

Middle Kingdom Minister of Youth Officer Policy

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Scope

This policy applies to all designated activities for minors sponsored at an official Middle Kingdom SCA event, meeting or other activity.

Purpose

The purpose of Youth Activities within the Middle Kingdom is to:

- Encourage the education of youth about the SCA and Medieval and Renaissance history.
- Establish methods through which the youth of the SCA can become more fully involved in SCA activities appropriate to their age and ability.
- Coordinate with event stewards and staff in order to provide planned, age appropriate, historically relevant activities without providing baby-sitting or day care services.

Rules

- No adult may be alone with a minor at any time during an organized activity for youth.
- Older minors are not to be left unsupervised with younger minors at organized youth activities.
- Alcohol is strictly forbidden from youth activities.
- Participation in youth activities is based on the cooperative relationship between the activity coordinator, the participating youth, and that youth's parent or legal guardian. Participation is not a right but a privilege that is extended and must be respected by all parties.
- At all times it is the responsibility of the parent or legal guardian of a minor to determine the safety, suitability, and appropriateness of an activity to their dependent minor.
- Inappropriate behavior of any sort by any party involved in youth activities will be dealt with in the manner deemed most appropriate in accordance with modern, corporate or kingdom law as applicable.
- Coordinators and their staff may not strike or yell at a child even if a child is a discipline problem (disruptive, sulky, crying, abusive), even if the parent verbally states this is 'okay'.
- Children must be toilet-trained and be able to dress themselves. A parent/legal guardian must accompany younger or less-able children at all times.

Warrants and Background Checks

Background Checks:

If you work with a minor (defined in the Middle Kingdom as anyone under the age of 18) in an official capacity (such as a warranted Minister of Youth or warranted Youth Marshal) then you are required to undergo a background check, regardless of any background checks you might have undergone outside the SCA.

- To apply for a background check an email must be sent to the Midrealm Kingdom Seneschal with the following information:
 - SCA name, modern name, mailing address, email address, membership number, membership expiration date, reason for request (Youth Officer, Youth Marshal, Youth Activities Coordinator, Youth Instructor, etc.)
- Once information has been received and approval has been given for a background check you will be sent the application forms.
- Send completed background check forms to SCA Corporate Office, c/o Renee Signoratti, The Society for Creative Anachronism Inc., P.O. Box 360789, Milpitas, CA, 95036-0789; or fax to Attention: Renee Signoratti, Subject: Background Check-Midrealm, Fax: 408-263-0641

- The Kingdom MoY will not approve any background checks requested for anyone other than those who will hold a MoY office.

Warranting:

In order to hold the office of Minister of Youth, you must be warranted. The process of warranting involves the following steps:

- The change of officer form must be filled out and mailed to the Kingdom Minister of Youth, Regional Minister of Youth, and local group seneschal (where applicable). This form is located at <http://www.midrealm.org/seneschallorum/ChangeOfOffice.pdf>
- The applicant must request a background check, be approved for such, and pass.
- The Kingdom MoY will submit a list of all Ministers of Youth in the Kingdom to the Kingdom Seneschal for approval at the twice-yearly Curia meeting held after each Coronation.

Responsibilities and Expectations:

Middle Kingdom Minister of Youth:

- Establish and oversee Kingdom youth activities outside of martial endeavors – Youth Combat policies and procedures are reserved to the marshallate
- Encourage, promote and develop youth programs within the Middle Kingdom
- Provide resources, suggestions and assistance to those individuals providing youth activities
- Communicate and coordinate with youth officers concerning youth issues and activities
- Oversee and assist regional and local Ministers of Youth with activities and reporting
- Select replacement regional officers as necessary
- Report to the Kingdom Seneschal as a special deputy
- Keep local officers, regional youth officers and the Seneschalate notified of relevant changes to the office, and facilitate communications between all other youth oriented offices
- Maintain or delegate the Midrealm Page School
- Promote participation in Midrealm Page School

- Maintain or delegate maintenance of Middle Kingdom Youth related web content
- Have read and understand Society and Middle Kingdom Policies and Procedures regarding youth activities
- Encourage deputies and train replacements, maintain files, submit *Change of Officer* form upon leaving the office, and transfer supplies and records to replacement

Middle Kingdom Minister of Youth Special Deputies: (As established by Kingdom Minister of Youth)

- Establish and oversee projects as delegated by Kingdom Minister of Youth
- Report to the Kingdom Minister of Youth

Page School Dean:

- Oversee the Middle Kingdom Page School
- Maintain the Middle Kingdom Page School Charter, policies, and procedures
- Maintain the Page School database located on the Midrealm web page
- Promote participation in Midrealm Page School
- Report to the Kingdom Minister of Youth
- Encourage deputies and train replacements, maintain files, submit *Change of Officer* form upon leaving the office and transfer supplies and records to replacement

Web Deputy:

- Maintain maintenance of Middle Kingdom Youth related web content
- Ensure that Kingdom youth related web sites will not contain contact information for minor members
- Report to the Kingdom Minister of Youth
- Report to the Kingdom Web Minister as required by Kingdom policy
- Encourage deputies and train replacements, maintain files, submit *Change of Officer* form upon leaving the office, and transfer supplies and records to replacement

Regional Ministers of Youth:

- Establish and oversee Regional youth activities outside of martial endeavors
- Encourage, promote and develop youth programs in their region
- Provide resources, suggestions and assistance to those individuals providing youth activities

- Communicate and coordinate with other youth officers concerning youth issues and activities
- Communicate and coordinate with local youth officers concerning youth issues and activities
- Oversee and assist local Ministers of Youth in region with activities and reporting
- Report to the Kingdom Minister of Youth and send copy to Regional Seneschal
- Have read and understand Society and Middle Kingdom Policies and Procedures regarding youth activities
- Encourage deputies and train replacements, maintain files, submit *Change of Officer* form upon leaving the office, and transfer supplies and records to replacement
- Promote participation in Midrealm Page School

Local Ministers of Youth: (Local Ministers are not required but are recommended for groups with a significant number of youth members)

- Establish and oversee local youth activities outside of martial endeavors
- Encourage, promote and develop youth programs in the area under their jurisdiction. A jurisdiction is defined as the group in which the Minister of Youth serves.
- Provide resources, suggestions and assistance to those individuals providing youth activities
- Communicate and coordinate with other youth and group officers concerning youth issues and activities
- Report to the Regional Minister of Youth and send copy to their Local Seneschal
- Have read and understand Society and Middle Kingdom Policies and Procedures regarding youth activities
- Encourage deputies and train replacements, maintain files, submit *Change of Officer* form upon leaving the office and transfer supplies and records to replacement
- Promote participation in Midrealm Page School

Youth Activity Coordinator:

- Establish and oversee youth activities outside of martial endeavors for a specific event

Parents:

- Are responsible for the supervision, care and well being of their children attending SCA activities at all times
- Complete minor waivers as required for their minor children attending events
- Are responsible for the behavior of dependent minor

- Children must be checked on periodically by the parents or legal guardians to ensure their safety and suitable behavior
- Parents will be responsible for disciplining their children
- Per the Society's policies, parents or designated guardians may not leave site without their children at any time. This includes but is not limited to MOY activities
- Should discuss any special needs or severe allergies for their minor with the youth activity coordinator
- Must fill out sign in/sign out form, including where they can be found on site

Minors:

- Attend events only with parental/guardian supervision
- When attending an event with an adult not their parent or legal guardian, the SCA Medical Authorization for Minors form will be completed, notarized and presented at the event along with a completed Minor Waiver
- Encouraged to participate in any or all age appropriate SCA education, service, combat, and related activities
- Will exhibit appropriate behavior at all times and will be respectful both of adults providing supervision, training and education as well as fellow youth members
- Will be able to tell an adult their parent(s) SCA name, legal name, who is responsible for supervising them, and where they can be found if old enough

Activities:

Youth Activities:

- A warranted Minister of Youth must approve all children's activities
- Participating minors must be signed in and out by a parent or legal guardian and must be picked up no later than 15 minutes after the posted close of the activity
- Youth should be attired in simple garb
- Youth should have minor waivers on file with event registration
- Youth should not bring personal articles with them while attending youth activities and the coordinator will not be responsible for lost, broken or stolen items.
- Coordinators must use a sign-in/out sheet for children. No child can participate without having their parent/legal guardian signing them in and out.
- Minors under the age of four may participate in age appropriate activities at the Coordinator's discretion, but must have their parent or legal guardian present at that activity at all times
- Children must wear nametags with their names and that of their parents/legal guardian clearly printed on it.

- Coordinators must have one adult or helper to every five (5) children attending a youth activity with a minimum of two adults. Where there are only two adults present they shall not be members of the same legal family.
- If coordinators cannot get the help they need they must not provide children's activities, or they must otherwise limit participation until enough help is present (i.e., if you have two adults you limit child participation to ten children until you get the help of another adult).
- Exceptions can be made for group sports in where children are playing on a team that requires more people. Helpers must be at least 14 years old. Helpers cannot be left in charge of children's activities. All helpers need to wear identifying nametags or other items that clearly identify them as being associated with helping at children's activities.
- Minors under the age of 14 are not suitable helpers.
- No adult/older teen can ever be alone with a single child (bathroom runs, if done, need to have either two adults and one child, or two children and one adult, or everyone will need to go).
- If children go to the bathroom on their own, they need to sign in and out (and parents need to be informed when dropping off their children that their children will be going by themselves to the bathroom by signing in and out).
- Children under the age of 5 cannot go to the bathroom unsupervised.
- Children can never be left unattended by an adult when the children are participating in a children's activity.
- Coordinators cannot leave until all the children are returned to their parents. The location of the parent must be indicated on the sign in/out form.
- Coordinators and their staff may not strike or yell at a child even if a child is a discipline problem (disruptive, sulky, crying, abusive), even if the parent verbally told you this is "okay".
- If a coordinator has any concerns whatsoever about the ability of a child to play appropriately or behave themselves they may, at their discretion, refuse to admit a child into children's activities or require the presence of the child's parent/legal guardian at all times for the child to participate.
- It is not the responsibility of any activity to provide lunch or snacks. For those activities that involve food such as children's feasts or crafts with food it is the parent's responsibility to determine whether or not the child can participate.
- For groups larger than 10 additional helpers must be present.
- If coordinators cannot get the help they need they must not provide youth activities, or they must otherwise limit participation until enough help is present (i.e., if you have two adults you limit child participation to ten young people until you get the help of another adult).
- Exceptions can be made for group sports in which children are playing on a team that requires more people.

Youth Classes:

- There will be at least two adults present in each classroom conducting formal youth classes.
- Where there are only two adults present they shall not be members of the same legal family.
- One adult can be the instructor.
- A coordinator does not need to be present in each classroom. The coordinator must periodically check on the classroom activities.
- Where the number of students present exceeds the number of children per adult/helper ratio for the age group, the coordinator must limit participation until enough help is present or additional helpers/parents are present.

Demonstrations:

- All policies for *Youth Activities* must be followed for demonstrations
- As this is a function involving the public, the parent or legal guardian must remain in attendance at all times
- Non-SCA minors must be accompanied by a parent or legal guardian at all times including trips to the restroom