

Leadership process

Ratio Matrix

Role	Ratio (leaders/participants)		Example (40 Participants)	
	Required	Ideal	#	Ratio
Leadership team	1:15	1:10	4	1:10
Event leader	1:15	1:10	4	1:10
Teachers	-	1:10	2	1:20
RATIO	1:5	1:4	10	1:4

OTHER LEADERS/SUPPORT				
Junior leader	1:8	1:6	7	1:6 (or better)
Parents/other staff	-	-	-	TBC

YCL Leader Responsibilities and Selection Process

The **Leadership team** is made up of diocesan staff members and volunteers with expertise in running events with large numbers of young people using activity based learning. Volunteer members of the Leadership Team will have considerable experience in running activities of this type and be known to diocesan staff as trusted collaborators. The leadership team is responsible for all aspects of the event planning, organisation, delivery, and evaluation.

At least one member of the team is required to have specific expertise and/or certification in each area as follows:

- Event Coordination
- Group Management
- First Aid
- Health and Safety/Emergency Response
- YCL Process
- Activity Based Learning
- Pastoral Care

Selection process:

The Event Coordinator is the Coordinator of the Diocesan Young Catholics Office.

The leadership team is appointed by the Event Coordinator, on behalf of the Diocese of Palmerston North.

Suitability Screening:

Each member of the Leadership Team will be subject to a Police Vetting process, if not already part of the Diocesan Vetting Process Register.

All members of the Leadership Team will be employees of the Diocese or long-term known volunteers with significant experience in running events of this type.

Any identified risks or areas of weakness are managed through the Health and Safety system.

The **Event Leaders** support the event through a *Tuakana Teina* type relationship with the Junior Leaders *and* the participants. Event Leaders are often former Junior Leaders on YCL and/or actively involved in other volunteer leadership roles with Youth Ministry in the Diocese. They are actively supported by the Leadership Team in all aspects of the event. Event Leaders are Young Adults with some life-experience and distance from their own experience of college.

Event Leaders deliver content and build relationships with the participants to actively encourage them to participate in the formation offered. The YCL process builds on the *Tuakana Teina* concept whereby an older or more experienced member of the group has influence on their younger group members and therefore is in a perfect place to provide content and formation. In the *Tuakana Teina* concept the roles can be reversed - In the YCL concept this is seen in the formation that the leadership opportunity provides the Event Leaders.

Event leaders have basic experience and formation in:

- YCL Processes
- Activity Based Learning
- Pastoral Care

Event leaders are provided with additional pre-event training, and support during the event, in:

- Group Management
- Health and Safety/Emergency Response
- YCL Processes
- Activity Based Learning
- Pastoral Care

Selection process:

The Event Coordinator and Leadership team invites known Young Adults who have volunteered regularly for the Diocese to register their interest in being an Event leader. Priority is given to those who have participated in YCL as participants and Junior Leaders.

The Event leaders are appointed by the Event Coordinator, on behalf of the Diocese of Palmerston North.

Suitability Screening:

Each member of the Event team will be subject to a Police Vetting process, if not already part of the Diocesan Vetting Process Register. All Event Leaders will be known volunteers of the Diocese.

All Event Leaders will complete a Leader Agreement with their specific tasks outlined.

Any identified risks or areas of weakness are managed through the Health and Safety system.

Junior Leaders support the event through a Group Leader relationship with the participants and deliver some of the content session as designed for them. They are all former YCL participants from recent years and actively supported by the Leadership Team and the Event Leaders in a mentoring role for all aspects of the event. Junior leaders are completing College, or in their first year of Tertiary Study, or employed. Some Junior Leaders are in their second year of service as Junior Leaders.

Junior leaders lead groups and are there to encourage participants in specific activities by building relationships with them. Similarly to Event Leaders, the YCL process builds on the Tuakana Teina concept for the Junior Leaders whereby an older member of the group is identified to have a role in influencing the younger group members and therefore is in a perfect place to provide encouragement. Junior leaders are a key part of the YCL process in that they are being further formed as Young Catholic Leaders through the additional responsibility offered.

Event leaders have a basic experience of:

- YCL Processes
- Activity Based Learning

Event leaders are provided with additional pre-event training in

- Group Management
- Health and Safety/Emergency Response
- YCL Processes

Selection process:

The Leadership Team identifies, during each event, potential future leaders and prioritises them for approaching for the next YCL programme

The Event Coordinator and Leadership Team invites identified previous YCL graduates to register their interest in being a Junior leader.

The Junior Leaders are appointed by the Event Coordinator, on behalf of the Diocese of Palmerston North.

Suitability Screening:

The Junior Leaders are known to the Leadership team through previous involvement with YCL and to the Colleges by virtue of their attendance at the college.

All Junior Leaders will complete a Leader Agreement with their specific tasks outlined.

Any identified risks or areas of weakness are managed through the Health and Safety system.

Colleges are encouraged to provide a **Teacher** to accompany the College group. The Teacher supports the Leadership Team in their role and will support the Health and Safety System as well as processing and following-up the formation offered at YCL. Together this will potentially mean that the YCL process has a greater impact back in the respective college community.

If staff wish to attend for any length of time, they will be required to complete a registration form and a Leader Agreement with their specific tasks outlined.

Parents/Guardians or other college staff may be invited by colleges to accompany the group for the length or a significant part of the event. Although not required, this role has the potential to assist the leadership team with the Health and Safety System. This group will be required to complete a registration form and a Leader Agreement (no specific tasks will be outlined).

During the event **The Bishop of the Diocese and members of the Clergy** in the Diocese of Palmerston attend the event as pastoral leaders and Ministers of Sacraments. Clergy are subject to the National process *Integrity in Ministry - Professional Standards for Clergy and Institutes of Consecrated Life*.

Staff and contractors of Highland Home Christian Camp are present for aspects of the event and provide leadership in some aspects of Health and Safety and the programme generally. The Diocese requests information from Highland Home on the certification and process used to determine suitability of their staff and contractors and manages any identified risks or areas of weakness through the event Health and Safety system.

Staff/Parent Registration Form**I wish to attend Young CatholicLeader 2018, Dec 10-14:**

from (date) (time) :

until (date): (time):

- I am transporting students to YCL and will stay for Friday dinner
- I am transporting students from YCL, and will be present for the concluding liturgy.
- I will also be present for Tuesday lunch.
- I will be onsite at other times, as specified:

My name is: from: (College)

You can reach me at...

Email:

Home phone: (0__)

Mobile phone: (02__)

If Staying or Eating:

I have special food / medical requirements which are:

Emergency contact details

Emergency contact person:

This is my: mother / father / brother / sister / other _____
(circle one)

Home phone: (0__)

Mobile phone: (02__)

Signed: Staff/Parent participant: _____

Leader Agreement

Category (circle one):

<p>Core leader</p> <p>Junior Leader</p> <p>Other school staff/parent</p>	<p>Senior Leader</p> <p>Teacher</p> <p>Other_____</p>
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Name: _____

Address: _____

Telephone: _____ (home)

_____ (work)

_____ (mobile)

YCL asks participants to take part in a variety of activities to encourage and form them in Catholic leadership. YCL is a “Formation by Participation” opportunity for students from Colleges in the Diocese of Palmerston North entering Year 13 in 2019. A variety of leaders assist the organisers to ensure an effective and safe event is delivered. Participating as a leader is also formative for the leader.

As a leader on YCL

- I am willing to comply with requests of event leader and will follow safety procedures they have set.
- I will assist participants to take part as fully as possible in all activities being offered.
- I am willing to assist in aspects of running the event including:
 - List required tasks here
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- I have completed the Volunteer/Leader Competence Form and certify that all details provided are true and correct.
- I agree there is no place for alcohol or non-prescription drugs on this event.
- If required, I am willing to provide consent for the event organisers to undertake a vetting process with the NZ Police Vetting Service.
 - I understand the results of the vetting process will be evaluated by the organisers as part of determining my suitability for the event.
- I nominate the following people that the event organisers may contact, if required, to verify information I have provided and provide a reference to assist the organisers in determining my suitability for the event.

Name:
 Contact Phone:
 Relationship to me:

- I accept the terms of my involvement as stated above.

Signed _____

Date _____

Volunteer/Leader Competence Form

Certification relevant to the event:

Certification	Notes
Vehicle licence	Type: Valid until:
First aid certificate	Type: Valid until:
Teacher registration	Valid Until:
Health and Safety Certificate	Type: Provider:

Qualifications relevant to the event:

Qualification	Issued By	Notes

Other significant skills or experience relevant to the event:
