



The Church Lads' and Church Girls' Brigade Company Administration Policy

3 February 2024



Company Administration Policy

1. Introduction

- 1.1. The fundamental building blocks on which the CLCGB is founded are the companies. The majority of companies are grouped into formations but for most of their activities they are autonomous and their officers in charge are responsible for the overall wellbeing of the company and the adults, young people and children in the company. Within the Brigade it is accepted that no two companies will be identical and each company will have its own identity. However, within this freedom it is necessary to have a single set of guidelines and there are many areas such as child protection and health and safety where absolute standards must be maintained. The guidelines in this policy are intended to give officers in charge an overview to enable them to run successful and well-ordered companies. While they provide a comprehensive coverage of the issues to be considered they are not necessarily exhaustive and some issues are amplified in other policies or publications from the CLCGB.

2. Forming a Company

- 2.1. The incumbent's previous experience of the CLCGB and the proximity of other companies or formations to the prospective company and the availability of leaders and helpers will dictate the detail of the events leading up to the successful enrolment of a new company. However, there are some basic criteria that must be fulfilled. The minimum membership, not including adults, should be 12 who may be in one or more sections. It is not a requirement to form all sections immediately and it is normally advisable to concentrate upon no more than two age groups unless there are special circumstances.
- 2.2. Having identified the feasibility of forming a company, National Headquarters will forward enrolment forms and commence the process of ensuring that the leaders and helpers are suitable to work with young people. This will require clearance by the Disclosure and Barring Service (DBS) in addition to Brigade clearances. As soon as these clearances have been obtained the company may start meetings.
- 2.3. After six meetings the company forwards returns of attendance together with the names of the Finance Committee to National Headquarters. On receipt National Headquarters will enrol the company, assign to it a company number and a stores account.

3. Property of the Company

- 3.1. All monies paid into the account of a company by way of subscriptions or donations by its members, or by the bequest of any person to the





Company, and all uniform, equipment and apparatus, or any other property which has been purchased for the Company, or has been given by any person or persons, or by any corporation to the Company, is the property of the Company and is under the control of its Finance Committee.

4. Finances of the Company

4.1. The Finance Committee

A Finance Committee and a Treasurer must be appointed by the Incumbent. The Committee consists of not less than five members and includes the Company Chaplain, Treasurer and Officer in Charge. The Treasurer and other members of the Committee need not necessarily be members of the Company.

4.2. Annual Accounts

The Finance Committee is responsible for the finances of the company. At the beginning of the financial year (01 September) it must set a budget and it must prepare an audited annual statement of accounts for the period ending 31 August each year. This statement must be sent to National Headquarters by the 15 October. Units failing to comply will not be covered by the Brigade Insurance and cannot trade with National Headquarters until accounts are filed.

5. The Members of the Company

5.1. The Brigade's most valuable asset is its leaders and helpers. Adult leaders who are appointed as officers in the Brigade are normally drawn from within the parish and must be regular attendants. Helpers are expected to be in sympathy with the object of the Brigade but may be drawn from further afield. Both leaders and helpers are nominated by the Incumbent without whose authority a parish based company cannot be formed.

5.2. Officers

1. All officers nominated by the Incumbent of a parish to work in the Company must be not less than 18 years of age and regular attendants.
2. When first commissioned officers will be granted probationary rank until they have attained the Basic Certificate of Leadership when they may be granted the rank of Second Lieutenant.
3. A Second Lieutenant may be promoted to the rank of Lieutenant on the nomination of the Incumbent and with the approval of the Formation Commander after completing two years' service in the





Brigade and their Basic Certificate of Leadership, Safeguarding, Introduction to Rules, Regulations and Safeguarding.

4. A Lieutenant as the Officer in Command of a Unit may be promoted to the rank of Captain after a further year of service and the award of the Advanced Certificate of Leadership, Safeguarding, Rules and Regulations, Company Administration and BMS training.
5. The Incumbent may nominate a chaplain or assistant chaplain or other member of the clergy to be commissioned. Any member of the clergy so commissioned will be subject to the same standards that apply to lay officers.
6. Commissions should be presented to officers by the Incumbent or other Chaplain (Battalion or Regimental) in the presence of the Company, Battalion, or Regiment, at a service in Church.
7. 5.2.7. There is no maximum age for an Officer to remain in active service. An Officer may retire at any point in time and at any age. It would be recommended that any Officer encourage younger leaders and/or Officers to learn from them in order to support an effective succession plan.
8. An Officer may transfer from one unit to another with the consent of both Incumbents. The rank in the new unit will be in accordance with the new appointment.

5.3. Warrant Officers

1. In the same way that members of the Brigade are granted commissions they may also be granted warrants and serve as warrant officers. The guidelines for the presentation of a warrant and for the resignation, retirement and transfer of warrant officers are identical to those for commissioned officers. Warrant officers must not be less than 18 years old and must be regular attendants.
2. Warrants will only be granted to members for a specific purpose; the number of warrant officers in a company must be approved by the appropriate Commanding Officer or National Headquarters in the case of unattached companies.
3. On appointment the member will be accorded the rank of probationary warrant officer until they have obtained their Basic Certificate of Leadership which should be within 2 years. Exceptionally young leaders enrolling on the Young Leaders Training programme may hold probationary rank.





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4. The senior warrant officer in a company is known as the "Company Warrant Officer". Upon obtaining the Basic Certificate of Leadership all others will have the title, Warrant Officer.
5. Where there is a requirement, after 2 years in the rank, the Company Warrant Officer may be promoted to the rank of Formation Warrant Officer and should be encouraged to obtain the Advanced Certificate of Leadership.

5.4. Helpers

Adults who do not wish to become either officers or warrant officers may be appointed as Registered Helpers. They are subject to the same clearances as those required by officers and will be presented with a certificate at their induction and may wear uniform if they so desire.

5.5. Casual Helpers

If an outside person was to come to Brigade to teach a skill, then they should be asked if they possess a recent DBS, However, there should be supervision by an adult leader at all times in any case.

If a parent comes in on a "one off" then they also should be supervised at all times by an adult leader.

If a parent is to become regular i.e. once a month or more frequently, then they should be asked to complete a DBS check, with no exceptions.

5.6. Members

Young people and children may join one of the four sections in the Brigade. Each section caters for a specific age group related to school years and in accordance with the Brigade programme, which is based upon the school year, they normally move from section to section in September at the beginning of the appropriate school year. However, these are guidelines and officers in charge may be flexible in their interpretation to accommodate peer groups and other circumstances. Details of age groups and appropriate sections are in the table below.

5.7. Sections:

Martins

The section is designed for children aged 5–7 years old, although in Ulster Regiment they are admitted from four years of age.

Y Team

Children aged 7-10 years old.



JTC

The section is designed for young people age 10-13 and is the first component of the more formal Brigade.

Senior Corps

This section caters for a wide age range from 13-21. The older members within the Senior Corps (18 and above) are encouraged to become young leaders and in many companies will assist with the junior sections in addition to carrying out their own programmes.

SECTION	SCHOOL YEAR			AGES
	England & Wales	Northern Ireland	Southern Ireland	
MARTINS	Reception	Y1	Junior Infant	4 - 5
	Y1	Y2	Senior Infant	5 - 6
	Y2	Y3	P1	6 - 7
Y TEAM	Y3	Y4	P2	7 - 8
	Y4	Y5	P3	8 - 9
	Y5	Y6	P4	9 - 10
JTC	Y6	Y7	P5	10 - 11
	Y7	Y8	P6	11 - 12
	Y8	Y9	S1	12 - 13
SC Young Leaders (18-21)	Y9	Y10	S2	13 - 14
	Y10	Y11	S3	14 - 15
	Y11	Y12	S4	15 - 16
	Sixth Form College University Work			16 to their 21st birthday

6. Becoming a member

- 6.1. Prior to any activities parental consent forms must be obtained for young people and children to take part in Brigade activities and also to ascertain whether they have any special needs.
- 6.2. For the Martins and the Y Team there are induction periods which are designed to last between 6-8 weeks when new members undertake work for their membership badge. After these induction





periods new members should be formally enrolled into the Brigade when they will be required to agree to obey the rules of the Brigade and any particular code of practice which may be in force in their Company.

- 6.3. Ideally enrolment should be at a church service in the company of all the members of the Company. However, it may be more appropriate to have a less formal ceremony during the weekly meeting and although all members should be encouraged to say together the appropriate Brigade prayer they should not be pressured if they are from a non-Christian faith.
- 6.4. At enrolment membership cards or certificates will be awarded as appropriate.
- 6.5. No lad or girl may be recruited by one company if he/she has been a member of any other company within a period of six months, unless consent in writing has been obtained from both officers in charge.

7. Promotions

- 7.1. In the Senior Corps and the JTC members may be promoted to become non-commissioned officers (NCOs). For the Senior Corps ranks extend up to sergeant and for the JTC to junior corporal. There are no ranks in the Y Team or Martins.
- 7.2. The decision to promote members lies with the officer in charge after consideration of the merits of those to be promoted and their age, service and character. Up to 20% of each section may be NCOs.
- 7.3. For promotion to sergeant in the Senior Corps, members must be over 16-years, have a minimum of 2-years' service in the Brigade and be regular Church attendants. It is advisable that members consider attending a locally or nationally run Young Leaders course.

8. Key Appointments

- 8.1. The Chaplaincy of the Company

The Incumbent of the Parish is ex-officio Chaplain of the Company. S/he may at their discretion nominate Assistant Chaplains for appointment by the Brigade Council.

- 8.2. The Command of the Company





The Officer in Charge of the Company is nominated by the Chaplain and approved by the appropriate formation commanders or National Headquarters prior to appointment by the Brigade Council. The incumbent may also nominate, at their discretion, one or more officers and warrant officers to be similarly appointed.

8.3. The Company Correspondent

8.3.1. When an Incumbent applies to Headquarters to enrol a unit in the parish, a Company Correspondent should also be nominated.

8.3.2. The Company Correspondent may be the Incumbent, one of the clergy, any Officer or Warrant Officer of the Company, or any member of the Church.

8.3.3. The duties of the Correspondent are as follows:

- To act on behalf of the Company in all correspondence between the Company and Headquarters,
- Ordering goods, paying accounts and annual fees and sending timely returns to Headquarters,
- Communicating promptly to all members of the Company all information and orders, no matter whether contained in circular letters, in Brigade Council Instructions or in any other form of communication from Headquarters,
- To act on behalf of the Company in all correspondence between the Company, Battalion and Regimental authorities,
- To be familiar with The Rules and other policies of the CLCGB.

8.3.4. Incumbents are not precluded from direct communication with National Headquarters.

8.4. The Treasurer

The Treasurer controls the budget agreed by the Finance Committee, maintains accounting records and prepares the annual account for submission to Headquarters where it is consolidated into the Brigade Account as part of the Annual Report to the Charity commissioners.

9. Weekly Meetings

9.1. In England and Wales companies normally meet weekly during in school term time. In Ulster Regiment many companies only meet during the autumn and spring terms. Within the week the number of evenings on which various sections within a company meet varies depending on the strength of the company and the range of activities with which it is engaged and availability of suitable accommodation.



- 9.2. Regardless of the pattern of activity within a company there are certain requirements which must be met to comply with Health and Safety Regulations and Safeguarding Trust. Guidance on these vital areas of care is given in separate policies but for ease of reference a brief summary of essential measures is given below.

10. Health and Safety

- 10.1. Before any activity is undertaken a risk assessment of the premises or outdoor area must be made.
- 10.2. Young people and children must be properly supervised. Even the smallest group must have two adults present; one of whom must be female if the group is mixed. Female leaders may run mixed Martins and Y Team sections although every effort should be made to provide a male leader. Girls' groups must be run by female leaders but male instructors may run activities provided a female leader is present. Recommended leader/member ratios for normal activities are: Martins 1:6, Y Team 1:6 (if camping under canvas this should be 1:4), JTC 1:8 and Senior Corps 1:10. For more strenuous activities with older members these should be lower and where a National Governing Body of a sport recommends otherwise their advice must be taken.
- 10.3. Leaders must be prepared for emergencies. There must be a properly equipped First Aid Kit available and somebody competent to use it. Fire drills must be practised.

11. Safeguarding Trust

- 11.1. All leaders, helpers, casual helpers and anybody aged 18 or over must be properly inducted and have been cleared by the Disclosure and Barring Service (DBS).
- 11.2. All leaders and helpers must be aware of the Safeguarding Policy.
- 11.3. Young people and children must not be left to find their own way home. They must be collected by their parent or guardian from inside the meeting place.

12. Insurance

- 12.1. The Brigade Insurance Policy covers all activities normally undertaken by a unit indoors or out, providing that safety regulations are observed and supervision by a competent and appropriately qualified leader is continuous. Members are indemnified against injury to members of the public or damage to their property
- 12.2. Further details are given in Appendix A.



13. Record of Attendance and Members History

- 13.1. It is essential that a formal record of attendance is maintained for insurance purposes and as a reference for the completion of the Annual Return. In addition it can also be used to record member's weekly subscriptions and a record of each member's service and achievements.

14. Annual Returns and Capitation Fees

- 14.1. Companies are required to submit an Annual Return as at 31 December each year to National Headquarters. The capitation fee due to National Headquarters is calculated in retrospect of the strength of the Company reported in the Annual Return. The amount of the capitation fee is reviewed annually by the Brigade Council and is kept to the absolute minimum required to support National Headquarters in the provision of resources and materials and the efficient administration of the Brigade.
- 14.2. Capitation fees are payable by 21st January. Companies failing to submit their returns and pay their fees by the due date will not be eligible to trade with the Stores Department, take part in any National events and most importantly may jeopardise their insurance against public liability or personal accident claims.

15. Accident Reporting and Claims

- 15.1. In the unfortunate event that an accident takes place either on a company meeting night or whilst out on an activity or camp, an accident report form must be completed. This form is HS1 and is available from National Headquarters.
- 15.2. The HS1 form, once completed must be returned to National Headquarter as quickly as possible. It affords security against the possibility of future claims arising from an injury.
- 15.3. Where there is a claim for benefits from our insurances a Medical Certificate must be obtained at the time of the first visit to the hospital or doctor. This form, along with HS1 must be sent to National Headquarters. If the treatment is prolonged, certificates will be required at regular intervals.
- 15.4. Any claim for loss of earnings should include a copy of a recent wage slip to show evidence of income lost.
- 15.5. In cases where a parent takes legal action under Public Liability please do not enter into correspondence with the lawyers involved. Forward all such letters to National Headquarters immediately and NHQ staff will deal with the case on your behalf.



- 15.6. The National Headquarters is here to protect your interest. Please help us by following the advice given.

16. Annual Inspection and Report

- 16.1. Each company will be reported on by its formation commander annually. The purpose of the report is to ensure that the company functions in accordance with the Brigade Rules and the guidelines in this policy. In the case of unattached companies which are not affiliated to a formation the inspection will be arranged by National Headquarters. It is the company commander's responsibility to ensure that the company receives an annual report. The report will normally be completed by the formation commander and ideally will be based on more than one visit.

17. Trading with National Headquarters

- 17.1. Stores orders should be placed through the CLCGB website using the stores tab (you just place your order at this point you don't pay at the same time). You will need to have a log in to be able to do this, if you don't have one please follow the steps given once in this tab and a login will be provided/arranged. Once an order is placed NHQ will pack your order or arrange the manufacture of any 'made to order' items and notify you of the total amount due (including postage costs). Once the order has been paid for in full and all items are ready to despatch your order will be sent to you.
- 17.2. Under no circumstances will orders be despatched without payment in full. Orders will be posted via Royal Mail first class service unless the order is particularly large and a cheaper alternative can be found in which case this will be used to save you money. All orders are dealt with on a first come first served basis.

18. Annual Display

- 18.1. The majority of companies organise an Annual Display to demonstrate to parents and benefactors the achievements of the company during the year. These should be prestigious events where the company shows itself and thus the Brigade in its best light.

19. Dormant Companies

- 19.1. A company, which for any reason has not been permitted by the Brigade Council to continue, or which has temporarily ceased its activities by the wish of the Incumbent, may be dormant for a period not exceeding one year when it will be disbanded, unless it has been restored as an active company, or unless the Brigade Council has



extended the period in the assurance if its restoration to an active company within a reasonable time.

19.2. The Incumbent may request that the company is declared dormant by notifying National Headquarters. The Finance Committee must prepare an inventory of all properties and arrange for accounts to be audited as at the last day of active service. Assets including cash must be passed over to the National Headquarters who will hold these for a period of six years.

19.3. When an Incumbent requests the Brigade council to transfer the company to an active status, the following conditions must be met before the transfer can be authorised:

- The Incumbent must confirm that appointments of former officers and warrant officers are being continued, otherwise their nominations are withdrawn. New leaders should be nominated in the usual manner.
- Names of the Finance Committee and correspondent should be confirmed by the Incumbent or withdrawn and new nominations made.

20. Company Closure

20.1 On the disbandment of a Company, all monies and properties shall be transferred to the Church Lads' and Church Girls' Brigade to be held in trust by it for a period of six years to be employed for the benefit of the Company if it be re-enrolled within that period. Upon re-enrolment at least 50% of funds will be transferred to the Company's new bank account with the remainder being held by the Church Lads' and Church Girls' Brigade for local development work. Staff & Finance will review each fund transfer on a case by case basis.

20.2 On the disbandment of a company all monies and property shall be transferred to the CLCGB, to be held in trust by it for a period of six years to be employed for the benefit of the company if it be re-enrolled within that period. If the company has not been re-enrolled within six years the monies and the property so held in trust shall become the property of the CLCGB, to be employed by it for the benefit of the Brigade at the discretion of the Brigade Council.

21 Signing of Contracts

21.1 No contract for goods, services or leases over a cumulative value of £5000 should be signed without the approval of the Staff & Finance Committee.



INSURANCE

1. Overview

- 1.1 Subject to the limitations and conditions specified below, Brigade insurance provides protection in the event of a public liability claim.
- 1.2 Personal property and company equipment including instruments are not covered against damage. Where required units should arrange their own all-risks insurance. If desired this can be negotiated through National Headquarters with the Brigade's brokers who will provide a quotation upon request, subject to receipt of a detailed inventory.

2. Public Liability Insurance

- 2.1. Members engaged on Brigade recognised activities, which are correctly supervised, are indemnified against injury to members of the public or damage to their property up to a maximum of £5,000,000. In the event of an incident arising from an activity which was not officially recognised by the Brigade nor was adequately supervised then individual adults may be personally liable. Injury or permanent disability does not have to be proven for charges of lack of care or neglect to be raised.
- 2.2. Important points to note:
 - 1. NEVER admit liability – even verbally. Remember that an apology may be taken as an admission.
 - 2. Notify National Headquarters of all accidents without delay.
 - 3. Insurers will not consider a claim unless a Medical Certificate is provided.
 - 4. Wage slips or other evidence of weekly income will be required in the event of a loss of earnings claim.
 - 5. Adults are insured only to act in supervisory roles. They are not insured when participating in sports for their own entertainment. It is important to bear in mind that the cover relates only to duties as Officers.
 - 6. Procedures. In addition to notifying National Headquarters immediately of an accident involving injury or damage, always submit a report of an accident even if there is no claim for benefit; this is to protect the Officer in charge in case of future claims.
 - 7. Never enter into correspondence with lawyers. Submit all letters to National Headquarters who will acknowledge the letter to the lawyers and forward to our insurers.



8. Keep an up to date register of attendance as evidence that a member/leader was attending the Brigade at the time claimed.
 9. Adults – Officers, Leaders and Helpers must be registered with National Headquarters to be covered. If an Officer or other adult is enrolled after the Annual Returns have been submitted notify National Headquarters by submitting an NF1 Nomination Form. A verbal notification either in person or by telephone is not sufficient.
 10. Brigade insurance covers all activities normally undertaken by a unit indoors or out, provided that safety regulations are observed and supervision by a competent and appropriately qualified leader is continuous.
 11. An instructor of a sport or activity (such as abseiling, archery, canoeing, caving, fencing, gymnastics, martial arts, sailing, skiing, etc.) must hold appropriate qualifications as laid down by its National Association/Body when instructing a Brigade group. Adequate risk assessments should always be used in all cases, whether or not outside trainers are utilised.
 12. For piloting an aircraft and hang gliding Headquarters must be notified in writing and an extra premium may be required.
 13. When taking a group away on a camp/holiday, Form TGA1 should be completed and returned to Headquarters at least two weeks before the event, along with a complete programme.
 14. Even the smallest group must have two adults present, one of whom must be female if the group is mixed. Recommended ratios for ordinary activities are, Martins 1:6, Y Team and JTC 1:8 and Seniors 1:10. For outdoors activities reduce the number of members by two for every adult supervisor. When a National Governing Body of a sport or other activity recommends a ratio, these must be strictly adhered to.
- 2.3. Exceptions to this rule:
1. Female leaders may run mixed Martins or Y Team units, although every effort should be made to provide a male leader.
 2. Girls' groups must be run by female leaders. Male instructors may run activities but a female leader must be present at all times.
 3. Duke of Edinburgh's Award expedition work.
- 2.4 The safety of children and young people must be our over-riding priority. Always ensure you assess the potential risks involved in any activity. Then take steps to provide as safe an environment as possible. **IF IN DOUBT CONTACT NATIONAL HEADQUARTERS**

