

Policies Affecting Youth and Family Activities updated 1/2016

MOY Officers/ Youth and Family Activity Organizers/ Youth and Family Activity Volunteers

The mission of this office and those who assist this office, are to be Ambassadors for our Youth and Families into the World of the SCA

We are here to mentor our Youth and Families and to provide fun, safe, and educational activities to enhance their SCA experience

The policies and procedures listed below are designed from the previous Society for Creative Anachronism's Officer of Minister of Youth. There is no longer Society recognition of this specific Office. Below are the policies and procedures that have been adopted by the Kingdom of Calontir to ensure our Youth and Families are safe and there is current information as to what is to be expected for Youth and Family activities and events within our Kingdom of Calontir

The Minister of Youth Officer continues within our Kingdom to provide a safe environment for Youth and Families to have fun, structured, scheduled, age appropriate, educational activities with an emphasis of the importance of our Youth. These activities are to follow the Kingdom guidelines and policies at meetings, and or other SCA functions

To assist in educating our Populace and ease of transition into these new policies and procedures for Youth and Family Activities, a copy of this document shall be made available upon request at any and all SCA events, meetings, etc., that are offering Youth and Family Activities

Minor/Youth: persons who have not achieved the age of legal majority in the state, province, or country in which the function is being held (generally 18 years of age in most states)

Adult: persons who have achieved the age of majority in the state, province, or country in which the function is being held

Parent/legal guardian Youth Supervision Liaison: Adult designated by parent/legal guardian to supervise their youth at events (adult 18 years of age or older)

Youth Officer/Youth and Family Activity Organizer/Youth and Family Activity Volunteer: Any person or persons coordinating, overseeing and or volunteering for Youth and Family activities. These policies are written for the understanding and use of Youth Officers, Youth and Family Activity Organizers, and Youth and Family Activity Volunteers

Parent/legal guardian/liaison Youth Supervision Guidelines

These guidelines are intended to keep your youth safe and ensure that all who attend a SCA functions have a positive experience

- ❖ Youth 5 and under shall not be left unsupervised by parent/guardian/liaison, at any time
- ❖ Youth 10 to 6 shall be within sight/sound of parent/guardian/liaison at all times

- ❖ Youth 11 to 17 may experience event outside sight/sound guideline. Parents/legal guardian/liason shall be aware of youth's location and are responsible for youth's welfare and actions. Youth exhibiting lewd, violent, or other severe problematic behavior, or who are diminishing the experience for others, shall be addressed and discussed with parent/legal guardian, and may be placed under sight /sound guideline or other defined guidelines designated by event staff
- ❖ Youth under age of 18 are not considered suitable guardian/liason for younger youth

Calontir Youth Officers (MOY)

- ❖ **All Youth Officers shall demonstrate an ability to work well with all ages of youth, in addition to possessing the people skills necessary to work with parents, event coordinators, and other officers or volunteers**
- ❖ **Are ambassadors for our Youth and Families**
 - These Officers are to coordinate, teach and encourage our Youth and Families through organized, structured, age appropriate activities with emphasis on learning and involvement within the scope of the SCA
 - Will provide a Youth and Family Social area at events within a common area (minimum at Kingdom Level Events)
 - Table and chairs with items to entertain youth and families (ie. Coloring pages, toys, games)
 - This area is for the convenience of Youth and Families
 - There will be no event staff to supervise youth
 - Parent/guardian supervision expectations shall be posted in this area
- ❖ **Are NOT babysitters**
 - It is expressly forbidden for any officer in the SCA to accept responsibility for minors other than their own youth or those for whom they are temporary guardians as recorded on the minor waiver
- ❖ **Are NOT to discipline Youth**
 - If there is an issue with a youth, one that refuses to following direction, is unruly, is diminishing the experience for others
 - The youth need be returned to the parent/guardian with understanding that youth may return with parent/guardian
 - If issues continue then youth may be removed from youth and family activities with explanation to parent/guardian
- ❖ **Are NOT responsible for youth who are not attending scheduled and Family activities**
 - **Please note:** if you see a youth who is in physical danger, or causing harm to another, please take appropriate action necessary to ensure safety to the youth
 - The youth shall be returned to parent/guardian
 - The Event Steward and or Local Seneschal shall be notified of incident
 - Please include this in an incident report along with the youth activity report to the Kingdom MOY
 - An incident report shall also accompany the report sent to the local seneschal/event steward hosting the event
- ❖ **Are NOT responsible for youth who leave activities unsupervised**
- ❖ **Requirements**
 - Must maintain a yearly membership in the SCA (sustaining, associate, or family),
 - Shall meet all rules or laws as outlined by Calontir Law which includes a background check to obtain a warrant to work with the Youth of our Kingdom.
 - Local youth officers or assigned background checked organizer, are to oversee the organization, planning and implementation of Youth and Family activities at their local events, and for Kingdom level events hosted by their local group
 - Kingdom officer shall receive reports from local youth officers on any and all youth and family activities each quarter (other than from events previously reported by Event Steward/Group Senschal)
 - Please keep your contact information updated with the Kingdom Minister of Youth Officer
 - Information required
 - Current Society background check
 - Current copy of SCA membership card
 - Current contact information including phone, address, and email address

- If there is no local Minister of Youth officer, the responsibility of these matters fall to the local Seneschal

❖ **Event Activity Report Due to Kingdom MOY**

- **Group MOY/Youth and Family Activity Organizer -**
 - **Activity Report from Events:**
 - Due within 30 days of **any scheduled Youth and Family Activities** from Head Organizer copy also sent to Event Steward/Group Seneschal hosting event
 - Activity Report
 - Activity Roster
 - Organizer/Volunteer forms
 - Incident report (if applicable)

❖ **MOY Officer Quarterly Reports due to Kingdom MOY**

- **WARNING:** This is a non-negotiable part of the office or hosting any Youth and Family Activity/ Youth and Family Social Area
- **Quarterly Report due to Kingdom MOY:**
 - Report - on youth and family activities provided throughout quarter (non event)
 - Activity Report
 - Activity Roster
 - Organizer/Volunteer forms
 - Incident report (if applicable)
- The local/group/Baronial Office of MOY (or Office of the Seneschal if have no local MOY), must provide a quarterly report to the Kingdom MOY office even if no youth and family activities have taken place
- Reporting dates: 1st Quarter April 15th 2nd Quarter July 15th 3rd Quarter October 15th 4th Quarter January 15th

Calontir Youth and Family Activity Organizers

❖ **Requirements**

- 18 years of age or older
- Current SCA Membership
- Current background check (MOY preferably but not mandatory)
- Understanding of Calontir Youth and Family Policies Affecting Youth and Families
- Will email activity report and or incident reports to Kingdom MOY and Event Steward/ Group Seneschal within 30 days of event
- **Youth and Family Activity Organizer -**
 - **Activity Report from Events:**
 - Due within 30 days of **any scheduled Youth and Family Activities** from Head Organizer copy also sent to Event Steward/Group Seneschal hosting event
 - Activity Report
 - Activity Roster
 - Organizer/Volunteer forms
 - Incident report (if applicable)

Calontir Youth and Family Activity Volunteers – Non MOY

❖ **Requirements**

- 18 years of age or older
 - Current SCA Membership (preferably)
 - Understanding of Calontir Youth and Family Policies Affecting Youth and Families
- ❖ **Youth Organizers/Youth Activity Volunteers shall demonstrate an ability to work well with all ages of youth, in addition to possessing the people skills necessary to work with parents, event coordinators, and other officers or volunteers**
- ❖ **Are ambassadors for our Youth and Families**
- These organizers and volunteers are to coordinate, teach and encourage our Youth and Families through organized, structured, age appropriate activities with emphasis on learning and involvement within the scope of the SCA
 - Will provide a Youth and Family Social area at events within a common area (minimum at Kingdom Level events)
 - Table and chairs with items to entertain youth and families (ie. Coloring pages, toys, games)
 - This area is for the convenience of Youth and Families
 - There will be no event staff to supervise youth
 - Parent/guardian supervision expectations shall be posted in this area
- ❖ **Are NOT babysitters**
- It is expressly forbidden for any officer in the SCA to accept responsibility for minors other than their own youth or those for whom they are temporary guardians as recorded on the minor waiver
- ❖ **Are NOT to discipline Youth**
- If there is an issue with a youth, one that refuses to following direction, is unruly, is diminishing the experience for others
 - The youth need be returned to the parent/guardian with understanding that youth may return with parent/guardian
 - If issues continue then youth may be removed from youth and family activities with explanation to parent/guardian
- ❖ **Are NOT responsible for youth who are not attending scheduled Youth and Family activities**
- **Please note:** if you see a youth who is in physical danger, or causing harm to another, please take appropriate action necessary to ensure safety to the youth
 - The youth shall be returned to parent/guardian
 - The Event Steward and or Local Seneschal shall be notified of incident
 - Please include issue in an incident report along with the youth and family activity report to the Event Steward/Local Seneschal who shall forward report to Kingdom MOY within 30 days of event
- ❖ **Are NOT responsible for youth who leave activities unsupervised**

SCA-Sponsored Youth and Family Activities at Kingdom Level Events

- ❖ Official SCA groups must ensure all SCA Youth and Family activities are approved by the local group Seneschal and/or Event Steward and by the Minister of Youth Officer, where applicable
- If the group has no Minister of Youth officer and a background checked organizing volunteer plans and implements the activities, it is the responsibility of the Seneschal/Event Steward to ensure that volunteer is fully aware of all relevant policies and guidelines concerning minors and the running of activities
- ❖ Minister of Youth Officers or other adults supervising youth and family activities have no authority to discipline or restrain youth other than their own, unless the youth are in immediate danger of hurting themselves or others
- ❖ Parents/legal guardians/designated youth supervision liaisons and youth must follow policies while participating in Youth and Family activities and or events
- These policies must be made available to parents/guardians upon request (having a copy at gate and with the Organizer of Youth and Family planned activities is preferred)
 - Posting expectations at gate and at youth and family social area and activity area is mandatory

- ❖ Minister of Youth Officers/volunteers are not responsible for youth who leave activities unsupervised
- ❖ Minister of Youth Officers/volunteers will not be held responsible for correcting the conduct of youth attending activities
 - Youth exhibiting lewd, violent, or other severe problematic behavior shall be returned to parent/guardian immediately by the MOY officer/Organizer and Event Steward/Local Seneschal
 - The event steward, or seneschal shall be notified of the problem immediately and be present when youth is returned to parent/legal guardian, if such actions are to be taken
 - If this action is to be taken, Youth can be required to remain with parent/guardian for the remainder of the event
 - An Incident report shall be included with the event report sent to the Event Steward/Local Seneschal who shall forward report to Kingdom MOY Officer within 30 days of event
- ❖ All Youth and Family Activities shall follow the Two-Deep Leadership model of supervision
 - There shall be a minimum of one warranted officer within sight or preferably overseeing the Youth and Family activity, with a minimum of two other adults for supervision and assistance at each Youth and Family activity
 - Two-Deep Leadership model of supervision : “For all organized SCA functions for minors, a minimum of two adults (persons who have achieved the age of majority in the state, province, or country in which the function is being held), unrelated to one another by blood or marriage, must be present. This policy does not relieve parents or guardians from their primary responsibility for the welfare of their youth. This policy is not subject to granting of variance or 'grandfathering' of existing activities.”
 - This means 3 adults in total. A warranted officer responsible for oversight of scheduled activity with two volunteers. One of which must have a current SCA background check. A background checked individual must be present at all times during scheduled activity. (Volunteer form need be filled out)
- ❖ Youth Officers must ensure that sufficient leadership and supervision is provided for ALL youth and family activities. If unable to ensure these requirements, by right and responsibility to our Youth the Youth and Family activity, shall be cancelled until these guidelines are met
- ❖ Location of Youth and Family Activities and Social area shall be near to the main activities as is practical and safe, with consideration to noise, traffic, and safety issues
 - Caution should be exercised when activities are hosted in private rooms of an event facility
- ❖ Youth Officers/volunteers shall NOT accompany any youth into the bathroom
 - Groups of youth may be escorted to the facilities by the officer
- ❖ Youth who are ill must remain in the care of their parent/guardian
 - They shall not attend Youth and Family activities
- ❖ Youth with communicable disease/ or parasite (ie .chicken pox, Pink eye, lice, etc.), shall not attend youth and family activities. They must remain in the care of their parent/guardian. If youth is found to have a communicable disease while at an event, the youth shall be returned to parent/guardian and the event steward and or local seneschal need be advised. There may be further action taken by event steward or local seneschal if necessary.
- ❖ **Other Activities/Youth and Family Social Area:**
 - Youth should be encouraged to participate in a variety of age-appropriate activities within the SCA, not only structured youth and family activities
 - At a minimum at All Kingdom Level Events there shall be provided a youth and family social area:
 - Table and chairs with coloring pages, markers, games, etc, designated as a social area for youth and families
 - This area should be in the open – full view of others and posted that this is for the use of youth and families and no supervision of staff will be provided

- Parents will need to check supervision requirements (whether parent or designated adult should attend with the youth) and any other rules related to the activity and or event

Planning and Running Organized Youth and Family Activities

- ❖ For your convenience there is a check list on the Kingdom MOY website that can help you prepare for Youth and Family/Social Area for events
- ❖ **Be flexible, prepared, and easy-going—the key element is to enhance the experience for our youth and families**
- ❖ Youth and Family Activities vary in nature and can include classes, hands-on activities, games, and more
 - Depending on the size of an event, activities may be only an hour or two, a day-long adventure, or even a week's worth of learning and fun (as at larger wars)
- ❖ Youth and Family Activity Officers and/or Youth and Family Activities Coordinator should consider resources
 - Volunteer assistance
 - Funds for supplies
 - Available location when determining size and structure of activities, and should try within those means to meet the needs of a given event
 - At minimum a Youth and Family Social area shall be provided at official events
- ❖ Organization and Pre-planning is most important
 - Having a plan for the type of activities, along with a tentative schedule, should be determined before the event for better planning and for purposes of publishing the information
 - Notification of Youth and Family activities is most important
 - Determining whether or not to attend a particular event may be an easier decision for parents who know in advance that there will be opportunities for their youth to participate, so adding information to your Kingdom newsletter event flyer or to your group's website will be very helpful for attendees
 - If possible, include Youth and Family Activities information, including but not limited to schedule for activities and what activities shall be provided.
 - Communicate with your Event Steward concerning location and resources
 - The best location for activities is near enough to the main activities to be convenient for everyone in attendance, with considerations such as available water and bathrooms in mind, and attention given to safety factors
 - Be sure to plan in advance for needs such as tables and chairs, art supplies, and gaming equipment
 - When planning,
 - Don't limit your creativity
 - Don't presume you must stick to a list of "typical activities" when there are so many learning opportunities available
 - Some possible ideas are listed below to illustrate variety, but please feel free to expand on examples or try new things.
 - Outdoor games can include activities such as bocce, blind man's bluff, quests, scavenger/treasure hunts, running games
 - These outdoor options can provide a fun opportunity for youth to enjoy their boundless energy between indoor or stationary activities
 - Indoor games like chess, checkers, or mancala, farkle, coloring pages, and wooden blocks, (remember to have games for all ages), provide great opportunities for socializing and offer a nice change of pace from more structured activities
 - Plan for volunteers ahead of time, when you can
 - Ask for help on e-lists (Kingdom, local, or for other youth officers), talk to your local group, advertise in your local group's newsletter
 - Work with parents who are willing to help
 - Older youth may want to help out with the younger ones, so consider letting them plan an activity, offer ideas, or provide some hands-on help
 - You can ask parents to give some time in assistance if their youth are attending activities
 - SCA-appropriate or medieval history classes can easily be heightened with fun activities.
 - Youth can learn the different areas and functions of a castle while building a scale model
 - Learn precedence and protocol through play-acting or by creating "crowns" and other regalia

- Study a culture through specialized activities (Viking classes could include making a model longship, playing Viking games or enjoying a “pillage” quest, for example)
 - Don't be afraid of asking other individuals who enjoy teaching and sharing their knowledge of arts and sciences, fighting, archery, general historical SCA appropriate knowledge. This could greatly enhance the experience for your youth
 - Guest teachers may be able to offer new learning experiences in their particular area of expertise
 - Bring back-up activities along in case one or two don't last as long as you had planned, and be open to allowing an activity to run longer if the kids are really enjoying themselves (just keep in mind the end time for the session so parents know when to retrieve their youth)
- ❖ Youth Volunteering opportunities can be a lot of fun, especially when older youth can offer services collectively
- As Youth and Family Activity Organizer you may ensure that these opportunities are available for youth and families
 - Coordinate with the Event Steward and or others that might be able to provide these opportunities
 - Parent/guardian of the youth are responsible for youth during these opportunities
 - Some ideas for older youth are water bearing, list running, kitchen help, feast service
 - Ideas for younger youth include planning entertainment for feast, making decorations for high table, or making gifts for the Crown
 - Performing Arts make for wonderful activities but can also provide entertainment for an audience
 - Youth may enjoy basic music classes, such as learning the recorder or drums, European or Middle Eastern dance classes, learning to sing period songs, puppetry, or story-telling
 - Arts and Science opportunities in the SCA are nearly limitless. Young people can make jewelry, learn calligraphy and illumination, embroider and cross-stitch, try their hands at leatherworking, woodworking, or sewing, or learn age-appropriate variations of mosaics or stained glass

SCA-Sponsored Youth and Family Activities (Official SCA functions) - Non-Kingdom Level Events

- ❖ When planning Youth and Family activities for fighter practices, meetings, workshops, or any other official SCA function, parents and officers should be aware that these activities are subject to all SCA policies, Kingdom laws, and the above guidelines, and are covered by SCA waivers
- ❖ Any activities planned “unofficially” at private residences are strongly discouraged, as they reach beyond the jurisdiction of the SCA
- ❖ If exceptions are made and official activities must be held at a private residence, the permission of the local Seneschal and the Kingdom Seneschal must be obtained
- The following guidelines must also be implemented
 - Youth younger than the age of 13 must be accompanied to scheduled Youth and Family activities by parent/legal guardian or designated liaison
 - Youth 13 years and older may attend at the parents' discretion
 - The Two Adult Leadership model is still to be followed, with two unrelated adults in attendance as long as the youth are present

Parent/legal guardian Supervision Responsibilities for Youth at SCA Events

- Parent/legal guardian (or temporary legal guardians as recorded on the “designated adult in charge of a minor form”) are responsible for youth brought to an event
- Parent/legal guardian may designate an adult supervising liaison for their youth. This adult/liaison is to be specifically designated and shall supervise the youth under the direction of the parent/legal guardian while at an event (adult 18 years of age or older)

- Parents/guardians should be aware of their youth's location and activities at all times while attending all SCA functions
- Parents must not expect other adults or youth not specifically designated to supervise or control minors who are wandering unaccompanied at events
- Youth and Family Social areas will not be supervised by event staff. This area is for your convenience. Please follow posted parent/guardian supervision policies
- Youth below the age of **5** shall not be left unsupervised by the parent/legal guardian at SCA functions, even at planned youth and family activities and social areas
- "Sight and Sound" rule is in effect at **all** SCA functions
- Generally, this states that youth **10** years old and younger should be in eyesight/earshot of the parent/legal guardian or liaison specifically designated by parent/legal guardian
- As a guideline, it is suggested that youth are supervised and not be allowed to wander freely at official events (to include demos, meetings, etc.)
 - If a youth is in the care of a designated liaison, youth should be checked on periodically by the parent/guardian to ensure their safety and suitable behavior
- Minors are not considered suitable supervisors/ liaison for younger youth

Waivers and Parental Consent Forms

- ❖ Minors may not attend SCA events alone
 - **Parent of non member youth**
 - Minor Consent to Participate
 - Minor's consent to participate and hold harmless agreement
 - **Non Parent/ Guardian of youth**
 - Minor Consent to Participate and Hold Harmless Agreement
 - A designated adult in charge of a minor" form (temporary guardianship) allows a responsible adult to act for the parent on behalf of the youth. In some Kingdoms, this form must be notarized, and in all cases, it must be signed by the parent
 - Minor Medical and Temporary Guardianship Form – must be notarized –
 - This form allows medical treatment to be provided in the event of an emergency