



CLCGB

Your journey starts here...

Guide to Running Your CLCGB Company

A practical guide through the first few weeks and months of your new company with some handy hints and tips to make your transition into the CLCGB as easy as possible.





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Starting a company

Guidelines for setting up a CLCGB Company in your Parish

Welcome to the CLCGB

Firstly, welcome to the CLCGB and thank you for taking on the role of Commanding Officer. Know that you are joining a close knit family and are continuing the work of an organisation that has been in the community for over a hundred years.

This is your guide through the first few weeks of your new company. A ton of practical advice between making the decision to start a CLCGB company, and members coming through the door.

There are many resources to help you become more familiar with the ways of the CLCGB, but you will be guided by, and can call upon, your Development Officer/Regimental Commander as and when you need them.

Many of the documents referred to in this guide will be on the CLCGB website, www.clcgb.org.uk, and can be downloaded as pdf files or sent from National Headquarters (NHQ) as an e-mail or on a CD.

Basics

The CLCGB is an Anglican organisation and as such the head of a local CLCGB Company is the Incumbent. He/She will appoint a person to lead the Company in the Parish, a 'Commanding Officer' or 'Officer In Charge' That person, will then recruit and support staff to help run the Company subject to Parish approval and clearance.

The Commanding Officer is the overall leader and will hold the rank of Captain when commissioned. As C.O. you will be offered whatever training is appropriate to support you in the first two years.

The CLCGB uses a blend of Officers and Helpers as Company Leaders; all of whom undergo a DBS (Disclosure and Barring Service) or Access NI (Ireland) check, in addition to safeguarding training, to ensure the safety and well being of the children in our care.

If there are enough companies in a Diocese, they are grouped into Battalions and a Regiment. This is a great way to gain support from the wider brigade and bridge the physical distance between companies. You may also find that the other companies in your battalion/regiment make up part of your team when you go to national competitions.



The CLCGB also offers support from its Headquarters at Wath-upon-Deerne, South Yorkshire, where the staff are:

Executive Staff	
Chief Executive	Audrey Simm
Office Manager	Zoe Palmer
National Training Officer	Ann Sankey MBE
Stores & Admin Officer	Helen Mosby
Statistics and Data	Perry Gunn
Marketing & PR Officer	Mike Perry

The executive staff are mostly based at National Headquarters and are responsible for the day to day running of the Brigade. They are on hand for questions and queries in relation to company accounts, supplies, training needs and concerns and a whole host of other things.

Development Team		
North West	Suzanne Rainford	07908 401509
North West & Midlands	Perry Gunn	07908 401512
North East	Mike Perry	07894 444362
Northern Ireland	Victoria Jackson	07958 202724
Northern Ireland	Matthew Nicholl	07538 888005

The Development Team are officially Headquarters Staff but have their own offices in their respective areas. They are responsible for spreading the word and work of the CLCGB. They are your first port of call for advice on your new company and can put you in touch with your neighbouring companies.

The Brigade Council is made up of staff, leaders and other, ex officio members that govern the CLCGB.



First steps: Roles & Responsibilities

This section will give you advice as to what you and other key people need to be doing. Who those key people are and who you should be appointing in your role as Commanding Officer. Its broken down in handy 'to do' list form to help you out.

The Incumbent

Select and appoint a suitable person to the post of Commanding Officer	
Sign NF1/NF1U form to register new C.O.	
Sign an Application for Enrolment of a New Company Form	

Battalion or Regimental Officer

Request DBS form from NHQ/Access NI form.	
Arrange safeguarding training/Safeguarding Trust	
Complete the Working Safely document once the DBS has been completed and returned. NI inform NHQ of the access NI Number.	
Arrange appropriate training for company staff.	
Commission, once trained, approved Commanding Officer and company staff	

The Commanding Officer

Agree a venue	
Recruit Company Staff	
Register Company Staff with NHQ with an NF1/NF1U form	
Complete DBS checks for Company Staff (England & Wales)	
Work with your team to decide on an age group i.e. Martins, Y-Team, JTC, Seniors	
Agree with your team a realistic start date	
Plan a programme	
Promote your Company in your area with the help of your Development Officer/Publicity Officer	
Plan your first night	
First night	
Update BMS with all Members, Leaders and Officers within four weeks.	



Looks Like A Lot of Work?

Don't worry. There's loads of help around.

Neighbouring CLCGB companies can help you to publicise by:

- Putting on a demonstration evening so prospective members and their parents can see what CLCGB is about and the activities they could be getting up to on a company night.
- Helping you to advertise in the local area by doing leaflet drops etc.
- Leaders from other companies can go with you into local schools to advertise your new company. Some kids from neighbouring companies will likely go to a school in your area who might want to help in a presentation.

Staffing & Sections

Company staff varies depending on the style of company you want to run. Some companies have a lot of staff that all do different jobs. e.g. a C.O., 2IC (Second in Command), treasurer, Company Chaplin, one or two Section Leaders per section and some helpers for canteen and handing out letters etc. Some smaller companies will run on the minimum amount of staff and one person might fulfil more than one role. Below are two tables. One that denotes the sections and their age ranges and another that will give you an idea of the Company Staff that you need and the ones that are optional. There's also some information about ratios of members to leaders.

Section	School Year	NI School Year	Age Range
Martins	Reception - Year 2	up to Year 3	5 - 7 (NI 3/4 -7)
Y-Team	Year 3 - Year 5	Year 4 - Year 6	7 - 10
JTC	Year 6 - Year 8	Year 7 - Year 9	10 - 13
Seniors	Year 9 - 11	Year 10 - Year 11	13 - 21
Young Leaders			14 - 16
Junior Leaders			16 - 18
D of E			13 - 21
Band			Any Age

Section	Ratio Leader:Members
Martins	1:5
Y-Team	1:8
JTC	1:8
Seniors	1:10



Note

However small the group, there should always be two leaders present at a time. Each section you run can be all lads, all girls or mixed. Much will depend on facilities and leaders available. Remember for Safeguarding purposes your sections should comprise of:

All Lads	2 Leaders, male, female or mixed
All Girls	2 Leaders, both female or mixed
Mixed	2 Leaders, both female or mixed

There should always be an Officer present, but Helpers can take much or all the programme themselves.

Appointment	Job Description
OIC	The OIC or Officer in Command is the top of the company hierarchy. They have the over all responsibility for the welfare of the members and staff as well as the upkeep of documents and training. Although they may delegate jobs to other staff members, it is still an essential part of their role to see that every job is being done.
Treasurer	Manages the company accounts and works with NHQ to keep the books up to date.
Second in Command (2IC)	The 2IC isn't an essential role but its quite handy to have someone there to help you run things.
First Aid Officer	It is essential that you have a qualified First Aider present for every company night. If you have more than one First Aider you might want to appoint a First Aid Officer that has overall responsibility.
Finance Committee	The finance committee is usually made up of three people. The OIC, Treasurer and an external person, e.g. regimental staffer or clergy. The committee acts as a check and balance to ensure that company funds are being used and recorded correctly.
Company Correspondent	Another role for someone – but the CO may undertake this – the Company Correspondent receives all information from NHQ, Regiments and Companies and is responsible for disseminating to the rest of the Company.
Martins Section Leader	Each section should have a regular leader. One leader or a group of leaders can be the Section Leader for more than one Section, e.g. Martins and also JTC. The important thing is that someone co-ordinates the section and
Y-Team Section Leader	
JTC Section Leader	



Seniors Section Leader	there is an appropriate programme in place for all company nights.
Band Leader	
Duke of Edinburgh Leader	The Brigade runs the Duke of Edinburgh Award Scheme. If your company is going to run D of E it is worth appointing someone to coordinate this activity.
Sports Officer	Your company will likely be part of a wider regiment. Throughout the year there will be various sporting activities run nationally. To keep up to date with upcoming sporting events you might wish to appoint a Sports Officer.

Venue

You need somewhere to hold your company nights. That might be a Church hall, community venue or school hall. Whatever it is, of course your choice of venue will need certain attributes. In a CLCGB venue you should be looking for;

- Availability - Is your choice of venue available when you want it?
- Cost - How much is the rent and will you be able to afford it?
- Safety - Is it safe for your purposes and is it secure at night?
- Practicality - Is there storage for your equipment?

Finance

By now you should have your finance committee all set up. Your Treasurer will keep the books for you, but you will need:

- A bank account
- A record of all incoming and outgoing monies, balance book templates are available from NHQ on request.
- A cheque book with a signatory and cosignatory.

Its best practice to stay on top of your finances and keep your balance book up to date. Keeping on top of your finances monthly will make your end of year accounts much easier.

Income

There are loads of ways to produce an income. The simplest way is to charge your members subs. The amount varies from company to company and you can get advice on this from your Development Officer/Regimental Commander.



There are of course other ways to raise money. Your new company may be eligible for a start up grant from headquarters. Speak to your Development Officer for more information. You may also be eligible for other grants and you are quite at liberty to apply for these as you find them. Headquarters is able to give you advice on filling in applications for these grants. You may also wish to start up a parent support group. Parents are often eager to help where they can and this is a really good way to raise funds.

After 4 weeks you should upload your members details to BMS (Brigade Membership System).

In January you will be issued with a capitation invoice, this invoice is taken from the names and numbers of Officers, Helpers and members registered on the Brigade Membership System (BMS). This ensures that all members and leaders are insured and provides NHQ support.

Administration

Record keeping is important and you and your company staff must keep them up to date.

You will need to start taking the following records immediately;

- *Health and Consent Form - Every Brigade member will need a health form. These double up as consent forms that will give you the information you need should you have to contact a members guardian on a Brigade night.*
- *Attendance Register - This is important firstly for safety on a night, should you need to evacuate or account for members at any other time you will need it. It is also a demonstration of who was where on what night should you need to refer to them later on.*
- *Payment of subscriptions - Usually this can be denoted on your register, but a record of who has paid their subs is a must. You might want members to pay per company night. Some companies prefer members to pay for the term and a note of who has paid for what would be required to keep on top of it.*
- *Badge work records - CLCGB has a national Badge Work Scheme whereby members work towards badges in various areas to hopefully achieve an award at the end of the year. You will need to note who has achieved what throughout the year and update BMS.*
- *Members record of achievement - If you want to award members for other achievements outside of the badge work, you will need to record these achievements as well.*
- *Insurance - All **registered** Officers, Helpers and Members are covered by CLCGB insurance. Should a claim for public liability be made against a leader, assuming reasonable steps have been made to avoid injury. Records of any incidents or injuries should be kept.*



Planning the Programme

Programming is key to the success of your company. If you can keep your programme up to date, fresh and interesting, the members that you have in Martins could be the leaders of your company or a new company many years down the line.

Planning your programme might seem really daunting to begin with; so to help you along here are some handy hints to get you started.

Firstly there are actually two programming areas to look at. The big picture, what you're doing between now and a date somewhere in the future, e.g. end of term, end of year; and what you're doing on any given company night.

The Big Picture

Things that might influence your 'Big Picture' programming might be;

- National Badge Schemes - Each section has a badge scheme that is set by NHQ. These can be adapted and essentially give you an outline to work from. You might decide that it's time your Y-Team got their doing badge; and as a result you do some craft work, maybe play a sport etc.
- National Events - If there's a national event coming up, like the football and netball competition, you may look at your programme and book in some practice sessions with your members.
- National Holidays - National holidays are a good space filler and a valuable session for the members. Whether it be St Andrew's Day, St Patrick's Day or Christmas and Easter, there are loads of activities available from NHQ and the internet to keep your programme going.
- Other events - The olympics, commonwealth games, The Queen's Birthday, anything that has some social focus can be inspiration for your programme. It can be anything you want it to be.
- Your members - A fun activity for members is to help you decide what they will do while they're at CLCGB.

Company Nights

On a company night there are various things that **need** to happen and others that may happen. Once you've programmed in the 'routine' you will know how much time you have left.

The things that you need to programme in are;

- Register - Registration is essential to the safety of you and your members. How you go about doing the register is up to you, but it needs to be done at the start of each sections allotted time.
- Letters - Keeping parents up to date with goings on is key to keeping them onside. Parents like to feel part of the company too, even if they don't come on a company night.
- Subs collection - If you are going to be making money by charging the members subs, you will need to collect them at some stage. We would suggest that kids not have money on them all night as to avoid the possibility of it being lost.



Things you may want in your programme include;

- Drill - Marching is a massive part of the CLCGB's history. CLCGB companies and regiments have taken part in parades since its inception. Though some companies don't do drill, if you are planning to do it its best practice to do it frequently for short periods.
- Canteen - Some Brigade nights are longer than others. You may wish to provide light refreshments to your members. If you do, this can take longer than you realise and warrants being programmed in.
- Badge Work - If you are following the CLCGB badge work programming in your activities is a good idea set aside a specific length of time for each activity which gives you more of an idea what you can fit into one night. This also avoids over and under planning which in turn avoids rushing to get things done or having dead time.
- Games - Some Leaders like to reward members for hard work by getting them involved in some light hearted games.
- External Visitors - You can hire professionals from other areas. Many Local Agencies would be delighted to come and have a captive audience of children and young people to work with. Local Police, Fire and Ambulance officials are a good start. Local wildlife professionals, dog handlers and trainers, church officials are examples of great programmable visitors.

Your programme can be as adventurous and exciting as the staff you have. Remember; your programme might be fantastic, but if you don't tell people about it you might not get the turn out you were hoping for. If you have something exciting coming up, have your correspondent put it in a letter, make posters or leaflets or ask NHQ for help. Word of mouth is a great way of advertising. Once you've had a successful evening with, a local guide dog charity for example, tell the papers that you have been working hard in the community and that the kids have had a great time. NHQ and your development workers will be able to help you with that.



Further Support

The CLCGB Training Programme is open to all Officers, Helpers and Young Leaders.

It consists of 6 elements of knowledge and skills leading to awards in leadership certificates at basic, intermediate and advanced levels.

The 6 elements are:

Understanding Child Development
Communication & Leadership
The Context of Children's/Youth Work
Planning & Delivering Programmes
Managing & Delivering Good Practice
The Bible, Spirituality, Faith & Worship

Training is offered as appropriate and credit is given for skill and knowledge already gained elsewhere.

All leaders are encouraged to maintain a portfolio of evidence of personal development. The CLCGB operates an apprentice-style system, which recognises that most learning takes place in "the workplace – i.e. on Company nights". The CLCGB also participates in the CORE ecumenical children's work training programme and is a recognised centre for the delivery of the ABC Award, Certificate and Diploma in Youth Work Practice.

The CLCGB's Objective

The objective of the CLCGB is to extend the Kingdom of Christ among lads and girls and to encourage faithful membership of the Church of England or other Episcopal Church in communion with the Church of England and Church of Ireland.

To achieve the Object the CLCGB which is an equal opportunities organisation:

- Establishes friendships between young people and adults, of all faiths and none, in a caring and safe environment, Anglican Christian in context.
- Helps young people and children grow in confidence, develop their skills and abilities, and to work together and show care and concern for others.
- Encourages young people and children to explore their spirituality and respond to the Christian faith.
- Encourages the development of moral values and respect for the environment.



Safeguarding

The Church Lads' and Church Girls' Brigade is committed to helping young people and children develop as balanced individuals without fear of physical, emotional or sexual impropriety.

It is the responsibility of all leaders and helpers to be familiar with the Brigade's Child Protection Policy and to play their part in its implementation to ensure that young people and children are kept safe from harm while they are in the Brigade's care.

The Guidelines are aimed at all members of the Brigade and we hope that they will answer most of the questions and concerns on the subject and help leaders and helpers to fulfil their responsibilities. The guidelines contain updated policies together with advice and guidance on all aspects of Child Protection. A free copy of the Guidelines is issued to every formation and company commander.

The revised pocket "Code of Good Practice" which replaces the 1999 edition is issued free to all leaders and helpers and summarises most of the key points in these Guidelines.

Brigade Membership System (BMS)

The Brigade Membership System is an online database which includes up to date details of all Companies, Leaders and children within CLCGB. This system allows NHQ to administer the insurance more accurately and assist in the yearly Capitation Fees. It also enables NHQ to monitor the progress of Companies and individuals with regards to training and badge work.

OICs and other personnel that need to use BMS will be given training as relates to their role.



