

The Boys' Brigade, Hong Kong

Company Section Badge Supplementary Provisions

A. The Spirit of the BB award Badges

1. The aim of the BB award Badges is to provide chances for Officers to communicate with their Brigaders, deepen their understandings towards them, and build up relationships with them in order to achieve the aim which is using one's life to inspire others. We encourage Officers to hold courses for their companies by themselves or invite suitable tutors.
2. To widen Brigaders' horizons and enhance their abilities through a variety of training courses.
3. Officers should participate the training courses with their Brigaders provided by companies or districts. Officers should not encourage Brigaders using the certificates gained by participating trainings in organisations outside the company, to exchange the badges as a reward. We encourage Brigaders to get the badges through training inside the company.

B. General Provisions

1. To reduce the amount of administrative works for companies, for those badges assessed on company basis, Officers please fill in the information in "The Record Form of Company Section Badges" in an excel format for Brigaders who achieved a pass result in it and send it to the BB Training School via email from 1st August to 30th September each year.
2. "The Record Form of Company Section Badges" must be filled in by Captain or a designated Officer.
3. The record will be checked by the Training School on a general basis. However, when Brigaders apply for President Badge or The Hong Kong Award for Young People Badge, staff will check carefully about the completed date and related information. Thus, in order not to delay the procedures for applying the President Badge or The Hong Kong Award for Young People Badge, companies have to ensure that all information submitted is correct.
4. When an Officer organise any Company Section Training Badge Courses, he/she has to follow the latest version of the course outline and supplementary provision for Company Section Training Badge Course. If there is any inconsistency or ambiguity, the latest version of the course outline and supplementary provision for Company Section Training Badge Course will be referred. The above documents can be downloaded in our website: <http://www.bbhk.org.hk/company.trainingbadges>
5. Officers have the responsibility to plan carefully for the training schedule. Before planning, he should read and understand deeply about the spirit of the BB Badges and the course outline, regulation for Company Section Training Badge in order to avoid any mistakes which may affect the gaining of badges.

1. The role and authority of a training school

1. Training Committee authorizes Training School to handle all matters related to the badges of The Boys' Brigade, Hong Kong.
2. Training school will check "The Record Form of Company Section Badges" regularly. If there are any mistakes found on the record, Training School has the authority to amend or cancel the record for that badge. The Training School has the authority to make the final decision.
3. Training School has the authority to refuse to handle applications which do not meet the requirements for Company Section Badge Course Outline or Company Section Badge Supplementary

Provisions. The most serious case is that the qualification of the Brigader for that badge will not be recognized.

4. If a company has any complaints or opinions about the handling by the Training School, Officers appeal to the Training Committee in writing. Training Committee will assign representatives to handle the issue and send the result to the company in writing. The result and handling method will be the final decision.

2. The role and authority of an Officer in a company

1. Officers have the responsibility of planning a workable schedule for Brigaders and let Brigaders know about their own progress.

2. Officers have the responsibility to ensure that the content, training hours and the duration between each badge after examination are in line with the course outline and regulation for Company Section Training Badge. If it does not meet the requirements, the qualification of Brigaders will not be recognized.

3. Officer is responsible for marking the badge record and progress of the Brigaders.

4. Captain has the responsibility of monitor and confirmation. Captain has to ensure the mentioned Brigaders have completed and fulfilled the assessment criteria in “The Record Form of Company Section Badges” submitted by the company.

3. Regulations for companies doing the assessments by themselves

1. Each course should be conducted with a proper schedule, we do not encourage companies to finish the badge course with one or a few consecutive days intensively.

2. To ensure Brigaders can learn effectively in a course, each session in a course should last for at least 30 minutes and the total number of sessions should not be less than twelve (If each session lasts for one hour, the total number of sessions should not be less than six). The minimum time for cloth badge course is 6 hours. (Including not less than one theoretical and practical training lessons respectively) (The assessment is not counted as one session.)

3. Companies have to know that Brigaders have finished Stage 1 or Stage 2 Badge and it have been one year since the last assessment before assessing Stage 2 or 3 Badge respectively. For example: If a Brigader finishes Stage 1 Safety Badge in March this year, he can apply for the assessment for Stage 2 Safety Badge in March next year.

4. Unless it is stated in some badges, Brigaders have to reach 80% of attendance in order to gain the qualification of having the assessment.

5. Company officers please fill in the information in “The Record Form of Company Section Badges” in excel format for Brigaders who had finished any badges (專章) and send the record to the headquarters via email from 1st August to 30th September each year. (Arrangements regarding to the submission of form will be announced in the headquarter website)

6. If companies has any questions about the arrangement of the submission of “The Record Form of Company Section Badges”, please contact our Development Secretary.

4. Regulations for exchanging Sportsman Badge(運動員專章)

1. The aim of cloth badge courses is to let Brigaders have basic understanding for some sports item so as to encourage them to try different types of sports items and have interests, basic knowledge for sports activities.
2. A Brigader can assess each cloth badge item or sports items once only.
3. For any items that do not belong to 19 specified sports items in cloth badge, it is classified as Sportsmanship Cloth Badge.
4. Brigaders cannot exchange any cloth badges with courses that he has participated and finished before he attains the Target Badge.
5. When a Brigader have finished assessments for three different cloth badges, he can exchange one stage of Sportsmanship Badge(運動員專章). Each cloth badge can exchange once only.
6. If a sports item is under the categories of cloth badge and badge at the same time, company officers should be aware that a Brigader cannot get the cloth badge and badge or attend the cloth badge and badge assessments(專章) at the same time.
7. If a sports item is under the categories of cloth badge and badge at the same time, Officers should notice that whether a Brigader has already obtained the badge (專章) for an item(no matter what stage it is)or not. A Brigader cannot exchange the cloth badge after getting the badge by using the certificate repeatedly or in other forms.
8. Officers have to record the Sportsmanship Cloth Badge in “The Record Form of Company Section Badges”.

5. Regulations for exchanging badges(專章) with certificates of external courses

1. If Brigaders use external courses in exchange with badges, officers have to ensure that the course meets the criteria in the course outline and regulations for Company Section Training Badge before accepting Brigaders’ applications.(Officers should not encourage Brigaders using the certificates gained by participating trainings in organisations outside the company, to exchange the badges as a reward.)
2. Brigaders cannot exchange any badges with courses that he has participated and finished before he attains the Target Badge.
3. A Brigader should show his attendance or any related certificates of the course when he wants to exchange the certificate with a badge. (Competition certificate is not counted for proving his attendance for the activity)
If no related and appropriate documents are received, Officers should not accept the application for the badge.
4. Each certificate can be used for exchange once only (One stage of a badge).
5. If a Brigader use certificates for different items to exchange different levels of one badge, the issued date of a certificate for exchanging a higher level of badge should not be earlier than the previous level.
6. Company officers have to record the exchanging badges for Brigaders in “The Record Form of Company Section Badges”.

6. Assessment conducted by Headquarters

1. Brigaders applying for Stage 2 and Stage 3 of Athletics Badge, Bugler’s Badge, Drummer’s Badge, Piper’s Badge, Bandsman’s Badge, Camping Badge, Drill Badge, Expedition Badge, and Stage 3 of Swimming Badge have to attend the central assessment organized by the district or headquarters.

2. Companies have to submit the “Application Form of Headquarters Assessment” five weeks before the assessment if his Brigaders decide to participate in the Central Assessment so as to make certain arrangement. (Eight weeks are needed for Camping Badge)
3. Result will be announced two months after the assessment. Officers please fill in the information in “The Record Form of Company Section Badges” in excel format for Brigaders who achieved a pass result in it after receiving the result slips.
4. The exam period for assessment held by the headquarters will be announced in June or July each year. Companies please plan the badge courses schedule according to the exam period.
5. Companies participating in the Headquarters Assessment have to send Officers to assist the assessment voluntarily.

(It is suggested that the Officer leading the assessment for Expedition Badge should be appointed expedition coach by the headquarters, possess the certificate of mountaineering leader issued by the Boys’ Brigade, Hong Kong, Mountain Craft Level Two issued by China Hong Kong Mountaineering and Climbing Union, Stage 2 Expedition Badge in Company Section, Bronze Medallion or above for Expeditions on foot issued by The Hong Kong Award For Young People)

7. Notes for attending Assessment conducted by Headquarters

1. Brigaders should wear the whole set of uniform to attend any assessments unless there is special notification.
2. Brigaders should bring their identity document of The Boys’ Brigade to attend assessment.
3. Brigaders should bring their personal necessities for the assessment. (For example: bringing the swimming equipment for Swimming Badge assessment, bringing individual and group equipment for Expedition and Camping Badges assessment)
4. Brigaders have to follow the guidance and arrangement given by the examiner or staffs in the venue.
5. If Brigaders disobey the above-mentioned items, the examiner or staffs in the venue have the right to stop him from participating in the assessment.
6. Brigaders should be aware of the guidelines for typhoon and heavy rainfall issued by the headquarters.
7. If companies do not receive the result slips for Headquarters Assessment two months after the assessment, please contact the staff-in-charge.

8. Others - Requirements of awarding the Company Section White Lanyard

Brigaders should fulfill the below requirements if he wish to have Company Section White Lanyard:
 Stage 1 Drill Badge, Stage 1 Christian Education Badge, two service years in Company Section, three Stage 1 Badge(甲組章), three Stage 1 Badge(乙組章)(A total of six Stage 1 (甲組章)and Badge(乙組章))

Award Badge(獎章)- refers to Company Section training badges, 26 badges (專章), cloth badges, Outstanding Medals, NCO Proficiency Golder/ Silver Star Badge, President’s Badge, Founder’s Badge. Badge (專章) - refers to Company Section training badges, 26 badges (專章) and cloth badges.