

Leader Registration Form (Company)

HQ Reference

PLEASE READ GUIDANCE NOTES BEFORE COMPLETING THIS FORM
All parts of this form MUST be completed - Use Black Ink & Capital Letters

1 About You TO BE COMPLETED BY APPLICANT

Leader Registration Number *(if previously a Leader)*

Date of birth

D	D	M	M	Y	Y	Y	Y
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Surname

First name(s)

Title

Initials

Honours etc

Address

Town

County

Eircode/Postcode

Telephone *(landline)*

Telephone *(mobile)*

Email address

Previous/current appointments in The Boys' Brigade *(if applicable)*

2 Appointment TO BE COMPLETED BY APPLICANT

This form should NOT be used for change of Appointment or Transfer

Company Name

Appointment *(please tick box as applicable)*

- | | |
|--|--|
| <input type="checkbox"/> Helper | <input type="checkbox"/> Captain |
| <input type="checkbox"/> Warrant Officer | <input type="checkbox"/> Staff Sergeant |
| <input type="checkbox"/> Lieutenant | <input type="checkbox"/> Residential Activity Helper |

3 Declaration TO BE COMPLETED BY APPLICANT

I declare the information I have given on this application form is correct to the best of my knowledge and I will inform Brigade Headquarters immediately if any future charges, convictions or investigations are brought against me.

Understanding the object of The Boys' Brigade and recognising the responsibilities this carries, I wish to become a leader in The Boys' Brigade. I promise to carry out my role in accordance with Brigade regulations. Brigade Regulations can be found online at www.boysbrigade.ie

I understand that information provided on this form may be shared within the organisation or with authorised service providers.

Signed (by Applicant)

4 Referees TO BE COMPLETED BY APPLICANT

Please supply the name, address, telephone number and position or relationship of two people to whom reference can be made in support of your application. Referees should NOT be related to the applicant.

Referee 1 - Full Name

Address

Telephone

Referee 2 - Full Name

Address

Telephone

5 Company Nomination TO BE COMPLETED BY COMPANY CAPTAIN

I consider the applicant to be suitable for appointment as a Leader in The Boys' Brigade.

Signed *(by Company Captain)*

Print Name:

6 Church Nomination TO BE COMPLETED BY CHURCH

Church:

Signed *(by Chaplain or appropriate Church official)*

Print Name:

Date:

D	D	M	M	2	0	Y	Y
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Leader Categories

The Church or other Christian organisation of which the Company is a part will nominate for registration all leaders in the Company.

The regulations governing the registration of leaders and officials are available on the BB website at: www.boysbrigade.ie

The Boys' Brigade has the following categories of leader:

Lieutenant

Those people over 18 years of age who desire to work with the Church or other Christian Organisation, to promote the Object of The Boys' Brigade. Before appointment Lieutenants are required to complete Youth Leader Training or KGV1.

Amicus Leader

All of the above regulations for Lieutenants will also apply to Amicus Leaders.

Captain

All of the above regulations for Lieutenants will also apply to Captains. Captains are required to complete Youth Leader Training or KGV1. In addition Captains must have completed Captain's Training prior to Appointment.

Warrant Officer

Those people over 18 years of age who are in sympathy with the objectives of The Boys' Brigade. Warrant Officers are required to complete Youth Leader Training by 31st August of the first complete session after registration. Warrant Officers who have not completed Youth Leader Training should NOT be given any responsibility for children and young people unless they have completed a Child Protection & Safety Module (through BB or an equivalent church course). After completion of this training, they may be given responsibility for children and young people at the Captain's discretion.

Helper

Those people over 18 years of age who are in sympathy with the objectives of The Boys' Brigade may be registered as Helpers. Typically, Helpers might assist with parts of the Company programme of activities. Helpers should NOT be given any responsibility for children and young people unless they have completed a Child Protection & Safety Module (through BB or an equivalent church course). After completion of this training, they may be given responsibility for children and young people at the Captain's discretion.

Residential Activity Helper

Those people over 18 years of age who only assist with residential activities in the session (*such as camps, holidays & expeditions*). Residential Activity Helpers should NOT be given any responsibility for children and young people unless they have completed a Child Protection & Safety Module (through BB or an equivalent church course). After completion of this training, they may be given responsibility for children and young people at the Captain's discretion.

Staff Sergeant

This role is age specific. A young person can be appointed to this leadership category from their 17th birthday until the end of the BB session (31st August) in which the person attains their 19th birthday. The individual must then transfer to one of the other categories of leadership if wishing to remain a leader in The Boys' Brigade.

Please Note:

Forms for Regional appointments are issued by Regional Headquarters.

Guidance on completion

Please ensure that:

- you use **BLACK** ink only
- you write in **BLOCK CAPITALS**
- ALL writing is within boxes, a continuation sheet (blank A4 sheet attached to the form) should be used if required.
- you complete **ALL boxes** (unless indicated optional)

Guidance to the Applicant:

1. ALL parts of section 1 'About You' **MUST** be completed.
2. Section 2 'Appointment' **MUST** be completed. Tick the appropriate box to indicate which category of Leader you are registering for; and complete the Company name as appropriate.
3. Section 3 'Declaration' **MUST** be completed by ALL applicants, and duly signed. For appointment as a Lieutenant/Captain, Youth Leader Training **MUST** be completed before the appointment is made. Warrant Officers must complete Youth Leader Training by 31st August of the first complete session after registration.
4. Section 4 'Referees' **MUST** be completed by the Applicant to provide Regional Headquarters with two people to whom reference can be made in support of your application.
5. Please pass on the form to your Company Captain.

Guidance to the Company Captain

1. Please check that the applicant has completed ALL boxes in Sections 1 to 4.
2. Please check to ensure that any training requirements have been met. Please sign the form in Section 5 'Company Nomination'.
3. Please pass on the form to the Company Chaplain or appropriate Church official.

Guidance to the Chaplain or Church Official

1. Please ensure the form is duly signed including the name of the Church,

Important Notes

1. No Leader may be given responsibility for Children or Young People until he/she has received confirmation of appointment from BB Headquarters.
2. The Brigade is **registered under the Data Protection Act**. Any leader may request a copy of information held by the Brigade. Please contact BB Headquarters. Information may also be held at Regional, District, Battalion or Company level and is also subject to the requirements of the Data Protection Act. Enquiries should be directed to BB Headquarters.

The Brigade **does not permit access to mailing lists** or leaders Information by third parties (except where an authorised service provider to The Boys' Brigade)

Contact Details

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