

Managing a club with members under the age of 18...

Background and context

This paper 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 in 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 – never work alone and ideally have one male and one female
- Ensure a ratio of one adult per ten U18s 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, it needs at least four supervisors working on a roster
- If the club has up to 30 U18s regularly attending, it needs 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)
- Have a role description for the role of a supervisor of U18 YFC members in the club setting [Here is an example](#).

Managing conduct & behaviour

Ensure the YFC code 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.

This should be shared with parents of YFC members U18 years.

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

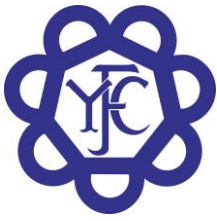
Consider splitting YFC members into age-appropriate groups. This week for U18s and next week for 18+ members. This allows the U18 week to be properly supervised and planned whilst the next week allows the adult YFC members to enjoy their YFC time as well.

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.



Assessment information for a joint club committee / advisory committee meeting

The club and its members

- Number of members aged 10 to 17 yrs XX
- Number of members aged 18+ XX
- 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 regular supervisors required to run the club activities XX

Number of supervisors available

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.

Number available XX

Do we need to recruit more? Yes/no

Where should we advertise for more supervisors? XXXXXX

Consider working in collaboration with neighbouring Supervisors and combining resources for some activities.

Club activities.






Age-appropriate programming and activities yes/no

Separate meetings


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

Tools

Policies

- Club group agreement to be prepared with YFC members (use code of conduct and behaviour policy to create this)
- Safeguarding policy  [Safeguarding Policy and documents](#)
- Code of conduct  [16. YFC Club - Code of Conduct.pdf](#)
- Behaviour policy  [Behaviour Policy and Appendices - July 2018](#)
- Safe recruitment papers  [Safe Recruitment papers](#)  [Club Officer Job Descriptors](#)

Other

- Club programme planned well in advance  [Club Programme and Programme planning 22.09.2021](#)
- [Junior YFC Section Leader Job Descriptor](#)

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