

# Court of Honour Setup Manual

Source: Scouts Canada wiki.

Hey Youth Leaders! Here is another opportunity to get out there and show what you can do in your community! With this information you will be able to set up a Court of Honour meeting in a Scout Troop which is not currently practicing Court of Honours. You will be working with the youth to find out what THEY want to be doing in Scouting and ensuring that that is exactly what they get! Use this package to promote the use of Courts of Honour in your Scout Troops. So get out there and encourage all of your Scout Troops to “Bring on the Adventure” that they want.

## About Courts of Honour

Courts of Honour are the best way of getting the opinions and wishes of the youth to the leadership team. If these ideas are not passed on then they cannot be acted on and the program quality will suffer. The Court of Honour will help Patrol Leaders and Assistant Patrol Leaders gain leadership skills and will help them to appreciate the importance and responsibilities of their position. These meetings should be held at least once every 2 months -however, once a month is preferable. Often the best time to hold these meetings is during a regular Scout meeting while the other Scouts are working on another activity or playing a game. If a group has large number of patrols it may be beneficial for these meetings to be held at a different time at someone's home, a park, or a local restaurant.

- The Court of Honour meetings should be informal and do not need to last a long time.
- Topics that could be discussed at these meetings are program interests, Patrol or Troop discipline problems, Patrol Leaders' and Assistant Patrol Leaders' responsibilities in future meetings, upcoming programs and outings, evaluation of past programs, community service, uniforms, youth forums, sending get well wishes to sick Scouts and anything else the youth want to discuss.
- It may also be useful to provide extra training to the members of the Court of Honour so that they will be able to help teach the other Scouts at a future meeting.

## Step 1: Getting Started

You may want to try this for the first time in a group that you are familiar with, such as a Scout Troop that you used to be a part of. Use the following steps as a guide:

- 1) Read through this package so you become familiar with it.
- 2) Find a buddy. Choose an energetic Scouting friend who would be willing to accompany you on the night of the Court of Honour Meeting to keep the other youth busy.
- 3) Propose your plan to your Group/District/Area Commissioners and/or Chairs in advance to gain support from the Group/District/Area.
- 4) Show them this package to give them a better understanding and answer any questions they may have. It may be easiest to do this at a Council/Committee meeting.
- 5) With the help of the Chair or Commissioner/Group Scouter, contact the Section Leader of the Troop to discuss your plan with them and to decide on a date on which you could visit to have the Court of Honour Meeting.
  - Be sure to explain in clear detail what you will be doing on that night and what you expect the leaders to do (ex. If you would like them to do the opening and closing ceremonies.)
- 6) Have the Chair or Commissioner/Group Scouter also contact the section Leader.
- 7) If possible, borrow a laptop computer for the night of the meeting. This will make your job slightly easier as you will be able to use the Scouts Canada Program Builder Disk. For a copy of this, just ask your Commissioner.
  - The laptop computer may make things easier and more fun for the youth but it is not mandatory.
  - Ensure that the owner of the laptop knows that Scouts will be using the laptop and for what purpose.
  - Familiarize yourself with the use of the laptop beforehand.
  - Play around and explore the Program Builder CD so you can show the youth how it works.
- 8) Gather some resources, such as game and program ideas
- 9) Call the Section Leader a few days in advance to remind him/her and make sure everything is in order.

# Step 2: The Meeting Night

Ok, you've done all of your preparations, you and the Scouts are pumped to have this meeting; it's finally time to get to the real business! Here's what you need to remember for the night:

- 1) Arrive on time. Show-up early enough that you will have a chance to speak with the Leaders to answer any questions they may have, and do any necessary set-up.
- 2) After the opening ceremony, introduce yourself and your friend and tell the youth why you are there and what your plans are.
- 3) Divide the Scouts into the group of youth who will be participating in the Court of Honour Meeting (the Patrol Leaders and Assistant Patrol Leaders) and those who will not be participating in the Council Meeting.
  - The Patrol Leaders, Assistant Patrol Leaders, and one leader will accompany you to have the Court of Honour Meeting. Choose a location where the other group won't distract the meeting.
  - The rest of the group will go with your friend to play games, do badge work, or participate in another activity. Make sure you have planned in advance what you will be doing with these Scouts and ensure you have all of the necessary equipment to do this (ex. A ball if it is needed for a game that the Scouts are going to play).
- 4) You may want to start by explaining a bit about yourself and your Scouting history.
  - Your age/grade, where you go to school
  - What group you are/were apart of
- 5) Spend some time to get to know the youth.
  - Find out about them -how long they've been in Scouting, what they like to do, etc.
- 6) Find out what they think of the Scout Program, what types of things they would enjoy doing in Scouts, etc.
- 7) Help the youth brainstorm a list of activities they would like to do.
  - Trips, badges, games, etc.
  - Try to keep the ideas realistic, but don't be pessimistic or put them down
- 8) If you have access to a laptop, this is the time to use it.

- Ensure that you introduce a few rules about using the computer first, such as one person at a time, no pushing or shoving near the equipment, etc.

9) Show them what is on the Program Builder Disk. You can even let them design their own Scout Program!

- It may work best if you do the computer work and they tell you what they would like to see.

10) After you have gathered all of the information you can, and have heard the concerns of all of the Scouts, thank the youth and the Leaders for their time, make sure arrangements are made for the next Court of Honour Meeting and conclude the meeting.

11) After the Troop's meeting is over, have a talk with the Leaders to discuss the results of the Court of Honour Meeting and make plans for enhancing the quality of the future Scout Program to adapt to what the youth would like to see.

12) Don't forget about succession planning!

- During the meeting, keep on eye out for youth with a high potential for leadership positions. Whether it's for a Kim or a future Youth Delegate, encourage the youth to get more involved; they have already made the first step by becoming Patrol Leaders and Assistant Patrol Leaders!

13) Follow up! Make sure something is coming out of the Court of Honour. Sometimes the leaders may need occasional reminders about what the youth would like to see happening!

14) Ensure that the Patrol Leaders and Assistant Patrol Leaders know how to contact you for advice, to ask questions and to tell you about any problems.

An occasional meeting with all of the Patrol Leaders and Assistant Patrol Leaders in the Area/District/Group is a good idea. It gives you the opportunity to discuss issues of interest to them and to identify any issues. These meetings are also useful for future leadership training.

**My Plan:**

My Name: \_\_\_\_\_

My Position in Scouting: \_\_\_\_\_

The Scout Troop I will be visiting: \_\_\_\_\_

The date I will be visiting the Scout Troop: \_\_\_\_\_

The place of meeting: \_\_\_\_\_

The person I have accompanying me to the meeting: \_\_\_\_\_

**Pre-Court of Honour Meeting Check List:**

- q I have read through this package and know what I am doing.
- q I have the support of the District/Area/Group.
- q I have discussed my idea with the Section Leader.
- q I have asked the Chair/Commissioner to contact the Section Leader as well.
- q I have agreed upon a date for the Court of Honour Meeting.
- q I have found a Scouting buddy to help out.
- q I have access to a laptop for the evening and a few days before the meeting (if possible).
- q I know how to use the laptop.
- q I have the Scouts Canada Program Builder Disk on hand and know how to use it.
- q I have confirmed the night with the Section Leader
- q I have prepared an activity for the youth not participating in the meeting.

### **Post-Court of Honour Check List:**

- q I had a follow up meeting with the Leaders to discuss the results of the meeting.
- q I am ensuring that the Scouts are receiving a program they enjoy.
- q I told the Patrol Leaders and Assistant Patrol Leaders how to contact me to ask advice, to ask questions and to tell me about any problems.

### **Role of the Adult Support in a Court of Honour**

(To be detached and given to the Adult Support)

The role of adult support for the duration of a Court of Honour Meeting is *very* minimal. In order for the Court of Honour to be effective, it is best that the adult is not a major participant. The adult may be there to ensure two-deep leadership, but beyond that, the adult should not have a large role.

If the adult support is a Troop Leader, he or she may be needed to run the program for the youth who are not taking part in the Court of Honour. After the Court of Honour Meeting has finished, all leaders in the Troop and the youth running the Court of Honour need to have a meeting to discuss the results of the Court of Honour and to plan for the future. The adults should all be encouraged to choose a youth leader to continue future Courts of Honours. It is extremely critical that the adults and section leaders have a minimal role in the Court of Honour; it is there for the youth, not the adults.