



## **Policy on the Development of Sea Scout / Air Scout and Sea Activities / Air Activities and Second Phase of Implementation**

*This circular substitutes Policy Circular No. 30/2018 “Development of Sea Scout / Air Scout and Sea Activities / Air Activities Policy” issued on 15 November 2018.*

This circular sets out the direction for the development of Sea Scout / Air Scout and Sea Activities / Air Activities and the corresponding arrangements.

The Association adopts a policy of continuously developing Sea Scout / Air Scout and Sea Activities / Air Activities. Featuring the principles of complementarity, specialization and popularisation, a strategy charting the way for integration and collaboration among Scout, Sea Scout, Air Scout as well as Sea Activities and Air Activities is in place to enhance the overall image of Scouting.

On top of the continued adoption of Sea Activities / Air Activities on the principle of universalness, the basic requirements on Sea Scout / Air Scout units and relevant chapters in Sectional Training Schemes will be enhanced in a gradual and orderly manner. Timely updates on content and criteria that are specific to the training and activity modes of Sea Scout / Air Scout will also be made as appropriate.

The Association will also formulate relevant complementary packages for coordinating support services for manpower, leader qualifications, facilities / apparatus, finance resources and project implementation.

The second phase of the Development of Sea Scout / Air Scout and Sea Activities / Air Activities containing 5 measures will take effect from 1 August 2022. The measures will be implemented in phases and details are as follows:

1. Reintroduction of Sea Scout / Air Scout Groups<sup>1</sup>
2. Revision to the Additional Requirements for Establishment and Registration Renewal of Sea Scout Groups, Sea Scout Troops, Venture Sea Scout Units and Rover Sea Scout Crews (referred to as “Sea Scout Units” hereafter) as well as Air Scout Groups, Air Scout Troops, Venture Air Scout Units and Rover Air Scout Crews (referred to as “Air Scout Units” hereafter)
  - 2.1 For Sea Scout Units:
    - 2.1.1 All Leaders must hold Sea Scout Leader Workshop Certificate.
    - 2.1.2 The Group Scout Leader and more than half of the Leaders must hold a Swimming Test Certificate.
    - 2.1.3 At least one Leader or Assistant Leader in each Sectional Unit must meet the conditions as stipulated.

- 2.2 For Air Scout Units:
- 2.2.1 More than half of the Leaders must obtain relevant Aviation Instructor Course Certificate within 3 years.
  - 2.2.2 All Leaders must obtain Air Scout leader Practices Workshop Certificate within 3 years.
  - 2.2.3 At least one Leader or Assistant Leader in each Sectional Unit must meet the conditions as stipulated.
3. Revision to the content of Warrants for Leaders of Sea Scout / Air Scout Units<sup>2</sup>
4. Revision to the Arrangements on Sea Scout / Air Scout Uniform requirements for Commissioners, Leaders and Lay Members
5. Introduction of cadet training course for sea scouting  
To be conducted on a trial basis to enhance serving Sea Scout Leaders' understanding of Sea Scout Movement and to nurture prospective leaders for meeting development needs of Sea Scout.

For details on the arrangements above, please refer to the annexes to this circular:

- Annex 1: Additional Requirements for Establishment and Registration Renewal of Sea Scout Groups, Sea Scout Troops, Venture Sea Scout Units and Rover Sea Scout Crews
- Annex 2: Additional Requirements for Establishment and Registration Renewal of Air Scout Groups, Air Scout Troops, Venture Air Scout Units and Rover Air Scout Crews
- Annex 3: Transitional Arrangements for Addition or Conversion of Sea Scout / Air Scout Units
- Annex 4: Appointment of Sea Scout / Air Scout Units Leaders
- Annex 5: Arrangements on Sea Scout / Air Scout Uniform requirements for Commissioners, Leaders and Lay Members

Programme Branch will continue to work in collaboration with all other Branches, Regions, Districts and related units, as well as Sea Scout / Air Scout units to promote the work above for full implementation of the policy.

Note 1: Applications are opened from 1 October 2022

Note 2: The arrangement is expected to be implemented in 2022/23 upon system integration.



Jason Ng  
for Chief Commissioner

**Scout Association of Hong Kong**  
**Additional Requirements for Establishment and Registration Renewal of**  
**Sea Scout Groups, Sea Scout Troops, Venture Sea Scout Units**  
**and Rover Sea Scout Crews**

A. Introduction

1. To maintain the training and safety standard for Sea Scout Groups, Sea Scout Troops, Venture Sea Scout Units and Rover Sea Scout Crews (referred to as “Sea Scout Units” hereafter), the Association hereby lays down additional requirements to regulate Sea Scout Leaders and Sea Scout training.

B. Policy on Group Establishment

2. Rule 2.2.8 of the “Policy, Organisation and Rules” requires that the Group number of a Sea Scout Group shall be assigned by the Administration Branch of the Association upon registration (applications for registration will be opened from 1 October 2022). A Sea Scout Group shall only consist of the Sectional Units of Grasshopper Ring, Cub Scout Pack, Sea Scout Troop, Venture Sea Scout Unit and Rover Sea Scout Crew.
3. Each Sea Scout Group shall consist of at least 1 Sea Scout Troop, Venture Sea Scout Unit or Rover Sea Scout Crew, and shall not consist only of a Grasshopper Ring or Cub Scout Pack.
4. Under the prevailing policies of the Association, no Sea Grasshopper Ring nor Cub Sea Scout Pack shall be established by a Scout Group.

C. Additional Requirements

5. In addition to the basic requirements stipulated under Rules 2.3.5, 2.3.6 and 2.3.7 of the “Policy, Organisation and Rules”, every Sea Scout Unit shall observe the additional requirements as follows:
  - (1) All Leaders must obtain Sea Scout Leader Workshop Certificate within 1 year of appointment; and
  - (2) The Group Scout Leader and more than half of the Leaders of the entire Sea Scout Unit must hold a Swimming Test Certificate; and
  - (3) At least 1 Leader or Assistant Leader in each Sea Scout Unit must meet one of the following requirements:
    - (a) Hold the valid qualification of Junior Scout Standard Boat Instructor or above; or
    - (b) Hold a Level 3 Scout Standard Boat Certificate; and
    - (c) Hold a valid lifeguard or first aid qualification, such as Bronze Medallion or above awarded by the Hong Kong Life Saving Society; a first aid certificate (30-hour Standard First Aid Certificate Course) or above issued by the Association, Hong Kong St. John Ambulance, the Hong Kong Red Cross or the Hong Kong Auxiliary Medical Service; alternatively, the Leader concerned is a healthcare professional such as a registered medical practitioner, a registered nurse, an enrolled nurse or a serving first responder / ambulance man of the Fire Services Department, and holds one of the following qualifications:
      - (i) Any Instructor or Assistant Instructor qualifications for sea activities awarded by the Association (except for Assistant Dragon Boat Instructor); or
      - (ii) Seamanship Level 2 Course Certificate under the Scoutcraft Accreditation Scheme of the Association; or
      - (iii) Pleasure Vessel Operator Grade 2 Certificate issued by the Hong Kong Marine Department / Pleasure Vessel Coxswain Grade 2 Certificate and Pleasure Vessel Engine Operator Grade 2 Certificate issued before 1986 / professional maritime qualifications recognised by the Hong Kong Marine Department, or equivalent; and

- (4) The Group Scout Leader and Assistant Group Scout Leader(s) of the Sea Scout Group, as well as the Leader or Assistant Leader(s) of the Sea Scout Unit concerned shall not concurrently serve as a Leader in any other Sea Scout Units unless prior approval has been obtained from the respective Regional Commissioners. A Regional Commissioner shall, before granting such approval, be satisfied that the training of the Sea Scout Unit in which the Leader concerned serves is above the standard set by the Association, and that the Leader concerned has the capacity and competence to perform duties in other Sea Scout Units.
6. Annual registration renewal shall only be granted to a Sea Scout Unit which meets the following additional standard on training:
    - (1) The Sea Scout Unit organises sea activities led by personnel with the abovementioned first aid and sea activity qualifications for not fewer than 6 times every year with attendance by over half of the members, of which at least 1 activity is a boat activity where members pilot or paddle the boat(s) by themselves.
    - (2) Over half of the members hold a Swimming Test Certificate in a given year.
    - (3) At least a quarter of the members attain a sea activity badge at the next higher level in the 12-month period (only applicable to Scout Troops).
    - (4) At least 1 assessment for progressive badges and proficiency badges undertaken by every member is boat activity of a type recognised by the Association.

D. Application Procedures

7. Organisations intending to establish a Sea Scout Unit must complete Application for Scout Group Registration (Form C) or an Application for Addition / Cancellation of Section / Unit (Form S), and submit it to the respective District Commissioners. The District Commissioner concerned will make an assessment of the application in consultation with the respective Regional Headquarters Commissioners in charge of Sea Scout and, where appropriate, endorse it for approval by the Regional Commissioner.

E. Cancellation of Registration

8. In case a Sea Scout Unit is unable to meet the additional requirements on Sea Scout Units stipulated by the Association for 2 consecutive years, the Regional Commissioner may cancel its registration, suspend the Group / Sectional Unit concerned, or order the conversion of the Sea Scout Unit into a ordinary Scout Group / Scout Troop / Rover Scout Unit or Rover Scout Crew. Where it is necessary to close a Scout Group or Sectional Unit, the Regional Commissioner will arrange for the transfer of any remaining Members of the closed Group to another Sea Scout Unit or Scout Group.
9. To cancel the registration of a Sea Scout Unit, complete an Application for Addition / Cancellation of Section / Unit (Form S) and submit it to the respective District Commissioners for endorsement as appropriate and approval by the Regional Commissioner.

F. Application Forms

10. The Application for Scout Group Registration (Form C) or Application for Addition / Cancellation of Section / Unit (Form S) is obtainable from Regional Headquarters or the Administration Branch, or downloadable from the Forms section of the Association's website(<http://www.scout.org.hk>) (Form S only).

- G. This set of requirements substitutes the additional requirements set out in Policy Circular No. 08/2018 issued on 1 January 2018.

**Scout Association of Hong Kong**  
**Additional Requirements for Establishment and Registration Renewal of**  
**Air Scout Groups, Air Scout Troops, Venture Air Scout Units**  
**and Rover Air Scout Crews**

A. Introduction

1. To maintain the training and safety standard for Air Scout Groups, Air Scout Troops, Venture Air Scout Units and Rover Air Scout Crews (referred to as “Air Scout Units” hereafter), the Association hereby lays down additional requirements to regulate Air Scout Leaders and Air Scout training.

B. Policy on Group Establishment

2. Rule 2.2.8 of the “Policy, Organisation and Rules” requires that the Group number of an Air Scout Group shall be assigned by the Administration Branch of the Association upon registration (applications for registration will be opened from 1 October 2022). An Air Scout Group shall only consist of the sectional units of Grasshopper Ring, Cub Scout Pack, Air Scout Troop, Venture Air Scout Unit and Rover Air Scout Crew.
3. Each Air Scout Group shall consist of at least 1 Air Scout Troop, Venture Air Scout Unit or Rover Air Scout Crew, and shall not consist only of a Grasshopper Ring or Cub Scout Pack.
4. Under the prevailing policies of the Association, no Air Grasshopper Ring nor Cub Air Scout Pack shall be established by a Scout Group.

C. Additional Requirements

5. In addition to the basic requirements stipulated under Rules 2.3.5, 2.3.6 and 2.3.7 of the “Policy, Organisation and Rules”, every Air Scout Unit shall observe the additional requirements as follows:
  - (1) For an Air Scout Troop, more than half of the Leaders hold Basic / Intermediate / Advanced Air Activity Badge Instructor Course Certificate.
  - (2) For a Venture Air Scout Unit, more than half of the Leaders hold Aircrew Badge Instructor Training Course Certificate.
  - (3) For a Rover Air Scout Crew, more than half of the Leaders hold Basic / Intermediate / Advanced Air Activity Badge Instructor Course Certificate, or Aircrew Badge Instructor Training Course Certificate.
  - (4) All Leaders of Air Scout Units must hold Air Scout leader Practices Workshop Certificate.
  - (5) At least 1 Leader or Assistant Leader in each Air Scout Unit must meet the following requirements:
    - (a) Hold the qualification of Aviation Instructor with valid registration; and
    - (b) Hold a valid lifeguard or first aid qualification, such as a first aid certificate (30-hour Standard First Aid Certificate Course) or above issued by the Association, Hong Kong St. John Ambulance, the Hong Kong Red Cross or the Hong Kong Auxiliary Medical Service; alternatively, the Leader concerned is a healthcare professional such as a registered medical practitioner, a registered nurse, an enrolled nurse or a serving first responder / ambulance man of the Fire Services Department.
  - (6) The Group Scout Leader and Assistant Group Scout Leader(s) of the Air Scout Group, as well as the Leader or Assistant Leader(s) of the Air Scout Unit concerned shall not concurrently serve as a Leader in other Air Scout Units unless prior approval has been obtained from the respective Regional Commissioners. A Regional Commissioner shall, before granting such approval, be satisfied that the training of the Air Scout Unit in which the Leader concerned serves is above the standard set by the Association, and that the Leader concerned has the capacity and competence to perform duties in other Air Scout Units.

6. Annual registration renewal shall only be granted to a Air Scout Unit which meets the following additional standard on training:
  - (1) The Air Scout Unit organises air activities led by personnel with the abovementioned first aid and air activity qualifications for not fewer than 6 times every year with attendance by over half of the members.
  - (2) Over half of the members have attained proficiency badges for air activities in a given year (only applicable to Scout Troops).
  - (3) At least a quarter of the members attain an air activity badge at the next higher level in the 12-month period (only applicable to Scout Troops).
  - (4) At least 1 assessment for progressive badges and proficiency badges undertaken by every member is an air activity or training recognised by the Association or by a Region.

D. Application Procedures

7. Organisations intending to establish an Air Scout Unit must complete Application for Scout Group Registration (Form C) or an Application for Addition / Cancellation of Section / Unit (Form S), and submit it to the respective District Commissioners. The District Commissioner concerned will make an assessment of the application in consultation with the respective Regional Headquarters Commissioners in charge of Air Scout and, where appropriate, endorse it for approval by the Regional Commissioner.

E. Cancellation of Registration

8. In case an Air Scout Unit is unable to meet the additional requirements on Air Scout Units stipulated by the Association for 2 consecutive years, the Regional Commissioner may cancel its registration, suspend the Group / Sectional Unit concerned, or order the conversion of the Air Scout Unit into a ordinary Scout Group / Scout Troop / Rover Scout Unit or Rover Scout Crew. Where it is necessary to close a Scout Group or Sectional Unit, the Regional Commissioner will to arrange for the transfer of any remaining Members of the closed Group to another Air Scout Unit or Scout Group.
9. To cancel the registration of an Air Scout Unit, complete an Application for Addition / Cancellation of Section / Unit (Form S) and submit it to the respective District Commissioners for endorsement as appropriate and approval by the Regional Commissioner.

F. Application Forms

10. The Application for Scout Group Registration (Form C) or Application for Addition / Cancellation of Section / Unit (Form S) is obtainable from Regional Headquarters or the Administration Branch, or downloadable from the Forms section of the Association's website(<http://www.scout.org.hk>) (Form S only).

- G. This set of requirements substitutes the additional requirements set out in Policy Circular No. 09/2018 issued on 1 January 2018.

## **Scout Association of Hong Kong Transitional Arrangements for Addition or Conversion of Sea Scout / Air Scout Units**

The Additional Requirements for Establishment and Registration Renewal of Sea Scout Groups, Sea Scout Troops, Venture Sea Scout Units and Rover Sea Scout Crews (referred to as “Sea Scout Units” hereafter), and the Additional Requirements for Establishment and Registration Renewal of Air Scout Groups, Air Scout Troops, Venture Air Scout Units and Rover Air Scout Crews (referred to as “Air Scout Units” hereafter) will take effect from 1 August 2022. Arrangements for addition of Sea Scout / Air Scout Units by current Scout Groups, and conversion of current Scout Groups into Sea Scout / Air Scout Groups are as follows:

1. Scout Groups which are currently running Sea Scout / Air Scout Units may continue their operation.
2. Current Scout Groups intending to establish (a) Sea Scout / Air Scout Unit(s) shall undergo an assessment made by the respective Regional Headquarters Commissioners in charge of Sea Scout / Air Scout for their suitability, and obtain relevant endorsement for approval by the Regional Commissioner.
3. For Scout Groups meeting the requirements in paragraph B2 of the “Additional Requirements for Establishment and Registration Renewal of Sea Scout Groups, Sea Scout Troops, Venture Sea Scout Units and Rover Sea Scout Crews” or the “Additional Requirements for Establishment and Registration Renewal of Air Scout Groups, Air Scout Troops, Venture Air Scout Units and Rover Air Scout Crews”, they may submit an application for conversion into Sea Scout / Air Scout Groups starting from 1 October 2022. All applications must be endorsed by the respective Regional Headquarters Commissioners in charge of Sea Scout / Air Scout, and approved by the respective Regional Commissioners.
4. Apart from meeting the required conditions, Scout Groups intending to convert into Sea Scout / Air Scout Groups must submit their applications by 30 September 2023. Any late applications will not be processed.
5. In case a Scout Group wishes to have its previous Sea Scout / Air Scout Group number reinstated under exceptional circumstances, any such application shall be considered in view of its justifications as well as administrative practicalities, and shall be approved at the Chief Commissioner’s discretion.

For enquiries, please contact the respective Regional Scout Executive or Scout Executive(Administration).

## **Scout Association of Hong Kong Appointment of Leaders in Sea Scout / Air Scout Units**

### **Transitional Arrangements for Serving Leaders in Sea Scout / Air Scout Units**

The Additional Requirements for Establishment and Registration Renewal of Sea Scout Groups, Sea Scout Troops, Venture Sea Scout Units and Rover Sea Scout Crews (referred to as “Sea Scout Units” hereafter), and the Additional Requirements for Establishment and Registration Renewal of Air Scout Groups, Air Scout Troops, Venture Air Scout Units and Rover Air Scout Crews (referred to as “Air Scout Units” hereafter) will take effect from 1 August 2022.

1. The Association will designate a transitional period of 3 years to ensure that Leaders in Sea Scout / Air Scout Units already operating before 1 August 2022 may bridge over to the requirements on leader appointment under the new measures. From 1 August 2025, the appointment of Leaders in all Sea Scout / Air Scout Units shall be made in accordance with requirements under the new measures.
2. In case a Leader is unable to complete the requisite training by the end of the transitional period, the appointment renewal of the Leader concerned shall be assessed and endorsed by the respective Regional Headquarters Commissioners in charge of Sea Scout / Air Scout for approval by the Regional Commissioner.

### **Arrangements on the Revision to the content of Warrants for Leaders of Sea Scout / Air Scout Units**

Newly appointed Leaders in Sea Scout / Air Scout Units, or those who have their appointment renewed, will receive a Warrant bearing the new post title. The arrangement is expected to be implemented in 2022/23 upon system integration.

Existing Post Title used in Warrants and Provisional Warrants for Sea Scout / Air Scout Units	New Post Title used in Warrants and Provisional Warrants for Sea Scout / Air Scout Units
Scout Leader of XXXX Hong Kong Group	<b>Sea Scout Leader</b> of XXXX Hong Kong Group
Rover Scout Leader of XXXX Kowloon Group	<b>Rover Air Scout Leader</b> of XXXX Kowloon Group
Venture Scout Leader of XXXX New Territories Sea Scout Group	<b>Venture Sea Scout Leader</b> of XXXX New Territories Sea Scout Group

For enquiries, please contact the respective Regional Scout Executive or Scout Executive(Administration).



## Scout Association of Hong Kong Arrangements on Sea Scout / Air Scout Uniform requirements for Commissioners, Leaders and Lay Members

*This annex substitutes Administration Circular No. 15/2019 issued on 15 March 2019.*

To enhance and enliven the image of Sea Scout / Air Scout, Commissioners, Leaders and lay members in different units taking up a role in Sea Scout / Air Scout and Sea Activities / Activities (refer to the table below) will be required to wear proper Sea Scout / Air Scout uniform from 1 August 2022.

Unit	Post <sup>1</sup>	Uniform
Programme Branch	Headquarters Commissioner (Sea Scouts and Activities) Assistant Headquarters Commissioner (Sea Scouts and Activities) Assistant Headquarters Commissioner (Sea Activities) Sea Scouts and Sea Activities Committee Member Headquarters Scouter (Sea Scouts and Activities) Assistant Headquarters Scouter (Sea Scouts and Activities)	Sea Scout Leader Uniform
Region	Regional Headquarters Commissioner (Sea Activities) Regional Headquarters Commissioner (Sea Activities Instructor) Assistant Regional Headquarters Commissioner (Sea Activities) Assistant Regional Headquarters Commissioner (Sea Activities Facility) Regional Sea Activities Committee Member Regional Scouter related to Sea Activities Regional Assistant Scouter related to Sea Activities	
Sea Scout Group	Sea Scout Group Leader and Assistant Group Leader Sea Scout Group Instructor <sup>2</sup> Group Council Member	
Sea Scout Unit	Scout Leader of Rover Sea Scout / Venture Sea Scout / Sea Scout Assistant Scout Leader of Rover Sea Scout / Venture Sea Scout / Sea Scout	
Programme Branch	Headquarters Commissioner (Air Scouts and Activities) Assistant Headquarters Commissioner (Air Scouts and Activities) Air Scouts and Air Activities Committee Member Headquarters Scouter (Air Scouts and Activities) Assistant Headquarters Scouter (Air Scouts and Activities)	
Leadership Training Institute	Assistant Leadership Training Institute Commissioner (Aviation Training) Headquarters Commissioner (Aviation Training) Assistant Headquarters Commissioner (Aviation Training) Aviation Training Committee Member Aviation Training Centre Flying Instructor Aviation Training Centre Headquarters Scouter Aviation Training Centre Assistant Headquarters Scouter	

Unit	Post <sup>1</sup>	Uniform
Region	Regional Headquarters Commissioner (Air Activities) Assistant Regional Headquarters Commissioner (Air Activities) Regional Air Activities Committee Member Regional Scouter related to Air Activities Regional Assistant Scouter related to Air Activities	Air Scout Leader Uniform
Air Scout Group	Air Scout Group Leader and Assistant Group Leader Air Scout Group Instructor <sup>2</sup> Group Council Member	
Air Scout Unit	Scout Leader of Rover Air Scout / Venture Air Scout / Air Scout Assistant Scout Leader of Rover Air Scout / Venture Air Scout / Air Scout	

Note 1: Also applies to Commissioner / Leader / Lay Member posts with respect to Sea Scout / Air Scout or Sea Activities / Air Activities created by, or those current posts restructured by different units.

Note 2: Instructors should wear the regular uniform when attending events or training of the Grasshopper Ring and Cub Scout Pack.

The arrangement will be timely reviewed and modified to tie in with promotional and development needs of Sea Scout / Air Scout in the future.