



The Church Lads' Brigade

Process for Approval of New Adult Leaders

Implemented: MAY 2016

Amended:



Process for Approval of New Adult Leaders

Introduction

It is generally agreed that highly motivated and well-trained leaders are the key to a successful youth organization. In this regard, the CLB has developed a comprehensive application package for new adult leaders for the Brigade. It consists of a detailed application form, reference checks, and interview as part of the approval process. Key components include Put the Child First, Police Screening, and Proficiency.

There are two distinct entry levels, Civilian Instructor and Officer Candidate. As the adult leader advances, there are progressive proficiency steps and promotions they can attain to ensure they will be the best they can be to teach and train the youth in their care. At the same time, their Put the Child First and Police Screening are kept current to ensure a safe environment for both leaders and CLB youth alike.

This document outlines the step-by-step procedures for the appointment of new leaders into the Brigade, and for their advancement in an orderly fashion. It encourages the approval of new leaders on a timely basis, providing that all required documentation is in place. It is also dependent on accurate records for Put the Child First, Police Screening, and Proficiency that are both current and readily accessible when needed.

This document has been reviewed and endorsed by Regimental Staff, and approved by Brigade Council. Amendments to this document can be implemented as required.

Date

CLB Records Officer

Date

Regimental Commander

Date

Governor and Commandant



CLB ADULT LEADER APPLICATION – CHECK LIST

✓	ITEM	NAME / DATE
	Name	
	Company	
	Civilian Instructor	
	Officer Candidate	
	Application Date	
	Signed by Applicant	
	Signed by Company Commander	
	Signed by Company Chaplain	
	Communicant Status (or Waiver) Signed	
	Two References Attached	
	Interview - Battalion Commander (or designate)	
	Put The Child First Session	
	Police Certificate Attached	

A. Civilian Instructor

1. Application Package received and reviewed by CLB Records Officer. Application Package must include all items outlined in Number 2 below. Applications that are missing any items from Number 2 below will not be processed. Applicant must be a minimum of 19 years of age;
2. Application Package to include:
 - (a) Four-page Application Form;
 - (b) Application signed by the Applicant;
 - (c) Application signed by Company Commander and Company Chaplain;
 - (d) Application does not require Communicant status;
 - (e) Two (2) Reference Check Forms – waived for former CLB members who have been inactive for less than three years;
 - (f) Battalion Commander (or their designate) Interview – waived for former CLB members who have been inactive for less than three years;
 - (g) Put The Child First for current training year;
 - (h) Police Certificate of Conduct;
3. The Company Commander should contact the Battalion Commander to arrange an Interview for the new Applicant. This Interview should be completed on a timely basis, but no later than a month following the initial request by the Company. The Battalion Commander should return the completed Interview to the Company Commander;
4. Police Certificate should be obtained by the Applicant; a Certificate issued within the last three years would be acceptable;
5. CLB Records Officer notifies Regimental Staff of pending application;
6. CLB Records Officer arranges for approval and signature by the Governor and Commandant;
7. CLB Records Officer enters approved Application into CLB Records;
8. CLB Records Officer notifies Company;
9. Adult Leader appointment posted in next issue of CLB Orders;

B. Officer Candidate

New Leader to the Brigade

1. Same process as Civilian Instructor; Applicant must be minimum of 19 years of age;
2. Communicant Status (or Waiver) signed by Company Chaplain;

Previous Civilian Instructor

1. Previous Application package updated and reviewed by CLB Records Officer;
2. Application Package to include:
 - (a) Communicant status (or Waiver) signed by Company Chaplain;
 - (b) Two (2) Reference Check Forms – waived for current CI or those who have been inactive for less than three years;
 - (c) Battalion Commander's Interview – waived for current CI or those who have been inactive for less than three years; may be requested if candidate is transferring from one Battalion to the other Battalion;
 - (d) Put The Child First for current training year;
 - (e) Police Certificate of Conduct;
3. If required, the Company Commander should contact the Battalion Commander to arrange an Interview for the new Applicant. This Interview should be completed on a timely basis, but no later than a month following the initial request by the Company. The Battalion Commander should return the completed Interview to the Company Commander;
4. Current Police Certificate (within last 3 years);
5. CLB Records Officer notifies Regimental Staff of pending application;
6. CLB Records Officer approves Application;
7. CLB Records Officer enters approved Application into CLB Records;
8. CLB Records Officer notifies Company;
9. Adult Leader appointment posted in next issue of CLB Orders;

B. Officer Candidate (Cont'd)

Current or Former SC Member or NCO

1. Application Package received and reviewed by CLB Records Officer. Application Package must include all items outlined in Number 2 below. Applications that are missing any items from Number 2 below will not be processed. Applicant must be a minimum of 19 years of age;
2. Application Package to include:
 - (a) Four-page Application Form; waived for current CLB members;
 - (b) Application signed by the Applicant;
 - (c) Application signed by Company Commander and Company Chaplain;
 - (d) Communicant status (or Waiver) signed by Company Chaplain;
 - (e) Two (2) Reference Check Forms – waived for current CLB members or former CLB members who have been inactive for less than three years;
 - (f) Battalion Commander's Interview – waived for current CLB members or former CLB members who have been inactive for less than three years; may be requested if candidate is transferring from one Battalion to the other Battalion;
 - (g) Put The Child First for current training year;
 - (h) Police Certificate of Conduct (within last 3 years);
3. Police Certificate should be obtained by the Applicant; a Certificate issued within the last three years would be acceptable;
4. CLB Records Officer notifies Regimental Staff of pending application;
5. CLB Records Officer approves application;
6. CLB Records Officer enters approved Application into CLB Records;
7. CLB Records Officer notifies Company;
8. Adult Leader appointment posted in next issue of CLB Orders;

C. Officer Commission (Second Lieutenant)

Current SC Member or NCO

1. Application received and reviewed by CLB Records Officer. Application must include all items outlined in Number 2 below. Applications that are missing any items from Number 2 below will not be processed. Applicant must be a minimum of 19 years of age;
2. Application Package to include:
 - (a) Application signed by the Applicant;
 - (b) Application signed by Company Commander and Company Chaplain;
 - (c) Communicant status (or Waiver) signed by Company Chaplain;
 - (d) Put The Child First for current training year;
 - (e) Current Police Certificate of Conduct (within last 3 years);
 - (f) WO2 Proficiency (within last 2 years) or Level 1 Officer Proficiency (online);
 - (g) Drill component concurred by Regimental Training;
3. Police Certificate should be obtained by the Applicant; a Certificate issued within the last three years would be acceptable;
4. Appointment requires the concurrence of the Regimental Training Department;
5. CLB Records Officer notifies Regimental Staff of pending application;
6. CLB Records Officer approves application;
7. CLB Records Officer enters approved Application into CLB Records;
8. CLB Records Officer notifies Company;
9. Adult Leader appointment posted in next issue of CLB Orders;

Officer Candidate

1. Application received and reviewed by CLB Records Officer;
2. Served as Officer Candidate for minimum one year;
3. Put The Child First for current training year;

4. Police Certificate is current (within last 3 years);
5. Completed the Level 1 Proficiency Training online on CLB website;
6. Appointment requires the concurrence of the Regimental Training Department;
7. CLB Records Officer notifies Regimental Staff of pending application;
8. CLB Records Officer approves Application;
9. CLB Records Officer enters approved Application into CLB Records;
10. CLB Records Officer notifies Company;
11. Adult Leader appointment posted in next issue of CLB Orders;

Warrant Officer Second Class (WO2)

1. Application received and reviewed by CLB Records Officer; Applicant must be a minimum of 19 years of age;
2. Put The Child First for current training year;
3. Either new Police Certificate, or current Police Certificate (within last 3 years);
4. Police Certificate should be obtained by Company via CLB Records Officer (within 3 months of WO2 appointment);
5. Appointment requires the concurrence of the Regimental Training Department;
6. CLB Records Officer notifies Regimental Staff of pending application;
7. CLB Records Officer approves application;
8. CLB Records Officer enters approved Application into CLB Records;
9. CLB Records Officer notifies Company;
10. Adult Leader appointment posted in next issue of CLB Orders;

D. Promotion to First Lieutenant

1. Application received and reviewed by CLB Records Officer;
2. Served as Second Lieutenant for minimum two years;
3. Put The Child First for current training year;
4. Police Certificate is current (within last 3 years);
5. Completed the Lieutenant Proficiency Training online on CLB website;
6. Promotion requires the concurrence of the Regimental Training Department;
7. CLB Records Officer notifies Regimental Staff of pending application;
8. CLB Records Officer approves Application;
9. CLB Records Officer enters approved Application into CLB Records;
10. CLB Records Officer notifies Company;
11. Promotion posted in next issue of CLB Orders;

E. Promotion to Captain

1. Application received and reviewed by CLB Records Officer;
2. Served as Lieutenant for minimum two years;
3. Put The Child First for current training year;
4. Police Certificate is current (within last 3 years);
5. Completed the Captain Proficiency Training online on CLB website;
6. Promotion requires the concurrence of Regimental Training Department;
7. Appointed Company Commander (or Battalion Staff, Regimental Staff, Brigade Council appointment, in some instances);
8. CLB Records Officer notifies Regimental Staff of pending application;
9. CLB Records Officer approves Application;
10. CLB Records Officer enters approved Application into CLB Records;
11. CLB Records Officer notifies Company;
12. Promotion posted in next issue of CLB Orders;