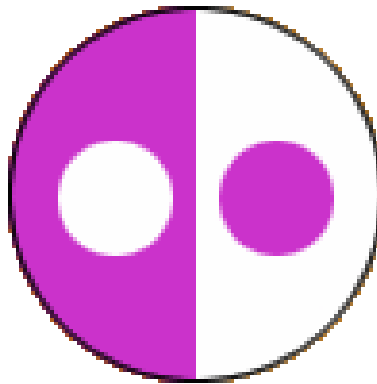


# **The Youth Activity Officer's Handbook Kingdom of Caid**



This is the Officer's manual of the Kingdom of Caid, published for the citizens of Caid of the Society of Creative Anachronism, Inc. It is not a publication of the SCA, Inc. and does not delineate SCA policy.

# Table of Contents

**FORWARD.....1**

**CHAPTER 1.....2**

    WHAT ARE YOUTH ACTIVITIES?..... 2

**CHAPTER 2.....3**

    OFFICE STRUCTURE..... 3

    POSITIONS IN THE DIRECT CHAIN..... 4

        KINGDOM YOUTH ACTIVITIES OFFICER ..... 4

        PAGE SCHOOL REGENT ..... 5

        YOUTH POINT STEWARD FOR GREAT WESTERN WAR FOR TALON & CRESCENT WAR.....5

        AT LARGE YOUTH ACTIVITIES OFFICERS.....6

        LOCAL YOUTH ACTIVITIES OFFICERS ..... 7

        LOCAL YOUTH ACTIVITIES TEAM MEMBERS AT LARGE..... 8

    POSITIONS OUTSIDE THE DIRECT CHAIN..... 8

        LOCAL YOUTH COMBAT MARSHALS ..... 8

        COLLEGIUM CAIDIS YOUTH TRACK REGENTS ..... 8

**CHAPTER 3.....9**

    KINGDOM OFFICE OPERATIONS ..... 9

    SOCIETY POLICY AFFECTING THE YOUTH ..... 9

    KINGDOM POLICY AFFECTING THE YOUTH..... 9

        DISCUSSION OF KINGDOM POLICIES AFFECTING YOUTH .....11

    KINGDOM OFFICE PROCEDURES - GENERAL ADMINISTRATIVE INFORMATION .....13

    SCREENING PRACTICES .....14

**CHAPTER 4.....15**

    LOCAL OFFICE OPERATIONS.....15

        LOCAL OFFICE PROCEDURES .....15

**CHAPTER 5.....17**

    GENERAL OPERATIONS FOR LOCAL YOUTH OFFICERS .....17

        GENERAL EVENT INFORMATION .....17

        JUST A REMINDER .....17

        BEFORE YOUR EVENT .....17

        CONDUCTING YOUTH ACTIVITIES AT EVENTS .....17

        SITE RULES AND CUSTOMS .....18

        AFTER THE EVENT .....18

**CHAPTER 6.....19**

    REPORTING.....19

        REPORTS FOR LOCAL YOUTH OFFICERS .....19

        REPORTS FOR KINGDOM YOUTH OFFICERS .....19

**CHAPTER 7.....20**

    FORMS.....20

**APPENDIX A – APPLICATION FOR INDIVIDUALS DESIRING TO BE YOUTH ACTIVITY OFFICER OR YOUTH COMBAT MARSHALS .....21**

**APPENDIX B – INFORMATION GATHERED IN THE VOLUNTEER INTERVIEW SCREENING OF YOUTH ACTIVITY OFFICERS OR YOUTH COMBAT MARSHALS .....22**

**APPENDIX C – INFORMATION GATHERED IN THE REFERENCE INTERVIEW SCREENING OF YOUTH ACTIVITY OFFICERS OR YOUTH COMBAT MARSHALS .....23**

**APPENDIX D – SOCIETY YOUTH POLICY.....24**

## Forward

Greetings Caid. Long awaited changes to Kingdom Seneschal's Handbook and the Society Youth Policy were approved by the Board of Directors (BoD) on 12 July and 20 April, 2013, respectively. These changes result in fewer restrictions on youth activities:

1. Rewording of Society Policies Affecting Youth and the Two Deep Rule.
2. Redefining which individuals require Background Checks.
3. The process to be followed in obtaining Background Checks.
4. Caid's creation and implementation of At-Large Youth Activity Officers.

In Service to Caid, her Families and her Youth,  
**Master David of Caithness, OP**  
Kingdom Youth Officer, Caid

# Chapter 1

## WHAT ARE YOUTH ACTIVITIES?

It should be noted that while the SCA is not primarily a Youth Organization, SCA families with minor children are extremely important to the future of our Society. It is acknowledged there is a need to provide meaningful activities designed to retain and support parents and their families through fun, educational activities and achievements for the whole family. Youth Activities are provided to meet the needs of our family members with minor children, ages 5 to 17. These will be based in a foundation of chivalry, the arts, and service to help encourage values important to the Society. The purpose of these activities shall be to provide the following to the youth of our members' families:

1. To spread knowledge of arts and sciences of the Middle Ages,
2. To teach chivalry, honor, responsibility, and history,
3. To provide opportunities for young people to learn about SCA combat and other elements of Society Life in an age-appropriate fashion, and,
4. To provide opportunities to serve their families and the Kingdom.

This is our response to that challenge and an attempt to present a flexible and cohesive program to bring structure to those efforts.

This handbook is written, and will continue to evolve; using materials and information from other Kingdoms, groups, and persons who have instituted similar programs for youth, but it has been created to cater to the unique needs of the populace in Caid.

### WHY YOUTH ACTIVITIES

Youth activities are offered for many reasons. Sometimes we are trying to develop in young people the habit of pursuing a trail of knowledge when their interest is piqued in the arts and sciences. Perhaps the activities are offered because youth are often left unengaged at events or need a structured activity to keep them safe and supervised. Some people organize these activities because they just like working with kids. Whatever the reasons are, being responsive to youth issues is an important aspect of living the dream in the SCA, and young people need the support of their families and the populace to meet these challenges.

Finding age appropriate, interesting, and somewhat period activities can be a challenge, however, many modern youth activities can be found and are often easily transformed into something more medieval. The diversions that are offered may vary from event to event, and will probably be contingent upon the number of young people present, their ages and interests, as well as donations and resources on hand.

It is our shared belief that young people should not have to wait until they are adults to enjoy the benefits of the Society in these current Middle Ages. With your participation, our children and teens, a vital part of the SCA, can be one step closer towards the Dream that we all share.

### KINGDOM LAWS GOVERNING YOUTH ACTIVITIES

The following shows the basis in Law for having youth activities:

Caidan Law, 15th edition (June 2012 c.e.; A.S. VLVII) Article IV Part B Section 2b(4) states: "The Kingdom Youth Activities Officer, who shall coordinate activities and instruction for the children of the Kingdom."

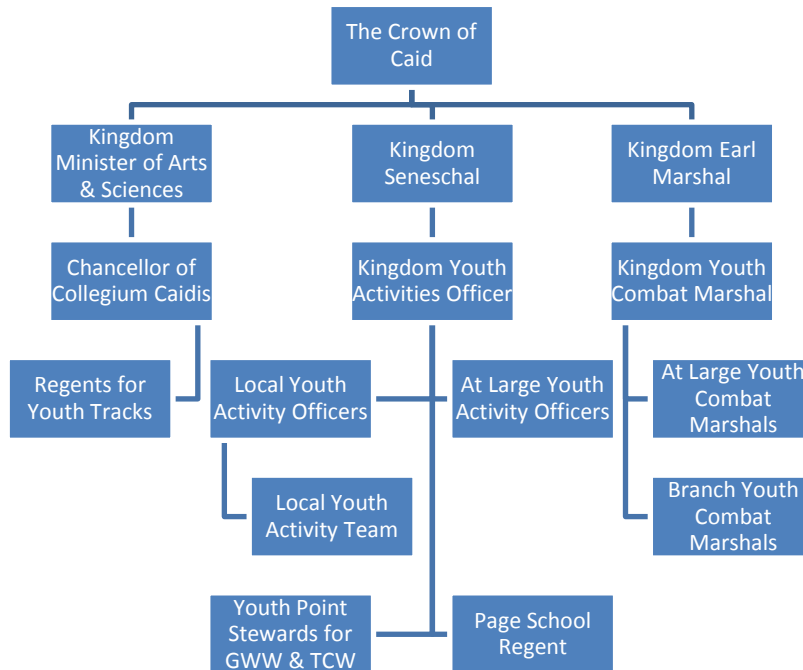
Caidan Law, 15th edition (June 2012 c.e.; A.S. VLVII) Article IV Part B Section 1b shows the Kingdom Youth Activities Officer to be a Lesser Officer of the State who has officers who report to them, and

Caidan Law, 15th edition (June 2012 c.e.; A.S. VLVII) Article IV Part B Sections 2b states that the Kingdom Seneschal shall be the immediate superior to the (4) Kingdom Youth Activities Officer.

The Corpora states that all Branch Offices exist at that branch at the same level as the Kingdom level office it supports.

# Chapter 2

## OFFICE STRUCTURE



**Figure 1 Those responsible for organized instruction & activities of youth in Caid.**

## **POSITIONS IN THE DIRECT CHAIN**

### *KINGDOM YOUTH ACTIVITIES OFFICER*

---

#### *POSITION DESCRIPTION:*

As our Society matures, the functions of offices at the Kingdom level change. As a result, the Kingdom Youth Office has transitioned to a more administrative/supportive role.

#### *EXAMPLES OF SPECIFIC DUTIES:*

- Breaks down the various reports – disseminates information to the local Youth Officers of the various individuals who have passed their Background Checks, and notifies the branch Youth Officer of their pool of talent to draw from.
- Distributes blank background check authorization forms from the Kingdom Seneschal to those applying for Background Checks in the Kingdom.
- Provide the Kingdom Seneschal a list of all requested background checks.
- Conducts additional screening of all volunteers for warranted Youth Activity Officer positions. This may be delegated in writing to a designated representative.
- Coordinates the actions of the Page School Regent and the GWW and the TCW Youth Point Steward.
- Provides support to Local Youth Officers with ideas for classes/crafts and activities.
- Provides support to Collegium Caidis Youth Track Regents when requested.
- Reports to the Kingdom Seneschal.

#### *REQUIREMENTS FOR POSITION:*

In order to be a warranted Youth Officer in the Kingdom of Caid, an officer must meet the following four conditions:

- The officer must be a paid member of the SCA.
- The officer must be an adult, of at least 18 years of age. The SCA does not permit discrimination by age, except where modern law requires such discrimination, and does not permit discrimination by gender at all. Any subject residing in a Kingdom who meets the membership requirements set forth in Corpora may hold any office or offices to which he or she may be duly appointed.
- The officer must be warranted for the office in accordance with Kingdom guidelines and the officer must maintain his/her SCA membership for the duration of his/her warrant.
- The officer must have successfully passed the necessary Background Checks required to work with young people set by the Society Youth Policy. The Background Check must be renewed every two years during the term of their warrant.

#### *GENERAL INFORMATION:*

In nominating a successor, the Kingdom Youth Officer will submit the name to the Kingdom Seneschal so that the candidate's name will be forwarded as approved to be background checked. Only the Kingdom Seneschal can submit names to the Corporate Office.

#### *ATTRIBUTES OF THE SUCCESSFUL KINGDOM YOUTH OFFICER:*

- Enjoys working with other adults and youths.
- Is well-organized, with files and materials easily accessible and transportable.
- Is an effective communicator, both in person and in writing.
- Is a good listener.
- Maintains resources for ideas for crafts, classes, games, stories, and songs.

PAGE SCHOOL REGENT

---

POSITION DESCRIPTION:

- Is appointed by the Kingdom Youth Activities Officer and may be the Principal Deputy; may also be the Youth Point Steward for Great Western War.
- Administers the Page School.
- Assists Local Youth Officers in planning activities that include Page School opportunities.
- Assists Youth Point Steward for GWW in planning activities that include Page School opportunities.
- Reports to the Kingdom Youth Officer.

EXAMPLES OF SPECIFIC DUTIES:

- May hold Local Branch Youth Office.
- Reviews and approves changes to the Page School curriculum.
- Develops and submits the annual Page School budget request to the Kingdom Youth Officer.
- Monitors Page School Supplies and re-orders when needed.
- Insures Two Deep Rule is understood and in force at all Page School activities.

REQUIREMENTS FOR POSITION:

- Shall be a sustaining or family member of good standing in the SCA.
- Successfully complete background check and screening.
- Be warranted as a Deputy to the Kingdom Youth Officer.
- Be at least 18 years of age.

YOUTH POINT STEWARD FOR GREAT WESTERN WAR OR TALON & CRESCENT WAR

---

For Great Western War or any other Caid war, the Youth Point Steward will ideally be the Page School Regent, or a warranted Youth Officer.

POSITION DESCRIPTION:

- Is appointed by the Kingdom Youth Activities Officer and may be the Page School Regent.
- Coordinates with the Main Stewards to determine Youth Point hours of operation.
- Coordinates with other Deputy Stewards to optimize use of shared facilities.
- Coordinates with the Page School Regent to include Page School activities at Youth Point.
- Solicits input from Local Youth Officers on desired classes/activities for Youth Point.
- Identifies/solicits/confirms facilitators for desired classes/activities for Youth Point.

EXAMPLES OF SPECIFIC DUTIES:

- Develops and submits the annual Youth Point budget request to the GWW Main Stewards.
- Monitors and assists Youth Point facilitators in identifying sources of supplies or obtaining supplies.
- Insures Two Deep Rule is understood and in force for all Youth Point classes and activities.

REQUIREMENTS FOR POSITION:

- Shall be a sustaining or family member of good standing in the SCA.
- Successfully completes background check and screening.
- Be warranted as a Deputy to the Kingdom Youth Officer.
- Be at least 18 years of age.



AT-LARGE YOUTH ACTIVITIES OFFICERS

---

POSITION DESCRIPTION:

This is a warranted position for those individuals who are not Territorial Youth Activity Officers. They report directly to the Kingdom Youth Officer with a copy to the Local group Seneschal. In general, the At-Large Youth Officer, like the local Youth Officer, provides opportunities for parents and other adults to engage in age appropriate activities with youth members by providing ideas, games, crafts, stories, and songs for parents to work with their children and the children of others. Youth Officers ensure that sufficient leadership is provided for all activities, and have the right and duty to cancel activities when the necessary two adults are not available.

Ideally the candidate for the position of At-Large Youth Officer is one who is willing to be a deputy for the Youth Officer. They should have been at least a member of the local youth team.

RESPONSIBILITIES:

- Find out the needs of the young people and teens in your area.
- Recruit a Youth Activities Team from the populous of your local area if possible. For ideas and resources on this, please contact the Kingdom Youth Officer.
- Become familiar with the Caid Kingdom Waiver Policy in order to answer any questions. Remember your Seneschal is there to help with these.
- Send your quarterly report to the Kingdom Youth Officer, and monthly reports to your local Seneschal.

REQUIREMENTS FOR POSITION:

In order to be an official At-Large Youth Officer in the Kingdom of Caid, an officer must meet the following five conditions:

- The officer must be a paid member of the SCA.
- The officer must be warranted for the office in accordance with Kingdom guidelines and the officer must maintain his/her SCA membership for the duration of his/her warrant.
- The officer must complete a Kingdom of Caid Agreement to Serve. This is a standard form, used to show the Kingdom Youth Activities Officer and Kingdom Seneschal the officer is acceptable to the local group leadership. It also provides general contact information to the Kingdom Youth Activities Officer and Kingdom Seneschal
- The officer must be willing to submit information for the necessary Background Checks required to work with young people set by Corpora.
- The officer should be able to attend events in their local area and provide or coordinate activities suitable for the young people who participate.

ATTRIBUTES OF THE SUCCESSFUL LOCAL YOUTH ACTIVITIES OFFICER:

- Enjoys working with young people
- Patience
- Creative
- Resourceful
- Friendly and welcoming
- Flexible in their creativity
- Economical

HELPFUL SUGGESTIONS:

- Start out simple if you are new to the position.
- Use your own talents and interests to help you plan.
- Gather materials and place them in easy to transport containers.
- Set up a filing system to keep your paperwork organized.
- Communicate your site needs to event stewards well in advance.
- Network with other Youth Officers whenever possible.
- Introduce yourself when you visit other areas, and offer to help if you can.

## LOCAL YOUTH ACTIVITIES OFFICERS

---

### POSITION DESCRIPTION:

In general, the local Youth Officer provides opportunities for parents and other adults to engage in age appropriate activities with youth members by providing ideas, games, crafts, stories, and songs for parents to work with their children and the children of others. Youth Officers ensure that sufficient leadership is provided for all activities, and have the right and duty to cancel activities when the necessary two adults are not available.

Ideally the candidate for the position of local Youth Officer has already been a deputy for the Youth Officer or at least a member of the local youth team. If this is the case, then when the ending date of the current Youth Officer's term of office draws near, the current Youth Officer should provide the Kingdom Youth Officer with the legal name, SCA name, and a recommendation for the individual who will next fill the position.

### RESPONSIBILITIES:

- Appoint one or more deputies to work with you, as needed.
- Find out the needs of the young people and teens in your area.
- Make sure your activities are printed in your local newsletter and/or have the herald announce them during opening court.
- Become familiar with the Caid Kingdom Waiver Policy in order to answer any questions. Remember your Seneschal is there to help with these.
- Recruit a Youth Activities Team from the populous of your local area if possible. For ideas and resources on this, please contact the Kingdom Youth Officer.
- Send your quarterly report to the Kingdom Youth Officer, and monthly reports to your local Seneschal.

### REQUIREMENTS FOR POSITION:

In order to be an official Youth Officer in the Kingdom of Caid, an officer must meet the following five conditions:

- The officer must be a paid member of the SCA.
- The officer must be warranted for the office in accordance with Kingdom guidelines and the officer must maintain his/her SCA membership for the duration of his/her warrant.
- The officer must complete a Kingdom of Caid Agreement to Serve. This is a standard form, used to show the Kingdom Youth Activities Officer and Kingdom Seneschal the officer is acceptable to the local group leadership. It also provides general contact information to the Kingdom Youth Activities Officer and Kingdom Seneschal
- The officer must be willing to submit information for the necessary Background Checks required to work with young people set by Corpora.
- The officer should be able to attend events in their local area and provide or coordinate activities suitable for the young people who participate.

### ATTRIBUTES OF THE SUCCESSFUL LOCAL YOUTH ACTIVITIES OFFICER:

- Enjoys working with young people
- Patience
- Creative
- Resourceful
- Friendly and welcoming
- Flexible in their creativity
- Economical

### HELPFUL SUGGESTIONS:

- Start out simple if you are new to the position.
- Use your own talents and interests to help you plan.
- Gather materials and place them in easy to transport containers.
- Set up a filing system to keep your paperwork organized.
- Communicate your site needs to event stewards well in advance.
- Network with other Youth Officers whenever possible.
- Introduce yourself when you visit other areas, and offer to help if you can.

- Ask your Seneschal to include your office title, name, and at least an e-mail address in the regnum for your area. Having email or access to it is very important.

GENERAL INFORMATION:

If the Youth Office is empty and there is a potential candidate, the Seneschal of the local group submits the person's legal name, SCA name, address, membership number, and recommendation to the Kingdom Youth Activities Officer. The person should have been active in the local group for at least six to twelve months. They should ideally have a history of volunteering at Youth Point, teaching at Collegium, etc.

LOCAL YOUTH ACTIVITIES TEAM MEMBERS AT LARGE

---

POSITION DESCRIPTION:

This is not a warranted position, and is normally an adult member of the local branch with minor children who assists in providing Youth Activities at events by conducting games, crafts, stories, and songs suggested by the Local Youth Activities Officer.

EXAMPLES OF SPECIFIC DUTIES:

- Assist with the set-up, clean-up, and tear-down of Youth Point if requested.
- Review activities suggested by Local Youth Officer for skill sets needed to complete the activity.
- Suggest those activities they feel comfortable performing.
- Follow-through on commitments to attend events scheduled.
- Be available to assist in the planning of larger events, such as wars.

REQUIREMENTS FOR POSITION:

- Enjoy working with youths.
- Be at least 18 years of age.
- Be willing to undergo a Background Check.

## **POSITIONS OUTSIDE THE DIRECT CHAIN**

These positions provide reports and information to the Branch or Kingdom Youth Officer, but have a kingdom superior other than the Kingdom Youth Officer.

LOCAL YOUTH COMBAT MARSHALS

---

Youth Combat Marshals work with Youth Officers but do not report to them. Youth Combat Marshals report to the Kingdom Youth Combat Marshal. They are required to undergo Background Checks as approved by the Kingdom Seneschal and are warranted as directed by the Kingdom Earl Marshal. They may or may not report to the Local Youth Activities Officer. They ensure the Two Deep Rule is followed at all times to include the requirement that each area of youth combat activities must have somebody present who has passed a current SCA background check. Their warrant as a Youth Combat Marshal does not permit them to conduct other SCA Youth Activities.

COLLEGIUM CAIDIS YOUTH TRACK REGENTS

---

Youth Track Regents report to the Collegium Caidis Regent. They are not required to undergo Background Checks and are warranted as directed by the Kingdom A&S Officer and the Kingdom Seneschal. They report to the Collegium Caidis Regent with a courtesy copy to the Kingdom Youth Activities Officer. At Collegium, the Two Deep Rule must be in place at all times to include the requirement that each area of youth classes must have somebody present who has passed a current SCA background check.. The two unrelated adults may choose to include or exclude any adult who is not the parent or responsible adult for a youth attending the class. If inclusions or exclusions are made, both attending adults must agree upon them, and shall report it to the Youth Track Regent at the end of the class, or as soon as is practical. Any attending adults will sign in on the class roster. Regents do not escort youth to bathrooms or to their parents.

## Chapter 3

### KINGDOM OFFICE OPERATIONS

#### SOCIETY POLICY AFFECTING THE YOUTH

---

The SCA is a member-, family-, and youth-friendly social organization. SCA youth activities and classes will be offered as a positive means of encouraging the participation of minors with their families while encouraging fun-focused learning about the Middle Ages and the SCA.

- Parents or guardians of minors shall have ultimate responsibility for the welfare and behavior of their children at all times. It is the responsibility of the adult who brings a minor to an event to ensure that the minor is safe and not in danger.
- All youth officers shall have a current SCA membership and an approved, current, and valid background check. All youth activities must be overseen by at least two non-related adults (known as the "Two-Deep Rule"), one of whom must have passed and have a current SCA background check. The "Two-Deep Rule" states that for all activities for minors, a minimum of two adults, unrelated to one another by blood, marriage, or personal relationship, must be present.
- When a crime is committed by a minor, or a crime is committed by an adult against a minor at a SCA function, the proper local authorities must be notified.
- Persons who have been convicted of crimes against minors and/or who are required to register as a sex offender for crimes against minors will not be eligible to participate as warranted officers in the SCA youth programs unless completely exonerated of the offenses or accusations. Furthermore they may be investigated by the SCA for revocation and denial of their memberships.

#### KINGDOM POLICY AFFECTING THE YOUTH

---

The Kingdom of Caid has adopted a number of policies aimed at eliminating opportunities for abuse at kingdom or branch events. Additional policies focus on leadership selection and on placing barriers to abuse within the youth programs.

#### KINGDOM POLICIES FOR EVENTS

- PARENTAL CONSENT FORMS<sup>1</sup>: In Caid, two forms are used for parents who allow their minor children to attend an event without them. A "minor's consent to participate and hold harmless agreement" form is used to show a parent's consent to participate. A "medical authorization for minors" form is used to designate temporary guardianship; it allows medical treatment to be provided in the event of an emergency. It should be noted that if a child has their own blue card, it means a waiver has been signed for them and the "minor consent" form should not be required, only the medical release form.
- CURFEW<sup>2</sup> - In Caid, at overnight events, a curfew of 11 pm is established for minors under the age of 18 years old. This means they must be in their camps or cabin, unless escorted by their parent or guardian. This does not include un-interrupted trips to the privies.
- YOUTH ACTIVITIES: These must be approved by the local group Seneschal and/or Event Steward and by the groups' warranted Youth Officer. In the case of Collegium Caidus, these functions are performed by the Chancellor and the Youth Track Regents. To this end, the Youth Track Regents are to be warranted as Youth Officers. As warranted Youth Officers, the Youth Track Regents would be required to meet the stipulations of Corpora, the Society Seneschal, and the Youth Office for enforcement and reporting. This would not preclude the Kingdom Officer's advice being asked by regents on classes/teachers or the use of existing Kingdom materials being used for Collegium classes if deemed advantageous by the Kingdom Officer.

---

<sup>1</sup> These policies are located in the Local Seneschals Handbook; [http://Seneschal.sca-caid.org/S\\_Handbook/Seneschals\\_handbook%20-%209th%20edition%20-%20Revised.pdf](http://Seneschal.sca-caid.org/S_Handbook/Seneschals_handbook%20-%209th%20edition%20-%20Revised.pdf)

<sup>2</sup> These policies are located in the Local Seneschals Handbook; [http://Seneschal.sca-caid.org/S\\_Handbook/Seneschals\\_handbook%20-%209th%20edition%20-%20Revised.pdf](http://Seneschal.sca-caid.org/S_Handbook/Seneschals_handbook%20-%209th%20edition%20-%20Revised.pdf)

1. If the group has no warranted Youth Officer, the plan is submitted to the Kingdom Youth Officer for review and comment. The local group Seneschal must ensure that a background checked individual in charge of youth activities is present at the event and is fully aware of all relevant policies and guidelines concerning minors and the running of activities.
2. Local Groups must ensure the Two Deep Rule is followed at all Youth Activities as outlined by the Society Policy Affecting the Youth
3. Local Seneschals and Event Stewards should ensure adequate support is provided for youth activities.
4. Youth activities are to be located in plain sight, near the center of activity, with consideration given to minimizing noise, traffic, and safety issues. At Collegium Caidus, the use of classrooms is permissible for Youth Track classes, provided the Two Deep Rule is followed. The two unrelated adults may choose to include or exclude any adult who is not the parent or responsible adult for a youth attending the class. If inclusions or exclusions are made, both attending adults must agree upon them, and shall report it to the Youth Track Regent at the end of the class, or as soon as is practical. Any attending adults will sign in on the class roster.
5. Youth activities or classes shall not be located in private camps at overnight events in Caid.

### LEADERSHIP

The Kingdom takes great pride in the quality of our warranted Youth Activity Officers and Youth Combat Marshals. Youth activities or any youth martial activity in Caid is a privilege, not a right. The quality of both youth activities and youth martial activities, and the safety of our youth members, call for high-quality adult supervision. We work closely with our members to help recruit the best possible leaders for their youth activities and youth martial activities. The SCA has implemented a background check policy for the benefit of our membership and the organization. The Background Checks are performed by a properly licensed vendor selected by Corporate. A background check is required for the following officers: Kingdom or Local Branch Seneschal and Youth Coordinator (or any other officer whose responsibility is the oversight of youth activities). Furthermore, it is required that when youth activities are held, they must be overseen by at least two non-related adults, one of which must have passed a background check. To provide flexibility, it is recommended that territorial constables obtain Background Checks as well.

While no current screening techniques exist that can identify every potential child molester, we can reduce the risk of accepting a child molester by learning all we can about an applicant for a warranted youth activities leadership position-- his or her experience with children, why he or she wants to be a SCA youth activities leader, and what discipline techniques he or she would use. The Kingdom conducts additional screening of individuals seeking those warranted positions requiring Background Checks. For further details on the screening of adult volunteers, refer to the appendices in this Youth Officer's Handbook.

### BARRIERS TO ABUSE WITHIN THE SCA

The Kingdom of Caid has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

**TWO DEEP RULE** The "2-deep" rule specifies that for all SCA Youth Activities, a minimum of 2 adults (at or above the age of legal majority in the state, province or country in which the activity occurs) unrelated to one another by blood, marriage or relationship must be present. This policy does not relieve parents of their primary responsibility for the welfare and behavior of their children.

- **NO ONE-ON-ONE CONTACT:** One-on-one contact between youth activity leaders and un-related youths attending events or gatherings is not permitted. A youth activity leader should not accompany an individual child to the bathroom. Groups of children may be escorted to the facility building by the leader. In situations that require private conversations, the meeting is to be conducted in view of others.
- **RESPECT OF PRIVACY:** Youth activity leaders must respect the privacy of youth members in situations such as trips to the restrooms, and intrude only to the extent that health and safety require. Parents are ultimately responsible for seeing to the physical needs of their children. Adults must protect their own privacy in similar situations.
- **NO SECRET ORGANIZATIONS:** Caid does not recognize any secret organizations as part of its youth activities program. All aspects of SCA youth activities and youth martial activities are open to observation by parents and guardians.

- **APPROPRIATE ATTIRE:** Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of SCA youth activities; proper personal protective equipment is required for any youth martial activity.
- **CONSTRUCTIVE DISCIPLINE:** Discipline used in Caid should be constructive and reflect SCA values of honor and chivalry. Corporal punishment is never permitted. In Caid, warranted Youth Officers or other adults supervising children's activities, or any youth martial activity have no authority to discipline or restrain children other than their own, unless the children are in immediate danger of hurting themselves or others.
- **BULLYING AND HAZING PROHIBITED:** Bullying is intentional aggressive behavior. Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion or other personal traits), shoving, hitting, excluding someone, or gossiping about someone. Physical hazing and initiations are prohibited and may not be included as part of any SCA youth activity or ceremony.
- **PARENTAL RESPONSIBILITY:** All minors must have parental permission to attend events, and must be in the care of a responsible adult who should be aware of the minor's location and activities at all times. Minors may not attend SCA events alone. In Caid, minor children below the age of five years should not be left unsupervised by the parent or responsible adult at SCA functions, even at planned youth activities. Minors 7 and under should be in eyesight/earshot of the parent, designated adult or teenager (as determined by the parent). This "Sight and Sound" policy does not include the use of electronic means of communication, i.e. cell phones, walkie-talkies, or FRS radios. Youths in this age range should not be allowed to wander freely at official events and should be checked on periodically by their parent/responsible adult to ensure their safety and suitable behavior. At Collegium Caidus, parents (or responsible adults) who escort their minor children less than 7 years old to a Youth Track class are considered to be aware of the minor's location and activities and therefore, for the duration of that class, are deemed to have met the Sight and Sound rule. Upon completion of the class parents are expected to return and check upon the location and activities of their minor children.

#### DISCUSSION OF KINGDOM POLICIES AFFECTING YOUTH

---

Participation in Youth Activities is a privilege, not a right. These activities CANNOT be construed as a babysitting service for members of the populace, and the following guidelines shall apply.

Official SCA groups shall ensure that all SCA youth activities in the Kingdom of Caid are administered with a "Two Deep" model of leadership. This means that:

- Youth activities are supervised by at least one background checked adult who has been cleared by the Society to work with young people and may only take place when two adults, unrelated to one another by blood, marriage, or relationship, are present at the activity. The two adults must be in attendance at all times for the duration of the activity.
- The two adults may include either an adult SCA member/officer, or a parent of a participant, as long as both are 18 years of age or older. For example at a baronial event a Youth Point (YP) is wanted, but no one with a background check is available. Another person who is background checked will be on site, but has duties elsewhere (this could be the Seneschal). This person insures that the location of YP is in plain sight and that there are two unrelated adults in attendance at the activity. The person who is background checked is responsible for ensuring the YP adults are aware of policies and procedures such as not taking children to the bathroom, not accepting responsibility for a child's whereabouts, and actions to be taken if a child is injured or is being a behavior problem. This background checked person also keeps a general watch in the direction of YP to see that activities are being carried out appropriately. A report is submitted afterwards by the Seneschal. This method allows someone who is either unwilling or unable to personally manage YP to supervise YP from afar.
- Whenever practical, organized SCA youth activities must be offered within the eyesight of other adults, parent(s), and guardians. Placement of Youth Point needs to be in plain view, near the center of activity, preferably near the hosting barony's pavilion for the safety of youth, and within the eyesight of other adults.
- When organized SCA activities are held in a separate room of an event facility, extra caution should be exercised. Parents should be encouraged to stay with their child(ren).
- No SCA Youth Officer may accompany an individual youth into a bathroom, although groups of young people may be escorted to the facility building. When a youth may need adult supervision in a bathroom (due to age or illness), it is up to the parent/guardian to provide that supervision, or (if a parent feels it is acceptable) the parent may designate others to accompany the youth to a bathroom in their absence as long as it is not the Youth Officer.
- SCA Youth Officers, and the adults supervising youth activities, shall have no authority to restrain or reprimand youth other than their own, unless the youth is in immediate danger of hurting themselves or others. Youth

Officers and the adult supervisors may not be held responsible for the whereabouts of youth, or for correcting their conduct. Youth who misbehave may be asked to leave the area no matter their age; parents who feel uncomfortable with their youth roaming the event alone should not leave their youth no matter the age for this reason.

- Local groups choosing to use a stricter model will be required to:
  1. Notify, in writing, the Kingdom Seneschal and Kingdom Youth Officer their reasoning for this variance from Society and Kingdom guidelines.
  2. They will publish this variance in their event notices, i.e. gate booklet and a flyer posted at gate, so that parents from other local areas will be able to plan accordingly.
  3. This variance will not hold when it is a Kingdom level event in the local area where the youth activity is provided by the Kingdom Youth Officer.

#### PARENT AND YOUTH RESPONSIBILITIES

- General Policies
  1. The care and welfare of the youth within the Kingdom of Caid is the sole responsibility of their parents and/or guardians. They are responsible, at all times, for their minor's behavior and safety at events and other SCA activities including Youth Point.
  2. No minor under the age of five can be left without the continual supervision by an appropriate adult (either a parent/guardian or their designee) during planned youth activities or events.
  3. Youth Officers are NOT babysitters and as such, it is expressly forbidden for ANY OFFICER of the SCA to assume responsibility for the welfare of any minor other than their own or their "guest youth", even during planned youth activities.
  4. Parents/guardians must complete minor waivers as required for their minor children attending events. If a minor attends an event in the company of a responsible adult who is NOT their parent/legal guardian, the following paperwork must be submitted to Gate prior to admittance:
    - a. A Minor Permission Form signed by the minor's parent/legal guardian and,
    - b. a notarized minor medical authorization form, which should be in the possession of the responsible adult with whom the minor is attending the event.
- Discipline and Safety Issues or Problems
  1. If a minor is endangering him or herself or others, or is engaged in disruptive or abusive behaviors, the minor's parent or legal guardian will be approached and expected to handle the situation immediately. If problems persist with a minor after the parent or legal guardian has been notified, the matter must be handled by the appropriate group Seneschal and /or event steward.
  2. Under no conditions, (even if the parent verbally has said that it is okay) may a Youth Officer or their staff strike or yell at a young person, even if the youth is a discipline problem (disruptive, sulky, crying, or abusive). Youth Point will be closed so that the second adult helper can simply return the minor immediately to the minor's parent/guardian. The minor is not to return until the minor agrees to behave and the parent is within sight and sound to monitor their minor's behavior.
  3. If a minor is injured, Youth Point will be closed so that the Youth Officer or other volunteer can 1) obtain first aid, and then 2) get the parent (unless there is a third adult available to send; then these two steps can be taken simultaneously).
  4. If the minor and/or his parents/guardians cannot be identified, the matter must be handled by the appropriate group Seneschal and/or event steward who may need to contact local civil authorities for resolution.
- Parent Support of Youth Activities/Point
 

Parents are encouraged to join their local Youth Activities Team and/or volunteer at Youth Point.

*KINGDOM OFFICE PROCEDURES - GENERAL ADMINISTRATIVE INFORMATION*

It is expected that the local Youth Officer will take charge of youth activities when their local area is hosting a Kingdom level event. If this is not possible, contact the Kingdom Youth Officer for assistance. The Kingdom Youth Officer will check in with the local officer to be sure that youth activities will be available. In the event that the local group needs the support of the Kingdom Officer, they will contact the Kingdom Youth Officer during the planning stage of the event.

The Kingdom Youth Officer will attend only if necessary to support the local officer as the Second Unrelated person if none is available.

*YOUTH-FOCUSED DEMONSTRATIONS*

If youth-focused “demos” are not being held at a school, (i.e., a Renaissance faire or other locale), the coordinating individual must submit a written plan to the Kingdom Youth Officer for comment if a warranted Youth Officer is not in attendance. A report will be submitted to the Kingdom Youth Officer at the end of the “demo” if no Youth Officer is present. Otherwise, a report of the “demo” will be included in the local Youth Officer’s quarterly report.

*STEPPING DOWN*

The passing of Kingdom Offices is Kingdom business and should normally happen at Kingdom events. At least six months prior to the expiration of your warrant, identify your successor to the Crown and Kingdom Seneschal. If there are no objections, introduce your successor to your Society Superior. If possible, present your successor as the incoming Kingdom Youth Activities Officer to the assembled Baronage and Kingdom Officers at the Privy Council meeting after next Crown Tourney before stepping down. Announce your successor to the populace in your monthly column in the Kingdom newsletter.

About one month prior to the scheduled passing of the title, contact the Crown and inform them of steps you've taken in the transfer to date. Obtain permission to have the title pass at the event previously announced. Make arrangements to transfer any files, equipment, and materials you may have in your custody on the day the title passes.

On the day the Title passes, ensure the court herald has your business on the court docket. Transfer any files, equipment, and materials you may have in your custody. Prepare your successors warrant. Present it to the Kingdom Seneschal for processing. At the conclusion of the ceremony, relax, and enjoy your retirement!

*DISCIPLINARY ACTIONS*

SCA Youth Officers shall have no authority to restrain or reprimand young people other than their own, unless the youth is in immediate danger of hurting themselves or others. Therefore, Youth Officers may not be held responsible for the whereabouts of young people, or for correcting their conduct.

Minors whose behaviors violate SCA Governing Documents, Kingdom Law, Officer Policies, or site rules will be escorted to their parent/guardian and issued a verbal warning for the first offense at an event. The matter will be reported to the Kingdom Seneschal.

- On a second offense at a given event, the parent/guardian will be required to keep their minor(s) with them for the remainder of the gathering. A report will be tendered to the Kingdom and Society Seneschals.
- For a third offense, the minor(s) and parents/guardians will be expelled from the event, and the matter will be reported to the Kingdom and the Society Seneschals.
- Habitual offenders will be subject to review by Kingdom and Society level for possible sanctions.



SCREENING PRACTICES

All volunteers for warranted Youth Activity Officers or Youth Marshals must fill out the **Application for Youth Activity Officers or Youth Combat Marshals** (Appendix A), which is then forwarded to the Kingdom Youth Officer or Kingdom Youth Combat Marshal as appropriate. The Kingdom Youth Activity Officer(or Kingdom Youth Combat Marshal as appropriate) then interviews the applicant in person or calls the applicant and uses the **Volunteer Interview Screening of Youth Activity Officers or Youth Combat Marshals** (Appendix B) to gather additional information about the applicant. Both the Application and the Interview forms (Appendices A and B) can be found online by interested applicants.

If the Application for Youth Activity Officers or Youth Combat Marshals is successful, then the Kingdom Youth Officer (or Kingdom Youth Combat Marshal as appropriate) proceeds to the **Reference Interview Screening Tool** (Appendix C). Even if the interviewer has some doubts about the suitability of the applicant, it is recommended that his or her references be called; however, if the Kingdom Youth Officer (or Kingdom Youth Combat Marshal as appropriate) feels that the applicant is definitely unsuitable, he or she may terminate the application process before references are called.

It is critical that the questions in Appendices B and C be asked exactly as written to provide every applicant with the same opportunity for service.

If the Kingdom Youth Activity Officer (or Kingdom Youth Combat Marshal as appropriate) is satisfied with the applicant's qualifications and the interviews with the applicant and his or her references are satisfactory, a background check should then be completed. Presuming the background check does not turn up anything untoward, the Kingdom Youth Activity Officer (or Kingdom Youth Combat Marshal as appropriate) should then forward the applicant's name along with a recommendation to both the Crown and the Kingdom Seneschal. With the concurrence of the Crown and the Kingdom Seneschal, the KYO shall send an email to both the applicant and his or her local Seneschal notifying them of the decision. If the applicant is to be warranted, the local Seneschal can initiate the process at this point.

If the applicant is found to be NOT an appropriate choice for the job either by the Kingdom Youth Activity Officer (or Kingdom Youth Combat Marshal as appropriate) based on interviews or by the results of the background check, then a meeting of the Crown, the Kingdom Seneschal, and the Kingdom Youth Activity Officer(or Kingdom Youth Combat Marshal as appropriate) needs to take place. The facts surrounding such a case need to be reviewed and, if all three parties agree, the candidate shall be rejected. The applicant needs to be notified by email that his or her services will not be needed. The following wording is suggested:

Dear \_\_\_\_\_,

*The Kingdom of Caid thanks you for your application to serve as (local area Youth Officer/member of local area youth team-be specific). We regret that we cannot accept your services in this capacity. This does not mean that your services would not be welcomed in some other area of endeavor in the (local area) and/or the Kingdom of Caid.*

YIS,

\_\_\_\_\_  
Kingdom Youth Activity Officer

## Chapter 4

### LOCAL OFFICE OPERATIONS

#### LOCAL OFFICE PROCEDURES

---

Upon becoming the local group Youth Activities officer, you should:

- Contact your immediate superior Youth Activities officer. Establish clear expectations with regard to:
  1. Administrative reporting requirements and the consequences for not reporting.
  2. What kinds of support and assistance is the Kingdom willing and likely to provide?
  3. Under what circumstances can assistance be requested?
- Meet with the Seneschal and Baron and Baroness, if applicable, to determine:
  1. What has been done historically? Is there an active Youth Activities Team?
  2. What is Their Excellencies vision for Youth Activities for the local group?
  3. What kinds of support and assistance is the Seneschal willing and likely to provide?
  4. Are there any local group recurring reports?
  5. What materials and infrastructure currently exist in the local group to support or supplement youth activities?
  6. Is there an annual budget for youth activities?
- Assess the needs of the local group:
  1. How many adult members have minor children?
  2. How many youths are in the local group? What are their ages and genders?
  3. How many adult members with minor children are Youth Activities Team members?
  4. How many events in the year?
  5. What types of events are planned?
- Plan activities to meet the needs of local group adult members and their minor children.
- Coordinate the actions of individual Youth Activity Team members into an effective program of age appropriate activities for minor members of the local group.

When a barony, canton, or shire does not have a Youth Officer and they wish to have Youth Activities at their local event, the local Seneschal will need to contact the Kingdom Youth Officer.

- A plan/schedule of classes/activities, including the following items, will be submitted to the Kingdom Youth Officer for comment, no less than 30 days before the event.
- This plan will include the names of the two adults running the youth activity, and a schedule which shows that "Youth Point" is not opened for more than three hours without an established break.
- The local group will have someone available for Youth Point as the Two Deep Rule must always be in place.
- Youth Point must be in plain view – near the center of activity and not behind anything that would block a clear view.
- The Kingdom Officer will make sure to respond within 48 hours with their approval or requested changes.

#### YOUTH ACTIVITY TEAMS

Youth Activity Teams are made up of adult members of the local group with minor children, grandchildren, or who are interested in Youth Activities. Together they provide the guidance and supervision to carry out age appropriate activities planned by the local group Youth Activity Officer. These activities should last from 15 minutes for a story or song, to about 45 minutes to an hour for an involved game or craft. Enough of these activities should be planned to fill about two to three hours at a day tournament. A mix of games, stories, songs, and crafts that teach or explore some of the arts or sciences can make for a balanced, enjoyable, and challenging day.

Most parents don't feel they have the time to commit to being the group's Youth Activity Officer. Many will say that they will be happy to help out as long they don't have to be the officer. These are the parents you will tap to become your youth activities team. You plan and coordinate; they lead and perform the crafts, songs, games, and stories. Just as parents want to be proud of their children, kids want to proud of their parents. Parents who become involved as team members are seen more as leaders and teachers, and are seen in a different light by their young.

GENERAL INFORMATION

- Official SCA groups shall ensure that all SCA youth activities in the Kingdom of Caid are approved and supported by the Baron and Baroness (where applicable), the Local Group Seneschal, and at least one other Local Group Officer (Youth Officer, A&S Officer, etc.).
- Feel free to contact the Kingdom Officer any time you feel you need support, want to share an idea, or have concerns. He or she is here to help you.
- Make sure YOU are having fun, too!

RESPONSIBILITIES OF SENESCHALS AND EVENT STEWARDS

Seneschals should make certain that their local area Youth Activity Officer's Warrant has been sent to the Kingdom Youth Officer for final approval<sup>11</sup>. The local group Seneschal must ensure that a background checked individual in charge of youth activities is present at the event and is fully aware of all relevant policies and guidelines concerning minors and the running of activities<sup>12</sup>.

WARRANTING

All volunteers for the local youth officer position begin by filling out the Application for Youth Activity Officers or Youth Combat Marshals (Appendix A), and following the steps outlined above in "Screening Practices." Upon successful completion of this process, the officer-candidate then fills out the "Agreement to Serve Form" found in this handbook and forwards it to the local group Seneschal. If the group is a Barony, Canton, or subordinate College, the local group Seneschal then has the local incumbent officer and the Baron and Baroness sign the "Agreement to Serve Form" indicating the acceptance of the named individual to serve. From here, the local group Seneschal prepares a Warrant (also found within this handbook) and forwards the signed Agreement form and the Warrant form to the appropriate superior Kingdom Officer for approval and signature. For Shires, Strongholds, and independent Colleges, the "Agreement to Serve Form" is forwarded to the Kingdom officer without the crown representatives' signature. The Kingdom officer obtains the necessary Crown signatures and places the name and contact info on their roster warrant. Approved Warrants are returned to the local group Seneschal, where a copy is made for retention and the original is forwarded to the officer. For youth activities officers, approval is **not** given until the background check is passed as noted by the Kingdom Seneschal. Local group Seneschals should begin the background check process when they receive the agreement to serve."

ALCOHOL & TOBACCO USE BY ALL YOUTH OFFICERS

As a Youth Officer, whether Kingdom or Local level, you are not only highly visible to young people, but also seen as a role model. When at single- and multi-day events, please practice common sense and model good behavior by not indulging in alcohol or tobacco products while on duty, or around children. Please consider your activities and take the necessary precautions to be in appropriate condition for your next shift or time on duty.

---

<sup>11</sup> See the Local Seneschal Handbook on Warranting Process

[http://Seneschal.sca-caid.org/S\\_Handbook/Seneschals\\_handbook%20-%209th%20edition%20-%20Revised.pdf](http://Seneschal.sca-caid.org/S_Handbook/Seneschals_handbook%20-%209th%20edition%20-%20Revised.pdf)

<sup>12</sup> See the Local Seneschal Handbook

[http://Seneschal.sca-caid.org/S\\_Handbook/Seneschals\\_handbook%20-%209th%20edition%20-%20Revised.pdf](http://Seneschal.sca-caid.org/S_Handbook/Seneschals_handbook%20-%209th%20edition%20-%20Revised.pdf)

## Chapter 5

### GENERAL OPERATIONS FOR LOCAL YOUTH OFFICERS

#### GENERAL EVENT INFORMATION

---

- Have event posted in the Caid Youth Calendar, and in the local newsletter event announcement.
- Line up parents and teens to assist with youth point.
- Check your supplies for activities.
- Verify that sufficient funds have been provided for Youth Activities (a minimum of \$30.00 is suggested).

#### JUST A REMINDER

---

- Make sure that you eat and drink and take breaks!
- Make sure you have at least one background checked person available at the event.
- Remember the Sight and Sound rule.
- Remember the Two Deep Rule that must be in place at all times. At Collegium Caidus, the two unrelated adults may choose to include or exclude any adult who is not the parent or responsible adult for a youth attending the class. If inclusions or exclusions are made, both attending adults must agree upon them, and shall report it to the Youth Track Regent at the end of the class, or as soon as is practical. Any attending adults will sign in on the class roster.

#### BEFORE YOUR EVENT

---

- Talk to the Event Steward and find out what information they need in order to best support Youth Activities, i.e. Youth Point placement, tables and chairs, day shade, etc.
- What questions does the Youth Officer need to address? Address event theme, allotted budget, supplies, planned activities, tables and chairs, placement, your personal food and nutrition, the two-deep rule, herald announcements, newsletter advertisements, Caid youth calendar, having parents lined up and prepared for the event, etc.

#### CONDUCTING YOUTH ACTIVITIES AT EVENTS

---

##### LOCATION

Site Stewards should take into consideration what space may be the most appropriate for Youth activities and consult with the local Youth Officer to determine specific needs. Activities and activity areas are encouraged to meet or exceed these standards:

- Youth activities are to be located in plain sight, near the center of activity, with consideration given to minimizing noise, traffic and safety issues.
  1. At Collegium Caidus, the use of classrooms is permissible for Youth Track classes provided the Two Deep Rule is in place at all times.
  2. Youth activities or classes shall not be located in private camps at overnight events in Caid.
- Bathrooms should be near the proposed location of Youth Point so that children can visit them on their own if possible.
- Sufficient shelter should be available so that the children will not sunburn and, if necessary, are sheltered from the weather.
- Potable water should be accessible.

##### DURATION

Youth Point should not be open at any event for more than three hours without shutting down for at least one hour for officer break and meal.

##### RECOMMENDATIONS FOR YOUTH ACTIVITIES

When an event has a particular theme or time period, it's also useful to have the activity mirror the theme or time period. Examples: Viking themed event – the Great Caid Viking popsicle stick ship building contest, Crown tourney – cookie castles, Yule – cookie decorating or ornament making.

## SITE RULES AND CUSTOMS

---

### GENERAL INFORMATION

- Seneschals are responsible for making sure that Event Stewards take into consideration the needs and safety of Youth Point so that appropriate space and equipment are made available for either their local officer or visiting Kingdom officer.
- War Event Stewards should make sure that parents who are completing minor waiver forms are notified that while in Caid, Caid's Youth policies are in effect. This notice may take the form of flyers at gate, notes posted with pre-registration information, or other means which will be readily noticed by the parents.
- You may ask to see a site token from minors attending your activities to assure that they have been checked in at the gate (troll).
- Youth activities and the policies of those activities (time schedule, special needs, call for parent volunteers, etc) are a part of the published event schedule.
- Make sure that there are, at least, two unrelated responsible adults present to assist with youth activities. This is an area that needs appropriate staffing as much as gate.
- Make sure that sufficient tables and chairs exist so that the children can easily complete crafts and projects.
- Please refer to the Seneschal Handbook for clarification on the Seneschal's responsibilities<sup>13</sup>.

### AFTER THE EVENT

---

- Obtain re-imbusement forms from the group Exchequer. Fill them out and attach your receipts retained from purchases you made for materials to support Youth Activities. Submit them as required by the local group's financial policies.
- Inventory your supplies (i.e., glue, sponge brushes, etc.) to restock as needed.

### LOST AND FOUND

- Any items left at Youth Point that have not been claimed are to be given to the event Constable.

### EVENT REPORTS

- Keep all pertinent information for submission with your quarterly report.
- If a Page School activity was used at an event, send a brief report to the Page School Regent about how the activity went.
- Event Stewards are frequently called upon to submit final event reports to their local group Seneschals after the event. If the Event Steward asks for a report from you, please have available for them the number of youths and their parents involved, the types of activities provided, the cost of materials provided, and a brief report on how the activities went and were received.

---

<sup>13</sup> Local Seneschal Handbook [http://Seneschal.sca-caid.org/S\\_Handbook/Seneschals\\_handbook%20-%209th%20edition%20-%20Revised.pdf](http://Seneschal.sca-caid.org/S_Handbook/Seneschals_handbook%20-%209th%20edition%20-%20Revised.pdf)

## Chapter 6

### REPORTING

#### REPORTS FOR LOCAL YOUTH OFFICERS

---

Local officers may have requirements for reporting at the monthly group business meeting. Check with your local Seneschal for verification.

You must send quarterly reports to the Kingdom Youth Officer and a copy to your local Seneschal, summarizing events, number of active young people, and any concerns or recommendations you might have.

Due dates for these reports are:

March 5, June 5, September 5, and December 5.

If a local area requires a monthly report, the local officer may choose to forward that report to the Kingdom Youth Officer in lieu of quarterly reports.

You must send an annual Doomsday report to the Kingdom Youth Officer and your local Seneschal each January, summarizing the previous year. The due date for this report is January 15.

#### EVENT REPORTS

- After each event you should keep all the pertinent information for submission with your quarterly report.
- There may be times when Event Stewards will ask you for a brief report on Youth Activities at certain events. Properly kept records will make this submission to the Event Steward easy for you.

#### REPORTS FOR KINGDOM YOUTH OFFICERS

---

You must send quarterly reports to your Kingdom Seneschal, summarizing events, number of active young people, and any concerns or recommendations you might have.

Due dates for these reports are:

March 10, June 10, September 10, and December 10.

You must send an annual Doomsday report to your Kingdom Seneschal each J February, summarizing the previous year. The due date for this report is February 15

#### REPORTS TO OTHER OFFICERS

- Quarterly reports to the Kingdom Seneschal.
- Doomsday Report to the Kingdom Seneschal.

#### EVENT REPORTS

- Should a local group not have a Youth Officer, the Event Steward and/or the person in charge of running the Youth Activity must submit a report to you upon completion of the event.

# Chapter 7

## FORMS

The following section consists of links to several forms that you will use as a Youth Activities Officer.

Reference to the Seneschal Handbook for medical and minor waivers, along with minor misconduct.

[http://Seneschal.sca-caid.org/S\\_Handbook/Seneschals\\_handbook%20-%209th%20edition%20-%20Revised.pdf](http://Seneschal.sca-caid.org/S_Handbook/Seneschals_handbook%20-%209th%20edition%20-%20Revised.pdf)

Minor's Consent to Participate and Hold Harmless Agreement

<http://sca.org/docs/pdf/chldwaiv.pdf>

Medical Authorization Forms for Minors (with notary)

<http://www.sca.org/docs/pdf/treatminor-notary.pdf>

Minor's Consent To Participate And Hold Harmless Agreement (FAMILY)

[http://sca.org/docs/pdf/waiver\\_minor\\_family.pdf](http://sca.org/docs/pdf/waiver_minor_family.pdf)

Medical Authorization Forms for Minors (without notary)

<http://sca.org/docs/pdf/treatminor.pdf>

Kingdom of Caid, Agreement to Serve

<http://webwright.sca-caid.org/docs/Agreement%20to%20Serve.pdf>

Kingdom of Caid, Warrant for appointment

<http://webwright.sca-caid.org/docs/Kingdom%20Warrant.pdf>

SCA Background Check Request form



background check  
authorization - amend

Kingdom of Caid, required additional SCA Background Check form



fair credit reporting  
act - revised 2-4-08.p

# Appendix A – Application for Individuals Desiring to be Youth Activity Officer or Youth Combat Marshals

Date:

Modern Name:

Former or Other Names:

Male\_\_\_ Female\_\_\_

SCA Name:

SCA Group:

How long have you been an active member of this SCA group? \_\_\_\_\_years \_\_\_\_\_months

Residence/Mailing Address:

How long have you lived at this address? \_\_\_\_\_years \_\_\_\_\_months

(If less than 5 years, attach a sheet listing all previous addresses for the past 5 years.)

Day Phone:

Evening Phone:

E-Mail Address:

List volunteer experience during the past five (5) years. Identify work with youth and community groups. List current/most recent experiences first. (Add page if needed.)

Organization/Grou	Your Role/Title	Town / State	Years
-------------------	-----------------	--------------	-------

p 1.

2.

3.

4.

5.

MORE:

Personal References

List three (3) references, who have knowledge of your qualifications, but are not related to you.

1. Print Name: Phone:

2. Print Name: Phone:

3. Print Name: Phone:



# Appendix B – Information Gathered in the Volunteer Interview Screening of Youth Activity Officers or Youth Combat Marshals

**Interviewer Information:** The interviewer needs to call the applicant and arrange a time for an in-person or a telephone interview and remind the applicant to have Appendix B handy for reference during the interview. The interviewer then meets or calls the applicant at the scheduled time and conducts the interview. This way both the applicant and the interviewer are prepared for the interview. It is critical that the questions on this form be asked exactly as written to provide every applicant with the same opportunity for service.

**Volunteer Interview:**

Why are you interested in being a volunteer with the SCA, Kingdom of Caid Youth Activity or Youth Marshal programs?

Describe your experience, training, or education related to working with youth:

List your hobbies, skills, and interests that can be shared with youth in the SCA:

Do you prefer to work directly with youth?

\_\_\_Yes\_\_\_No                    If yes, what age level do you prefer?

How do you think you would handle disruptive, non-cooperative, or irresponsible youths or their parents?

What is your understanding of the role you’ve volunteered to fill?

What kind of training or support would be helpful to you?

Have you ever been denied the opportunity to work with minors?

\_\_\_Yes\_\_\_No                    If yes, explain:

Have you been accused or convicted of a criminal offense in the past seven (7) years?

\_\_\_Yes\_\_\_No                    If yes, explain:

Have you ever been accused or convicted of a crime involving a minor (including a deferred imposition of sentence)?

\_\_\_Yes\_\_\_No                    If yes, explain:

(Note: A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specific responsibilities of the volunteer role.)

# Appendix C – Information Gathered in the Reference Interview Screening of Youth Activity Officers or Youth Combat Marshals

## Youth Officer Personal Reference Script

It is critical that the questions on this form be asked exactly as written to provide every applicant with the same opportunity for service .

Candidate Name \_\_\_\_\_ Area \_\_\_\_\_  
Person called \_\_\_\_\_ Phone number \_\_\_\_\_ Date \_\_\_\_\_

Good morning/afternoon/evening. I’m \_\_\_\_\_ calling on behalf of  
\_\_\_\_\_ who has listed you as a reference.  
(candidates name)

Is this a good time to talk? I’ll only need (x) minutes of your time.

(Name of candidate) has volunteered to serve as Youth Officer for (name of local group). A Youth Officer is responsible for supervising youth 5-17 at events held by the Society for Creative Anachronism, a medieval recreation group. I have a few questions I would like to ask you.

*How long and in what capacity have you known (candidate’s name)?*

On a scale of 1-5, with 5 being excellent and 1 being poor, please rate (candidate’s name) in the following areas:

<i>Ability to organize</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Role model for youth</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Dependability</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Ability to work with others</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

Still on a scale of 1-5, with 5 being absolutely yes and 1 being absolutely no, would you be willing to place your child or any other child for whom you are responsible under (candidate’s name) care?

*Does (candidate’s name) have a sense of humor? \_\_\_\_\_*

*Is (candidate’s name) respected by others? \_\_\_\_\_*

*Do you know of any reason (candidate’s name) should not be allowed to work with children?*

Thank you very much. I really appreciate you taking time to answer these questions.

## Appendix D – Society Youth Policy

These are paraphrased from the source. See the Seneschal's Handbook, April 2014 Edition, Revision 1.5 for the exact wording.

- Minors are defined as anyone who has not reached the age of legal majority. This varies between countries, states and other jurisdictions. Be sure of the age(s) of majority in your area.
- SCA is a member, family, and youth friendly social organization. SCA children, youth, and teen activities and classes are offered as a positive means of encouraging the participation of minors in the SCA with their families while encouraging fun-focused learning about history and the SCA. Those specifically dedicated and/or published youth-oriented activities (SCA Youth Activities) are overseen by warranted youth officers at any and all events and activities.
- Parents or guardians of minors shall have ultimate responsibility for the welfare and behavior of their children at all times. It is the responsibility of the adult who brings a minor to an event to ensure that the minor is safe and not in danger. At events and activities in which youth participate in any way, participating minors must either have a parent or legal guardian present at the event/activity, or an adult present in possession of a properly executed “Medical Authorization Form for Minors.” This Medical Authorization Form must designate an adult present at the event or activity as able to authorize medical treatment in the case of emergency (a form of temporary guardianship).
- All warranted Youth Officers (deputies who ultimately report up to the Kingdom Seneschal) must have a current SCA membership and an approved, current, and valid background check. Warranted means you are an official deputy to the Kingdom Youth Coordinator or to the Kingdom Seneschal or one of their deputies.
- All official or “published” SCA Youth Activities must have one background checked adult member who acts as the official “coordinator” for the SCA Youth Activity. For example if there are 10 youth A&S classes each in their own separate classroom, each classroom needs to follow the “2 Deep Rule” but there only needs to be one overall youth “coordinator” responsible for the all activity in all classrooms. There are many activities of the SCA where informal instruction (mentoring) occurs that are open to attendance by minors, but do not constitute dedicated and/or published SCA Youth Activities. They are known by many names (i.e. Practices, Meetings, and Guilds & Workshops). A Minor’s attendance of an adult A&S class it does not mean that class becomes an SCA Youth Activity simply because a youth is in attendance.
- The “2-deep” rule specifies that for all SCA Youth Activities, a minimum of 2 adults (at or above the age of legal majority in the state, province or country in which the activity occurs) unrelated to one another by blood, marriage or personal relationship must be present. This policy does not relieve parents of their primary responsibility for the welfare and behaviour of their children. One of these two adults may also be acting as the official coordinator for the youth activities going on.

- Persons who have been convicted of crimes against minors are not eligible to participate in SCA Youth programs.
- In the case of minor-related crimes it is appropriate for the Seneschallate to call the modern authorities. If a minor appears to have been the victim of a violent crime, modern authorities **MUST** be contacted. Inform the Kingdom Seneschal immediately.
- Branch and regional Seneschals, Marshals, Marshals-in-Charge, and Exchequers must be at least the age of majority for their jurisdiction. Be aware that the age of majority does vary between jurisdictions; these officers must be old enough to serve in each area that they serve.
- Minors 15 years of age or older may serve as officers, except for the offices of: Event Steward, Marshal, Exchequer, and Seneschal. Minors may serve in the allowed capacities only with the express written approval of the parent or legal guardian and their Kingdom superior, after they are notified of the age of the minor.<sup>[ii]</sup> In this and all cases involving minor participation at SCA Youth Activities, parental/guardian accompaniment and the “2-deep” rules still apply.
- Minors less than age 15 may not serve as Head Gatekeeper, Reservationist, etc., for an event. Such minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by SCA Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate. Such minors serving in this capacity may not work unattended at an event gate at any time.
- Medical treatment of minors is subject to the appropriate laws of the state, territory, province, and/or country where the event is held. In the case of a medical emergency involving a minor, the parent/legal guardian or, in the case of a minor attending with a non-parent/legal guardian, the temporary guardian with the Medical Authorization Treatment Form for Minors be located. See XII.D.

---

<sup>[ii]</sup> Society Seneschal's policy interpretation on GovDocs II.C.2.a. & II.C.2.c.