

## 2nd Nene Scout Group - Apollo Troop Troop Meeting

### 1. Location

Troop Meetings are held at  
The Alderman (A.W.) Skip Clements Scout Centre  
Nene Park Academy  
Oundle Road  
Orton Longueville  
Peterborough  
PE2 7EA

When a troop night activity is arranged for a different venue Scouts will be notified in advance.

### 2. Timings

**19:00 Open Up** - Scout Centre open for arrival subscription and registration

**19:15 Opening Parade** – Scouts form horseshoe in patrols ready for inspection, flag break and opening notices.

**19:30 Games Activities and Training**

**21:05 Closing Parade** – Scouts form horseshoe for closing notices, flag down and prayers.

**21:15 Dismissal**

### 3. Attendance – Notification of Absence

Scouts who know that they will be absent from troop meeting or are going to be late, should let their Patrol Leader (PL) know in advance. **All Scouts should have contact details for their PL in their Progress Book.** PLs should let a leader know if they will be late or absent. Note: the inspection points scheme is designed compensate for absentees who have sent in an apology but penalise those who do not.

### 4. Arrival, Subscriptions & Registration

All Scouts should register with the administrator and pay subscriptions on arrival (or as soon as the administrator is ready).

Note: all Scouts need to register attendance even if not paying subscriptions that week (e.g. because they have been paid in advance).

Each PL (if absent Assistant Patrol Leader (APL) or Scout) to obtain an inspection form from the administrator and complete: date, patrol name and patrol members.

Duty PL to prepare flag for flag break.

Scouts to be ready to fall in for parade at 19:15

### 5. Uniform

Scouts to wear full uniform as follows:

- Polished black shoes
- Dark plain socks
- Scout Uniform Trousers
- Scout Belt – polished leather and shining buckle.
- Scout Shirt with all badges neatly sewn on.
- Neckerchief (ironed and rolled)
- Scout Woggle (not Beaver or Cub woggle)

Uniform must be kept smart for inspection and flag break at the beginning of the meeting and for flag down and dismissal at the end of the meeting. Occasionally uniform is not required for troop meeting (in which case Scouts will be notified of the alternative dress code in advance).

If you need to order anything please check with your leader whether you can add to a bulk order to save on postage

**6. Personal Equipment** Each Scout needs to bring along to Troop Meeting:

- Book of Badge Requirements
- Notebook
- Pen or Pencil
- Change of clothes for activities (which may be indoors or outdoors) including outer garment and change of shoes.

While not being used, personal equipment should be kept in the provided fixtures.

**7. Opening Parade**

When called to fall in for opening parade Scouts “fall in” to form the horseshoe in patrols standing quietly at ease (feet shoulder width apart, hands joined behind back).

A leader may give opening notices, it is important for Scouts to listen quietly.

**8. Inspection**

During opening parade PLs will be called forward by a leader to be inspected.

While PLs are inspected, APLs should take over their PLs position in the horseshoe and ensure that the patrol stand quietly while making final adjustments to uniform.

PLs will be allocated a patrol to inspect. The inspecting PL will walk up to the APL of the patrol to be inspected and stand at ease.

The APL will call the patrol to the alert (feet together, hands by the side with thumbs pointing down side seams) and salute the inspecting PL. The inspecting PL will come to the alert with the APL and return the salute, inspect the patrol - recording marks on the inspection sheet. During inspection Scouts stand still and keep quiet.

On completing inspection, the inspecting PL will stand at the alert in front of the APL and salute. The APL will return the salute and stand the patrol at ease.

The inspecting PL will give the inspection sheet to the administrator and return to their own patrol in the horseshoe taking over from the APL who will move back to their normal position.

**9. Flag Break**

On completion of inspection, a leader will call the troop to the alert and ask the duty PL to break the flag.

The troop will turn to face the flag and duty PL will walk to the flag (around the outside of the horseshoe), where he/she will stand at the alert in front of the flag, approach smartly and pull the cord to break the flag. As the flag breaks the duty PL will take one step backwards, stand at the alert and salute the flag smartly. The troop salute with the duty PL. After saluting the duty PL will turn and return to his/her patrol and the troop will turn to face into the horseshoe.

When all Scouts are back in the horseshoe, a leader may give further instructions about the activity to follow and will instruct PLs to ‘Carry on’ whereupon each PL in turn will fall out their patrol by calling the patrol to the alter and giving the command “fall out”.

**10. Preparation for Activities**

On falling out, scouts will quickly get changed in their own patrol corner and prepare for the first activity according to any instructions given (usually means falling in to reform the horseshoe).

Scouts are expected to listen to instructions quietly (so others can hear) and attentively (so that they know what to do). Questions should be kept until instructions have been given and be relevant.

## 11. Closing Parade

As activities for the evening come to an end, Scouts are asked to get changed and fall in.

Scouts will get changed into uniform and “fall in” to form the horseshoe in patrols standing quietly at ease.

Parents and other visitors are asked to be quiet during closing parade.

Printed notices may be distributed and closing verbal notices given. It is important for Scouts to listen quietly to verbal notices and make sure that printed notices are given to the appropriate person at home.

A leader will call the troop to the alert and ask the duty PL to lower the flag.

The troop will turn to face the flag and the duty PL will walk to the flag (around the outside of the horseshoe), where he/she will stand at the alert in front of the flag, approach smartly and lower it taking care for it not to touch the ground. The duty PL will take one step backwards, stand at the alert for a moment and then turn and return to his/her patrol and the troop will turn to face into the horseshoe.

When all Scouts are back in the horseshoe, a leader will ask the duty PL if a prayer has been prepared. An appropriate prayer or prayers will be said.

A leader will ensure that the troop is standing at the alert and then dismiss the troop. On the command “Troop Dismiss”, all turn to the right smartly, salute and disperse.

## 12. General Behaviour

At all times everyone is expected to conduct themselves according to the Scout Law and Promise. E.g.

- a. Respectful to others
- b. Friendly and considerate to everyone.
- c. Careful of possessions and property whether their own or belonging to other people of the Scout Group.

Bad language, physical and verbal abuse (by anyone to anyone) will not be tolerated.

## 13. General Instructions

Please respond to the following instructions as described.

### “Troop”

all Scouts immediately stand still where they are (as long as it is safe), keep quiet and look at the leader who gave the command.

### “Fall In”

Troop to form horseshoe in patrols, standing quietly ‘at ease’.

### “Fall Out”

Turn to the right smartly (without saluting) and then move away.  
(Usually to disband the horseshoe)

### “Troop Dismiss”

Turn to the right smartly, salute and then move away.  
(Usually to disband close the meeting from the horseshoe)