

Western Cape Region | Water Activities Committee

Water Activities Courses for Scouts - 2026

This document outlines the process for applying for and being accepted onto the Regional Water Activity-based Scout Badge Courses. The Water Activities Training Team request that Scouters, parents and Scouts please take note of the contents of this document.

Please note upfront that no branch of Scouting is favoured or penalised when it comes to being accepted on our courses. The minimum requirements are listed alongside each course. Please ask your Scouts and parents to check those requirements BEFORE applying for the courses so as not to be disappointed when they are not offered a place.

The application process works as follows:

Booking Scouts on course:

All applications for all courses must be done through Scouts Digital (SD). Your Scouts can apply to attend courses themselves or you can apply on their behalf should you need to.

Available places on course:

The cap on the system will INCLUDE an extra 5 places so a waiting list can be run. For example, a course that has 35 spots open for application can accommodate 30 Scouts. Scouts pull out of the courses periodically and the additional 5 spots will be offered to the last 5 Scouts in order of application. The first four courses for the year were released for application in December. Helmsman was oversubscribed and I ran a manual waiting list, and most of the other courses are now running waiting lists.

Minimum requirements to attend a course:

Unfortunately, SD does not stop Scouts who do not meet the requirements for a course from applying. The requirements can be found in the description. If a Scout applies for the course and DOES NOT meet the requirements, they will be removed from the course application list and asked to reapply when they do meet the requirements. Requirements include age minimums, badges that must be held, AND advancement levels.

If your troop does not keep Scouts Digital updated, my recommendation is that you do so at a minimum for active Scouts who attend SSB courses. I do follow up with TSs (Troop Scouters) where Scouts appear not to qualify. In cases where I do not get confirmation timeously, I will remove Scouts from the course and they will have to reapply when the course is run again (usually the following year). I work with the information available to me. The onus is on TS's who don't keep SD up to date to make sure I have the information I need to allocate spots on course.

Maximum age limit:

Please note that courses that have post course task or log submissions will have an age maximum. If your Scout will age out during the year the course is run, they will not be eligible to attend the course. The courses this will affect are Helmsman, Boatswain and Canoeist. Please take this into account when setting up a progress plan with your Scouts for the year.



Payment for courses:

For Water Activity-based Scout Badge Courses, this may not apply to other courses run in the Western Cape or elsewhere, booking and early payment **DOES NOT** guarantee your Scout a place on course. Please make this clear to your parents in particular. Once the course closes and places are offered to Scouts, immediate payment will be requested from Scouts who have not paid. They will not be penalised for non-payment upfront but I then need payment the weekend the course closes. There are Scouting families who cannot easily afford to attend courses, and they can make a plan once they know a space is available.

Course applications usually close on the Friday **TWO WEEKS** before the course. The exception to this is the Canoeist Interest Badge Course which closes **SIX WEEKS** before the course due to logistical requirements. I will email any Scouts, the first parent / guardian on their profiles and their TS's regarding immediate payment. I aim to release the course list to the course leader on the Monday following the closure of the course so planning can start and will remove Scouts who have not paid by then. Notification should definitely be out by the Wednesday unless there are unforeseen complications.

Refund procedure:

Refunds are authorized in accordance with the regional refunds policy. Here is the link to the policy should you need to familiarise yourself with it <https://westerncape.scouts.org.za/wp-content/uploads/sites/3/2025/03/WCR-Refund-Policy.pdf>

Scouts who do not meet the requirements who apply for courses and pay for them upfront will be removed from the course and refunded less an admin fee. Scouts should not be applying for courses they are not qualified to attend. All the requirements are on the booking page. Please let parents know too.

Scouts whom we cannot accommodate on course but do qualify and have paid will be refunded in full. This is likely to be less of an issue now that we are capping the courses thereby limiting applications.

Payments cannot be transferred between courses (even between courses run at the SSB) nor are they held over from one course to another. Refunds are requested and issued as authorised.

All refund requests are sent through AFTER the relevant course has started. If the Scouts qualify for a refund (and not all do) and it has been authorised, the request is sent through to HQ for processing. This takes time.

Course calendar:

The course requirements and dates etc are listed on SD, and the course calendar is available online at <https://westerncape.Scouts.org.za/whats-on/>. For those of you new to the movement you will find a lot of information here.

If your troop chooses to put together a calendar to put up in your hall as a reminder of what is coming up, please make sure it is correct. We will not entertain upset parents, or adult leaders within troops who don't check the requirements on Scouts Digital and then claim their Scouts and troops are being unfairly treated.

Course Administrator:

If you have any questions, you are welcome to contact me, Catherine Williams, on wawa.training@gmail.com. I will assist where I can. I do run manual waiting lists for courses, so contact me if a course is full and I will add your Scout to the list.

