

# Family Activities Primary Handbook

## Introduction

### Be Determined!

The office of Family Activities Coordinator is one of the most multi faceted offices in our Society. You will play a huge roll up front and behind the scenes. From prep work, organization, directing, delegating and even some public speaking, you should expect to be an active member of your Shire/Group. Make monthly reports, plan and work with other Shire officers during organization for events, making a team of your seneschal and Shire mates.

It is encouraged that you become associated with other FAC Officers in other branches, allowing for a balanced and far seeing process of creativity. Also, become acquainted with your Principality Family Activities Officer, they are there to help, encourage the discouraged, and explain the unexplainable.

Welcome

Kirstianna Olsdottir

The Family Activities Coordinator is the officer in charge of encouraging opportunities for the education, entertainment and participation of families

The FAC shall:

1. Take office only after successfully passing a background check as required by the society
2. Maintain the boundaries and establish guidelines while providing coordination of activities for families at events pursuant to society law and policy
3. Serve as an information officer for safety issues affecting families at events
4. Promote the ideals of service and chivalry among families
5. Help provide education and resources to educate children under 18 years, on age appropriate aspects of our period of historical study
6. The FAC officer should enlist the aid of the group officers or members to support their planned activities

Youth at Events. The following paragraphs are included to comply with the Society Seneschal's Policies on Youth at Events.

a) Parents or Designated Adults, chosen by the parent, who bring minors to an event must ensure their children's activities are compliant with SCA Laws, Policies and site rules that require minors 12 and under to be within sight or sound of a responsible parent/designated adult at all times.

b) All scheduled youth activities must have two adults, unrelated to each other, at all times and the activity must stop if that number falls below the required two.

c) No policy, rule or law relieves parents or designated adults of their primary responsibility for the welfare and behavior of their children.

d) All youth attending scheduled youth activities and classes will need to be accompanied by either a parent or designated adult (who is in possession of a properly completed minor Medical Waiver).

e) If event/branch SCA officials find minors in breach of SCA Governing Documents, Laws, Policies or site rules they will (for a first offence) escort the minor to their parent/designated adult and issue a verbal warning. A report on the incident will be tendered to the local and Kingdom Seneschal and the Kingdom Minister of Family Activities.

G) On a second offense at a given event, the parent(s)/ designated adult(s) will be required to keep their minor(s) with them for the remainder of the function. A report on the

incident will be tendered to the local, Society Seneschal and the Kingdom Minister of Family Activities.

## EDUCATION

1. Classes at local events or meetings: work with local MOAS to provide classes
2. All A&S suitable for children (those requiring heat or cutting should be strictly supervised-or reserved for older children)
3. Dancing
4. History
5. Heraldry (including but not limited to-Voice, blazons, regalia, courtesy, & awards)
6. SCA History & geography
7. Practice weapon/armor workshops, weapon/armor conventions
8. Archery
9. Class length-20 to 30 minutes for younger children
10. The coordinator is responsible for filling time slots with activities, with the required two adults present.
11. A few good activities is just fine, do not provide all day coverage. All day coverage implies daycare and we are not in the daycare business.

12. Depending on age and maturity, children may enjoy helping in kitchens, serving feasts, water bearing, youth combat, archery, and more

#### Youth Activities:

- A coordinator does not need to be present in each classroom. The coordinator must periodically check on the classroom activities.
- A warranted FAC must approve all children's activities
- Youth should have minor waivers on file with event registration.
- Youth should not bring personal articles with them and the coordinator will not be responsible for lost, broken or stolen items.
- Minors under the age of six (6) 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 should have one adult or helper to every five (5) children attending an 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 should 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.
- If children go to the bathroom on their own, parents need to be informed when dropping off their children that their children will be going by themselves to the bathroom.
- 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.

## Family Activities Coordinator

### QUARTERLY REPORTING FORM

Name: \_\_\_\_\_

SCA Name: \_\_\_\_\_



Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

How long has your group had a Minister of Children?

\_\_\_\_\_ Years \_\_\_\_\_ Months

How many children/minors (under 18) do you currently have in your group? \_\_\_\_\_

How many age 0 - 5? \_\_\_\_\_

How many age 6 - 9? \_\_\_\_\_

How many age 10 - 12? \_\_\_\_\_

How many age 13 - 16? \_\_\_\_\_

How much time do you devote to your office on a Monthly basis?

\_\_\_\_\_ Hours \_\_\_\_\_ Min.

Does your group have a provision in their budget for supplies for your office? (Yes (No

If so, how much? \$ \_\_\_\_\_

How many events has your group held in the past quarter?

\_\_\_\_\_

What are the (approximate) dates of those events?

Event 1. \_\_\_\_\_ Event 2. \_\_\_\_\_ Event 3. \_\_\_\_\_

Did you host any Kingdom/Principality events this quarter? (Yes (No  
If yes, which events?

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Does your group have a newsletter? (Yes (No  
If so, do you publish a regular letter to the populace in the newsletter?  
(Yes (No

Does your group publish a children's section in the newsletter? (Yes  
(No

What problems have you had (if any) in the following areas:

Planning activities?

Communication? With Parents? Summits?

Child participation?

Maintaining discipline during children's activities?

1. What are your three main goals for your office in the next quarter?
2. What areas of the Summits FAC office do you think need improvement (e.g. communication, reporting, planning, etc.)?

Principality/Regional Officer Reports---Due by the 1st of March, June, September and December.

Kingdom & Branch officer reports—Due by the 1<sup>st</sup> of February, May August and November

### Post event Report –F.A.C.

Name of Event\_\_\_\_\_ Date of Event \_\_\_/\_\_\_/\_\_\_

Branch Name\_\_\_\_\_

Summary of Activities Held—

Attendance—

Problems?—

Success?—

Event Expenses—

Officer Expenses—

Special Thanks to volunteers?