other World, APR, UK, European, North American, and A-NZ events.

These events are planned to depart from Australia and return to Australia (with the possible exception of International Service Team (IST) or Rover Scouts attending Moots).

Other Events

EOI will be collated by the International Office for all other National events. Whenever EOIs are received for a particular National event, a CL 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.

Branch Friendship Tours

BFTs are any locally organised overseas activity where there is no established Australian Contingent and includes service projects, cultural exchanges, camping events and outdoor adventure activities.

All BFTs must be registered with the National Office and approved by the IC.

A BFT would normally only include members from a single Branch. Members from other Branches who wish to join a specific BFTs organised by another Branch shall do so by registering with the Tour Leader. Such members shall have the approval of their home Branch to participate in the BFTs organised by another Branch.

International Letter of Introduction

Members of Scouts Australia travelling overseas and wanting to join with a local Scout Group overseas must apply for an ILOI. This document provides evidence that Scouts Australia has approved your involvement in local Scouting activities. The IC will communicate with the host country to verify your membership of the association.

Any member can complete an application for an ILOI by completing the online form in the events management system. The cost of the ILOI (including 2 Australian scarves, 1 International Ambassador badge and delivery) is \$50.

Note: An ILOI is only issued to members whenever they have plans to participate in or visit a Scouting program or activity whilst overseas.

INTERNATIONAL COMMISSIONER OF AUSTRALIA

In relation to ALL Scouts departing Australia, whether National Contingent, BFT or ILOI, the IC has the following responsibilities:

- To act on behalf of the National Operations Committee (NOC) in the definition and application of National Policies.
- Assess all applications to travel overseas.
- Liaise with the World Scout Bureau, as appropriate.
- Establish the initial contact with the Host Association and introduces the CL.
- Assists the CL in the development of the itinerary and the activity program as well as organisation of the Contingent when requested. ILOI will largely have itineraries complete but the IC may provide general advice. Branch International Commissioners should also be a key stakeholder in the development of BFTs and may provide general advice for those applying for an ILOI.

In relation to National Contingents, the IC has the following responsibilities:

- Manage the official announcement of the event, including initial promotion through national publications.
- Supervise initial contact with the official agent of the National Association.
- Approves the initial drafting of the budget in coordination with the National General Manager (NGM).
- Assists the CL to make contact with the Australian Embassy, as appropriate, in the host country.
- Sits on the Contingent Management Team (CMT) in a supervision/adviser role.

COMMUNICATIONS – INTERNATIONAL COMMISSIONER

The International Commissioner:

- Introduces the CL to the Host Association and sets up direct contact between the CL 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 BFT is proposed, including repeat events.
- Introduces the CL 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 CL takes over in matters of detail.

PLANNING AND APPROVAL

All Contingents travelling overseas must be approved by the IC through the Event Management System.

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 must not be booked or other commitments made until approval is received.

With regard to proposed visits to any country, including Aotearoa/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 ILOI may be issued to an individual member, but approval will not be given to a party to make such a visit.

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 important that those on International Scouting trips conduct themselves to the highest standard of behaviour when representing Scouts Australia.

To this end, CLs are empowered to ensure that the behaviour of individuals whilst on tour is to the highest standard. After consulting with the IC, the CLs decision is final.

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 their Branch.

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

- The applicant submits their application in the Event Management System available at this website and pays any deposit/monies due before the closing date.
- A list of applicants from each Branch will be sent to the Branch International Commissioner (BIC) and Branch Chief Commissioner (BCC) within 2 weeks of applications closing.
- The Branch verifies that all applicants are:
 - o current registered members
 - o have no impeding notes on their Branch membership files.
 - o are in good standing with the Branch and are an appropriate candidate for their chosen Contingent.
- Holding a valid Working with Children Check, Working with Vulnerable Persons Check/ Blue Card or equivalent in their Branch.

In addition, all applicants over the age of 18 must satisfy all membership requirements including:

- have completed the compulsory On-Demand Learning modules, Child Safe Scouting, WHS for Scouting and Adult Code of Conduct.
- be registered as a:
 - o current Rover Scout
 - o Youth Program Leader
- or**
- o Program Support Leader.

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

After the application close date, BICs sign into Event Management System and arrange verification of the members from their Branch who have applied for the event.

The Branch verifies that the applicants satisfy all membership requirements as per above at this point in time and again 2 months out from departure.

More information about eligibility, applications and registration can be found in Part E, page 59.

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 IC depending on:

- the period away from Australia
- the amount, type and frequency of travel
- the demands of the activities involved.

Some international events may have a prescribed higher minimum age, e.g. 14 years for World Scout Jamborees.



DISCIPLINE

In addition to the Scout Law and Promise, the Scouts Australia Adult Code of Conduct and any Contingent Code of Conduct applies to Contingent members as a minimum standard.

Any breaches of these codes will be dealt with in accordance with the Emergency Response Checklists, Operational Procedures and Policies document and the Grievance and Complaints Management Framework for International Contingents. This may include limiting the involvement of the member at the event or returning them to Australia at their cost.

It may be necessary for a CL 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 CL 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 Duty of Care is maintained for all involved.
- Ensure that matters are dealt with in a fair and impartial manner.
- Document, document, document!
- All incidents involving Australian Contingent Adults and Youth should be recorded via an Incident Report Form (Microsoft Forms template available).
- The IC is to be advised as soon as practicable so that Branches can be informed.
- Resolve the incident as quickly as possible, and at the lowest practicable level.

At all times when exercising this responsibility, the CL will keep the Duty of Care to all parties as their highest priority and will act in a fair and impartial manner.

In matters of a more serious nature, it will be necessary to consult the Emergency Response Checklists, Operational Procedures and Policies document or seek advice from the IC.

- ▶ The Scouts Australia Adult Code of Conduct can be found on the Key Resources page of the Scouts Australia [website](#) and the [Contingents SharePoint](#).
- ▶ The Emergency Response Checklists, Operational Procedures and Policies document is included in the International CL Induction and at [Contingents SharePoint](#).

All participants are to be made aware of these requirements in writing (with acknowledgement/consent obtained via the Event Management System/application) and backed up with briefings at any O-Days.

NOTES ON NATIONAL TRAVEL INSURANCE

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

Scouts Australia's Travel Insurance is only available for National Contingents and must be used by these Contingents.



INCIDENTS

Procedures on how to manage medical incidents, serious accidents and hospitalisation are detailed in the Emergency Response Checklists, Operational Procedures and Policies document.

- The Emergency Response Checklists, Operational Procedures and Policies document is included in the International CL Induction and the [Contingents SharePoint](#).

COMPLAINTS PROCESS

Occasionally, youth members, adults, Leaders, parents/carers will raise concerns or complaints with the CMT regarding issues within the Contingent environment including but not limited to, a particular activity on the itinerary, transport arrangements or behaviour of individuals. CLs are encouraged to, where possible resolve the concern or complaint as quickly as possible, and at the lowest practicable level in the first instance.

If the CMT are made aware of an incident of abuse, the IC and/or NGM need to know immediately!

If the concern or complaint cannot be resolved within the Contingent, please direct the concern or complaint to the IC who will inform the relevant Branches of the concern/complaint for review and investigation.

Alternatively, if youth members, adults, Leaders, parents/carers wish to lodge a formal complaint through the Scouts Australia International portfolio Grievance and Complaints Management Framework.

- The Scouts Australia International Portfolio Grievance and Complaints Management Procedure is provided at the CL Induction and the [Contingents SharePoint](#).

Internal Contingent Management Team Complaints

Should members of the CMT have concerns or complaints, it is recommended that they also follow the above advice and if required, lodge a formal complaint through the Scouts Australia International Portfolio Grievance and Complaints Management Procedure.

It is the policy and practice of Scouts Australia for all complaints to be fairly and justly addressed.

EMBASSIES AND THE DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

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

Particularly for medium and large size Contingents, and for Contingents going to areas of risk, the IC is to make contact with Australia's Ambassador to that country at least 6 weeks prior to departure. The CL will provide the necessary details for the IC to provide advice of the pending visit.

If the CL is undertaking a pre-event planning trip, the IC may arrange contact with the Embassy, via the Department of Foreign Affairs and Trade (DFAT), to discuss the upcoming Contingent's visit, and provide them with the basic itinerary, and other information of use. More detail including finalised risk assessment, Masterplan and list of Contingent members may be provided to the Embassy one month prior to the event.

REPORTING

There are multiple reporting requirements for Contingents.

Firstly, all CMT will be required to give a short update regarding preparations quarterly.

Additionally, so that Scouts Australia can learn from all Contingents that travel overseas and share knowledge across CMTs, a report from each Contingent is required. It should be received within 3 months of the Contingent's return to Australia.

Finally, CLs are required to notify the IC of the Contingent's safe return.

Contingents specific reporting requirements are outlined in Part G, page 80 of this handbook.

INTERNATIONAL SCOUTING EVENT GUIDES

Scouts Australia has published information guides to assist members in their preparations for overseas travel:

- Parent and Carer Guide to International Contingents
- An Adult Application Guide

The Parent and Carer Guide to International Contingents is designed to answer many of the most common questions about Contingent travel.

The Adult Application Guide explains the role of an Adult Leader at an International Scouting event.

Contingents are to ensure that these guides are shared with the parents of their prospective youth members, adults and Leaders.

More information can be find from the National website under - [Key Resources](#).



Part B

Establishing a National Contingent



Appointment of Contingent Management Team

CONTINGENT LEADER APPOINTMENT

For all International events, the CL is appointed by the Chief Commissioner of Australia (CCoA) with the authority of the NOC. The CL is therefore a National Appointment for the purposes of planning and conducting the Contingent. The CL is directly responsible to the IC.

- The Scouts Australia National Appointment Process is provided at the CL Induction and the [Contingents SharePoint](#).

World, APR, and A-NZ Events

For World, APR, and A-NZ Events, the CL should be appointed at least 2 years before the event so that the initial planning and budgeting can be completed and to allow for a timely marketing and communications campaign to attract members to the event.

In the case of the CL to the A-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 CL to these events with the IC calling for applications from all Branches. As required, the IC 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 CL must have completed Advanced Wood Badge Training, Working in a Child Safe Environment Unit of competency, the Behaviour Management eLearning module and preferably a Mental Health First Aid qualification or be willing to obtain one within 12 months of appointment and prior to the Contingent's departure from Australia. Additionally, proven people management and leadership should be prioritised over technical skill or project management skills. Technical skill is still critical but the failure of a CL to coordinate, support and inspire a team can be catastrophic.

The selection process will be merit-based and may involve face-to-face interviews of short-listed candidates, via Microsoft Teams. The IC (or delegate) 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 IC. The IC will then consider forwarding the nomination to the CCoA. In turn, the CCoA will consider appointing the nominee as the Australian CL.

All Other Events

For other events, the CL may be selected following a merit-based assessment, conducted on agreement between the respective BICs or other relevant international Scouting personnel, from among the expressions of interest received. This will be done at least 12 months before the event.

CONTINGENT ADVISER

A Contingent Adviser (CA) shall be appointed to all CLs. If suitable and available, that person should be the CL to the previous event, or have been a CL to a similar event. The CA should be appointed in consultation with the CL.

Candidates for the role of CA must have completed Scouting Leadership Wood Badge Training, the Managing Behaviours On-Demand module and preferably a Mental Health First Aid qualification or be willing to obtain one within 12 months of appointment.

The CA should act as confidant, sounding board and subject matter expert for the CL. As the CL develops their own CMT, the CA should offer broad support to all CMT members.

The CA 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.

DEPUTY CONTINGENT LEADER

The Deputy Contingent Leader/s (DCL) supports the CL in all operational aspects of Contingent management and will also be supported by the CA. The DCL/s should be best placed to take over from the CL should the CL not be able to carry out their duties. The CL and CA should also have a strong focus on skilling up the DCL/s particularly those under the age of 30 years of age. If a CMT has 2 DCLs, it is strongly recommended that the lines of responsibility for Contingent portfolios are divided between the 2 DCLs. Where there is one DCL, the lines of responsibility for Contingent portfolios are divided between the CL and DCL.

ASSISTANT CONTINGENT LEADER

Historically, Assistant Contingent Leaders (ACLs) have been appointed following a selection process from among candidates who attended the last event as a youth participant. However, significant care should be taken to ensure it is a role that is assigned genuine tasks and responsibilities. If a CL wants to appoint ACL/s, this should be considered in consultation with and approval from the IC.

An ACL or ACLs are generally Youth or Young Adult Members who:

- Works with the CL and DCL/s.
- Is a member of the Contingent Executive (where one exists).
- Actively promotes the Contingent prior to the close of applications including at all major Australian Scouting events.
- Represents the youth members on the Contingent Executive and/or CMT.
- Convenes the Contingent Youth Council.
- Gives a voice to the youth members in the Contingent on the Contingent Executive and/or CMT.
- Be a member of the Contingent.
- Performs other duties as required by the CL or IC.

The role of ACL should primarily be focused on leadership development of the young person holding the role and not on youth member wellbeing.

CONTINGENT EXECUTIVE

In the past, some larger Contingents have used a Contingent Executive as the main policy and decision-making body of the Contingent. Contingent Executives have generally been made up of the CL, DCL/s, ACL/s, CA and IC. Where a Contingent Executive exists, care must be taken by the members to not create unnecessary barriers or hierarchies within CMTs. Transparency and free and flowing information/knowledge sharing is key to ensuring the whole CMT feels included and empowered.

The IC may choose not to attend all meetings of the Executive but is to be kept fully briefed on all matters pertaining to the Contingent.

The DCL and ACL are appointed by the CL in consultation with the IC.

CONTINGENT MANAGEMENT TEAM

Where a Contingent exceeds approximately 50 people, a CMT will be established to divide the responsibilities for the Contingent. The structure of the CMT will be up to the CL but must not become an administrative or financial burden on the Contingent.

For larger Contingents, the following portfolios should be established to cover aspects of Contingent management, including:

- Administration and Finance
- Health and Wellbeing
- Program
- Transport and Logistics
- Marketing and Communications.

- Suggested role description templates are included in the International CL Induction and the [Contingents SharePoint](#).

Any changes to the role descriptions are to be submitted to the IC for consideration. After endorsement, roles may be advertised and a selection process completed. The IC in consultation with the Branch Chief Commissioners (BCC) will then approve all selected candidates before any appointments are announced.

For very large Contingents, some of the CMT roles may also require assistants or support roles.

Applicants for CMT roles must hold a Certificate of Advanced Adult Leadership or have a willingness to complete this training within 12 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 CMT where possible. While appointing a medical professional to the CMT is ideal, proven people management and leadership should be prioritised over technical skill. Technical skill is still critical

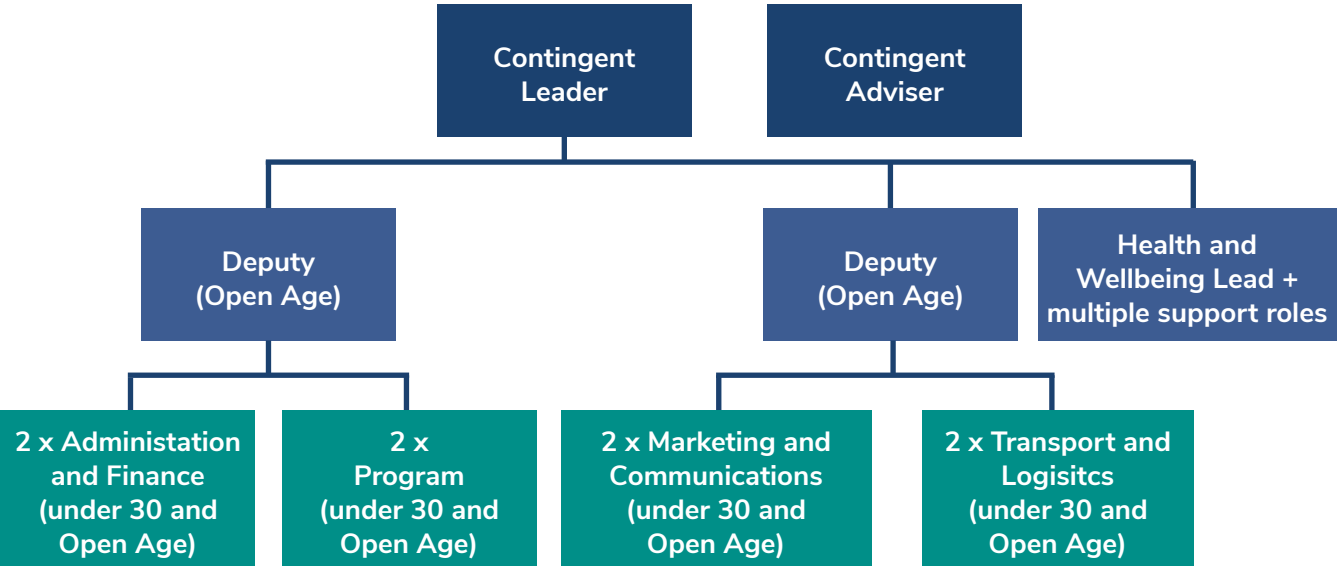
but the Leader of the Health and Wellbeing (H&W) team may be someone who has skill in organising and motivating people and can triage while the medical professionals get on with the task at hand.

At least 2 Mental Health First Aiders or someone with professional expertise in mental health should be on the CMT for large Contingents or whenever challenging or confronting experiences are anticipated as part of the itinerary. It is recommended that multiple CMT members, and Line Leaders, hold current mental health first aid qualifications.

Each Contingent is required to have someone in the CMT that, in the event the CL can no longer continue in their role, will be able to take on the position of Australian CL. It is normally the Deputy role but could also be the CA if they are ‘in country’. This would require the approval of the CCoA following a nomination by the IC.

SUGGESTED CONTINGENT MANAGEMENT TEAM STRUCTURE

It is recommended that CMTs be as flat in structure as possible to support a positive, transparent and cohesive team culture. The following roles and structure are recommended but can be altered to accommodate the requirements of the event/Contingent upon discussion and approval from the IC.



CONTINGENT YOUTH COUNCIL

The Under 30 DCL or, where appointed ACL 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 Under 30 DCL (being a youth/young adult member) will liaise with other young members of the Contingent to ensure that their expectations are considered by the CMT. During the event, the Under 30 DCL 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 Unit Council for the Contingent.

At the conclusion of the event, the Contingent Youth Council will also be asked to complete a review of the Contingent and make recommendations for future CMTs.

Contingent Youth Councils can be convened through an expression of interest to youth participants or be nominated by their patrol. The Contingent Youth Council could also be made up of young people who applied for roles on the CMT but were unsuccessful. This still provides experience in Contingent planning and delivery.

The Contingent Youth Council can be utilised in many different ways however it is important to ensure that tasks allocated and the topics discussed are genuine and not tokenistic.

Previous Contingent Youth Council projects have included:

- Merchandise design
- Communicators/moderators of communication platforms
- Advice and input into Unit allocation and naming
- Troubleshooting Contingent issues

Members of the Contingent Youth Council should also be recognised and thanked at the end of the Contingent for their valuable contributions, time and effort. A small gift and certificate outlining the skills and abilities they displayed developed should be presented to each member of the Contingent Youth Council.

National Office

GENERAL

The NST has the following responsibilities:

- Arranges Travel Insurance for the Contingent.
- Briefs the CL and Administration and Finance roles regarding Contingent accounting matters generally.
- Makes payments as advised by the Contingent for expenses in Australia and overseas.
- Oversees the Contingent budget and provides support with financial enquiries.
- Arranges for the issue of debit cards or credit cards for use by the Contingent in Australia or overseas.
- 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 the Official Presentation Plaque to the Host Association.
- Manages the Event Registration System.

COLLABORATION

It is important that the CL, IC and NGM maintain close contact and communication and work as a team.

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

Branch International Commissioners

BICs 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 CL keep the BICs informed as with regard to the status of the Contingent. This may be facilitated through the IC to ensure coordination of messages to BICs from multiple Contingents.

The IC will contact BICs to introduce the CL and give them an understanding of what is being planned. It is helpful for the BICs if they receive a 'briefing pack' on the Contingent, as they will often be the first port of call for members in their Branch.

The BICs will promote the Contingent using the resources available.

It is important for the CL to remember that personal communication is always preferable and that the BICs are volunteers too.

The BIC will be responsible for providing local assistance to the CL in organising venues and other arrangements for Contingent information sessions, Orientation days (or O-Days) or other related promotional or preparatory functions.

The appropriate channel of communication is for the CL to liaise with the BIC via the IC except in Branch specific situations. On particular issues (e.g. serious accident/incident/hospitalisation/death) the IC will liaise with the BCC.

Planning and Organisation for Contingents

From the time of their appointment until the Contingent leaves Australia, the CL 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 IC or the NGM as appropriate, to provide or obtain any information or decisions. After the Contingent has left Australia, the CL 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 IC and NST are always available to the CL for consultation, advice or assistance. After the Contingent has departed from Australia, this can be obtained by contacting the IC or NGM.

The principal duties of the CL and their team, prior to departure, are:

- Establish an effective CMT, after appointment by the IC.
- Preparation of Contingent Program/Itinerary.
- Liaise with the IC and NST.
- Preparation of budget(s) and appropriate review of budget(s).
- Maintains regular communication with the National Office, providing updates on cash flow and addressing any emerging matters.
- Ensure the CMT develops a comprehensive Risk Management Plan and considers it for endorsement.
- Organisation of travel from/to Australia unless otherwise agreed.
- Work with the IC to ensure the organisation of pre and / or post event tours.
- Communication with the Host Organisation (after introduction by the IC).
- Selection of the Contingent and management of the Contingent.
- Resourcing the Contingent.
- Appropriate briefing of the Contingent will be conducted by the CL prior to departure, be this at an activity/ meeting / camp as appropriate.
- Providing a Final Report to the IC (see Part G, page 80 for more information).

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.

Additionally, the CMT and Contingent members must practice dynamic risk assessments accounting for weather, equipment, experience levels and even comfort level during the event. CLs should reinforce the messaging of practicing dynamic risk assessments and support any Contingent Member not comfortable with an activity to speak up to the provider/organiser or to remove themselves (and anyone else they are responsible/have a duty of care for) from the activity until the issue can be resolved.

International Contingents risk sign-off process:

1. The risk assessment template includes common risks across Contingents but allows for country, location and event specific risks.
2. Common risks will be listed, but mitigations should be considered and interrogated by the CMT.
 - i. If risks are removed, a justification will need to be provided to the National Adviser – Risk (International), Child Safety Commissioner and/or the IC.
 - ii. If risks are added, the detail provided must be equal to that of the common risks.
3. When satisfied, the CL signs off and provides to National Adviser – Risk and Child Safety Commissioner and/or IC.
4. National Adviser – Risk and Child Safety Commissioner review and provide advice/suggestions or accepts and provides to before moving to the IC and NGM for approval.
5. The IC and NGM review and provide advice/suggestions or approve in writing back to the CL.

In addition to the Contingent risk assessment, the CMT must do due diligence on external third-party providers. Where possible the CMT should obtain external provider/s risk assessments. And/or complete own risk assessment of activity.

Any activities the CMT/CL are unsure of can be presented to the Scouts Australia insurer to get an understanding of coverage/financial impact etc. For example, Hot air ballooning in Africa, shooting activities in A-NZ.

Any 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 CL shall also inform parents/carers 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 Scout's Australia'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. The exception to the above is aerial activities (apart from travelling on a commercial aircraft) as they will not be covered under the Scouts Australia Travel Insurance Policy.

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 2 months ahead of the Contingent's departure.

- A risk assessment template is included in the International CL Induction and the [Contingents SharePoint](#).

Developing a Timeline

CLs should develop a plan for the work to be done for a Contingent, together with a timeline to be discussed with the IC and the NST.

Suggestions to include in the timeline are:

- 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.
- Indicative significant payment dates and approximate amounts.
- O-Day dates.
- Any planning meetings (Face-to-face or online).
- Any Event Heads of Contingent Meetings.
- Newsletter release dates.
- Any other relevant information regarding the Contingent.

These timelines need to be documented and shared with the IC and the NST

- ▶ A timeline template is included in the International CL Induction and the [Contingents SharePoint](#).

Marketing and Communications

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 CL and CMT as well as other members of the Contingent. It also includes between the CL, IC and NST, Branch Offices, and with overseas Associations and non-Scout organisations who may be able to assist a Contingent.

Depending on the size and nature of the Contingent, an initial face-to-face meeting may be convened by the IC and will involve the NGM and the appointed CL. The purpose of the meeting is to discuss the budget and the operations of all stakeholders in organising the Contingent.

PROMOTION AND RECRUITMENT

A CL's first priority, is to advertise and recruit youth members to join the Contingent. Without youth members, the Contingent cannot proceed.

It is preferable to have a minimum number of 10 youth members for a Contingent. Therefore, the CL should develop a clear and concise vision for promoting their Contingent. In collaboration with the

Assistant National Commissioner Marketing and Communications, and/or IC, the Contingent should have a marketing/PR plan which should address:

- District/Region promotion
- Branch promotion
- Utilising the BICs
- National web page and social media platforms
- 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 interaction when promoting events.

However, given that each Contingent will have budgetary constraints, this may not always be possible and social media platforms should be used wisely.

Nationally administered social media accounts should be utilised rather creating new event specific accounts. In most cases, CLs (and or delegates) can be granted access to a pre-existing Facebook page for an event.

All National Contingents are advertised with a dedicated event on the Scouts Australia official website (www.scouts.com.au). Contingents may request for a member of their CMT to be assigned editing access to the Scouts Australia website. Additionally, those reoccurring events (WSJ, WSM, A-NZJ, A-NZV) which make up a significant part of the international calendar, will have the opportunity to utilise a standalone website. More information regarding this option will be provided to the CL if relevant.

The BICs are available to assist in promoting your event to their members. Each Branch has an assortment of social media platforms, newsletters and other communication pathways to increase awareness of the event.

To ensure true and correct information is shared about every event, all members of the Australian International Team are to ensure that enquiries are sent directly to the Contingent for their response.

All communications and announcements must be sent to the Program Support Officer - International and IC for distribution to the Branches.

The CL is encouraged and empowered to communicate directly with the BICs to answer any questions or concerns about the information they received for each event.

NEWSLETTERS

The CL needs to continue to communicate relevant up-to-date information to Contingent Members and their families/carers.

The information should be clear and concise, suitably written so that it may be used by youth members, their parents/carers, adult members and Branches/National Office.

- ▶ Please follow the Contingent Newsletter Preparation Guide provided at the CL induction and the [Contingents SharePoint](#).

Note: Newsletters should be sent via the Event Management System or a secure third-party platform which can help manage communications and tracking of open and response rates in a secure environment. Other mail management and communication systems may be considered for use by the IC.

The CL should ensure that copies of all newsletters issued by the Contingent are sent to the IC and all BICs.

SOCIAL MEDIA

Note: This section was written prior to the Social Media Minimum Age Bill coming into effect in December 2025. This section will be reviewed and altered in the next iteration of the Contingent Leader's Handbook.

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 National Technology Code of Use.

- ▶ For more information regarding the Scouts Australia National Technology Code of Use please see the [Key Resources](#) page of the Scouts Australia website.

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 CL is responsible for managing all such communication back to Australia.

For some events a dedicated, shared social media page or platform may be established to enable communication with family and friends back in Australia while the Contingent is out of country.

PHOTO AND MEDIA PERMISSIONS

Permission must be obtained from the parent/carer of a youth member under the age of 18 before photographs are taken by adults and youth members for external use by Scouts Australia.

- For more information regarding consent, use and disclosure, please see the [Key Resources](#) page of the Scouts Australia website for the *Privacy Policy*.

Media access to any member is not approved. If a media request is received, it must be directed to the IC.

Other Contingent Responsibilities

LINE OF RESPONSIBILITY

The CL's line of responsibility to the NST is through the IC, but in the organisation, planning and financial administration of the Contingent they will liaise directly with the NST.

The CL should therefore contact the IC on a regular basis to keep the IC up to date on all issues regarding the Contingent.

- A standard reporting form will be sent to CLs quarterly.

TRAVEL AGENTS

Scouts Australia has a preferred Travel Agent with dedicated managers for group travel and non-group travel (e.g. CMT meetings) enquiries.

The Program Support Officer - International will coordinate a quote from Scouts Australia's preferred Travel Agency according to the requirements detailed by the Contingent.

If the CL can 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 CL may book directly with another agency or transport provider only after prior consultation with the IC or NGM.

If time permits, the CL 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 IC.

Most group bookings don't accrue frequent flyer points. If a CL is wanting members to accrue points, they should advise Scouts Australia's preferred Travel Agent 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.

Consideration should also be given to equity and fairness when booking flights and the different air travel classes. For cost effectiveness and fairness, members of the Contingent will only ever be booked to travel in 'Economy Class'. No options should be provided for upgrades at any time. Similarly, fairness, equity and cost should be considered when booking flights for members of the CMT. While personally, members of the CMT may be eligible for class upgrades, this will not be the case for everyone and can lead to unnecessary division and frustration. The same consideration should be made taken when investigating the use of Airline Lounges in regard to needs of the Contingent while travelling (for example, are members of the CMT needed for supervision purposes) and equality across the Contingent and CMT. As a general rule, the Contingent travels together at all times including when waiting at airports.

CONTINGENT MASTERPLAN

Detailed information regarding Contingent operations including overseas addresses and emergency telephone contact numbers overseas together with an itinerary and logistical movements of the Contingent must be captured in a Masterplan document two weeks prior to departure and must be sent to the IC prior to departure. The Contingent Masterplan will be then sent to all BCCS and BICs.

- A Masterplan template is included in the International CL Induction and the [Contingents SharePoint](#).

More information regarding the Contingent Masterplan is at Part G, page 80.

NEIGHBOURING COUNTRIES

Scouts Australia may canvass the interest of neighbouring NSOs (particularly A-NZ, 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



BUDGET DOCUMENTATION

Budget Approval Process

There are 3 elements to budget sign off:

- Budget template
- Budget paper for the National Finance Subcommittee
- Contingent coversheet

The Contingent budget must be drafted in partnership with the Finance Team (National Office). Once prepared, the Contingent's draft budget is to be supplied to the IC.

The CL has no authority to exceed the overall approved budget and/or run a deficit.

The 1% to 10% budget contingency must be set with the approval of the IC and the National Office. The final % will be determined based on the type of event, size of Contingent, location of event etc.

No surplus from the Contingent is refundable to participants.

A budget paper is to also be drafted alongside the budget, highlighting particular elements or costs of the budget that may require additional information or context.

Additionally, a Contingent coversheet detailing the conditions of the Contingent is developed and lodged alongside the budget paper and budget. When approved the information in this Coversheet is used to set up the event in the Event Managements System.

- The approved budget template, budget paper template and Contingent coversheet template and other finance templates are included as part of the International CL Induction and the [Contingents SharePoint](#).

CASH FLOW

When developing the budget, it is important that the schedule 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.

Following the development of the fee progress payment schedule, the Contingent must review the latest forecast before the final payment to ensure all expenses are captured, and the remaining margin is clearly understood.

SEED FUNDING

Seed funding is money for the initial stages of a new Contingent, especially for the initial operating costs prior to applications being open and money from participants being available to pay for Contingent costs.

Seed funding requests may include items such as:

- Marketing and communications – printing, postage, event fees for attendance at event to promote the Contingent
- Any pre planning, face to face Heads of Contingents meetings or reconnaissance trips
- Face to face CMT meeting costs including transport, accommodation, meals etc
- Any initial payments or deposits required.

To request seed funding, a paper must be prepared for the National Finance Subcommittee.

- The Seed Funding Paper template is included in the International CL Induction and the [Contingents SharePoint](#).

BUDGET APPROVAL

The IC will review the budget, passing any comments or suggestions back to the CMT before final submission of the Contingent Budget to the IC for submission to the NGM and on to the National Finance Subcommittee for their approval. Budget approval will be in writing for the initial budget. The CL must ensure alignment with the National Office Finance Team prior to final submission.

The National Finance Subcommittee meeting dates are included in the [Contingents SharePoint](#).

BUDGET AMENDMENTS

Amendments to the budget will inevitably need to be made throughout the course of the Contingent's preparation. If the changes are made within the delegation threshold of the IC, the IC may approve and inform the NGM. If the changes are greater than the Delegation threshold of the IC, the proposed changes/adjustments must be made with the approval of the NGM and/or the Finance Subcommittee. The Contingent Administration/Finance role will need to liaise closely with the NST, National Adviser - Finance (International) and/or IC to ensure there is no confusion with regard to the budget.

BUDGET INFORMATION

Budget information is only for the NST, the CL, DCL, CA and the IC.

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. In the past, issues have arisen where Contingent members have specific breakdowns of the budget. There will always be multiple opinions on how best to create a budget and spend Contingent funds. The appointed CMT, in collaboration with the National Adviser – Finance (International), are authorised and supported by the IC to make the best decisions at a point in time with the information they had to hand.

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 NST will provide CLs with monthly access to Contingent accounting records. This information should be used by Contingents to ensure that expenditure remains within the approved budget at all times. The NST Finance Team will also organise monthly meetings to ensure alignment, maintain oversight of the budget and processes, and update forecasts where required.

ITEMS TO CONSIDER WHEN DRAFTING A BUDGET

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 an event (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 appropriate number required to safely manage the tour.

Where possible, consideration should be given to a separate fee structure for adults (including Rover Scouts) who attend the event for the purpose of IST.

Additionally, fatigue should be a consideration of any pre tour offered. The purpose of the Contingent is the event. Participants should arrive at the event in a condition that supports their participation in the full length of the event.

Contingent Management Team Travel

The CL and DCL may have their travel paid for within the Contingent budget. The CL's costs should be budgeted within the Contingent budget and any costs must have the approval of the IC, NGM or Finance Subcommittee as appropriate.

For large Contingents, consideration should be given to partly subsidise all members of the CMT 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.

Where free flights are awarded or granted as part of a contract with an airline, the CL (and where existing, Contingent Executive) may take up 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 and A-NZ events, it is expected that the CL and/or relevant members of the CMT may travel to the country prior to the event for a meeting, however prior approval must be sought from the IC. Where free travel is provided by an airline and/or tour company, this arrangement should be advised in writing to the IC.

All provisions as stated above need to be outlined in the budget and made clear to the IC and to the NST.

Where the Contingent is travelling to a World Scout Jamboree or World Scout Moot, the IC will accompany the Contingent as a representative of the National Association. The cost of the IC will be external to the Contingent's budget.

Contingent Funds

RESPONSIBILITY OF THE CONTINGENT MANAGEMENT TEAM

The CMT is only required to account to the 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.

INWARD 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 Event Management System 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 Event Management System Contingent Participant Payment Schedules, manual access to the Participant Payment Schedules is not accessible to CLs. Manual adjustments will need to be assessed and approved by the NST (and the IC as required), before they can be processed in Participant Payment Schedules.

Any additional costs incurred by participants while overseas (for example, program, additional merchandise, repairs etc) can be added to their individual account by the NST or IC upon request from the CL. Payments can then be made via participant or parent debit or credit card.

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 by 2 months prior to Contingent departure.

The exception to this policy is if the CL makes a decision in consultation with the IC 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 CL and the youth member or their parents/carers. However, if complete payment is not made 30 days from Contingent departure or the Contingent member's departure, they will be removed from the Contingent with no refund.

Additionally, unless the CL already has spoken to relevant members, those who do not make their progress payments within 30 days of the agreed due date, will be removed from the Contingent.

WITHDRAWALS AND REFUNDS

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.

Members withdrawing from a Contingent should notify the CMT as soon as they can upon deciding to withdraw. This notification should be made promptly as delay could result in additional cancellation charges being deducted from the member's refund. The CMT will confirm with the withdrawing member the amount they receive, detailing any sunken costs and the period in which they have withdrawn.

Once confirmed /acknowledged by the withdrawing participants, the CMT – namely Administration and Finance Lead should complete the Refund Request form and send it to CL for approval. The CL will then approve and send to the NST for approval or seek more information. This notification should be made promptly as delay could result in additional cancellation charges being deducted from the member's refund. Upon approval, the NST will send the refund directly to the member and advise the CL.

- The Refund Request form is provided at International CL induction and in the [Contingents SharePoint](#).

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, taxes, 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 – through the Event Management System. Prior to payment of non-refundable items, the Contingent must instruct the NST to take out travel insurance.

Withdrawals due to non-medical reasons are not covered. The CL should liaise with the NST and IC on this issue prior to making any statements.

EXPENDITURE PRIOR TO DEPARTURE FROM AUSTRALIA

Items of expenditure in Australia and pre-payments overseas, will be arranged by the NST in liaison with the CL. 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 CL should ensure that the NST is given a schedule of payments to be made in, and from, Australia. This schedule is to be updated as necessary, and the CL should inform NST about changes, at least monthly.

Payment of invoices

Payment of invoices must be directed through the NST. Before an invoice is created there are a number of items to confirm with the vendor and a process to follow to ensure swift payment. A separate National Office Processes Cheat Sheet has been prepared detailing this process and other handy information.

- The National Office Processes Cheatsheet is provided at International CL induction and in the [Contingents SharePoint](#).

Large invoices (eg. Flights, Accommodation, ground transport contracts) must be approved by the NGM. They are generally provided upon the acceptance of a significant contract by the NGM (see Entering into Contracts, page 39). For more information see Entering into Contracts below

For small payments (under AUD\$1,000), it may be more economical for this amount to be paid on credit card.

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

ENTERING INTO CONTRACTS

For significant arrangements of costs, contracts may be required. Any contracts, e.g. airlines, bus companies, accommodation, need to be sent to the NST who will pass these on to the NGM to approve and sign.

Please advise the supplier/vendor that the contract will need to be signed by Scouts Australia and therefore a reasonable amount of time will be required to have it reviewed, executed and returned to them. It is not possible to have contracts arrive at the National Office with a turnaround of time of less than 48 hours and have them signed.

Please note, if contracts are not deemed to be in Scouts Australia's favour, legal advice will be sought and terms may need to be negotiated. If this cannot be achieved, consideration should be given to an alternate supplier/vendor. The only exception is when working with airlines where there is no alternative but to accept their terms and conditions as they are set by the preferred carrier.

All contracts are to be addressed to: **National General Manager**
Scouts Australia
Level 2, Quad 3
102 Bennelong Parkway
Sydney Olympic Park NSW 2127

Once the contract has been approved and signed by the NGM, it can be returned to the supplier/vendor and an invoice generated for payment of the deposit and/or full payment. Any invoices sent to the NST with a contract requiring sign off, will not be paid.

Debit Cards

Corporate cards may be issued by Scouts Australia to members of a CMT on advice of the CL. All card applications require the approval of the NGM on the advice of the IC, via email.

Cards will be issued primarily on a virtual basis, but if needed it is possible to be issued a physical card. If so, physical cards are to be stored securely at all times.

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 card is to be used for personal use. If it is used for personal use, an invoice will be created for the amount and sent to the card holder for payment.

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

Budget reports will be sent to the CL (or nominated CMT member) each month, and all card expenses have to be reconciled and categorised properly against the budget.

- Additional information and instruction are provided in the [Contingents SharePoint](#).

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

In the event that the budget contingency is required, approval needs to be sought from the National Finance Subcommittee, via the IC and NGM, and the cards will be cleared/increased.

Cash withdrawals for Contingent member meals must be well documented, and a reconciliation should be allocated to the correct Contingent budget codes. All receipts and documentation must accompany the completed card statement when it is returned to the NST.

The cardholder has the obligation to provide invoices to every transaction made by card. These invoices must be sent/uploaded no more than seven days after the purchase. The NST Finance Team will reconcile the transactions no later than the 5th business day of the following month, and the transaction list will be available on Weel.

If you do have a physical card, prior to departure overseas, all cardholders will be required to:

- Notify the NST Finance Team by email, providing the date of departure and the countries they are going to. If there is any projected spending that needs to be made with cash in hand, please advise the amount and reason in advance.

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

► Additional information and instruction are provided in the [Contingents SharePoint](#).

CANCELLATION OF CARDS

Upon return to Australia, those CMT members holding debit cards need to complete any final expenditure and reconcile it with the budget accounts, no later than a month after the return. Cards will be cancelled after the last reconciliation.

Transfer, Availability and Carriage of Funds Overseas

The recommendation is to prepay any possible items. If it is not possible to pay before the event, the NST Finance Team must be notified with at least one month's notice. If there's any cash-in-hand payment to be made overseas, it has to be discussed with NST before the departure date. The NST will find the best way to arrange the cash withdrawal according to the local currency and the amount.

If you do need to withdraw cash overseas you need to be cautious and avoid undue exchange losses in returning surplus amounts to Australia. The NGM will advise the CMT of the currency exchange rate that applies to the transfer of any funds.

In order to give flexibility of movement, 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 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 Administration and Finance Lead.

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

Expenditure Overseas

The procedures set out below are designed so that the NST may provide to the Association's auditors, as required, properly documented details of the use of Contingent funds by the CMT whilst overseas. Most spending required overseas should be completed on Contingent Cards or through the accounts payable process.

Expenditure outside Australia should be related to budget items and must be supported by invoices and receipts. The Contingent Administration and Finance Lead will need to ensure that expenses are accounted for and documented.

Spending Money of Contingent Members

Each Contingent involving members under 18 years of age should offer advice to parents/carers 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 to assist in spreading youth members' personal expenditure to cover the whole period overseas, e.g. Travel Money Cards, Prepaid Visa or Master Cards or bank cards – whatever suits that individual's circumstance.

The Contingent is not to offer safekeeping services for members' spending money.

Finalisation of Accounts

On return to Australia, all unused currency notes and credit cards are to be returned to National Office as soon as possible to facilitate the audit and the closure of any accounts or cards.

The CL must ensure that Contingent accounts are completed and forwarded together with all supporting documentation to National Office within 8 weeks of return to Australia. If all Contingent expenses and income cannot be finalised before returning to Australia, the Contingent Administration and Finance Lead should arrange for these accounts or payments to be sent to National Office.

A final budget reconciliation document should be submitted by the CL to the IC and NGM documenting the planned and actual expenditure. The invoice tracking and debit card reconciliation documents should also be provided as supporting documentation. This is in addition to the overall Contingent Final Report.

NST 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 the National Office to make this statement available to any other persons or organisations, other than the CL and the IC, within or outside the Association.

Travel Insurance

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.

CLs 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.

CLAIM PROCEDURES

The CL will be issued with a copy of the Insurance Policy and the claim form by the NST before departure from Australia. The current policy will also be available for the Contingent members to access through the Event Management system.

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. It is expected that there would be a corresponding incident form in the Event Management System to provide a record of the incident and for possible distribution to the insurer.

The claim is forwarded to the NST (this must be done as the policy is a National Policy). The NST 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 in making the claim. You can upload relevant documents to the incident reporting section of the event management system. Also be aware that 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.

LOSS OF DEPOSITS AND CANCELLATION CHARGES

For further clarification on this, please refer to the Chubb Business Travel Insurance Policy Wording and Product Disclosure Statement (PDS).

Part D

Child Protection, Health and Wellbeing



CHILD PROTECTION PROCEDURES

The safety of members is the highest priority of Scouts Australia. When Adults are supervising and conducting Scouting activities involving youth members under the age of 18, at least 2 adults must be present, except in **unexpected, unusual and unforeseen** (emergency) circumstances (below).

While the minimum ratio of Adults to Youth will vary from activity to activity, a minimum of 2 adults is always required. This requirement is to protect youth members as well as adults and is referred to as “Two-Present” leadership. Wherever possible, a male and female adult Leader should be in attendance throughout the duration of the activity.

Unexpected, unusual and unforeseen circumstances may include:

- International Patrols where one adult is accompanying a Patrol of youth members in a public venue
- Gender separated ablutions where at least one adult of the same gender is required by local regulations to supervise.
- Scenarios where it is unavoidable to divide a group into multiple boats or walking parties.

Separate ablution arrangements for each gender must be available for all youth members involved in overnight activities. Only adults of the same gender are to directly supervise the respective youth members' ablutions, and only to the extent necessary to ensure the safety of participants. In these circumstances, the guiding principle is that adults must avoid placing themselves in a situation where they, or youth members, feel uncomfortable or compromised or where their actions could be misinterpreted.

On certain occasions (for example transporting youth members from venue to venue), it is likely that only one adult will be supervising (i.e. the driver). Other than as a parent/carers (or in a clear emergency), adults must not travel alone with one child in a vehicle. Adults must not remain alone with a youth member following a meeting or other activity. Another adult must be present or where another adult is not available, several other youth members must be present.

When there is a need for an adult to travel alone with a youth member (other than as a youth member's parent/carer), for example to escort a participant being returned to Australia:

- The IC must be informed of the decision in advance.
- The participant's nominated emergency contact must be informed of the travel arrangements.
- The CMT must complete a detailed incident report for the situation.

It is the responsibility of all adults to ensure as far as reasonably practicable, that while engaged in Scout activities, youth members are protected from unauthorised contact by external parties. Care is to be taken to include this consideration in the planning of activities, including consideration of the possibility of 'remote access' via camera or recording equipment. Adults must be vigilant and aware at all times and ensure adequate supervision of all youth members under their care.

Adults must abide by their Scout Promise, the Scout Law, the Scouts Australia Adult Code of Conduct, the Scouts Australia Child Protection Policy and this document. In addition, they must report any breaches or incidents of which they become aware. Any non-compliance with the requirements of this document must be reported directly to the IC.

All adult members are required to submit a current Working with Children Clearance (or equivalent) at the time of applying to attend any event. All adult members should also continue to complete the On-Demand Learning modules *Child Safe Scouting*, *WHS for Scouting* and *Adult Code of Conduct* during their time as a Contingent member as this is a requirement of membership to the Contingent but also Scouts Australia.

Additionally, adults may also be asked to complete a World Safe from Harm module as a requirement of event attendance.

Please note that any instance of abuse towards youth members will be escalated to both the event organisers and the relevant police authorities. The CL will be guided by their advice/response.

- ▶ All Contingent members should have knowledge of the content of the Scouts Australia Child Protection Policy and Prescribed Procedures via the [Key Resources](#) page of the Scouts Australia website.
- ▶ Additionally, the Scouts Australia Adult Code of Conduct can be found on the [Key Resources](#) page of the Scouts Australia website and the [Contingents SharePoint](#).

REPORTING

All adult members (including supporters and staff) whilst overseas must immediately report to the IC or NGM, suspected, known or disclosed instances of child abuse.

In dealing with a report:

- When an alleged perpetrator is an Australian member, the IC or NGM:
 - o Is to ensure all reports of a child abuse nature are forwarded to the relevant State or Territory Authority for investigation without delay.
 - o Will contact the Australian CL who is to immediately arrange for that person to be removed from the activity.
 - o Will advise the Branch of the alleged perpetrator to allow action to be taken according to their approved practices and procedures.
- When an alleged perpetrator is not an Australian member, the Australian CL on the advice of the IC or NGM is to ensure all reports of a child abuse nature are forwarded to the Event Organisers in the Host Country without delay.
- Local authorities and the Australian Embassy/Consulate etc should also be engaged.

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/carers before departure.

For example:

- Sleeping and transport arrangements that contravene Scouts Australia's standards.
- Whenever separate showers for youth members and adults are not available.
- Whenever cultural activities are an option as part of the program.
- Age of Consent varies considerably from country to country.
- Where there are significant differences in social norms or laws from Australia eg. 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.

NOTE: Any activity where nudity, which can be a normal element of some overseas cultures, is suspected or likely to occur, all members of the Australian Contingent are **not to participate**, regardless of their age. Any activities which may include nudity will be not approved.

Buddy System

The “buddy system” is an arrangement where youth members travel together in small groups to prevent a scenario where one youth member can never be alone with an adult member. When attending International Scouting events, it is a requirement that all youth members observe the buddy system at all times. In some countries this may be a consideration for young adult members too.

This means, all Scouts must always have at least one other Scout with them especially when travelling through transport hubs like bus terminals or airports and when outside of their designated sleeping area. This is important, even during toilet visits at night, in case of an emergency (especially in non-English-speaking countries).

Two Present Leadership

As with all Australian Scouting events, at international events at least 2 adults must be present at all activities, except in unexpected, unusual and unforeseen circumstances. This requirement is to protect youth as well as adults and is referred to as “Two Present Leadership”.

This means that when adults are supervising and conducting Scouting activities involving Scouts, an adult is never alone with an individual youth member. Any individual conversation needing to be out of hearing must still be conducted in sight of another adult member.

- For more information about “Two Present Leadership”, please see the Scouts Australia National Child Protection Policy and Prescribed Procedures via the [Key Resources](#) page of the Scouts Australia website.

In Sight, Out of Hearing

When adults are supervising and conducting Scouting activities involving youth members, it is important that an adult is never alone with an individual youth member. Any personal conversation must be conducted “in sight, out of hearing”.

SAFE FROM HARM

As a Movement dedicated to the growth and development of young people, World Scouting prioritises the safety and wellbeing of children and young people at all times. WOSM supports NSOs in strengthening child and youth protection policies and promoting safeguarding at the local level by training adult leaders and young people.

In addition to meeting the minimum adult membership requirements to be eligible for the Contingent, all members 18 years and over must complete the WOSM Safe from Harm level 1 training module to attend international events, if requested. Upon completion, a certificate is issued and must be uploaded into their application. The CMT will provide the certificates to the hosts.

Some events may also call for members to do additional WOSM Safe from Harm Online Modules. In this case, the procedure will be the same as the above.

HOME HOSPITALITY AND HOSTED HOSPITALITY

While utilised often in the past, home hospitality is now not permitted for Australian Contingents or BFTs.

However, Hosted Hospitality (hosted by a local Scout Group overseas where Groups stay in halls, campsites etc), may be approved by the CCoA prior to Contingent applications opening. Parents/carers must be made aware of this element of the proposed program.

Health and Wellbeing

HEALTH STATEMENTS

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

Contingent members are required to disclose on their Medical Statement all physical and mental health conditions, including medications that may impact their participation in the planned itinerary, together with any applicable action plans for their condition.

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 Event Management System at least one month prior to departure.

It is recommended that the CL or Health and Wellbeing team ask Contingent Members to have a medical/dental/mental health check-up prior to the departure. The CL or Health and Wellbeing team 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 Health and Wellbeing team.

All medical incidents, regardless of severity are to be recorded in the Event Management System within 24 hours of the incident.

Privacy of personal records is of upmost importance. The CMT, designated Line Leaders, First Aiders, Mental Health First Aiders and other essential personnel should be provided with access to medical records via the Event Management System. These members must be reminded of their obligations under the Scouts Australia Privacy Policy. Ideally, the CMT would refer to the National Adviser – Health and Wellbeing (International) to review all disclosed health statements and provide advice on appropriate medical plans whilst overseas, especially if there are no medical professionals on the CMT.

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.

- For more information, please see the [Key Resources](#) page of the Scouts Australia website for the Privacy Policy.

MEDICATIONS

All Contingent members should be responsible for their own medications and should be detailed (and updated) in the Event Management system.

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 members under the age of 18 years, it may be desirable for the member of the Contingent Health and Wellbeing Team or those responsible for medical and/or health and wellbeing matters to be aware of prescription medications in use and monitor their consumption.

It is essential that the Contingent Health and Wellbeing (H&W) team know who in the Contingent is taking medication. In the event of hospitalisation, this information will be essential.

The CL 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 newsletters:

"In regard to medications which are approved in Australia but may be classified as illegal in some other countries. Individuals are strongly encouraged to seek medical advice from their own medical practitioner before travelling."

It is also worth reinforcing with the Contingent that an international event is not a time to take themselves off their medication/s. It is more important than ever that medication is taken as per their usual needs due to international events being demanding and sometimes unpredictable and the CMT needs them to be at their best.

Prescription Medications

It is the responsibility of the parent/carer to ensure that their child has a sufficient supply of any medication they need to take on a daily/regular basis. Their child will be responsible for taking their own medication. It is therefore imperative that they understand how important it is to keep taking their medication while they are away and if they feel unwell at any time, they must inform their Unit Leader or one of the CMT.

It is also suggested that the child is prepared if specific food or drinks are not available at medication time, for example, if they are used to swallowing a tablet with juice, practising with water only is a good idea.

When completing their child's application, parents/carers must inform the CMT of any medication that the child has, and the reason they take it. The more detail provided, the better prepared the CMT will be. This can save a lot of stress and anxiety for all concerned should an incident occur while overseas.

An International Scouting event is not an occasion for the child to stop taking their usual medication/s. The intensity of the itinerary while overseas and the unfamiliar routine can significantly increase their stress and maintaining normal medication intake may be critical to ensuring their safety and wellbeing.

On larger Contingents, a dedicated H&W team will also be available to support adult Leaders with the Units follow up with the child and ensure that any management plan is fully implemented.

If the child takes medication which requires refrigeration or has other storage requirements, this needs to be raised with the CL or the Contingent H&W Lead.

Any concerns, are to be raised with the CMT well in advance of the journey to ensure appropriate management plans can be implemented.

Please note: Some prescription medications are illegal in certain countries, even with a valid Australian prescription. Scouts Australia recommends talking with your doctor or a specialist travel doctor to confirm that the medication is allowed into the destination country. It is also a requirement that Scouts take any prescriptions with them on the trip to ensure that replacements can be obtained should the need arise whilst overseas, and a letter from your doctor advising the medication and what it is used for.

Medications While in Transit

Any medications that will be required during the flight must be packed in carry-on luggage and it will be the child's responsibility to make sure they take it when required. It is encouraged that extra medication is packed in any carry-on luggage should there be any delay in flight schedules or checked baggage arrive.

Parents/carers may need to help their child work out what times to take the medication due to time differences, especially if the flight is a long and it will impact on the times, they usually take specific medication each day or if it needs to be taken with food.

Medical Aids

The CMT also needs to know about medical aids such as CPAP machines, blood sugar monitors, etc to ensure travel arrangements are as smooth as possible and that the event organisers also have this information to help care for the Contingent.

Lithium batteries, as used in some medical aids, have restrictions on them when it comes to flying. Individuals are to ensure their device is within the restrictions for aeroplane travel however it is good practice for the Contingent H&W to also be aware of any aids participants are planning to travel to minimise any possible impacts on individual or Contingent during transit

For more information, check with the airline and review the information available from the Civil Aviation Safety Authority [website](#).

VACCINATIONS AND IMMUNISATIONS

The CL 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 newsletter:

“With regard to vaccinations and immunisations, individuals are strongly encouraged to seek medical advice from their own medical practitioner.”

Where vaccinations are the requirements of the carrier or the transit or destination country, Contingent members must be advised and removed with a refund, less sunk costs.

- For more information, please see the [Key Resources](#) page of the Scouts Australia website for the Scouts Australia Vaccination Policy.

MEDICAL INCIDENT

The priority will always be to ensure that the Contingent Member's health and wellbeing is attended to in the first instance. CMTs should follow the advice in the Emergency Response Checklists, Operational Procedures and Policies document provided on the [Contingents SharePoint](#).

Where a case requires hospitalisation, the IC or NGM should be contacted as soon as practicable for briefing purposes. In achieving this, the Branch Office and BIC or BCC will become involved. Parents/carers may then be contacted by the CL, IC or NGM. This will be determined in consultation with the CL at the time the report is made.

Where a Contingent member needs First Aid, the medical incident form in Event Management System (medical information section) built into the profile of participants is to be completed by the CMT H&W Team.

In the event that a Contingent member has required the assistance of a doctor or dentist, the CL should contact the IC or NGM as soon as practicable for briefing purposes. Parents/carers may then be contacted by the CL, IC or NGM. This will be determined in consultation with the CL at the time the report is made.

CONCUSSION PROCEDURE

If there is any concern that a Contingent member has suffered a concussion, the Contingent member must be taken to hospital for a medical determination.

MENTAL HEALTH

Mental health issues effect many people. Scouts Australia and the CMT try to support all Contingent members to be able to fully participate in the event and Contingent life.

- It's important that any and all mental health conditions and management plans are listed in participants medical/health and wellbeing information and the CMT are aware of these details.
- Any management plans and details of any medication taken by a Contingent member for mental health conditions is detailed in the medical/health and wellbeing information sections of the application.

The CMT may contact Contingent members for further information or to discuss specifics. This could include seeking to understand the prior history such as:

- major episodes of being unwell or past self-harm or suicide attempts,
- what type of situations or circumstances may trigger mental health symptoms or exacerbate underlying conditions,
- support strategies and coping mechanism that can be put in place should the participant become unwell during the event.

Important: details must only be shared with those who need to know to protect an individual's privacy.

In addition to First Aiders, Mental Health First Aiders should also be allocated throughout the Contingent.

ACCESSIBLE EVENTS

Scouts Australia aims to be as inclusive as possible for international events and will endeavour to make reasonable adjustments to ensure all Scouts can participate. If a participant has accessibility requirements, they/their families/carers should be encouraged to contact the CMT for a conversation prior to applying for the Contingent, to discuss specific needs, possible solutions and what options are available.

There may be some adjustments the CMT/Event can make or alternatives provided however the CMT may also be restricted by the limitations of the event, geographical area/topography, infrastructure and/or social/cultural/religious norms.

In the past CMTs have been successful in creating inclusive events and Contingents by:

- Pairing with a buddy and empowering the whole patrol to support a youth member with a visual impairment to have a brilliant event experience.
- Working with a youth member with an autoimmune disease, their family and the CMT to ensure there were multiple aides and support available for that youth member to participate their way.
- Ensuring that there have been quiet zones for those who may need to decompress or regulate before re-joining the fun and adventure.

Generally, simple solutions often exist when open, honest conversations between CMT and participant are established and options explored.

Where a suitable solution cannot be found, a refund should be offered.

Personal Carers

Some participants require a dedicated personal carer to fully participate in an International Scouting event. Where a participant requires a personal carer, contact should be established with the CL as early as possible to discuss arrangements. Personal Carers are required to be a registered member of Scouts Australia, have a Working with Children Clearance (or equivalent) and complete all mandatory training in line with all other adult volunteers.

Assistive Devices

The CMT will do their best to accommodate any member requiring use of a wheelchair or mobility aid provided it has been communicated to the team prior or upon application and that all information is fully disclosed in the event application.

It is important to provide details of the type of wheelchair or mobility aid to be used to assist the CMT with coordinating arrangements for flights and buses throughout the itinerary. The CMT should work closely with the participant, their parent/carers, the airlines, other transport providers and the event to ensure all participants are provided with the extra assistance they require.

Most events involve a lot of moving around the site and to and from the activities, and frequently includes grassed or uneven terrain. Therefore, the more information and support provided to the event organisers, will mean improved access to the event.

SUPPORT PLANS

Any participants with additional support needs or medical conditions should provide a support plan to the CMT for their reference.

A support plan should outline:

- What situations may be challenging for the participant.
- What existing/routine strategies or supports are in place to assist with managing these situations (this could include behavioural strategies, assistive devices, medication etc)
- What additional strategies can be implemented with support of peers or adult volunteers if additional challenges arise.

For example; a medication timetable that has been prepared with the help of a medical professional that will help the participant and peers/adult volunteers and/or H&W members to understand how to schedule medications whilst overseas.

It is important that any management plan has been trialled at home before the event.

Wellbeing

CULTURAL DIFFERENCES

Unique Experience

Participants are encouraged to attempt every activity with enthusiasm no matter how different they may be in comparison to Australian programs.

CMTs should encourage Contingent members to do their best to commit to actively engaging in the cultural experience on offer. In doing so, every Scout must always demonstrate respect and maturity. It is often in these periods of uncertainty, and/or discomfort that some of the best experiences can be had.

CMTs may need a reminder that while this may be yet another in a long line of international experience for them, for Contingent members, it may be their first. Reminding them that international travel provides an opportunity to learn about and from different cultures and countries and that means things could be very different from home! A helpful mantra here is: "It's not better, it's not worse, it's just different".

However, while accepting that an experience can feel strange or look weird, feeling uncomfortable or unsafe is not acceptable. No Scouting member should ever feel uncomfortable or unsafe. The CMT should communicate to all members that if they feel unsafe, they must let someone know. They should be encouraged to tell a:

- Friend or peer.
- Trusted adult.
- Unit Leader.
- Activity Leader.
- CMT member.
- Event Staff member or IST member.
- Listening Ear.

It must also be communicated that if members are feeling unsafe while at an event, they can choose not to participate in the activity or social interaction or remove themselves from the situation and tell one of the people listed above so that it can be followed up and reported effectively.

Parent/Carer Consent

Whenever facilities or procedures at international events or venues are different to Australian expectations, informed advice is provided to participants and their parents/carers before departure (e.g. if separate showers for youth members and adult members are not available, or if communal saunas or bathhouses are planned to be used as part of the program, etc).

Age of Consent

Age of Consent varies considerably from country to country. The CMT will inform participants and parents/carers of these differences and ensure that appropriate enforcement of the stricter rules (Australia vs overseas) is applied for the purpose of the Contingent.

Social and Cultural Norms

Similar to Australia, people around the world hold different views and values. Some cultures are discriminatory towards different groups, including but not limited to women and girls, people with disabilities, people who identify as LGBTQIA+, certain ethnicities. While Scouts Australia cannot control the external culture or laws of the country, the CMT will endeavour to ensure the Contingent provides a safe space for members.

LGBTQIA+

Scouts Australia is open to all, regardless of gender identity, and gender diversity is supported and respected. Genders are integrated for the delivery of the youth program in all sections to achieve the goal of promoting equality, mutual acceptance, understanding and respect. It is important to be aware that some activities may be conducted in gender specific groups, where this is necessary for cultural or spiritual reasons.

International events can be challenging for people who identify as LGBTQIA+, depending on the social norms and legal environment of the country the event is in. CLs must research the country the event is in on the DFAT Smart Traveller website.

The Australian Contingent will always advocate for LGBTQIA+ members however, it may be a significant challenge to secure any reasonable modifications in this space when in another country. However, the CMT will always:

- Speak to LGBTQIA+ members directly about what would make them feel more comfortable and included.

- Involve LGBTQIA+ members in the planning to make them feel happy and comfortable with the arrangements.
- Avoid making assumptions about what LGBTQIA+ members may want or not want.
- However, the CMT will be aware that having access to a private space, particularly for changing, may be important.
- Ask who they would feel comfortable to share accommodation with.

Remember the importance of confidentiality – CMTs will not discuss the gender diversity of a LGBTQIA+ members with others without the express permission of that youth member, unless there is a medical emergency for that member.

Additionally, the CMT will :

- provide a safe space within the Contingent.
- not tolerate discrimination within the Contingent.
- use preferred names and pronouns.
- implement private changing spaces and change sleeping arrangements.

The Australian Contingent can **try to influence**:

- The toilets available within a camp.
- The need for individual shower cubicles.
- Other Contingents' perceptions, views and attitudes.

The Australian Contingent **cannot**:

- Change facilities available in public places.
- Change broader societal views or laws etc.

Cultural and Religious Practices

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

This may include:

- Assisting with providing or finding suitable spaces for prayer or spiritual practices at required times.
- Respecting cultural or religious dietary requirements such as the need for Kosher or Halal food.
- Accommodating activity restrictions such as those associated with Shabbat or the Sabbath.
- Making adjustments to uniform or clothing requirements.

Like other support needs, Contingent members must outline cultural or religious requirements in their application form so these can be discussed with the CMT and appropriate plans put in place. Where it is not practicable, due to locality, for an individual to make these observances, the individual and/or their parents/carers should be consulted.



EMERGENCY RESPONSE CHECKLISTS, OPERATIONAL PROCEDURES AND POLICIES

Scouts Australia publishes a set of Emergency Response Checklists, Operational Procedures and Policies documents that are used by CMTs to manage the response to any incident whilst overseas.

The situations covered by the Emergency Response Checklists, Operational Procedures and Policies are:

- Emergency Reporting Procedure
- Incident Reporting Procedure
- General Injury Procedure
- Major Emergency Response Plan
- Death of a Youth Member
- Family Medical Incident
- Child Protection Incident
- Adult Misconduct
- Youth Member Misconduct
- Participant Returning Home
- Storage & Security of Passports
- Transport Issues
- Lost Contingent Members
- Security Incident
- Natural Disaster
- Communicable Disease
- Government Travel Advice
- Grievance & Complaint Management
- Social Media Use

Part E

Eligibility, Applications and Contingent Membership



Age Range and Dispensation

A CL 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 CL or the IC.

However, for other events, where a youth member does not meet the age criteria set out by the host NSO and just misses out on an event, the CL in consultation with the IC, 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 CL’s decision regarding age range dispensation will be considered as final.

These issues must be discussed with the IC before a Contingent decision is made.

Scouts Who Will Be Of Venture 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 CL 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.

Venturer Scouts Who Will Be Of Rover Scout Age (18-Years-Old Venturer Scouts)

Where a Contingent includes both Venturer Scouts and Rover Scouts and there are separate Venturer Scout and Rover Scout programs, there may be Venturer Scout applicants who will have reached their 18th birthday just prior to the event. Where such a member will be under the age of 18 years at the time of departure, the CL is to assess each application on its merits and decide whether the applicant should participate in the Venturer Scout or Rover Scouts program.

No dispensation should be given where the member will be aged over 18 years at the time of departure unless they have the appropriate permissions to be an 18-year-old Venturer Scout for Peak Award perusal purposes.

This discretion does not extend to applicants who may have been Venturers at the time of their applications but have subsequently joined Rover Scouts before the event. In this case, they must participate in the Rover Scout program.

Additionally, this discretion does not extend to World Rover Moot or other Rover Moots where applicants must be 18 years old and Rover Scouts to register as participants.

Adults/Leaders

Scouts Australia is a member of the 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 IC and they must be involved in advising the unsuccessful applicants and their respective BCCs of the outcome of the Contingent's deliberations.

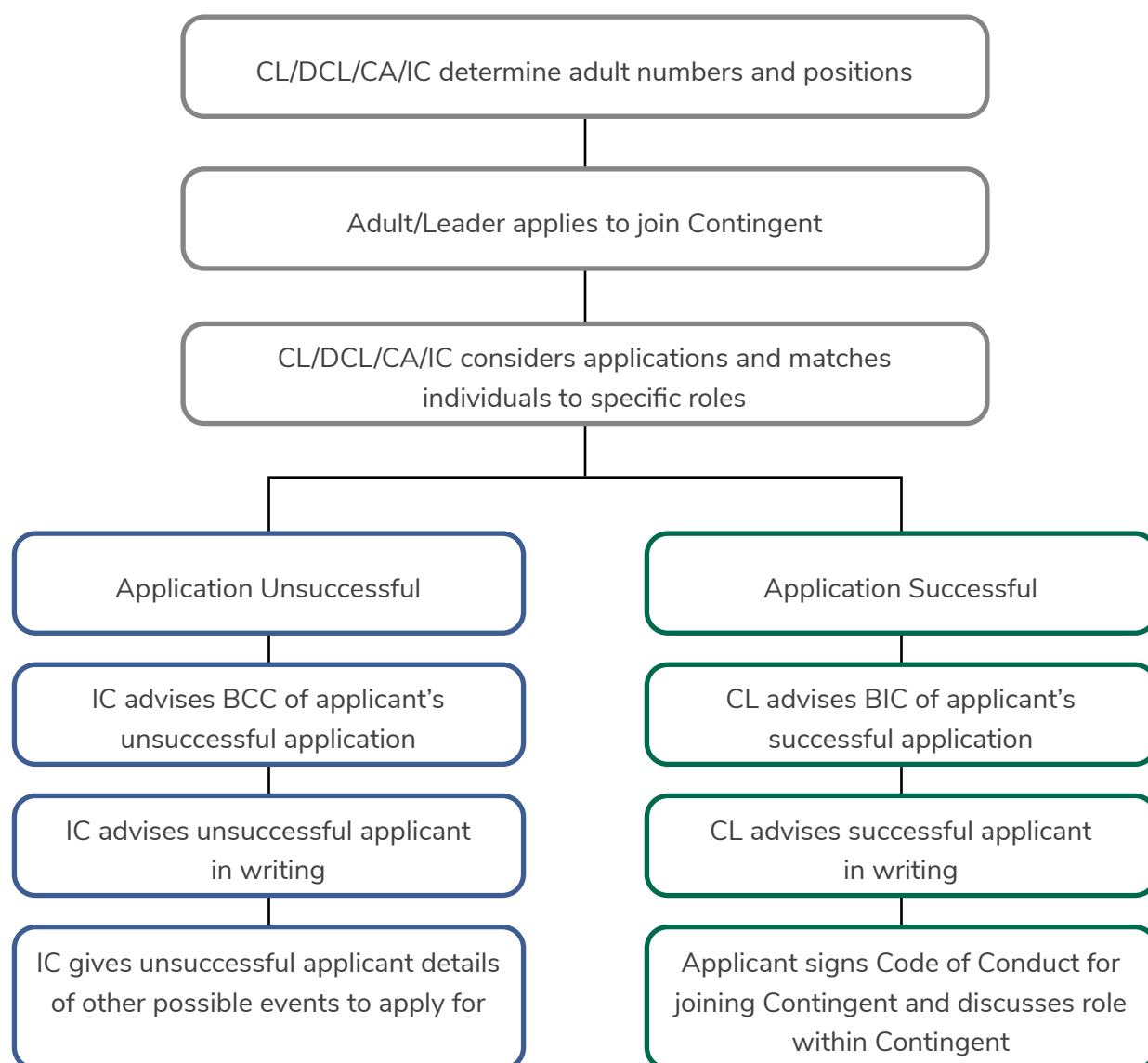
Some general advice is provided below:

- 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 Scout Jamborees). In this instance, the CL should seek advice from the IC. Scouts Australia would seek to assist the NSO making the request. However, the following guidelines would need to be adhered to:

All adults/Leaders:

- o Are current financial members of their Branch and are held in good standing with their Branch.
- o Meet the requirements set out on page 64.
- o Require their Branch's support.
- o Would be required to join the Contingent.
- o Would be accepted to join Tour A but would not necessarily be selected to attend the optional tours unless required to support the youth members on tour.

A flow chart of the decision around number of adults/Leaders is below:



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 Rover Scouts to fill service jobs, ie. IST members. 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 CMT members. However, the number of IST members should not normally exceed the total number of Line Leaders and CMT members.

In reviewing excess Leaders, the CL 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 things being equal, preference should be given to younger and/or more experienced Leaders, dependent of the needs of the Contingent.
- International Events are youth-orientated activities and not an organised holiday for Leaders.

It is National Policy that Australian Contingents to International events will be predominantly youth members with only sufficient adults to organise and lead the Contingent. Ideally, 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.

International Service Team

The CL, in conjunction with the CMT, will select from the Leaders and Rover Scouts who apply, to fill CMT, Line Leader and IST roles. Whilst Leaders and Rover Scouts may express role preferences, the role they are asked to fulfil will be at the discretion of the CL. If they do not want to perform a service role, they will need to advise the CL who will make arrangements for them to withdraw from the Contingent and receive a refund less any sunk costs. The CL should write to the member confirming their decision not to accept an IST role and cc in the NST and the member's BCC. The NST will then make the necessary refund (in full).

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

Minimum Experience and Qualifications

Youth members under the age of 18

To be eligible to attend an international event as a youth participant, the applicant must be an invested Scout, Venturer Scout or Rover Scout and have completed Outdoor Adventure Skills Camping Stage 4 // Intermediate Camping Skills prior to departure.

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

Additionally, each member must meet the requirements relevant to them below.

Over 18 youth members (18 years old Venturer Scouts and Rover Scouts)

Adult members must have:

- A current Working With Children Card/Blue Card/Working with Vulnerable People Card or equivalent.
- Completed their compulsory On-Demand Learning modules, Child Safe Scouting, WHS for Scouting and Adult Code of Conduct, within the timeframe relevant to them.
- Depending on the event, there may also be a requirement for completion of a World Safe from Harm module – WOSM Safeguarding policy and program.

Additionally, depending on the event, there may also be a requirement for completion of a World Safe from Harm module – WOSM Safeguarding policy and program.

Highly desirable: A First Aid qualification and/or Mental Health First Aid qualification.

Adult Leaders

Adult Leaders must have:

- At least their Certificate of Proficiency in either Youth Program Leader or Program Support Leader.
- A current Working With Children Card/Blue Card/Working with Vulnerable People Card or equivalent.
- Completed their compulsory On-Demand Learning modules, Child Safe Scouting, WHS for Scouting and Adult Code of Conduct, within the timeframe relevant to them.
- Depending on the event, there may also be a requirement for completion of a World Safe from Harm module – WOSM Safeguarding policy and program.

Highly desirable: A First Aid qualification and/or Mental Health First Aid qualification.

Physical Fitness

The schedule of activities for a Contingent should normally be designed to be within the capability of a normally active young person. Additionally, and particularly for World Scout Jamborees and Moots, the event site can be vast with walking or cycling the only option for getting from one location to another.

It is important for both youth and adult members that they select the right event for them. The Contingent Physical and Cultural Challenge scale has been designed to help youth and adult members select the best Contingent experience for them.

- The Contingent Physical and Cultural Challenge Scale is on the [Contingents SharePoint](#), and promoted on the Scouts Australia International Scouting webpages.

An active program or vast event site or alike does not preclude those with physical or other barriers to participating from partaking in overseas events with some additional requirements or adjustments (Eg. A carer to attend and support the member in their day-to-day activities or the selection of a particular expedition which accommodates the needs of the individual).

Additionally, there are some overseas events which provide special facilities and activities for such members and the pre and post event arrangements are suitable for them, eg. The Nippon Agoonoree (Japan).

Where, however, with the agreement of the IC, it is proposed to include activities requiring special levels of physical fitness, these levels must be specified in the publicity for the event. For example, the BP Peak Trek in Nepal or a Contingent to Kandersteg International Scout Centre in the Swiss Alps.

A host NSO may also specify minimum health or physical requirements for an event.

Further to the above, adult Leaders should also be up to the challenge. Not only are they looking after themselves but also supporting and coordinating youth members which can include late nights and long distances. It is expected that as adult Leaders, they are willing to meet these requirements.

Requirement to Complete Full Itinerary

All members of a Contingent are 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 IC.

Other exceptions may be made in the cases of homesickness, accident, illness or family crisis. The CL acting under advice from the parents/carers 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.

In the case of misconduct resulting in removal from the Event and/or the Contingent, the CL acting in accordance with the wishes of the Event Director/Organisers and after consultation with the IC, has the responsibility to return the member to Australia. Duty of Care to the person removed from the event is the highest priority and their mental health and vulnerability because of the decision to send them home should be considered.

- More information about a participant returning to Australia is provided in the Emergency Response Checklists, Operational Procedures and Policies document provided at the CL Induction and on the [Contingents SharePoint](#).

Applications Requiring Special Consideration

Applications requiring special consideration, for example; members with additional support needs or medical conditions, are to be discussed between the applicant, their parent/carer (if member under the age of 18), the CMT and the applicant's Branch.

Applications requiring special consideration should be acted upon in a timely manner, ensuring that each request is handled with respect and confidentiality. Learnings from the process will be used to enhance Scouting's operational practices, policies and standards, including those specific to international Contingents.

Single Gender Scouting

Scouts Australia will not send a National Contingent to any event that is not open to all genders. Scouts Australia will also not send a National Contingent to an event that may not be accepting and welcoming of all genders.

Cultural Norms and Event Differences

Whenever 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/carers should be properly informed prior to the event.

For example:

- Male and female youth members sharing a large communal tent.
- Australian youth and adults sharing mountain hut accommodation with Scouting members from other NSOs.
- Modest clothing requirements.
- Traditional/conservative views regarding women and girls, the LGBTIAQ+ community, race, disability, etc.

Acceptance of Applications

It is important that all members receive certainty of their application status as soon as possible. Prospective Contingent Members must have submitted their application and paid their deposit before the application closing date to be considered for the Contingent.

CLs are to provide a list of applicants from each Branch (including membership number and the role they currently hold and any eligibility requirements) to the NST and/or IC so they can be sent to the relevant BIC and BCC for verification. BICs will commence eligibility checks while BCCs will provide feedback on any applicants who are not supported by their Branch to attend.

Branches are responsible for verifying that applicants:

- Are current members of Scouts Australia, within good standing of their Branch
- All adult members (including 18 years old Venturer Scouts and Rover Scouts) have:
 - A valid Working with Children Clearance or equivalent.
 - Completed the compulsory On-Demand Learning modules, Child Safe Scouting, WHS for Scouting and Adult Code of Conduct.
- All adult Leaders who apply have at least a Certificate of Proficiency as either a Youth
- Program Leader or a Program Support Leader.
 - Members over the age of 18, who at the time of application are Rovers but at the event are over the age of 26, must be either Youth Program Leaders or Program Support Leaders in their Branch.
 - Fellowship members will only be accepted if they have skills and experience required by the CMT and/or the Event Organising Committee and meet the same training and checking requirements as for adult Program Support Members above. Additionally, they must meet the requirements set out above.

Where a participant does not meet minimum requirements, the Branch will advise the participant that they are ineligible to attend the event unless they submit supporting information. The Branch will then advise the CL (through the BIC and IC) that the applicant does not meet the minimum requirements.

The CL may elect to communicate with the participant and remind them of the eligibility requirements and the steps they need to take to rectify this situation. This should ideally be a repeat of the Branch efforts, however communication with the CL may add more emphasis to the participant to complete the requirements or forfeit their attendance at the event. If no evidence can be provided the criteria is satisfied, 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 or equivalent withdrawn and/or their membership of Scouts Australia terminated, they will be added to the National Member Alert System. Members that are added to this list will be crosschecked against participants in active Contingents. If a name is matched, the NGM will advise the IC who will coordinate with the CL to have the member withdrawn from the Contingent and/or removed from the event.

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

Information regarding suitability of applicants from the BCCs will come direct to the IC who will inform the CLs of any unsupported applicants. These applicants will be contacted by the Branch, informing them of the decision not to support their application and marked 'SHQ Rejected'. Branches can request support from the IC to complete this final step.

Once Branch checks have been completed, it is the responsibility of the BICs (or delegate) to update the Events Management System to record "BHQ Approved" for all members who meet all requirements (no later than 2 months after applications close unless otherwise agreed in writing with the IC).

In parallel to the Branch checks, the CMT should also be reviewing, and where relevant, following up referee report for applicants as this may also provide additional information for Branches. Having considered any selection process required, referee reports and after confirming the eligibility for all applicants, the CMT is responsible for accepting all successful members into the Contingent and updating the Events Management System to record "NHQ Approved" no later than 3 months after applications close unless otherwise agreed in writing with the IC.

A flowchart of this process is provided on page 70.

Australian Contingents do not offer waiting lists for overseas events.

Should a need arise where additional Leaders or IST members are required to meet the needs of an event or Contingent, a call out for additional applications may be granted where agreed to in writing by the IC.

REQUIREMENT FOR ADDITIONAL INFORMATION

Occasionally, upon review of an application, the need to gather additional information may arise. The most common way of doing this is an email request direct to the applicant and/or a follow up phone call. Where the request for information is not actioned satisfactorily or requires an escalation in importance, a meeting can be arranged between relevant members of the CMT (normally the CL and H&W Lead), the applicant, their support person and the IC.

An agenda and coaching can be provided in the case that a meeting of this nature is required.

These meetings are to align personal, Scouts Australia, Contingent and Event expectations and to allow the applicant to represent themselves and convey the additional information required in their own words. It also allows the CMT to ask questions to gain a better understanding of their

situation and any support or adjustments they may need. Generally, the CMT/IC will feel comfortable to accept applicants after these meetings with the establishment of actions for the applicants to be accepted.

BCCs should be advised that these meetings are taking place and informed of their outcomes. In the case of the meeting not providing comfort of the applicant's eligibility, the BCC will be informed and engaged in the rejection of the applicant and the appropriate support for that person once their application has been withdrawn.

Rejection of Applications

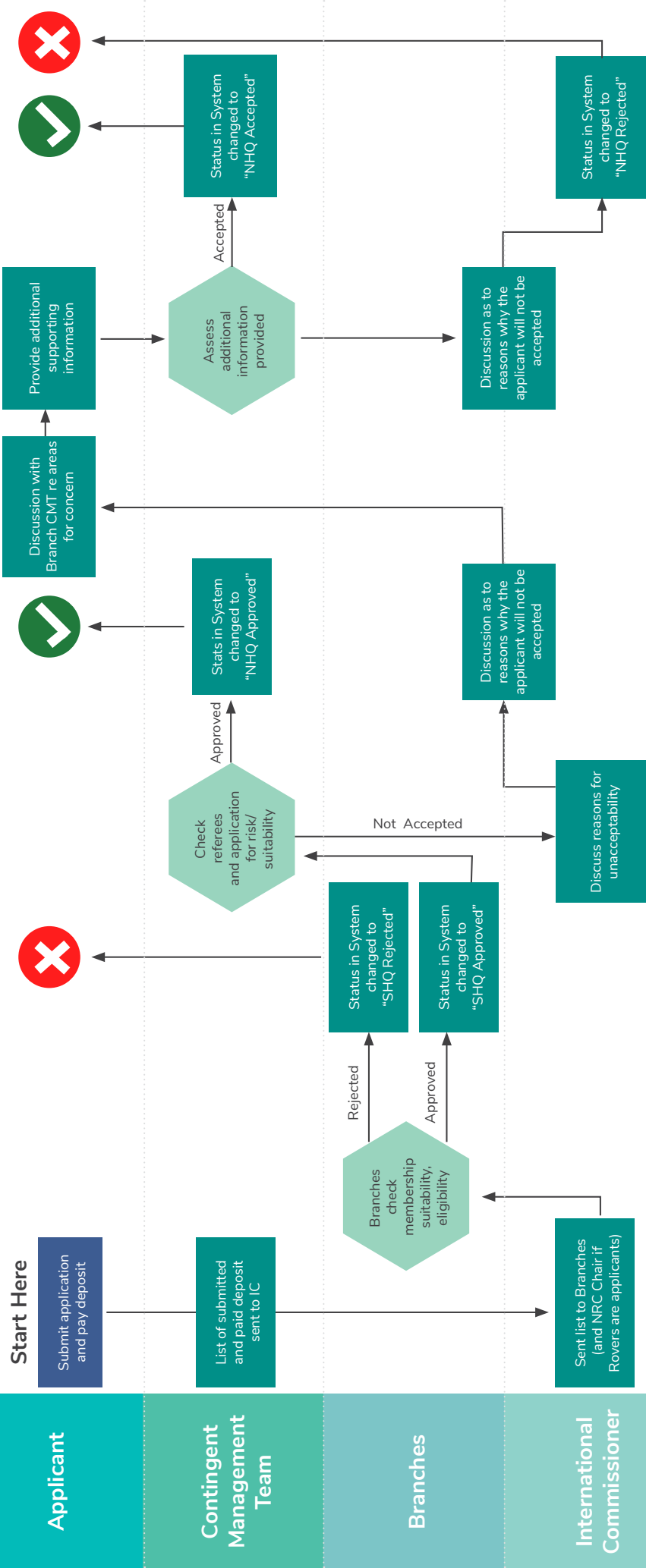
It is most important that ineligible applicants and Leaders in excess of requirements be advised as soon as possible that their applications have not been accepted. Therefore, as soon as possible after an ineligible application, (e.g. those over or underaged, Leaders-in-Training, or a Leader in excess of requirements) is identified, the IC will write to the member giving the reason for the rejection, copying in the NST and the member's BCC. The NST will then make the necessary refund (in full).

Should an applicant receive negative reviews from one or both of their referees, the referees will be contacted by a member of the CMT to gather further information. The poor references should also be provided to the BCC for comment. Depending on the situation, members of the CMT (generally the CL, H&W Lead and/or the IST Manager) will arrange to meet to discuss the feedback with the applicant for them to provide additional information. The IC can support the CMT in this process and attend or lead these meetings if required.

If after the meeting, the CMT are not satisfied with the additional information or the risk posed by accepting the applicant to the Contingent, the IC will brief the BCC and CCoA of the situation and inform the applicant that they will not be accepted into the Contingent.

International Event Application Flowchart

Improving our Contingent application process by explaining the procedure one step at a time



Releasing a Member From the Contingent

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/carers.

A Release from Contingent form will need to be completed by the parents/carers and approved by the CL for such purposes.

- Release from Contingent form is included in the International CL Induction and the [Contingents SharePoint](#).

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 a release from the Contingent must be considered on its merit.

The decision on how the Contingent manages Release from Contingent must be made by the CL with the approval of the IC.

Leaving the Contingent

PRIOR TO DEPARTURE

Should a member wish to withdraw from the Contingent, they must do so in writing to the CMT. Preferably a reason for withdrawing should be provided or sought. The amount due for refund should also be confirmed as per the Contingent withdrawal schedule.

Special consideration may be applied only after approval from the IC.

The CMT will complete the refund request form and send it to the CL for approval before sending it through to the NST for processing. The NST will notify the CMT once the payment is made.

AFTER DEPARTURE/DURING THE EVENT

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

It is not recommended that applicants (both youth and adults) be released from the Contingent for personal travel prior to returning to Australia.

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

Often, Leaders may request such an option when applying to join the Contingent but approving such a request sets a precedent that can cause other problems. Therefore, it is strongly discouraged.

If approval is granted, a Release from Contingent form is required and should be saved in the applicant's application on the Event Management System.

Cyber Security and Personal Information

Personal information is collected and retained by Scouts Australia on present adult members, as well as youth members and their parents and carers, for the primary purpose of operating the Contingent. All information collected is directly applicable to the functions and activities of Scouting and to the health, wellbeing and protection of its members. This information is entered and stored in centralised databases accessible only by authorised managers of Scouting. Data may also be retained in electronic or hardcopy format by the National Office and at any sub-entity location (Branch, Region, District, Group level) of the organisation to which the individual member belongs.

Scouts Australia will not use sensitive information collected from members for the purpose of any direct marketing unless they have consented to the use or disclosure of the sensitive information for that purpose.

To this end, CMTs safeguard participant information closely, taking the utmost care and relevant precautions in using it and sharing it with relevant parties.

- For more information, please see the [Key Resources](#) page of the Scouts Australia website for the Privacy Policy.

Travel Requirements and Responsibilities

PASSPORT VALIDITY

All members must have a current passport to travel with a Contingent. It is critical they are aware of the respective passport validity periods for the countries they are visiting. For example; some countries have a requirement that there is 6 months validity beyond their intended stay.

Also, not all members of Scouts Australia will be travelling on Australian Passports and having the member check with their embassy as to any additional visa requirements is prudent to avoid embarrassment or immigration problems upon arrival overseas.

Contingent members must have the details of the valid passport they intend to travel on, in the Event Management System, at least 3 months prior to departure.

VISAS

It is the responsibility of the CL to advise the Contingent as to the required visas for travel. Visas are usually the responsibility of the individual to obtain, however, CLs need to be involved to ensure members are adequately prepared. Generally, Contingent members are Australian passport holders. Those members who do not hold an Australian passport, should be identified and reminded to check their specific visa requirements as per their passport and nationality

Particularly in the case of Contingent Travel, it is in the interests of the CMT to ensure those who need visas have them to ensure smooth passage through customs.

CUSTOMS DECLARATION

By the very nature of participating in typical Scouting activities overseas, members will need to complete a customs declaration on arrival to Australia – as a minimum this will usually include items 9 and 10 on the Incoming passenger card. Often items for declaration include wood, seeds, animal products, items with soil or dirt on them among others.

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.

Part F

Planning and Preparing for the Event



Adult Supervision

The level of supervision and qualifications for a Contingent varies based on the context of the activity and the level of competence of participants.

There are 3 levels of supervision:

- **Direct**

Direct supervision provides for an adult Leader to be in physical attendance during a specific task or activity and provide immediate guidance and instruction to participants within a defined period as announced during the participant induction.

- **Indirect**

Indirect supervision provides for an adult Leader to be available in the vicinity of an activity where participants have sufficient competence to independently conduct an activity safely. This is the default level of supervision expected for all International Scouting activities.

- **Remote**

Remote supervision allows for specific travel or activity to be completed without Adult Leaders in attendance and may include part of or the entirety of an itinerary for an Australian Contingent as detailed in the official application.

The level of supervision required is conditional on the following factors (as a minimum):

- Type of activity.
- Level of difficulty and skills required.
- Anticipated environmental conditions, remoteness, and duration.
- Weather conditions and forecasts.
- Prior training and experience of leaders and/or participants.
- Requirements from landowners and managers.
- Availability of communications and access.
- Environmental sustainability.
- Gender balance and 'two-present' leadership.
- Redundancy in the event of leader incapacitation.
- Relevant risks and risk mitigation in the completed risk assessment plan.
- Capacity and capacity of participants to conduct the activity safely and apply any emergency or safety procedures.
- Carriage of appropriate equipment.
- Setting of clear boundaries for the participants including boundaries associated with geography and behaviour.
- Understanding of activity/environment difficulty and any likely challenges.
- Clear communication channels established between the participants and the supervising adult leader.

- Carriage of emergency communication equipment including Personal Locator Beacons when outside mobile coverage.
- Tracking capability of the activity and the party electronically so as to monitor the wellbeing of each member of the party.
- Clear point and time when the activity must complete.
- Clear arrangements for adjusting the activity dynamically if safety cannot be maintained.

Conduct of Activities

Whilst overseas, all activities are to be conducted in accordance with the Policies and Procedures of the relevant NSO.

In the conduct of activities, all members have a responsibility to:

- Engage in dynamic risk assessment – if something looks off/risky, speak up and say why.
- If it cannot be rectified, the rule is, do not participate.
- Continue to evaluate risks and adjust controls.
- Apply appropriate technical skills and knowledge.
- Establish and maintain the wellbeing of participants and others in the group.
- Monitor fatigue and overload in the group. Increased fatigue leads to an increased risk of an incident. Share workloads, take breaks, and monitor participants closely.
- Monitor weather, conditions, and triggers during the activity and adjust the activity as appropriate.
- Handle situations where judgement calls are required to solve situations and problems and maintain safety.
- Delegate responsibility to others and include youth members in decision making as appropriate. Consider the principle of 'Youth Leading, Adult Supporting'. Utilise the patrol system to organise participants.
- Respond rapidly and effectively to emergencies, including the provision of first aid and notification to management in line with the procedures in the Emergency Response Checklists, Operational Procedures and Policies document.
- Document, document, document!

Commercial Activities

Commercial providers are regularly contracted by Contingents for the delivery of program activities whilst overseas.

Some types of commercially run activities are inherently hazardous and can potentially cause serious injury. Although the provider is responsible for safely running the activity, the responsibility for the choice of activity, choice of commercial provider and care of members, ultimately lies with the CMT. The CMT should take reasonable steps to choose a reputable provider and refer to the Scouts Australia insurers for advice via the Program Support Officer - International at the National office.

If there is any uncertainty about the quality of an activity provider, the CL should seek assistance from the IC and/or their delegate, eg. National Adviser - Risk (International).

Some activities which should be referred to the Scouts Australia insurers are:

- Hot air ballooning
- Sky diving
- Bungee jumping
- Shooting activities
- Others may be added in line with professional advice.

The safe management of commercially run activities is the responsibility of the activity provider. However, the CMT should take reasonable steps to choose a reputable provider and if needed, referring to Scouts Australia's insurers for advice via the Program Support Officer - International at the National office.

All official Scouting events and activities operated on behalf of WOSM or another NSO are also considered commercial activities for the purpose of this document.

Cultural Activities

In many overseas countries, there are activities or facilities (e.g. ablutions) that are significantly different to those in Australia. It is acknowledged that there may be toilets and showers where separation of youth and adults is not available.

Any activity where nudity, which can be a normal element of some overseas cultures, is suspected or likely to occur, all members of the Australian Contingent are not to participate, regardless of their age. Any activities which may include nudity will be not approved.

Similarly, rules surrounding mixed gender accommodation, consumption of alcohol and construction safety vary considerably between countries. The following risk mitigation controls must therefore be implemented for all culturally diverse activities:

PLAN >

- Informed Consent by Participants and parents/carers must be sought at time of application.
- Even if not known early in the planning process, inform parents/carers if the country announces these cultural elements.
- Parent/carers information sessions must share details of anticipated overseas arrangements.
- These sessions should be Town Hall (or similar sessions) in addition to O-Days.
- The Parents and Carers Guide to International Contingents must be shared with all prospective families/carers prior to close of applications.
- Australian Contingent Newsletters must share details of anticipated overseas arrangements.
- CMT, with the support of BICs, must support participants with relevant guidance on event preparation.

DO >

- Conduct all activities in accordance with the Policies and Procedures of the relevant host NSO.
- Participant site inductions and “Safe from Harm”/Safeguarding briefings must be delivered on arrival.
- ‘Two-Present’ adult leadership must be implemented whenever adults are present.
- Youth member buddy system must be strictly enforced.
- Gender separated facilities (or segregated sessions) must always be planned.
- Youth and adult separated facilities (or segregated sessions) where possible.
- Whenever youth and adult separated facilities are not possible all Contingent members must travel to and from the shower facilities fully clothed, change within the cubicles and return fully clothed.
- In regard to water activities/swimming, all Contingent members should wear swimming attire with reasonable coverage.
- Wellbeing support services must always be available and backed up by Unit/Subcamp/Contingent structure.

REVIEW >

- Regular feedback sessions with participants at the event to track and act on any areas of concern promptly as and when they happen
- Participant feedback surveys are to be conducted on return to Australia to assess the success of risk mitigation controls.
- Australian Contingent Final Report and Recommendations are to detail the success of risk mitigation controls and any suggested changes or improvements to arrangements for future events especially any regarding the safety of children and/or vulnerable people.
- A minimum annual review of this and supporting documents must consider all necessary changes to address recommendations from previous overseas events.

Scouts Australia Policy and Rules - Rule 15.1(3) provides an option for each Branch to decline any application for their members to travel overseas whenever they are unsatisfied that the cultural activities proposed do not align with their expectations of the Youth Program.

The IC will seek Branch endorsement in writing from BCCs for any event where cultural norms (particularly those around cultural activities, gender, youth/adult separation and alcohol/drugs) differ to Australia.

Activities Notification

Prior to departing overseas, all participants and their parents/carers must be advised of all expectations, especially and physical demands for travel, including significant cultural differences, anticipated level of adult supervision and their right to a child safe environment.

The notification of International Scouting activities is achieved through a combination of sources and may include the Event application, Contingent Newsletters, an O-Day, an On-Demand Learning module, or other information materials.

In Country Participant Induction

The CMT must ensure that a site induction and/or activity briefing is provided to all members on arrival at each new venue and immediately before the commencement of any adventurous activity. Briefings conducted by a commercial operator or approved volunteers at an official Scouting event will satisfy this requirement.

An induction or activity briefing should include the following:

- Outline of the location and/or activities.
- Detail what participants will do and what is expected of them.
- Obtain agreement for accepting all roles and responsibilities by all participants.
- Discuss any site-specific concerns, safety considerations, safe activity practices and emergency responses.
- Outline how to respond to incidents and emergencies, in particular muster areas in the case of an evacuation.
- Discuss any planned equipment and techniques and ensure that all participants understand these elements.
- Detail any communication systems and calls or terminology.
- Briefings should continue through the activity to reinforce key points and controls. This keeps information fresh in the minds of participants.

Patrol/Unit/Troop Allocation

Where possible, Patrol/Unit membership should be allocated based on the geographic location of members to allow the opportunity for Patrols/Unit to meet in person before an event. Similarly, each Patrol/Unit would then travel to/from the event as a defined Travel Group.

For example:

2 members from the one Unit have signed up to an event. They could be allocated in a Patrol made up from others in their local area.

This Patrol may then make up a portion of the Unit from their State/Territory with the other portion/s coming from other States/Territories.



Part G

Contingent Final Documentation and Reporting



Final Contingent Masterplan

While the Masterplan should have been worked on throughout the planning process a detailed and final version of the Contingent Masterplan will be provided to the IC no less than one week prior to departure.

A successful Masterplan includes

- CMT contact numbers both in Australia and overseas
- Contingent Emergency Hotline number
- NGM contact details
- CCoA contact details
- Patrol/Unit Leaders names and contact numbers
- Local Hospital, Doctor, Dentist accommodation and numbers
- Accommodation addresses and contact details
- Embassy/Consulate Information
- Day-by-day breakdown of Contingent activities and movements
 - o Who is doing what, when they are doing it and why
 - o Chronological order
- Other items as deemed necessary by the CL or IC.

Printed and bound copies should also be given to each member of the CMT with any major changes communicated to the team for manual update.

- A Masterplan template is included in the [Contingents SharePoint](#).

Emergency Response Checklists, Operational Procedures and Policies

Scouts Australia publishes a set of Emergency Response Checklists, Operational Procedures and Policies that are to be used by Contingent Management Teams to manage the response to any incident whilst overseas.

- The Emergency Response Checklists, Operational Procedures and Policies document is included in the International CL induction and the [Contingents SharePoint](#).

Final Contingent Details

The “in country” emergency contact details (including telephone numbers) and itinerary will be provided to Branches via the Contingent Masterplan as per above.

The CL must also remind all Contingent Members to ensure that their emergency contact details (including telephone numbers) are updated in the Event Management System. Additionally, a final reminder email should also be sent to all participants and their parents/carers detailing contact details and relevant addresses, meeting point locations, personalised flight details and any additional important information.

Final Report

PLANNING PHASE

CLs are expected to regularly report to the NOC via the IC prior to departure and following the event.

A standard reporting form will be sent to CLs quarterly.

REVIEW AND REFLECTING PHASE

After returning from an event, the CL 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
- improvements to child safe practices
- financial report.

► A Final Report template is included in the [Contingents SharePoint](#).

The Final Report should be submitted to the IC within 3 months of the Contingent's return to Australia.

The Contingent Final report will be submitted to the IC who will review and when finalised, table the report at the next appropriate NOC meeting.

From the report, the IC and relevant other Commissioners/Teams (including the Child Safety Commissioner) will review the recommendations from the final report to aid future Contingent teams and to improve child safe practices overall ensuring continuous improvement.

BRANCH REPORT BACK

The CL will also include a separate confidential report on youth and 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
- should not be accepted to join another Australian Contingent
- May require a check in and/or further support.

In some cases a recommendation as to their continuing as a member of Scouting may be required.

The confidential report on youth and adult members will be forwarded to their respective BCCs with a copy to the IC. The copy sent to the IC will be kept on file.

Finally, all incident reports (including medical, child abuse, behavioural) will be forwarded to the relevant BCCs for their records and follow up.



Part H

Miscellaneous Contingent Related Items



Uniform

AUSTRALIAN CONTINGENT PACK

An Australian Contingent Pack will be supplied by the National Office for each Contingent member. The Pack will include 2 Australian scarves, a Scouts Australia Name Bar, and an International Ambassador Badge. The Australian scarf is only to be worn when travelling with the Contingent. It is part of the International event uniform so the Australian scarf is to be tied with a friendship knot.

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 CL may specify when the beige/stone-coloured pants/skirt are to be worn.

INTERNATIONAL AMBASSADOR BADGE

This badge is issued to any registered member of Scouts Australia who travels overseas as a part of a National Contingent or BFT or upon approval of an ILOI.

Upon their return from overseas, the member shall deliver a report or presentation of their experience to other members of their Unit, Scout Group or local community.

The cost of the badge is included in the National Contingent Fee.

Only one International Ambassador Badge may be worn on the right sleeve of the uniform alongside the other Additional Award badges.

Branding and Merchandise

SCOUTS AUSTRALIA BRANDING

All merchandise branded on behalf of Scouts Australia and/or the Australian Contingent must comply with the Scouts Australia Brand Book. All items must be checked by the CMT for quality and suitability of use during the Contingent's travel. Final designs must be approved by the IC or NGM.

- For more information, please see the [Scouts Australia Brand Centre](#) page of the Scouts Australia website for the Brand Book.

CONTINGENT SHIRT AND OTHER MERCHANDISE

All Contingent merchandise must be approved by the IC.

Consideration will be given to a Contingent activity shirt, particularly for larger National Contingents. All National Contingent shirts will have a collar.

For health and hygiene reasons (particularly as many youths will choose to participate in activities in the Contingent shirt) 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).

Environmental sustainability should be taken into consideration when planning Contingent shirts and any other merchandise. Consideration should be given to:

- If it is really needed?
- Price?
- Quality?
- Volume (how many do we really need)?
- Practicality (is this item able to be used at the event)?
- Duplication (does everyone really need another hat/water bottle/back pack)?
- Production materials (can this item be created in an environmentally responsible way)?
- Is the fabric recyclable?

► A list of previous providers is included in the [Contingents SharePoint](#).

CONTINGENT BADGE

The Contingent Badge must be approved by the IC and once the Badge has been produced, 2 of the badges should be forwarded to the IC and 2 to the NST 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 long.”

Because the event is an Australian Contingent representing Scouts Australia, there is no place for Branch/Region/District/Unit badges associated with the Contingent to be worn or sourced as swap badges. Also, it is an expectation that all uniforms will comply with the relevant Scouts Australia Uniform Standard (adult or youth).

Consideration may be given to providing youth members with the opportunity to purchase additional National Contingent badges, for swapping purposes.

Contingent Gifts and Tokens of Appreciation

OFFICIAL CONTINGENT GIFT

The Official Presentation Plaque as listed in the Contingent budget is a presentation from Scouts Australia to the NSO.

With the exception of A-NZ events, all events automatically have this included in the budget template as a compulsory item in the budget.

For all events, the CL in consultation with the IC 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.

ACKNOWLEDGEMENT FOR LEADERS

Contingents may like to acknowledge the efforts and time of the adult Leaders on the Contingent. This can take the form of specific activities, low key events, small tokens of appreciation and/or letters. The CL will share any plans to acknowledge adult Leaders' efforts with the IC.

Safe Custody Services

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

Additionally, safekeeping services for valuables may be appropriate in individual and exceptional circumstances. This is at the discretion and approval of the CL.

PERSONAL ELECTRONIC COMMUNICATION DEVICES

Scouts Australia acknowledges the difficulty involved in controlling the use of digital cameras, phone cameras and similar devices. Adults should exercise judgement in this area on a case-by-case basis and where necessary, confiscate equipment.

Adults and youth members should not use recorders of any kind in sleeping, changing or bathing (washing) areas. At all times, adults must avoid placing themselves in situations where they feel uncomfortable or compromised or where their actions could be misinterpreted.

It is recommended that Australian members do not take valuable items to overseas events. 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 small 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.

Funding Assistance

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 assistance to individuals is not publicised and is considered to be a confidential matter.

Funding assistance may be available to youth members from a few sources including:

Lord Baden Powell Society Assistance

There are limited funds available via 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 financial assistance. Members are expected to approach their own Branch for financial assistance in the first instance.

If CLs 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/Unit/Section Leader to provide confirmation of the member's situation. The CL should then forward a recommendation to the IC 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 12 and 26 years who, without financial assistance, would not be able to attend the event.
- The application and any grant made are confidential transactions.
- The CL 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 CL'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.

Branch Assistance

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



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Scouts Australia acknowledges with thanks the photographers from each Branch of Scouts Australia.

Special thanks, to the team of Leaders, Contingent Management Team and Adult Helpers of all Australian Contingents. Their contribution and dedication is appreciated by all at Scouts Australia.