

Managing a Club With Members Under the Age of 18

This section examines what resources a club must have to manage club meetings/activities that include U18 YFC members.

It also sets out what actions can be put into place to make this achievable, whilst providing a positive experience for YFC members, club officers, leaders and members of the advisory committee.

Number of members/leaders/advisory able to supervise activities. What is needed?

To regularly run YFC meetings and activities to include YFC members U18 years of age, supervisors are required:

- Always have at least two supervisors, ideally one male and one female and never work alone.
- Ensure a ratio of one adult per ten U18s is maintained.
- It is recommended that clubs have at least four, and preferably six, supervisors on the roster at any one time.

Example club:

- If the club has up to 20 U18s regularly attending, there needs to be at least four supervisors working on a roster.
- If the club has up to 30 U18s regularly attending, there needs to be at least six supervisors working on a roster, and so on.

Supervisors/Junior YFC Section Leaders

Supervisors can be club officers, club leaders, parents, associate members or other volunteers. Those supervising should be:

- Adults (18 yrs of age and over)
- Safely recruited (references taken, reviewed and recorded, enhanced DBS with barred list check taken, reviewed and recorded and have received appropriate Safeguarding training)
- To help recruit supervisors in a club setting have a role description readily available. Examples can be found in this handbook under the heading Your Role in YFC.

Managing conduct & behaviour

Ensure the YFC code of conduct has been issued to every member and volunteer. The template can be adapted for each category (members, club officers, volunteers, parents, etc)

Hold a club meeting where conduct and behaviour is discussed. Form a *club group agreement* that all assist to write and understand. Use the code of conduct and behaviour policy to design this session. See the Managing Behaviour pages in this section. This should be shared with parents of YFC members U18 years.



Managing a Club With Members Under the Age of 18

Take this a step further. Perhaps design a behaviour warning system for club members and unruly conduct and behaviour.

1. **Warning** – include alerting parents of U18s
2. **Second Warning** – include alerting parents of U18s
3. **Third warning** and suspended from attendance for two sessions include alerting parents of U18s in writing.

This system will have to be very consistently implemented by supervisors and well documented – it is essential that good records are kept.

Making the club manageable

Consider splitting YFC members into age-appropriate groups. Plan one week for U18s and the next for 18+ members. This allows the U18 week to be properly supervised and planned whilst the next week allows the adult YFC members to enjoy their YFC time as well.

On this model, hold a meeting of all ages every six or eight weeks.

By splitting activities to age-appropriate ones every other week, the club immediately cuts the commitments of supervisors of U18s to once per fortnight, which is more manageable.

Actions if a club is feeling stretched managing large numbers of U18 YFC members

- The club should not accept any more U18 members, unless it can manage and supervise the number properly.
- Operate a waiting list for new U18 members.
- Consider a maximum number of spaces per meeting that must be prebooked using JotForm, Eventbrite or similar so that the supervisor ratios are always planned and maintained.
- Build the capacity of supervisors – recruit more to join the crew (to be referenced, DBS checked and safeguarding trained), so that more U18s can participate. Good places to advertise are via parents, parish magazines or village social media groups.



Managing a Club With Members Under the Age of 18

Club Assessment information for a joint club committee and advisory committee meeting

To evaluate how effectively your club engages, involves and manages the behaviour of under 18 members discuss the following factors with your club committee and advisory committee.

The club and its members

The following information will help you to identify how many club supervisors are necessary to attend your club meetings and activities.

- Write down the number of members aged 10 to 17 yrs and how many regularly attend meetings.
- Write down the number of members aged 18+ and how many regularly attend meetings.
- Frequency of meetings: Weekly/Fortnightly or more
- Frequency of other activities involving U18s (activities and comps practices for example) Weekly/Fortnightly or more

Number of supervisors available

Are there enough members/leaders/advisory (Junior YFC Section Leaders) to supervise activities that involve U18s

- These people must be able to commit to attend (a roster is often the best way) to ensure all U18 sessions can be accommodated/delivered safely.
- They must have been *safely recruited* (references taken reviewed and recorded, a DBS check carried out and reviewed/recorded)
- They must have attended safeguarding training.
- Write down the number of supervisors currently available.
- How many supervisors currently attend meetings? There should be at least two at every meeting. Is the club ensuring there is one supervisor per 10 U18's
- Based on the clubs U18 membership numbers does the club need to recruit more supervisors? Yes/no
- Think about how you could advertise and recruit for more supervisors.

Club activities.

Does the club provide age-appropriate programming and activities for all age ranges? yes/no

Could the club do the following:

- Separate meetings for U18s
- Separate meetings for 18+
- A meeting of all ages every other month
- Good forward planning of club meetings and activities



Managing a Club With Members Under the Age of 18

Tools

Policies

- Club group agreement to be prepared with YFC members (use code of conduct and behaviour policy to create this) – See the Managing Behaviour section of this guide.
- Safeguarding policy - available on the NFYFC website
- Code of conduct - See the Managing Behaviour section of this handbook.
- Behaviour policy - available from the NFYFC website
- Safe recruitment papers See the templates in the AGM section of this guide on the NFYFC website, along with the descriptions of roles in the Your Role in YFC section of this handbook.

Other

- Creating an engaging club programme pages can be found in the Day to Day running section of this handbook.

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Comments & status</i>
1.0	01.09.2023	NFYFC	<ul style="list-style-type: none">• Final document - for publication

