

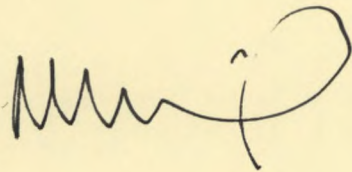


Memorandum of Agreement between  
Ministry of Defence  
And  
The Scout Association  
for the conditions and operation of the  
Royal Navy Recognised Sea Scout Partnership

Revised Apr 19

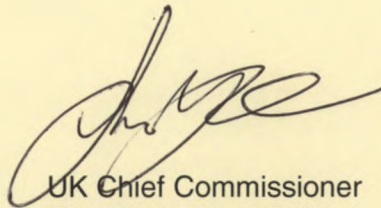
**CONDITIONS AND OPERATION OF  
THE ROYAL NAVY RECOGNISED SEA SCOUT PARTNERSHIP**

This document describes the agreed arrangements for operating the Royal Navy Recognised Sea Scout Partnership in the British Isles and Gibraltar.



Vice Admiral  
Second Sea Lord and  
Deputy Chief of the Naval Staff

Date



UK Chief Commissioner  
The Scout Association

Date

conqueror

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## **General**

1. Sea Scout groups and Explorer Sea Scout units may qualify for the privileges and amenities detailed in this memorandum only if they are members of and recommended by the Scout Association.
2. The Second Sea Lord and Deputy Chief of the Naval Staff (2SL/DCNS) holds authority from the Admiralty Board to superintend the Royal Navy Recognised Sea Scout Partnership, decide the groups and units to be included in the Partnership and to withdraw recognised status from those who fail to meet the required standards. The responsibility for the organisation of the Partnership and routine liaison with The Scout Association (TSA) is delegated through Flag Officer Sea Training and Assistant Chief of Naval Staff Training (FOST/ACNS(T)) to Commander Core Naval Training & Recruitment (COMCORE).
3. The Partnership does not entitle members of the Scout Association to pay, allowances, outfit grants or travelling expenses from Ministry of Defence (MoD) public funds.
4. The number of groups belonging to the Partnership will be at the discretion of 2SL/DCNS and in line with paragraph 2, is delegated to COMCORE.

## **Eligibility and standards for recognition**

5. The organisation between Scout Groups and the Royal Navy (RN) will be divided into 2 groups:
  - a. RN Recognised Sea Scout Groups are subject to logistical and financial constraints and is currently capped at 105 groups or units.
  - b. Other Sea Scout groups will be eligible to benefit from access to RN facilities and training subject to approval from FOST/ACNS(T), again delegated to COMCORE in line with paragraph 2.
6. TSA may propose Sea Scout groups, Explorer Sea Scout units and Scout Active Support Units (ASU) for membership of the Partnership.
7. The minimum standards for a Sea Scout group to be RN Recognised are:
  - a. To be an officially recognised member of TSA.
  - b. Groups to have a minimum strength of 18 Sea Scouts. Explorer Sea Scout Units to have at least 12 members. Where a Group and Unit are linked by a partnership agreement, the combined strength must be at least 24 Scouts and Explorer Scouts.
  - c. Active participation in and promotion of waterborne activities.
  - d. Sea Scout troops and Explorer Sea Scout units must be led by an appointed leader in accordance with the Policy, Organisation and Rules of TSA.
  - e. Satisfactory initial inspection and periodic review by an officer appointed by 2SL/DCNS.
8. The minimum standards for participation in the RN Recognised Sea Scout Partnership are:
  - a. To be an officially recognised member of TSA as a Sea Scout Troop, Unit or Group.

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b. Scout troops and Explorer Scout units must be led by an appointed leader in accordance with the Policy, Organisation and Rules of TSA.

9. An Explorer Sea Scout unit partnered with an RN Recognised Sea Scout group may take its recognition from that of the Group providing that it is reviewed with the Group and demonstrably contributes to Group activities including fund-raising and boat maintenance.

10. Individual members of RN Recognised groups and units may wear the RN Recognition Badge on their Scout uniform. Young Leaders from a different unit who are working with an RN Recognised Sea Scout troop may also wear the RN Recognition Badge and participate in the Partnership on the recommendation of the section leader.

11. A Scout Active Support Unit (SASU) may be recognised on the recommendation of COMCORE if its primary purpose is to provide support to the RN Recognised Sea Scout Partnership and authorised events. Such a unit will be in addition to the Recognised Sea Scout Groups and Explorer Sea Scout Units.

### **Applying to join the Partnership**

12. Groups and units may apply through TSA to join the RN Recognised Sea Scout Partnership.

a. Any group meeting the eligibility criteria may apply to join the RN Recognised Sea Scout Partnership. Subject to the information provided being satisfactory, COMCORE will arrange for an initial inspection of the group. If the group is at the required standard, it will either be offered a place or put on a waiting list, dependant on numbers.

b. Any Sea Scout group that is formally recognised by TSA is automatically eligible to benefit from the Royal Navy Sea Scout Partnership.

### **Assurance**

13. After admission to the RN Recognised Sea Scout Partnership, groups and units will be reviewed periodically, usually at intervals not exceeding two years. Groups failing to maintain the required standard will normally be warned and given time to rectify shortcomings before being removed from RN Recognised Sea Scout Partnership, 2SL/DCNS may, however, remove recognition without taking such steps but, in line with paragraph 2, this is delegated to COMCORE and in consultation with TSA.

14. It is COMCORE's intent is to use regional assets to carry out the reviews, details of the Review process are at Annex A. This will include University Royal Navy Unit (URNU) Commanding Officers (COs) and Recruiting Field Force (RFF) personnel holding commissioned status. Exceptionally the use of RN Senior Non-Commissioned Officers will be considered dependent on the geographical location. Regionalisation of RN reviewing personnel will lead to greater engagement with local RN Sea Scout groups, thus forging stronger links.

### **Concessions and privileges of RN Recognised Sea Scout groups and units**

15. The granting of concessions does not commit the MoD to give any other assistance to Groups, or to be in any way responsible for any consequences arising from the use of naval stores.

16. An annual capitation grant to the Admiralty Fund (AF) will be made by 1 September to TSA (not to individual Groups). TSA will manage the AF applications by groups and units for aid with

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expenses connected with the administration and delivery of the programme and activities. Full details on AF calculation and criteria for fund application can be found in Annex B.

17. Subject to any conditions laid down by the MoD, and to recommendations by 2SL/DCNS, Naval stores will be supplied to a recognised group or unit:

a. On becoming recognised, an initial outfit of stores will be issued (subject to availability) of approximately £200 value. Supply will be arranged through Defence Equipment and Support/Naval Stores and carriage will be organised by COMCORE. Items from this stores outfit must not be sold, loaned or gifted. The outfit is specified in Annex C

b. Additional consumable stores will be supplied only on prepayment and the cost of carriage must be borne by the group. Applications should be made to 2SL/DCNS (delegated to COMCORE) through TSA.

18. If the exigencies of the Service permit, and if no direct expense to public funds is incurred:

a. Groups and units may encamp on Government ground subject to the granting of a licence by, or with other written approval from the Defence Infrastructure Organisation (DIO).

b. Groups and units may visit HM Ships and Establishments and be accommodated therein for short periods, subject to suitable leadership supervision. On occasions, they may be taken to sea in HM Ships. No charges will be made for accommodation. A charge for food will be levied at the same rate as that for other Naval Cadet Forces (NCF)<sup>1</sup>.

c. When requested 2SL/DCNS may arrange for RN assistance to be given in the instruction of Groups.

d. Groups and units may, on occasions, be permitted to use boats and equipment issued to other organisations within the 2SL/DCNS Youth Training Area, subject to suitable qualifications and insurance cover being in place.

19. The RN will support the 'Big 4+' major annual events described in Annex D:

a. Swimming gala – HMS RALEIGH

b. Sea Scouts summer camp – HMS BRISTOL/HMS EXCELLENT

c. Soccer sixes competition – HMS BRISTOL/HMS EXCELLENT

d. Explorer Sea Scout camp – HMS BRISTOL/HMS EXCELLENT

e. Sea Scout Leader and Young Leader training and induction – HMS BRISTOL/HMS EXCELLENT

20. Groups and units in RN Recognised Sea Scout Partnership are provided with a pennant and a defaced red ensign by TSA. The ensign may be worn by the group and unit at the HQ, in camp and in craft and boats crewed by RN Recognised Sea Scouts.

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<sup>1</sup> JSP 814, Ch 11.3.3 states that MoD Cadets will pay 40% of the Daily Food Charge.



21. Sea Scout leaders in the Partnership will, when possible, be treated for accommodation purposes in the same way as other members of the NCF. Circumstances may dictate that alternative accommodation be provided, for example at the Annual Swimming Gala and in HMS BRISTOL.

### **Concessions and privileges for RN Recognised Sea Scout Partnership groups and units**

22. If the exigencies of the Service permit, and if no direct expense to public funds is incurred:

- a. Groups and units may encamp on Government ground subject to the granting of a licence by, or with other written approval from the DIO.
- b. Groups and units may visit HM Ships and Establishments and be accommodated therein for short periods, subject to suitable leadership supervision. On occasions, they may be taken to sea in HM Ships. No charges will be made for accommodation.
- c. When requested 2SL/DCNS may arrange for RN assistance to be given in the instruction of Groups.
- d. Groups and units may, on occasions, be permitted to use boats and equipment issued to other organisations within the 2SL/DCNS Youth Training Area, subject to suitable qualifications and insurance cover being in place.

23. The RN will endeavour to supply additional capacity on activity camps or courses, specifically for Sea Scouts that are not members of the RN Recognised Sea Scout Partnership.

### **Powers and duties of The Scout Association**

24. TSA is responsible for the statutory safeguarding and safety arrangements operated by its members.

25. The MoD shall not be liable in respect of any claim (other than arising from the negligence of the MoD) by TSA arising out of or in any way in connection with this agreement.

- a. TSA shall indemnify the MoD against any claims from third parties in respect of any loss, liability, damage (whether civil or criminal), injury or death and all costs and expenses arising from or in connection with this agreement except to the extent that any such loss, damage, injury, death, costs and expenses are due to the negligence of the MoD.
- b. TSA is responsible for ensuring that suitable public liability insurance, to meet any compensation claims arising for damage, injury or loss, is held for all activities which take place on MoD property or use MoOD facilities. TSA is to confirm that this insurance is in effect, with £10m limit of liability per occurrence, in writing to COMCORE Cadets and Youth Team Leader annually by 1 April. The annual AF grant will not be awarded unless this is received.

26. TSA will hold the Scout Leader in charge of a recognised group or unit responsible for:

- a. Complying with the conditions laid down in this memorandum (and any supplements or subsequent amendments to it).
- b. Keeping records showing the strength of their group or unit, the age of each young person, their badges, challenges and permits, and the date they joined and left.

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- c. Reporting the required annual census information.

Subject to the observance of the above general rules, the detailed organisation of groups and units is a matter for TSA.

### **Disputes**

27. Any dispute regarding the interpretation or application of this MOA will be resolved by consultation between 2SL/DCNS and the UK Chief Commissioner of TSA.

### **Data Protection**

28. TSA and the MoD agree that personal data will be handled in accordance with the guidance set out in the Government's publication entitled 'MoD Privacy Notice' as updated from time to time (<https://www.gov.uk/government/publications/ministry-of-defence-privacy-notice/mod-privacy-notice>)

### **Review**

29. This agreement will be reviewed five years after the date of signature, or earlier if requested by either party. The agreement may be terminated by either party following 12 months' notice, unless both parties agree to a shorter time-scale. Either party may propose amendments at any time which will be implemented only by the mutual consent of both parties.

### **Signature**

30. This MOA is not intended to create legal relations and nothing in it shall be construed as legally binding.

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**ANNEX A TO  
RN RECOGNISED SEA SCOUT PARTNERHSHIP  
- MEMORANDUM OF AGREEMENT**

**RN RECOGNISED SEA SCOUT REVIEW PROCESS**

1. Reviews aim to assure the training and activity standards of troops and units in the normal range of Sea Scout activities. They should also serve to strengthen existing links with the RN and ensure groups are engaged. Groups may include representatives of their Cub packs and Beaver colonies in the review, provided that this does not significantly reduce the amount of time spent with the Scouts and Explorer Scouts. Cubs participating in the Moving On award should be present with the Scouts.
2. An outline review programme and completed self-assessment and review proforma must be submitted to reach the Reviewing Officer by 2 weeks prior to the event.
3. The format of the review will depend on a variety of conditions including time of sunset, weather and tides which will dictate whether the activities review is ashore or afloat and the order of events. Groups and units are responsible for arranging their review programme, consulting the Reviewing Officer as appropriate. Each review shall include, as a minimum:
  - d. Review of written assessment with the Group Scout Leader.
  - e. Colours (or flag break).
  - f. Practical activities (afloat when possible).
  - g. Patrol activity presentations
  - h. Sunset (or flag down).
4. The Reviewing Officer is not entitled to the side being piped. This ceremonial should be reserved for exceptional circumstances, for example if a Flag Officer or ship's Commanding Officer attends.
5. The Reviewing Officer may request to see evidence of leader training, adventurous activities permits and boat certificates.
6. For reviews afloat, the Reviewing Officer will expect to join Scouts on the water and to witness normal activities afloat and at the waterfront including, if appropriate, activities briefings and the launch and recovery of boats.
7. Reviews conducted ashore should demonstrate typical activities that would be conducted on a normal meeting night.
8. During the patrol activity presentations, the reviewing officer will expect the Sea Scout patrol leaders to introduce patrol members and help them explain their badges. Presentations can be informal, but the Reviewing Officer will expect to find out what activities the patrol has been doing over the past year. The Explorer Sea Scout Unit will be expected to provide a representative to perform similar duties for the Unit.
9. Groups and units may invite local Scouting and civic dignitaries and other guests, but the reviewing officer's priority is to meet the Sea Scouts, Explorer Sea Scouts and leaders. The

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Reviewing Officer will participate in publicity interviews and photographic opportunities, subject to any necessary MOD approvals.

10. The Reviewing Officer will require about 10 minutes at the end of the event to address the group and provide some immediate feedback. A short-written report will be forwarded to TSA and the group or unit within 2 weeks. TSA will forward copies to the County Commissioner and the UK Specialist Adviser for Sea Scouts.

11. The costs for travel and subsistence for the Reviewing Officer will be borne by COMCORE.



**ANNEX B TO  
RN RECOGNISED SEA SCOUT PARTNERHSHIP  
- MEMORANDUM OF AGREEMENT**

**RN RECOGNISED SEA SCOUTS PARTNERSHIP CAPITATION GRANT**

1. The MoD will make an annual capitation grant for each full year of this agreement. The capitation rate will be determined at £12 per Sea Scout or Explorer Scout per annum who is part of a RN Recognised Sea Scout Partnership but that the total paid will not exceed £62,000 in any financial year.
2. TSA will provide census data to the Cadets and Youth Team at COMCORE by 30 June annually. The RN AF report will include: AF grant Summary, spreadsheet of grants awarded, case studies, accounts, census data, AF underspend and calculation of grant. This report is produced annually by TSA and will detail how the recognised group benefits from the money it receives from MoD public funds.
3. The capitation grant upper limit should not exceed £62,000 comprising solely of the calculation of RN Recognised Explorer and Sea Scouts multiplied by the figure in paragraph 1. This will be submitted to the Navy Command HQ Finance Department for authorisation and payment by 31 Aug annually.
4. The capitation grant is then paid to TSA to administer in the RN AF. The AF was created to assist Royal Navy Recognised Sea Scout Groups to obtain boats and equipment and to develop Sea Scout Training.
5. RN Recognised Sea Scout Groups wishing to access funds are required to contribute 50% towards the cost of the project. Groups are eligible for one grant award totaling no more than £5,000 each financial year. The AF exists to support the purchase of boats and equipment, training courses towards a national governing body award and other such purposes to support Sea Scout training. Building projects, including maintenance of boat sheds and pontoons are not normally covered by the AF but will be considered on a case-by-case basis.
6. The AF fund will be allowed to maintain a maximum £10,000 cash reserve (enough for 2 applications) without losing any future grant funding. This will permit TSA to cater for multiple applications to accommodate for AF fluctuations. Beyond the £10,000 reserve any underspend will be reported annually to COMCORE through the annual report, this may reduce the grant due to TSA by the amount of under-spend reported.

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**ANNEX C TO  
RN RECOGNISED SEA SCOUT PARTNERHSHIP  
- MEMORANDUM OF AGREEMENT**

**ROYAL NAVY RECOGNISED SEA SCOUT INITIAL STORES OUTFIT**

Item	Denomination of Quantity	Amount
Call, Boatswains	EA	4
Chain, Boatswains Call	EA	4
Dividers, Drafting, Plain	EA	4
Rule, Slide, Speed-Time-Distance	EA	4
Rope, Fibrous (8mm blue Marlow)	Mtr	100
Rope, Fibrous (12mm 3-strand)	Mtr	50
Cord, Fibrous, Polyester, 8 Plait Standard, Olive Drab, 1.5mm OD, 300 M	EA	1
Admiralty Charts	EA	10

**Table C1 - Initial Stores Outfit**

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**ANNEX D TO  
RN RECOGNISED SEA SCOUT PARTNERSHIP  
- MEMORANDUM OF AGREEMENT**

**RN RECOGNISED SEA SCOUTS 'BIG 4+' ACTIVITIES**

1. Subject to any conditions imposed by the MoD, the RN will make facilities available for four large annual youth events and additional training opportunities known as the 'big 4+'.
  - a. **Swimming Gala.** The RN Recognised Sea Scouts swimming gala will be held in HMS RALEIGH over a weekend in (usually early February). The capacity is approximately 240 youth plus 80 adults.
  - b. **Sea Scouts Summer Camp.** The RN Recognised Sea Scout Summer Camp will be scheduled to take place in the Hampshire schools' summer half term break. The camp draws on resources of HMS BRISTOL, HMS EXCELLENT and CCF (equipment). URNU cadets may be invited as a leadership opportunity. The capacity is approximately 210 youth and 80 adults. 10 of the youth places will be made available to non-recognised Sea Scout groups to encourage interest in the RN recognition scheme. The TSA will advertise and screen the Scout applicants in liaison with the Admiral Lord Nelson (ALN) SASU for these places.
  - c. **Soccer Sixes.** A soccer sixes tournament will be staged in HMS EXCELLENT over a weekend in early October involving approximately 280 youth and 80 adults.
  - d. **Explorer Scout Camp.** The RN Recognised Sea Scout Explorer Scout Camp will be scheduled to take place in the Hampshire schools' autumn half term break. The camp draws on resources of HMS BRISTOL, HMS EXCELLENT and CCF (equipment). The capacity is approximately 130 youth and 65 adults. 8 of the youth places will be made available to non-recognised Sea Scout groups to encourage interest in the RN Recognised Sea Scout Partnership. The TSA will advertise and screen the Scout applicants in liaison with the ALN SASU for these places.
  - e. **Leader Training.** The RN will support at least one annual leader or Young Leader training and induction weekend drawing on the resources of HMS BRISTOL, HMS EXCELLENT and the Royal Navy Sailing Centre. The course capacity will be approximately 80. Spare capacity on these courses should be offered to all Sea Scout group leaders.
2. Safety Management Systems are used to demonstrate and provide evidence of effective policies and instructions, risk control measures and performance. The ALN SASU will submit Safety Management System paperwork to COMCORE Cadets and Youth Team no later than 6 weeks before any camp is held.
3. In addition to the RN mandated requirements the ALN SASU will be required to adhere to the policies and rules outlined in Policy, Organisation and Rules, published by TSA.

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