

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number: 4.7 (version 11) *please remove version 10*

Subject: Reissued Appointed Youth Officer Badges

To: RYLOs, SYLOs and YLs

From: Membership Services Director

Direct Line No: 024 7647 5180

Appointed Youth Officer badges are reissued to CCY officers that have received a satisfactory Disclosure and Barring Service (DBS) check. All existing badges, featuring an **orange** border, expire on **31 January 2017** and should be destroyed.

Each year, the badges will feature a different coloured border for ease of identification. Please be advised that the border around the new badges is **blue** and these will be valid until **31 January 2018**.

In order that Appointed Youth Officers receive their badges in a timely manner, it is vital that unit Secretaries make the Director General's office aware of all CCY appointments, including Youth Testers, within their unit. This should be done in accordance with the requirements of Green Papers 1.6 and 1.26 or as appointments change during the year.

In order to facilitate this, it is equally important that RYLOs, SYLOs and YLs inform their unit Secretaries of any CCY officers that have been appointed and require DBS checks or Appointed Youth Officer badges to be issued.

Furthermore, the National Youth Committee asks that unit Secretaries ensure that changes to CCY officers within District Associations or Area Sections, are communicated to the relevant RYLO or SYLO where appropriate.

Please be reminded that Appointed Youth Officer badges must be worn by all CCY officers when camping in Youth lines or taking part in other Youth Section activities. The process for the issue of the badges is printed overleaf for reference.

Lastly, it is imperative that all newly appointed CCY officers apply for a Disclosure and Barring Service check at the earliest opportunity, as per Green Paper 4.1.

October 2016

Copied to:

To National Councillors



To Region Secretaries



To Section National Secretaries



To District Association Secretaries



To Section Area Secretaries



NATIONAL YOUTH COMMITTEE

YOUTH LEADER IDENTIFICATION

Annually during November, RYLOs, SYLOs, Youth Leaders and Area SYLOs will be sent forms requesting details of all Appointed Youth Officers that require an Appointed Youth Officer badge to be issued.

Where possible, the forms will be pre-completed with the details of existing badge-holders and space will be allowed for deletions, additions or amendments.

- **RYLOs** will be asked to confirm or supply details of Youth Leaders and Youth Testers in their Region.
- **SYLOs** will be asked to confirm or supply details of Area SYLOs, if appropriate.
- **Youth Leaders** will be asked to confirm or supply details of Assistant Youth Leaders, CCJ Leaders or Assistant CCJ Leaders, if appropriate.
- **Area SYLOs** will be asked to confirm or supply details of Assistant Area SYLOs, Section CCJ Leaders or Section Assistant CCJ Leaders, if appropriate.
- Those holding a **Youth Contact** position will not be issued with an Appointed Youth Officer badge, but will be asked to confirm or supply details of any relevant permanent appointments.

The completed forms should be returned to Club Headquarters **by the end of December**.

Upon receipt of the completed forms, Club Headquarters will dispatch the pre-completed Appointed Youth Officer badges to the RYLO, SYLO, Youth Leader or Area SYLO that submitted the form, for their signature.

It is hoped that, where possible, badges will be distributed by the end of January each year.

Appointed Youth Officer badges **must display a photograph** of the badge-holder. This should be sent, by the badge-holder, to the RYLO, SYLO, Youth Leader or Area SYLO that submitted the form and that will sign the badge.

Photographs may be submitted electronically or by hard-copy, which must have the name of the badge-holder printed on the reverse. The RYLO, SYLO, Youth Leader or Area SYLO that submitted the form should confirm the identity of the badge-holder, affix the photograph and sign the badge. The signed badge should then be forwarded the badge-holder.

Appointed Youth Officer badges will be issued annually with an expiry date of 31 January each year. Badges will only be issued to those who have received a satisfactory DBS check.

Changes to appointments that occur during the year will be identified from any newly submitted DBS forms or officer amendments that are notified to Club Headquarters. Appointed Youth Officer badges will be issued immediately, or upon receipt of a satisfactory DBS check if appropriate.

Darren Whittington
Membership Services Director
October 2016