I.G Chancellor of Family and Youth Programs

A. The Purpose of the Family and Youth Programs.

To facilitate the education of youth about the SCA and history within the SCA period; support and encourage the participation of youth in age-appropriate activities; provide activities for all youth and to help parents encourage their children and teens to become an active and vital part of the SCA; and assist Seneschals, Chatelaines, Autocrats, Youth Officers, and Coordinators in providing and/or organizing classes, educational activities, and opportunities for all youth to become more involved within the SCA.

B. Duties and Responsibilities of the Chancellor of Family and Youth Programs

i. To act as the Kingdom liaison for and oversee non-combat related youth programs and related websites; and to establish and develop policies/guidelines for non-combat related youth programs within Atlantia.

ii. To keep all Youth Officers and the Seneschallate notified of relevant changes to the office, to provide resources, and facilitate communication between offices. (For groups without a Local Youth Officer, the office of the Seneschal shall be responsible for the duties of the local youth office.)

iii. To report, as required, to the Special Deputy for Family and Youth Programs and to the Kingdom Seneschal.

iv. To ensure the coordination of Youth Activities at Kingdom-level events, Atlantian-sponsored activities at inter-kingdom wars, universities, and collegia.

v. To maintain and publish a current roster of all Regional Vice-Chancellors of Youth, Local Youth Officers, and Youth Officers-at-large, in Atlantia.

C. Duties and Responsibilities of Youth Officers

i. The Vice-Chancellor of the Pages' Academy.

To manage and support the Pages' Academy and ensuring the program enhances the Kingdom's Family and Youth Program; serve as the Kingdom-level liaison for the Pages' Academy; and ensure the facilitation of Page classes, activities, and inductions.

ii. Regional Vice-Chancellors of Youth

a. A warranted Youth Officer that assists the Chancellor of Family and Youth Programs with notifying Local Youth Officers of relevant changes to the office, facilitating communication between offices, and assisting with providing support and resource materials to Local Youth Officers.

b. To coordinate with their local Seneschals, Chatelaines, Chancellor of Family and Youth Programs, Autocrats, and Youth Activities Coordinators on providing age-appropriate and historically interesting activities, and provide current information about the Kingdom's Family and Youth Programs to members, newcomers, and the general public.

c. To ensure 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.

d. To ensure that they run activities at events for the youth of the Kingdom twice a year for the duration of their warrant/background check.

iii. Local Youth Officers

a. Local groups are encouraged to maintain a warranted Youth Officer for their branch in order to establish and oversee all youth programs as appropriate for their group. The Youth Officer serves as a deputy to the Seneschal and should work closely with that office regarding educational programs for youth.

b. To coordinate with their local Seneschal, Chatelaine, Chancellor of Family and Youth Programs, Regional Vice-Chancellor of Youth, Autocrats, and Youth Activities Coordinators on providing age-appropriate and historically interesting activities, and provide current information about the Kingdom's Family and Youth Programs to members, newcomers, and the general public.

c. To ensure that they run activities at events for the youth of the Kingdom twice a year for the duration of their warrant/background check.

iv. Youth Officers-at-large

a. Youth Officers-at-large are not warranted officers. They are volunteers within the Kingdom that assist with facilitating Youth Activities, and coordination with local Youth Officers and the Chancellor of Family and Youth Programs.

b. To ensure that they run activities at events for the youth of the Kingdom twice a year for the duration of their background check.

D. Warrant and Background Check Requirements:

i. All Youth Officers **must** be at least 18 years of age, a paid member of the SCA, and **must** receive a background check that has been approved by Corporate.

ii. All warrant requests for Local Youth Officers **must be approved** by the local Seneschal. (Warrant request and background check paperwork can be found at the Chancellor of Family and Youth Programs page on Atlantia's web site: http://youth.atlantia.sca.org/staff.shtml.)

iii. Warrant requests and back ground checks **must be** processed through the Chancellor of Family and Youth Programs. A Youth Officer will receive a letter from Corporate when their background check has been approved. Warrants are for the duration of the approved background check. If a Youth Officer intends to renew their warrant/background check, it is advised that they start the process, at a minimum, 2-3 months prior to the date of expiration of the warrant/background check.

E. Reporting and Training

i. It is **required** of all warranted Youth Officers to keep the Chancellor of Family and Youth Programs informed of developments related to youth programming and activities through regular reports. The reporting schedule shall be the same as that of the Office of the Seneschal; quarterly reports are 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.

ii. It is **required** of all Children Officers–at-large and/or Coordinators of Youth Activities at events, to report any youth programming or activities that they have facilitated by sending a report within 10 days of the activity to the Chancellor of Family and Youth Programs and event Autocrat.

iii. Reports should be legibly written or sent electronically to the Chancellor of Family and Youth Programs and **must** include, at a minimum, the following information:

- The date for which the report is being submitted, either quarter dates or event date.
- Youth Officer's SCA and legal names, officer title/position, mailing address, telephone number, email address (if available), membership number, and expiration date.
- Summary of activities that occurred during the reported time period, either quarter or end of year.
- Summary of planned future activities.
- Any issues, questions, or concerns.

F. Participant's/Parents Responsibilities

i. The responsibility of minors lies solely on the parent or legal guardian (or temporary guardian) at SCA activities. See the minimum standards listed in the Great Book of Law for the Kingdom of Atlantia.

ii. Youth Activities is intended for children age five (5) through ten (10).

iii. Minors under the age of five (5) (and/or are not toilet trained) **must** have a parent/guardian or other responsible party present at Youth Activities all times.

iv. Minors that are eleven (11) years of age and younger must be checked in on periodically during any youth programming or activity; and Minors that are thirteen (13) years of age or younger **are not** suitable child-minders for younger children.

v. Participants must be signed in/out of all youth programming or activities, with complete and correct information, by a parent, guardian, or other responsible party or they will not be allowed to participate; and must be picked up no later than 15 minutes after the posted close of Youth Activities.

vi. Youth should not bring personal articles with them while attending supervised Youth Activities and the Coordinator **will not** be responsible for lost, broken, or stolen items.

vii. Youth who are disruptive, abusive, endangering themselves, or endangering others during youth programming or activities will receive one verbal request to stop the specific behavior. Continued disruption will result in the minor being returned to the parent/guardian. If problems persist with a youth, the matter may be reported to the appropriate group Seneschal and/or Autocrat for action.

viii. Parents should make a donation of supplies and/or contribute volunteer hours to youth programming or activities.

G. Concerning Minors and Events

See the standards listed in the Great Book of Law for the Kingdom of Atlantia.

H. Youth Activities

i. A "Coordinator" is the volunteer selected by the Autocrat to run Youth Activities at a specific event. This individual shall be at least 18 years of age and will wear a name tag or other item that clearly identifies them as the Coordinator. The Coordinator will communicate with the Chancellor of Family and Youth Programs or their Regional Vice-Chancellor of Youth to ensure they understand the current policies and law regarding Youth Activities and minors.

ii. The Coordinator **is not required** to have a background check. At least one "background-checked" individual must be present at the event where they are coordinating Youth Activities. That background-checked individual must check-in on the Youth Activities several times during the scheduled activity.

iii. The Society's "two-deep" requirement must be upheld at all times during Youth Activities. These individuals may not be related or live in the same household.

iv. There may be a helper present with the Coordinator during the open hours of the Youth Activities. Helpers cannot be left in charge of the Youth Activities. All helpers need to wear identifying name tags or other items that clearly identify them as associated with helping at the Youth Activities.

v. No adult/older teen shall ever be alone with a single child; and minors are never to be left unattended while participating in Youth Activities.

vi. See "**Participant's/Parents Responsibilities"** in this policy for guidelines that must be followed by participants, parents, and guardians**.**

vii. Coordinators and their helpers **will not** physically discipline minors at Youth Activities.

viii. The Coordinator has the right to refuse to allow a disruptive youth back into the activities.

ix. If a minor is badly hurt or bleeding, the Coordinator or other volunteer will take the minor to get first aid and get the parent/guardian. If this can't be done simultaneously care will be sought first. If the youth is only mildly hurt (a bruise/bump and is crying for attention) the Coordinator or a helper should take the minor to their parent/guardian for treatment.

x. Coordinators **must** use a sign-in/out sheet for all youth programming or activities. (See the Chancellor of Family and Youth Programs web site for the required form http://youth.atlantia.sca.org/forms.shtml.)

I. Youth Activities at Demos

All the policies for Youth Activities must be followed. Additionally, non-SCA minors must be accompanied by a parent/guardian or other responsible party at all times; and Coordinators or helpers may not accompany non-SCA minors to the bathroom.