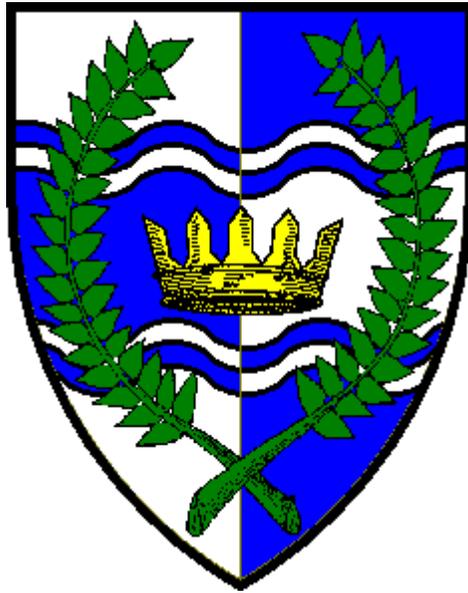


Kingdom of Atlantia



Youth Activities Handbook

March 2012, Edition 2

Preface

This handbook contains the official Kingdom of Atlantia Youth Policies as well as the Society for Creative Anachronism Youth Policies. Members of the Society for Creative Anachronism may reproduce this work in whole or in part for SCA use, provided copyright credit is given.

The Official Atlantian Laws concerning minors may be found here:

<http://law.atlantia.sca.org/Law.html#12>

The Official Atlantian Policies concerning minors may be found here:

<http://law.atlantia.sca.org/Policy.html#1.7>

The Official Society Policies concerning the Youth Activities may be found in Appendix A of the Society Seneschal's Handbook, here:

<http://www.sca.org/officers/seneschal/welcome.html>

The Society's Policy regarding background checks may be found here:

www.sca.org/BOD/announcements/background_checks.pdf

From the Kingdom of Atlantia Chancellor of Family and Youth Programs

March 1, 2012

Greetings!

This handbook is intended to offer a better understanding of the non-combat Youth Activities Policies and Programs within the Kingdom of Atlantia. While this handbook does not supersede the Kingdom of Atlantia Law and/or Policy in regards to minors and Youth Activities that it supplements, it will help provide guidance in the planning, facilitating and running of any youth activities.

I hope that you find this Handbook to be a useful guide in your future endeavors. Please contact me if you have questions about our Kingdom Youth Programs.

Yours in Honor and Service to Our Youth,

Emeludt Hänslar

Herrin Emeludt Hänslar

Kingdom of Atlantia Chancellor of Family and Youth Programs

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Duties and Responsibilities of Youth Officers

1. Kingdom Chancellor of Family and Youth Programs

- To maintain a current warrant/background check. Warrants last for the duration of the approved background check.
- To establish and oversee Kingdom non-combat related youth programs.
- To keep local Youth Officers and the Seneschallate notified of relevant changes to the office, and facilitate communication between offices.
- To report as required to the Special Deputy for Family and Youth Programs and the Kingdom Seneschal.
- To be responsible for all youth-related web sites in Atlantia.
- To develop programs and policies to assist officers in welcoming the youth of Atlantia to the Kingdom and the SCA and provide support and resource materials to the youth officers within the Kingdom.
- To develop and maintain guidelines related to offering youth programming at events.
- To ensure the coordination of Youth Activities at Atlantian Kingdom-level events, and assist in such coordination of Atlantian-sponsored activities at inter-kingdom wars, universities, and collegia as appropriate.
- To oversee and aid local Youth Officers, Regional Vice-Chancellors, and Youth Officer-at-large, as required.
- To maintain and publish a current roster of all said warranted Youth Officers in Atlantia.

2. Vice-Chancellor of the Pages' Academy

- To maintain a current warrant/background check. Warrants last for the duration of the approved background check.
- To manage and support the Kingdom's Page Academy, while ensuring the program enhances the Kingdom's Youth Activities Program.
- To be the Kingdom level point of contact for Page class instructors, Youth Officers, parents Pages and the populace for guidance and coordination to ensure the facilitation of Page classes, activities, inductions and events.
- To provide current information, support and guidance about the Kingdom's Page Academy to Youth Officers, instructors, members, newcomers, prospective members and the general public.

3. Regional Vice-Chancellors of Youth

- To maintain a current warrant/background check. Warrants last for the duration of the approved background check.
- Assists the Chancellor of Family and Youth Programs with notifying Local Youth Officers of relevant changes to the office and ensuring communication between offices.
- Provides assistance, support, and resources to Local Youth Officers.

- Ensures that Youth Activities are available for groups and at events sponsored by groups where there is not a local Youth Officer.
- If a local group within the region does not have a local Youth Officer, the Regional Vice-Chancellor of Youth will assist that group, as appropriate.
- Regional Vice-Chancellors of Youth will hold the Local Youth Officer position for their local Shire or Barony.
- There are four Vice-Chancellors of Youth within the kingdom for the following regions:
 - Maryland Vice-Chancellor of Youth
 - Virginia Vice-Chancellor of Youth
 - North Carolina Vice-Chancellor of Youth
 - Southern Vice-Chancellor of Youth (South Carolina and Augusta, Georgia)

4. Local Youth Officers

- To maintain a current warrant/background check. Warrants last for the duration of the approved background check.
- Establishes and oversees all youth programs, as appropriate, for their local group.
- Serves as a deputy to the Seneschal and works closely with that office regarding educational programs for youth.

5. All Warranted Youth Officers

- To attend scheduled training sessions (University, Unevent, etc.) with the Chancellor of Family and Youth Programs, as appropriate. They may send a representative with a written proxy with prior permission of the Chancellor of Family and Youth Programs.
- To encourage the education of Atlantian youth in Medieval and Renaissance history, and encourage their participation in the SCA through coordinating with Kingdom Youth Officers, event autocrats, and their youth activities event volunteers on the provision of age-appropriate, historically interesting activities, in conformity with programs offered/monitored at the kingdom-level.
- To assist the Chatelaine's office in the organization of demos geared towards children and families.
- To provide current information about the Kingdom's youth programs to members, newcomers, prospective members, and the general public.
- To support, encourage and promote the Pages Academy.
- To write letters of recommendation for their local youth to the Baronage or Kingdom for appropriate awards/recognition.
- Ensure that Youth Activities are run in accordance with the policies of the SCA and Atlantia and that they occur on a regular basis.
 - Be the supporter and the go to person for all questions.
 - To remind the local group that children and teens are important members of the Society.
- The reporting schedule shall be quarterly **due on April 15 (for the period January - March); July 15 (for the period April - June); October 15 (for the period July - September); and January 15 (for the period October - December) and an**

additional end-of-year report. If there is no activity related to youth programming during a specific period, specify such in the report. A copy of this report should go to the local Seneschal and a copy needs to be maintained for local records.

- To run activities at events for the youth of the Kingdom on at least four (4) occasions during their two (2) year tenure and at least two (2) activities at events for each year their warrant is renewed. Their warrant lasts for the duration of their approved background check.

4. Youth Officers-at-large

- Serve as volunteers, that maintain a current background check but are not warranted, within the Kingdom that assist with facilitating Youth Activities, and coordination with local Youth Officers and the Chancellor of Family and Youth Programs.
- Ensure that Youth Activities are run in accordance with the policies of the SCA and Atlantia
- Ensure that they run activities at events for the youth of the Kingdom twice a year for the duration of their background check.

Kingdom of Atlantia Youth Policies

1. Parental Responsibilities

- Parents, legal guardians or temporary guardians as recorded on the “designated adult in charge of a minor form” are responsible for the children that they bring with them to an event.
- It is the parents or designated adults’ responsibility to know the location and activities of the children at all times.
- Parents or guardians must not expect other adults to supervise or control their children if they wander off during an event.
- Children that are 4 years of age and younger must be supervised, with their parent or guardian present, even at Youth Activities.
- If a child under the age of 4 desires to participate in Youth Activities they may, at the Coordinators discretion and with their parent or Guardian present at all times.
- Youth that are 11 years of age or younger should be in eyesight and earshot of their parents, guardians or other designated babysitters at all times.
- Youth who are 11 years of age and younger to not be allowed to wander freely at official events; and that they are checked on periodically to ensure their safety and appropriate behavior.
- Minors under 14 years of age are not suitable babysitters or child-minders for younger children.
- Parents or another older responsible party must sign youth in and sign them out of any Youth Activities in order for that youth to be allowed to participate.
- Parents should make a donation of supplies and/or contribute volunteer hours to youth programming or activities.

2. Youth Responsibilities

- To have fun and participate in any and all age appropriate activities, classes, programs, combat, education and service.
- Youth that are 5 years of age and older, and are without immediate supervision, should be able to tell other adults their parent's, guardian's or other designated adult's/babysitter's SCA name or legal name and where they can be found.
- Youth who are participating in an official activity or class should do their best to not be disruptive to the class or activity. They should understand that they will receive one verbal warning; and if they continued to be disruptive they will be returned to their parents or guardians.
- To behave appropriately at all times and to be respectful of the adults supervising or instructing activities and classes; as well as being respectful of the other youth that are also participating in activities and classes.

3. Youth Activities at Demos

All policies for Youth Activities must be followed in addition to the following:

- A parent/guardian or older responsible party must accompany non-SCA youth at all times.
- Coordinators or helpers may not accompany non-SCA youth must take them on bathroom runs.

4. Youth Activities, Events and Classes

- There must be at least two adults present at official classes and activities. If there are only two adults present they cannot be related by marriage or blood.
- The other adult may be the instructor or the helper, and must be 18 years of age or older and not of the same household. If additional helpers are present, outside of the required "two-deep" adults, they must be 14 years of age or older.
- The coordinator of the youth class or activity is not required to have a background check.
- At least one "checked" officer must be present during any scheduled youth class or activity and periodically check on the ongoing class or activity.
- Participants must be signed in/out by a parent, guardian, or other responsible party, and must be picked up no later than 15 minutes after the posted close time.
- Coordinators **must** use a sign-in/out sheet for activities. (See the Chancellor of Family and Youth Programs web site for the required form <http://youth.atlantia.sca.org/forms.shtml>.)
- No adult/older teen can ever be alone with a single youth.
- Bathroom runs need to have either two adults and one youth, or two youth and

one adult, or everyone will need to go. If youth go to the bathroom on their own, they need to sign in and out. The parents or guardians need to be aware that their children will be going by themselves to the bathroom by signing in and out.

- Minors can never be left unattended when they are participating in Youth Activities.
- Coordinators cannot leave Youth Activities until all of the youth have been signed-out and returned to their parents or guardians.
- Any coordinator for youth activities, of any type, at an event must file a report within 2 weeks after the event with the Chancellor of Family and Youth Programs.
 - A copy should be sent to the autocrat and local Seneschal.
 - The report must include details on any problems with parents and/or their children, number of youths and what age ranges, and general notes on what worked and what did not work and why.
 - The Coordinator should keep a copy for their records.

First Aid

If a minor is sick, badly hurt or bleeding, the Youth Activities Coordinator or other volunteer must take the youth to get first aid first, then get the parent (unless there is an extra adult to send, then this can be done simultaneously). If the minor is only mildly hurt (a bruise or bump and is crying for attention) the Coordinator or a helper must take them to their parent/guardian for treatment.

Behavioral Problems and Discipline

Coordinators and their staff may not physically discipline minors involved in Youth Activities. If a youth is disruptive, the second adult helper should return the minor immediately to their parent/guardian and the youth may not return until they agree to behave.

If problems persist with a youth after the parent/guardian or parental representative has been notified, the matter must be handled by the appropriate group Seneschal and/or Autocrat. The coordinator has the right to refuse to allow a disruptive minor back into Youth Activities.

Pages' Academy

1. Purpose

To work enhance and compliment the Kingdom of Atlantia Youth Programs. To foster and provide Atlantian Youth with the opportunity to attain skills and knowledge of the Middle Ages and the Society for Creative Anachronism. To teach chivalry, honor, responsibility, courtesy, leadership and history. To assist the youth in the Kingdom of Atlantia, by offering

them opportunities to serve their Crown and Kingdom. To nurture interest and participation in the Society for Creative Anachronism that will continue to grow with the Youth and stay with them into adulthood.

2. Who Can Be a Page

Any youth of Atlantia that are 5-17 years of age can be a Page. The Page or their parent/guardian(s) will need to complete the registration form to be completely enrolled. Although any youth can participate in Pages classes and activities, only enrolled Pages will receive credits and advance through the ranks.

3. How to Become a Page

Submit a completed registration form to the Vice-Chancellor of the Pages' Academy. Upon receiving the form appropriate arrangements will be made for an induction ceremony to be held at court. An induction ceremony is not required to be enrolled in or participate in the Pages' Academy. A new Page will need to make or buy a medium blue baldric, which is approx. 60" long by 6" wide, adorned with a simple white chalice. A pattern is available on the Pages' Academy website.

4. General Rules and Guidelines for a Page

- Youth that are 5 to 17 years of age may enroll in the Pages' Academy.
- Inappropriate or disruptive behavior will not be tolerated during any Page Activities.
- Pages are required to participate and always do their best and at no time will class work be graded.
- Any activity (classes, service, A&S projects, ect.) within the SCA, that the Page has ever participated in during and prior to enrollment in the Pages' Academy counts towards their progress in the program, as long as the activities can be verified.
- Pages should do their own work in order to nurture their growth within the Society.
- Parent/Guardians are welcomed and encouraged to be actively involved with their youth and to support and guide their progress; parents may help their child but they should not complete their work for them.

5. Mentors

It is not required for a Page to have a Mentor. It is strongly encouraged that with the guidance and support of their parent/guardians, that a Page finds a Mentor within the Kingdom. It is a wonderful opportunity for growth within the Society and the Kingdom for Pages to be in service to a household or individual lords and ladies. Mentors foster a Page's personal growth, as well as helping them develop courtly skills and developing an understanding of service, courtesy and fealty. The relationship between a Mentor

and Page is a personal decision between the Page, their parent/guardians and the Mentor; but it is encouraged to mirror the teacher-student relationships that Peers within the Kingdom practice with their students (Squires, Apprentices and Protégés.)

6. Page Classes and Instructors

- Page classes can be run at any event or group meeting.
- There are no core classes required within the Pages' Academy.
- Pages should receive an education that is equally focused on chivalry, arts and sciences and service.
- Peers and the talented gentles of the Kingdom are encouraged to teach classes for the youths and those participating in the Pages' Academy.
- An individual that is willing to offer their time, knowledge and service by teaching the Atlantian Youth will not be turned away. Page classes need to be treated by instructors with the same vigor and commitment to learning as classes offered to their adult counter-parts. Instructors should contact the Vice-Chancellor of the Pages' Academy, their Regional Vice-chancellor of Youth, or their Local Youth Officer prior to the class to discuss the subject(s) being offered and to receive help in determining the difficulty level and the appropriate age group for the class.
- Page classes must be at least 50 minutes in length; and the instructor should provide the level of difficulty and intended age group for the class. Pages should have a parent, guardian or care provider present at the class for more difficult subject matters or classes marked above their age.
- It is encouraged to have the classes that are hands-on while being significant and pertinent to the Middle Ages or the Society.
- Instructors must contact the Vice-Chancellor of the Pages' Academy with a roster of the class participants and the subject of the class taught.
- The Vice-Chancellor of the Pages' Academy will track the classes that each Page has attended.
- All enrollment and documentation can be done at the youth website at <http://youth.atlantia.sca.org/>.

7. Service Activities

Youth should be encouraged and allowed to participate in age appropriate service activities. These activities can include, but are not limited to: handing out tokens, assisting Royal Retainers, water bearing and volunteering as list runners, running errands, helping clean up trash, servers and kitchen help are some activities that minors, depending on age and maturity, can do. There is something that any youth between 5-17 years of age can do to help out and in service. Adults running these and other activities should welcome youth in to these activities as long as the minor can follow safety and behavior guidelines.

5. Ranks and Regalia

- All students begin as Novices, advance to Cupbearers, then finally Senior Pages.
 - The insignia for Novice: Plain blue baldric with white chalice.
 - The insignia for Cupbearer: Add white border to Novice baldric.
 - The insignia for Senior Page: Add full badge of the Program to Cupbearer baldric.

- When a Page has completed a task, class, training, service, activity or in some way has worked toward their required hours will receive a bead for that which was just completed. The Page may display the bead in anyway that they and/or their parents see fit. If the Page did not receive a bead when they completed the task, they may contact their local Chancellor Minor or the DCOY and one will be provided. It is highly encouraged to provide the Pages with beads that reflect on the artistry available within the Kingdom of Atlantia.
 - Chivalry: Red or primarily red bead.
 - Arts and Sciences: Green or primarily green bead.
 - Service: Yellow or primarily yellow bead.

6. Moving up

- The Vice-Chancellor of the Pages' Academy will track the progress of the Pages within the Pages' Academy. The Pages are still encouraged to track their progress with the assistance of their parent/guardians.

When a Page becomes eligible to move up a rank, the Page and their parent/guardians need to contact the Vice-Chancellor of the Pages' Academy to confirm their eligibility and make arrangements for the elevation at an event.

- To become a Cupbearer, a Novice must complete the following credits:
 - 7 Chivalry hours
 - 7 Arts and Sciences hours
 - 7 Service hours
 - Must meet a challenge presented to them by their Mentor; if they do not have a Mentor by a Peer of their choosing

- To become a Senior Page, a Cupbearer must complete the following credits:
 - 4 additional Chivalry hours
 - 4 additional Arts and Sciences hours
 - 4 additional Service hours
 - Must meet a challenge presented to them by their Mentor; if they do not have a Mentor by a Peer of their choosing
 - Must complete a personal project

- To graduate the Pages' Academy, a Senior Page must complete the following credits:

- 3 additional Chivalry hours
- 3 additional Arts and Sciences hours
- 3 additional Service hours
- Must teach a Page class or complete a personal project
- Must complete a personal project that is fully researched and documented; the Page is strongly encouraged, but not required, to submit the project in an A and S competition
- Must meet a challenge presented to them by their Mentor; if they do not have a Mentor by a Peer of their choosing

7. Role of the Kingdom Chancellor of Family and Youth Programs

- Provide guidance and encouragement for all youth within the Kingdom of Atlantia.
- To maintain oversight, guidance and support of all Kingdom youth activities and programs.

8. Role of the Vice-Chancellor of the Pages' Academy

- Provide guidance and encouragement for all youth within the Kingdom of Atlantia.
- Assist the Vice-Chancellors of Youth and Local Youth Officers with the identifying, organizing and planning of activities and classes; as well as offering any other support, guidance and help that may be needed. In local areas that there is not a Regional Vice-Chancellor of Youth or Local Youth Officer, the Vice-Chancellor of the Pages' Academy will assist the local Seneschal with the identifying, organizing and planning of activities; helping facilitate classes, ensuring the Society "Two Deep Rule" is being met and that the requirement for an individual with a background check at official activities is being met.
- To ensure that the requests for inductions and moving up in ranks are processed in a timely manner, so that the youth may be publicly recognized at events.
- Encourage and support participation in the Pages' Academy, actively recruit instructors and youth for the Pages' Academy, to build a relationship with potential instructors and to share their information with all Youth Officers.
- To maintain and establish records of awards, achievements and participation of the youth enrolled in the Pages' Academy.
- To assist with the communication between the Youth Officers and parent/guardians, Pages, Mentors, Instructors and other gentles in regards to any matters concerning the Pages' Academy and individual Pages.

9. Role of the Regional Vice-Chancellors of Youth and Local Youth Officers

- Provide guidance and encouragement for all youth that within their region.
- Assist with the identifying, organizing and planning of activities and classes. Youth Officers are not required to teach classes, but to help facilitate classes, to ensure the

Society “Two Deep Rule” is being met and that the requirement for an individual with a background check at official activities is being met.

- To forward all information in regards to classes, activities, enrollment and arrangements for inductions and moving at the ranks at events to the Vice-Chancellor of the Pages’ Academy.
- Encourage and support participation in the Pages’ Academy, actively recruit instructors and youth for the Pages’ Academy, to build a relationship with potential instructors and to share their information with the Vice-Chancellor of the Pages’ Academy.
- To include all updates in regards to the Pages’ Academy in the quarterly reports.
- Assist in maintaining and establishing records of awards, achievements and participation of the youth enrolled in the Pages’ Academy.
- To assist with the communication between the Vice-Chancellor of the Pages’ Academy and parent/guardians, Pages, Mentors, Instructors and other gentles in regards to any matters concerning the Pages’ Academy and individual Pages.

Kingdom Youth Awards

The Kingdom of Atlantia enjoys rewarding the youth and teens for their participation in the Society. The Chancellors Minor should be aware of their local awards and the Kingdom awards in order to recommend deserving youth in their area.

and chivalry in martial activities.

Recipients are listed in the order bestowed.



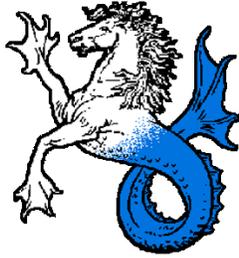
Award of Arielle: Children are awarded the Award of Arielle for acts of courtesy.



Order of the Alcyon: The Order of the Alcyon honors & recognizes youths, who have distinguished themselves by their labors and achievements in the arts & sciences. All past recipients of the Award of the Alcyon (Closed) will be considered to be recipients of this award.



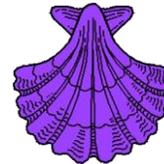
Order of the Sea Tyger: Honors & recognizes those young people (up to & including the age of 17) who have distinguished themselves by acts of valor



Order of the Hippocampus: The Order of the Hippocampus honors & recognizes youths, whose service & contributions to the Kingdom of Atlantia have distinguished themselves in the eyes of the Crown and Kingdom. All past recipients of the Award of the Hippocampus (which is now closed) will be considered to be recipients of this award.



Award of the Sea Urchin: The Award of the Sea Urchin honors & recognizes those young people (up to & including the age of 17) who have distinguished themselves by their contributions to the Kingdom of Atlantia in service, martial activities, and/or arts & sciences.



Royal Augmentation of Arms: Children of Atlantia's Monarchs may be awarded a royal augmentation.

Definitions

Adult: A person that is 18 years of age or older.

Autocrat: Person(s) in charge of a specific event.

Local Youth Officer: A person that is a member of the Society for Creative Anachronism, is a warranted youth officer for a local group and has a current background check

Children Officer-at-large: A person that is a member of the Society for Creative Anachronism has a current background check, is not a Chancellor Minor and has contacted the Kingdom Chancellor of Youth to volunteer to assist with Youth Activities on occasion.

Coordinator: A person that is 18 years of age or older that has volunteered to run Youth Activities at a specific event. A Coordinator must wear a nametag that clearly identify their name and that they are the Youth Activities Coordinator. A Coordinator must also communicate with their local Chancellor Minor, the Kingdom Chancellor of

Youth Activities, as appropriate, to ensure they understand and have knowledge of the policies regarding Youth Activities at an event.

Helper: A person that assists a coordinator of Youth activities. Helpers are 14 years of age or older and cannot be left in charge of Children's Activities. A helper must wear a nametag that clearly identify their name and that they are assisting with Youth Activities.

Minor: A person that is 17 years of age or younger.

Non-SCA Youth: The minors of parents that are not members of the Society for Creative Anachronism that in attendance of a demo or event where there is not a requirement of a liability waiver to participate.

Required Forms

Forms required for minors attending event can be found at the Kingdom Youth Page: www.youth.atlantia.sca.org

Forms also may be found at the Society for Creative Anachronism, Inc. Waivers Page: <http://www.sca.org/docs/waivers.html>

To Be Posted at All Youth Activities:

Age: Youth Activities is primarily intended for children age five through nine. Children must be toilet-trained and able to dress themselves. A parent/guardian or older responsible party must accompany younger or less-able children at all times. (Minors under the age of fourteen are not suitable child-minders for younger children.)

Registration: At public events, such as demonstrations, the parent/guardian must remain in attendance at all times. Participants must be signed in/out by a parent, guardian, or other responsible party, and must be picked up no later than 15 minutes after the posted close of Youth Activities. Youth must be attired in simple garb, have minor waivers on file with event registration, and must be properly identified with their name and the name of their parents or person responsible for them at the event on their person at all times. You must sign-in on the appropriate sign-in sheet, including where you will be on-site. Children must not bring personal articles with them while attending Supervised Youth Activities, and the Coordinator will not be responsible for lost, broken, or stolen items.

Behavior: Parents, guardians or older teens (with the knowledge and permission of parents/guardians) must periodically check on their child(ren) to ensure their safety and suitable behavior. Parents will be responsible for disciplining their children. Youth who

are disruptive of programming will receive one verbal request to stop the specific behavior. Continued disruption will result in the child being returned to the parent. The child may not return to activities without parent or guardian in attendance.

Support: It is requested that parents make a donation of supplies or contribute volunteer hours to the Youth Activities. (We remind parents that the Youth Activities is not a baby-sitting service and is provided as a courtesy to event participants.) Our wish list of referred donations includes, but is not limited to: complete simple board games, puzzles, blocks, coloring books, storybooks, jump ropes, balls, as well as arts & craft supplies like paint, paper, glue, glitter, beads, clay, and crayons. All SCA parents are requested to donate items or time.