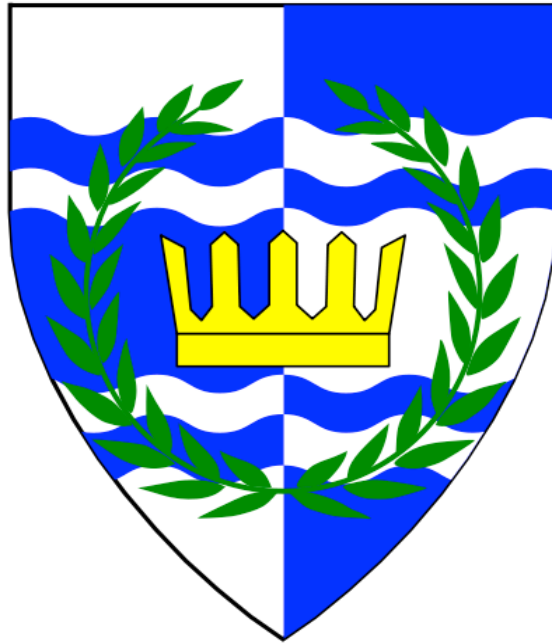


# Kingdom of Atlantia



## Youth Activities Handbook

December 2009 Edition

## **Preface**

This handbook contains the official Kingdom of Atlantia Youth Policies as well as the Society for Creative Anachronism Youth Policies.

Members of the Society for Creative Anachronism may reproduce this work in whole or in part for SCA use, provided copyright credit is given.

The Official Atlantian Laws concerning minors can be found at <http://law.atlantia.sca.org/Law.html#10.3> and the Official Atlantian Policies concerning the Chancellor of Youth Activities can be found at <http://law.atlantia.sca.org/Policy.html#1.7>

The Official Society Policies concerning the Ministry of Children can be found at <http://www.sca.org/officers/seneschal/welcome.html> at Appendix A in the Seneschal's Handbook. The Society's Policy regarding background checks can be found at [www.sca.org/BOD/announcements/background\\_checks.pdf](http://www.sca.org/BOD/announcements/background_checks.pdf)

## **From the Atlantia Chancellor of Youth**

Greetings!

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

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

Yours in Honor and Service to Our Youth,

Herrin Emeludt (Elisabeth) Hänsler, Atlantia Chancellor of Youth  
December 16, 2009

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## **Duties and Responsibilities of Children Officers**

### 1. Kingdom Chancellor of Youth (KCOY)

- a. To establish and oversee Kingdom youth programs.
- b. To keep local officers and the Seneschallate notified of relevant changes to the office, and facilitate communication between all of the other offices.
- c. To report as required to the Society Minister of Children and Kingdom Seneschal.
- d. To be responsible for all youth-related web sites in Atlantia.
- e. To develop programs and policies to assist officers in welcoming the youth of Atlantia to the Kingdom and the SCA and provide support and resource materials to the youth officers within the Kingdom.
- f. To develop and maintain guidelines related to offering youth programming at events.
- g. To coordinate youth and children's activities at Atlantian Kingdom-level events, and assist in such coordination of Atlantian-sponsored activities at inter-kingdom wars, universities, and collegia as appropriate.
- h. To oversee and aid local group officers for Youth Activities, who will be known as "Chancellors Minor," as required by the needs of the local group.
- i. To maintain a current warrant roster of all said warranted Chancellors Minor in Atlantia.

### 2. Deputy Chancellor of Youth (DCOY)

- a. To serve as a deputy to the KCOY, working closely with that office regarding educational programs for the youth.
- b. To assist the KCOY with keeping local officers notified of relevant changes to the office and to help facilitate communication between all of the offices.
- c. To assist the KCOY with by providing support and resources to youth officers.
- d. To manage and support the Kingdom's Page Program, while ensuring the program enhance the Kingdom's Youth Activities Program.
- e. To be the Kingdom level point of contact for Page class instructors, Chancellors Minor, parents Pages and the populace for guidance and coordination to ensure the facilitation of Page classes, activities, inductions and events.
- f. To provide current information, support and guidance about the Kingdom's Page Program to Chancellors Minor, instructors, members, newcomers, prospective members and the general public.

### 3. Chancellors Minor

- a. To attend scheduled training sessions (University, Unevent, etc.) with the Chancellor of Youth Activities as appropriate. They may send a representative with a written proxy with prior permission of the Chancellor of Youth or their

Deputy. To attend scheduled training sessions (University, Unevent, etc.) with the Chancellor of Youth Activities as appropriate.

- b. To encourage the education of Atlantian youth in Medieval and Renaissance history, and encourage their participation in the SCA through coordinating with Kingdom Youth Officers, event autocrats, and their youth activities event volunteers on the provision of age-appropriate, historically interesting activities, in conformity with programs offered/monitored at the kingdom level.
- c. To assist the Chatelaine's office in the organization of demos geared towards children and families.
- d. To provide current information about the Kingdom's youth programs to members, newcomers, prospective members, and the general public.
- e. To support, encourage and promote the Pages Program.
- f. To write letters of recommendation for their local youth to the Baronage or Kingdom for appropriate awards/recognition.
- g. Ensure that Children's (Youth) Activities are run in accordance with the policies of the SCA and Atlantia and that they occur on a regular basis.
  - Be the supporter and the go to person for all questions.
  - Remind the local group that children and teens are important members of the society.
- h. The reporting schedule shall be quarterly **by the 15th of January (October-December Reporting), April (January-March Reporting), July (April-June Reporting), and October (July-September Reporting)**. If there is no activity related to youth programming during a specific period, specify such in the report. The form for the report can be found online at the youth website at <http://youth.atlantia.sca.org/>. A copy of this report should go to the local Seneschal and a copy needs to be maintained for local records.
- i. To run activities at events for the youth of the Kingdom on at least four (4) occasions during their two (2) year tenure and at least two (2) activities at events for each year their warrant is renewed.

## **Kingdom of Atlantia Youth Policies**

### 1. Parental and Youth Responsibilities

- a. Parental Responsibilities
  - Parents, legal guardians or temporary guardians as recorded on the "designated adult in charge of a minor form" are responsible for the children that they bring with them to an event.
  - It is the parents or designated adults' responsibility to know the location & activities of the children at all times.
  - Parents or guardians must not expect other adults to supervise or control their children if they wander off during an event.
  - Children that are 4 years of age and younger must be supervised, with their parent or guardian present, even at Children's Activities.
  - If a child under the age of 4 desires to participate in a Children's

Activities they may, at the Coordinators discretion and with their parent or Guardian present at all times.

- Children that are 11 years of age or younger should be in eyesight and earshot of their parents, guardians or other designated babysitters at all times.
- It is suggested that children who are 11 years of age and younger to not be allowed to wander freely at official events; and that they are checked on periodically to ensure their safety and appropriate behavior.
- Parents are responsible for disciplining their children.
- Minors under 14 years of age are not suitable babysitters or child-minders for younger children.
- Parents or another older responsible party must sign children in and sign them out of any Youth Activities in order for that youth to be allowed to participate.

b. Youth Responsibilities

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

2. Youth Activities at Demos

a. All policies for Children's Activities must be followed in addition to the following:

- A parent/guardian or older responsible party must accompany non-SCA children at all times.
- Parents of non-SCA children must take them on bathroom runs.

3. Children's Activities, Events and Classes

- a. There must be at least two adults present at official classes and activities. If there are only two adults present they cannot be related by marriage or blood.

- b. The other adult may be the instructor or the helper, and must be 18 years of age or older. If additional helpers are present, outside of the required "two-deep" adults, they must be 14 years of age or older.
- c. The coordinator of the youth class or activity is not required to have a background check.
- d. At least one "checked" officer must be present during any scheduled youth class or activity and periodically check on the ongoing class or activity.
- e. Participants must be signed in/out by a parent, guardian, or other responsible party, and must be picked up no later than 15 minutes after the posted close time.
- f. Sign-in/out sheets must be used for the children; and it must contain the following information:
  - Event information (Name, Date, Start and End time of Youth Activities)
  - Child's name
  - Parent's SCA and legal names
  - Parent's location at event
  - The time the youth was signed-in and signed-out
- b. No adult/older teen can ever be alone with a single child.
- c. Bathroom runs need to have either two adults and one child, or two children and one adult, or everyone will need to go.
- d. If children go to the bathroom on their own, they need to sign in and out. The parents or guardians need to be aware that their children will be going by themselves to the bathroom by signing in and out.
- e. Children that are 4 or 5 years of age cannot go to the bathroom by themselves.
- g. Children can never be left unattended by an adult when the children are participating in Children's Activities.
- h. Coordinators cannot leave the site until all of the youth have been signed-out and returned to their parents or guardians.
- i. Any coordinator for youth activities (Children's Activities, Page activities, Young Adult activities) at an event must file a report within 2 weeks after the event with the Chancellor of Youth Activities.
  - A copy should be sent to the autocrat and local seneschal.
  - The report must include details on any problems with parents and/or their children, number of youths and what age ranges, and general notes on what worked and what did not work and why.
  - This report should also go to the local Seneschal.
  - The Coordinator should keep a copy for their records.

## **First Aid**

If a child is badly sick, hurt or bleeding, the Coordinator or other volunteer must take the child to get first aid first, then get the parent (unless there is an extra adult to send, then this can be done simultaneously). If the child is only mildly hurt (a bruise or

bump and is crying for attention) the Coordinator or a helper must take the child to the child's parent for treatment.

## **Behavioral Problems and Discipline**

Coordinators and their staff may not physically discipline children involved in the activities. If a child is disruptive, the second adult helper should return the child immediately to the child's parent/guardian and the child may not return until the child agrees to behave. If a child is endangering him or herself or others or is engaging in disruptive or abusive behavior, the child's parent or guardian or parental representative will be approached and expected to handle the situation immediately. If problems persist with a child after the parent or guardian or parental representative has been notified, the matter must be handled by the appropriate group seneschal and/or autocrat. The coordinator has the right to refuse to allow a disruptive child back into the activities.

## **Daycare**

There will not be "official" daycare or babysitting provided at events or official activities. Youth and Children Activities are not a babysitting service. Parents who wish to make babysitting arrangements for their own children are welcomed to do so.

## **Page Program**

### 1. Purpose

To work in conjunction with, enhance and compliment the Kingdom of Atlantia Youth Activities. To foster and provide Atlantian Youth with the opportunity to attain skills and knowledge of the Middle Ages and the Society for Creative Anachronism. To teach chivalry, honor, responsibility, courtesy, leadership and history. To assist the youth in the Kingdom of Atlantia, by offering them opportunities to serve their Crown and Kingdom. To nurture interest and participation in the Society for Creative Anachronism that will continue to grow with the Youth and stay with them into adulthood.

### 2. Who Can Be a Page

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

### 3. How to Become a Page

Submit a completed registration form to the local Chancellor Minors. If there is not an officer in that position, then the form may be forwarded to the Deputy Chancellor of Youth (DCOY.) Upon receiving the form appropriate arrangements will be made for an induction ceremony to be held at court. An induction ceremony is not required to be enrolled in and participate in the Pages Program. Make or buy a medium blue baldric 60" long by 6" wide, adorned with a simple white chalice. A pattern is available on the website.

### 4. General Rules and Guidelines for a Page

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

### 5. Mentors

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

### 6. Page Classes and Instructors

- a. Page classes can be run at any event or group meeting; and a private Mentor may also provide them, with the involvement of the Page's parents.
- b. There are no core classes required within the Pages Program. Pages should receive an education that is equally focused on chivalry, arts and sciences and service.
- c. Peers and the talented gentles of the Kingdom are encouraged to

teaching classes for the youths and those participating in the Pages Program. An individual that is willing to offer their time, knowledge and service by teaching the Atlantian Youth will not be turned away. Page classes need to be treated by instructors with the same vigor and commitment to learning as classes offered to their adult counter-parts. Instructors should contact the DCOY or their local Chancellor Minor prior to the class to discuss the subject(s) being offered and to receive help in determining the difficulty level and the appropriate age group for the class.

- d. Page classes must be at least 50 minutes in length; and the instructor should provide the level of difficulty and intended age group for the class. Pages should have a parent, guardian or care provider present at the class for more difficult subject matters or classes marked above their age.
- e. It is encouraged to have the classes that are hands-on while being significant and pertinent to the Middle Ages or the Society.
- f. Instructors must contact the DCOY with a roster of the class participants and the subject of the class taught.
- g. The DCOY will track the classes that each Page has attended.
- h. All enrollment and documentation can be done at the youth website at <http://youth.atlantia.sca.org/>.

## 7. Service Activities

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

## 5. Ranks and Regalia

- a. All students begin as Novices, advance to Cupbearers, then finally Senior Pages.
  - The insignia for Novice: Plain blue baldric with white chalice.
  - The insignia for Cupbearer: Add white border to Novice baldric.
  - The insignia for Senior Page: Add full badge of the Program to Cupbearer baldric.
- b. When a Page has completed a task, class, training, service, activity or in some way has worked toward their required hours will receive a bead for that which was just completed. The Page may display the bead in anyway that they and/or their parents see fit. If the Page did not receive a bead when they completed the task, they may contact their local Chancellor Minor or the DCOY and one will be provided. It is highly encouraged to provide the Pages with

beads that reflect on the artistry available within the Kingdom of Atlantia.

- Chivalry: Red or primarily red bead.
- Arts and Sciences: Green or primarily green bead.
- Service: Yellow or primarily yellow bead.

## 6. Moving up

a. The DCOY will track the progress of the Pages within the Page Program. The Pages are still encouraged to track their progress with the assistance of their parents. When a Page becomes eligible to move up a rank, the Page and their parents need to contact the DCOY to confirm their eligibility and make arrangements for the elevation at an event.

b. To become a Cupbearer, a Novice must complete the following credits:

- 7 Chivalry hours
- 7 Arts and Sciences hours
- 7 Service hours
- Must meet a challenge presented to them by their Mentor; if they do not have a Mentor by a Peer of their choosing

c. To become a Senior Page, a Cupbearer must complete the following credits:

- 4 additional Chivalry hours
- 4 additional Arts and Sciences hours
- 4 additional Service hours
- Must meet a challenge presented to them by their Mentor; if they do not have a Mentor by a Peer of their choosing
- Must complete a personal project

d. To graduate the Page Program, a Senior Page must complete the following credits:

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

## 7. Role of the KCOY

a. Provide guidance and encouragement for all youth within the Kingdom of Atlantia.

- b. To maintain oversight, guidance and support of all Kingdom youth activities and programs.

#### 8. Role of the DCOY

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

#### 9. Role of the Chancellors Minor

- a. Provide guidance and encouragement for all youth that within their region.
- b. Assist with the identifying, organizing and planning of activities and classes. Chancellors Minor are not required to teach classes, but to help facilitate classes, to ensure the Society "Two Deep Rule" is being met and that the requirement for an individual with a background check at official activities is being met.
- c. To forward all information in regards to classes, activities, enrollment and arrangements for inductions and moving at the ranks at events to the DCOY.
- d. Encourage and support participation in the Pages Program, actively recruit instructors and youth for the Pages Program, to build a relationship with potential instructors and to share their information with the DCOY.
- e. To include all updates in regards to the Pages Program in the quarterly reports.
- f. Assist in maintaining and establishing records of awards, achievements and participation of the youth enrolled in the Pages Program.

- g. To assist with the communication between the DCOY and parents, Pages, Mentors, Instructors and other gentles in regards to any matters concerning the Pages Program and individual Pages.

## **Kingdom Youth Awards**

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



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



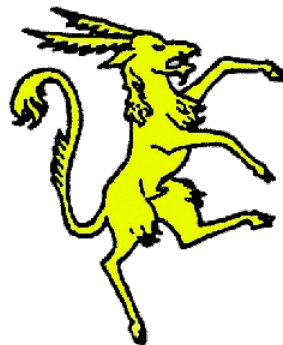
**Order of the Hippocampus:** The Order of the Hippocampus honors and recognizes youths, whose service and contributions to the Kingdom of Atlantia have distinguished themselves in the eyes of the Crown and Kingdom. All past recipients of the Award of the Hippocampus (which is now closed) will be considered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



**Order of the Sea Tyger:** Honors and recognizes those young people (up to and including the age of 17) who have distinguished themselves by acts of valor and chivalry in martial activities. Recipients are listed in the order bestowed.



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



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

## **Definitions**

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

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

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

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

**Coordinator:** A person that is 18 years of age or older that has volunteered to run Youth Activities at a specific event. A Coordinator must wear a nametag that clearly identify their name and that they are the Youth Activities Coordinator. A Coordinator must also communicate with their local Chancellor Minor, the Kingdom Chancellor of Youth or the Deputy Chancellor of Youth, as appropriate, to ensure they have understand and have knowledge of the policies regarding Youth Activities at an event.

**DCOY:** Deputy Chancellor of Youth

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

**KCOY:** Kingdom Chancellor of Youth

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

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

## **Required Forms**

Forms required for minors attending event can be found at the Kingdom Youth Pages [www.youth.atlantia.sca.org](http://www.youth.atlantia.sca.org) or at the Society for Creative Anachronism, Inc. Waivers Page <http://www.sca.org/docs/waivers.html>

## **To Be Posted at All Youth Activities:**

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

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

**Behavior:** Parents, guardians or older teens (with the knowledge and permission of parents/guardians) must periodically check on their child(ren) to ensure their safety and suitable behavior. Parents will be responsible for disciplining their children. Children who are disruptive of programming will receive one verbal request to stop the specific behavior. Continued disruption will result in the child being returned to the parent. The child may not return to activities without parent or guardian in attendance.

**Support:** It is requested that parents make a donation of supplies or contribute volunteer hours to the Children's Activities. (We remind parents that the Children's Activities is not a baby-sitting service and is provided as a courtesy to event participants.) Our wish list of preferred donations includes, but is not limited to: complete simple board games, puzzles, blocks, coloring books, storybooks, jump ropes, balls, as well as arts & craft supplies like paint, paper, glue, glitter, beads, clay, and crayons. All SCA parents need to donate items or time. Children whose parents who consistently refuse to do this may be denied participation in Children's Activities.