



GUIDELINES & PROCEDURES

Dear Parents/ Guardians,

Our sincere appreciation to you in entrusting your child to our Boys' Brigade and we welcome you aboard as part of the family of the 4thPJ Company Boys' Brigade.

In order to have good partnership, we seek your co-operation in helping us to enhance the effectiveness of the Boys' Brigade of Emmanuel Baptist Church by helping your child to follow the rules and regulations of the company:

1. BB SESSION

- 1.1 BB member **MUST** attend regularly and **PUNCTUALLY** all meetings and functions. This applies to every aspect of BB activity that you take part in.
- 2.2 Parade days are on every Saturdays from 3.00pm to 6.00pm and may be extended to a longer time if the needs arise.
- 3.3 The Officer Council (OC) will declare a few Saturdays as Off Day in a year.
- 4.4 Parent/Guardian is to pick-up their child by latest 6.00pm. Habitual late pick-up of child may render their dismissal (BB membership) from the Company.

2. ATTENDANCE

- 1.1 BB member must make it a point not to let anything stand in the way of the regular weekly attendance .
- 2.2 BB member are not allowed to be absent or take days off as they wish. When compelled to be absent, the Captain or Squad Leader must be notified well before hand. Good reasons must be given in writing for not informing in advance. Such unauthorized leave will affect the advancement of the grades.
- 3.3 Parent/Guardian must write in officially two weeks in advance of notice stating the reasons for the child's Leave of Absence (LA) in the weekly parades. The Officer-in-Charge (OIC) is empowered to approve or not to approve the LA depending on the merit of each case brought forward.
- 4.4 Unless approval is given for LA, such leave will be considered an unauthorized LA and **any BB member is absent from the parade for 3 consecutive weeks without prior official approval or reasons, will automatically be dismissed from the company.**
- 5.5 Leave of Absence (LA) **should not exceed 5 parade days per year.**
- 6.6 Study Leave (SL) are allowed on only major government or private school exams. Such leave have to be applied two weeks in advance and stating the duration requested for. The Officer-in- Charge will use its discretion to approve the duration requested for. All SL granted forthwith are excluded in the 5 days LA ruling.

3. UNIFORMS

- 3.1 The uniform for a BB Pre-Junior / Junior /Senior member consists of :
- a) BB T-shirt (PJ) / BB navy blue shirt (J)/ BB navy blue long-sleeve day dress (S)
 - b) BB Field Service cap
 - c) BB Field cap badge
 - d) Navy blue shorts
 - e) BB white belt with buckles
 - f) Navy blue knee-length socks
 - g) Black laced canvass shoe
 - h) Name tag
- 3.2 B member in uniform must see to it that their clothes are properly washed and pressed . Shoes with laces must be cleaned for each parade. Belt-buckles and badges must be polished. All uniformed members are subject to parade inspection every parade meeting.
- 3.3 Parent/Guardian must pay the cost of the uniform for their child.
- 3.4 The Field Service Cap is worn slightly tilted to the right side of the head with one finger above the right ear and two fingers above the right eyebrow.
- 3.5 The BB belt is worn tightly round the waist, buckle in the centre and the runners on the belt must be spaced as far from each other as possible.
- 3.6 BB uniform must be worn on every parade meeting.

4. ACTIVITY

- 4.1 The objective of the BB is to provide the advancement of Christ's Kingdom among members and at the same time to promote the habits of **Obedience, Reverence, Discipline, Self-Respect** and all that tends towards a true Christian Manliness. This is done by helping members to develop and grow in Christian character, train members to become loyal and responsible citizens and to promote physical fitness and develop leadership potential.
- 4.2 The method of achieving the objective of the BB is by providing a meaningful and enjoyable programme of educational, physical, social and spiritual interests based on the 'twin pillars' of Christian Faith and Discipline.
- 4.3 Through the framework of uniform, badges and drill, the habits of **discipline , self-respect, smartness and teamwork** are developed in each member according to one's needs and capacity.
- 4.4 Weekly activities shall include parade fall-in, singspiration and worship, Bible Study, arts and crafts, games, drill, and badge class , and competitions among the members will help increase the interest with the teaching of fair play is more important than winning.
- 4.5 Occasionally , other activities such as camping , cook-out, first-aids, band, educational talks, athletics, physical training, gymnastics, expeditions, swimming, sport competitions and etc will be organized. Special programmes during the school holidays such as camps, hikes, excursions and educational trips will also be organized.
- 4.6 As this is a Christian uniform organization, **all materials and literatures used or displayed may contain Christian doctrines and teachings.**

5. SUBSCRIPTION

- 5.1 A quarterly subscription of RM30.00 per BB member will be charged on every beginning of the new quarter month.
- 5.2 The Company shall try to subsidize each BB member for any out-going trip organized by the Company

6. COMPANY RULES

- 6.1 Members shall at all times set an example of good conduct to their comrades and shall behave in a quiet and orderly manner during all activities.
- 6.2 Members shall give prompt and cheerful obedience to all orders of their officers.
- 6.3 Members shall always salute their officers when they meet them or go up to address them, either on or off parade and shall always use "SIR" or "MADAM" when addressing them. Members in uniform shall salute officers of other companies.
- 6.4 All members must attend Bible Class, and Company parade each week.
- 6.5 Members not attending Bible Classes or Company parades may be taken off the Company roll.
- 6.6 Members should read notices on the Company notice board every time they attend meetings. (Company may issue memo to parents/ guardians for all pre-juniors.)

7. GENERAL RULES FOR PARENTS/GUARDIANS

- 7.1 Raising of the flag during Company fall-in are very serious formalities. Should your child(ren) be late, never 'push' your child to fall-in during the progress of these events.
- 7.2 Parents/Guardians are requested to leave the parade ground after you have delivered your child(ren) to avoid distracting your child(ren) and the officers performing their duties.
- 7.3 When a class is in session, parents/guardians are advised not to avail yourselves in a distracting position. Some badge classes are conducted in open or semi-open space. Do not conduct conversation with your child(ren) while classes are in progress.
- 7.4 Parents/guardians who wish to converse urgently with your child(ren) during a class in session or while the child(ren) is in a meeting or conversation with the officers, kindly adhere to the following procedures :
 - a) seek permission from the officer-in-attendance /instructor/voluntary worker.
 - b) talk to your child outside the class.
 - c) acknowledge with thanks to the officer -in-attendance before leaving. These are the same discipline we train your children to follow.

- 7.5 Do not give contradictory instruction to any BB member when the officer(s) are issuing commands or instructions. This may confuse the child especially during first-aid situations or badge class practical training , such as cooking, tent-building and etc.

8. CORPORAL PUNISHMENT

Every effort will be made by the Company to bring up your children in the balance of the two pillars of good characters, ie Christian love and Discipline, which is the fundamental program of the BB.

Whilst encouragement and opportunities are given liberally to your children, we do mete out corporal punishment deemed appropriate by the officers.

Thank you for your time in reading this important guidelines and procedures. We trust that you understand it and appreciate your co-operation as partners in this Boys' Brigade Ministry.

In His Service,

Captain Richard Lee

LETTER OF CONSENT & COMMITMENT

I, _____ being the father/mother/guardian
of _____, agree to partner with the Officers of the 4th
Petaling Jaya Company to abide with the rules and procedures set therein .

I understand that the Officers of the 4th Petaling Jaya Company have the absolute discretion to enforce disciplinary actions, including deregistration of my child. And I agree that I will accept such bona fide decision with understanding.

Signature : _____

I/C No: _____

Date : _____

P/S : Kindly submit this page duly signed to the BB Office for every new recruitment or enrolment .