

Scouts Victoria

Patrol Leader Handbook



Introduction

The idea for this 'Patrol Leaders Handbook', originally came from the 2015 State Scout Forum and the project was taken on by the State Scout Council. It was then handed over to the State Youth Council in early 2016 and since then has been made into what it is today.

This book should be used by any Patrol Leader as a reference to refer to when in doubt. It contains many useful tips and tricks that every good PL will value from knowing.

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Troop Council (T.C)

The Troop Council is a very important part of Scouts. It is made of the following members;

- Leaders
- Patrol Leaders
- Assistant Patrol Leaders (may depend on Troop)

Roles within the Troop Council are;

- Troop chair (this can be a Scout)
- Troop secretary (this can be a Scout)
- Troop treasurer (this can be a Scout)

Without it the Troop is a **DISASTER**,
Your Troop needs **YOU**

What the T.C. Does?

The T.C. needs to do many things such as;

- Long and short term planning
- Approve major badges for other members in the Troop Scouts
- Discuss the 'Code of Conduct' and if it was broken
- Talk through new ideas for the Troop
- New members (things such as Patrol allocation and investiture ideas)
- Keep the Scout Leaders in line
- Eat Pizza!



For more information visit TC6
<http://tc6.scoutsvictoria.com.au/>

Long Term Planning

Long term planning is the planning of a period of time usually between three months and 24 months. It incorporates all of the major activities, from Gilveroo to a Scouts' explorer hike.

Some things to think about;

- Your weekly troop nights (pink)
- Courses and qualifications (green)
- Camps and hikes (blue)
- Troop Council meetings (red)
- Jamboree (dates and fundraising)
- Use 'Plan Do Review!' (pg. 14)

On the following page is an example of a well organised long term plan.

Long Term Planning

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Jan	30	31	1	2	3	4	5
Feb	6	7 - District Scout Forum	8 - Troop Night	9	10	11	12
	13	14	15 - Troop Night	16	17	18 - Patrol Activity Camp	19 - Patrol Activity Camp
	20	21	22 - Troop Night	23	24	25	26
	27	28	1 - Troop Night	2	3 - Relay For Life	4 - Relay For Life	5
Mar	6	7	8 - Troop Night	9	10	11	12
	13	14	15 - Troop Night	16	17-Leadership Course	18-Leadership Course	19-Leadership Course
	20	21	22 - Troop Night	23	24	25	26-Troop Council
	27	28	29 - Troop Night	30	31 - Group Camp	1 - Group Camp	2 - Group Camp
Apr	3	4	5	6	7	8	9
	10	11	12	13-Stradbroke Cup	14-Stradbroke Cup	15-Stradbroke Cup	16-Stradbroke Cup
	17-Stradbroke Cup	18	19	20	21	22	23
	24	25 - ANZAC Day March	26 - Troop Night	27	28	29	30
May	1	2 - District Scout Forum	3 - Troop Night	4	5	6 - ASM Presentation	7 - Troop Council
	8	9	10 - Troop Night	11	12	13	14
	15	16	17-Troop Night	18	19	20	21
	22	23	24 - Troop Night	25	26 - Scout Hike	27 - Scout Hike	28 - Scout Hike
	29	30	31 - Troop Night	1	2	3	4
Jun	5	6	7 - Troop Night	8	9 - Troop Camp	10 - Troop Camp	11 - Troop Camp
	12 - Queens Birthday	13	14 - Troop Night	15	16	17	18
	19	20	21 - Troop Night	22	23	24	25 - Troop Council
	26	27	28 - Troop Night	29	30	31	1

Short Term Planning

Short term planning is the planning of an individual night or event. When making a plan, some things to include are;

- Date, theme, location, who is in charge (pink)
- Time frame for each activity (green)
- Equipment needed (blue)
- Alternatives in case of problem (red)
- Badge work that is to be achieved (orange)
- Announcements at parade (purple)
- S.P.I.C.E.S that are included in the activity or worked upon (yellow)

S.P.I.C.E.S is a personal development program. It helps recognise what qualities are being developed and what you may need to have more variety of in your program. These include social, physical, intellectual, character, emotional and spiritual.

Short Term Planning

Date	August 22 2017				
Theme	Wide Games Night				
Location	Harkaway Campground				
Duty Patrol/Adult Leader	Seals		Twiggy		
Time	Activity				
	Penguins	Dingos	Seals	Falcons	
7:00-7:10	Opening Parade				
7:10-7:20	Knot A Night				
7:20-8:10	Game 1 Starts				
8:10-8:15	Game 1 Ends				
8:15-8:45	Game 2 Starts				
8:45-8:50	Game 2 Ends				
8:50-9:00	Closing Parade (incl. Badge Presentations)				
Equipment needed for activities					
Soccer ball	Tennis balls	Rope 3x6m	Buckets		
Torches					
Contingencies in the event of					
Activities ahead of schedule		Play a small mini game			
Bad weather		Bring a rain jacket			
Badge work covered/to be signed off in Green Books					
Pioneers	Explorers		Adventurers		
None	None		None		
Announcements at Parade					
Opening Parade	Sam's last night at Scouts before going to Venturers				
Closing Parade	Present Josh with Explorer Campcraft				
Program Areas of Personal Growth					
Social <input type="checkbox"/>	Physical <input type="checkbox"/>	Intellectual <input type="checkbox"/>	Character <input type="checkbox"/>	Emotional <input type="checkbox"/>	Spiritual <input type="checkbox"/>

Leading a Patrol

As a Patrol Leader, it is up to you to make sure that all activities run smoothly within your patrol. Make sure you have completed the following;

- You have the correct equipment
- Patrol and parents are well informed
- Plan the activity in advance
- Use your APL to help you along the way
- Share ideas with other Patrol Leaders
- Make sure all your Patrol is included



Behaviour Management

When dealing with problematic Scouts use the following methods;

- Ask them nicely to stop what they are doing
- Take them away from the rest of the Patrol and have a chat to them individually
- Include them in the activity
- Ask your APL for a hand
- Talk to your Leader about why they may be acting in the way that they are
- Ask a Leader for further help if needed

Don't give up on them, you are the PL and it is your responsibility to help them. Be sure to treat them the same as anyone else in your patrol

Assistant Patrol Leader

The Assistant Patrol Leader works closely with the Patrol Leader. They are very helpful to Patrol leaders and should help them with things such as;

- Acting as Patrol Leader when they are be absent
- Assist in leading the Patrol
- To be the Patrol Leaders right hand person
- Help the Patrol Leader to organise the patrol and activities
- Keep an eye on things in case the Patrol Leader misses or forgets something

Pocket Knives

All knives within Scouts must follow Group and State Laws;

- Blade must be under 7.62cm (3")
- Blade must not be fixed
- NO butterfly or flip knives
- Knife needs to be carried for legitimate reasons, e.g. working backstage at ShowTime

Once checking that these knives meet State Laws, check with your group as rules differ between groups and sometimes districts.

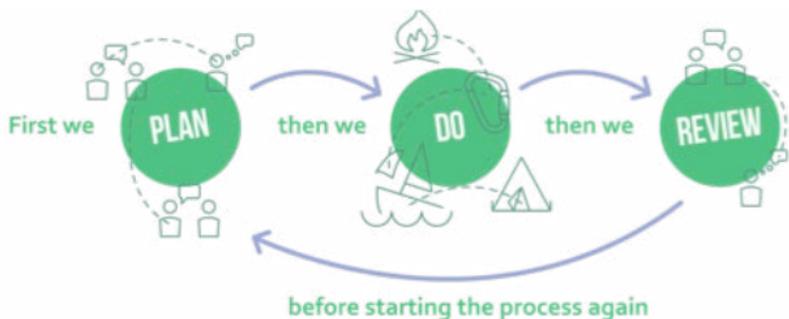
Plan, Do, Review

Plan, Do, Review is a three step cycle that should be used when organising events and activities in order for them to run smoothly and successfully.

Plan is where the planning and preparing takes place for the whole thing. (pg. 6-9)

Do is when you actually do the activity or event after planning it. (pg. 10)

Review is when you discuss what could have gone better and what went well during the activity. (pg. 15)



Review questions

The following are some prompt questions that can be used at Troop Council to review activities, nights and camps.

- What did you see, hear, notice and enjoy about your adventure?
- What did you learn that you didn't know before?
- Was it fun, challenging, adventurous and inclusive? How?
- What did you learn about the team on your adventure?
- What didn't go to plan?
- What would you do differently next time?

There's plenty more to discuss about certain activities, so don't just stick to these!

First Aid - DRSABCD

Danger - Always first check the danger to you, any bystanders and then the injured person.

Response - **C**an you hear me

Open your eyes

What is your name

Squeeze my hand (both hands)

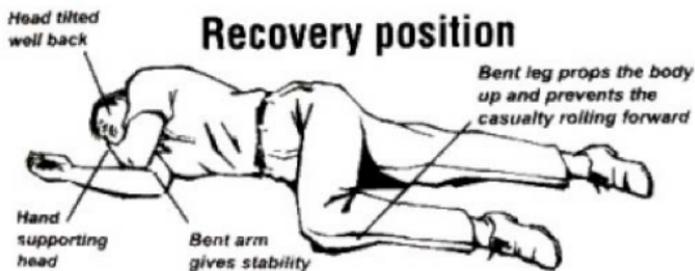
Send for help - Call triple zero (000) or 112 with no signal

Airway - If the person is unconscious, you need to check their airway. If the mouth is not clear, place the person on their side, open their mouth and clear the contents.

Breathing - Check for breathing by looking for chest movements and listening. If unconscious but breathing, put them into the recovery position.

CPR - If they unconscious and not breathing perform CPR. Place hands in the centre of their chest and press down firmly and smoothly 30 times. Then give two breaths. To do breaths place your open mouth firmly over their open mouth and blow firmly. Continue compressions until you hand over to the ambulance officers or another trained person.

Defibrillator - If you cannot physically perform CPR anymore, use a defibrillator. Follow the instructions from the defibrillator.



Used in first aid to prevent choking in an unconscious patient.

First Aid

Cuts to Limbs should be elevated and pressure should be applied.

Burns that are smaller than a 20 cent coin can be run under water for 10 minutes plus. Any larger burns, seek medical help.

Fractures should not be moved, keep the limb and stable as can be. Fractured limbs should have a splint applied as soon as possible.

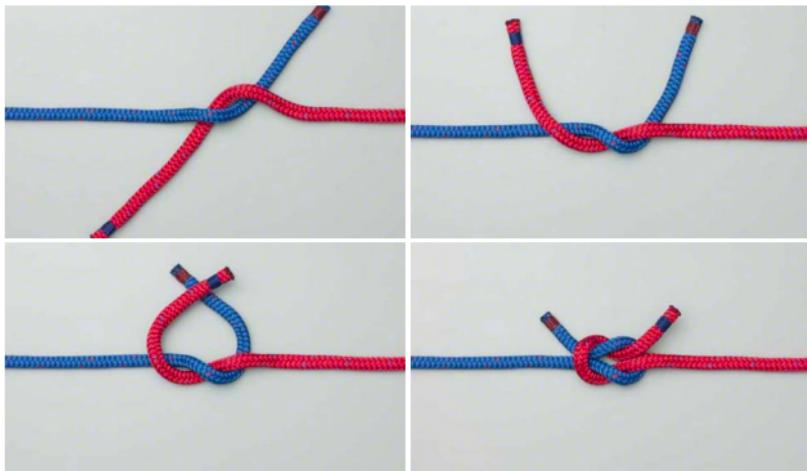
Shock should be treated with calmness and a warm drink after getting them to sit or lie-down. This can also be applied for hypothermia.

Basic Knots

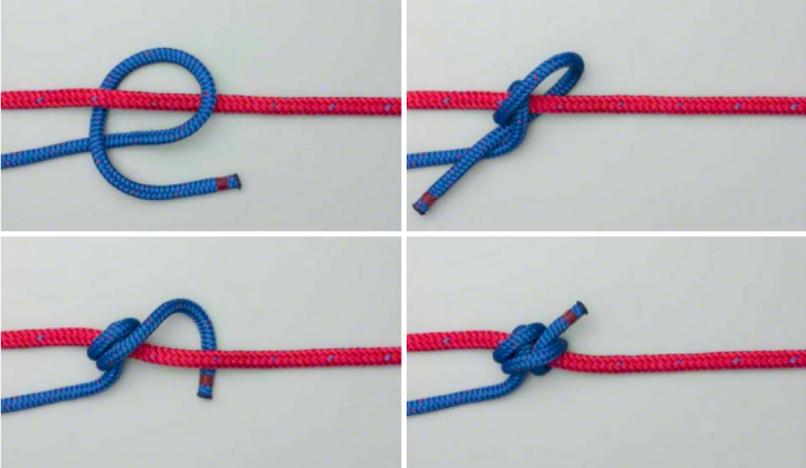
A great resource for knots is the internet. A handy website to use is www.animatedknots.com

When you can't access the internet, like on a camp, you can use these images to help you out.

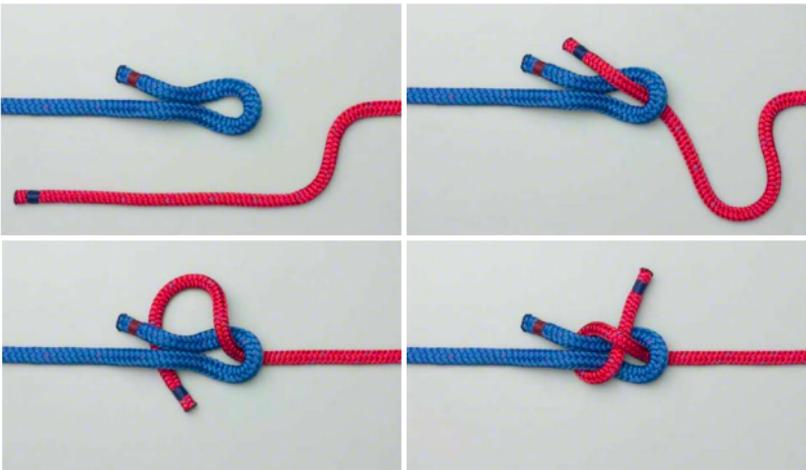
Reef Knot



Rolling Hitch

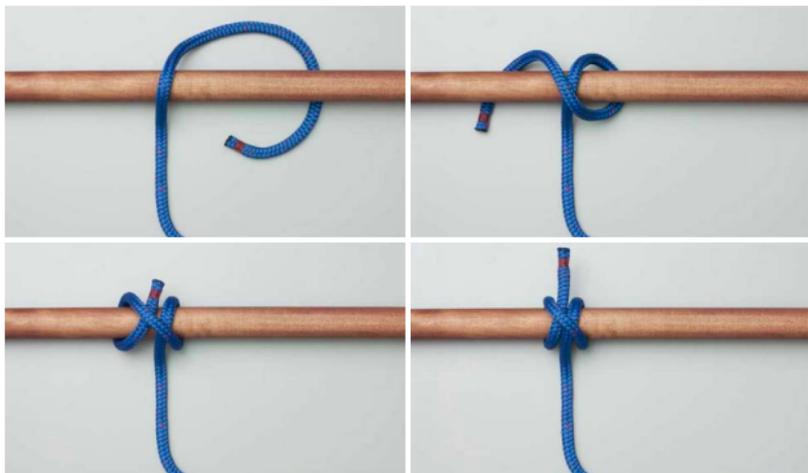


Sheet Bend

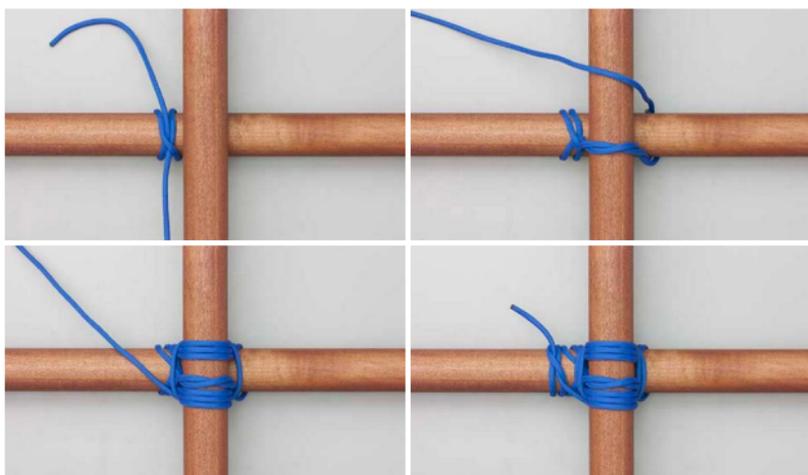


Basic Knots

Clove Hitch



Square Lashing



PL Contact List

Name	Role	Email	Phone #
	PL		
	APL		
	Leader		

