



Youth Leaders' Handbook

About the Club's Youth Section.....	7
Camping Club Youth	7
Camping Club Juniors.....	7
Youth Leaders and Officers.....	7
National Youth Committee.....	7
National Youth Executive Committee.....	8
Regional Youth Liaison Officer (RYLO).....	8
Section Youth Liaison Officer or Group Youth Liaison Officer (SYLO).....	9
Youth Leader (YL).....	9
Assistant Youth Leader (AYL).....	10
Youth Tester.....	10
Camping Club Juniors (CCJ).....	11
CCJ Leaders.....	11
Forming a new CCJ section.....	11
CCJ camping area.....	12
Junior Youth Test.....	12
Training.....	12
The Test.....	12
Records	12
How the CCY and CCJ fit into the Club's organisation.....	13
Notes for Youth Leaders	14
Aims.....	14
Encouragement.....	14
Committee membership	14
Youth Committees	15
The Regional Youth Committee	15
National Youth Committee.....	15
Camping areas for CCY.....	15
Other CCY membership information	16
Youth Leader Training Requirements.....	17
Training aims.....	17
Training modules.....	17
Activities during training.....	17
Training Record.....	17
The Duke of Edinburgh Award Scheme.....	19
Policies and procedures.....	20
Public liability and insurance requirements	20

Insurance requirements – incident reporting.....	21
Camping Card International	21
Overseas Travel Insurance.....	21
Transporting CCY members	21
Requirements for drivers	22
Hired vehicles	22
Private vehicles – up to nine seats	23
Private vehicles – nine to 17 seats	23
Large vehicles	23
Alcohol and non-medical use of drugs	23
Dry and non-dry Meets	23
Limits of search	23
Rules for searching	24
The non-medical use of drugs	24
Safeguarding policy	25
Safeguarding policy statement	25
Safeguarding policy principles	25
Associated documents.....	26
Safeguarding contact details.....	26
The procedure for appointing and checking a Youth Leader.....	26
Disclosure and Barring Service Disclosures	27
Guidelines for handling Safeguarding concerns and issues	29
Good practice guide for Youth Leaders	30
Safeguarding incident report form	33
The National Youth Test	34
Preparing for the National Youth Test.....	34
Taking the National Youth Test	34
The Test Meet.....	34
How the test is conducted	35
Guidelines for the selection and training of Testers	41
Selecting Testers	41
Tester training.....	41
Tester summary.....	42
The National Youth Rally	43
What is the National Youth Rally?.....	43
Region organisers and their years of operation.....	43
Organisation of the Rally	44

Who does what at the Rally	44
Chief Camp Steward.....	44
Administration Officer	45
Sports Officer	45
Equipment Officer.....	46
Site Control	46
Sanitation Officer	47
Treasurer.....	47
Catering.....	47
The Opening Ceremony.....	48
Sports.....	48
Trophies.....	48
Kit.....	50
Eligibility	51
Attendance handicap.....	51
Allocation of points for the Rod Daniels Trophy	51
Sports points (volleyball, netball and football)	51
Austin Trophy points.....	51
Rules for sports.....	52
Volleyball.....	52
Netball.....	54
Five-a-side-football	56
Austin Trophy.....	58
Team Colours.....	58
Scoring.....	58
Disqualification	58
Independent adjudicator	59
Preparing for the Austin Trophy competitions	59
Setting up the course	59
The Saturday meeting	59
Other requirements.....	59
Requirements for each Region	59
The Austin Trophy Races.....	61
Event 1 – Primus Race.....	61
Event 2 – Flat Race Relay	61
Event 3 – Novelty Race Relay.....	62
Event 4 – Tent Erection Race	62

Event 5 – Kit Race.....	63
Event 6 – Gluttons Race	63
Event 7 – Challenge Race	64
FICC Youth Rally.....	65
CCY Certificates of Achievement	66
Nominations for a Certificate of Achievement.....	66
National CCY Certificate of Achievement.....	66
Appendix 1 – Unit Incident Report Form.....	67
Appendix 2.....	68
Appendix 3.....	69
Application to Operate Transport for Club members.....	69
The Camping and Caravanning Club Transportation of Club Members	71
Appendix 4.....	72
Request for a disclosure – application form DAF1.....	72
Appendix 5.....	73
National Youth Test record sheet	73
Letter to Club Headquarters confirming successful National Youth Test candidates...	75
Appendix 6 – competition templates.....	76
Volleyball, netball and football.....	76
Region listings for volleyball, netball and football competitions	76
Draw sheet for volleyball, netball and football.....	77
Austin Trophy course layouts.....	78
Event 1 – Primus Race.....	78
Event 2 – Flat Race Relay.....	79
Event 3 – Novelty Race Relay.....	79
Event 4 – Tent Erection Race	80
Event 5 – Kit Race	80
Event 6 – Gluttons Race.....	81
Event 7 – Challenge Race	81
Austin Trophy team selection sheet.....	82
Event 1 – Primus Race.....	82
Event 2 – Flat Race Relay	82
Event 3 – Novelty Race Relay	82
Event 4 – Tent Erection Race	82
Event 5 – Kit Race.....	82
Event 6 – Gluttons Race	82
Event 7 – Challenge Race	83

Rod Daniels Memorial Trophy score sheet	84
Rod Daniels Memorial Trophy notes	85
Eligibility.....	85
Identification of the winners	85
Attendance handicap	85
Sports (netball, football and volleyball)	85
Appendix 7 – Safeguarding incident report form.....	86

ABOUT THE CLUB'S YOUTH SECTION

CAMPING CLUB YOUTH

The Camping and Caravanning Club has encouraged young people to enjoy camping for more than a century. Today Camping Club Youth (CCY) is the part of the Club dedicated to helping youngsters between 12 and 17 years old develop their camping skills and enjoy time together on the campsite.

Each CCY member must be sponsored by a full member of The Camping and Caravanning Club. This is often the member's parent but could be another adult who knows the young person well.

Young people are given the opportunity to camp together, attend rallies (both at home and abroad) and much more. There is also the chance to take the Youth Test to show a young person is competent to camp on his or her own.

CAMPING CLUB JUNIORS

Some Club Units also have a Camping Club Juniors (CCJ) group. This is for children aged between eight and 11.

The aim of the CCJ is to develop an interest in camping at an early age. It provides an introduction to the basic skills required to camp and enjoy the countryside responsibly in a fun and age-appropriate way.

In most cases, CCJ members will join the CCY when they are old enough. The maximum age for CCJ members is 12.

YOUTH LEADERS AND OFFICERS

The structure of the Club's Youth programme has developed over the years and is designed to ensure young people are supervised well while still being encouraged to grow in independence. At all times appropriate safeguarding procedures must be in place to protect both the young people and those working with them.

NATIONAL YOUTH COMMITTEE

The Club's Youth work is overseen by the National Youth Committee, which includes:

- up to 26 RYLOs (two people from each of 13 Regions)
- up to 18 SYLOs (two people from each of nine Sections)
- a FICC Youth Representative (who attends the meetings but has no voting rights)
- a Youth PRO (who attends the meetings but has no voting rights)
- the Membership Services Director, acting as Secretary
- a representative of the Club Executive Committee

The Committee meets three times a year:

- in January at Club Headquarters

- in April at the Youth Leaders' Conference weekend
- in July at the National Youth Rally

It oversees the running of the National Youth Rally, the Youth Leaders' Conference, FICC Youth Rally, CCY Certificate of Achievement, the Duke of Edinburgh's Award scheme, and other youth events. The Committee is responsible for planning and support as well as reviewing support material including this handbook, the Fundamentals of Good Camping and the Youth Year Book.

NATIONAL YOUTH EXECUTIVE COMMITTEE

As the National Youth Committee is a large committee that only meets three times a year, it delegates some of the on-going running of the CCY and CCJ to a smaller group known as the National Youth Executive Committee (NYEC). This is made of up five members of the National Youth Committee and includes the Chairman, Vice Chairman and three other members of the National Youth Committee. These final three are elected during January's Committee meeting.

REGIONAL YOUTH LIAISON OFFICER (RYLO)

Each Region appoints a Regional Youth Liaison Officer (RYLO) who becomes a member of the Region's Council. This is an unusual appointment within the Club because although it is thought of as a single post, two people must be appointed – one male and one female.

The RYLO will be responsible to the Regional Council for:

1. All matters relating to the CCY within Region
2. Encouraging District Associations (DAs), Sections and Groups to form and maintain CCY Groups
3. Maintaining regular contact with YLs and representing them on the Regional Council
4. Representing the views of the Regional Council on the National Youth Committee (NYC)
5. Chairing the Region's CCY Committee, which should meet at least once a year, and forwarding a written report of the proceedings to the Regional Council
6. Forwarding any Regional issues to the NYC, if appropriate
7. Ensuring arrangements are made for Regional Youth Rallies so dates and venues are announced in time for them to be included on the Youth Page in Out & About, online and in the Club magazine
8. Arranging a National Youth Test within the Region and notifying Sections and Groups of its details so their CCY members can attend.
9. If it is not possible to conduct a National Youth Test in the Region, arranging for CCY members to take their tests elsewhere
10. Arranging for Junior Youth Tests to be conducted and any Pass Cards and Badges being issued to the relevant members.
11. Selecting Youth Testers (from another Region, if necessary) and informing the Regional Council of their names for ratification
12. Arranging for CCY members to attend the National Youth Rally and other relevant youth events
13. Organising things so CCY members can attend the International Federation of Camping and Caravanning (FICC) International Youth Rally

14. Maintaining a panel of qualified instructors on particular topics and activities, wherever possible, and encouraging the use of these instructors by YLs. If there is any doubt about a particular instructors' qualifications, advice can be obtained from the Club's Headquarters
15. Submitting an Annual and Financial Report in writing to the Region Annual General Meeting (AGM), including details of all tests taken and other successful achievements.

SECTION YOUTH LIAISON OFFICER OR GROUP YOUTH LIAISON OFFICER (SYLO)

Similarly, each Section or Group also appoints a Youth Liaison Officer who will carry out equivalent activities for his or her Section or Group.

YOUTH LEADER (YL)

Each District Association (DA) and Section Area should appoint Youth Leaders (YLs) to be in charge of all Camping Club Youth (CCY) activities. An enthusiasm for camping, youth work and the ability to communicate with young people are essential for this role, along with having enough time to dedicate to it.

If a Club Unit does not have any Youth members, it should still appoint YLs. If no such leader is appointed, the Unit Secretary will be the point of contact for CCY and CCJ matters but he or she may not organise any Youth events or take charge of any Youth members.

All Youth Leader appointments should include two people, one male and one female, and should be appointed by the second Saturday in November. The YLs will take up their posts from 1 January. Appointments run from 1 January to 31 December each year.

Potential YLs do not need to be current unit committee members and they will become members of the Committee when they are appointed. They will be able to speak at Committee meetings but will not have any voting rights unless they are elected to the Unit Committee in their own right.

Since they are responsible for young people, YLs are subject to a number of conditions, mainly relating to safeguarding, which are detailed in the Voluntary Officers' Manual and, in the case of British Caravanners' Club (BCC), the BCC's national rules.

The YL will be an Officer of the DA, Section or Group Committee. All have a responsibility to the RYLO, though Section and Group YLs responsibilities are more limited than DA YLs.

Each YL is responsible to his or her Committee for all CCY activities and will represent the views of both the young people and the Committee at the Regional Youth Leaders' Meeting.

The main role of a YL is to spend time with the young people in the CCY and oversee their activities. Most of these should relate to camping, such as supporting young people towards passing their Youth Test and arranging Youth camping areas at Meets, but other activities can be provided to help keep CCY members engaged.

In addition to this, YLs have the following responsibilities:

1. To accept financial responsibility for funds of the CCY Section. This includes submitting full financial details at the appropriate time for auditing and so they can be included in the Committee's annual financial return. This will include any social accounts
2. Submitting, in writing, an Annual Report on the CCY activities to their DA, Section or Group AGM, copying this to the relevant RYLO or SYLO
3. Arranging for CCY members to take their Youth Tests, in consultation with the RYLO
4. Making arrangements for CCY members to attend the Regional Youth Rally and, working with the RYLO, the National Youth Rally
5. Encouraging best practice at all times, including for example, obtaining appropriate insurance for personal kit
6. Organising funding and equipment for activities
7. Appointing and supporting CCJ Leaders

ASSISTANT YOUTH LEADER (AYL)

An Assistant Youth Leader (AYL) may be appointed to help the YL. If the YL is unavailable, an AYL can speak on behalf of CCY members.

YOUTH TESTER

Every CCY member is encouraged to take the Youth Test to show he or she is competent at camping and ready to enjoy camping independently. This means the Club needs volunteers to conduct the tests and assess the abilities of the young people. Such Youth Testers are appointed by the RYLO to be a member of the Regional Test Panel.

CAMPING CLUB JUNIORS (CCJ)

Camping Club Juniors (CCJ) is officially recognised at National level within The Camping and Caravanning Club. It is designed to develop an interest in camping at an early age by providing an introduction to the basic skills needed to appreciate and respect the countryside. The idea is to do this in a fun and engaging way, paving the way to membership of the CCY and a life-long love of camping.

The section is for youngsters from the age of eight until they are old enough to join CCY at 12. CCJ members are encouraged to camp together at Meets and events and can do so until their 12th birthday.

CCJ LEADERS

Volunteers looking to become a CCJ Leader to look after the activities of the younger youth section should be proposed to the DA, Section Area or Section Committee by their RYLO or YL for approval. If there is no YL in the Club Unit then a CCJ Leader may be appointed to report directly to the RYLO. Ideally Club Units will have both a YL and CCJ Leaders (reporting through the YL), but it is recognised this is not always possible.

FORMING A NEW CCJ SECTION

When a new CCJ Section is formed its Club Unit will need to inform the RYLO and, if relevant, SYLO of the parent Region and any appropriate Section.

The CCJ Leader is accountable to the Unit's YL, though the CCJ Leader will be responsible for the day-to-day running of the CCJ and is appointed by the DA or Section Committee. It is also important to report the name of the CCJ and its leaders to the Membership Services Director at Club Headquarters.

The YL will act as an advisor and oversee the CCJ, making sure guidelines are followed and any training achieves the aims of the CCJ.

These include:

- CCJ members are only allowed to camp while the child's parents, grandparents or legal guardians are camping for the duration of the appropriate Meet
- CCJ members should return to their families for meals. If an activity is arranged where this is impractical, the family should provide appropriate food, such as a packed lunch
- Health consent forms must be completed for every CCJ member
- The parents, grandparents or legal guardians of the CCJ member remain responsible for the child and should be present on the camping ground at all times. If the family goes off-site the CCJ member will normally go with them. Parents, grandparents or legal guardians may leave their children in the charge of the CCJ Leader for short periods but this must be by agreement with the leader concerned. It should be emphasised the CCJ is not a child-minding service.
- If CCJ members are to be taken off-site for an activity, then parents, grandparents or legal guardians should accompany them.

CCJ CAMPING AREA

An area should be set aside within the normal camping area for CCJ members. This gives the children the confidence to camp in their own accommodation but with the security of having adult members near at hand. The CCJ area should be separate from the CCY area and the CCJ Leader must camp next to it.

JUNIOR YOUTH TEST

The CCJ Test, or Junior Youth Test, should be an elementary test of basic skills. It is designed to encourage progress and foster enthusiasm for camping.

TRAINING

CCJ members should receive training in the basic skills of camping as part of their activities. Skills and basic first aid should be taught at an elementary and practical level, with plenty of fun involved.

The CCY Fundamentals of Good Camping can be used as a guide, though subjects should be confined to tent pitching, the code for campers, rubbish disposal, packing of kit and elementary first aid. CCJ members should not be expected to pitch their tent unaided so enlisting the help of a parent or adult is perfectly in order.

THE TEST

CCJ members must have camped for at least six nights in the CCJ area to qualify for entry to the Test and be put forward by their CCJ Leader.

The test can be carried out by the YL or a member of the Regional Test Panel.

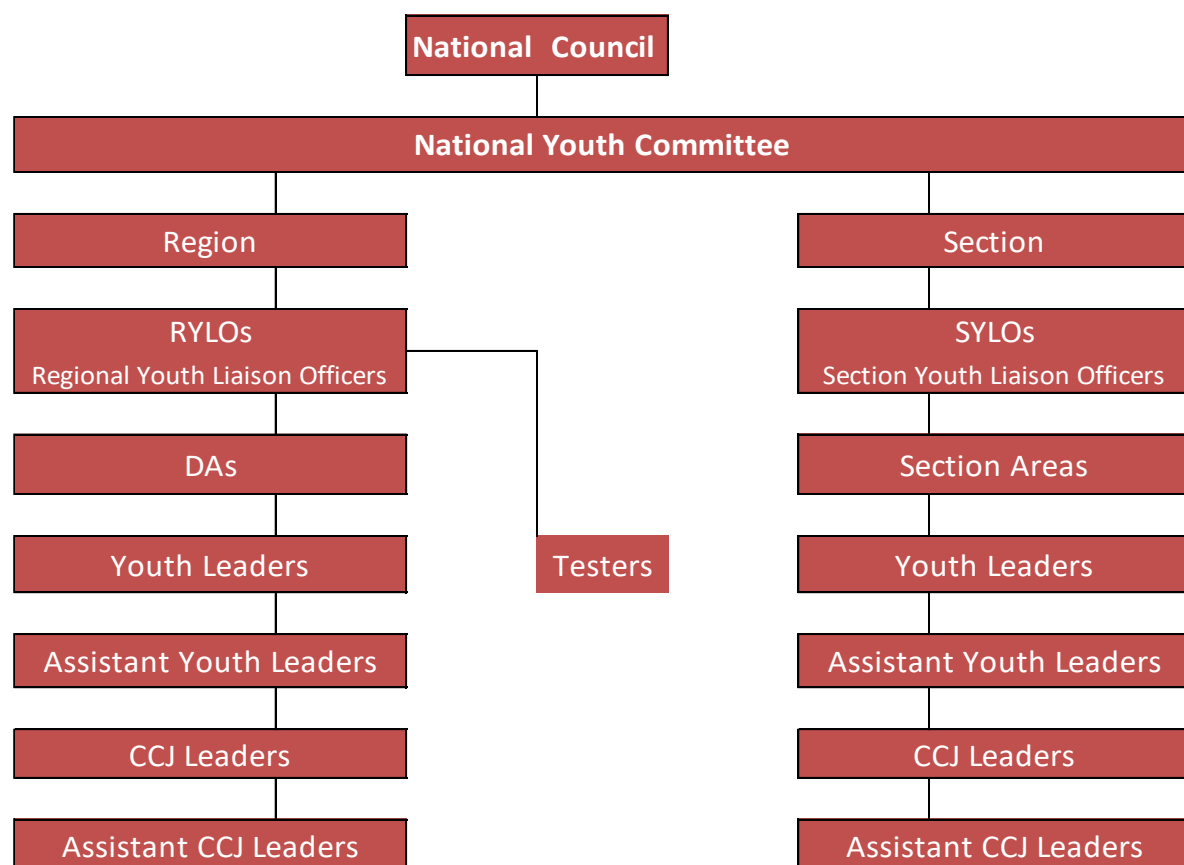
The YL must inform the RYLO of the date, location and who will be conducting the test at least two weeks before the test is scheduled to take place, with the full name and date of birth of all members taking the test. The RYLO can then prepare a CCJ Test card and badge, ready for the end of a successful test. Test cards and badges are available from the Membership Services Director's office at Headquarters.

RECORDS

For the sake of continuity, records of CCJ members should be kept by the CCJ Leader and should include the full name, address (including postcode), date of birth and phone number. The date of the member's 12th birthday should be noted to ensure the move is made into CCY in good time. Contact details for the Club members' parents or legal guardians should also be held.

All those who hold information about young people must make themselves aware of their responsibilities under the General Data Protection Regulations (GDPR). These are given in the Data Protection Statement in the Voluntary Officers' Manual and in the Club's Green Paper on the subject of data security, number 1.16.

HOW THE CCY AND CCJ FIT INTO THE CLUB'S ORGANISATION



NOTES FOR YOUTH LEADERS

These notes are designed to help Youth Leaders (YLs) in their work supporting the young people in their care. The RYLO or SYLO is always available to help if needed.

There should always be two YLs, one male and one female.

AIMS

The aim of the YL should be to build up and train their CCY members to become good campers.

The programme of a CCY group should be 90 per cent fun and 10 per cent training. The training part should be carefully thought out, with the aim of preparing most CCY members to take their Youth Tests within one or two seasons but without rushing.

Encourage CCY members to build on the principles of good camping every time they camp. It is recommended that new YLs go along to a Test Weekend (where their youngsters are not involved) to get a feel for the style of camping required.

Youth Leaders are strongly recommended to attend the bi-annual Youth Leaders' Conference and take advantage of any other YL training opportunities.

A careful balance should be struck between befriending the CCY members and yet remaining in charge. As a result, it is generally good practice to camp next to your CCY group, where you can keep an eye on things and intervene if required.

A YL is in charge, with RYLOs and SYLOs available to help and give advice if required. They should not interfere unless what the CCY members are doing is against Club rules or deemed to be dangerous.

Be aware the CCY is not a child-minding service and if any young people regularly abuse the privileges of CCY membership then their parents should be involved to help resolve any issues. If problems become more serious then your Committee should act on your behalf.

ENCOURAGEMENT

Always give encouragement to members of the CCY, especially younger ones. Older Youth should be able to help and assist the younger ones. Aim to have a good spread of campers of different ages to ensure a strong future for your CCY, perhaps by encouraging other young people on site to become involved. Let people know what you are doing by, for example, encouraging parents to help with games and sports and see the Youth areas.

COMMITTEE MEMBERSHIP

YLs are automatically members of their Club Unit's Committee. Either or both may attend the Committee meetings but are not entitled to vote. YLs are expected to report on their Youth Section at meetings, providing a written report if they cannot attend themselves.

The RYLO/SYLO should distribute the minutes of meetings and general information to you from time to time. Where appropriate, ensure your CCY members are given this information to help them become more involved with the issues.

YOUTH COMMITTEES

Each CCY section is encouraged to form its own committee consisting of CCY members. Led by the YL, this committee can help choose and plan activities.

THE REGIONAL YOUTH COMMITTEE

In addition to your Club Unit's Committee, the CCY has access to a Regional Youth Committee through the RYLO or SYLO or in written form. Issues can be raised with the Regional Youth Committee which can then be raised at the Regional Council, National Youth Committee or the Club's National Council.

NATIONAL YOUTH COMMITTEE

The National Youth Committee (NYC) oversees the whole of the Club's Youth work, covering both CCY and CCJ. It includes a National Councillor appointed by National Council, a RYLO from each Region, and a SYLO from each Section or Group with an active Youth Section. It meets in January, April and July each year and the Chairman of the NYC is the Youth Advisory Officer to the National Council.

At each January meeting, the Committee elects its Chairman, Vice- Chairman and Public Relations Officer. Any queries at national level concerning the CCY movement should be made to the Chairman of the NYC.

CAMPING AREAS FOR CCY

At DA, Section and Group camping Meets an area should be set aside for the Youth to camp. This area should be provided by the Steward of the Rally and must allow the 6m rule to be enforced between tents. Both a male and a female Appointed Youth Officer should always be present to steward the Youth area.

At all national events, all Youth may camp in the CCY area whether or not they have passed a Youth Test. They must, however, be a bona fide member and produce their CCY cards to the Steward of the Youth area.

No adult, including Appointed Youth Officers, may camp within the Youth area. The designated Steward of the Youth area should pitch next to the CCY pitches.

For safeguarding reasons, any adult entering the Youth area must hold and display an Appointed Youth Officer identification badge.

If anyone else, such as First Aider, maintenance or security officer, urgently needs to enter the Youth area, they must be accompanied by an Appointed Youth Officer identification badge holder.

OTHER CCY MEMBERSHIP INFORMATION

Any young person wanting to join the CCY should complete a CCY application form , which is available online at www.myccc.co.uk/ccy. Forms are also available from YLs, RYLOs and SYLOs. There is no charge to join the CCY and membership is automatically renewed every year.

On joining the Youth Section the youth member will receive a membership card and a copy of the Youth Year Book, which is updated annually.

As CCY members begin to prepare for their Youth Test, they will be given a National Youth Test Training Pack, which includes a copy of Fundamentals of Good Camping along with a First Aid Guide and the Map Reading Made Easy Peasy guide.

If a young person is at least 14 years old and has passed the Youth Test, he or she may camp on a Club Site without being accompanied by an adult. He or she may also attend the international youth rally, known as the FICC Youth Rally. Further details are online at www.myccc.co.uk/ccy.

Copies of the Club's campsite guide, SiteSeeker, are available to CCY members from Club Headquarters, though they will be charged for a copy. The information is also available online at www.campingandcaravanningclub.co.uk/siteseecker and in the Club's SiteSeeker app.

YOUTH LEADER TRAINING REQUIREMENTS

A formal programme of training and support is in place to cover a Youth Leader's first two years of office, with ongoing support available after this time.

TRAINING AIMS

YL training aims to support and encourage active YLs who support their Youth at all levels. It brings consistency to the training and communication to the Youth and introduces YLs to other leaders, RYLOs and Testers while ensuring good communication between YLs and their RYLOs.

TRAINING MODULES

The training is split into four modules

1. Training and support at DA or Section Area level
2. Training and support at Regional level
3. Training and support at National level
4. National Youth Test support and experience of the opportunities of all CCY events.

ACTIVITIES DURING TRAINING

During the training period every YL should undertake the following:

1. Camping with the RYLO at a DA Meet
2. Attend the annual Region Training Weekend with other YLs and Testers. The National Youth Test should be covered at this and YLs should be given the opportunity to undertake the Test modules so they can see what the Testers expect the candidates to achieve
3. Time should be set aside during the Training Weekend for a formal meeting to discuss and plan events for the next season
4. Attend a Youth Leaders Conference, make the most of the training sessions, meet and gather information from other YLs and Testers
5. Attend a National Youth Rally and Regional Youth event to support their Youth and to gain an understanding of these activities and to encourage their CCY members to participate
6. Attend a Regional youth event.

TRAINING RECORD

All new YLs will receive a Training Record Card from their RYLO, which should be used to record their training. It should be completed within two years of appointment.

A copy of each completed Training Record Card should be kept by the Unit Secretary and the NYC Secretary, with the original being held by the Youth Leader concerned.

All those who hold information about young people must make themselves aware of their responsibilities under the General Data Protection Regulations (GDPR). These are given in the Data Protection Statement in the Voluntary Officers' Manual and in the Club's Green Paper on the subject of data security, number 1.16.

THE DUKE OF EDINBURGH AWARD SCHEME

The Club holds a licence to operate the Duke of Edinburgh's Award Scheme. The Scheme is open to all Youth Members. Under the rules of the Scheme CCY members must be in the school year in which they turn 14 (Year 9) and have completed their Awards by their 25th birthday.

The scheme covers three Awards, Bronze, Silver and Gold.

POLICIES AND PROCEDURES

PUBLIC LIABILITY AND INSURANCE REQUIREMENTS

The Club holds Public Liability Insurance (commonly known as Third Party Insurance) which indemnifies the Club and its officers, including YLs, against legal liability for damages in respect of accidental bodily injury to any person, damage to property or obstruction, trespass, nuisance or interference with any right of way.

The indemnity limit is £15,000,000 and it only provides cover for recognised on-site activities. This covers predominantly camping and caravanning but also low level on site activities such as sports and social events.

Please note that the policy does not provide indemnity for the person participating in the sport or social event. Anyone entering does so at their own risk and this should be made clear.

There are two principal exclusions:

- Claims arising from the use of vehicles
- Claims arising from watercraft

This means no insurance cover is provided for the Canoe-Camping Club's and the Boating Group's water-based activities.

Please note unauthorised activities could expose the Club and those responsible for organising the activities to a personal liability in the event of a claim.

If you choose to undertake any of the excluded activities with your CCY members you must make sure it is supervised by a reputable and suitably qualified third party, which carries its own Public Liability and Professional Indemnity Insurances with a minimum limit of £5,000,000. In these cases you must also get explicit consent from the member's parents or legal guardians before the young person may take part.

The Club does not hold any insurance to cover transport to and from Meets or events. Any liability would rest with the driver or owner of the vehicle. Minibuses are not covered by the Club's insurance. The Club's liability only begins when you enter the official camp site or social function.

One of the reasons for this is that the Club cannot control the competence of drivers nor the condition of their vehicles. The one exception to the rule is that Club will approve tours or similar arrangements made in the Club's name using a bona fide and established coach operator and other carriers. If you want to take advantage of this insurance cover you must submit full details of the arrangements to Headquarters along with confirmation that the carriers are fully insured and licensed to operate public vehicles.

Youth activities are particularly important to the Club. YLs are in loco parentis with regard to the young people placed in their charge. When the parents or guardians of CCY members have signed their children's membership application form they are deemed to have approved of their children taking part in camping activities.

However, YLs must be aware of their responsibilities for the young people in their charge. The extent of this responsibility will be discussed during YL training.

INSURANCE REQUIREMENTS – INCIDENT REPORTING

It is important that all YLs comply with the requirements of the Club's insurance policies. These requirements may change from time to time. For the latest limits please check Green Paper 1.18 or speak to the Business Systems and Administration Director.

Where an incident occurs that necessitates the administering of First Aid or anything else that might result in an insurance claim being made, an Incident Report Form should be completed.

The form can be found in Appendix 1.

The YL should complete the Incident Report Form and send it to the Unit Secretary, who should pass a copy to the Business Systems and Administration Director to hold on file or deal with as appropriate.

It is important no-one admits liability for an incident or indicates the Club has insurance for such things.

Any member who believes they may have a claim against the Club should be told to put the claim in writing to the Business Systems and Administration Director.

No YL should answer any letters from solicitors or insurance companies asking for information on incidents. All such letters must be passed, unacknowledged, to the Finance and Administration Director.

CAMPING CARD INTERNATIONAL

A Camping Card International (CCI) confirms the holder is a Camping and Caravanning Club member and insures against third party claims arising from any accident at any campsite in the world whilst the holder is engaged in a recognised activity of the Club.

Youth members may apply for a CCI once they are 14 and have passed the National Youth Test. The FICC is an international camping body that runs a rally for young people every year. FICC rules state that all FICC Youth Rally participants must hold a CCI and it is the responsibility of the members' own clubs to ensure these have been issued. CCI application forms will be issued during preparations for the FICC Youth Rally each year.

OVERSEAS TRAVEL INSURANCE

All FICC Youth Rally participants must hold an appropriate Personal Travel Insurance policy. In the case of young people under 18, insurance will be provided by the Club's Travel Insurance as part of the booking process for the event. Those aged 18 and over can buy insurance through the Club or may choose to buy elsewhere.

TRANSPORTING CCY MEMBERS

In general, the use of motor vehicles for the transportation of members is a private matter between campers and is outside the auspices of the Club.

There are certain circumstances, however, and in particular when Youth are being carried, that mean rules to be followed to ensure the Club exercises a responsibility of care.

Youth members under 18 must have written permission from a parent or guardian before they can be carried as passengers on any journey and in any vehicle under the auspices of the Club. An Application to Operate Transport form must also be completed and approved before the journey. This form is in Appendix 3.

Club Units cannot own vehicles in the name of the Club, the Unit, or through a nominee.

All vehicles must be privately owned or hired and conform to the Road Traffic Act.

REQUIREMENTS FOR DRIVERS

Drivers' requirements for private and self-drive hire vehicles being operated under an Application to Operate Transport are as follows.

The driver must:

- be aged 25 years or over
- have held a full driving licence for more than five years
- have experience of the type of vehicle to be driven
- not have any outstanding motor insurance claims against him or her
- may have the following endorsements (see Appendix 2) providing that the driver has only one endorsement within a 12 month period and if two endorsements that each is more than 12 months apart
- not have more than two endorsements that are current (as Appendix 2)
- fill out the appropriate form for application and must sign the application form and provide a copy of their driving licence and insurance. This will be attached to the application form and kept on file. The insurance certificate must cover the vehicle being used

The owner of the vehicle must arrange appropriate insurance cover, which must include third party cover for the intended use. It should not be assumed this use is automatically included and the owner of the vehicle should make sure his or her motor insurer is contacted to check this is in place.

Under no circumstances should more people be carried than the number of belted travelling seats provided and account must be taken of any equipment to be carried such that the vehicle is not overloaded or gangways blocked.

HIRED VEHICLES

An Application to Operate Transport form must be completed and approved before any vehicle is hired to transport CCY members. In general the full cost of the vehicle can be shared among the people being carried.

If, however, the vehicle is hired with a driver this comes under different regulations. In this case such a vehicle can be paid for by other methods other than on a basis of sharing the cost between those carried.

PRIVATE VEHICLES – UP TO NINE SEATS

These regulations relate to any private vehicle used to transport Youth, with up to and including eight seats plus the driver.

All such private vehicles must be equipped to comply with the Road Vehicles (Construction and Use) Regulations 1986 as amended. The motor insurance policies in place must allow the owner to carry passengers in these specific circumstances and the driver is responsible for checking this. In most cases this will mean he or she will need to clarify this with his or her own insurance company.

The journey should not be made for the sole benefit of the passengers, it must be a journey which the driver was going to make himself or herself.

For members over 18 the use of such vehicles and the carrying of passengers is a private matter between the members and does not involve the Club.

PRIVATE VEHICLES – NINE TO 17 SEATS

Vehicles designed to carry between nine and sixteen passengers (plus a driver) are classed as minibuses. They must carry extra equipment such as fire extinguishers and first aid kits to comply with the Road Vehicle (Construction and Use) Regulations 1986. Otherwise they can be used in the same way as a smaller private vehicle but the insurance policy must cover the number of seats fitted. If the vehicle is to be taken abroad then the regulations for the countries to be visited must be checked.

LARGE VEHICLES

If you need a vehicle with 17 or more seats, the driver needs a PSV licence and a tachograph fitted to the vehicle. It is unlikely such vehicles would be privately owned and insured. Such buses and coaches will normally be hired with a driver from a reputable company, which will arrange all the appropriate insurance and comply with all relevant regulations.

ALCOHOL AND NON-MEDICAL USE OF DRUGS

DRY AND NON-DRY MEETS

The Club designates certain Meets as being Dry, meaning no alcohol may be brought onto the site by anyone attending. At other Meets, certain areas may be designated as Dry and no alcohol may be taken into the area.

LIMITS OF SEARCH

If anyone is suspected of carrying alcohol into a prohibited area then a responsible adult is entitled to search to find any alcohol, but the search must be restricted to a request for the individual to display the contents of pockets and any bags or rucksacks being carried.

If it is suspected that alcohol has been brought into a Dry Meet or area then any subsequent search of a tent or anywhere else should only be carried out after consultation with the YL or person responsible for the individual concerned.

RULES FOR SEARCHING

Males must be checked by males and females by females. There must always be at least two witnesses present when an individual is requested to demonstrate he or she is not carrying alcohol or does not have it in a tent.

On no account should anyone be touched or physically searched in any way.

The Youth Officer has the right to refuse admission to anyone not willing to demonstrate that he or she is not carrying alcohol.

Alcohol found on an individual or in an individual's tent should be confiscated and returned to the individual at the end of the Meet.

THE NON-MEDICAL USE OF DRUGS

The National Council has produced guidelines for Youth Section activities, as follows:

The Camping and Caravanning Club does not condone the non-medical use of drugs or the possession of drugs for this purpose and will take vigorous action to prevent such use or possession by anyone taking part in any Club activity.

The Club does not expect Stewards, RYLOs or YLs to recognise all the physical symptoms of the use of drugs or the substances involved, but it is the policy of the Club that action should be taken if reasonable suspicion exists of the non-medical use of any substance or the possession of a controlled drug.

It is recommended that all those involved with working with young people familiarise themselves with best practice when it comes to dealing with potential non-medical use of drugs and there are many good websites with practical information online, such as www.talktofrank.com and www.drugwise.org.uk.

These guidelines give broad advice to Club Officers as to the course of action to be taken in cases involving the non-medical use of substances or the possession of controlled drugs by anyone attending Youth Section activities.

They are to be followed for all those attending Youth activities, whether or not they are members of the CCY.

1. Where the non-medical use or possession of drugs is suspected, the matter should be immediately reported to the senior CCY Officer present. This may be the NYC Chairman, RYLO of Region in which Meet is being held, or SYLO. This Officer is then responsible for ensuring these guidelines are followed.
2. Where it is suspected a person under 18 is using or in possession of drugs, no attempt should be made to question him or her unless at least one parent (or someone acting in loco parentis such as a YL where the CCY party is away from its base unit) is present. Where parents are on site or at another Meet in the vicinity the parent should be fetched. Those over 18 years of age may be questioned directly, however, if parents are on site or easily available they should be included in the conversation.
3. There must always be at least one responsible adult witness to any conversation, who must not be acting in loco parentis.
4. When questioning those concerned, establishing the use and/or ownership of suspected substance is the primary concern. Every effort should then be made to identify the substance itself.

5. Those concerned should be treated with politeness and consideration at all times and in cases where controlled drugs are not involved immediate action will be limited to:
 - 5.1.1. In the case of non-CCY members, returning the young person to his or her parent's custody and ensuring that he or she takes no further part in any Youth activity at the particular event or Meet.
 - 5.1.2. In the case of CCY members, supervising the removal of the offender's tent from the CCY area of a Meet and preventing them taking any further part in CCY activities that weekend. Special arrangements to suit the circumstances will need to be made where a person is a member of a party that has travelled to a Meet under the control of a YL.
6. Without exception, whenever a person of any age attending a Youth activity is suspected of possessing, supplying, or being involved in the non-medical use of a controlled drug, such as cocaine or cannabis, police assistance must be sought immediately. The law of the land must take precedence over any adverse publicity the Club might subsequently receive.
7. In all cases, a report should be sent to the Director General as soon as possible after the occurrence, following the procedure in the Voluntary Officers' Manual, so the Disciplinary Committee may decide any further action.

SAFEGUARDING POLICY

SAFEGUARDING POLICY STATEMENT

This policy applies to all individuals supporting the Club Youth section, both paid and voluntary, or anyone representing The Camping and Caravanning Club.

The purpose of this policy is to protect children and young people who are involved in the Club Youth Section and to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

The Camping and Caravanning Club, through the Camping Club Youth (CCY) and Camping Club Juniors (CCJ), encourages young people to develop a love of camping and the outdoors and, through the CCJ Test and National Youth Test Scheme, to become proficient campers.

The Camping and Caravanning Club intends that the CCY and CCJ environment is one in which children are protected from all forms of abuse, including physical, emotional and sexual harm. The Club believes we have a responsibility to promote the welfare of all children and young people, to keep them safe and we are committed to operate in a way that protects them. We will make sure that all children and young people have the same protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

SAFEGUARDING POLICY PRINCIPLES

The principles in this policy have been drawn up on the basis of law and guidance that seeks to protect children, including the Children Act 1989 and 2004 and the Government guidance on Working Together to Safeguard Children. The Club is committed to:

- Safeguarding all children connected with the activities of the Club, and ensuring they have equal rights to protection from harm.
- Valuing children, listening to them and respecting them as individuals

- Ensuring concerns or allegations are taken seriously, investigated and acted on as appropriate
- Ensuring all relevant staff, volunteers, partners or any relevant representatives of the Club are familiar with this policy and know their responsibilities within it
- All relevant staff and volunteers receiving safeguarding training
- Ensuring all actions to protect children are taken in the best interests of the child at risk
- Having a nominated Designated Safeguarding Officer
- Ensuring our practices for vetting volunteers are robust, ensuring all necessary checks are completed
- Ensuring we provide a safe physical environment for our children, young people, staff and volunteers, by applying Health and Safety measures in accordance with the law and regulatory guidance
- Reporting criminal acts to the relevant statutory agency

ASSOCIATED DOCUMENTS

This policy statement should be read alongside our organisational policies and guidelines, including:

- Appointing and Checking a Youth Leader
- The Club's Good Practice Guide for Youth Leaders (see below)
- Procedures for responding to issues or concerns about a child or young person's wellbeing, including the role of the Designated Safeguarding Officer
- The Club's whistle-blowing policy

SAFEGUARDING CONTACT DETAILS

DESIGNATED SAFEGUARDING OFFICER

Name: Claire Mills
Job title: Head of Human Resources
Phone: 024 7647 5197 or 07500 999397
Email: claire.mills@campingandcaravanningclub.co.uk

CONTACT IN THE ABSENCE OF THE DESIGNATED SAFEGUARDING OFFICER

Name: Darren Whittington
Job title: Membership Services Director (National Youth Committee Secretary)
Phone: 024 7647 5180 or 07854 151210
Email: darren.whittington@campingandcaravanningclub.co.uk

NSPCC Helpline 0808 800 5000

THE PROCEDURE FOR APPOINTING AND CHECKING A YOUTH LEADER

ELIGIBILITY TO BECOME A YOUTH LEADER

In order to comply with our Safeguarding policy and principles, the Club will:

- Only appoint Camping Club Juniors (CCJ) and Camping Club Youth (CCY) Leaders and Testers in the way prescribed in the Voluntary Officers' Manual, the relevant Green Paper and the Youth Leaders' Handbook.

- Exclude known abusers by obtaining an Enhanced Disclosure from the Disclosure and Barring Service for all CCJ and CCY Leaders and Testers in advance of their appointment.
- It is a recommendation by the National Youth Committee (NYC), that when an appointment is made to the position of RYLO, SYLO, YL or AYL, a person of the opposite sex must be appointed as joint Officer. This may be the spouse or partner of the person being appointed, or equally could be another colleague or volunteer.
- Having a criminal record will not necessarily bar you from working with us. This will depend on the nature, circumstances and background of your offences.

THE APPOINTMENT AND CHECKING PROCESS

Before an appointment can begin, a satisfactory Enhanced Disclosure for the applicant must be received from the Disclosure and Barring Service.

The Club complies with the Disclosure and Barring Service Code of Practice, a copy of which is available from Club Headquarters on request.

POLICY ON THE RECRUITMENT OF EX-OFFENDERS – YOUTH APPOINTMENTS

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, the Club complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Club is committed to the fair treatment of volunteers regardless of race, gender, gender reassignment, religion or belief, sexual orientation, responsibilities for dependents, age, physical or mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talents, skills, and potential and welcome applications from a wide range of candidates.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Due to the nature of Youth appointed positions, the Club will request details of both spent and unspent convictions in accordance with the Rehabilitation of Offenders Act 1974.

We ensure all those in the Club who are involved in the Disclosure process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders such as the Rehabilitation of Offenders Act 1974.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the appointment before any appointment is withdrawn.

DISCLOSURE AND BARRING SERVICE DISCLOSURES

The Club uses the Disclosure and Barring Service (DBS) to obtain an Enhanced Disclosure of information for all those members who are appointed to voluntary positions in which they supervise and have direct contact with the Club's Youth.

The Club has engaged a DBS-approved Umbrella Body to process, check and countersign all Club applications for Enhanced Disclosures and submit them to the DBS.

All those involved with caring for, training, supervising or being in sole charge of CCJ or CCY members must be appointed according to the requirements laid out in the Voluntary Officers' Manual, the relevant Green Paper and the Youth Leaders' Handbook. Appointments may not begin until a satisfactory DBS Enhanced Disclosure has been received. In the case of joint appointments, both people must obtain a satisfactory Disclosure and complete a level 1 Safeguarding course.

Club Units must not allow a nominee to begin his or her appointment, or become involved with caring for, training, supervising or being in sole charge of CCJ or CCY members, until a satisfactory DBS Disclosure is received.

The objective of the Disclosure process is to deter those who may be a threat to the Club's Youth from becoming involved. To be able to use the Disclosure service the Club has to comply with the DBS Code of Practice. Copies of the DBS Code of Practice are available from the Government's website, www.gov.uk.

THE DBS APPLICATION PROCESS

The following guidelines set out the DBS application procedure for Secretaries and volunteers wishing to fulfil one of the roles above.

Unit Secretaries are to provide newly appointed Youth Officers with a copy of the Information and Guidance notes including a Request for Disclosure Application form (DAF1). Completed Request forms (DAF1) should be signed by the applicant and the Secretary and submitted to the Membership Services Director.

The applicant will receive an email containing a link to the online application process. The application and the submission of the supporting documentation must be completed within six weeks of receipt of this communication.

A reminder will be sent during this period, however, should the six weeks elapse without this process being completed, including the submission of the supporting documentation, the application will be considered void. Unit Secretaries will then be notified that the process has not been completed.

Once the documents have been submitted to and verified by the Club, and the DBS has issued a satisfactory Disclosure, the Unit Secretary will be notified and an identification badge issued.

The Club will check the status of the issued Disclosure. If it is shown to contain content, a copy will be requested and the content discussed, before the applicant may commence his or her appointment.

Upon completion of the online process, the appointed officer will be invited to join the DBS Update Service. The Club highly recommends all officers subscribe to this service, enabling future validation without any inconvenience. Officers who choose not to subscribe will be required to complete the application process again, two years from completion, including the re-submission of supporting documentation.

GUIDELINES FOR HANDLING SAFEGUARDING CONCERNS AND ISSUES

Everyone has an important role to play in safeguarding children, even if you do not recognise it at first. Knowing what to do if you witness something you are uncomfortable with, a child tells you something or if a concern is raised by someone else is vitally important. The information below sets out guidelines for how you should handle any such issues and identifies the support mechanisms the Club has to ensure you always have someone from whom you can get further advice or guidance. Any safeguarding concern should be recorded and flagged to the Club's Designated Safeguarding Officer.

You will also be required to deal with other issues and concerns which sit outside the safeguarding remit. These may be around minor or more serious areas. For serious issues, the procedure is detailed below on how to record and raise this further.

Youth Leaders are responsible for the Youth area at any youth event and must be the first contact for any incidents. The Youth Leader must use his or her judgement to decide on the course of action, if any is needed. The RYLO or SYLO is there to help, give advice, and instruct if required. He or she will not interfere with your instructions other than to suggest what might be done, unless your planned course of action is against Club rules or the guidance set out on this document.

DEALING WITH MINOR ISSUES

Youth Leaders are encouraged to deal with minor incidents proactively at the time, however there may be circumstances where for peace of mind, the Youth Leader would like to keep a record of what has occurred and what action was taken. A form has been provided that can be used and kept as a record of action taken.

A Youth Leader must exercise his or her judgment on whether minor issues are noted to the parents of the Youth involved.

DEALING WITH SERIOUS ISSUES OR SAFEGUARDING CONCERNS

SAFEGUARDING CONCERNS

Sometimes it can be difficult to decide how best to respond to a child who discloses information, especially if the conversation is unexpected. If you find yourself in this situation however, it is vital that you respond thoughtfully and sensitively, remaining calm and reassuring the child while listening carefully. Ensuring the child feels safe and believed will encourage trust in you.

Sometimes adults may not take action or respond to a safeguarding concern because they are worried about the relationship with the family, that it may be a false accusation or they worry they might make the situation worse. This is understandable, but the consequences of failing to act could be a lot more serious. The Club has people in place to support you in this situation, but you must raise and discuss any concerns immediately with the Designated Safeguarding Officer.

SERIOUS ISSUES

If an occurrence or allegation of serious misbehaviour is reported, the matter must be flagged to the Club's Designated Safeguarding Officer who will advise you on the appropriate actions.

For both types of incident, do not promise the child you will keep the information to yourself, as you will have to enlist help, so you cannot make this promise. When you first learn of the incident your first action must be to ensure that the Youth involved is safe and not still in harm's way.

The next step is to collect sufficient information for the completion of the Safeguarding Concern or Incident form, which will then be submitted to the Club's Designated Safeguarding Officer for action. You should record your concerns as soon as possible to ensure all the key information is documented. Your record should be a clear and factual account, including information on what happened and how you responded. Only share the information with authorised people who need to know as part of their role and think about how the records are stored so we are complying with our duties under the General Data Protection Regulations (GDPR).

From the time the matter is referred to the Club's Designated Safeguarding Officer, you must take no further action unless to not do so would put a person at risk. The Designated Safeguarding Officer will respond to you with instructions on what action, if any, should be taken next.

It is the Club's policy to refer any matters where a youth has been exposed to the risk of harm to the appropriate authorities.

SUPPORT AND GUIDANCE

If a Youth Leader is unsure of the appropriate course of action, he or she has the contact details for the RYLO, the National Youth Committee Chairman, the Membership Services Director (National Youth Committee Secretary) or the Club's Designated Safeguarding Officer.

If you are unable to get hold of the Designated Safeguarding Officer or her deputy and you think a child is at immediate risk you should speak to Social Care in the first instance. If it is out of hours then the Emergency Duty Team for your local area should be called. If the team cannot be contacted or the concern involves a criminal act, the police should be called.

GOOD PRACTICE GUIDE FOR YOUTH LEADERS

SAFEGUARDING

Safeguarding is everyone's responsibility and all those working with children are required to have knowledge of how to safeguard children. It is vital that all Youth Leaders have completed the Club's safeguarding training and have a good understanding of the Safeguarding Policy and our Guidelines for handling safeguarding concerns.

GUIDELINES FOR ENGAGING WITH YOUTH

The Club has drawn up the following guidelines to ensure we meet our safeguarding responsibilities towards the children and young people in our care and also to provide guidance to support our leaders and volunteers.

- Remember, a child is any person under 18 years old

- Both a male and a female Appointed Youth Officer should always be present at Youth Meets, and where a Youth area is set aside at DA, Section or Group camping weekends
- As far as possible, do not be alone with a child where your activity cannot be seen. If this is not possible (for example, in a counselling situation) another adult should be nearby and aware the meeting is taking place. The child should know the adult is there and who he or she is. The adult should be visible and within hearing distance.
- All children and young people should be treated with respect and dignity befitting their age. Watch your language, your tone of voice and where you put your body.

The Club wants to create an atmosphere and environment that enables all children and young people to reach their potential, while being protected from harm. In engaging with children Youth Leaders should:

- Guide children in their behaviour, being firm and consistent. As adults we must show children the kind of behaviour they can copy. Never smack, hit or shake a child. Do not shout in anger or put down a child
- Give positive eye contact to encourage a child
- Agree ground rules with your group, such as no swearing, no racist remarks, no name-calling, respect for property
- Talk to a child aside from the group, not in front of everyone
- Explain clearly how you want him or her to behave
- Reject the behaviour, not the child with words such as: "you told a lie", rather than "you are a liar"
- Give encouragement to each child, noticing his or her good behaviour and commenting on it
- Learn to control and discipline children without using physical punishment

Do not engage in any of the following:

- Invading the privacy of children when they are toileting or showering
- Rough, physical or sexually provocative games
- Making sexually suggestive comments about or to a child, even in fun
- Inappropriate and intrusive touching of any form
- Any scapegoating, ridiculing or rejecting a child
- Letting children involve you in excessive attention-seeking that is overtly sexual or physical in nature
- Inviting a child to your unit or home alone. Invite a group, or ensure another adult is present. Make sure the parents know where the child is
- Giving lifts to children on their own other than for short journeys. If they are alone, ask them to sit in the back seat
- Sharing sleeping accommodation with children if you take a group away

If you see another Youth Leader or any other adult acting in ways that might be misconstrued, be prepared to speak to them or to your RYLO about your concerns.

RULES FOR CLUB CAMPING JUNIORS (CCJ) OPERATION

The local rules for a CCJ should be decided and promoted by the DA or Section and be based upon the following:

- No CCJ member should be allowed to camp unless the child's parents, grandparents or legal guardians are camping for the duration of the appropriate meet
- All CCJ members should return to their families for meals. If an activity is arranged where a meal cannot be obtained from the family unit then a packed lunch should be provided by the family
- Health consent forms should be completed for every CCJ member. The forms in use for CCY members are to be used
- The parents, grandparents or legal guardians of the CCJ member remain responsible for the child and should be present on the camping ground at all times. If the family goes off-site they should normally take the CCJ member with them. Parents, grandparents or legal guardians may leave their children in the charge of the CCJ Leader for short periods but this must be by agreement with the Leader concerned. It should be emphasised that the CCJ or CCY is not a child-minding service
- If CCJ members are to be taken off-site for an activity, then parents or guardians should accompany them
- An area should be set aside within the adult area for CCJ, thus building the confidence to camp alone, but with the safety of adult members being near at hand if required. The CCJ area should be at least a distance from, and quite separate to, the Camping Club Youth (CCY) area. The CCJ Leader must camp next to the CCJ area

GUIDELINES FOR CLUB CAMPING YOUTH (CCY) OPERATION

You cannot lead your CCY Section from the rear and they cannot operate by remote control. The Youth Leader should always be available with advice and assistance if needed, and should build a relationship with Youth members based on mutual respect.

You are the Group's guide and defender. You may have to defend your Youth against unfair criticism but on occasions you have to chastise them as well. They will admire you if you are fair with them and stick up for their rights. As a Youth Leader, the children have been entrusted to camp with the Club by their parents, and as such, their safe keeping needs to be our utmost focus. You are responsible for their welfare when they camp under the CCY banner.

However CCY is not a child minding service and it is expected all CCY members will come prepared and with the appropriate equipment and supplies for the event. If a Youth Leader is continually having a CCY member camp who they feel is not being given the correct provision or that the purpose for attendance is not around the CCY member, this matter can be referred to the Region, who can make a judgment on the member's continued entitlement to camp.

INFORMATION FOR DA, SECTION AND GROUP COMMITTEES ON YOUTH AREAS

At DA, Section or Group camping weekends an area should be set aside for the Youth Section to camp in. This area should be provided by the Steward of the Rally and must

allow the 6m rule to be enforced. Both a male and a female Appointed Youth Officer should always be present to steward the area.

At all national events, all Youth may camp in the appropriate CCY area whether or not they have passed a Youth Test. They must, however, be a bona fide member and produce their CCY card to the Steward of the Youth area.

No adult, including Appointed Youth Officers, may camp within the Youth area. The designated Steward of the Youth area should pitch adjacent to the CCY pitches so as to be able to manage any situation that may arise.

Furthermore, any adult entering the Youth area must hold and display an Appointed Youth Officer identification badge.

Should other personnel, such as First Aid, Maintenance or Security, urgently need to enter the Youth area, he or she must be accompanied by an Appointed Youth Officer displaying a Youth Leader identification badge.

SAFEGUARDING INCIDENT REPORT FORM

The safeguarding incident report form can be found in Appendix 7.

THE NATIONAL YOUTH TEST

The National Youth Test (NYT), also known as the Youth Test, is designed to set a minimum national standard to ensure a fair and balanced test for all CCY members across all Regions. It covers all the basic aspects of safe and responsible camping and once a young person has successfully completed his or her Youth Test it can be assumed he or she is capable of camping competently with safety and enjoyment.

A young person is entitled to camp independently at a Club Site when he or she has passed this test so the test has been developed accordingly.

However, if a young person will always be unable to camp without assistance then he or she may still take and pass the test. In such cases the young person will need to show he or she can carry out any appropriate parts of the test to the required standard.

PREPARING FOR THE NATIONAL YOUTH TEST

The syllabus for the National Youth Test is based on the latest edition of Fundamentals of Good Camping. This book is included in the National Youth Test Training Pack and provided to all members of CCY through their YLs. The pack also includes a pocket guide to First Aid and the Map Reading Made Easy Peasy guide. Packs are available from the Membership Services Director's office at Club Headquarters.

Preparation for the NYT will be done as part of the normal activities of a CCY section.

TAKING THE NATIONAL YOUTH TEST

The NYT itself is carried out under the auspices of the Regional Test Panel, which is headed by the RYLO. All DAs, Sections and Groups must submit their candidates through the RYLO, who will arrange test weekends to suit the Region's annual programme, availability of Testers and the number of candidates.

Each candidate will be tested by one Tester for all modules. This allows the candidate to get to know his or her Tester and show his or her skills confidently. A Tester can test more than one candidate, up to a maximum of four, at a time but it is recommended it is restricted to two or three.

In order to take the NYT a candidate must have spent a qualifying period of at least six weekends camping with the YL before the test weekend.

During the test the candidate must demonstrate that he or she is able to camp unsupervised. The test looks at actual competence and not potential so no allowance can be given for age. As a result, a candidate should only be entered for the test if his or her YL is satisfied the candidate has received enough training and is able to reach the required standard.

THE TEST MEET

The test must include two nights' camping. In most cases this will mean it is taken over a weekend, starting on a Friday evening and finish around midday on the Sunday. The

Testers will be present before the programmed start time so the Tester can observe the candidate's arrival. Candidates undergoing the test should be allocated a separate area from the other CCY attending the Meet, but discretion on this point may have to be used if only one member is taking the test or there are other extenuating circumstances.

It is also recognised that camping can be an expensive pastime so the Tester will take into account the age or quality of equipment used when conducting the test. No candidate will be disadvantaged because he or she cannot pay for a certain type of equipment.

HOW THE TEST IS CONDUCTED

The test includes 12 basic modules. During the test itself a candidate must not seek, appear to seek, or be given any assistance from outside the test group.

The candidate must show a thorough understanding of and practical competence across all 12 modules, unless he or she has been given an exemption on the basis of ability.

The modules are based around Core Questions, which are identified in italics in this document. A candidate must show he or she can answer these Core Questions successfully. The Tester will also take into account ideas, expansion and extra information supplied by the candidate over and above this core material.

The Tester will complete a record sheet for each candidate, as given in Appendix 5. This has three boxes alongside the module number and topic, labelled Pass, Refer or Fail. The Tester must initial one of these boxes. If the Tester considers a candidate to be borderline in any module, then the record sheet must be initialled in the Refer box to identify a referral took place by the Tester for that candidate and seek a second opinion from another experienced, qualified Tester.

If a module is Referred, the second Tester must re-test the candidate on all the content of that module and decide whether the candidate should Pass or Fail it. In this case both Testers' initials will be entered on the record sheet in the appropriate boxes.

On conclusion of the test, the standard test record sheet should be completed by the Tester and countersigned by the RYLO who is the recognised head of the Regional Test Panel.

Failure by a candidate in any one or more of the modules means that the National Youth Test standard has not been met. It is recommended a minimum period of four weeks should elapse before the test is re-taken. A re-test will include all modules, not just those that were failed before.

When all candidates have completed their tests the Test Panel (under the chairmanship of the RYLO or his or her Deputy) will hold a meeting to discuss and ratify the results. Any difficulties or anomalies should be raised, discussed and cleared up at this meeting. The candidates are then told whether they have passed or failed immediately.

The RYLO must complete and send the required form (see Appendix 5) to Headquarters along with the membership cards of any successful candidates. These will be validated and returned to the candidates showing he or she has passed the NYT.

THE NYT – ARRIVAL

Candidates should arrive at the test site fully equipped and carrying all their equipment. If a candidate has been driven to the site, he or she should walk on to the field from the gate, as if the whole journey has been done on foot. A candidate is allowed to arrive under his or her own steam, for example by bicycle.

All equipment and kit must be packed in or on the rucksack, in stuff bags or panniers in accordance with the recommendations contained in the Fundamentals of Good Camping. A small hand bag may be used to hand carry fresh food for the weekend and this may be used to take refuse away from the site. One hand should be kept free at all times, for opening and shutting gates, for example, and in case of a stumble or fall.

THE NYT – TEST MODULES

During the test the Tester will watch each candidate as he or she undertakes each module and ask questions to confirm understanding of the points in italics.

MODULE 1 – PACKING OF KIT

The packing of the kit should be judged by inspection on departure and the kit should be neatly and safely packed. The pack should not be too heavy and should be easily manageable by the candidate, however, allowance should be made for those who are not very tall, and allowing for the minimum amount of equipment required for the test. One hand-carried bag containing fresh food is allowed to supplement the space in the main pack. Cool boxes and other similar bulky containers are not acceptable as additional hand baggage. One hand should always be left free and the candidate should carry all the kit for a distance of 300m, ensuring nothing has worked loose. No part of the pack should be protruding and liable to cause injury or damage, and no part should be hanging in an uncontrolled and insecure manner. However, account must be taken of the type of camping the candidate usually undertakes. As a result, cycle campers would need to use different types of pack (panniers) and methods of packing. Allowances must also be made for those candidates who cannot afford the best equipment available and also for those with any disability.

Important parts of the kit should remain dry. These should include sleeping bag, spare clothes and food. Wet items such as a tent fly sheet should be securely strapped to the outside of the pack or the rucksack flap.

The standard practice of packing the kit is to pack all the light things at the bottom of the rucksack and working up to the top with heavier items, bearing in mind that any wet-weather gear should be readily available. The candidate should be able to justify the system of packing. The rucksack should also be systematically packed to allow easy and speedy erection of the tent. Variation from the standard practice is allowed if the reasons given are valid and sound.

Consideration must also be given to use of space, economy of weight and separation of kit items that may need to be obtained from the pack quickly, such as wet-weather gear, first aid kit and a torch.

A Tester may at this stage, without affecting the test in any way, advise the candidate it is unwise to carry kit in excess of one quarter of his or her body weight.

MODULE 2 – SELECTING A PITCH

The candidate should be able to select a good pitch within the limitations of the campsite and know what to look for in the ideal pitch. This should include:

Adequate shelter but not under trees. The candidate should be able to explain the advantages of using a raised bank or hedgerow for shelter from the wind. He or she should be able to identify the dangers of pitching under trees, and the damage sap and falling branches can cause to tent materials and the dangers of thunder storms.

Awareness of adverse ground conditions including consideration of the slope and nature of the terrain. Ask the candidate why you should not pitch at the bottom of a slope or in a hollow. The candidate must identify the dangers from flooding and areas where it is most likely to occur.

Sensible selection of a pitch, taking into account other campers and fire breaks. Mention should be made of the Club's fire precautions. The candidate must demonstrate he or she is aware of the Club's 6m rule between tents and other units.

The candidate must also discuss issues such as the safe provision of a water supply and protection from cattle and other animals. He or she should check and clear the ground of easily removable objects such as stones that might be uncomfortable under a groundsheet or damage the tent. The dangers of pitching under power lines should also be raised.

MODULE 3 – PITCHING

Examine the tent and look for compliance with the following, also question the candidate and ask for reasons for his or her practical application:

Adequate protection for the individual. The candidate should make sure there is adequate clearance between the fly sheet and the inner tent. If a single-skin tent is used it is important to ensure there is sufficient space between the kit and the tent skin. The candidate should display and know the principles of obtaining a good set to the tent by showing he or she knows how to peg out the fly sheet in the correct sequence, generally corners first, and in line with the poles and seams.

Prevailing weather conditions. The tent should be positioned properly in relation to the prevailing weather, direction of wind and the possibility of rain.

Tent security and stability. The tent should remain secure and stable for the duration of the test. This is likely to include consideration of the angle of the pegs, at about 45 degrees or 90 degrees to the angle of the guy ropes. Zips should be cross pegged (if possible) to avoid undue strain on the zip. Guy ropes should be adjusted correctly and allow for adjustment if the weather conditions change. Consideration must also be given to the use of rain caps, if appropriate, and the correct use of other tent features. Packing the tent away when wet and subsequent care and maintenance of equipment should be considered along with the carrying of some useful spares.

MODULE 4 – MAP READING AND COMPASS USE

The candidate should show competence in the use of a 1:50,000 or 1:25,000 Ordnance Survey map. Ideally this should cover an area that is not familiar to the candidate

Identification of a six-figure map reference on a map. The candidate should be able to pinpoint the position on the map.

Giving a six-figure map reference for a point on a map. The Tester will indicate a position on the map and the candidate should be able to provide a six-figure map reference for that position.

Describing landscape features from a map. The candidate must describe, from the map, the main features of a three mile journey in an area selected by the Tester. This could be a road, rail journey or a cross country ramble.

Setting a map with a compass and giving a bearing. The candidate should demonstrate the ability to set a map with a compass and give a map bearing between two specified points. He or she should explain how to obtain a compass bearing from the map for use as guidance for a walk.

Consideration must be given to the use of sheet references for a given area, the use of the key on the map cover and extra knowledge of Ordnance Survey maps. Candidates are not expected to know all the symbols on the key, but should know common ones, such as contour lines, roads and railways. They should also be able to identify the component parts of a compass and when and where the compass would be useful, such as under difficult weather conditions and in undulating terrain.

MODULE 5 – SAFE USE OF STOVES

The candidate must demonstrate and discuss the safe use of a stove for cooking.

Use of a stove. The candidate should show full knowledge of the operation of, and the safety aspects of, his or her own stove when in use including the storage of spare fuel and the securing of the stove during use. Consideration should also be given to how the stove and fuel are stored when not in use and the candidate's ability to cope with any emergency that arises.

General fire and carbon monoxide precautions, including stability and positioning of stove, refuelling and maintenance and the use of wind shields.

Use of other stoves. The candidate should have knowledge of the operation and the safety aspects of other stoves. He or she should also be aware of the advantages and disadvantages of the different types of fuel and the effect weather, in particular temperature, can have on some fuels. It is permissible for the candidate to read the instructions of a new stove, but this should not be prompted by the Tester unless the candidate is about to put anyone in danger.

Consideration must also be given to the candidate's comments on heat conservation, fuel consumption and the different kinds of fuel with particular attention to economy of weight and costs. The candidate should also demonstrate knowledge of different fuel containers and the need for their identification, such as highlighting the difference between paraffin, meths or petrol. The candidate should also be able to identify different fuels, particularly petrol and paraffin.

MODULE 6 – COOKING AND DIET

The candidate will prepare his or own meals throughout the test. The candidate will supply a menu for the Tester to check, looking for imagination and varied diet. The

Tester will observe the candidate during the preparation of meals and ask questions on the following points:

Fresh food. At least one main meal should contain fresh meat or fish and two fresh vegetables. All of these should be prepared and cooked on site. Chicken, chops, mince, bacon, sausages and beef burgers are acceptable. If the candidate is vegetarian, vegan or requires a special diet, the YL should inform the RYLO in good time before the test.

Diet. The menu submitted is to reflect a healthy, balanced, varied and adequate diet. Hot and cold drinks should be included. Consideration should also be taken into account of the menu in relation to the time of year the test is being taken, for example you should not expect someone to include lots of cold drinks in the winter that would be acceptable at the height of summer. Instant noodles and other such low-nutrition instant foods are not considered to be part of a healthy and well-balanced diet.

Hygiene. Observe the candidate's personal and food hygiene procedures in the preparation and cooking of the food and also its storage and transportation. Provision of a washing-up receptacle to clean the utensils will be required.

The candidate will need to demonstrate he or she can cook food safely and well, including showing a practical sequence in which the food is cooked, keep previously cooked food warm effectively and present the cooked food properly.

MODULE 7 – SANITATION

The candidate must demonstrate a clear knowledge of the points on sanitation from the Fundamentals of Good Camping.

MODULE 8 – WASTE WATER

Waste water should be dealt with appropriately. Look for practical applications and ideas such as using a small bottle for carrying detergent or an ice cream tub as washing up bowl, which demonstrate forethought.

Use of detergent. Candidates are expected to use detergent for washing up pots, pans and utensils. Any solids should be removed by a simple straining method.

Disposal of waste water. The remaining grease and solid-free water waste may be disposed of in a hedgerow or similar wooded area. The candidate should show an understanding of where to dispose of such water, with a particular emphasis of keeping it away from any fresh water supply. Consideration must also be given to wild plants and animal life, such as rabbit holes.

MODULE 9 – REFUSE DISPOSAL

The candidate should keep his or her pitch and camping area clean throughout the test.

Tidiness. The candidate should keep his or her pitch tidy throughout the stay and all rubbish should be kept together.

Rubbish disposal. All rubbish should be disposed of in bins provided on or near the site. If there is no suitable disposal point the candidate should prepare to take it home.

Containers. The candidate should be able to explain the dangers to domestic and wild animals posed by the careless disposal of plastic containers, glass bottles and tins.

Consideration must also be given to ideas on compacting and dealing with rubbish and recycling and on the most suitable containers to use. The candidate should also be aware rubbish must never be buried.

MODULE 10 – CODE FOR CAMPERS

In this module the Tester should ask the candidate questions to confirm he or she understands the principles and practical implementation of the Code for Campers.

Give due courtesy and proper fee to the site owner.

If you open gates, shut them behind you to prevent animals from straying.

Offend nobody by unnecessary noise during the day and there should be no noise on site between 11pm and 7am.

Do not do anything to annoy or upset local residents or visitors.

Enjoy your camping, but remember those who will come after you.

Ask permission before you pitch your tent, light a fire or dig a hole.

Make proper sanitary arrangements and keep them clean.

Put all rubbish in the proper places, not in hedges or ditches.

Improve the site by cleaning it up, do not soil it with litter.

The only things you should leave behind are your thanks and a good impression.

MODULE 11 – FIRST AID

The Tester should ask questions to confirm the candidate understands the basic principles of first aid and can give safe, correct answers to a set of standard first aid questions.

The Tester may rephrase a question to bring out the best in the candidate but it is vital to ensure the candidate understands the over-riding importance of getting medical or adult help. The aim is to clarify the principles of basic first aid rather than confirming a fully qualified trained first aider.

What are the basic principles of first aid?

- Know your own limitations.
- The details given in the current St John Ambulance Pocket First Aid Guide or app

How would you ensure the airway is clear of obstruction and administer emergency resuscitation?

Ensure the candidate is aware you should never practise on a live person.

How do you stem severe bleeding?

Please demonstrate how to put someone in the recovery position and explain when you should do this. Why should you not administer anything by mouth?

How should you treat a burn or scald?

By use of water for cooling, and perhaps covering the burn with cling film. Ensure the candidate is aware you should never apply direct dressings to a burn as they could contaminate the wound.

If clothing is stuck to a burn, why should it not be removed? And why should you not puncture blisters?

To prevent further injury and possible infection.

How would you recognise and treat shock?

Bring out the very important point that shock kills, so always check and treat for shock while attending to a casualty.

The candidate should carry a small first aid kit, be able to explain its contents and describe how they are used. If any part of the kit has a limited shelf life it should be in date. Confirm the candidate is aware he or she should never administer medication, such as creams and tablets, to anyone else.

MODULE 12 – STRIKING CAMP

The Tester should adopt a similar approach to this module as described in Module 1.

Packing of rucksack and tent. The candidate's kit should be as neat when he or she is ready to leave as it was on arrival. If the weather is poor the candidate should demonstrate how to deal with wet kit for transport. If it is good, this can be covered by a discussion. Everything should be securely fastened and the rucksack should be tested to ensure nothing will fall off when the candidate is walking or travelling.

Departure from the pitch. The pitch should be checked thoroughly by the candidate to make sure all pegs, rubbish and similar have been removed. If anything is left behind, particularly items that could pose a danger to other campers or animals, such as ring pulls and matches, will result in a failed test, regardless of how well the candidate has done on the rest of the test.

GUIDELINES FOR THE SELECTION AND TRAINING OF TESTERS

Testers must have been YLs within the Club and be able to demonstrate they are competent lightweight campers.

SELECTING TESTERS

The RYLO is responsible for selecting Testers and organising suitable training for them, in consultation with the Regional Council. The RYLO will have the final say as to whether a candidate proposed by a DA, Section or Group (through Regional Councils) should be accepted as a Tester.

TESTER TRAINING

New Testers will be matched with an experienced Youth Leader or RYLO for training. It is the RYLO's responsibility to ensure the standard of the training sessions. Probationary Testers will accompany an experienced Tester for at least two full test weekends in order to observe and learn more about the way the test is conducted. The probationary

tester will then need to attend at least two test training weekends before being designated a fully accredited Tester.

During the training the RYLO will need to be assured the Tester has gained enough experience to question and encourage candidates during their tests.

Once a Tester is qualified his or her RYLO will continue to oversee his or her testing to ensure it is meeting the Club's guidelines.

TESTER SUMMARY

In summary, a good Tester will be a CCY Leader, ideally with a Certificate in Basic Expedition Leadership (BEL) or equivalent. He or she will be a competent lightweight camper with an excellent understanding of the Fundamentals of Good Camping. He or she will enjoy working with young people and be able to work within the Club's guidelines.

THE NATIONAL YOUTH RALLY

WHAT IS THE NATIONAL YOUTH RALLY?

The National Youth Rally is a chance for CCY members to enjoy camping together. It is held on the weekend that incorporates the first Saturday in July each year, unless the National Youth Committee decides otherwise.

Over the years the Rally has developed many traditions, some of which are reflected in other major camping Meets, both in the Club and internationally. All CCY sections are encouraged to take part in the opening ceremony, organised sports competitions and more to enjoy the Rally to the full.

REGION ORGANISERS AND THEIR YEARS OF OPERATION

The National Youth Rally moves around the country and is hosted by a different Region each year. The following Regions will be responsible for the Rally in the coming years:

55th	2021	Cambrian & Wyvern Region
	2022	North East Region
	2023	North West Region
	2024	South Eastern Region
	2025	North Central Region
60th	2026	Southern Region
	2027	Yorkshire Region
	2028	Chiltern Region
	2029	Scottish Region
	2030	Central Counties Region
	2031	Northern Ireland
	2032	South West Region
	2033	Eastern Region

ORGANISATION OF THE RALLY

The National Youth Rally is a major event so the organising Region will be working well in advance to make sure everything runs smoothly.

The Rally is underwritten by the Club. The budget is proposed by the organising Region, reviewed by the Club Treasurer and then forwarded to the NYC Secretary by the middle of November before the July event, to be discussed at the Committee's January meeting.

The organising Region is responsible for circulating details of the Rally to all members of the NYC.

WHO DOES WHAT AT THE RALLY

A number of Voluntary Officers are needed to make sure the Rally runs smoothly. Their responsibilities include:

Equipment Officer – signs, admin requirements, PA system, transport, electrics, provisions

Admin Officer – advance contact with Regions and Sections, booking in, programme creation, raffle oversight, pennons, id badges, Rod Daniels Memorial Trophy organisation

Sports Officer – netball, volleyball, football, Austin Trophy, fun sports, trophies

Chief Camp Steward – guests, site liaison, site layout, disco, first aid,

Site Control Stewards – traffic system, parking, security patrols

Sanitation Officer – toilets, chemical toilet disposal facilities, amenity signs, site cleaning, hall cleaning

Catering Officer – reception, CCY requirements

The next sections cover the Officers' roles in more detail.

CHIEF CAMP STEWARD

This must be the RYLO of the organising Region. He or she will report back to the NYC and Regional Council on all aspects of the Rally.

The Chief Camp Steward is in overall control of the Rally and should liaise with all other Committee members. The tasks involved include:

- Ensuring the site is booked and a suitable written contract is in place
- Ensuring the Region Sites Co-ordinator has entered the event details on the Exempted Camping Database
- Chairing any necessary meetings
- Keeping all Officers up to date throughout the planning phase and ensuring co-ordination is maintained during the run up to and during the Rally

- Preparing, in conjunction with the Treasurer, a budget that has been agreed by the Working Committee and Region Council so the budget can be presented to the NYC at its January meeting.
- Liaising with the local DA or Section for a parent site near to the NYR site
- Preparing a site layout, including access for emergency vehicles
- Giving space consideration for Leaders' pitches next to their Youth, which may include caravans or motorhomes
- Arranging suitable entertainment for Friday and Saturday nights
- Arranging for appropriate first aid cover to be in place and making a plan for contacting the Emergency Services. This will include investigating the nearest A&E Department and possible response times of Emergency Services.
- Ensuring good communication with the site owner.
- Arranging for appropriate guests to attend the Rally, including sending invitation to Club Officers such as the Club Chairman, Region Chairman, NYC Secretary and all members of the NYC
- Gaining approval from the NYC before inviting any additional guests and, once approval is obtained, inviting them
- Preparing a final report for the NYC, to include a financial report, to be presented to the Committee's January meeting

Be aware there is a great deal of experience and willing assistance within the National Youth Committee. If you are unsure of any point, or require any help, please contact your nearest RYLO, SYLO or the Chairman of the National Youth Committee.

Always take into account this is a Youth event so everything should take account of the young person's perspective.

ADMINISTRATION OFFICER

The Administration Officer is responsible to the Chief Camp Steward and for ensuring the smooth running of the Rally administration. The Administration Officer's tasks include:

- Obtaining and selling pennons at the agreed price
- Circulating the booking form
- Arranging for programmes to be produced and printed
- Obtaining id badges, if required, in conjunction with Site Officer
- Ensuring the administration point is manned at all times throughout weekend and up to last coach arriving after 11pm
- Ensuring refreshments are available for those arriving on Friday evening
- Selling raffle tickets throughout the weekend and ensuring the prizes are on display
- Collecting all site fees and passing the money to the Treasurer
- Arranging a suitable venue for the National Youth Committee meeting to be held on the Saturday at an agreed time

SPORTS OFFICER

The Sports Officer is responsible to the Chief Camp Steward and for ensuring the smooth running of all sports and fun games at the Rally. The Sports Officer's tasks include:

- Providing a full and varied games and sports programme which must include the Austin Trophy, volleyball, netball and five-a-side football
- Ensuring the RYLO has enough information to answer any questions concerning sports that might arise at the April meeting of the NYC
- Liaising with the Chief Camp Steward on appropriate sites for the sport and ensuring these areas are adequate for all the activities
- Arranging for any sports equipment needed. Working with the Equipment Officer on transportation and obtaining other equipment, as necessary
- Obtaining individual first- and second-place trophies or medals for sports team members, within the agreed budget
- Organising all trophies and medals to be on display before the Closing Ceremony of the Rally
- Acting as overall Referee for the Austin Trophy, unless this is delegated to the RYLO of the host Region
- Arranging for up-to-date copies of sports rules for team managers and copies of Austin Trophy rules for team managers, marshals and timekeepers
- Arranging a meeting of all team managers, team marshals and timekeepers on Saturday morning and making sure all are fully briefed on their duties
- At the team managers' meeting, ascertaining who is taking part in the required sport and organising a draw on those taking part. Each sport will require a separate draw
- Providing drinking water for competitors during the Austin Trophy
- Arranging for sand buckets for Primus Race

EQUIPMENT OFFICER

The Equipment Officer is responsible to the Chief Camp Steward and for ensuring that all other Officers' requirements are met as far as possible. This will vary according to each site, depending on the facilities available. The Equipment Officer's tasks will include:

- Obtaining any marquees or adequately-sized tents as required
- Providing all signs needed for the site, such as out of bounds, parking, route to site and those requested by other Officers
- Arranging for generators if needed
- Arranging for a public address system to be available for the Opening and Closing Ceremonies and for use by the Sports Officer
- Liaising with all Officers regarding their equipment requirements
- Being aware of and making suitable arrangements to transport any sports equipment required

SITE CONTROL

The Site Control Team is responsible to the Chief Camp Steward and for ensuring that the overall security of the site is maintained, including making sure a practical traffic system is in operation. The Site Control Team's tasks include:

- Selecting a team of people to provide security patrols throughout the weekend in areas that may be vulnerable from the general public or because of the young people accommodated there

- Organising rosters to cover all areas of the site including buildings that are open
- Ensuring all Club members adhere to Club rules and remain outside any out of bounds areas
- Allocating a car parking area.
- Ensuring id is checked where required
- Advising the Chief Camp Steward of any security matters which may need to be attended to during the weekend

SANITATION OFFICER

The Sanitation Officer is responsible to the Chief Camp Steward and for ensuring the overall site is kept clean and in a sanitary state during and after the Rally. The Sanitation Officer's tasks include:

- Providing and organising a team to keep the site clean and sanitary throughout the weekend
- Ensuring the site is left in a clean state after the event
- Ensuring any toilet blocks and all water supplies are maintained throughout the weekend
- Providing rubbish bags for outside areas
- Providing skips for taking away the rubbish
- Sign posting all fresh water and chemical toilet disposal points.

TREASURER

The Treasurer is responsible to the Region for ensuring the budgets are kept to and for overseeing all expenditure by other Officers. The Treasurer's tasks include:

- The Club's Admin Committee has stated that the all Regions organising a National Youth Rally should appoint the Region Treasurer onto the organising Committee to ensure funds are being managed correctly and that any expenses occurred are dealt with promptly.
- Setting up a separate account for the Rally within the Region's accounts
- Preparing a budget in conjunction with all Officers for review by the Club Treasurer and subsequent approval by the Region Council and the NYC at its January meeting.
- all Regions organising a National Youth Rally appoint the Region Treasurer onto the organising Committee to ensure funds were being managed and that any expenses occurred were being promptly dealt with.

CATERING

Catering is responsible to the Chief Camp Steward. Catering tasks include:

- Providing catering according to the CCY requirements, taking into account financial viability. Facilities might include sourcing a burger van, chip van or ice-cream seller
- Advising the attendees of the services available during the weekend.

THE OPENING CEREMONY

All those attending the Rally should plan to come to the Opening Ceremony.

As this is an important event in the Club's calendar, the following people should be invited to attend the Opening Ceremony to show their support for the young people involved:

- Club Chairman
- NYC Chairman
- The local Member of Parliament
- Chairman of the local Council and any appropriate Councillors
- Area Youth Officer
- The site owner or his or her representative
- NYC Secretary

SPORTS

Fun sport competitions are an important part of the National Youth Rally. Some competitions are familiar outside the Club, such as the five-a-side football and netball tournaments. Another, namely the Austin Trophy, is unique to the Club and reflects many of the skills needed by youngsters to enjoy a lifetime of camping.

Campers compete in teams representing their Region and must be full members of the CCY. Teams are handicapped according to the numbers attending. As a result, Regions with fewer campers are not at a disadvantage. The Rod Daniels Memorial Trophy is awarded to the Region that is most successful across all the events.

All these competitions are held on the Saturday of the National Youth Rally, except the Austin Trophy, which is held on Sunday morning. Any draws, to allocate positions for the tournaments, are made before the Opening Ceremony.

Organisers of the Rally may decide on the size of the sports pitches, taking into account the space available. Guidelines are given on the standard size of pitches in the relevant sections.

TROPHIES

Trophies are awarded at the closing ceremony.

Individual first and second-placed trophies or medals are normally given to each team member, alongside the single trophy for the team itself.

The perpetual trophies presented are:

- Football Tournament Winners
- Volleyball Tournament Winners
- Netball Tournament Winners
- Austin Trophy Winners Pennon
- Austin Trophy Runners-Up
- Rod Daniels Memorial Trophy Winners
- Primus Stove Trophy

Individual medals or trophies are likely to be required for:

- Eight volleyball players
- Nine netball players
- Seven football players
- 14 players and reserves in the Austin Trophy

KIT

The National Youth Committee holds the following equipment. Each host Region is responsible for passing it on to its successor:

- plastic bowls
- sack race sacks
- stop watches
- three-legged ties
- equipment for tent erection game
- relay batons
- saucepans
- sand buckets
- some signs for Regions and out of bounds
- National Youth Rally Pennon
- scoreboard

The National Youth Committee also stores this equipment in a central location. The organising Regions will need to make arrangements for this kit to be collected and delivered to the Rally venue and returned at the end of the Rally:

- 2 volleyball nets
- 2 volleyball marker tapes
- 4 volleyballs
- 4 netball goal posts
- 4 netballs
- 4 football goal posts
- 2 footballs
- 4 football goal bags
- 2 ball sacks

Any items lost or stolen when in the possession of the host Region must be replaced in good time for the following year's National Youth Rally.

The host Region will also need to provide the following equipment for the Austin Trophy events:

- paraffin
- meths
- matches
- apples
- flour
- paper plates
- drinking water
- water for use in the Primus Race
- sand for use in the Primus Race

There are layout diagrams for the Austin Trophy race courses along with a template for the draws, elimination rounds and scoresheets for all the competitions in Appendix 6.

ELIGIBILITY

All those competing in any sports competitions at the Rally must be bona fide members of their Region CCY.

Any Region winning volleyball, netball, football Austin Trophy competitions will not be eligible to receive the Rod Daniels Trophy.

All points (including those of the winners) are entered on to the score sheet throughout the tournaments. The winning Region is the one with the highest number of points when all competitions are complete that does not hold any other winner's trophy.

ATTENDANCE HANDICAP

The Region with the largest number of Youth attending the Rally will receive one point. The second largest Region will receive two points and so on down to the smallest Region receiving the largest score.

ALLOCATION OF POINTS FOR THE ROD DANIELS TROPHY

SPORTS POINTS (VOLLEYBALL, NETBALL AND FOOTBALL)

A team from the Region must compete to receive points

- Losers of the first round will receive one point
- Losers of the second round will receive two points
- Losers of the semi-final will receive three points
- The event runner-up will receive four points
- The event winner will receive five points
- If a team is disqualified it will receive no points

AUSTIN TROPHY POINTS

The Region achieving last place in the Austin Trophy will receive one point. This will rise one point with each successive place to the winner, which will receive the most points.

In the event of joint overall winners the decision will be awarded to the Region with the least number of Youth attending.

RULES FOR SPORTS

VOLLEYBALL

Two courts are normally used for this event, which is played on a straight knockout basis.

COURT SIZE

The volleyball court used is 16 m (52ft) long by 8m (26ft) wide. Each side of the court therefore measures 26ft x 26ft. A centre line is marked dividing the court into two 26ft squares.

DURATION OF THE GAME

The game will be to 25 points (changing ends at 13). The final will be best of three to 15 points, where the game goes to a third set, change ends at eight.

Matches to be played to rally points score on every serve.

PLAYERS

The team will consist of eight players, six on court at one time.

Substitutions can only be made at the time of rotation.

A maximum of two substitutions can be made per set.

A maximum of two timeouts can be made per set.

THE SERVE

This can be done from anywhere behind the back line, serving underarm or overarm.

TOUCHES

The teams have a maximum of three touches to return the ball to the opposition's court.

THE BLOCK

When the opposition are returning the ball you can block the ball from going on to your side.

If the ball touches one of your team's players from that block and comes into your court then this touch does not count as the first touch (so you still get your three touches).

SIMULTANEOUS CONTACT

If two opposing players touch the ball simultaneously at a block, then the team on whose side the ball does not fall is deemed to have touched it last.

FOULS

Fouls occur if:

- during service the ball touches the net, hits a player before going over the net, passes over or outside of the net markers, goes under the net or falls outside the limits of the court.
- the server touches the back line during the service (the server must be behind the line)
- a player touches the net during the rally (this includes clothing)
- a player's foot lands past the centre line marker (a player's foot may touch the line but must not go fully over)
- a team touches the ball more than three times (except with the block)
- a player touches the ball more than once (except with the block)
- a player will be eligible to play for only one team through each tournament

All referees must have access to these rules.

NETBALL

Two courts are normally used for this event, which is played on a time basis with the final game being longer.

No injury time will be allowed – a substitute must be used to allow the game to carry on if a player can no longer take part.

No jewellery is to be worn and players must have short nails – or must cover long nails with tape – to prevent injury to other players.

Games will not be held up for late arrivals. Anyone who arrives late may not enter the game while play is in progress, but must wait for the half-time whistle or be used only as a substitute for injury or illness.

Bibs must be worn to distinguish team and position played.

STANDARD COURT SIZE

A standard netball court is 30.5m (100ft) long by 15.25m (50ft) wide. It is divided into thirds lengthwise.

DURATION OF THE GAME

The game will last 12 minutes (six minutes each way).

The final will last 20 minutes (ten minutes each way).

PLAYERS

Teams shall consist of seven players and two substitutes, all of whom will be female.

Substitutions can only be made at the half-time break.

FOOTWORK

The first foot to land after receiving the ball is referred to as the landing foot. This foot must not be lifted and repositioned while the ball is in the player's hand, if the player lands with both feet simultaneously either foot may be declared as the landing foot for the above rule to apply.

THREE SECONDS

A player may only hold the ball for three seconds before making a pass or a shot, a free pass is given to the opposition if this rule is broken.

CONTACT

Netball is a non-contact sport. When a player contacts an opposing player a penalty shot or pass will be awarded against her. The offending player must stand beside the player taking the penalty until the ball is released. If two players make contact simultaneously then a throw-up between the two players will occur.

OBSTRUCTION

A player is said to cause an obstruction if she stands nearer than 3ft to the player who has the ball, a penalty pass or shot will occur if this rule is broken.

OVER A THIRD

During the game the ball must be received in every third of the court, a free pass will be given if this rule is broken.

REPLAYED BALL

The ball must be caught cleanly. If the ball is bounced and caught then a free pass is given to the opposition.

OFFSIDE

Each player has a designated area in which she must play. If she steps out of this area she is offside and a free pass will be given to the opposition.

PLAY

At all throw-ins the player does not have to wait for the umpire to say "play". She must ensure all players are back on court before stepping up to the line to take the throw-in.

CENTRE PASS

To receive the centre pass a player must either be in the centre third of the court or have entered the centre third with both feet. The player may take off from the centre third to receive the ball and land in her permitted goal third, a free pass will be given if this rule is broken.

FIVE-A-SIDE-FOOTBALL

The tournament will be under Football Association Laws of the Game. With the following exceptions:

- there will be no offside rule
- each match will last 12 minutes (six minutes each way). Turn straight round at half-time
- any player sent off will not be allowed to take any further part in the tournament, but the team will be allowed back to full strength for the following game
- a player receiving two cautions in separate games will not be allowed to take part in the following game if the team he is representing goes through to a third. Organisers must keep strict records

STANDARD PITCH SIZE

A standard pitch for five-a-side football is 36.5m (120ft) long by 27.5m (90ft) wide.

PLAYERS

Team must consist of seven players (male or female) of which five can be used at any one time during the match. A team can make only two substitutions.

Substitutions can only be made when play is stopped. A player who has been taken off and replaced with a substitute, cannot return to play again in that particular match. Teams can change goalkeeper at any time during the match, provided there is stoppage in play and the referee has been informed of the change.

OTHER INFORMATION

The tournament will be run on a knockout basis.

Any match finished without a final result will be decided on a penalty shoot out. Only players on the pitch at the final whistle will take part in a 'best of five' penalties. If there is still no result after the 'best of five', the substitutes will be used to sudden death with an equal number of penalties taken by each side.

Referees will be appointed to officiate during the tournament.

Teams must be ready to start as soon as called. Failure to do so will result in the match being awarded to the opposition. If both teams are late then both teams will be out of the tournament.

Head height rule only applies to throw-ins, that is they must be underarm.

Any team playing an ineligible player will be excluded from the whole tournament.

All teams must wear tops of the same colour, which must be distinct from the opposing team. The referee will have the final say as to whether the teams are distinct.

Soft shoes or moulded rubber boots must be worn.

A defending player in his or her own area results in penalty.

A defending goalie out of his or her area results in penalty.

An attacking player in the opposition area results in free kick.

If a penalty is taken before a clear signal, which is a whistle from the referee, then the penalty must be re-taken.

All referees and officials must have a copy of these rules.

AUSTIN TROPHY

Every Region is encouraged to put forward a team for the Austin Trophy competition at the Rally. The Trophy is awarded to the Region scoring the most points in the competition and held for one year.

The RYLO from the winning Region is personally responsible for the safe keeping of the Trophy and must make sure it is returned in good time for it to be displayed at the opening ceremony of the Rally the following year.

The competition is held on a course with the layout as shown in Appendix 6. The draw for lanes takes place at the Sports Managers' meeting at the National Youth Rally.

TEAM COLOURS

Each Region has its own identifying colours:

Cambrian and Wyvern	dark blue
Central Counties	black
Chiltern	grey
Eastern	mauve
North Central	pink
North East	orange
North West	red
Northern Ireland	green
Scottish	tartan
South Eastern	brown
South West	yellow
Southern	light blue
Yorkshire	white

SCORING

Points are awarded for each event and for all positions. The worst performing team receives 1 point, the next worst receives 2 points and so on, with the best team receiving the maximum number of points. If a team fails to complete an event they will be given 0 points but the winner will still receive a number of points equivalent to the total number of teams.

DISQUALIFICATION

All competitors are encouraged to follow the rules, but any disqualification should be decided on the grounds that:

- the infringement was intentional
- an advantage was gained
- the ultimate result was affected

If none of these grounds exist then the disqualification should not be upheld.

INDEPENDENT ADJUDICATOR

An independent adjudicator will be appointed to oversee all judgements and decisions. The adjudicator will normally be a RYLO without a team in the race or another suitable independent person with an understanding of the Austin Trophy.

The adjudicator's primary duty is to check with the marshals after a race. If any issues have arisen the adjudicator will make the final decision on places and any disqualifications. He or she will call the team managers to inform them of the decision.

The adjudicator can also be an extra marshal in the race if needed.

PREPARING FOR THE AUSTIN TROPHY COMPETITIONS

SETTING UP THE COURSE

The host Region is responsible for finding a suitable location for the course. This should be a grassed area, level if possible, free from potholes, stones and other debris. The event area should be marked out as shown in Appendix 6, with one lane for each competing Region. This means there will be a maximum of 13 lanes, if all Regions enter.

THE SATURDAY MEETING

On the Saturday of the Rally there should be a meeting for Managers, Timekeepers and Marshals to make sure everyone is familiar with the relevant rules and has all the equipment needed.

The meeting should cover the following:

- The current competition rules should be clarified and copies handed out to all those who need them
- Each Timekeeper should be given a functioning stopwatch and shown how to use it, if necessary
- An independent Umpire should be appointed to handle any disputes
- A demonstration of the standard of boiling water required for the Primus Race

OTHER REQUIREMENTS

The timing of the games should be planned to finish by 12.30pm on the Sunday of the Rally.

An adequate supply of drinking water should be provided on a table next to the course.

All competitors and Marshals must be able to hear or see the starting signal.

A Scorer and scoreboard should be provided so the scores are easily visible and updated during the competition.

REQUIREMENTS FOR EACH REGION

Each Region that wishes to complete in the Austin Trophy events will need to provide

- a Primus stove for the Primus Race
- a rucksack and kit for the Kit Race

It will also need to nominate a Team Manager, a Timekeeper and a Marshal (who should ideally have been involved in the Austin Trophy before). All three must be available to attend the preliminary meetings on Saturday and the event on Sunday morning.

REGION TEAM MANAGER

The Team Manager will:

- attending the Team Managers' meeting on Saturday
- select a Timekeeper and a Marshal
- select the competitors for each event
- make sure all competitors understand the rules
- make sure a Primus stove is available, in working condition, cold and filled just before the race is due to start
- make sure team colours are available, clean and the competitors wear them for easy identification
- make sure the designated rucksack and kit is correct and available for the race

REGION TIME KEEPER

The Time Keeper will:

- make sure the stopwatch is in working order and understand how to use it
- find out where to stand for each race
- make sure the starting signal is clear
- make sure he or she understands the requirements of each race
- notify the Umpire immediately if any infringements occur that may lead to disqualification

REGION MARSHALL

The Marshall will:

- find out where to stand for each race
- make sure he or she understands the requirements of each race
- notify the Umpire immediately if any infringements occur in the lane that may lead to disqualification

THE REGION'S TEAM

Each Region's team includes 12 young people, at least four of whom should be girls, plus two substitutes.

If any Region is short of team members, it may invite Youth from another Region as long as the young people concerned are not already competing for their own Region.

THE AUSTIN TROPHY RACES

EVENT 1 – PRIMUS RACE

Competitors required: one boy or girl

One competitor has to light the Primus stove and bring the water to the boil.

The Marshals and Timekeepers should be aware of the boiling point required because they will have been involved in the demonstration at the Saturday meeting.

There must be a suitable means of dealing with an emergency, which is likely to be a bucket of sand or water at hand for each team.

If three flare-ups occur the competitor is disqualified.

If the water is spilt or the pan falls off the stove, the competitor is disqualified.

The layout of the Primus Race course can be found in Appendix 6.

PRIMUS RACE EVENT RESPONSIBILITIES

Team Manager presents the empty, cold Primus stove before the race, makes sure it is assembled correctly, fills it three quarters full with paraffin, fills the dropper bottle with meths, collects the matches and places the Primus stove at the team's start position. The Team Manager then puts 500ml of water into a saucepan by the stove.

Timekeeper starts the stopwatch on the Starter's signal and stops it when the Marshal indicates the water is boiling, when bubbles are profusely breaking the surface of the water. The Timekeeper reports this time to the Scorer.

Marshal looks for and counts flare-ups, watches for spills and indicates when the water is boiling. The Marshal will note anything that may result in disqualification. The Marshal must be prepared to intervene but only if there is a concern for anyone's safety.

EVENT 2 – FLAT RACE RELAY

Competitors required: two boys and two girls

Two boys and two girls take it in turns to run with the baton.

The baton must only be passed on to the next runner when he or she is over the line. The team will be disqualified if the baton is exchanged before this. Dropping the baton does not lead to disqualification.

FLAT RACE RELAY EVENT RESPONSIBILITIES

Timekeeper starts the stopwatch on the Starter's signal, checks the changeover occurs behind the line, stops the stopwatch at the end of the race. The Timekeeper reports this time to the Scorer.

Marshal checks the changeover is behind the line

EVENT 3 – NOVELTY RACE RELAY

Competitors required: two boys and two girls

Leg 1: First girl hops in a sack

Leg 2: Two boys run three legged

Leg 3: Second girl runs backwards

The team will be disqualified if the team members do not cross the line before the next competitor starts

NOVELTY RACE RELAY EVENT RESPONSIBILITIES

Timekeeper starts the stopwatch on the Starter's signal, checks the changeover occurs behind the line, stops the stopwatch at the end of the race. The Timekeeper reports this time to the Scorer.

Marshal checks the changeover is behind the line

EVENT 4 – TENT ERECTION RACE

Competitors required: two boys and two girls

The first team member runs to the 10m metre line with the tent poles, places (not throws) them on the ground over the line and returns to the start

The second team member runs to 10m line with the ridge pole, places (not throws) it on the ground over the line and returns to the start

The third team member runs to 10m metre line with the pegs, places (not throws) them on the ground over the line and returns to the start

The fourth team member runs to the 10m line with the canvas, places (not throws) it on the ground over the line and returns to the start

All four team members join hands, run to the 10m line and pitch the tent. All the tent must be within the team's lane and clear of the 10m.

When the tent is erected all four team members join hands again and run to the finish line. If the tent falls down before they reach the finish line they can return and re-erect it.

The team will be will be disqualified if the competitors do not cross the line holding hands.

TENT ERECTION RACE EVENT RESPONSIBILITIES

Timekeeper starts the stopwatch on the Starter's signal, checks the changeover occurs behind the line, stops the stopwatch at the end of the race. The Timekeeper reports this time to the Scorer.

Marshal makes sure all the equipment is placed (not thrown) over the 10m line, checks the tent is pitched wholly within the team line, with all guys and pegs in use. The Marshal must be careful not to get in the way of any competitors.

EVENT 5 – KIT RACE

Competitors required: one boy and one girl

The girl runs and picks up one item at a time and returns to the boy, who then puts them in the rucksack. When all the items are in the rucksack, the boy tightens the drawstring, puts the rucksack on his back with both arms through the straps and runs to the finish line.

The team will be disqualified if any item falls out of the rucksack during the run to the finish, or an arm comes out of the straps.

KIT RACE EVENT RESPONSIBILITIES

Manager makes sure the designated rucksack and kit are all in place ready for the start of the race.

Timekeeper starts the stopwatch on the Starter's signal and stops it at the end of the race. The Timekeeper reports this time to the Scorer.

Marshal checks only one item at a time is collected and that the final competitor wears the rucksack properly on his back from the start of the final run.

EVENT 6 – GLUTTONS RACE

Competitors required: one boy or girl

The competitor runs to a bowl, which has an apple floating in water in it, kneels down with hands behind his or her back and takes a bite from the apple. The apple is spit out and the competitor runs to a plate covered with flour and containing a sweet, kneels down as before, picks up the sweet in his or her mouth, drops the sweet on the ground and runs to finish the line.

The competitor may use his or her hands to get into the kneeling position and back to his or her feet, if the hands touch the floor while in the kneeling position, the competitor will be disqualified.

GLUTTONS RACE EVENT RESPONSIBILITIES

Manager waits on the finishing line with water to make sure the competitor does not have any breathing difficulties.

Timekeeper starts the stopwatch on the Starter's signal and stops it at the end of the race. The Timekeeper reports this time to the Scorer.

Marshals oversee two lanes in this race. Marshal 1 checks the two competitors in these lanes do not use their hands during apple bobbing and that they spit out the apple.

EVENT 7 – CHALLENGE RACE

Competitors required: eight boys and four girls

1. One girl hops half way up the course in a sack then hands over to a boy who hops to end of course
2. A girl carries a baton back to the start, where she hands the baton to a boy who runs to end of course
3. A boy carries a girl piggyback to start of the course (the boy must hold the girl's legs with his hands)
4. Two boys go three legged to end of course
5. A boy runs back to the start of course
6. Two boys and one girl form a horse and run to the finish. The horse is formed by one boy standing with the second boy bending over behind the first to form the body of the horse, holding him around the waist. A girl sits on the second boy's back and holds first boy around the shoulders. If the girl falls off, they must stop and reform the horse.

CHALLENGE RACE EVENT RESPONSIBILITIES

Timekeeper starts the stopwatch on the Starter's signal, checks all changeovers are made behind the lines and stops the stopwatch when the 'horse' crosses the line. The Timekeeper reports this time to the Scorer.

Marshal makes sure all changeovers are made behind the line, the 'horse' is correctly set and stops to reset if the rider falls, reporting any infringements.

FICC YOUTH RALLY

The FICC Youth Rally is generally held overseas and any member of the CCY who has passed his or her Youth Test may attend. The event is organised by a particular nation, usually the host country, and is open to campers under the age of 30.

The National Youth Committee appoints a British Party Leader (BPL) to coordinate the event on the Club's behalf.

The BPL will generally send out all information about the upcoming Rally in the November of the year before it is held. The details will include the costs of an International Camping Card (Carnet) and any insurance required by those attending the Rally.

The BPL will ask for all forms to be returned before the end of January, along with any Region bookings.

Information about insurance, if relevant, will be emailed to participants before the Rally. The BPL will have a copy of all insurance confirmations and policy numbers and can provide them to any RYLO for his or her party if needed.

Over 18s may be covered by their own insurance and will need to carry details with them as no cover will be provided by the Club.

The International Camping Card will be sent out by recorded delivery to the participants before the Rally. The BPL will have a list of all those who have a CCI card and will contact the Club's insurance providers before the Rally to make sure all participants have the necessary documents.

CCY CERTIFICATES OF ACHIEVEMENT

CCY Certificates of Achievement are awarded to young people in the CCY who have shown a particular strength in relation to their camping life. Recipients must be CCY members aged 12 to 17 and are normally presented at the National Feast of Lanterns Meet every year.

NOMINATIONS FOR A CERTIFICATE OF ACHIEVEMENT

Each Region and Section may award a Certificate of Achievement to its most deserving CCY member. All recipients are then put forward to be considered for the National CCY Certificate of Achievement.

CCY Certificates of Achievement are covered by Green Paper 4.9, which is reissued in October each year.

The RYLO or SYLO of each Region and Section must choose the CCY member who is to receive the Certificates before 15 March each year. There are no defined criteria for the award but it should be based on the individual's camping related achievements. Other personal successes may be used to differentiate between more than one potential recipient, if a number of young people all show outstanding camping-related achievements. Each Region and Section winner will be awarded a CCY Certificate of Achievement and outdoors retail vouchers to the value of £100.

Certificates and prize vouchers will be issued by the Membership Services Director's office and should be ordered using the Certificate Order Form in the relevant Green Paper, giving at least 14 days' notice of the intended presentation date.

NATIONAL CCY CERTIFICATE OF ACHIEVEMENT

Each Region and Section will need to submit a written nomination for its CCY Certificate of Achievement winner so he or she can be considered for the National Certificate of Achievement each year. Submissions should consist of a written nomination of no more than 250 words, together with a photograph of the nominee. These must be received by the Membership Services Director, no later than 31 March each year.

The National Youth Committee will consider all submission at its April meeting and the winner will be chosen using a paper ballot. The three National CCY Certificate of Achievement award nominees will be announced at the National Youth Rally each year, with the winner being announced at the National Feast of Lanterns.

The winner will receive the National CCY Certificate of Achievement, together with outdoor retail vouchers to the value of £300. The two runners up will each receive a certificate and outdoors retail vouchers to the value of £150.

APPENDIX 1 – UNIT INCIDENT REPORT FORM

Name of Club Unit:

Date of incident:

Time of incident:

Name of people involved:

- If a Club member please give membership number
- If not a Club member please give name and address

State nature of incident:

- If personal property is involved, give details, including make, type, colour and registration of any vehicles involved. Include a brief report of what happened.
- If personal injury, give brief report of how it happened, if anyone went to hospital, stating which hospital the injured parties went to. If first aid was given, state by whom.

State name and address of any witnesses:

- This includes Stewards, as well as others present
- Ask the witnesses to make a written statement for the record

Any other relevant information:

(Continue onto additional sheets, as necessary)

APPENDIX 2

This appendix includes a list of endorsements. If any of these appear on a driver's licence the driver may still be allowed to transport CCY members.

CU20 Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition.

CU30 Using a vehicle with defective tyres.

CU40 Using a vehicle with defective steering.

CU50 Causing or likely to cause danger by reason of load or passengers.

CU60 Undefined failure to comply with construction and use regulations.

MS 10, 20, 30, 40, 50 Miscellaneous offences.

MS 60, 70, 80, 90 Miscellaneous offences.

MW10 Contravention of special roads regulations (excluding speed limits).

PC10 Pedestrian crossing offence.

PC20 Pedestrian crossing offence.

PC30 Pedestrian crossing offence.

SP10 Speeding offence.

SP20 Speeding offence.

SP30 Speeding offence.

SP40 Speeding offence.

SP50 Speeding offence.

SP60 Speeding offence.

TS10 Fail to comply with traffic light signals.

TS20 Fail to comply with double white lines.

TS30 Fail to comply with stop sign.

TS40 Fail to comply with directions of constable/traffic warden.

TS50 Fail to comply with a traffic sign.

TS60 Fail to comply with school crossing patrol sign.

TS70 Undefined failure to comply with a traffic direction sign.

APPENDIX 3

APPLICATION TO OPERATE TRANSPORT FOR CLUB MEMBERS

Please complete this form in capital letters

Applicant/driver (name) _____ Membership no. _____

Address _____

_____ Tel no. _____

Age _____ How long have you held a full driving licence? _____

Do you hold a PSV licence? Yes ☐ No ☐

Are there any endorsements on your driving licence? Yes ☐ No ☐

If Yes please list them: Offence code _____ Date of conviction _____

Offence code _____ Date of conviction _____

Do you have a motor insurance claim outstanding? Yes ☐ No ☐

How long is your experience of driving this or similar class of vehicle? _____

Name of Club Unit under whose auspices the journey will be made

Particulars of journey Depart date _____ Return date _____

Departing from _____ Destination _____

Purpose of journey _____

If there are any overnight intermediate stops please list these on a separate paper giving the itinerary of the journey.

Vehicle to be used: Make _____ Model _____ Registration _____

Private Yes ☐ No ☐

PSV Yes ☐ No ☐

Hired Yes ☐ No ☐

Number of seats in vehicle including driver _____

Name and address of owner/hire company

_____ Tel no. _____

How many members will be transported in vehicle under the age of 18 years? _____

If they include any Youth members their parents' written permission must be obtained and a copy attached to this application.

How is the cost of the journey being funded?

I HAVE READ AND UNDERSTOOD THE CLUB'S INFORMATION PUBLICATION ON THE
TRANSPORTATION OF CLUB MEMBERS

Signature of applicant _____ Date _____

A copy of the driver's licence and the vehicle insurance certificate must be attached to this application for private and self-drive hire vehicles

THE CAMPING AND CARAVANNING CLUB
TRANSPORTATION OF CLUB MEMBERS

Mr/Mrs/Miss _____ Membership no. _____

of (Club Unit) _____

Region _____

is hereby authorised to operate transport for _____

members in vehicle registration number _____

from (dates) _____ to _____

for the purpose of _____

in accordance with an application submitted by me.

Date _____

Regional Secretary _____

Regional stamp

This authorisation must be carried throughout the journey and it must be produced on request by any member of the National Council or a Regional Executive Officer.

APPENDIX 4

REQUEST FOR A DISCLOSURE – APPLICATION FORM DAF1

For completion by applicant.

If a leadership position is held jointly, both parties must complete this form separately

Appointment:

Club Unit:

Name:

Address:

Email:

Membership No:

Joint Applicant, if applicable:

Name:

Address:

Email (must be different from above):

Membership No:

I have read the Information and Guidance Notes for the above appointments.

Signed: Signed:

For completion by Unit Secretary:

Name:

Address:

Club Unit:

APPENDIX 5

NATIONAL YOUTH TEST RECORD SHEET

Candidate's name	_____
Membership number	_____
Address	_____ _____ _____ _____
Postcode	_____
Date of birth	_____
Youth tester	_____
Region, Section or Group	_____
Date and time of arrival	_____
Minimum qualifying	_____

Number	Module	Pass	Initial Refer	Fail
1	Packing of kit			
2	Selection of kit			
3	Pitching			
4	Map reading and compass			
5	Use of stoves and precautions			
6	Cooking and diet			
7	Sanitation			
8	Waste water			
9	Refuse disposal			
10	Code for campers			
11	First aid			
12	Striking camp			

Comments and general information:

Signature of Tester _____

Signature of RYLO _____

Date _____

LETTER TO CLUB HEADQUARTERS CONFIRMING SUCCESSFUL
NATIONAL YOUTH TEST CANDIDATES

Membership Service Director
The Camping and Caravanning Club
Greenfields House
Westwood Way
Coventry
CV4 8JH

Dear Sir

The National Youth Test

The candidates below passed their Youth Tests on _____

Please find enclosed their membership cards to be re-issued directly to the relevant candidate's address with an appropriate National Youth Test Passed validation.

	Membership number	First name	Surname	Address	Hoodie size*
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____

Special instructions:

Yours sincerely

RYLO of _____ Region

*Hoodie sizes available are: S, M, L, XL, XXL, XXXL

APPENDIX 6 – COMPETITION TEMPLATES

VOLLEYBALL, NETBALL AND FOOTBALL

REGION LISTINGS FOR VOLLEYBALL, NETBALL AND FOOTBALL COMPETITIONS

Cambrian and Wyvern Region

Central Counties Region

Chiltern Region

Eastern Region

North Central Region

North East Region

North West Region

Scottish Region

South Eastern Region

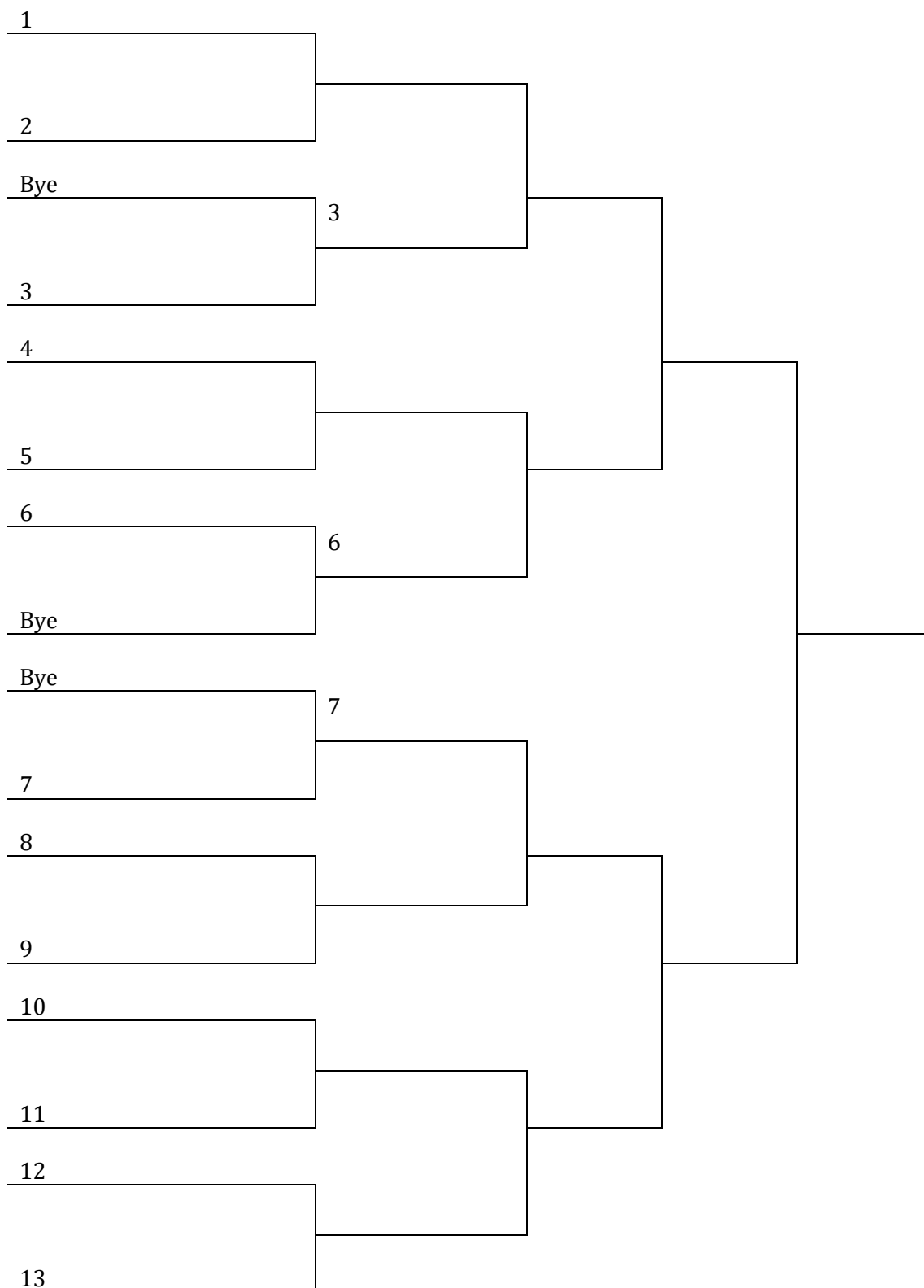
South West Region

Southern Region

Yorkshire Region

Northern Ireland Region

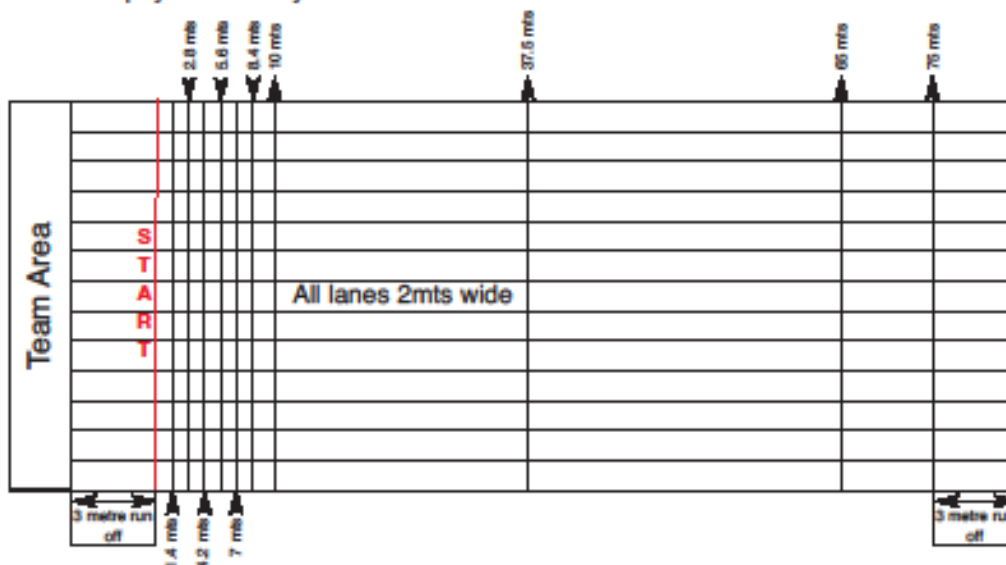
DRAW SHEET FOR VOLLEYBALL, NETBALL AND FOOTBALL



Teams allocated a bye go straight through to the second round.

AUSTIN TROPHY COURSE LAYOUTS

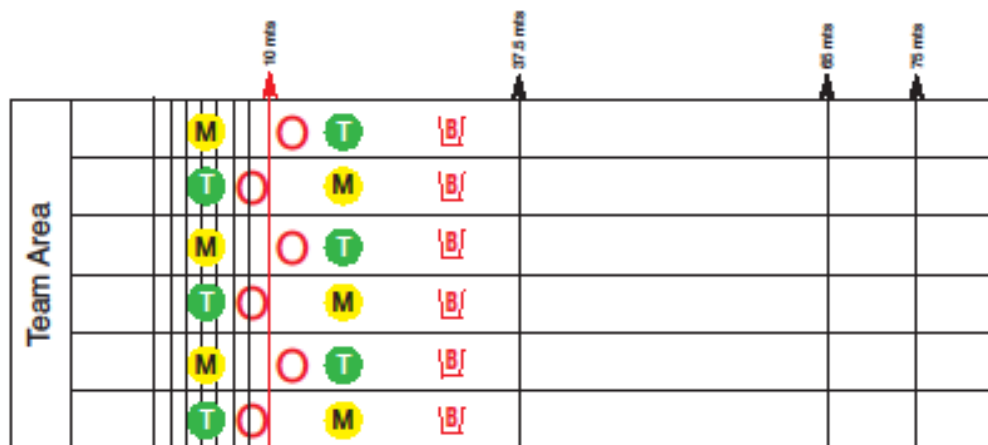
Austin Trophy Course Layout



For all events the following applies:

▲ Start position ● Position of timekeeper ● Position of marshal Finish line

EVENT 1 – PRIMUS RACE



▲ Position of bucket of sand

An extra lane is needed for the Primus Race so the challenge can happen in the centre of the course.

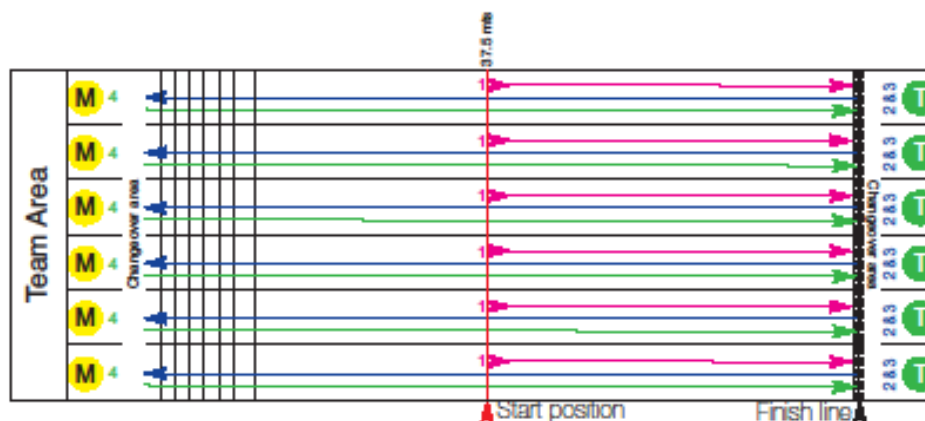
The Primus stove positions are to be set out along this lane 5m apart, each side of the centre of this lane.

EVENT 2 – FLAT RACE RELAY



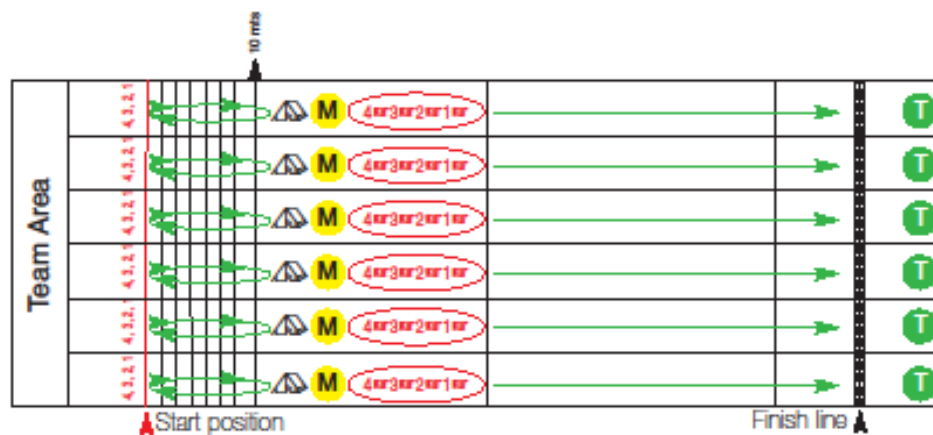
Start positions Girl 1, Boy 2, Girl 2, Boy 2

EVENT 3 – NOVELTY RACE RELAY



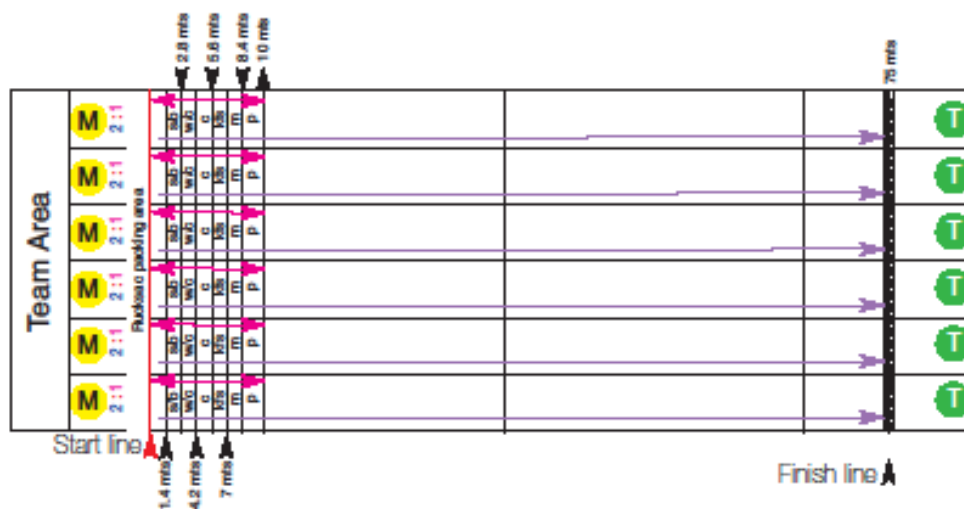
Start positions Girl 1, Boy 2, Boy 3, Girl 4

EVENT 4 – TENT ERECTION RACE



Start positions Girl 1, Girl 2, Boy 3, Boy 4

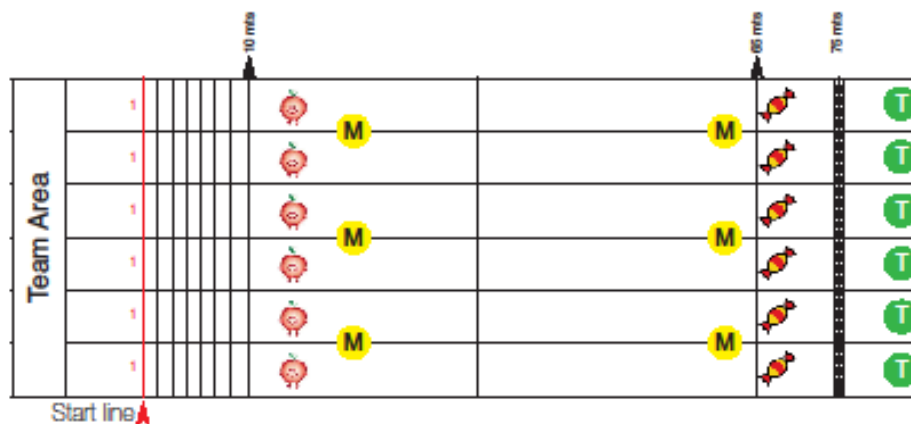
EVENT 5 – KIT RACE



Start positions: Girl 1, Boy 2

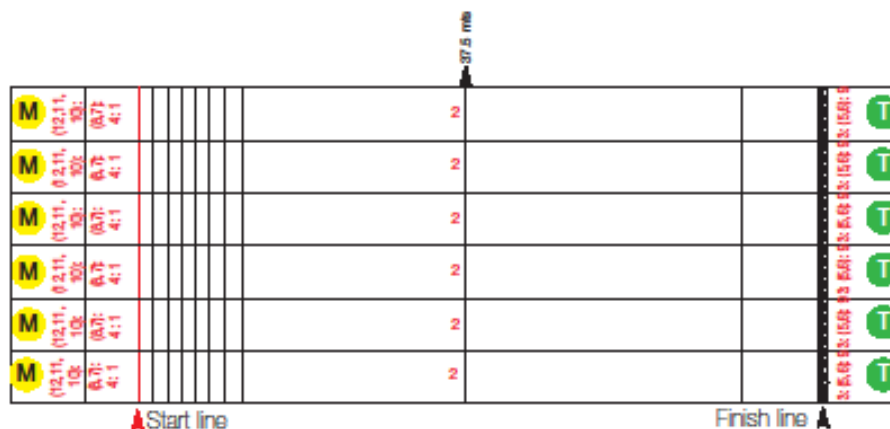
s/b	sleeping bag
w/c	water carrier
c	pots and pans
kfs	knife, fork and spoon
m	mug
p	plate

EVENT 6 – GLUTTONS RACE



Start position 1

EVENT 7 – CHALLENGE RACE



Start positions:

Girl 1	Hops in sack	1
Boy 1	Hops in sack	2
Girl 2	Runs with baton	3
Boy 2	Runs with baton	4
Boy 3	Piggy back	5
Girl 3	Piggy back	6
Boy 4	Three legged	7
Boy 5	Three legged	8
Boy 6	Runs	9
Girl 4	Horse rider	10
Boy 7	Horse head	11
Boy 8	Horse body	12

AUSTIN TROPHY TEAM SELECTION SHEET

Region name:

EVENT 1 – PRIMUS RACE

Competitor's name:

EVENT 2 – FLAT RACE RELAY

Competitor's name

Boy 1	
Boy 2	
Girl 1	
Girl 2	

EVENT 3 – NOVELTY RACE RELAY

Competitor's name

Boy 1	
Boy 2	
Girl 1	
Girl 2	

EVENT 4 – TENT ERECTION RACE

Competitor's name

Boy 1	
Boy 2	
Girl 1	
Girl 2	

EVENT 5 – KIT RACE

Competitor's name

Boy 1	
Girl 1	

EVENT 6 – GLUTTONS RACE

Competitor's name:

EVENT 7 – CHALLENGE RACE

	Activity	Competitor's name
Girl 1	Hops in sack	
Boy 1	Hops in sack	
Girl 2	Runs with baton	
Boy 2	Runs with baton	
Boy 3	Piggy back	
Girl 3	Piggy back	
Boy 4	Three legged	
Boy 5	Three legged	
Boy 6	Runs	
Girl 4	Horse rider	
Boy 7	Horse head	
Boy 8	Horse body	

 ROD DANIELS MEMORIAL TROPHY SCORE SHEET

Region	Numbers attending	Handicap	Volleyball	Football	Netball	Austin Trophy points	Austin Trophy scores	Point total	Place
Cambrian and Wyvern									
Central Counties									
Chiltern									
Eastern									
North Central									
North East									
North West									
Scottish									
South Eastern									
South West									
Southern									
Yorkshire									
Northern Ireland									

ROD DANIELS MEMORIAL TROPHY NOTES

ELIGIBILITY

Any Region winning any of the football, netball, volleyball or Austin Trophy competitions will not be eligible to receive the Rod Daniels Trophy.

IDENTIFICATION OF THE WINNERS

Points for all teams, including those who have already won another competition, must be entered on to the score sheet. The winner is the Region with the highest points total, once any ineligible Regions have been eliminated.

ATTENDANCE HANDICAP

The Region with the largest number of Youth members attending will receive one point. The second largest Region will receive two points and so on. The smallest Region therefore receives the largest score. Regions with no attending Youth members will not receive any points.

SPORTS (NETBALL, FOOTBALL AND VOLLEYBALL)

A team from the Region must compete to receive points.

- Losers of the first round will receive one point
- Losers of the second round will receive two points
- Losers of the semi-final will receive three points
- The event runner-up will receive four points
- The event winner will receive five points
- Disqualification will result in no points being awarded

APPENDIX 7 – SAFEGUARDING INCIDENT REPORT FORM

This form is to be completed if any of the following occurs or is reported:

- physical harm
- inappropriate engagement
- allegations of abuse or bullying

This form must be completed by the Youth Leader on site. It should not be completed by any third party, though others may need to provide information.

This form should be completed in the fullest possible detail and emailed to darren.whittington@campingandcaravanningclub.co.uk without delay to ensure we remain compliant with our insurance arrangements and relevant regulatory requirements (depending on the circumstances reported).

Event name

Particulars of those involved in the incident (continue on a separate page if necessary)

Name

Telephone
number

Age

Gender
M/F

Any known
disabilities

Club Unit

CCY member

Yes ☐ No ☐

About the incident

Type of
incident

Date and time

Name of
site

Location on
site

Describe the circumstances of the incident

Details of any witnesses to the incident, please give a full and precise account of the incident, continuing on a separate page if necessary

Details of any actions taken, including details of any people who were informed

Contact details for the Youth Leader who completed this form