



Hamilton-Wentworth Area FAST Weekend

Junior Leader Handbook

January 2017



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Introduction

What Is Leadership?

Leadership is a process of getting things done through people. The quarterback moves the team toward a touchdown. The patrol leader guides the Troop to a high rating at the Camporee. The mayor gets the people to support new policies to make the city better.

These leaders are getting things done by working through people -- football players, Scouts, and ordinary citizens. They have used the process of leadership to reach certain goals.

Leadership is not a science. So being a leader is an adventure because you can never be sure whether you will reach your goal -- at least this time. So leaders have to try again, using other methods. But they always use the same process the process of good leadership.

Leadership means responsibility. It's adventure and often fun, but it always means responsibility. The leader is the guy the others look at to get the job done. So don't think your job as a Troop leader will be just an honor. It's more than that. It means that the other Scouts expect you to take the responsibility of getting the job done. If you lead, they will do the job. If you don't, they may expect you to do the job all by yourself.

Wear your badge of office proudly. It does not automatically make you a good leader. But it identifies you as a Scout who others want to follow -- if you'll let them by showing leadership.

You are not a finished leader. No one ever is, not even a president or prime minister. But you are an explorer of the human mind because now you are going to try to learn how to get things done through people. This is one of the keys to leadership.

Good exploring -- both in this handbook and with the groups you will have a chance to lead.



Positions of Responsibility

The Patrol Leader

1. Lead the Patrol to the very best of one's ability. This can mean that you may have to put the goals of the Patrol ahead of your own at times. It also means that you should ask for your patrol's input before making decisions.
2. Preside over Patrol Meetings. Leading (but not dominating) the discussion and not allowing it to get off track. Debate/discussion does not mean arguing or name calling.
3. Have a standard of dress and conduct to which the rest of your Patrol may look to as a role model.
4. Assist the Patrol Councilor with teaching basic Scouting skills to the Patrol.
5. Allow the growth of leadership in your Patrol by delegating some Patrol duties.
6. Assist the Leadership Team with badge work and other Patrol and Troop objectives.
7. Represent your Patrol's interests, opinions and concerns at the Troop Leadership Team.

The Assistant Patrol Leader

1. Help the Patrol Leader run the Patrol
 2. To take the Patrol Leaders place in the case of absence
 3. Help the Patrol Leader motivate the Patrol to tackle new and exciting projects
- Should be someone the Patrol Leader can work well with.

The Troop Leader

Top junior leader in the Troop, can be shared by PL's on a rotation basis or be a "senior Scout" not leading a patrol. If PL's fill the role, the APL becomes acting PL of the patrol.

Troop Leader Duties:

- Chairperson of the monthly Troop Leadership Team
 - will meet with the Troop Scouter ahead of time to compile the meeting agenda
 - keep the meeting on track, this is NOT the TS's job so don't make him do it!
 - is responsible for scheduling TLT Meetings and making sure all are in attendance
- The youth representative at planning meetings for future section or area events.
- accompanies leaders to the planning meetings
- will gain a broader perspective of the overall program
- responsible for bringing the information back to the Troop



Patrol Meetings

The patrol is the basic unit for Scouting. Its purpose is to provide leadership, responsibility, support, and a sharing of experience

The leadership team uses Patrol Meetings when a topic requires discussion and perhaps a vote by the members of a Patrol. Patrol Meetings are organized and run by the PL who should explain the topic at the beginning of each session and ensure that debate should follow certain rules that have been agreed upon by the members of the Patrol at the beginning of the year. A Scribe should be nominated (perhaps a volunteer) whose task is to keep the minutes of the session. The reasons for holding a Patrol Meeting are many and varied. The following are just some of them:

1. Short and long term goals for the Patrol;
2. Patrol equipment inventory
3. Lists for camp (personal kit, Patrol equipment, menu, etc);
4. Discussion and vote on any topic which the Patrol has a vested interest.

The Safe Haven

"The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society..."

Your goal as leader is to create a SAFE HAVEN, a place where everyone feels physically and emotionally secure. There are several things required of you for this:

- Set the example by always behaving as a Scout should. Live the Scout Promise and Scout Law to the best of your ability.
- Refuse to tolerate any kind of inappropriate put-downs, name-calling, physical aggression, or hazing
- Communicate acceptance of each Scout through expressions of concern for them and by showing appreciation whenever possible
- Create an environment based on learning and fun. Seek the best from all your Scouts and strive to help them to achieve it

The Troop Code of Conduct

Every Scout is:

- Helpful
- Trustworthy
- Kind
- Cheerful
- Considerate
- Clean
- Wise in the Use of All Resources

As you can see, the main rules that exist for our Troop are found in the Scout Law (get it? Scout LAW). It is your job to see that each Scout IS each of these things at all times.

REMEMBER that part of the job requirement for every single leader in the Troop is to *live by* the Scout Promise and Law

A sample Troop Code of Conduct and PL/APL Safe Haven Contract can be found in the appendix. Troop Troop Leadership Teams should look at adapting these documents, or work together and create agreements unique to your own Troop.



Troop Leadership Team

The Troop Leadership Team should meet regularly. While each troop will have to work out its own schedule, the rule should be "little and often". Infrequent meetings usually mean large agendas with the result that the Scouts can't handle the task. The other (and maybe more critical) reason for frequent meetings is to ensure that the Scouts are given responsibility. Infrequent Troop Leadership Team meetings usually mean the Scouters are giving lip service to the whole business and are carrying out tasks that the Scouts could do (and learn from).

Becoming a member of the Troop Leadership Team can be quite a step in a Scout's life. Perhaps for the first time in his life he is going to have to balance his own desires against those of his particular group (his patrol) and the welfare of the main body (the troop). He has to learn to think for the troop as a whole and speak on behalf of his patrol.

As a meeting of the Troop Leadership Team is a business meeting, there must be a chairperson to chair the meetings and represent the Troop Leadership Team when necessary. There should also be a secretary (usually called the "Scribe") to record minutes and attend to any correspondence. A treasurer to keep the financial records is also necessary. These positions (and others as required) are elected by the members of the Troop Leadership Team from within the Court's membership. Another approach is to rotate the jobs to ensure that members gain experience in each position.

The Troop Leadership Team should meet at least monthly with an agenda prepared ahead of time. The typical agenda should include the following headings:

1. Old business;
2. Patrol reports;
3. New members;
4. Finance;
5. Scouter's notes
6. Program

7. Other business; and
8. Time and date of next meeting.

Troop Leadership Team Code

It is the responsibility of each member of the Troop Leadership Team to:

- 1. Set a good example in living the Scout Promise and Law**
- 2. Uphold the honour and tradition of this Troop**
- 3. Consider the wishes of his Patrol before those of himself**
- 4. Be fair and just in making all judgements**
- 5. Abide cheerfully by the decision of the majority**
- 6. Assist the Scouter in the operation of the troop**
- 7. Respect the secrecy of Troop Leadership Team discussions when appropriate**

The last part of the suggested code states: "respect the secrecy of Troop Leadership Team discussions when appropriate." This should not be interpreted to mean that a representative from a patrol cannot discuss the Troop Leadership Team with his patrol. Far from it - he is their representative. Despite this, there are matters which may be best kept among the members of the Troop Leadership Team: Such as decisions on discipline affecting an individual (discussed with him only); special surprise events; decisions regarding an individual's recognition or badge (discussed with him only unless the decision affects others working towards badges); and matters regarding members of the Troop Leadership Team only. A breach of this article of the code should be viewed as a serious matter.

The job of the Troop Leadership Team covers three basic areas of responsibility. These are:

1. Guarding the Honour of the Troop;
2. Planning Troop Activities;
3. General Administration.

1. Guarding the Honour of the Troop

This is the first and most important function. A troop without a sense of its responsibilities will not contribute anything worthwhile to the development of the individual members. The highest standard possible should be established by the Troop Leadership Team in such matters

as smartness, courtesy and efficiency.

The Troop Leadership Team can play a very useful part in the awarding of badges. There should be more to earning the badge than just the meeting of technical requirements, the Scout has to display the right spirit as well as effort. The Troop Leadership Team may have to deal with discipline matters that affect the troop as a whole or to advise the individual patrol leader. Any Scout may appeal to the Troop Leadership Team. The Troop Leadership Team helps a scout correct their shortcomings and doesn't merely punish.

2. Planning Troop Activities

As a result of a Patrol Meeting, each representative brings the ideas and wishes of his patrol to the attention of the Troop Leadership Team. These are discussed and a decision is made as to what will become program material. What an opportunity for a Scout to experience democracy. He has to learn to represent his patrol and state their case even if he doesn't agree with it. He has to persuade his patrol to back up any decisions of the Court.

3. General Administration

The Troop Leadership Team is responsible for general decisions which affect the troop. Troop funds should be administered by the Troop Leadership Team through the treasurer. A record of proceedings (minutes) and highlights of the troop should be recorded by the Scribe. Any equipment owned by the troop should be maintained by the Troop Leadership Team.

TLT Workshop Sessions

Scenario 1 - Planning

There is a Troop camp in two weeks near Algonquin. It is about a one-hour hike from where the cars will be to where you will camp. Since some of the hike will be along steep and narrow trails it will not be safe to carry things in your hands (everything must be in your packs including all Troop and Patrol equipment). All of your Patrols will attend. Your Troop already decided it was going to be a lightweight and no-trace camp. You have already given your Patrol Counselors ideas for activities at camp. Some of the things the Troop Leadership Team still has to plan are:

- How you will get to and from camp.
- Your menu, who will buy it, who will carry it in, what you will cook it on.
- How you will distribute Troop and patrol equipment fairly.
- Anything else you can think of?

Scenario 2 - Administration

The Troop went to the Group Committee to ask for some money to buy camping equipment. Below is a list of the equipment you want and the prices (including tax):

3 tents at \$110 each	=	\$330
1 axe at \$25	=	\$ 25
3 single burner stoves at \$ 55 each	=	\$165
2 tarps at \$ 25 each	=	\$ 50
1 set pots and pans at \$ 35	=	<u>\$ 35</u>
Total money to buy all the equipment	=	\$605

The Group Committee looked at their bank account and said they could not afford to give you that much money. They gave you \$300. What will you do?

Scenario 3 - Honour

The Troop has been camping and requested a remote site to practice and perfect their “no-trace” camping skills. Shortly after returning home you receive a call from the property owner stating that the property was damaged and that the Scouts are no longer welcome. How will the Troop’s honour be protected?



Baden-Powell's Last Message to Scouts

The following message was found among B-P's papers after his death.

Dear Scouts,

If you have ever seen the play Peter Pan you will remember how the pirate chief was always making his dying speech because he was afraid that possibly when the time came for him to die he might not have time to get it off his chest. It is much the same with me, and so, although I am not at this moment dying, I shall be doing so one of these days and I want to send you a parting word of good-bye.

Remember, it is the last you will ever hear from me, so think it over. I have had a most happy life and I want each one of you to have as happy a life too. I believe that God put us in this jolly world to be happy and enjoy life. Happiness doesn't come from being rich, nor merely from being successful in your career, nor by self-indulgence. One step towards happiness is to make yourself healthy and strong while you are a boy, so that you can be useful and so can enjoy life when you are a man.

Nature study will show you how full of beautiful and wonderful things God has made the world for you to enjoy. Be contented with what you have got and make the best of it. Look on the bright side of things instead of the gloomy one.

But the real way to get happiness is by giving out happiness to other people. Try and leave this world a little better than you found it and when your turn comes to die, you can die happy in feeling that at any rate you have not wasted your time but have done your best. "Be Prepared" in this way, to live happy and to die happy - stick to your Scout promise always - even after you have ceased to be a boy - and God help you to do it.

Your Friend,
Baden-Powell.

Appendix

A collection of TOOLS, forms and guides to
assist you in your job

(all forms are available online @
<http://scouts.6thdundas.org>)



HAMILTON-WENTWORTH SCOUT TROOP
Scouts Canada, Hamilton-Wentworth Area

“Safe Haven” PL/APL Contract

As a youth member of our Scout Troop’s leadership team, I understand that all Scouts have the right to be treated with dignity and respect by all Scouts and Leaders in the Troop. Scouting should be a “Safe Haven” where members can have fun and be welcomed regardless of age, appearance, ability, status, race, religion, or gender.

In exchange for receiving the rights and privileges of being appointed a Patrol Leader or Assistant Patrol Leader, I _____ hereby promise, on my honour, never to put down, ridicule, or attack another Scout, either physically or verbally. I will do my best to make sure that I am providing a positive example of behaviour to the other Scouts in the Troop.

I understand fully that my failure to live up to this promise will result in the permanent removal of my status as a Patrol Leader / Assistant Patrol Leader in the Troop. I accept that it is a joint responsibility of the Troop Adult Leaders and the Troop Leadership Team to ensure that this promise is enforced, and that any decision to remove a Scout from the Troop Leadership Team will be made by both the Adult and Youth Leaders.

Dated this ____ day of _____, 20__.

Signed,

_____ Patrol Leader / Assistant Patrol Leader

_____ Troop Scouter



HAMILTON-WENTWORTH SCOUT TROOP

Scouts Canada, Hamilton-Wentworth Area

TROOP CODE OF CONDUCT

Participation in Scouting should be rewarding and fun for all. To ensure all Scouts have an opportunity to experience and enjoy Scouting to the fullest, it is imperative that a certain level of conduct and discipline be maintained. Scouting should be a "Safe Haven" where members can have fun and be welcomed regardless of age, appearance, ability, status, race, religion, or gender. Outlined below are a few simple rules intended to help maintain Troop order, while respecting the needs and desires of the individual.

1. Every member, regardless of position, has the right to be treated with RESPECT and dignity by their fellow Scouts and adult Scouters. (The Golden Rule)
2. Scouts shall at all times conduct themselves in accordance with the intent and spirit of the Scout Law and Promise.
3. Abusive or foul language is not considered acceptable behaviour
4. No Scout has the right to disrupt Troop activities at the expense of other Troop members
5. No Scout has the right to put down, ridicule, or attack another Scout, either physically or verbally.
6. Scouts shall respect the rights of others with respect to their property and their privacy.
7. The Troop shall act in accordance with Leave No Trace principles

Repeated violation of any of the above may result in one or more of the following consequence. The Troop will operate on a "three strike rule" with regards to the progressive actions:

- a. Scouts will be asked to discontinue their inappropriate behavior as a first warning
- b. Parents or guardians may be informed of the inappropriate behaviour and requested to intervene.
- c. Parents or guardians may be contacted during a Troop activity and asked to take their Scout home.
- d. The Scout may be requested not to participate in certain Troop activities.
- e. The Scout may be requested not to attend a subsequent meeting.
- f. A Scout who repeatedly violates the Troop Code of Conduct, and shows no indication of correcting their actions may, as a final option, face expulsion from the Troop.

Campfire Program Planner

Skit Planner	SPOT

Song Planner	SPOT

Cheer Planner	SPOT

For use when your patrol is planning a Campfire program for a campout

How to use this sheet: Be sure every feature of this campfire program upholds Scouting's highest traditions.

1. In a campfire planning meeting, fill the top of the "Campfire Program" sheet.
2. Talk to each patrol and individual participating and ask them for input on ideas.
3. From all participants, write down name or description of each song, cheer, or skit in the boxes to the left.
4. The master-of-ceremonies organizes songs, cheers, and skits in a good sequence considering timing, variety, smoothness, and showmanship.
5. The MC fills out the "Campfire Program" sheet.
6. Copies of the sheet are to be given to the Leader for approval.

Patrol Weekend Camping Duty Roster

Patrol: _____ Camping Trip: _____

Responsibilities:

Cook	Assistant Cook	Cleanup	Water
Prepare meals and clean stove.	Assist cook as needed, boil water and supervise cleanup	Wash dishes and clean up patrol box.	Clean up patrol area, dispose of trash and refill water container.

Friday Campsite Set Up / Sunday Campsite Breakdown: All Patrol Members

Friday Mug-Up:

Saturday Mug-Up:

Cook	Water	Cook	Water

Saturday Breakfast:

Cook	Assistant Cook	Cleanup	Water

Saturday Lunch:

Cook	Assistant Cook	Cleanup	Water

Saturday Dinner:

Cook	Assistant Cook	Cleanup	Water

Sunday Breakfast:

Cook	Assistant Cook	Cleanup	Water

Sunday Lunch:

Cook	Assistant Cook	Cleanup	Water

Weekend Camping Trip Menu

Patrol: _____ Camping Trip: _____

Friday Night Mug-Up	Preparation Instructions
food _____ food _____ drink _____	
Saturday Breakfast	Preparation Instructions
main: _____ side: _____ drink: _____ fruit: _____ extra: _____ extra: _____	
Saturday Lunch	Preparation Instructions
main: _____ side: _____ bread: _____ drink: _____ fruit: _____ extra: _____ extra: _____	
Saturday Dinner	Preparation Instructions
main: _____ side: _____ side: _____ bread: _____ drink: _____ fruit: _____ extra: _____ extra: _____	

Weekend Camping Trip Menu

Patrol: _____ Camping Trip: _____

Saturday Night Mug-Up	Preparation Instructions
food _____ food _____ drink _____	
Sunday Breakfast	
main: _____ side: _____ drink: _____ fruit: _____ extra: _____ extra: _____	
Sunday Lunch	Preparation Instructions
main: _____ side: _____ bread: _____ drink: _____ fruit: _____ extra: _____ extra: _____	
Who Buys Food: _____ Leader Approval: _____ Other Notes:	

Troop Leadership Team Notes

Patrol: _____ Month: _____, 20__

Use this form to organize your note taking during the TLT Meeting. Continue your notes on a separate paper using item numbers matching item numbers in left column if needed.

1	<p>Troop Meetings:</p> <p style="text-align: right;">Theme: _____</p> <p>Date: _____ Duty: _____</p> <p>Special items to bring:</p>
2	<p>Camping Trip:</p> <p>Date: _____ Location: _____ Activity: _____</p> <p>Special items to bring:</p>
3	<p>Summer Camp:</p>
4	<p>Monthly calendar Items and upcoming special activities:</p> <p>a. Date: _____ Activity: _____</p> <p>b. Date: _____ Activity: _____</p>

5	Special Notices:
6	Quartermaster Report:
7	Competition:
8	Instruction:
9	Old Business:
10	New Business:
11	Scout Leader's Items: