

**THE BOYS' BRIGADE**



**1971**

**MANUAL**  
**FOR THE USE OF**  
**OFFICERS**



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**OFFICERS**

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**BRIGADE HOUSE, PARSONS GREEN, LONDON SW6 4TH**  
**BOYS BRIGADE HOUSE, 168 BATH STREET, GLASGOW G2 4TQ**

**MAY 1971**

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## **THE OBJECT**

**"The Object of the Brigade  
shall be the advancement of Christ's Kingdom among Boys,  
and the promotion of habits of  
Obedience, Reverence, Discipline, Self-Respect  
and all that tends towards a true Christian Manliness."  
— extract from the Constitution.**

## **THE MOTTO**

**"Sure and Stedfast." — Hebrews 6, 19.**

## **THE BOYS' BRIGADE PRAYER**

**Bless, O God, The Boys' Brigade, and give to it greater power to  
advance Your Kingdom throughout the world. Grant in Your mercy  
that every member, past and present, may prove stedfast in his fight  
against evil, and true in his allegiance to You. Help us in times of  
temptation; make us strong where we are weak; give us courage in  
difficulty; faithfulness in duty; loyalty in friendship; and finally, by Your  
mercy, bring us into Your everlasting kingdom, through Jesus Christ,  
our Lord, Amen.**



## **PREFACE**

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- 1 The purpose of this Manual is to provide up-to-date information and guidance for all Officers of The Boys' Brigade.
- 2 It is a work of reference, which has been kept to the minimum in order to reduce repetition. As far as possible, matters of detail in relation to starting or running a Company, or a particular Section, have been omitted from this Manual because they will be found in the appropriate B.B. publication.
- 3 The Regulations contained in this Manual should be read in conjunction with the more detailed publications for each Section. A list of the principal publications is included at Appendix II on pages 75 to 77.
- 4 The emphasis of all B.B. work must be on service to Boys in the Company. To extend our Christian service to Youth remains the unchanging purpose of all who seek to fulfil our Object.

In the name of the Brigade Executive

A. A. J. HUDSON,  
Brigade Secretary.

Brigade House,  
Parsons Green,  
London, SW6 4TH.



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## INTRODUCTION

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- 1 The Boys' Brigade has as its Object: "The Advancement of Christ's Kingdom among Boys, and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect and all that tends towards a true Christian Manliness."
- 2 The Boys' Brigade is the senior of the Christian and uniformed national voluntary youth organisations in the United Kingdom. It is organised into Companies where the work with Boys is carried on. It is the responsibility of Battalions and Districts and the Brigade's Headquarters organisation to co-ordinate and support the work.

It is also an international organisation, with Companies in some 66 countries throughout the world.
- 3 The successful management and operation of the Brigade has been due largely to the loyal support of its Officers in faithfully carrying out the Regulations of the Brigade. This Manual is for the guidance of Officers and contains the Constitution and Regulations of The Boys' Brigade which are to be observed in all circumstances; it also contains other matters of information, explanation and advice.

**The regulations are printed in heavy type.**
- 4 Officers undertake on enrolment to carry out their service in accordance with the Constitution and Regulations of the Brigade. Within their undertaking they should also use judgement and discretion in the working of their Companies and maintain the high standards which have characterised the Movement from the very start.

## CONSTITUTION

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### **The Constitution of The Boys' Brigade**

As approved by Brigade Council at Belfast on 31st August, 1968, and amended by Brigade Council 1972, 1975, 1976, 1977.

- 1 The Organisation shall be called "The Boys' Brigade".
- 2 The Object of The Boys' Brigade shall be the advancement of Christ's Kingdom among Boys, and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect, and all that tends towards a true Christian Manliness.
- 3 The Object shall be promoted by Christian teaching, drill and such methods as may be recognised by the Brigade Council of value in the training of Boys.
- 4 Every member shall wear such uniform as is decided by Brigade Council.
- 5 The age limits for service of Boys within the Brigade shall be as defined by the Schedule of Age Limits appended hereto, provided that a Battalion may in its discretion specify, or permit Companies within such Battalion to specify, age limits which provide within one or more Sections (as defined in Article 8) a lesser period of time than is specified in the said Schedule.
- 6 The Brigade Session shall be from 1st September to 31st August.
- 7 The Brigade financial year shall be from 1st April to 31st March or such other dates as the Brigade Executive may decide.
- 8 The Brigade shall be composed of Companies having one, two, three or four Sections, namely Pre-Junior, Junior, Company or Senior. A Pre-Junior Section shall only be enrolled where a Junior Section exists. Each Company shall be a part of a Church or other Christian Organisation approved by the Brigade Executive. Such Church or other Christian Organisation shall be responsible for the Christian education of the Company and shall also be responsible for the property and finance of the Company. With the consent of Brigade Executive, a Company may be connected with an Institution, School or Club provided that provision is made for Christian education.
- 9 A Chaplain or Chaplains shall be appointed to each Company and such Chaplains shall wherever practicable be Ministers of Religion. Where no Minister is available, another suitable person nominated by the Church or other Organisation of which the Company is a part shall be Chaplain.
- 10 Every Company shall be under the command of a Captain. Other Officers shall be Lieutenants.



- 11 In the work of the Company it shall be the duty of the Captain to seek to establish the closest co-operation with the Chaplain and the Church or other Organisation of which the Company is a part.
- 12 The Church or other Organisation of which the Company is a part shall nominate for enrolment all Officers of the Company. They shall be members or adherents of a church or other Christian Organisation, and shall be desirous of promoting the Object of the Brigade.
- 13 The enrolment of Warrant Officers and Staff-Sergeants shall be in accordance with regulations approved by the Brigade Council.
- 14 The appointment of other non-commissioned Officers by promotion from the ranks of the Company Section may be made by the Captain in accordance with regulations approved by the Brigade Council.
- 15 Every Company shall make such annual contribution to the General Fund of the Brigade as may be determined annually by the Brigade Executive and approved by the Brigade Council.

## **Battalions**

- 16 With the sanction of the Brigade Executive, a group of six or more Companies, or such lesser number as may be approved by the Brigade Executive in appropriate cases, may form a Battalion to be designated by such title as they may choose and as may also be approved by the Brigade Executive. The area within which such Battalion may operate shall also be approved by the Brigade Executive.
- 17 Every Company shall be a member of a Battalion, except where, by reason of remoteness from a convenient administrative group or other sufficient reason, such membership would not in the opinion of the Brigade Executive be of advantage to the Company. Companies not in Battalions shall be enrolled and administered under arrangements to be made by the Brigade Executive.
- 18 The Brigade Executive may, at the request of any Company or Battalion, decide to which Battalion a Company shall be attached.
- 19 The Officers of Companies in a Battalion shall form a Battalion Council. The Battalion Council shall appoint a President, Vice-Presidents and a Treasurer annually and a Secretary for such term and on such conditions as they may decide. These Office-Bearers and an Executive shall be *ex-officio* members of the Battalion Council.
- 20 The Battalion Council shall have power to enrol Companies and Officers within its own area. The Battalion Council shall have power, after due consultation with the Church or other Organisation of which the Company forms a part and with the prior approval of the Brigade Executive, to cancel the enrolment of any Company.

- 21 Each Battalion Council shall make such rules as it may deem fit for the realisation of the Object of the Brigade and the effective running of the Battalion and as may be consistent with the other provisions of this Constitution, and shall ensure that the work of each Section of the Brigade is adequately represented in any administrative arrangements which it may make.
- 22 The actions of all Battalion Councils shall be subject to review by the Brigade Executive which shall have power to disband any Battalion.

## Districts

- 23 The Brigade throughout the United Kingdom and the Republic of Ireland shall be divided into such Districts as the Brigade Executive may decide. The Officers of Companies within each District may form a District Council which shall be responsible for the furtherance of the work of the Brigade within the District. The District Council may appoint a President, Vice-Presidents and a Treasurer annually and a Secretary for such term and on such conditions as they may decide. These Office-Bearers shall be *ex-officio* members of the District Council.

## Brigade Executive

- 24 The overall management of the Brigade and the supervision of its affairs shall be entrusted by the Brigade Council to the Brigade Executive, which shall be constituted in accordance with Article 25 hereof. The decisions of the Brigade Executive shall be subject to review by the Brigade Council.
- 25 The elected members of the Brigade Executive shall be elected annually and shall constitute, together with the Brigade President, Brigade Vice-Presidents, the Brigade Treasurer and the co-opted members hereinafter provided for, the Brigade Executive for the ensuing Session.
- 26 The elected members of the Brigade Executive shall be elected on a geographical basis. The Electoral Areas and the number of members to be elected by each Area shall be in accordance with the Schedule of Electoral Areas appended hereto. Nominations to vacancies in the elected membership of the Brigade Executive shall be made in accordance with the Scheme appended hereto. The persons entitled to vote in an election within any Electoral Area shall be as follows, namely:—
  1. All Captains of Companies within the Area;
  2. Members of the Brigade Executive resident within the Area;
  3. Office-Bearers of Battalion and District Councils within the Area.



No person shall exercise more than one vote for each vacancy in the Area, nor give more than one vote to any nominee. The ballot shall be secret. The procedure for giving effect to the provisions of this Article shall be as set out in the Scheme appended hereto.

- 27 The Brigade Executive shall appoint annually a Brigade President, Brigade Vice-Presidents and a Brigade Treasurer.
- 28 The Brigade Executive shall have power in any one Session to co-opt up to six members who shall serve until the end of the Session in which they are co-opted.
- 29 The Brigade Executive shall have power to appoint a Brigade Secretary and such other staff as are required for the effective management of the Brigade and the promotion of the Object, on such terms and conditions as the Brigade Executive may deem desirable.
- 30 All moneys belonging to the Brigade, as distinct from individual Companies, Battalions or Districts, shall be under the control of the Brigade Executive, who shall, from time to time, make appropriate arrangements for opening and operating Bank Accounts in the name of the Brigade. All investments, properties and other assets belonging to the Brigade shall be vested or registered in the name of The Boys' Brigade (Incorporated) or, alternatively, in the name of a Bank Nominee Company to be held by such Company to the order of the Brigade Executive.
- 31 The Brigade Executive shall cause true accounts to be kept of the financial transactions of the Brigade. Accounts shall be rendered annually, shall be audited by professional auditors outside the Brigade membership and shall be submitted annually to the Brigade Council for approval.
- 32 The Brigade Executive shall meet at such times and in such places as they may determine. Ten members shall form a quorum.

### **Honorary Office-Bearers**

- 33 Honorary Office-Bearers of the Brigade may be appointed by the Brigade Executive. Battalions and Districts may appoint Honorary Office-Bearers for their respective bodies.

### **Brigade Council**

- 34 The governing body of The Boys' Brigade in the United Kingdom and the Republic of Ireland shall be the Brigade Council which shall consist of
  - (1) all Captains, Chaplains and Lieutenants of Companies in the United Kingdom and the Republic of Ireland;



- (2) Members of the Brigade Executive; and
  - (3) the *ex officio* members of each Battalion and District Council who are not already included in (1) and (2).
- 35 At meetings of Brigade Council voting shall be on the basis of one vote per Company which shall be exercised by the Captain. In the event of a Captain being unable to attend a Brigade Council meeting the voting power may be delegated in writing to another Officer in the Company.
- If a Company cannot be represented at a Brigade Council meeting by one of its own Officers, the Captain may appoint in writing as proxy another member of Brigade Council to attend and vote on the Captain's behalf. An Office-Bearer of a Battalion or District Council who is not a Company Captain shall have one vote. Members of the Brigade Executive shall have one vote. If a Member of the Brigade Executive is also a Company Captain the Company vote may be delegated in writing to another Officer.
- 36 The Brigade Council shall meet at least annually at such times and places as the Brigade Executive may decide, to discuss the affairs of the Brigade, to receive reports from the Brigade Executive, and to transact any other business. Notice of each meeting of Brigade Council shall be given in terms of Article 40 not later than two months prior to the date thereof.

## **Brigade Overseas**

- 37 The Boys' Brigade in the United Kingdom and the Republic of Ireland shall participate as a member of The World Conference of The Boys' Brigade, Ansgarsförbundet, Frivilligt Dreng og Pige Forbund, Poikien Keskus, United Boys' Brigade of America and The Boys' Brigade Neenah/Menasha U.S.A.

## **The Boys' Brigade Gazette**

- 38 The official publication of The Boys' Brigade shall be "The Boys' Brigade Gazette". Publication in the Gazette of any notice by the Brigade Executive shall be deemed to be sufficient notice to the whole Brigade.

## **Amendment of the Constitution**

- 39 This Constitution shall not be altered except by a majority consisting of two-thirds of the votes cast at a duly convened meeting of the Brigade Council. Notice of a motion to amend the Constitution must be sent in writing to the Brigade Secretary not later

than 10th March. The terms of such motion and the name of the proposer thereof shall be published in an issue of the Gazette to be dispatched in accordance with Article 40 not later than 10th April immediately succeeding. No amendment to such a motion shall be competent unless notice of such an amendment is received by the Brigade Secretary not later than 31st May immediately succeeding publication of the proposed motion. The terms of such amendment to the motion and the name of the proposer thereof shall be published in an issue of the Gazette to be dispatched in accordance with Article 40 not later than 30th June immediately succeeding. A meeting of the Brigade Council shall be held not later than 30th September immediately succeeding for the purpose *inter alia* of considering and determining upon such motion and any amendment thereof, and if such meeting be not otherwise convened it shall be the duty of the Brigade Secretary duly to convene the same.

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## **Schedule referred to in Article 5**

### **Age Limits for Boys**

In any Session as defined in Article 6, a Boy shall be eligible in respect of age for membership of a Section in a Company in the Brigade if, but only if, his age falls within the period specified for the relevant Section as follows, viz:—

- Pre-Junior Section: 6th birthday to the end of the session in which the Boy reaches 8 years of age.
- Junior Section: 8th birthday to the end of the Session in which the Boy reaches 12 years of age.
- Company Section: 11th birthday to the end of the Session in which the Boy reaches 17 years of age, (provided that where a Senior Section is not in operation, the upper age limit is the end of the Session in which the Boy becomes 18 years of age).
- Senior Section: 16th birthday to the end of the Session in which the Boy becomes 18 years of age).

## **Scheme and Schedule Referred to in Article 26**

### **Election of Brigade Executive**

- 1 The United Kingdom and Republic of Ireland shall be divided into 18 Electoral Areas as set out in the Schedule annexed, and those



## Election of Brigade Executive — *continued*

- entitled to vote in each Area shall elect one or more members, according to this Schedule, to represent them on the Executive.
- 2 Nominations for members of the Brigade Executive shall be sent in writing to reach the Brigade Secretary not later than 31st May in each year. (A special form is available from Headquarters for this purpose.)
  - 3 All persons nominated must be enrolled Officers or members of Battalion Councils within the Area for which they are nominated.
  - 4 Nominations may be made by any Battalion or District Council situated in the Area or by any three members of Brigade Council resident in the Area.
  - 5 In the event of more nominations being received by the Brigade Secretary than the number of members to which any Area is entitled, a ballot paper setting forth the names, addresses and office or rank of the nominees, and the relevant rules as to voting shall be sent by post to each person entitled to vote in respect of the Area at the last known address. Ballot papers shall be sent to the electors not later than 15th June, and shall be returnable by 30th June. Scrutineers, who shall observe the secrecy of the ballot, shall be appointed by the Brigade Executive, and the ballot papers shall be passed unopened by the Brigade Secretary to the Scrutineers immediately after the date when they require to be returned. The Scrutineers shall grant a certificate of the result of the voting to be laid before the Brigade Executive.
  - 6 In the event of an elected member resigning, or in the event of an Electoral Area failing to nominate a representative it shall be competent for the Brigade Executive to co-opt a member from the Area concerned, which member shall serve until the end of the Session in which the co-option is made.

## Electoral Areas

- 1 London — All Companies within the London District: 3 members.
- 2 Southern — Counties of East Sussex, West Sussex, Hampshire, Isle of Wight, those parts of Berkshire, Kent, Surrey outside the London District: 1 member.
- 3 North of England — Counties of Cleveland, Cumbria, Durham, Northumberland, the Metropolitan County of Tyne and Wear: 1 member.
- 4 North West — Counties of Cheshire, Lancashire, the Metropolitan Counties of Greater Manchester, Merseyside, the Isle of Man: 2 members.
- 5 Yorkshire and Humberside — Counties of Humberside, North Yorkshire, the Metropolitan Counties of South Yorkshire, West Yorkshire: 1 member.



Election of Brigade Executive — *continued*

- 6 West Midland — Counties of Hereford and Worcester, Salop Staffordshire, Warwickshire, the Metropolitan Counties of Wes' Midlands: 1 member.
- 7 North Midland — Counties of Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire: 1 member.
- 8 South Midland — Counties of Bedfordshire, Northamptonshire, Oxfordshire, those parts of Buckinghamshire, Hertfordshire outside the London District: 1 member.
- 9 Eastern — Counties of Cambridgeshire, Norfolk, Suffolk, those parts of Essex outside the London District: 1 member.
- 10 West of England — Counties of Avon, Cornwall, Devon, Dorset, Gloucestershire, Somerset, Wiltshire, the Channel Islands: 1 member.
- 11 Wales — The Counties of Wales: 1 member.
- 12 West of Scotland — The following Districts within Strathclyde Region: Argyll and Bute, Bearsden and Milngavie, Clydebank, Cumbernauld and Kilsyth, Dumbarton, Eastwood, East Kilbride, Glasgow, Hamilton, Lanark, Monklands, Motherwell, Strathkelvin: 3 members.
- 13 West Lowland — Dumfries and Galloway Region, the following Districts within Strathclyde Region: Cumnock and Doon Valley, Cunninghame, Inverclyde, Kilmarnock and Loudon, Kyle and Carrick, Renfrew: 1 member.
- 14 East Lowland — Lothian Region, Border Region: 1 member.
- 15 Mid-Scottish — Tayside Region, Fife Region, Central Region: 1 member.
- 16 North Scottish — Highland Region, Grampian Region, the following Island Authorities: Orkney, Shetland, the Western Isles: 1 member.
- 17 Northern Ireland — The six Counties of Northern Ireland (including the County of the City of Belfast): 2 members.
- 18 The Republic of Ireland: 1 member.

## THE BRIGADE METHOD

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### The Relevance of the Method Today

- 1 In 1883, William Alexander Smith and his two associates formed a Brigade to help develop the work of their Mission Sunday School in Glasgow. Since then, society has changed, and the Boy has changed. The Boys' Brigade has changed also, but the essential Christian principles upon which the Method is based remain constant.

### The Elements of the Method

- 2 **The Company:** This is the basic unit of the Brigade. The Boy should feel that he 'belongs' there, and it is in the Company that the right relationships and influence should be built up between the Officer and the Boy.

**Church Relationships and Christian Education:** Every Company must be a part of a Church or other Christian organisation, which is entirely responsible for the Christian Education of the Company.

**Discipline:** Discipline plays an important part in the Method, being introduced gradually in the Junior Section, fostered through Drill and other activities and developed into self-discipline in the Company Section.

**Uniform:** This is used to attract Boys, to help them to realise and accept their membership of the Brigade and what it stands for, and to encourage smartness and self-respect.

**Awards:** Progressive schemes are available in the Junior Section ("The Achievement Scheme") and the Company Section (covering general and specialised training). Members of Company and Senior Sections are encouraged to participate in The Duke of Edinburgh's Award Scheme and work for other awards issued by specialised associations.

**Activities in General:** With appropriate modifications to cater for the different age ranges, all Sections encourage all-round interests under four headings:—

Christian Citizenship; Physical; Educational; Service.

**Leadership:** Suitable Boys are encouraged to accept responsibility as Non-Commissioned Officers (NCOs) in the Company Section. In the Senior Section, members accept responsibility for those activities in which they are particularly interested or talented.

- 3 The Method certainly was valid for the Boys of 1883, as its success showed. The question so often asked by those within as well as outside the B.B. is whether the Method as interpreted today is still valid. The development of the Brigade provides a clear answer in the affirmative, as a visit to any flourishing B.B. Company will show.



## OFFICERS

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- 1 The leaders of the Brigade are appointed and enrolled as Officers in accordance with the Regulations and procedure described in this Manual. They serve the Church and the Brigade primarily through their work in the Company, whether as Captain, or in charge of a particular Section or serving within it (see also section E on page 23).

### Responsibility for Leadership

- 2 The success of the work at Company, Battalion, District and Brigade levels depends upon the quality of Christian leadership shown by the Officers and the extent to which this underlies the whole range of activities undertaken with the Boys. This is specially important at Company level.
- 3 In their everyday lives Officers must be ever mindful of their responsibilities. Everyone with whom they are in contact will tend to judge the Brigade as a whole by the personal example of the individual Officer whether in uniform or out of it.

### Dedication and Rededication

- 4 The dependence of the Brigade's development upon Christian leadership underlines the need for the constant renewal of the dedication of each Officer's life and service to God. It is customary for Battalions to hold Devotional Services at the beginning of every Session so that Officers may rededicate themselves to the high purpose of the Brigade. Similar Services may be held at Company level (see also page 35).

### Appointment

- 5 **All Officers must be men or women of Christian character and be Members or adherents of a Church or other Christian organisation and shall be desirous of promoting the Object of the Brigade.** They should set a high example to the members of the Company and keep the distinctly Christian aims of the Movement continually in mind. It will be impossible for every Officer to be expert in all aspects of B.B. work but **all** Officers must realise that the ceremonial aspects of the work, the uniform and the basic principles of drill, are essential to the B.B. method. For example, if the Officer's uniform is not correct and his attitude to drill is half-hearted or slovenly, this will be reflected in the attitude and performance of the Boys.



Section D — *continued*

- 6 While the requirements of each denomination vary somewhat, the term 'Member' refers to someone who has attained full communicant status. 'Adherent' is used to describe one who although not a full member of the particular Church nevertheless participates in the worship of that Church to an acceptable extent and can be said truly to adhere to its life and fellowship. The definition is one for decision by the Church of which the Company is a part.
- 7 A person may be appointed Captain of a Company before undertaking Basic Training, but this should be completed as soon as possible. Priority should be given to this requirement, and early advice should be sought from Battalion or Brigade Headquarters. All Officers, including Company Captains, should take part in refresher training from time to time in order that their knowledge and abilities may be fully attuned to current developments.
- 8 **The appointment of an Officer requires the official sanction of the Church or Christian organisation of which the Company is a part.** The Chaplain should be consulted in every case before any approach is made to a potential Officer. Officers are nominated by their Churches and enrolled by their Battalions.
- 9 **The appointment of an Officer cannot be made until Basic Training has been completed satisfactorily. Basic Training is obligatory for all new Officers.** Basic Training aims to provide each Officer with the essential knowledge which he or she requires to carry out effective work in the Company. All Officers, however, should consider that the fulfilment of their Basic Training obligation is the minimum requirement, and they should endeavour to continue to add to their knowledge and efficiency by participating in other courses arranged locally and nationally. Brigade, District and Battalion Office-Bearers are also encouraged to take part in training wherever possible.
- 10 **Officers are required to sign the following declaration before appointment:— "Having read the Constitution of The Boys' Brigade, and fully approving of its Object, and recognising the responsibility of the duties involved, I wish to apply for enrolment as an Officer in the ..... Company of The Boys' Brigade. I promise to carry out my duties in accordance with the Constitution and Regulations of the Brigade and confirm that I have completed the necessary Basic Training."**
- 11 **Officers must be at least 18 years of age. A Captain must be not less than 20.**
- 12 On enrolment Officers receive an appropriate appointment card. The responsibility for its issue rests with Battalions. In those few cases where Companies are not members of a Battalion, enrolment and the issue of an appointment card will be arranged by the Brigade Executive through Brigade Headquarters.

The issue of an appointment card to a new Officer should be made the occasion of a suitable ceremony either in the Church of which his or her Company is a part or as may be arranged by the Battalion.

## **Warrant Officers**

- 13 **Men and women of 18 years of age and over may be appointed to the rank of Warrant Officers as**
- (a) **Prospective Officers who have not completed Basic Training,**  
or
  - (b) **Prospective Officers who have completed Basic Training, but for whom a period of experience is advisable before appointment as Lieutenants, or**
  - (c) **Persons whose services may be of value in administrative or other capacities, but who do not wish or are not considered suitable to undertake the responsibilities of appointment as an Officer.**

On enrolment Warrant Officers receive an appointment card. The responsibility for its issue rests with the Battalion. In those few cases where Companies are not members of Battalion, enrolment and the issue of an appointment card will be arranged by the Brigade Executive through Brigade Headquarters.

This should be made the occasion of a suitable ceremony either in the Church of which his or her Company is a part or as may be arranged by the Battalion.

- 14 **Item deleted.**

## **Chaplains**

- 15 **The Chaplain of a Company is normally the Clergyman or Minister of the Church or Christian Organisation of which the Company is a part.** Where there is no minister, a layman may be appointed Chaplain, subject to the approval of the Church or Christian organisation concerned. In the case of Chaplains no training obligations arise and the completion of a special enrolment form is all that is required. A special Chaplain's appointment card is issued on enrolment. A Minister may be enrolled as Captain or Lieutenant, in which case the appropriate Regulations shall apply.

## **Honorary Office-Bearers**

- 16 It has been found helpful to the Brigade to appoint as Honorary Office-Bearers ladies or gentlemen from outside the Brigade whose interest and influence might be sources of strength to the work.



- 17 Some Companies find it an advantage to appoint as President or Honorary Captain some gentleman whose ability and influence might be a source of strength to the Company.

These appointments, whether at Company, Battalion or District level, do not require to be registered at Brigade Headquarters.

## **Reserve of Officers**

- 18 Officers who have retired from Company work, but whose interest, influence and help in the work of The Boys' Brigade it is desired to retain, may be appointed by a Battalion to the Reserve of Officers. It is important that these appointments should be reviewed periodically.
- 19 **Appointments to the Reserve of Officers within a Battalion are vested in the Battalion Council.**
- 20 Officers on the Reserve, while on duty with a Company, Battalion or District, are entitled to wear Officers' uniform.
- 21 Officers on the Reserve are entitled to attend Battalion, District and Brigade Council Meetings, but they are not entitled to vote unless otherwise eligible. They may serve on Battalion Committees.

## **Regulations for Officers when in Uniform**

- 22 The detailed regulations for Officers' uniforms are contained in Appendix I. It is of the greatest importance that every Officer should ensure that he or she is correctly dressed at all times while in uniform.

The Officers' uniforms are full uniforms and it therefore is necessary that in every detail they are worn correctly. In the eyes of the public, the uniform and bearing of each individual Officer are the criteria by which the Brigade as a whole is judged. The correct standard of dress and personal bearing are therefore doubly important. 'Uniform' means uniform in all aspects of the requirements of dress.

- 23 **Correct conduct and bearing while in B.B. Uniform must be strictly observed.**
- 24 **Officers in uniform will be punctilious about giving and returning salutes.**
- 25 **Officers while in uniform will not smoke or consume alcohol. Officers while in charge of Boys will not smoke or consume alcohol whether in or out of uniform.**
- 26 **Officers, Warrant Officers and Staff-Sergeants in uniform will salute when the National Anthem is played and when Colours are marched on or off parade.**



## OFFICERS IN THE COMPANY

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### The Captain

- 1 To a large extent, the Captain makes the Company. The work of a Captain requires above all whole-hearted dedication. Selection of a Captain is therefore of prime importance and it is a main responsibility of the Church to find the right person.
- 1a It is often possible and desirable to appoint someone with B.B. experience, although the possibility of casting the net wider should not be overlooked. Examples are numerous of men without such experience being brought in and proving to be outstanding successes. Training will soon make up for deficiencies in knowledge and a Captain will learn quickly what is required of him in Company duties. It is important that he should be able to make a real contribution to the Christian Education of the Company and give forthright leadership at all times.

### Allocation of Officers

- 2 Men or women, should be appointed to take charge of the respective Sections. Captains, while giving general supervision to the work in all Sections, will delegate responsibility to Officers in charge of Sections. The names of these Officers will be notified to Brigade Headquarters and Battalion Secretaries.
- 3 In addition to the Officer in charge of the Company who is the Captain, there should be at least two Officers or Warrant Officers for each Section. A sound proportion is one Officer or Warrant Officer to every ten Boys (six to eight in the Junior Section).
- 4 It is essential that one or more of the Officers serving in the Company Section should be qualified to give the Boys the necessary Drill Instruction.

## **OFFICERS' RESPONSIBILITIES AND OPPORTUNITIES**

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### **Statistics and Returns Generally**

- 1 **Each Captain is responsible for ensuring that all statistical and other returns required by Battalions and by Headquarters are completed and returned within the time stated.**
- 2 Prompt attention to these returns should be a matter of concern of every Captain in order to ensure the efficient running of the Brigade as a whole, and to save time and expense in issuing reminders.
- 3 Brigade Headquarters and local Secretaries have to provide the necessary information for Government Departments, Local Education Authorities and other bodies. The absence of vital information causes both inaccuracy and inconvenience, and creates a bad impression outside the Brigade.

### **Brigade Correspondence**

- 4 Official communications from Brigade Headquarters to Companies are sent only to the Captain. Company Secretaries may be appointed to correspond with Headquarters, but it is the duty of the Captain to read every notice issued by Headquarters, although he may delegate action to others. Copies of communications to Captains which relate to training in one particular Section may also be sent to the Officers in charge of that Section.
- 5 In correspondence, Officers of the Brigade should NOT be addressed by their Brigade rank.
- 6 Officers should not be referred to in public or in press notices as Captain X or Lieutenant Y. The correct designation is Mr. X, Captain (or Lieutenant) of the 1st Z Company, The Boys' Brigade.
- 7 **Routine letters to the Brigade offices should be addressed to "The Brigade Secretary, The Boys' Brigade, Brigade House, Parsons Green, London, SW6 4TH", or in Scotland to "The Secretary for Scotland, Boys' Brigade House, 168 Bath Street, Glasgow G2 4TQ."**
- 8 **Correspondence concerning B.B. matters must not be addressed to any member of the Royal Family, to any British Government Minister or to any Embassy or Legation in the United Kingdom, except through the Brigade Secretary.**
- 9 Officers and Boys who move to another part of the country or go overseas are urged to link up with B.B. work in their new district. Captains of Companies are asked to inform Brigade Headquarters in every case, giving the name and new address of the Officer or Boy.



## **General Hints to Officers**

**10 Description of the Brigade:**

Avoid confusion — the term "Brigade" embraces the whole organisation. Be careful not to confuse the terms "Company" and "Brigade". Be very careful to give the Brigade its correct designation, viz. "The Boys' Brigade", in all orders and official publications; the word "The" always appearing with a capital T as part of the title, with an apostrophe after the letter "s" in Boys'.

**11 Name of Company:**

Accustom the Boys to talk of their Company by name, as "The 1st Glasgow", "The 2nd London", "The 3rd Cardiff", "4th Belfast", etc. so as to make it a "household word" to them. This is one of the foundations of esprit-de-corps.

**12 Know the Boys:**

Make a point of knowing every Boy in your Section of the Company as soon as possible.

**13 Visit the Boys:**

Visit each Boy at his home. If a Boy is ill go and see him as often as you can; but do not visit only when the Boy is ill or in trouble. In every way let the Boys feel that you are constantly thinking of them.

**14 Parents' Evenings** provide an excellent opportunity of getting to know the Boys' families. Social Evenings for Parents, with films of Company activities, and refreshments, increase the interest and support of the parents.

**15 Trust the Boys:**

Give the Non-Commissioned Officers and all the Boys as much as possible to do in connection with the work of the Company. The most unpromising Boys are often completely transformed by what, to many of them, is the revelation that there is someone who trusts them. It is a good thing for Boys to feel that they are trusted and encouraged to accept responsibility.

**16 Keep faith with the Boys:**

Never break faith with a Boy, even in the most trifling matter. Confidence in their Officers is an absolute essential to success and confidence can only be built up slowly. Hence no chance should be missed, however slight, of strengthening the confidence of the Boys in their Officers.



**17 Saluting:**

When a Boy salutes you, return his salute carefully and correctly. Boys will take their cue from their Officers in this as in everything else.

**18 Discipline:**

Once the discipline and esprit-de-corps of the Company have been thoroughly established, the dismissal of a Boy ought to be a rare occurrence. Should it be otherwise, it would seem that there is something wrong, and that the Officers have not the grip of the Company which they ought to have. In such a case it would be well for them to find out where the fault is. Some Officers blame the Boys when they ought to blame themselves. Any major disciplinary action or prospective dismissal should be the subject of full consideration by all the Officers, including the Chaplain.

**19 Christian Leadership:**

Remember at all times the Object of the Brigade which is directed primarily at the responsibilities of each Officer. Your service in Christian leadership is one of the most vital opportunities of your life — grasp it to the full and never underestimate the importance of your example to the Boys in your Company — the Boys whose interests the Brigade exists to serve.

## OFFICERS' TRAINING

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### Brigade Training Policy

- 1 The Brigade has a National Policy for Training based on experience over many years. This provides a basic programme of training through which every Officer is expected to pass in order to learn the essentials of the B.B. Method, and a comprehensive programme of further training which can widen the vision and improve the technique of the Officer who is willing to take advantage of the opportunities provided for improving specialised skills.
- 2 All Lieutenants and Captains are required, **before appointment**, to have undertaken satisfactorily their Basic Training. There may be circumstances in which it may be necessary to appoint a Captain on the understanding that he will undertake Basic Training as soon as practicable. Chaplains are not required to undertake Basic Training.
- 3 Those who have not completed Basic Training are appointed to the rank of Warrant Officer, but Captains should encourage them to do so at the earliest opportunity.
- 4 Officers should remember that the fulfilment of their Basic Training obligations is the minimum requirement and should try to add to their knowledge and efficiency by participating in other courses arranged locally and nationally.

### TRAINING SCHEMES

#### Basic Training

- 5 Basic Training is the foundation of leadership training within the Brigade dealing with the fundamental aspects of B.B. work considered essential for all potential Officers.

#### Refresher Courses

- 6 All Officers are encouraged to attend one of these every few years, to enable them to keep on top of their job.

#### Specialised Courses

- 7 Courses covering every aspect of Brigade activities are held throughout the country and provide both technical knowledge and practical guidance on instructional methods. Full details of courses held nationally are contained in the annual programme of Brigade Training Courses and the leaflets sent to all Captains.

## **Brigade School**

- 8 A full week course for Officers and Warrant Officers covering general Brigade subjects is held annually at one of the Brigade's National Training Centres.

## **Officer Cadet Scheme**

(King George VI Leadership Training Courses)

- 9 Through the assistance of the King George VI Leadership Training Memorial, the Brigade has an Officer Cadet Scheme whereby specially selected young men or women, aged 17-19, receive training to fit themselves as Officers.
- 10 The Officer Cadets selected for the training undertake instruction in two stages, each of one week's duration, in successive years. Satisfactory completion of this training exempts the Officer Cadet from the Basic Training requirement prior to his appointment as an Officer.
- 11 Captains should submit the names of suitable candidates. Full particulars may be obtained on application to the Secretaries for Training at Brigade Headquarters.

## **Officer Cadet Companies**

- 12 Officer Cadet Companies may be formed locally, and a pamphlet is available to give guidance to those interested.

## **NCO Training**

- 13 The responsibility for NCO Training rests with the Company, but many Battalions and Districts run special NCO Training Courses.

## **Training Officers' Schemes**

- 14 There is a national scheme for the training and appointment of Training Officers. Courses for Trainers are also held.

## **Training Conveners**

- 15 Every Battalion should appoint a local Training Convener, who should be an experienced Officer and would act as Convener of the local Training Committee and would be responsible for making arrangements for local training.



### **Brigade Training Centres**

- 16 The Brigade has two National Training Centres, "Carronvale House" situated at Larbert, Stirlingshire, and "Felden Lodge" situated at Hemel Hempstead, Hertfordshire; the former catering primarily for the needs of Officers from Scotland, Northern Ireland and the Republic of Ireland; the latter for Officers from England and Wales.
- 17 Weekend and full-week specialised training courses are held at these centres, which are also available for use by Battalions or Districts and also other organisations when not required for national courses.
- 18 Several local Battalions and Districts have their own centres, including Rathmore House, the Training Centre for Northern Ireland District, at Larne.

### **Joint Training**

- 19 The policy of The Boys' Brigade concerning Joint Youth Leadership Training is as follows:—
  1. Brigade Basic Training should continue to be the first priority of the Officer to ensure that he or she obtains a sound knowledge of the aims and methods of the Movement.
  2. Following Brigade Basic Training, every encouragement should be given to Officers to participate in all stages of Joint Youth Leadership Training, (e.g. arranged by Local Education Authorities, the Churches, or other organisations). A lead in this matter should be given by Battalion Training officials and other experienced senior members of Battalion Training Committees.
  3. There is real value to be obtained from the co-operation of Brigade Officers both by participation in training and also in the organisation and execution of Joint Leadership Training Courses wherever possible. Local B.B. Training Officials are encouraged to realise their responsibility in this connection, and should take an active part in the planning and running of joint courses within their area.
  4. In outlying areas where facilities for Brigade Basic Training are not readily available, Officers should participate in such Joint Youth Leadership Training Courses as are available.

## THE COMPANY STAFF

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### Officers and Warrant Officers

- 1 The Regulations for the appointment of Officers and Warrant Officers and their duties are described in Sections *D*, *E*, and *F* of this Manual, on pages 19 to 26.

### Staff-Sergeants

- 2 This rank is intended for young men or women of 17 years of age and over, who carry out specific duties in the Pre-Junior, Junior or Company Section, subject to the following regulations:—
  - (a) **Staff-Sergeants may serve until the end of the session in which they attain 19 years of age.**
  - (b) **Boys having served in the Company Section must have completed their membership of that section before being appointed Staff-Sergeants.**
  - (c) **Members of Senior Sections who are Staff-Sergeants will not use this rank when taking part in Senior Section activities.**
  - (d) **Staff-Sergeants are not eligible for Company Section Awards, except that Staff-Sergeants who have gained the President's Badge while in the Company Section may work for and gain the Queen's Badge.**
  - (e) **Staff-Sergeants are permitted to gain and wear Awards under The Duke of Edinburgh's Award Scheme.**

### Non-Commissioned Officers and Promotions

- 3 The system of Non-Commissioned Officers in The Boys' Brigade is of great benefit in facilitating the organisation of the Companies, and in developing the powers of leadership and the character of the Boys selected as NCOs. Officers will find it beneficial to the Company to make the fullest possible use of the NCOs. The utmost care should be taken in the selection of the right Boys for promotion.
- 4 **Suitable Members of the Company Section may be appointed NCOs provided they have reached the following minimum actual birthday ages: Lance-Corporal, 14; Corporal, 15; Sergeant, 16.**  
The most helpful and efficient Sergeant may be appointed to the rank of Colour-Sergeant.
- 5 A Boy should not normally be promoted to the rank of Sergeant without having previously served as a Lance-Corporal and Corporal.



## Section H — *continued*

- 6 On appointment NCOs should receive the NCO's Appointment Card, obtainable from the Brigade Offices.
- 7 Advice and details about the appointment and promotion of NCOs are contained in the pamphlet "The Company Section".

## Instructors

- 8 **Any person whose services may be used for instruction in a particular subject, but who is not a member of the Company Staff, may be designated an Instructor.**
- 9 Companies should seek a member of their Church, parent or other suitable person, who has a particular skill or hobby, and who would be prepared to instruct a group of Boys in that interest, possibly at home if Church premises are not available.
- 10 Provided that the Instructor is in sympathy with the Object of The Boys' Brigade and is suitable for working with Boys, it is usually better to have an Instructor who is competent, than a B.B. Officer who is not really experienced or knowledgeable in the particular subject.

## Bandmasters

- 11 Where a Company Band is formed after the most careful consideration, a Bandmaster should be appointed. One Officer should have special responsibility for the Band, whether or not he acts as Bandmaster.

## Company Staff Meetings

- 12 Regular meetings of the Company Staff — Chaplain, Captain, Lieutenants, Warrant Officers, Staff-Sergeants and NCOs — are vital. Such meetings provide the forum for programme planning, co-ordination of activities, surveying progress and assessing the needs of the Boys. A record should be kept of all decisions at these meetings.
- 13 The Officers in Charge of each Section should be present at all such meetings in order that the unity and fellowship of the Company will be fully maintained.
- 14 The Staff of each Section should also meet separately as required. Those able and qualified to do so are encouraged to act as "Link Officers" by serving in more than one Section.
- 15 All meetings should open and close with prayer.



### **Groups within the Junior Section**

- 16 Each Section should be divided into Groups, normally of six to eight Boys' under a Group Officer.
- 17 Grouping by age has some advantages, as it keeps the same Boys together during their membership of the Section and makes it easier for dividing the Section into first, second and third year activities. The Boys must, however, be re-grouped for competitive work, otherwise the younger Boys will always be at a disadvantage. Another method is for Boys of all ages to be distributed among the Groups so that in activities of a competitive nature there is no handicap on account of age. All Boys should know if they are first, second or third year, so there should be no difficulty in subdividing the Section for activities.
- 18 If possible, each Group should be under the leadership of an Officer, who makes the Boys in the Group a special care, visits their homes and takes a personal interest in each of them.
- 19 Each Group should be given an imaginative name. Heroes, missionaries, or men famous for their work for mankind, provide suitable names, and it is a good idea to let the Boys choose their own Group name — with guidance from the Group Officer.

### **Squads within the Company Section**

- 20 For administrative purposes a Company Section is divided into Squads, wherever possible under the leadership of a Non-Commissioned Officer. It is recommended that an Officer, Warrant Officer, or Staff-Sergeant be made responsible for the welfare of each Squad. The strength of a Squad usually is from six to twelve Boys (Privates and NCOs), the number being regulated by the strength of the Company. If the Boys living in the same area are grouped in one Squad, it is easier for the NCO to look after absentees. Another method is to allow the NCOs to pick their own Squads at a meeting of Officers and Non-Commissioned Officers.
- 21 To encourage a high standard of participation and enthusiastic performance, a Squad Competition is a sound incentive. Annual or monthly competitions for the Squad Challenge Medal may be based on the highest average attendance at Company Parade Nights and Bible Class or whatever form of Christian Education is provided for the Boys in the Company Section.

## THE COMPANY ORGANISATION

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### FORMATION AND ENROLMENT OF A COMPANY

#### Church and The Company

- 1 Every Company of The Boys' Brigade must be a part of a Church, or other Christian Organisation, with the special exception mentioned in Article 8 of the Constitution. This provides a responsible body, upon whom the Brigade Executive can depend to see that the Company is carried on in accordance with the Constitution, and to which the Executive can refer in the event of any difficulty.
- 2 Churches and other organisations of which Companies are a part are entirely responsible for the Christian Education given to the Boys in these Companies, and for the methods by which such instruction is imparted.
- 3 At the formation of a Company it should be clearly understood that all the property of the Company is vested in the Church or other organisation which shall have full control over all the internal affairs of the Company, including its finances.
- 4 The first step, therefore, towards the formation and enrolment of a Company, is to obtain the official sanction of the Church, or other organisation, of which the Company will be a part. It will nominate the prospective Officers and in due course apply for their appointment and enrolment by the appropriate authority (i.e. Battalion or Brigade Headquarters) on the prescribed form, N.2.

#### The Boys

- 5 The necessary sanction for the formation of a Company having been obtained, Boys should be attracted to a meeting by well-prepared advertising. Full use should be made of material obtainable from Brigade Headquarters both for advertising and for use at the meeting. (See the list of publications contained in Appendix II).
- 6 The aims and Object of the Brigade should be fully explained to the Boys who should be left in no doubt as to what is involved. Experience has shown that Boys will respond to a challenge and that any attempt to lower standards will result in failure.

#### Duration of Session

- 7 The Brigade Session is from 1st September to 31st August.



## **Age Limits**

- 8 The ages for membership as laid down in Article 5 of the Constitution are:—
- Pre-Junior Section:** 6th birthday to the end of the Session in which the Boy reaches 8 years of age.
- Junior Section:** 8th Birthday to the end of the Session in which the Boy reaches 12 years of age.
- Company Section:** 11th Birthday to the end of the Session in which the Boy reaches 17 years of age. Where a Senior Section is not operating, the upper age limit is the end of the Session in which the Boy becomes 18 years of age.
- Senior Section:** 16th Birthday to the end of the Session in which the Boy reaches 18 years of age.
- 9 **A Boy's age is calculated as that which he attains by 31st August in any given Session, except for joining and promotion.**
- 10 It will be seen that there is an overlap in the ages at which Boys may be promoted from one Section to the next. This is to give Captains and Chaplains, in consultation with Officers in charge of Sections and perhaps with parents in special circumstances, discretion in the case of Boys whose development may be slower or faster, and also to provide for the varying ages at which Boys move from Primary to Secondary School. Normally, a Boy attending a Secondary School should be a member of the Company Section.
- 11 Battalions may fix ages within the limits laid down for each of the three Sections or may leave this discretion to the individual Company.
- 12 **Officers will adhere strictly to the minimum and maximum ages laid down in Article 5 of the Constitution.**

## **Enrolment of a Company**

- 13 **Each Company must be formally enrolled. The power of enrolment is delegated to Battalions but is subject to the approval of the Brigade Executive.**
- 14 **Enrolment of a Company is normally of a unit consisting of one or two Sections, that is, a Company Section and/or a Junior Section. If at a later stage further Section(s) are formed, these are required to be REGISTERED with the Brigade, on Form N.2. A Junior Section must exist before a Pre-Junior Section can be formed.**
- 15 As a general rule, the minimum number of Boys considered necessary for the enrolment of a Company Section is 20, or 12 in the case of a Junior Section (in rural areas a lower figure may



## Section I — *continued*

- be accepted), with an average attendance of 75% over the first six weekly meetings. 30 or so Boys is perhaps the ideal number to start with in the Company Section.
- 16 In the case of an existing Company where an additional Section is to be registered, the requirement as to minimum numbers of Boys applies, subject to the qualification in 17 below.
  - 17 If it is found impracticable, e.g. in rural areas, to recruit as large a number as laid down in 15 and 16 above, the exceptional circumstances which prevail should be reported to the Battalion Council or to Brigade Headquarters who have the power to enrol a Company with smaller numbers if they consider that the circumstances justify it.
  - 18 Churches desiring to form a Company should first consult the local Battalion Secretary (if necessary through Brigade Headquarters) to ensure that help is given during the planning and formation of the Company. It is desirable that a representative of the Battalion should be present at the first meeting.
  - 19 Application for enrolment should be made to the Battalion Secretary stating that the approval of the Church has been obtained, the Officers chosen, giving the average attendance at the six preliminary meetings, and asking for the official Forms of Application for the enrolment of the Company. These forms, properly completed, should be returned to the Battalion Secretary, accompanied by the Officer's Enrolment Forms (No. 10) duly signed. The application will then be put before the Battalion for approval. If approved, one copy of the Enrolment Form will be sent to Brigade Headquarters for registration. Brigade publications may be obtained immediately the Company commences meeting but order forms for Uniform, Membership Cards, Stationery, and other papers cannot be sent until the Company is enrolled or registered.
  - 20 The Company by this time may be expected to have assumed definite shape, and having shown themselves worthy, the Boys may be admitted to membership.

### **Visitation of New Companies**

- 21 It is the duty of Battalion Councils to arrange, prior to enrolment, for the visitation of all proposed Companies by experienced Officers. This is to ensure that the arrangements and organisation are satisfactory, and a second visit should be paid to each new Company some time during its first Session. The forms for reporting on the visits are obtainable free of charge from the Brigade Offices.

### **Annual Services for Enrolment and Dedication**

- 22 The oneness of the Company can be recognised at the Annual Enrolment Service for the whole Company, usually held early in the Session, e.g. on Founder's Day. In consultation with the Chaplain an interesting and impressive service should be the occasion

of presenting the Boys with their Membership Cards. The more impressive this ceremony is made, the greater the effect upon the Boys.

- 23 It is recommended that the Enrolment Service is held annually in Church as part of the normal Sunday Service, as this has the advantage of keeping the Company's work before the congregation and enlisting the sympathy of the members generally. A special invitation should always be sent to parents. Copies of a suggested Form of Service may be obtained from the Brigade Offices.
- 24 Enrolment Services in some Companies are held jointly with The Girls' Brigade Company or other organisations in the same Church.
- 25 A Service of Dedication should be held annually by the Battalion to provide an opportunity for each Officer to dedicate himself or herself anew in Christian service. There is no special procedure laid down for such a Service, which a Chaplain should be asked to arrange and conduct.
- 26 In some Battalions these Services of Dedication are held by Companies, each at its own Church. Such Services provide an opportunity to join with other youth organisations at the Church, e.g. with The Girls' Brigade or Girl Guides. In many cases Churches now arrange an annual Dedication Service in which all Sections concerned with Youth in the Church participate.

## **Founder's Day**

- 27 Founder's Day is celebrated throughout the Brigade on the last Sunday in October each year, in memory of Sir William A. Smith, who was born on 27th October 1854. A pamphlet on Founder's Day is obtainable from the Brigade Offices.

## **Finance, Company Equipment and Expense**

- 28 The cost of equipping a Company and of running it successfully from year to year is a primary consideration. No effort should be spared to ensure that the financial commitments are clearly understood and can be met. See para 38 below in relation to the annual contribution to the Brigade funds, which is a Constitutional obligation.
- 29 Boys should be encouraged to accept responsibility for their own requirements out of their own pocket money.
- 30 Bible Class offerings should not be used for normal Company expenses but should be devoted to the missionary work of the Church of which the Company is a part, to the International Extension Fund of The Boys' Brigade, or to other charitable purposes.



## **Boys' Payments**

- 31 One of the principles of B.B. Company finance should be that the Boys support their Company by paying a large proportion of the cost of their uniform and a Company subscription.
- 32 In most Companies a regular weekly subscription is paid by Boys or one or two payments to cover the whole Session may be encouraged. The levels of subscriptions paid by all members of the Brigade should be reasonable and realistic, and should be reviewed periodically by each Company.
- 33 Boys appreciate what they have paid for, and the spirit of self-help engendered tends to develop self-respect, while the benefit to the Company is of material value. Company Payment Cards, on which the Boys' payments to the Company and amounts charged to them are entered, are obtainable from the Brigade Offices.
- 34 The fact that Boys are required to contribute to the upkeep of the Company should not militate against their contributing to causes outside the Company. Boys should be encouraged to give liberally to the Missionary Society, International Extension Fund, or other work supported by the Company.

## **B.B. Week and Fund-Raising in the Company**

- 35 The success of B.B. Week has been one of the outstanding features of The Boys' Brigade since the inception of the 'Week' in 1921. The event is traditionally held during the week ending on the last Saturday in November. Full particulars and literature are issued by Headquarters during October.
- 36 During B.B. Week Officers and Boys in the Company and Senior Sections do their utmost to obtain contributions from those personally known to them by means of collecting cards issued by Brigade Headquarters. The amount may be supplemented by organising special fund raising activities such as Jumble sales, Car washing, Sponsored walks, Concerts etc., but avoiding methods out of harmony with the Christian aims of the Movement. Pre-Junior and Junior Section Boys are not permitted to use collecting cards, but may be encouraged to take part in the special activities.
- 37 **"House to House" collections are prohibited. Strangers must not be approached for contributions to B.B. Week on collecting cards.**
- 38 The amount collected in B.B. Week is retained by the Company, but there is a Constitutional obligation that **"every Company shall make such annual contribution to the General Fund of the Brigade as may be determined annually by the Brigade Executive and approved by the Brigade Council"**.
- 39 **The Annual Contribution (the period runs from 31st August to 1st September) is payable on 1st December and should be paid promptly, — certainly by 31st December. The contribution**



**is based upon the actual strength of the Company as at 1st December.**

- 40 Subject to the approval of its Church, every Company should take part in B.B. Week and exercise imagination and initiative in means of fund-raising. A well organised and well run B.B. Week is the principal, but not necessarily the only, method of providing the Company with the funds to carry on the work.
- 41 It is important that the Movement should be brought before the public and B.B. Week provides an opportunity for this. It also gives those who realise the worth of the B.B. the chance to support it financially.

## **Insurance**

- 42 The Brigade's Insurance Schemes provide:
- (a) Personal accident cover for all Brigade members (Officers and Boys) including voluntary and paid helpers, provided that accidents arise within normal and organised Brigade activities, including whilst travelling as an organised party or travelling between home and the place of the activity. *It is emphasised that travel by motor cycle is excluded.*
  - (b) Most special activities, including Sub Aqua Swimming, Flying, Gliding, Pot-holing, Rock Climbing, Motor cycling (as a Brigade activity only) and Car Club Trials, are covered by the Brigade's Personal Accident Scheme, but may require a small extra premium.
  - (c) Public Liability: i.e. the legal liability of Brigade members as in (a) above for injury to persons and damage to property of third parties arising out of Brigade activities only. Provision is made to cover legal liability for loss or damage to premises hired or rented subject to the Company bearing the first £100 of such damage other than due to fire and explosion. **No agreement purporting to accept liability should be entered into or signed** until such agreement has been submitted to Headquarters for approval by the Insurers.
  - (d) Employer's Liability:
- 43 **If any unusual circumstances or activities arise involving an extraordinary degree of risk, Headquarters must always be notified in advance so that the underwriters can be informed and advice given on any additional premium due.** A synopsis of the Scheme is normally printed in the December issue of the Gazette and copies are readily available on application to Brigade H.Q.
- 44 The premiums for the Brigade Insurance Scheme are paid by the Brigade for every Boy, Officer and voluntary and paid helpers.

Section I — *continued*

- 45 Battalion Officials and Officers on the Reserve can be covered by the Brigade Insurance Scheme provided a small premium is paid for each person to be covered. A form is issued to Battalions annually.
- 46 There are also special Supplementary Insurances (including those for Overseas travel) of which Companies can take advantage by completing the appropriate form obtainable from Headquarters and subsequently paying the premium. These include insurance for camp equipment, musical instruments, trophies, colours, money and other items. There is also a special Motor Insurance Scheme for Officers which includes those risks arising from passenger liability and normal B.B. activities.
- 47 In the case of new Companies, insurance cover is automatic from the time they first meet as a prospective Company.

## THE COMPANY IN ACTION

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- 1 The progressive programme of The Boys' Brigade is designed to attract and influence Boys within the age limits for each Section.
- 2 Particular care should be taken to ensure that the detailed programme for each Section is adhered to and that Boys are not introduced before their time to activities of another Section.

### The Four-Sided Principle of the Brigade's Activities

- 3 A four-sided principle is followed throughout the whole Movement, covering the following aspects:—

Christian Citizenship  
Physical  
Educational  
Service

This is based upon the Boy Jesus increasing in wisdom and stature and in favour with God and Man (St. Luke 2, v 52).

- 4 In the Junior Section the words Spiritual, Physical, Educational and Social are used and these four sides of a Boy's development form the basis of the programmes for all Sections of the Company.

### The Programme

- 5 The broad programme of activities is designed to meet the Boys' progressive needs in accordance with their ages and in relation to their background at school and at work.
- 6 Detailed programmes for winter and summer activities should be prepared well in advance. At the end of the winter part of the Session there should be a Company Display to highlight the winter's programme. Summer activities should be designed to take the Boys into the open air as much as possible and every Boy in the Company Section should be encouraged to attend Camp. Nothing fosters *esprit-de-corps* more than a well-organised and well-run Camp, which should be the climax of the B.B. year.
- 7 In preparing the year's programme, Officers should make full use of the literature and advice obtainable from Headquarters: See Appendix II.
- 8 **The Junior Section, while clearly recognised as part of the whole Company, will not take part in joint instruction or activities with the Company Section, apart from special events, such as Enrolment Services.**
- 9 The programme for the Senior Section will differ fundamentally from that for the Company Section. Hence, where there is no



Senior Section, it will be necessary to have a separate programme on these lines for the Seniors in the Company Section.

- 10 **The status of Senior is given to Boys at the beginning of the session in which they reach 16 years of age.**

### **Junior Section Programme**

- 11 The basis of the programme in the Junior Section is the **Achievement Scheme**.
- 12 **Boys who attain varying numbers of Achievements in each type of activity (based on the four-sided principle) are given coloured awards to be worn in uniform.** Full details are given in the publication "The Achievement Scheme".
- 13 **Battalions have the power to control the issue of awards under the Achievement Scheme if they so wish.**
- 14 **Regular certified attendance at Church, Sunday School or other religious service is a condition of membership.** Bible classes for Junior Section Boys are discouraged.
- 15 It is recommended that Junior Sections do not hold more than one meeting a week, although small groups may meet informally on other occasions for specialised activities, rehearsals for displays, etc.
- 16 **Camping under canvas must not be undertaken in the Junior Section, although holidays in a school or Church hall etc. are encouraged.** Arrangements are made by Headquarters for Junior Sections on holiday to be visited after submission of the appropriate details.
- 17 **Company Section activities should not have a place in the Junior Section programme.** The reason for this is to ensure progression when the Boy moves into the Company Section.

### **Company Section Programme**

- 18 A four-sided programme will be carried out, providing the necessary progression from the Junior Section.
- 19 The programme of most Companies is developed around the Company Section awards structure, which is broadly outlined as follows:—
  - (a) Target Awards For Boys in their first session, to give them a varied programme and useful incentives, and also to introduce them to a variety of B.B. activities.
  - (b) Specialised Awards Primarily intended for Boys in their second session onwards. Three-stage awards in a variety of specialised activities.

- (c) Service Awards      To indicate length of service and loyalty in Junior and Company Sections.
- (d) Special Awards      President's and Queen's Badges for all round proficiency and additional training and responsibility in leadership.

Full details are considered in the Award Regulations booklet and the numerous Awards Pamphlets listed in the B.B. Price List.

- 20 To ensure that their reception and introduction into the Company Section is conducted with friendly fellowship and in keeping with the highest standards of the Brigade, Boys promoted from the Junior Section should be welcomed with proper ceremony. Even more important, their settling down into the work of the Company must be watched most carefully. It is the Officers' responsibility to achieve this transition soundly and happily.
- 21 The Company Section Parade Night and Bible Class, or other form of Christian Education, form the basis of the programme, although Companies provide many additional activities. Drill plays an important part in the Brigade as a means of furthering the B.B. Object. The weekly period of Christian Education should be carefully planned in consultation with the Chaplain.

## **Seniors' Programme**

- 22 **The status of Senior is given to Boys at the beginning of the session in which they reach 16 years of age.**
- 23 Many Companies have for long arranged special activities for Seniors. The Senior Section, as it is now envisaged, can be regarded as giving more specific content and recognition to this principle.
- 24 A four-sided programme should be carried out, providing progression and also introducing new activities. The programme for the Senior Section will be seen to differ fundamentally from that for the Company Section. Hence, where there is no Senior Section, it will be necessary to have a separate programme on these lines for the Seniors in the Company Section. It will be borne in mind that the prime purpose of work with Seniors is to provide a bridge between them and the Church.
- 25 **Members of the Senior Section may not qualify for any B.B. Awards except the Queen's Badge, in cases where the President's Badge has been gained in the Company Section.** Members are encouraged to participate in The Duke of Edinburgh's Award Scheme and to work for other non-B.B. awards.
- 26 Individual and group projects may be carried out at various times and in various places, but opportunities should be provided for weekly meetings, when all members who can do so, will join together. Throughout all programmes for Seniors the emphasis should be on service.



- 27 **All Members must attend weekly some form of Christian Education as agreed by the Church.** Members should be identified with, and integrated in, the wider life and witness of the Church, whether by meeting as a separate section within the family of the Church or within the Youth Fellowship, or another branch of the Church's Christian Education programme.
- 28 Advice on the whole concept of Senior Section work will be found in the booklet "The Senior Section".

### **Sportsmanship**

- 29 All Company Officers should encourage the Boys' pride in their Company and its achievements. There must clearly be a balance between the natural and healthy desire to win, and the Olympic ideal of participation as the keynote to amateur sport.
- 30 If the spirit of Christian fellowship runs properly through the Company, the capacity to win proudly or to lose gracefully will be shown in all the activities undertaken, whether in the more formal competitions or in the sports arena.

### **Company Colours**

- 31 **Where there are Company Colours, they will be for the whole Company but will be carried only by the Company Section. Colours will not be carried on Junior Section parades.**

### **The Company and The Church**

- 32 The B.B. cannot operate in isolation from the Church. Its loyalties, its tradition and the achievement of the Object depend on a sound Church-centred relationship at Company, Battalion, District and national levels. Further information is given in Section L on Church Relationships, pages 51 to 53.

### **Church Parades**

- 33 Church Parades are normally used throughout the Brigade as a means of witness and of visibly identifying the Brigade with the work of the Church. Such Parades are valuable in fostering the close connection between the Company and its Church. **At Church Parades Uniform will be worn by all ranks.**
- 34 Care should be taken that combined Church Parades involving the Boys' absence from their own Church, Bible Class or Sunday School are infrequent. In order to avoid clashing with Church arrangements, all such Parades should be planned well in advance and in full consultation with the Ministers expected to take part. In the event of conflicting interests for a Company the Chaplain must be the deciding authority.



- 35 At Inter-denominational Church Parades, it is desirable that offerings should be donated to an inter-denominational purpose, such as the International Extension Fund of the Brigade.
- 36 **If invited, Junior Section Boys may, at the discretion of the Company Captain, parade and march with the other Sections of their Company.** If there is to be a March Past, and the Junior Section Boys are not parading, they may be formed up near the Saluting Base to watch the Parade.
- 37 **At any time when a Parade is to be held on any public road the Police must always be informed beforehand.**

## **Marching at Night**

- 38 **When marching on the road after dark, Officers in charge of Parades must ensure that adequate precautions are taken against accidents and that the Police are informed.**
- 39 **A white light must always be carried at the front of the Column on the off-side and two red lights at the rear, one on the off-side and the other on the near-side.**

## **Camp**

- 40 Annual Camps are encouraged in the Company Section to provide opportunities for Officers and Boys to spend time together in Christian fellowship, to develop relationships within the Company, and to add attraction to the Company programme.
- 41 Careful planning is needed in programming annual camps. While it is not suggested that all camp time should be fully occupied in organised activity, it is generally recognised that an attractive programme of optional activity adds greatly to the enjoyment of camping.
- 42 Suggestions of suitable camp sites can often be obtained by contacting Headquarters or the Battalion/District Secretary or Field Officer in the area, who will often have local knowledge.
- 43 Senior members of the Company should have a status in camp appropriate to their age, and should not be treated in the same manner as younger Boys. In some cases, however, Companies arrange special holidays for Senior Boys in addition to annual camps.
- 44 **Weekend static camping** also has great value, whether it is arranged for a special purpose (e.g. canoeing instruction) or whether it is merely an opportunity for Officers and Boys to get together for an informal weekend under canvas.
- 45 **Organised weekend activity away from the Company location should only be arranged in consultation with the Church authorities.**

- 46 **Mobile and Lightweight camping** has additional attractions in that it demands initiative and self-reliance from each Boy; it presents a challenge, especially under adverse conditions, provides a stimulating contrast to generally comfortable modern living conditions; and is a basic essential to many adventurous outdoor pursuits.
- 47 This form of camping is therefore encouraged, especially among the older members of the Company Section.
- 48 **Members of the Junior Section must not take part in Company Section Camps but are encouraged to attend a Junior Section Holiday in a school or Church hall, etc.**

## **Camp Visitation**

- 49 Companies will be asked to advise Headquarters of their camp arrangements, and the District in which the camp is located will be asked to arrange a visitation. A report on the Camp is then sent to HQ with a copy to the Company concerned. This visitation also means that B.B. Officers and Boys camping in all parts of the country will be able to meet local Brigade men thereby extending their B.B. fellowship.

## **The Company Display**

- 50 Every Company should hold a Display at the end of the winter programme, and this Display should aim to show to parents, friends and members of the Church the work which the Company has been doing during the session. Ideally, the Display items will "grow" out of the normal Company activities. There is no better occasion for showing the Company at its best to the circle of friends whom it is desired to interest in the work. Special rehearsals for the Displays are desirable in order that a high standard can be attained.
- 51 A suitable person who is in sympathy with the Object of the B.B. should be invited as Principal Guest or Inspecting Officer. Inspecting Officers from within the Brigade can be expected to offer critical appraisal, which may be helpful to both Officers and Boys. Well established Companies may prefer to look outside the Brigade for their Principal Guests.
- 52 Sections may hold separate Displays, or a combined Company Display may be held with items from all Sections. A leaflet of advice and suggestions on the procedure and form of the Company Inspection and Display can be obtained from Brigade Headquarters.
- 53 Where Companies use premises, other than their usual hall, for their Annual Display, they should ensure that they comply with the **Fire Regulations** for that building.



## **Visits Abroad**

- 54 **Where Company, Battalion or District parties intend to visit other countries outside the British Isles, notification must be sent in every case at least three months before the date of the visit and approval obtained from Brigade Headquarters. The information given must include the names and ages of all Boys in the party, so that a collective passport may be obtained.**
- 55 Where the visit includes other than general holiday type activities (such as expedition work or mountaineering) the Brigade Executive strongly recommends that Boys under 14 years of age should not take part. It should be understood that Junior Section Boys must not take part in Continental visits.
- 56 The appropriate application form for permission to make an overseas visit is obtainable from Headquarters and should be lodged at Headquarters at least three months before departure.
- 57 HQ approval will be required to support application for a junior collective passport, and also to bring the party within the Insurance cover of the Brigade Scheme.
- 58 The Brigade organises visits abroad by specially selected groups. These are in addition to visits for the benefit of those Companies which are unable to raise sufficient members to justify organising their own party. Details are announced through the Gazette and Stedfast Magazine.
- 59 Facilities are available for exchange visits with kindred youth organisations in other countries, for example, Frivilligt Drenge-Forbund (F.D.F.) in Denmark, Ansgarsförbundet in Sweden, and Poikien Keskus in Finland. Such visits include private hospitality on both sides and call for long-term plans and adequate financial resources. All negotiations for such exchange visits must be through Brigade Headquarters which will contact the respective Headquarters of the organisation abroad.
- 60 In addition to exchange visits, B.B. national parties take part in international youth gatherings, band festivals, etc. Details of these special events are announced in the Gazette.
- 61 Where Companies intend to act as hosts to parties of members of any kindred organisation from abroad, prior notice should be given to Brigade Headquarters.

## **Handbook for Boys**

- 62 Companies should ensure that every Boy has a copy of the Handbook for Boys which he will keep for reference.



## **The Company Book**

- 63 It is a great advantage to have a "Company Book", with the Membership Card as cover, printed as early in the Session as possible, containing the Company Rules, the names and addresses of the Officers, with the names and addresses of the Boys arranged in Groups and Squads.
- 64 Information should also be given as to Parade Nights and the arrangements for Christian Education, with details of sports and recreational facilities and Social Meetings, arrangements for the Club Room, Camp, or whatever other agencies are available for the Boys of the Company.

## **The Company Rules**

- 65 Each Company should adopt Rules to help its smooth running.
- 66 These Rules will vary according to local circumstances, but a specimen set is provided in Appendix III on page 78. The Church authorities should be consulted by the Captain in their preparation.
- 67 As **esprit-de-corps** grows in the Company, so will the Rules become established as an obligation of membership which all its members accept.

## **Old Boys**

- 68 Officers are reminded of the importance of maintaining a close association between the Company and the Church of which it is an integral part. Church Membership should be kept before Officers and Boys alike as the natural outcome of the Company work.
- 69 If the relationship between the Company and the Church of which it is a part is a happy one, the problem of the Old Boys is largely met, and it is the province of the Church rather than of the Company to maintain the interest and enthusiasm of the Old Boys as Church members.
- 70 Every effort should be made to encourage the participation of Old Boys in some of the organisations or activities of the Church.
- 71 An Old Boys' Lapel Badge may be worn, and is obtainable from Brigade offices.

## **Parents' and Friends' Associations**

- 72 For the benefit of the Company, it may be desirable to form a Parents' and Friends' Association. Such an Association, which should be centred in the Church of which the Company forms a part, should have as its object the support, financial help and development of interest in the Brigade among the parents of the Boys, members of the Church and local community.

- 73 The Association should be responsible for organising its own affairs, in consultation with the Chaplain and other Officers of the Company.
- 74 Notes on the formation of such Associations are contained in Appendix V.

## **Stedfast Clubs**

- 75 Stedfast Clubs are formed to provide a contact for B.B. men and women while at the Universities, Theological and Training Colleges, and to extend interest in The Boys' Brigade amongst other Students.

All B.B. men and women are cordially invited to join in the fellowship of a Stedfast Club during their time at University and College.

This invitation is also extended to those who, although not at present connected with The Boys' Brigade in any way, are interested in Christian youth work and would like to know more about what the Brigade stands for and what it does.

Stedfast Clubs have three main aims:

- (i) To provide a rallying point for those interested in the B.B.
- (ii) To spread knowledge of the Brigade.
- (iii) To help local Companies wherever possible.

Most clubs hold discussion meetings, often led by guest speakers with experience in different aspects of B.B. work, and make visits to local Companies, B.B. displays and other events of interest.

There are Stedfast Clubs in 20 Universities and Colleges in the United Kingdom: information is available on application to Brigade Headquarters.

## **Drink and Drugs**

- 76 In all Companies there should be positive leadership against intemperance and the dangers of addiction to alcohol or other drugs by the Boys.

## **Betting and Gambling**

- 77 All Officers are expected to warn Boys against the evils arising from betting and gambling in their various forms, and personally to set a true standard of Christian conduct in these matters.

## **AWARDS FOR HEROISM AND GALLANTRY**

### **Cross for Heroism**

- 78 (i) The Cross may be awarded to any Boy, who, being a Member of The Boys' Brigade, has performed a signal act of self-sacrifice for others, shown heroism in saving life or attempting to save life, or displayed marked courage in the face of danger.
- (ii) The Cross shall be of bronze, and the ribbon of the clasp shall be royal blue.
- (iii) The Rank, Name and Company of the holder, together with the date of the act of heroism, shall be engraved on the Cross.
- (iv) A duly attested statement by an eye-witness of the act of heroism which is deemed worthy of the award shall be lodged with the Brigade Secretary by the Captain of the Company to which the Boy belongs.
- (v) The Brigade Executive shall be the sole judges as to the awarding of the Cross, and their decision shall be final.
- (vi) Application for the Cross must be made within six months from the date of the incident.

A Certificate recording the circumstances under which the Cross was won accompanies the Decoration.

A Form of Application to be filled in on behalf of Boys proposed for an award is obtainable at Brigade Offices.

### **Diploma for Gallant Conduct**

- 79 The Diploma for Gallant Conduct is awarded to Boys who have shown gallant conduct in attempting to save life, or marked courage in the face of danger, unaccompanied, however, by the high degree of heroism which would merit the awarding of the Cross of Heroism.
- (i) A duly attested statement by an eye-witness of the act of gallant conduct which is deemed worthy of the award shall be lodged with the Brigade Secretary by the Captain of the Company to which the Boy belongs.
- (ii) The Brigade Executive shall be the sole judges as to the awarding of the Diploma for Gallant Conduct, and their decision shall be final.
- (iii) Application for the Diploma must be made within six months from the date of the incident, and should be submitted on the official form supplied for the purpose, obtainable from Brigade Headquarters.



## UNIFORM

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- 1 Uniform identifies those who wear it with the Movement and fosters a sense of esprit de corps which is important both to the Company and the Brigade. Careful attention must always be paid to turnout, and uniform must be properly cleaned and smartly worn.
- 2 **At all times there must be complete and correct observance by all ranks of the regulations in regard to uniform.** The whole standard and bearing of the Brigade, in public or in private, depend upon thorough compliance with these Regulations.
- 3 Details of Uniforms for all ranks are given in Appendix I.

## CHURCH RELATIONSHIPS

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### Generally

- 1 The task of the Church in presenting the Christian message to the community today demands the complete support and dedication of purpose of The Boys' Brigade. The contribution of the Brigade method, both actual and potential, is sometimes misunderstood by the Churches and the fault in this must often lie with the Brigade.
- 2 The fact that many B.B. Boys come from homes with little or no Church connection is all too often forgotten. The Brigade method is an effective means for the Church's outreach to this Boy and his family. The Company often provides the primary, sometimes the only, Christian influence in his life and the only Christian instruction which he receives.
- 3 The fundamental "missionary" function of the B.B. in outreach is the common concern of the Church and the Company. When the Boy is first attracted, it is the Company activities in which he is interested. Through the friendship and example of the Officers and Senior Boys, the Chaplain and the Church members, this interest can then be directed towards the Church.
- 4 Parents should be made fully aware of the denomination of the Church of which the Company is a part. This will enable any who may have a different Church affiliation to guide their Boys' actions in relation to Christian Education in the Company and to their attendance at the Church Services in which the Company may be called to take part.
- 5 Special care should be taken when arrangements are made for a Service of Holy Communion in connection with a B.B. Meeting, or at Camp, that due regard is paid to the requirements and views of the respective religious denominations concerned regarding participation.
- 6 The traditional Company Bible Class should not be regarded as sacrosanct. There have been many developments in Christian education during the last few years; in family Church, in new forms of Christian Education, in young people's meetings for different age groups, for Boys and Girls together or separately. The B.B. Company should ensure that there is a completely co-operative attitude to these experiments and new forms of worship, and a too rigid adherence to the traditional Bible Class procedure should be avoided where this would bring the Company into conflict with the Church authorities.
- 7 The happiest relationship between the Company and its Chaplain is where the Chaplain not only appears on formal occasions but

makes time to join in its activities. He thus becomes known as a B.B. Officer and a friend as well as the Minister of the Church. The interest and encouragement of the Chaplain is important for the Company and in this way the Company can become more effectively integrated into the life and youth work of the Church.

### **At local level**

- 8 The preservation and strength of the personal understanding between the Company Officers and the Office-Bearers of the Church will determine the success of the link. Article 11 of the Brigade Constitution states, **"In the work of the Company it shall be the duty of the Captain to seek to establish the closest co-operation with the Chaplain and the Church or other organisation of which the Company is a part"**.
- 9 The full value of Sunday as a day of Company activity is often not fully realised. First and foremost, every Company should be together, as a Company, on a Sunday, whether in Bible Class or Family Church. Where it is Family Church, it is a good thing for the Company to assemble together afterwards for notices, and for the opportunity of fellowship.
- 10 With the change-over to Family Church in some Churches, Sunday afternoons are often free of Church activity: and here might be an opportunity for a Christian Education group (studying for the Christian Education Badge), or for experiments in religious drama, music, etc.

### **At Battalion level**

- 11 Accepting that the Brigade is a part of the youth work of the Church, it is not enough to allow the relationship between the Companies and Chaplains merely to exist superficially. There must be active contact, supported and encouraged by the Battalion through periodical conferences with Chaplains and other Ministers.
- 12 Where there are changes of appointment of ministers to Churches, Company Captains and Battalion Secretaries are requested to seek and to pass on information about these changes, and to do everything possible to ensure that an effective personal contact is made or maintained.

### **At national level**

- 13 There has always been contact between the Brigade and the Churches at national level and recently the Brigade Executive have established at national level the Churches' Advisory Panel on which the Churches, and their Youth Departments, the B.B. Denominational Committees and Councils and the Executive are represented. The Panel meets regularly at Brigade House, Parsons Green.



## **The B.B. Denominational Committees and Councils**

- 14 These Committees have the following terms of reference:—
- (a) to extend the Brigade in the denominations;
  - (b) to ensure publicity in denominational papers, and representation at annual meetings, conferences and youth leaders' courses;
  - (c) to arrange for the systematic visitation of Theological Colleges by B.B. speakers;
  - (d) to develop in B.B. Companies a wider interest in the missionary enterprise of their own Church.

The B.B. Missionary Auxiliary Secretary should be a member of the Denominational Committee.

- 15 These Committees are normally appointed by, and report to, Denominational Councils, which are composed of the Officers of each denomination and usually meet during the Brigade Council week-end.

## **The Missionary Work of the Churches**

- 16 For very many years the Brigade has supported financially the missionary work of the Churches. This annual giving has been focused through the B.B. Missionary Auxiliaries, in co-operation with the Denominational Committees and Councils.
- 17 Companies are urged to continue to support this great work and to interest their Boys in the object of their own Church's effort. Information is available through Brigade Headquarters and the Churches which will help Companies to increase the Boys' interest in missionary projects.

## BATTALIONS

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- 1 **Subject to the exception stated in Article 17 of the Constitution, every Company will belong to a Battalion.**

It is necessary therefore for all Companies in each suitable locality as approved by the Brigade Executive, to associate in forming a Battalion. Each Company will be a constituent member as will new Companies on formation. The Officers of all the Companies in a Battalion form the Battalion Council.

- 2 Within a Battalion area Companies in a particular locality may with the consent of the Battalion Council, group themselves informally. Such a group, within the Battalion organisation, may liaise for mutual development of their programme of activities. This may facilitate the administration of larger or more widespread Battalions.
- 3 As every Company must belong to a Battalion (subject to the exception stated in Article 17 of the Constitution whereby in special circumstances Companies are administered by HQ), the importance of Battalion work becomes evident. Although problems of distance or transport may make it difficult for some Companies to take part in many Battalion functions, every effort should be made to encourage them to join in at least one Battalion event — for example, a Church Parade—each year. Boys should be given the feeling of belonging to a great Movement. Officers whose business takes them around the area concerned should be encouraged to visit isolated Companies.
- 4 Battalion Councils enrol Officers and Companies in their own areas and the closest co-operation with Churches is essential. No enrolment can be made without prior approval of the Church concerned.
- 5 Subject to the provisions of the Brigade Constitution, each Battalion manages its own affairs as it considers best.
- 6 **The Battalion Council shall appoint annually a President, Vice-Presidents, Treasurer and an Executive (each of whom shall be ex-officio a member of the Battalion Council) and shall appoint a Secretary and (if so desired) an Assistant Secretary, for such term and under such conditions as they may think fit.** As Officers of the Brigade, Battalion Office-bearers are encouraged to wear uniform on appropriate occasions.
- 7 If Officials are sought from outside the Brigade they should be of Christian character. Such Officials give opportunity to bring into the Brigade movement representatives of the wider world of public life and service, business, or the professions. In the appointment of Company Captains to Battalion office, the weight of this additional burden should always be borne in mind.

- 8 The day to day organisation of the Battalion is usually delegated to an Executive Committee comprising the Office-Bearers and representatives of the Sections, and Conveners of important Battalion Committees. It is important that all Sections are adequately represented on the Battalion Executive.
- 9 **The Battalion Council shall report, as required, to the Brigade Executive who shall have power to review the actions of the Battalion Council.**
- 10 There may also be constituted by the Battalion Council, a Sectional Committee for each of the three Sections: Junior, Company, and Senior. Such Committees will consist of all Officers serving in that Section but should in addition be open to all Officers of the Battalion.
- 11 It will be open to each Sectional Committee to appoint a Chairman and an Honorary Secretary and, with the approval of the Battalion Council, to form Sub-Committees or to call conferences of Officers. Sectional Committees will thus manage the affairs of their Sections in their own way but shall be responsible always to the Battalion Council, through the Battalion Executive.

### **Organisation of Training Courses**

- 12 To ensure that the Brigade Training Scheme is operated efficiently, all Battalions, Districts or other Brigade authority undertaking training responsibilities should appoint a Training Committee charged with the general oversight of all training within their area.
- 13 Local Training Officials (designated Training Conveners) should be appointed. They will be responsible to the local Executive for the supervision of the training of new Officers and for arranging local training courses.
- 14 The duties of the local Training Convener include the supervision of all local courses, the keeping of training records, the reporting of courses to Brigade Headquarters and generally publicising and fostering interest in all aspects of Brigade training.
- 15 Syllabuses and other information relating to the organisation of local courses are contained in the Manual of Officers' Training available to Training Conveners on application to the Secretaries for Training at Brigade Headquarters.



## **DISTRICTS**

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- 1 The Districts into which Great Britain and Republic of Ireland have been divided are primarily for electoral purposes — for electing members of the Brigade Executive.
- 2 For the purposes of co-ordinating the work of the Brigade, District Councils may be set up on a similar basis to Battalion Councils.

### **Honorary Organisers for the Junior Section**

- 3 Honorary Junior Section Organisers are appointed annually by District Councils to assist in the administration of Junior Section work within the District.

### **Field Officers**

- 4 The Brigade Executive may appoint Field Officers for full-time work in Districts. Such Officers shall be part of the Brigade Headquarters Staff and will be responsible to the Brigade Executive, through the Brigade Secretary, for development of the work of the Brigade and for extension and training in the particular District to which each is allocated. They will work in closest co-operation with the Executive of the District to which they are assigned.

## BRIGADE COUNCIL

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- 1 The Brigade Council meets once a year at the Annual Meeting to receive the Report and Accounts, to review the work of the Brigade and to determine issues put before it by the Brigade Executive and its constituent members. The occasion is also used to provide a weekend of special meetings, events and parades which are inspirational as well as social. The value of attending these meetings cannot be too highly stressed. Through attendance Officers come to realise more fully that the B.B. is a worldwide organisation. There is value in exchanging news and discussing problems which can often be solved or put in proper perspective by comparing notes with fellow Officers and friends.
- 2 **All Chaplains, Captains, Lieutenants, Officers on the Reserve, Office-bearers and Honorary Officials of Districts and Battalions are entitled to attend and to take part, but only those may vote who are entitled to do so in terms of Articles 34 and 35 of the Constitution.**
- 3 Battalion Councils should consider ways and means of encouraging Officers to attend.
- 4 Where a Company cannot be represented at Brigade Council, provision is made for Proxy Voting in terms of Article 35 of the Constitution.
- 5 **The closing date for the submission of motions affecting the constitution is 10th March or for Non-Constitutional motions 1st May. Any such submission should be in writing and addressed to the Brigade Secretary.**
- 6 The Brigade Council Meetings are held at various towns throughout the country the place being decided usually by acceptance of an invitation from a Battalion or District. Local arrangements are then made by the local organisation with the help of the Brigade staff. Accommodation is usually at hostels or college halls of residence during vacation periods. It will be appreciated that such arrangements must be made well in advance.
- 7 **Warrant Officers are permitted to attend Brigade Council but are not entitled to take part in debate or to exercise a vote.**

## **THE BOYS' BRIGADE THROUGHOUT THE WORLD**

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- 1 The Boys' Brigade is today a truly international organisation serving Boys in many parts of the world.
- 2 In 1963 the World Conference of The Boys' Brigade was established to co-ordinate the work of the Brigade throughout the world and to ensure that the fundamental principles of the B.B. are everywhere upheld.
- 3 Within the framework of the World Conference, Regional Fellowships have been set up. These provide the forum through which Councils in neighbouring territories can exchange ideas, share experience and plan corporate activities.
- 4 The European Fellowship is the medium through which the Brigade enjoys closer relations with kindred organisations in Scandinavia. These are the Frivilligt Drenge-Forbund in Denmark, Ansgarsförbundet in Sweden, and Poikien Keskus in Finland. The Church Lads' Brigade, The Girls' Brigade and kindred Girls' organisations in Scandinavia are also members of this Fellowship.
- 5 Much of the work throughout the world has been financed by grants from the International Extension Fund. This fund helps to maintain full-time Organisers, makes possible Secretarial visits and generally supports the development of the work in many territories. Support for the International Extension Fund is warmly commended to the Brigade and provides a sound object for the offerings from District and Battalion Church Parades, Training Courses, Conferences, and other inter-denominational Brigade occasions.



## INFORMATION SERVICES

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### The B.B. Gazette

- 1 The Gazette is published bi-monthly from October at an annual subscription payable in advance. Order forms are sent to Captains and Battalion/District Secretaries at the start of each session, and are also included in each August issue.

The Gazette is the main channel of information for Officers on B.B. affairs, new developments, training, changes in regulations, together with features on a variety of approaches to all aspects of Company work.

- 3 Every Officer, including the Chaplain and all members of the Company Staff, should read the Gazette in order to keep fully in the picture of current events — nationally and internationally. One copy of each issue is sent to Captains and Officers are encouraged to purchase their own copies. The circulation is not restricted to the B.B., and Companies and many Battalions have found it worthwhile to take out subscriptions for supporters, friends, Old Boy or Parent Associations, and various local associations, schools, Public Libraries, etc.
- 5 As the mouthpiece of the Movement, the Gazette welcomes letters or feature articles from Officers on ways of carrying out Company activities, which are likely to be of general appeal. Officers should write to the Editor at Brigade Headquarters, in the first instance, as allocations of space are made well in advance of the date of publication.

### Stedfast Magazine

- 6 This is published monthly with two editions — Junior and Company/Senior Sections. Order forms are sent to Captains at the start of each session.
- 7 As the Gazette serves Officers, so Stedfast Magazine caters for Boys in keeping them informed of Brigade events and developments. Not only should every Company subscribe to Stedfast Magazine, but every member should be given the opportunity of reading it.
- 8 Some Companies collect payment for it on delivery, others include the cost in the member subscription fee paid by the Boys.
- 9 The magazine is not issued by the Brigade, but it is a publication authorised by the Brigade Executive and produced by a B.B. Officer solely for the benefit of the movement.
- 10 The Editor would welcome written contributions and photographs. All enquiries should be addressed to Stedfast Publishers, 23 Western Road, Bletchley, Bucks.

## **Public Relations**

- 11 As a Brigade President has said "It is essential for any youth movement, and in particular the B.B., to move in the public eye — not just once, but often. Only in this way will the public see that our Object is being achieved. Officers must remember that the B.B. extends far beyond the Parade Night. If the Boy goes home full of excitement, his parents will also have something to talk about. This is a good example of Public Relations. The word gets around and people start talking about the B.B."

### **— At local level**

- 12 The Officer's part is in his relationships with his colleagues, Boys, parents, Church, schools, employers, and all in the community. The Company should have a programme attractive to the contemporary Boy, be efficient, and thus keep its activities before the public. The public has to be informed: the means are varied, according to local resources and facilities, but should include invitations to indoor and outdoor events, to the reporters for the local press, local radio, Church magazines, as well as the distribution of literature, advertising and exhibitions.
- 13 The efficiency and public standing of the local Company is one of the prime means of extension. It is the yardstick by which the B.B. is judged when a Church is considering forming a Company.
- 14 For purposes of extension and the recruitment of Officers much depends on the impact made on Churches; this impact can be helped through the sending of reports and photographs to the magazine or newspaper of the particular denomination.

### **— At Battalion level**

- 15 Every Battalion should appoint a Public Relations Officer, whose duties should include contacts with press and local radio, extension and recruiting campaigns, photography, films and transparencies, and exhibitions. He should also arrange to provide speakers to other bodies such as business clubs, schools, colleges and Church meetings. Assistance may well be needed for him if all these aspects are to be developed to the full extent. The local press should be kept informed of Battalion affairs and of national and international Brigade events, particularly where some degree of local participation is involved. The B.B. Gazette and Stedfast Magazine are good sources of material. The success of his work will depend on the full co-operation of Companies in keeping the P.R.O. fully briefed on activities.
- 16 To ensure that the best 'image' of the B.B. is portrayed, particularly in pictures (press) and on television (and, of course, in all public statements) it is essential that there is a high standard of



## Section Q — *continued*

performance. All appearing — Officers and Boys — must be in correct uniform, and what is reported must be factually correct and in accordance with current Brigade policy.

### — At national level

- 17 At national and international levels Brigade Headquarters supplies information to the press, television and radio, the religious and educational press and through many other channels. The services of Headquarters are available to Battalion Public Relations Officers for general information, assistance with any particular project, and especially in connection with any T.V. programme. From time to time it is useful to have a conference (or course) on Public Relations at Battalion or District level.
- 18 The Brigade at National level through many means projects the image of the B.B., but the success of the Brigade depends primarily on the members of the local Company. It is the work, enthusiasm and strength of each Company — its Boys and Officers — on which the public judges the Movement in a particular locality, in its Battalion setting, and with a cumulative effect at national level.

### Inform the Boys

- 19 Every opportunity should be taken to extend the Boys' vision of the Brigade. Companies should ensure that every Boy has information of events in which he can take part — particularly events at Battalion, District or national level. This applies particularly to Seniors, who should be encouraged to involve themselves in events outside the Company.

### Services

- 20 Services provided by the Brigade include:—

Loan or hire of films, film strips, transparencies. (A list is available on application).

Background information sheets, such as B.B. history, activities, international statistics and uniforms, associated Movements overseas. These are helpful to Officers in preparing articles, talks etc. and supplementing the range of current literature on policy, awards, activities, etc.



## THE BRIGADE AND THE YOUTH SERVICE

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- 1 The Boys' Brigade is fully concerned with the work of the Youth Service. As part of that Service, the uniformed organisations have always made a major contribution in close co-operation with the kindred associations serving young people.
- 2 As a Christian, church-centred and inter-denominational organisation, involvement in the Youth Service provides the Brigade with the second half of its brief for participation in the community. This continues as a major role in the Christian citizenship and service aspects of the Brigade's programmes of activities at all levels.

### Liaison at National level

- 3 The Brigade has direct dealings with the Department of Education and Science and the Scottish Education Department, through which annual grants are received for the funds of the Brigade, as well as capital grants for special projects.
- 4 In addition to close contact with King George's Jubilee Trust and many other grant-making Charitable bodies, the Brigade is a member of the National Council for Voluntary Youth Services of the Councils of Social Service both nationally, including Scotland, Wales and Ireland, and regionally.
- 5 These National Standing Conferences provide a valuable medium for liaison with the kindred organisations, whether uniformed or non-uniformed.

### Liaison at Battalion and local levels

- 6 Through the contacts made by Battalions and by individual Companies, the work and development of the Brigade become to an increasing extent the concern of Local Education Authorities and the Civic Authorities generally. While the grant-making policies of these Authorities vary greatly from one part of the British Isles to another, the Brigade is helped at local level by grants — primarily towards the purchase of equipment and for training.
- 7 Every effort should be made by all Battalions and Companies to establish firm and friendly contacts with Youth Officers of the Local Authorities for their area. It is important that these Officers should have every opportunity to get to know and understand fully the purpose and methods of the Brigade, and should be included in invitation lists.
- 8 B.B. Officers should remember at all times that the work of the Brigade cannot succeed if it is attempted in isolation. The Brigade through its Object must be outward-looking at all times, and its purpose achieved within the community as a whole.

## BRIGADE ORGANISATION AND HEADQUARTERS SERVICES

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### Brigade Administration

- 1 Whilst the affairs of the Brigade are the ultimate responsibility of the Brigade Council the overall management of the Brigade and supervision of its business is entrusted by the Brigade Council to the Brigade Executive, which is elected on a geographical basis in accordance with the Constitution. The Executive appoint annually the Office-Bearers and have power to co-opt six members. The Executive meet usually four times a year, once at Brigade Council and on three week-ends. They supervise the affairs of the Brigade through Standing and Special Committees, and Executive decisions are implemented by the Brigade Staff.
- 2 The Brigade Executive prepare the agenda for Brigade Council, including in it resolutions received from Districts, Battalions or Companies. But **every Officer** can have a voice in the administration of the Brigade, and should exercise it at every level, starting at Company staff meetings, right through to Brigade Council.
- 3 How do Officers know what is going on? The official publication of the B.B. is **The Boys' Brigade Gazette**, sent to every Company Captain, and every Officer should read it as a "must". Matters affecting policy and routine announcements are also directly circulated to Company Captains and, where relevant, to the Officers in charge of Junior Sections. **Captains should share with their staffs all material received from Headquarters, so that every Officer and member of staff is kept in the picture — and, in the case of training courses, so that everyone who is eligible knows in good time the dates and places.**

### Headquarters Staff

- 4 The Brigade Secretariat consists of the Brigade Secretary, the Secretary for Scotland, the International Secretary, the Secretary for the Junior Section, the Training Secretaries, the Secretary for Finance and General Purposes, The Brigade Supplies Officer and the Assistant Secretaries for certain departments. Working with them are the Field Officers and the Brigade Headquarters and Scottish Headquarters staffs. "Headquarters" thus means the combined services of all the staff in London, in Glasgow and in the field.
- 5 To help Officers understand the services available to them, the work of the Staff includes the following services to Companies and Battalions:—

**Enrolments and Records:** Keeping the records of Companies, issuing notifications to new Companies and Officers, maintaining accurate mailing lists (including those for the Gazette) involves a great deal of detail and entails much care.



**Statistics:** Collecting annually, through Battalions, in the comparatively short time of three months, details of strengths and other information. The figures, which indicate the progress and vigour of the Brigade, are presented to Brigade Council, and later on to the general public and our supporters.

**Circulating information** to all Companies. An ordinary circulation costs the Brigade from £100 to £350 depending on the amount of literature issued and the postage rate involved.

**Correspondence:** Communication with B.B. Officers and others on a variety of subjects is considerable and forms a large proportion of Headquarters' work.

**Training:** Arranging national Training Courses at Felden Lodge, Hemel Hempstead, or at Carronvale, Larbert, for Officers, NCOs and Instructors on Basic Training and a variety of specialised subjects.

Organising of Training Courses at national level for Officers who are available to help locally in training courses; giving advice to Companies and Battalions.

Making general assistance available to local Training Officials, including guidance on programme; suggestions for staff instructors; provision of home study and precis notes on many subjects; the loan of certain training and display material.

**Activities:** Providing general assistance to Companies in connection with activities, the Brigade's Award structure and The Duke of Edinburgh's Award, including:—answering individual queries; providing advice on instructional methods; approval and issue of all D.E.A. Awards.

Preparing and editing the wide range of B.B. technical pamphlets and handbooks, and giving advice on publications and equipment produced by other agencies and organisations.

Arranging national events, for example, Sports Training Camps for Seniors; and national Competitions.

Conducting national Gold Award expeditions under The Duke of Edinburgh's Award Scheme, open to all eligible candidates.

Attending as instructors at local training courses, as judges at local competitions, and visiting special Company functions (displays, suppers and so on).

Maintaining regular contact with the National Councils of Physical Recreation, Department of Education and Science, the Scottish Education Department and The Duke of Edinburgh's Award; providing advice and information about these bodies to Companies.

Providing literature and general information relating to the B.B. Mountaineering Club, and the B.B. Canoeing Club.

Providing, on hire at nominal charges, certain items of lightweight camping equipment. Making available for Company use facilities at Ashridge Lightweight Camp Site near Berkhamstead, Herts.



- 7 **The Supplies Department:** This most universal of all the Brigade's services is used by not only every Company in the United Kingdom either by post or through local Depots, but also by countries throughout the world as far apart as the Caribbean, South Africa, Singapore and Australia.  
The aim is to send supply requests by return and, with certain exceptions at very busy times of year, this objective is achieved. Difficulties are sometimes experienced in maintaining stocks due to circumstances beyond the control of the Brigade.
- 8 **The Brigade as Trustee:** Many Companies, Battalions and Districts use the Trusteeship service of The Boys' Brigade (Incorporated), and relative legal advice, coupled with the collection of interest on investments, and the reclaiming of Income Tax from the Inland Revenue. These services and general advice from the Brigade's Stockbrokers are available to all Companies and Battalions.
- 9 **Insurance:** Insurance to cover all possible activities undertaken by the Brigade. Whilst every member of the Brigade is automatically covered by the Brigade Scheme for all normal activities, Company Officers are encouraged to consult Headquarters before undertaking any activity of an unusual nature, or involving an element of risk, on the principle of being "better safe than sorry". The Brigade's Insurance Brokers' advice is freely available; and their practical help and experience is invaluable if claims have to be made.
- 10 **Liaison and Public Relations Services** are dealt with in **Sections R and Q.**
- 11 **Scottish Headquarters**  
The Scottish Headquarters Office is at 168 Bath Street, Glasgow G2 4TQ, where are based the Secretary for Scotland, the Secretary for Training (Scotland and Ireland) and Secretary for Leadership Training (Scotland and Ireland) and their staffs. The records of Scottish Companies are kept here and all the foregoing services are available to Companies through this office.
- 12 **Field Officers.**  
Some Districts in England and Wales and the North Scottish District have a member of the Brigade staff appointed as a full-time Field Officer with the main responsibilities for Extension and Training. The Field Officers are available to every Battalion in their District and give special attention to visiting, encouraging and supporting the more outlying Companies.  
The names, addresses and telephone numbers of the Field Officers are contained in Appendix VI.
- 13 **Service to the Brigade**  
In The Boys' Brigade, it is the Boy who matters. As the efforts of Officers and Company staff are devoted to the service of Boys, so the work of the Brigade Headquarters is in the service of Companies and Battalions.

## Appendix I

# UNIFORM

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- 1 Reference should be made to Section K of the Manual at page 50 where the essential general points about Uniform are stated. In particular, the attention of all **Officers and Warrant Officers** is directed to the Regulation that  
**At all times there must be complete and correct observance by all ranks of the Regulations in regard to Uniform.**
- 2 The detailed information given in the following sections is to be treated as a **Regulation** for every rank within the Brigade.
- 3 Members of The Boys' Brigade cannot realise too strongly the importance of keeping their uniform in perfect condition, and there is no better test of the efficiency of a Company than the way in which the uniform is worn.
- 4 The B.B. Buttonhole Badge should be worn by all Members when not in uniform and by Boys of the Company Section when in uniform. Where the 1963 full uniform is worn, the Buttonhole Badge shall be worn on the left hand pocket flap of the shirt.

## Wearing the B.B. Hat

- 5 The flaps cross over at the front. The hat is not worn square. Angle it **slightly** on the right of the head. Tap down the crown (centre) of the hat to get a dipped effect. Front seam in line with nose. When viewed from the side, the base of the hat should be horizontal. On the left flap will be worn a B.B. Metal Badge fixed in the upper part of the plastic badge surround with the numerals in the lower part. A one numeral Company will fix the numeral in the centre. A two numeral Company will use the bottom point of the anchor to centralise the numerals. A three numeral Company will fill the slot.
- 6 Method of Fixing Badge/Surround/Numeral: (1) Place hat on flat surface with front on your left. The flaps overlap at the front. (2) Place coloured surround flat side down and narrow part uppermost on flap with top left corner of surround touching the row of stitching on the flap. Measure 3" from the front edge of the hat to the top slot in the badge surround. Mark through both slots with a pencil. Remove surround and with a narrow pointed blade gently make cuts on the pencil marks. Take care not to make these cuts too large or badge and surround will not stay in place when worn. Open prongs on badge and push through badge surround and holes cut in flap. Press prongs outwards when in position to get best and firmest grip. Fix numeral(s) in the slot provided.

## Junior Section Boys

- 7 The Junior Section Boys' Uniform consists of the hat as worn by Boys in the Company and Senior Sections but with gold badge surround to the hat badge. A blue turtle-neck jersey with sleeves rolled down; a woven cloth badge with B.B. Crest worn on the left breast; mid-grey shorts or trousers; grey stockings with two blue rings and black shoes. The armband for the Achievement Awards is worn on the right arm. In Battalions where



## Uniform — *continued*

the shoulder title has been adopted as an item of uniform to be worn by all Junior Sections in the Battalion, it should be worn at the top of the left sleeve of the Boy's jersey.

8. No neck-tie is to be worn with the uniform and no other items are authorised except the white badge for Leading Boys which is worn above the woven jersey badge on the left breast



## Company Section Boys

- 9 The uniform consists of the Boys' hat with B.B. badge and red badge-surround with numerals representing the Company number; Haversack, Leather Belt with Brass Buckle and Buttonhole Badge worn either
  - (a) over ordinary clothing;
  - or
  - (b) with 1963 full uniform of navy-blue shirt and shorts or slacks, with shoulder titles, royal blue tie, white lanyard, and navy blue stockings with white rings if shorts are worn.
- 10 Officers should insist upon the buckle of the belt being kept burnished and the leather well polished. The haversack should be kept white and clean by being well washed, starched and ironed. New members should be given definite instruction in the method of cleaning equipment, as part of their initial training.

## Lance-Corporals and Corporals

- 11 This will be the same as that of a Boy, with the addition of a one-barred Chevron for Lance-Corporal and a two-barred Chevron for Corporal, to be





## Uniform — *continued*

worn on the right arm above the elbow, with the point downwards, midway between the seam of the shoulder and the elbow.

### **Sergeants**

- 12 Sergeants will use the B.B. hat as for Boys, waist-belt and haversack and three-barred Chevron on the right arm above the elbow, brown shoulder-belt or red sash. When the red sash is used the haversack will not be worn.

### **Colour-Sergeants**

- 13 The only additional uniform for this rank is the award of the Crossed Flags insignia. Special Colour-Sergeants' Chevrons are obtainable from B.B. Supplies Dept.

### **Senior Sections**

- 14 The Boys' hat with blue badge surround, badge and numerals, Seniors' collar badges and ordinary clothing, but preferably a dark suit with a white shirt and black tie.

### **Senior Sections of Companies using the 1963 Full Uniform**

- 15 (i) The 1963 Full Uniform less haversack;  
(ii) Two Senior Section Lapel Badges, to be worn in the collar of the shirt;  
(iii) The Boys' hat with blue badge surround, badge and numerals.

### **Seniors in Companies not operating a Senior Section**

- 16 The rulings on Senior Section uniform only apply in those Companies operating a Senior Section. Seniors (those over 16 years of age) in one or two-Section Companies will continue to wear the same uniform as that used in the Company Section.

### **Staff-Sergeants — Men**

- 17 Staff-Sergeants will wear the same Hat as that for Boys and in the same material, with badge only, without the plastic surround or numerals: shoulder-belt, four-barred reverse Chevron, worn on the right arm, with the point upwards, lower edge of Chevron level with bottom edge of jacket sleeve, white gloves and short cane. Staff-Sergeants will also wear proficiency and service badges as illustrated on page 74.
- 18 When acting as Battalion Sergeant-Major, a Staff-Sergeant will wear a small red rosette under the cap badge.

### **Staff-Sergeants — Women**

- 19 Women Staff-Sergeants will wear the uniform of Women Officers, see para 26 on page 70, but without the breast pocket badge.

### **Drum-Majors**

- 20 Drum-Majors will wear the uniform of their rank, with addition of white gauntlets. A sash may be worn, the latter bearing the emblem of The Boys' Brigade and Company, Battalion or District designation only.

## Bandmasters

- 21 This uniform will consist of a Peak Cap, with a band of black oak-leaf pattern, one row of piping round top, B.B. Crest in front, and black buttons with Crest at sides, worn with an ordinary navy-blue jacket suit. Bandmasters of Pipe Bands wear the Glengarry, with special Crest

## Officers — Men

- 22 Officers will wear the Glengarry Cap, with Officer's Cap Badge; a red rosette behind the cap badge or red armband on the right arm will be worn by Officers when acting as Staff Officers, but only when so engaged, and will not be worn at other times as a mark of rank. Officers will wear a navy-blue jacket suit without a belt. On each side of the collar, just above each lapel, they will wear the approved bronze badge (unpolished). A double stiff white collar and white shirt or plain white shirt with a semi-stiff collar attached, with a plain black tie without tie pin; black shoes and black socks, and tan gloves will also be worn. Regulation walking sticks will be carried only by Officers in command of units on outdoor parade. It will be carried with the crook under the left arm when standing or marching at Attention.

On parade, jackets will be fully buttoned.

Officers should keep the Badges in their caps bright.

On ceremonial occasions, when in uniform, Officers should wear only the ribbons of their medals and decorations.

- 23 Chaplains will wear Officers' Uniform, or the usual clerical costume.
- 24 **Brigade, District and Battalion Office-Bearers, and Honorary Captains and Honorary Presidents of Companies,** may wear Officers' uniform.

## Warrant Officers — Men

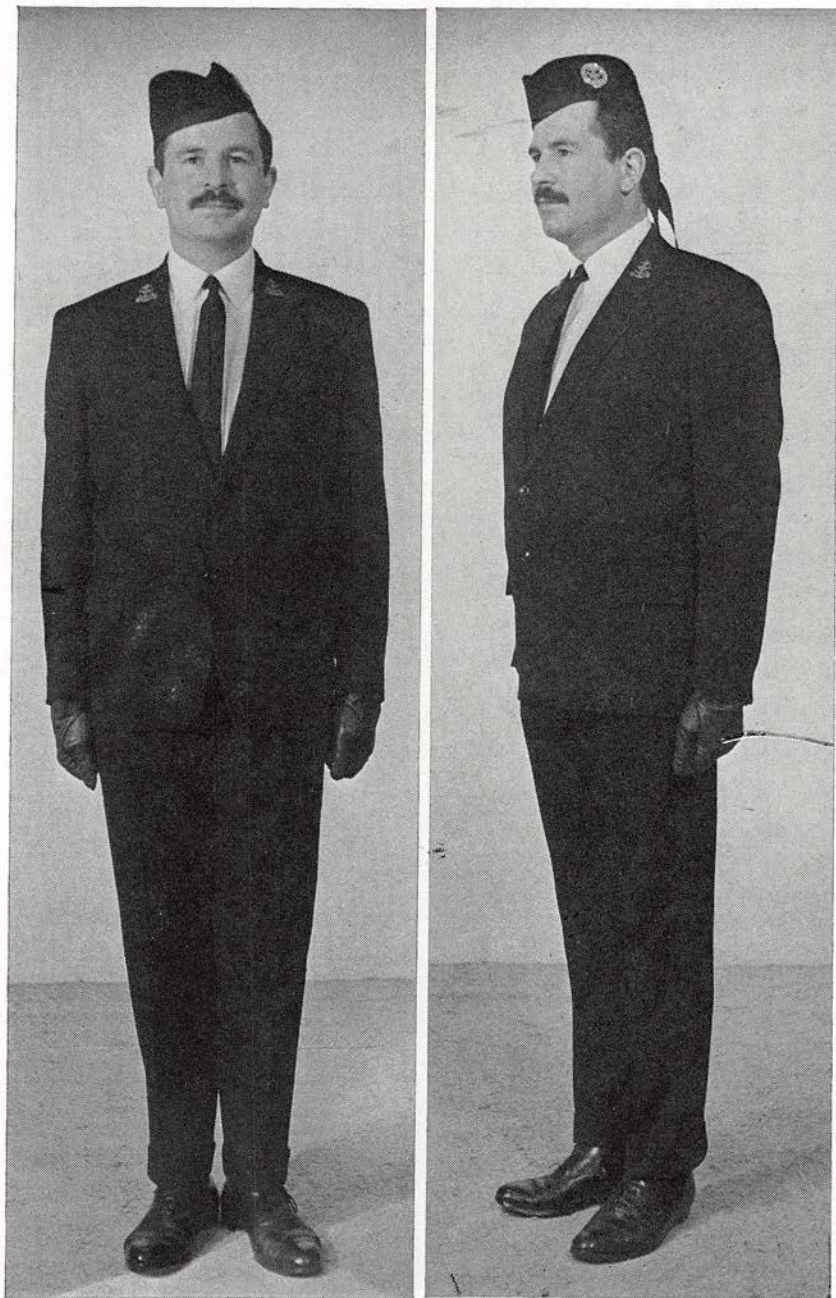
- 25 Warrant Officers will wear the same uniform as Officers but with the special Warrant Officers' Badges for cap and collars.

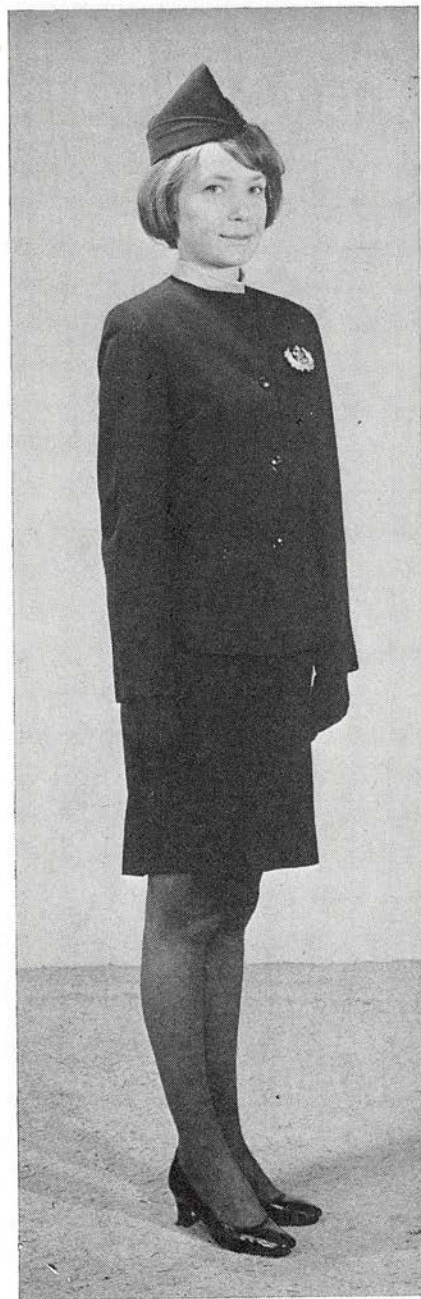
## Officers — Women

- 26 The ladies' uniform consists of jacket and skirt in french navy-blue; the jacket has a round neck, without collar, and is four-button, single breasted style. There is a jetted pocket in which the special breast badge is fitted. The skirt is straight, knee length and with a single inverted kick-pleat at the back. The suit is worn over a nylon blue and white check blouse, with navy-blue fabric (not leather) gloves, flesh coloured stockings, and plain black court shoes with medium heels.

The hat is made of the same material as the suit. It is worn with the cross-over flaps to the front at an angle slightly on the right side of the head, with the crown tapped down to give a dipped effect. The front seam should be in line with the nose, and when viewed from the side, the base of the hat should be horizontal. On the left flap of the hat is worn the special hat badge. A blue shoulder bag may also be carried.











*Showing Method of carrying Walking Stick by Officers in charge of parades.*



*Showing Position of Collar Badges on lapel of jacket.*



## **Warrant Officers — Women**

- 27 This is the same as for the Women Officers but the breast badge is worn with a white surround.

## **Instructors and Ex-Members**

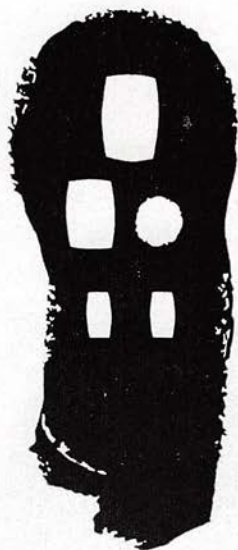
- 28 Instructors and Ex-Members who are neither Officers, Warrant Officers, Bandmasters nor Staff-Sergeants, while acting as assistants in Camp or elsewhere, may wear when on parade, the same hat as a Staff-Sergeant, but will not wear Chevron, cross-belt or gloves.

## **Uniform for Travel to Camp and on other Expeditions**

- 29 Guidance is often requested on suitable dress for Officers and Boys when travelling to Camp and for other expeditions. In determining what dress should be adopted, it is important that in every case, it should be practical for the job in hand, be immediately recognisable as belonging to The Boys' Brigade, and produce a smart appearance. Some Companies may wish to wear full uniform; but many other Companies feel that formal B.B. uniform is inappropriate for informal occasions.

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### **How Boys Badges should be worn.**



**Left Arm**

**Right Arm**



## Appendix II

### PUBLICATIONS

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The following list of publications is designed to inform Officers and Warrant Officers of the principal aids available to them. **It is not a complete list.**

All these publications are obtainable through Brigade Headquarters or the Scottish Headquarters or any of the Battalion Supply Depots.

**For additional items and details, please refer to the current Price List of Supplies.**

#### For every Officer — the B.B. Gazette

##### Junior Section

Handbook for Junior Section Officers.  
Achievement Scheme Handbook.  
Group Work.

To Play the Game.  
Figure Marching.  
Worship in the Junior Section

##### Company and Senior Sections

The Company Section Booklet.  
Awards Regulations.  
Target Award Training Handbook.  
Awards Pamphlets —

- No. 1 The Company Section Programme.
- No. 2 Target Award.
- No. 3 Arts, Crafts and Hobbies.
- No. 4 Camping Awards.
- No. 5 Canoeing Awards.
- No. 6 Christian Education Awards.
- No. 7 Communications Awards.

- No. 8 Expedition Awards.
- No. 9 First Aid Awards.
- No. 10 Naturalist's Awards.
- No. 11 Physical Activities Awards.
- No. 12 Safety Awards.
- No. 13 Sailing Awards.
- No. 14 Seamanship Awards.
- No. 15 President's and Queen's Badges.
- No. 16 International Awards.
- No. 17 Drill Awards.
- No. 18 Instructor's Certificate Enrolment Service Leaflet.

##### The Duke of Edinburgh's Award

Award Handbook.  
Award Programmes.  
Record Books

Outline of The Scheme.  
The Duke of Edinburgh's Award in The Boys' Brigade.

##### Camp

Camping in The Boys' Brigade.  
Camp Prayers and Services by Professor Wm. Barclay.  
Know the Game — Camping.

## **Christian Education**

The Bible — various versions.  
The Company Bible Class booklet.  
Bible Class Textbook for Officers.  
Leading Boys in Prayer.  
Epilogues and Prayers  
by Professor William Barclay.  
Prayers for use on Expeditions.

Hymns from Redfield.  
Youth Praise.  
Enrolment Service leaflet.

## **Drill**

The Boys' Brigade Drill Book.

Drill Awards Notes for Boys.

## **Displays**

Notes for Guidance of Inspecting  
Officers leaflet.

Suggestions for Display items.

## **Expedition**

Expedition Guide.  
By Map and Compass.

Safety on Mountains.

## **First Aid**

Senior First Aid Handbook for  
Instructors.

First Aid Junior Manual.  
Essentials of First Aid.

## **The Founder**

Pioneer of Boyhood by R. S.  
Peacock.

William A. Smith — A man who  
had something to say.

## **Life Saving**

On the Water, in the Water  
(RoSPA).

Royal Life Saving Society Hand-  
book.

## **Physical Activities**

Know the Game Books on various  
sports and games.

Dynamic Pyramids.



## **Publicity, Extension and Recruiting**

Parents Leaflets.  
Denominational Leaflets.  
This is The Boys' Brigade.

Facts and Figures leaflet.  
Starting a Company (booklet).  
Recruiting Leaflets and Posters.

## **Seniors' Activities**

Working with Seniors.  
Senior's Policy Pack.

## **General**

The Annual Report.

## Appendix III

# COMPANY SECTION RULES

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- Notes:**
- 1 The Rules of each Company will no doubt vary according to local circumstances and the preference of the Company Staff, with the exception that the upper and lower Age limits set out in the Brigade Constitution (Article 5 and the Schedule) cannot be altered.
  - 2 The following suggestions for Rules are intended to provide a basis for Companies, assuming that the fewer the Rules, the better will be the response from the Boys.

## Company Section Rules

- 1 Members shall be Boys over 11 years of age, and can remain in the Company Section until the end of the Session in which they become 18.
- 2 Smoking is discouraged at all times and is forbidden in Uniform.
- 3 Members shall at all times set an example of good conduct to their comrades and other Boys, and shall behave in a quiet and orderly manner when going to or from Parade, Bible Class, or other Meetings.
- 4 Members shall take the greatest possible care of all Equipment and Instruments entrusted to them, and shall never wear their Brigade belts except for Parade.
- 5 Belts and Band Instruments shall remain the property of the Company, and, with any other Company Equipment, shall at once be returned if a Boy ceases to be a Member of the Company.
- 6 Members shall give prompt and cheerful obedience to all orders of their Officers and Non-Commissioned Officers.
- 7 Members shall always salute their Officers and Warrant Officers when they meet them or go up to address them, either on or off parade, and shall always use "Sir" when addressing them. Members in uniform shall salute Officers and Warrant Officers of other Companies or Brigades and Officers in Her Majesty's Services.
- 8 All members must attend Bible Class (or other service, in approved cases), and Company Parade Night, each week.
- 9 Boys are expected to take at least one other class, and should attend regularly all classes which they choose to take.
- 10 Boys not attending Bible Class or Company Parade Night, or being in arrears with subscriptions, are liable to be taken off the Company roll.
- 11 Each member shall pay a regular subscription of p per week towards the expenses of the Company.
- 12 Notices on the Company Notice Board should be read by Boys every time they attend.

## Appendix IV

# BATTALION CONSTITUTION

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- Notes:**
- 1 Article 21 of the Brigade Constitution states:—  
"Each Battalion Council shall make such rules as it may deem fit for the realisation of the Object of the Brigade and the effective running of the Battalion and as may be consistent with the other provisions of this Constitution, and shall ensure that the work of each Section of the Brigade is adequately represented in any administrative arrangements which it may make".
  - 2 In order to assist those who may be called upon to consider Battalion Rules and Constitution a short version of each is now reproduced: these may be varied to suit local requirements, provided that they remain in accordance with Article 21 of the Constitution above.
  - 3 A fuller version of the Battalion Rules is available on application to Brigade H.Q.

### A. Suggested Rules for a Battalion : Simplified Version

- 1 The Battalion shall include all Companies situated within.....  
(See Note on p.80)
- 2 The Battalion Council shall consist of all enrolled Officers of the Battalion. ....Officers representing not less than.....Companies to form a quorum.
- 3 The Annual Meeting of the Council shall be held at an early date following the close of the Session at 31st August. At this meeting the Battalion President, one or two Vice-Presidents, Battalion Secretary, Battalion Treasurer, and other gentlemen or ladies shall be elected to form an Executive Committee who shall be ex-officio Members of the Battalion Council. For meetings of the Battalion Executive.....shall form a quorum.
- 4 At least one week's notice of Council Meetings, together with an Agenda of business to be transacted, shall be sent to all members of the Council.
- 5 A Special Meeting of the Battalion Council shall be called within fourteen days in response to a written requisition signed by.....representatives of not fewer than one-quarter of the Companies on the Roll, stating the object of such meeting.
- 6 The Council shall appoint, as may be required, Committees to carry on any special departments of the work of the Battalion. The Conveners of such Committees shall be elected by the Executive. The Battalion President and Secretary shall be ex-officio members of all Committees. X members of Committee shall form a quorum. Committees shall report to the Executive, who shall have power to review their actions, and in no case shall a Committee incur any expense on behalf of the Battalion without the express sanction of the Battalion Executive being obtained.
- 7 Each Company shall contribute annually to the funds of the Battalion a sum of.....



## Battalion Constitution — *continued*

- 8 A Boy who is, or who has been, a member of a Company within the Battalion shall not be admitted to another Company until the Captain of this Company has obtained the sanction of the previous Captain. If, however, it is considered that consent is being unreasonably withheld, the Battalion Executive shall have power to decide the matter.
- 9 In raising Company funds Officers shall confine their appeal, as far as possible, to the circle of interest connected with their own Church and Company, and must be accurate in the designation of their Company. Company funds shall not be raised by collecting indiscriminately from house to house.
- 10 Captains shall intimate to the Battalion Secretary the resignation of any Officer, any change in the address of any Officer, or change in the place, day, or hour of Meetings of the Company.
- 11 Any Officer who for satisfactory reasons is unable to continue in the active work of his Company and whose services it is desired to retain for the benefit of the Battalion, may be appointed by the Battalion Executive Committee to the Reserve of Officers. The names on this roll shall be examined yearly by the Executive Committee and revised if necessary.
- 12 No addition to or alteration of these Rules shall be made, except at the Annual Meeting of the Battalion Council. Notice of addition or alteration must be given in writing to the Battalion Secretary, signed by the Proposer and Seconder, 14 days before the Annual Meeting, so that it may be embodied in the circular calling such Meeting. No addition or alteration to the Rules shall be made except by the votes of two-thirds of those present.

**Note:**—The Boundaries of the Battalion should be carefully specified and must have had the approval of the Brigade Executive. As to their extent, guidance is given in Section M on "Battalion Councils".

## **B. Example of Battalion Constitution**

- 1 The Battalion (hereinafter called the Battalion) shall consist of all Companies within the Battalion boundaries as in Section 2.
- 2 The Battalion will be administered by a Council, which will consist of all enrolled officers and elected members. Each member present will be entitled to one vote.
- 3 Honorary office-bearers, Staff-Sergeants and other invited persons shall be eligible to attend meetings.
- 4 The Council Meetings shall be as follows:—
  - (a) The Annual General Meeting to be held in June.
  - (b) An interim Council in January.
  - (c) Extraordinary Meetings called
    - (i) by the President and Secretary.
    - (ii) by the Executive Committee.
    - (iii) by written request of Captains of two Companies or by a quarter of Companies in the Battalion, whichever is the greater. Notification of all such Meetings shall be sent ten days before the Meeting.
- 5 The Council will elect at the Annual General Meeting a President, Vice-President, Treasurer and Secretary.

## Battalion Constitution — *continued*

- 6 An Executive Committee, with power to act, in the interest of the Battalion, will consist of all office-bearers and Chairmen of Sectional sub-committees.
- 7 **Sub-Committees** — Sectional sub-committees may be formed for Junior, Company and Senior Sections. Each sub-committee shall consist of officers serving within that Section, each committee shall appoint their own Chairman, and other office-bearers as required.
- 8 All constituent Companies will pay an annual subscription to the Battalion. The amount to be decided at the Annual General Meeting to be paid the following January.
- 9 Honorary Vice-Presidents may be appointed by the Council.
- 10 Any alterations to the Constitution must be seconded by a Council member other than a member of the Company of the proposer. This proposal must be sent to all members of the Battalion Executive, and Captains and Companies ten days before the Council Meeting. Alterations may be approved at the Council Meeting only by a two-thirds majority of members present and voting.

N.B. A fuller version of a Battalion Constitution is available on application to Brigade Headquarters.

## Appendix V

# PARENTS' AND FRIENDS' ASSOCIATION

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A Parents' and Friends' Association can be a tremendous asset to a B.B. Company in many ways. It can provide a link between the parents and the Church, an opportunity for fellowship and consultation between parents, and assistance in raising funds for the work of the Company.

There are many ways in which parents can undertake small but essential jobs which will benefit the Company, such as providing transport at short notice, refereeing a football match in an emergency, or providing tea for a visiting table tennis or football team. The ladies of the Committee can organise this part of the work, as they can the refreshments for the Christmas party. The fact that a parent is a member of the Association helps a Boy in his B.B. life. There is a greater 'awareness' in the family of Company methods and organisation.

An Annual Meeting of the Association should be held when President, Vice-President, Chairman, Secretary and Treasurer are elected, together with a reasonably sized committee. Wherever possible, the Chaplain should be invited to act as President. It is suggested that October or November would be an ideal time for this meeting in order to enlist the support of parents of new members.

Before convening the initial meeting the Captain should give some thought to suitable office-bearers. If possible he should approach these people beforehand to explain what the task would involve and to confirm their willingness to serve. It is vital that the right type of office-bearers are elected as they will set the tone of the committee in the future. It is also important that, from the outset, they should be made aware of the type of activity which will or will not be acceptable to the Company and Church. For example, certain forms of fund raising might be considered unsuitable in the support of B.B. work.

The Captain or another senior Officer from the Company should be present at each meeting of the Committee, either as an ex-officio member or perhaps as the Vice-President. He is there to guide on Company and Church matters and policy. He must not interfere unduly in the working of the Committee, but must be watchful for over-zealous parents who, often unthinkingly, speak on aspects of Company work that is the province of the Officers. **It is important to make clear from the beginning that the running of the Company is the responsibility of the Captain and Officers. Also, it should be understood that any funds raised by the Parents' and Friends' Association will be administered by the Company Officers and audited annually by the Church.**

Committee meetings throughout the year may be held at monthly intervals or as the occasion demands. At each meeting the minutes of the previous meeting will, of course, be read, confirmed and signed, whilst at the Annual Meeting, in addition to the election of Officers, the audited accounts for the past year will be submitted.

It has been the experience of many that where a Parents' and Friends Association is running alongside a Company it can contribute in no small measure to the life and work of both Company and Church.



## Parents' and Friends' Association — *continued*

In order to help those Companies wishing to form an Association the following is a specimen of a recent constitution which may provide a basis, adaptable to their particular local requirements:—

### **Constitution for The Boys' Brigade Parents' and Friends' Association**

#### **Title**

- 1 The Association shall be called "The Parents' and Friends' Association of the \_\_\_\_\_ Company of The Boys' Brigade", and hereinafter referred to as "The Association".  
N.B. Where reference is made to "The Company" in this document it refers to all sections of the \_\_\_\_\_ Company of The Boys' Brigade.

#### **Objects**

- 2 The objects of the Association are:—
  - (a) To further the Object of The Boys' Brigade, namely "The Advancement of Christ's Kingdom among Boys, and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect and all that tends towards a true Christian manliness".
  - (b) To arrange a common meeting place for the Officers of the Company, the parents of the Boys and any other persons wishing to help further the objectives of The Boys' Brigade.
  - (c) To promote a greater understanding of the objectives of The Boys' Brigade in order that the instruction and training presented to the Boys may be supported and encouraged in the home.
  - (d) As far as possible to relieve the Officers of the Company from the burden of fund raising.

#### **Membership**

- 3 Membership of the Association is free and is open to:—
  - The Parents of Boys enrolled in the Company.
  - All other persons desirous of helping to promote the objectives of The Boys' Brigade.
  - The serving Officers of the Company.
  - The Company Chaplain.
  - The Company Secretary and Treasurer.

#### **Office-Bearers**

- 4 The Officers of The Association shall be elected by simple majority vote at the Annual General Meeting and shall be:—
  - The President, who shall serve for \_\_\_\_\_ year/s.
  - The Honorary Treasurer.
  - The Honorary Secretary.
  - The Officers shall be eligible for re-election.

## Finance

- 5 Whilst recognising Article 2(d) of its Constitution the Association reserves the right to retain as much of its capital as is necessary to pay its own expenses, the amount so retained not to exceed 25% of the total.

## Relationship with the Company

- 6 (a) Whilst desirous of working in the closest co-operation with the Captain and Officers of the Company, The Association recognises that the principle responsibility of the Officers is the direct care and training of the Boys. The Association will thus avoid making any unnecessary calls on Officers' time.
- (b) The Association recognises that at each meeting an Officer of the Company above the rank of Warrant Officer will be present to ensure the fullest possible liaison with the Company.
- (c) Recognising that the policy, practice, discipline and organisation of the Company within the Church is the responsibility of the Officers of the Company under the guidance of the Captain, The Association does not in any way seek to act in a manner prejudicial to this basic principle.
- (d) Recognising that the administration of funds within the Company is the prerogative of the Company Officers under the guidance of the Company Captain, any money raised by the Association for use by the Company will be paid only to the Company Treasurer without conditions as to its use.
- (e) The Association will receive from the Company annually for publication a detailed report of how all monies raised by the Association have been utilised.

## Relationships with the Church

- 7 (a) The Association will be represented on the.....of the Church by The Company Captain.
- (b) Recognising that The Boys' Brigade is a Church-centred organisation founded upon sound Christian teaching, The Association will not in any of its activities do anything prejudicial to the practices and principles of the Church.
- (c) Whilst seeking to further the work of the Church through The Boys' Brigade, The Association does not wish to become a burden to the Church. It thus pledges itself to make such donation to the Church as shall be determined at the Annual General Meeting of the Association.

## Changes in Constitution

- 8 Changes in the Constitution of the Association can only be made by two-thirds majority vote at two consecutive meetings of the Association, all members having been duly notified.

## Appendix VI

# THE BRIGADE STAFF

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- Notes:**
- 1 The functions of the Brigade Staff are outlined in Section S on Brigade Organisation and Headquarters Services. Any additional information will be supplied gladly.
  - 2 Certain of the larger Battalions employ full-time Staff as Battalion Secretaries or Training Secretaries or Training Organisers. As these Officers are Battalion Staff and not Brigade Staff their names are not included in the following list.
  - 3 For reasons of economy, the list of names and addresses of Junior Section Honorary Organisers and Secretaries of Battalions, Districts and Overseas Territories is now produced in limited numbers at Brigade Headquarters and is not included in the Annual Report.

## Brigade Secretariat

**Brigade House, Parsons Green, London SW6 4TH**

Phone: 01-736 8481 (Seven lines)

Brigade Secretary

A. A. J. Hudson.

### SECRETARIES

Finance and General Purposes.

J. A. Digby, ACIS, ACCA.

Assistant Secretary (Finance)

W. Fotheringham.

Brigade Supplies Officer

A. E. Hoey.

International

R. L. Rawson.

Assistant Secretary (International)

G. D. Pickering.

Junior Section

D. White.

Training

D. R. West.

Assistant Secretary (Activities)

P. Stonell

Assistant Secretary (Administration)

M. J. Mochrie

**Boys' Brigade House, 168 Bath Street, Glasgow G2 4TQ**

Phone: 041-332 0936 (Two lines)

Secretary for Scotland

H. T. Shirley, MBE, TD

Training (Scotland and Ireland)

M. McLeod, DFC

Secretary for Leadership

Training (Scotland and Ireland)

J. Neil.



## Brigade Staff — *continued*

### Field Officers

Southern	H. R. Overton, 11 Hanley Road, Southampton, SO1 5AP (Phone: 0703 773844).
North of England	R. A. Percival, 25 Langley Road, Newton Hall, Durham City, DH1 5LR (Phone: 0385 62323)
North West	J. P. Chappell, The Boys' Brigade, 7 East Cliff, Preston, Lancs, PR1 3JE. (Phone: 0772 56065).
Yorkshire & Humberside	R. Barson, The Boys' Brigade, The School House, Thorpe Road, East Ardsley, Wakefield, Yorkshire, WF3 2AB (Phone: 0924 822558).
North Midland, South Midland and Eastern	I. Hoskins, "Menei" 126 Hollycroft, Hinckley, Leicestershire, LE10 0HQ. (Phone: 0455 34441).
Wales	G. Barrington, The Boys' Brigade, 80, Woodville Road, Cathays, Cardiff, CF2 4ED (Phone: 0222 32052)
North of Scotland	D. P. Brown, Mizpah, Culloden Road, Torris Estate, Balloch, Inverness. (Phone: 046 372692).

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