



NSW STATE RALLY MANUAL



Be Prepared...
for new adventure!

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1. Overview

The NSW State Rally is run each year on the first full weekend in August at Cataract Scout Park by the State Commissioner, Scouts and the NSW Mindari Team. It provides the opportunity for Scouts from all over NSW to attend as a Patrol and experience some light weight, easy hiking between the five (5) main activity centres known as RAC's (Regional Activity Centres).

The event is unique in its structure and format and somewhat different from events like Sydney North Region's Scout Hike and the Pigskin of South Coast and Tablelands Region, in the following ways:

- Hiking distances are much less making State Rally immediately attractive to those new to hiking or not physically able to cope with extended distance hiking.
- The terrain is flat, again making it attractive to those new to hiking and not able to cope with the with a full arduous bush walk.
- Camping facilities, showers, toilets, washing up facilities etc are more readily available and up market to those that you would find in a true bush setting.

State Rally also provides the opportunity for Scouts (and other leaders) to experience the activities put on by leaders from across the State and more importantly, meet and mingle with a wider cross section of the NSW Scout population.

Each of the "city" based Regions buddies up with a "country" Region to provide five Regional Activity Centres, or RAC's. In each of these RAC's there should be between six to eight activity bases for the Patrols to visit.

The RAC is managed by the RC Scouts from the two Regions, providing the services to manage the Scout's arrival onto and departure from the RAC, manage and monitor the camping activities of the Scouts staying overnight, managing the camping facilities and provide the leaders and services to run the RAC and activity bases.

The RAC is assigned a theme, bases are actively encouraged to organise their activities, costumes and props to fit in with the overall theme.

The objective is for the Scouts to gain as many points as possible from two main sources:
Patrol camping- tentage, menu, hygiene, tidiness and behaviour
Activity bases – At each base the patrol's planning, attitude and accomplishment is scored as well as point being awarded for the patrol leaders' leadership.

At the end of State Rally, the Patrols with the most points win. There are separate awards for the top three patrols per Region and the top three patrols in the State. A special award is also made to the Patrol Leader who scored the most points for PL Leadership.

2. Responsibilities of Rally HQ

Event organiser

- Overall management of event
- Liaise with Scout Section Region Commissioners
- Ensure risk management processes have been completed with
- Control and management of event budget
- Organise and approve badge design
- Co-ordinate with Cataract Scout Park
- Emergency controller

Administration

- Issuing and processing of application forms
- Sending Patrol information to Patrol Leaders
- Allocation of Patrol numbers and production of Rally Id's, lanyards, map and emergency instructions
- Registration of Rally Patrols
- Issuing of Rally packs to RAC's
- Issuing of Patrol rotation register sheets

Members support

- Welfare of Patrol members
- Support RAC welfare leaders

Scoring team

- Maintaining computerised scoring system
- Data entry of score sheets
- Production of rally results

Communications

- Tracking and monitoring individual and Patrol issues
- Facilitating communication between Headquarters and RAC's

2.1 Contents of RAC packs

1	Radio with ear piece
400	Activity score sheets
6	Rally Patrol Weigh-in Register sheets
1	RAC Attendance Register sheet
2	Camping Score sheets
1	Hole Punch
60	Leaders Lanyards
5	M6 Incident report forms
10	Spare A1 Forms
1	Red Fire Wardens Hat
1	A3 Cataract Map
1	Copy Rally Manual

3. Responsibilities of Cataract Scout Park

The responsibilities of Cataract Scout Park and the weekend ranger team can be broken down into 5 specific areas, which are:

Sites and services – The staff of Cataract are responsible for ensuring that access is available to the required buildings and facilities and that the facilities are clean and in safe working condition. (This does not include cleaning of facilities during use)

Signage – Cataract Staff are to erect the RAC and Headquarters Rally signs on the Friday before the event and take them down again on the Monday.

Equipment provision – Cataract staff are to deliver and equipment requested by the RAC leaders from the NSW Stores to the relevant RAC before the Rally commences and return the equipment to the Stores after the completion of the event.

Organise lighting – Cataract Staff are to organise and collect two portable lighting towers from Camden Hire or other supplier. One is to be erected at the parents' car park on site 9 and the other on site 8 to provide a light source for Scouts walking to the registration area. These lights are to be returned to Camden Hire on Saturday morning.

Traffic management – The ranger team at Cataract are to provide and man the road block adjacent to site 9, allowing vehicles with passes to proceed to the designated RAC and directing all other vehicles onto site 9 for parking. The road block should be established at 5.00pm until approximately 11.00pm on Friday night.

The road block should be re-established at 1.00pm on Sunday and remain in place until after the closing ceremony.

The above responsibilities are not to be assumed of Cataract Staff but rather things that we request of them each year and as such they should not be taken for granted.

4. Responsibilities of RAC's

Each RAC will have a designated RAC Manager – Usually the RC Scouts

- Overall layout of activities on RAC
- Designates Patrol fire and cooking location (no cooking fires near tents)
- Ensure risk management processes have been completed for RAC
- Ensures leaders have knowledge of RAC Emergency Meeting location
- Designates a leaders smoking area
- Liaison point with Rally HQ

Headquarters Manager

- Record scouts arriving and departing RAC (sample recording forms attached as annexure 2)
- Registration of and issuing of ID's for Leaders working on RAC
- Collection of A1 forms for leaders on RAC
- Collection of score sheets and delivery to Rally HQ
- Manning of communications to Rally HQ

First Aid and Welfare

- Provides first aid facilities for scouts and leaders

Sites and Services

- Provide and oversee Patrol washing up facilities
- Manage toilet and shower facilities

Camping Supervisor – usually a team of 2 or 3 leaders

- Oversee camping of Patrols and scoring of camping standards on Saturday evening
- Provide and oversee cooking fires for Patrols to cook evening and breakfast meals
- Supervise Patrols during the use of light weight stoves
- Provision of security on RAC
- Supervise overall welfare of Scouts while on RAC

Leader Catering team

- Provides meals to all RAC staff

The above segregation of duties is a suggestion only and will vary depending upon the manning levels at each RAC.

The State Mindari agreed in 2010 that there were to be no lollies, junk food or drinks to be sold on the RAC's.

4.1 RAC Allocations and Colours

To assist with the allocation of resources across the 5 RAC's, each "country" Scout Region has been budded with a "city" Region. The current RAC allocations are:

RAC 1:	Greater Western Sydney & South Coast and Tablelands
RAC 2:	South Metropolitan & North West
RAC 3:	Hunter & Coastal & North Coast
RAC 4:	Sydney North & The Golden West
RAC 5:	Hume & Riverina

For ease of identification each RAC is also allocated a RAC Colour, which is:

RAC 1:	Green
RAC 2:	Blue
RAC 3:	Pink
RAC 4:	Orange
RAC 5:	Red
Headquarters:	White

4.2 RAC Risk Assessments

A risk assessment form is to be completed for each RAC headquarters area. This should cover the Headquarters area itself as well as associated areas, including the scout and leaders camping area, kitchen, car park, etc.

Before the commencement of activities on Saturday morning, a completed risk assessment form **MUST** be submitted to Rally Headquarters. This form is to be completed by the RAC staff that will be running the activity and approved by the RAC Manager.

A sample of the current Scoutsafe Risk Awareness Form is included at Annexure 6.

5. Responsibilities of Leaders

All leaders are expected to assist with supervision of the Patrols and to provide guidance and assistance where necessary during the event to the patrols that are camping on their RAC.

Leaders are not to go walking around to find their scouts or to assist them in the carrying of gear, setting up of tents etc. this is a competition camp. They are under constant supervision and if needing assistance will gain it from the scouts around them or the leaders on their allocated RAC. In the event of gear failure, misadventure or accident requiring the involvement of the local scout leader, you will be contacted through your RAC Leader.

In the event that you must leave your RAC, please ensure your RAC Leader is aware of your location.

In the event that you must leave the Cataract Scout Park, please check out with rally Headquarters and if appropriate, you will be given the access code for the boom gate so you can return.

Please remind all scouts they must check in and checkout of each RAC and they cannot just wander around. We track all patrols to ensure their safety and so that in an emergency we know exactly who is where.

5.1 Alcohol and Smoking

NSW State Policies will be followed and no alcohol is to be brought to or consumed at the State Rally.

Each RAC Leader will nominate a leader smoking area on their RAC, which is out of sight of all youth members and all leaders wishing to smoke must do so in this designated area.

There are no exceptions to these rules.

5.2 Vehicle Movements

The following guidelines have been put in place to protect the safety of our youth members and your co-operation will ensure the event remains accident free. Whilst there is sure to be some people who feel these guidelines are not meant for them, be assured they are applied to everyone, as the safety of our youth members is paramount.

Before Rally

All vehicles must display a vehicle pass from their own RAC or Headquarters, if they are Headquarters Staff. Without this they will not be able to enter the park below site 1. Once leaders are on their RAC's, their vehicles are to be parked in the designated RAC parking area and not to be moved until after the Closing Ceremony.

Leaders who may require the use of their vehicle during the Rally are required to park on site 9 after unloading.

All vehicles without a vehicle pass, eg parents dropping of scouts will be directed onto site 9 for parking.

During Rally

During the State Rally there is to be no vehicular traffic on the roads around Cataract Scout Park.

The only exception to this is official vehicles from Headquarters (displaying Headquarters vehicle passes) and other vehicles which have been specifically approved by Rally Headquarters.

The boom gate at the entrance to the park will be closed at 11.00pm on Friday night and will not reopen until 1.00pm Sunday. Leaders requiring to leave and returning to the camp are required to check out at Rally Headquarters and obtain an access pass for the boom gate.

After Closing Ceremony

At the closing of the RAC's on Sunday lunchtime, the main road of Cataract will also close to all Traffic.

There will be no movement of vehicles on the main road until after Closing Ceremony to safeguard our Scouts who will be transiting to the Mini Arena for the Closing Ceremony.

Parents coming onto the site to collect their scouts will be directed to park on site 9 and walk from there to the mini arena.

6. Rally Administration

6.1 Application Forms

The application form is to be completed (preferably electronically), one per patrol, printed and signed by the PL, SL and the RC (Scouts). If photocopied forms are used please ensure all details are legible.

The Scout Activity Permission Form (A1) is also to be completed, one per Patrol member, and signed by the Scout's parent/guardian. These forms are to be taken by the Patrol Leader to the Rally and handed to Rally Headquarters at registration.

The Patrol Application Form, signed by the Patrol Leader and Scout Leader, together with a cheque, payable to "*Scouts Australia - NSW Branch*", covering \$20.00 per Patrol Member, must be forwarded to the Region Commissioner Scouts prior to the closing date. Late applications and payment may be rejected.

After approving the application form the Region Commissioner is to forward the completed form and cheque to Rally Administration Manager for processing at:

NSW State Rally
C/- South Metropolitan Region Scouts
1 Carrington Ave
HURSTVILLE NSW 2220

6.2 Processing

As the application forms are received by the Rally Administration Manager, the following steps (checks) are undertaken:

- The patrol is added to State Rally computer program
- State Rally program will advise with error message if Scouts are not registered and follow up with Scout Leader for outstanding registration(s) (if necessary)
- Write Patrol Number on application form
- Receipt payment
- Bank payments and code the NSW State Rally Income account
- Send Patrol information to Patrol Leader including Patrol Number – (email)
- Print Headquarters vehicle passes
- Take all application forms to State Rally
- Receive Scout Leader A1 forms from RC Scouts at Saturday night's Leaders meeting.
- Allocate badges for Leaders to RC Scouts
- Collect payment or have journal entry authorisation for Scout Leader camp fees

If any participant who has paid, is unable to attend the State Rally they will receive a full refund providing 1 weeks' notice is given. Any applicable refunds will be made by cheque after the completion of the State Rally. No refunds will be made for participants who do not attend the Rally. Substitute applications will be accepted until the Patrol is registered on Friday night.

6.3 Check in

All Patrols **MUST** report to Rally Headquarters (Site 8) upon arrival at Cataract Scout Park.

The Patrol Leader is required to bring the Parent Permission forms (A1 forms) with him or her to registration where they will be collected. At registration the Patrol Leader will be issued with the Patrol Number and all other relevant information, prior to being directed to their designated RAC for weigh in and setting up of camp.

The registration process is as follows:

- Rally Headquarters staff to check in Patrols
- Mark Patrol as booked in on computer system and check there are no notes on the Patrol
- Check if the Patrol is competitive or non competitive
- Advise PL of their allocated RAC, how to get there, rotation system and emergency process
- Collect A1's and check if any medical details that should be advised to Welfare Leaders
- Record number of scouts in Patrol on top left hand corner of ID badge
- Allocate PL ID badge with map and timetable
- Allocate badges for all Scouts who have paid

Please note that the Patrol Leader is the only person who will be allowed into the registration area.

7. Composition of a State Rally Patrol

The following guidance is provided on the composition of a State Scout Rally Patrol.

1. A State Scout Rally Patrol can have up to eight members, but no less than four.
2. If a State Scout Rally Patrol's numbers fall to less than four, (due to sporting or other commitments) the Patrol will be marked as "non competitive" and can continue to participate, but will not be eligible for a Rally Award.
3. Patrol members can be a composite Patrol from members within the Troop or adjoining troops.
4. Only one member of the State Scout Rally Patrol can be a PL (*in their normal Troop role*)
5. Only one member of the State Scout Rally Patrol can be an APL (*in their normal Troop role*)
6. If the Patrol has more than one PL and/or APL (*in their normal Troop role*) then this Patrol will be marked as "non competitive" and can attend and participate, but will not be eligible for a Rally Award.

8. Scoring Guidelines and Rules

8.1 Activities

- Patrols are encouraged to attend 4 activity bases per RAC, but they can do more if time permits.
- If more bases are done then the top 4 scores on each RAC will count towards the Patrol score.
- The Patrol needs to manage their time so that a maximum of two hours are spent on each RAC, which equates to 20 – 25 minutes per activity base.
- Each activity base is to be open as follows:
 - Saturday 9.00am to midday 1.00pm to 4.00pm
 - Sunday 8.30am to 12.30pm
- Patrols cannot start a base before the base open time and cannot start a base within 15 minutes of the scheduled close time.
- A sample activity score sheet is attached as annexure 3.

Scoring Guidelines for Activities

PL Leadership (Maximum 25 points)

0 – 8	Poor	PL not a strong leader, patrol uncoordinated
9 – 16	Average	PL did not have full support from scouts
17 – 25	Good	PL organised well, Scouts looked to PL for direction

Planning (Maximum 25 points)

0 – 8	Poor	had no idea about how to go about the activity
9 – 16	Average	action was imaginative, but not well planned
17 – 25	Good	all action well planned, Scouts used imagination

Attitude / Enthusiasm (Maximum 25 points)

0 – 8	Poor	little enthusiasm, poor attitude all round
9 – 16	Average	some scouts had a poor attitude or uncooperative
17 – 25	Good	all Scouts enthusiastic and cooperated well

Overall Accomplishment (Maximum 25 points)

0 – 8	Poor	activity poorly done, hard to imagine outcome
9 – 16	Average	activity completed with average results
17 – 25	Good	activity was fully completed and well done

8.2 Camping

The scoring of Patrol camping is conducted on Saturday night / Sunday morning only, using the provided scoring sheet. Points are awarded for:

- Tentage
- Menu
- Hygiene
- Tidiness
- Behaviour

For reference a sample scoring sheet is attached at annexure 4.

Scoring Guidelines for Camping

Tentage (Maximum 20 points) – best time to score is after patrol set-up

0 – 8	Poor	unsuitable or no tentage, or poorly erected
9 – 12	Average	appropriate tentage, adequately erected
13 – 20	Good	well laid out and erected, would cope with rain and reasonable winds

Menu (Maximum 20 points)

0 – 8	Poor	poorly planned, inadequate nutrition, comprised mainly of noodles
9 – 12	Average	some planning, individual menus, adequate nutrition
13 – 20	Good	well planned Patrol menu, good nutritional value

Hygiene (Maximum 20 points)

0 – 8	Poor	Scouts and cooking gear dirty, food scraps around camp
9 – 12	Average	some evidence of attempts at good hygiene, clean hands when cooking and washing up done
13 – 20	Good	Scouts and cooking gear clean, no food scraps around camp

Tidiness (Maximum 20 points)

0 – 8	Poor	camp left untidy
9 – 12	Average	attempt to clean up but some litter left
13 – 20	Good	campsite clean, even previous litter removed

Behaviour (Maximum 20 points)

0 – 8	Poor	uncooperative, bad language, left RAC without permission
9 – 12	Average	basically cooperative, some bad language, talking late at night
13 – 20	Good	cooperative and helpful, participate in the full spirit of Scouting

8.3 Pack Weights

The Patrol weigh-in is carried out on Friday night as the patrol arrives at the RAC. The targeted weight ratio is 1:5, ie Scouts should be carrying 20% or less of their own body weight.

This ratio was set by the NSW Mindari based on the fact that at this event scouts are not required to carry excess water and accordingly it was felt that the generally published ratio of 1:4 or 25% was excessive for this activity.

It should also be noted that as a result of this lower ration, Scouts are to be weighed without full water bottles in their packs.

A sample pack weigh-in register sheet is attached at annexure 5.

9. Patrol Rotations

During the course of the Rally each Patrol will rotate over the 5 RAC's. To ensure that all Patrol's have the same amount of time on the activities it is important that the rotation times are adhered to by all RAC's.

In order to achieve this, upon the Patrol's initial registration at Rally Headquarters they will be allocated a Patrol number, for example 314. The first digit of this number designates the Patrol's starting point, ie the RAC on which they will spend Friday night.

On Saturday morning the Patrol has breakfast and moves onto the next RAC to commence activities, between 10.30am and 11.00am they should move onto the next RAC for further activities and lunch. Between 1.30pm and 2.00pm the Patrol should move onto their 3rd RAC of the day and undertake the activities and camp the night.

On Sunday, the Patrol will break camp, have breakfast and move onto the next RAC for further activity bases and between 10.15am and 10.45am they should return to the RAC on which they spent Friday night and participate in the activities on offer at that RAC.

For example, Patrol 314 starts on RAC 3 then rotates as follows:

Friday	Sleep on RAC 3
Saturday	Leave for activities on RAC 4 Move to RAC 5 for activities and lunch Move to RAC 1 for more activities, dinner and camping
Sunday	Leave for activities on RAC 2 Move to RAC 3 for activities and lunch Move to the closing ceremony

Each rotation will be announced by a radio call and the times are listed on the schedule of events which is annexed to this document. (Annexure 6)

10. Closing Ceremony

All Scouts are expected to attend the Closing Ceremony which is held on the Site 2 Mini Arena. After Sunday activities are completed at 12.30 pm, Patrols are to have lunch and can start assembling at the mini arena from 1.00pm with the closing ceremony to commence at 2.00pm.

All scouts and leaders are expected to be in *full scout uniform* for the closing ceremony.

10.1 Uniforms

All Scouts and Leaders are required to be in **FULL SCOUT UNIFORM** for the Closing Ceremony. To help reduce pack weight, scouts can leave their uniforms at the RAC they start on (as they will finish there).

Patrols wishing to do this, need to come equipped with a strong garbage bag to place all patrol members uniforms in, clearly mark with that patrol's name, region and patrol rally number.

Bags will be stored safely at the RAC's Headquarters.

11. State Scout Youth Council (SSYC)

A State Scout Youth Council meeting will be held for Region SYC representatives at 7.30pm on the Saturday evening.

Each region should have 3 elected representatives in attendance. These representatives will be collected from their RAC headquarters by the SYC mentors and escorted to and from their RAC's to the meeting place (Commonwealth Bank Building).

They will have cards to identify themselves as a SYC representative.

12. Emergency Management

Emergency Alarm

The camp is equipped with an Emergency Alarm Siren, which in the event of a major emergency will be sounded on a cycle of 2 minutes on and 1 minute off. When you hear this signal all participants should, if safe to do so, return to RAC Headquarters immediately. If you are in transit between RAC's go to the closest RAC emergency area (shown in Red on your map) immediately. All RAC staff should report to the designated emergency area.

Fire

If a fire starts shout "Fire" loudly. Collapse tents and evacuate your site. Contact your RAC Headquarters immediately.

Storm & Flood

In the unlikely event of a major storm or flood requiring emergency action, you will be advised by your RAC Headquarters as to the appropriate action to follow.

Medical

In the event of accident or illness you should go, if able to a First Aid Post. They are located at each RAC Headquarters. Severe cases will be referred to the Rally Doctor, who can be contacted thru Rally Headquarters. He will decide on the level of treatment required. The Rally Chief will notify the sick or injured scout's parents if this is necessary. Please do not make the call yourself as this may create unnecessary worry and confusion.

Security

The security at Cataract Scout Park will be controlled by Rally Headquarters assisted by the Park Rangers. The security of personal effects is your responsibility. All personal equipment should be marked with your name and Patrol name. No responsibility will be taken for lost items by the Rally organisers.

Lost Property

Please hand in all property found on the sites, remember you might lose something too. A lost property office is located at every RAC Headquarters and also Rally Headquarters. Lost property will be taken to the closing ceremony for collection. If not claimed at the closing ceremony it will only be kept for three weeks after the Rally.

Emergency Messages

Emergency phone messages can be left with the weekend Ranger's and will be delivered to Rally Headquarters. Telephone number (02) 4631 2471

13. Menu Expectations

It is expected that 'proper' menus will be prepared by all Scouts attending the State Scout Rally and Scouts are to follow these guidelines:

1. Noodle packages which require 'add boiling water' are not to form the basis of an evening or breakfast meal. There is insufficient nutrition in these noodle packages for an activity of this type.
2. The Saturday evening meal will be a substantial meal. Noodles are not considered a substantial meal.
3. The use of dried products is actively encouraged – on the other side, the use of canned products is actively discouraged as canned products contribute unnecessary weight to be carried and have a disposal issue.
4. Junk food – chips/sweets etc – to be at an absolute minimum.
5. If Scouts are hungry at the end of State Rally it's more likely because they have not eaten sufficiently or effectively during Rally.

14. Preparation for State Rally

In the lead up to State Scout Rally, the Troop's nightly program should include the following components to prepare the Scouts for this event:

1. Food nutritional values
2. Lightweight menu preparation
3. Water and Food requirements (in a hike situation)
4. Selecting and buying food
5. Cooking meals over a fire
6. First Aid – burn treatment, blister prevention and treatment,
7. Pack selection
8. Packing a pack
9. Hike clothing
10. Pack weight management
11. Camp/hike hygiene
12. Lightweight tent maintenance
13. Erecting lightweight tents
14. Suitable load limits (with respect to body weight)

All of these elements are covered within the Scout Section Award Scheme and should be a normal part of the Troop programming.

Annexure 1:

Sample Rally Application Form

2011 STATE RALLY PATROL REGISTRATION FORM

Admin use only
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
PATROL NUMBER

PATROL NAME:

Competitive: Yes / No

TROOP:

REGION:

Number in Patrol: (Max 8, Min 4) Total Cost: \$.00 (\$20 per Patrol member)

PATROL DETAILS

Patrol Leader:

1st Name Surname

Membership No:

E-mail address:

Phone Number:

APL:

Membership No:

Scout 3:

Membership No:

Scout 4:

Membership No:

Scout 5:

Membership No:

Scout 6:

Membership No:

Scout 7:

Membership No:

Scout 8:

Membership No:

I apply for entry to the State Rally as (tick one):

- A Patrol eligible for a Rally Award and I declare that the Patrol does not have more than one Patrol Leader and one Assistant patrol Leader (in normal Scout Troop roles).
- A Patrol not eligible for a Rally Award.

Patrol Leaders Signature:..... Date:.....

I confirm that this Patrol complies with the rules of the Rally:

Scout Leader's Name: Signature: Date:.....

Approved: RC (Scouts): Date:

OFFICE USE ONLY:

Comments:

.....

.....

Payment _____ Cash _____ Group Cheque _____ Personal Cheque

Receipt No _____ Date: _____ Banked _____ Refund _____

RALLY INFORMATION

Rally 2011 – aims to provide Scouts who have not, or do not have, the opportunity to regularly go bush with an activity that will introduce them to hiking and lightweight camping. It is organised by the NSW State Mindari and is open to any Scout Patrol looking for Adventure, Challenge and FUN.

Rally 2011 also provides a competitive element for patrols who are experienced hikers to compete for the honour of being the best on the day. Every Scout who participates will receive a Rally 2011 badge with the best Patrol in the State being awarded the perpetual Rally trophy. Regional Awards are also presented to the best Patrols in each Region.

- Rally 2011 will commence at 6.00pm Friday, 5th August, 2011 and will finish on Sunday, 7th August 2011 at 2.30pm.
- Transport to and from the site will be organised by each Region for their Patrols.
- All Patrols MUST come self sufficient with adequate packs, clothing, footwear, tentage, food, compasses, pens, torches, etc.
- Cooking fires will be provided at each RAC for breakfast and dinner. You may also bring your own lightweight stove for cooking.
- Under No circumstances are scouts to bring a suitcase as their "Pack".
- No two way radios are permitted on site. Any Scout found with such a radio will have it confiscated and returned at the end of the Rally.

All Patrols MUST report in on Friday night to Rally Headquarters located on Sub Camp 8 to be allocated their Camp site for the night.

NO PATROL OR INDIVIDUAL SCOUT WILL BE PERMITTED ON SITE PRIOR TO 6.00PM ON FRIDAY NIGHT.

Leaders' Instructions

The application form is to be completed (preferably electronically), one per patrol, printed and signed by the PL, SL and the RC (Scouts). If photocopied forms are used please ensure all details are legible.

The Scout Activity Permission Form (A1) is also to be completed, one per Patrol member, and signed by the Scout's parent/guardian. These forms are to be taken by the Patrol Leader to the Rally and **handed to Rally Headquarters at registration.**

The Patrol Application Form together with a cheque, payable to "Scouts Australia - NSW Branch", covering \$20.00 per Patrol Member, must be forwarded to your RC Scouts prior to **8th July, 2011**. Late applications and payment may be rejected.

PLEASE NOTE IT MUST BE SIGNED BY THE SCOUT LEADER AND THE RC (SCOUTS)

**DO NOT SEND THE FORMS TO YOUR REGIONAL OFFICE.
(Unless requested by your RC Scouts)**

Any Enquiries ring your Regional Commissioner (Scouts)

Annexure 2:

Sample RAC Attendance Register Sheets

Annexure 3:

Sample Activity Score Sheet

NSW State Rally

Activity Score Sheet

Tick box if Patrol COMPETITIVE

Patrol Name	
Group	
Time IN	
Time OUT	

Please enter
Activity
Number,
NOT
Activity
Name

ACTIVITY NUMBER

PATROL NUMBER

Please
enter
Patrol
Number

SCORE RANGE Points	Poor 0-8	Average 9-16	Good 17-25
PL LEADERSHIP (Max 25)	PL not a strong leader. Patrol uncoordinated	PL did not have full support from all Scouts.	PL organised well. Scouts looked to PL for direction.
PLANNING (Max 25)	Had no idea about how to go about the activity.	Action was imaginative, but not well planned.	All action well planned. Scouts used imagination.
ATTITUDE ENTHUSIASM (Max 25)	Little enthusiasm, poor attitude all round.	Some Scouts had poor attitude or uncooperative.	All Scouts enthusiastic and co-operated well.
OVERALL ACCOMPLISHMENT (Max 25)	Activity poorly done. Hard to imagine outcome.	Activity completed with average results.	Activity was fully completed and well done.

NOTE:

All score sheets are to be returned to HQ on an hourly basis (if possible) so that scores can be entered on to the database.

	COMMENTS	SCORE
PL LEADERSHIP (Max 25)		→
PLANNING (Max 25)		/ 25
ATTITUDE ENTHUSIASM (Max 25)		/ 25
OVERALL ACCOMPLISHMENT (Max 25)		/ 25

25

75

100

NO HALF POINTS
PLEASE WRITE CLEARLY

GRAND TOTAL

Annexure 4:

Sample Camping Score Sheet

Annexure 5:

Sample Pack Weigh-in Sheet

Annexure 6:**Schedule of Events****NSW STATE RALLY
2011**

RAC Arrival and Departure Times

Day	Arrive/Depart	Time
Friday	- Arrival – camping only	6.00pm – 11.30pm
	- Patrol Weigh-ins at RAC	As Patrols arrive on RAC
	- RAC Leaders Meeting – Rally HQ	9.00pm
	- Lights Out	11.30pm
Saturday	- Departure to next RAC **	8.30am – 9.00am
	- Arrival for activities	9.00am
	- Departure to next RAC**	10.30am - 11.00am
	- Arrival for activities	11.00am
	- Closed for Lunch	1.00pm – 2.00pm
	- Departure to next RAC**	1.30pm - 2.00pm
	- Arrival for activities	2.00pm
	- RAC Bases Close	4.00pm
	- Setup Camp	4.00pm
	- Camping Inspection & Scoring	4.30pm
	- RAC Leaders Meeting – Rally HQ	7.30pm
	- State Scout Youth Council - Commonwealth Bank Building	7.30pm
Sunday	- Camping Inspection & Scoring (if needed)	7.30am - 8.00am
	- Departure to next RAC **	8.00am – 8.30am
	- Arrival for activities	8.30am
	- Departure to next RAC **	10.15am - 10.45am
	- Arrival for activities	10.45am
	- RAC Bases Close	12.30pm
	- Closed for Lunch	12.30pm – 1.30pm
	- Departure from RAC** to Finish	1.00pm
	- Arrive Finish (Site 2 Arena)	1.30pm
	- Presentation of Awards	2.00pm
	- Departure from Site	4.00pm

** Patrols cannot depart before this time

Annexure 7:

Scoutsafe Risk Awareness Form

Scoutsafe Risk Awareness Form



EVENT	NSW State Rally 2011
Date	RAC Activity August 2011
Assessed By	
Reviewed By	

RISK CONTEXT	RISK IDENTIFICATION ^a		RISK ANALYSIS ^b			RISK CONTROLS				
	Activity (Task / Location)	List of Hazards / Risks	Likelihood	Consequence	Rating	Current Controls	Control Means	Control Measures Required	Residual rating	person

Notes:

- a Risk Identification: refer to Risk Identification Table
- b Risk Analysis: refer to the table below
- c. Residual rating: represents the status if the control measures are followed.

Likelihood	Consequence	Rating	Likelihood				
			A	B	C	D	E
A = Almost Certain: Expected to occur	1 = Catastrophic: Death or permanent disability	S = Severe	S	S	S	S	S
B = Likely: Will probably occur	2 = Major: Long term illness or serious injury	H = High	S	S	S	S	S
C = Possible: Might occur at sometime	3 = Moderate: Medical attention and or incapacity	M = Moderate	S	S	S	S	S
D = Unlikely: Not likely to occur	4 = Minor: First aid treatment	L = Low	S	S	S	S	S
E = Rare: Exceptional circumstances	5 = Insignificant : No injuries		H	H	H	M	M
			H	H	M	L	L
			H	M	L	L	L

Annexure 8:

Patrol Leader Information



PATROL LEADER INFORMATION

NSW STATE RALLY – 2011



Important Points:

- The State Rally will commence at 6.00pm on Friday night and will finish with the presentation of winners awards commencing at 2.00pm Sunday.
- No Patrol or individual will be permitted on site prior to 6.00pm on Friday night.
- All Patrols must report to Rally HQ located in the kitchen building on Site 8 before they go to their camp site for the night. The **PL ONLY** is to enter the Administration area to register the Patrol.
- **Registration will include the handing in of Parent Consent Forms for all Patrol members.**
- All patrol members are to stay together at all times during the Rally.
- Patrols are to remain on their allocated RAC at all times and when transiting between RAC's are required to check-out of the RAC they are leaving and check-in when they arrive at the next RAC.
- Transport to and from the site will be organised by each Region for their Patrols.
- All Patrols must come self sufficient with adequate:
 - Packs, clothing and footwear
 - Tentage
 - Compasses, pens, torches
 - Food, cooking utensils, mess kit
- Hot water will be available at lunchtime, but no cooking is permitted.
- Cooking fires will be provided at each RAC for breakfast and dinner.
- Only the cooking fires provided or light weight stoves (liquid, gas or solid fuel types provided by Patrols) can be used – No other forms of cooking will be permitted. Menus must take this into account.
- Under no circumstances is any Scout to bring a suitcase as their “pack”, all gear is to be packed inside the pack or tightly strapped to the outside – ie no hand luggage, swinging billies, etc.
- No two way radios are permitted on site. Any Scout found with such a radio will have it confiscated and returned at the end of the Rally.

Composition of a State Rally Patrol

The following guidance is provided on the composition of a State Scout Rally Patrol.

1. A State Scout Rally Patrol can have up to eight members, but no less than four.
2. If a State Scout Rally Patrol's numbers fall to less than four, (for any reason) the Patrol will be marked as “non competitive” and can continue to participate, but will not be eligible for a Rally Award.
3. Patrol members can be a composite Patrol from members within the Troop or adjoining troops.
4. Only one member of the State Scout Rally Patrol can be a PL (*in their normal Troop role*)
5. Only one member of the State Scout Rally Patrol can be an APL (*in their normal Troop role*)
6. If the Patrol has more than one PL and/or APL (*in their normal Troop role*) then this Patrol will be marked as “non competitive” and can attend and participate, but will not be eligible for a Rally Award.

Scoring Guidelines and Rules for Scouts

During the State Rally each Patrol will be scored on the activities they undertake and on their camping standards.

Activities

- Patrols are encouraged to attend 4 activity bases per RAC, but they can do more if time permits.
- If more bases are done then the top 4 scores on each RAC will count towards the Patrol score.
- The Patrol needs to manage their time so that a maximum of two hours are spent on each RAC, which equates to 20 – 25 minutes per activity base.
- Each activity base is to be open as follows:
 - Saturday 9.00am to midday 1.00pm to 4.00pm
 - Sunday 8.30am to 12.30pm
- Patrols cannot start a base before the base open time and cannot start a base within 15 minutes of the scheduled close time.

Camping

The scoring of Patrol camping is conducted on Saturday night / Sunday morning only. Points are awarded for: Tentage, Menu, Hygiene, Tidiness and Behaviour.

Uniform

All Scouts and Leaders are required to be in **FULL SCOUT UNIFORM** for the Closing Ceremony. To help reduce pack weight, scouts can leave their uniforms at the RAC they start on (as they will finish there).

Patrols wishing to do this, need to come equipped with a strong garbage bag to place all patrol members uniforms in, clearly mark with that patrol's name, region and patrol rally number.

Menu Expectations

It is expected that 'proper' menus will be prepared by all Scouts attending the State Scout Rally and Scouts are to follow these guidelines:

1. Noodle packages which require 'add boiling water' are not to form the basis of an evening or breakfast meal. There is insufficient nutrition in these noodle packages for an activity of this type.
2. The Saturday evening meal will be a substantial meal. Noodles are not considered a substantial meal.
3. The use of dried products is actively encouraged – on the other side, the use of canned products is actively discouraged as canned products contribute unnecessary weight to be carried and have a disposal issue.
4. Junk food – chips/sweets etc – to be at an absolute minimum.
5. If Scouts are hungry at the end of State Rally it's more likely because they have not eaten sufficiently or effectively during Rally.

Preparation for State Rally

In the lead up to State Scout Rally, the Troop's nightly program should include the following components to prepare the Scouts for this event:

1. Food nutritional values
2. Lightweight menu preparation
3. Water and Food requirements (in a hike situation)
4. Selecting and buying food
5. Cooking meals over a fire
6. First Aid – burn treatment, blister prevention and treatment,
7. Pack selection
8. Packing a pack
9. Hike clothing
10. Pack weight management
11. Camp/hike hygiene
12. Lightweight tent maintenance
13. Erecting lightweight tents
14. Suitable load limits (with respect to body weight)

All of these elements are covered within the Scout Section Award Scheme and should be a normal part of the Troop programming.

Annexure 9:

Information for Leaders



LEADER INFORMATION

NSW STATE RALLY – 2011



Important Points:

- The State Rally will commence at 6.00pm on Friday night and will finish with the presentation of winners awards commencing at 2.00pm Sunday.
- No Patrol or individual Scout will be permitted on site prior to 6.00pm on Friday night.
- All Patrols must report to Rally HQ located in the kitchen building on Site 8 before they go to their camp site for the night. The **PL ONLY** is to enter the Administration area to register the Patrol.
- **Registration will include the handing in of Parent Consent Forms for all Patrol members.**
- Leader A1 forms will be collected by your RAC Headquarters team.

Responsibilities of Leaders

All leaders are expected to assist with supervision of the Patrols and to provide guidance and assistance where necessary during the event to the patrols that are camping on their RAC.

Leaders are not to go walking around to find their scouts or to assist them in the carrying of gear, setting up of tents etc. this is a competition camp. They are under constant supervision and if needing assistance will gain it from the scouts around them or the leaders on their allocated RAC. In the event of gear failure, misadventure or accident requiring the involvement of the local scout leader, you will be contacted through your RAC Leader.

In the event that you must leave your RAC, please ensure your RAC Leader is aware of your location.

In the event that you must leave the Cataract Scout Park, please check out with Rally Headquarters and if appropriate, you will be given the access code for the boom gate so you can return.

Please remind all scouts they must check in and checkout of each RAC and they cannot just wander around. We track all patrols to ensure their safety and so that in an emergency we know exactly who is where.

Alcohol and Smoking

NSW State Policies will be followed and no alcohol is to be brought to or consumed at the State Rally.

Each RAC Leader will nominate a leader smoking area on their RAC, which is out of sight of all youth members and all leaders wishing to smoke must do so in this designated area.

There are no exceptions to these rules.

Uniform

All Scouts and Leaders are required to be in **FULL SCOUT UNIFORM** for the Closing Ceremony. To help reduce pack weight, scouts can leave their uniforms at the RAC they start on (as they will finish there).

Patrols wishing to do this, need to come equipped with a strong garbage bag to place all patrol members uniforms in, clearly mark with that patrol's name, region and patrol rally number.

Annexure 10:

Traffic Management Guidelines



TRAFFIC MANAGEMENT

NSW STATE RALLY – 2011



Vehicle Movements

The following guidelines have been put in place to protect the safety of our youth members and your co-operation will ensure the event remains accident free. Whilst there is sure to be some people who feel these guidelines are not meant for them, be assured they are applied to everyone, as the safety of our youth members is paramount.

Before Rally

All vehicles must display a vehicle pass from their own RAC or Headquarters, if they are Headquarters Staff. Without this they will not be able to enter the park below site 1. Once leaders are on their RAC's, their vehicles are to be parked in the designated RAC parking area and not to be moved until after the Closing Ceremony.

Leaders who may require the use of their vehicle during the Rally are required to park on site 9 after unloading.

All vehicles without a vehicle pass, eg parents dropping of scouts will be directed onto site 9 for parking.

During Rally

During the State Rally there is to be no vehicular traffic on the roads around Cataract Scout Park.

The only exception to this is official vehicles from Headquarters (displaying Headquarters vehicle passes) and other vehicles which have been specifically approved by Rally Headquarters.

The boom gate at the entrance to the park will be closed at 11.00pm on Friday night and will not reopen until 1.00pm Sunday. Leaders requiring to leave and return to the camp are required to check out at Rally Headquarters and obtain an access code for the boom gate.

After Closing Ceremony

At the closing of the RAC's on Sunday lunchtime, the main road of Cataract will also close to all Traffic.

There will be no movement of vehicles on the main road until after Closing Ceremony to safeguard our Scouts who will be transiting to the Mini Arena for the Closing Ceremony.

Parents coming onto the site to collect their scouts will be directed to park on site 9 and walk from there to the mini arena.