



## **GROUP LEADER AND CHAPERONE POLICIES** **STEBENVILLE SAN DIEGO 2012**

### **Form SSD – 5**

Group Leaders and Chaperones must read, understand, agree, sign and return this form with their liability forms. Please be sure that the Group Leader, the adult chaperones and your youth understand and abide by these policies.

#### **Basic Role of Chaperones:**

- Chaperones must be 21 years of age or older, of good moral character and judgment.
- Chaperones must meet the requirements and standards of their local diocese for working with youth, and by signing this form agree to comply with their local Diocesan Child Protection Polices.
- There will be at least one adult chaperone per 6 youth participants, each gender must have appropriate chaperone ratios
- For the safety and well being of all conference participants and volunteers, the Steubenville San Diego team and Totus Pro Deo – All For God depends on the adult chaperones to help facilitate order and to serve as a network of support for the youth. It is important that the chaperones be an example of obedience and cooperation with the policies and procedures and with our staff and volunteers on site.
- This weekend is challenging both physically and spiritually. Because of this, it is recommended that chaperones be in good health. It is a time of ministry and small group time. Chaperones should feel comfortable directing, sharing, and praying with their youth.
- Chaperones must be aware of their youth's needs at all times, take time to help and guide them. Please make sure they are eating their meals and drinking enough water.
- Youths must be accompanied by a chaperone at all times, including anytime they are in the dorms.
- Chaperones agree to not take youth off campus while at the conference. In the case of an emergency call 911, then USD or SDSU Police and then the conference staff or conference security.

#### **Detailed Chaperone Responsibilities:** (including, but not limited to the following:)

Appropriate Dress - **Group leaders and chaperones are expected to communicate these expectations to the youth before the conference and to enforce the dress code at the conference.**

- California can be hot in the summer; however, all participants are expected to dress in a fashion that represents modesty and good taste, respecting other participants and our Lord.
- Clothing must cover all undergarments and midriffs.

#### Conduct

- It is expected that youth and adults will follow the directions of Conference Staff, Security, and Volunteers.
- All discipline problems regarding teenage participants will be brought to the attention of their Group Leader.

#### Drugs, Alcohol and Weapons

- All alcohol, drugs and weapons are prohibited from the conference.
- All state and local laws concerning alcohol, drugs and weapons will be strictly enforced.
- Violators will be subject to appropriate discipline and legal procedures.

#### Housing

- Housing will be dorm style at SDSU and/or USD campuses. At no time are youth participants to be in a housing facility without a chaperone.
- Please remind participants not to bring valuables.
- Chaperones are responsible for making sure that teen participants are in their rooms at curfew time. Chaperones should be the last to fall asleep.
- No males may enter the dorms of the female participants. No females may enter the dorms of the male participants.
- We are guests at the universities and we ask that each dorm be left in the same condition that is found. Any damage or lost keys is the financial responsibility of the Group Leader.



#### Guests

- Only registered participants are allowed to participate in the Steubenville San Diego Youth Conference. NO guests are allowed either in the dorms or in the conference sessions.

#### Health Issues

- In the event of a medical **emergency call 911 immediately**. Then please contact USD or SDSU Police ASAP, and then Conference First Aid or Conference Security.
- For non-emergency medical needs, please contact our Conference First Aid Center. This center is available during Viejas arena event hours. Any special needs should be reported to the conference staff prior to check-in.
- California can be hot during the summer. Please remind all youth participants to drink lots of fluids to prevent dehydration.

#### Lights Out

- All youth and adults must be in the dorms by 11:59pm. **Lights out is midnight**. An atmosphere of quiet and respect is expected at this time. Please be courteous of other groups and adhere to the lights out schedule.
- **Chaperones must complete room checks to account for all youth in their group.**
- Conference Security volunteers, SDSU and USD Conference services will be monitoring the dorms. Notify the conference staff about any missing youth or emergencies immediately after contacting authorities.

#### Ministry

- The primary role of the chaperone is to minister to the teens. This can not happen if you are not with them. As a chaperone you must accompany your teens at all times during the weekend.
- Groups may not share chaperones.

#### Participants

- Students are those youth who are currently in high school, or graduated from high school in summer of 2012, or who are entering 9th grade in Fall 2012.
- Chaperones must be at least 21 at the time of the conference and meet the requirements of their local diocese for working with youth.
- Young adults who are not high school students and who are under the age of 21 may not participate in the Steubenville San Diego conference except in the SALT program. This conference is for high school students. In order to meet the spiritual and developmental needs of young adults we encourage youth ministers and group leaders to help young adults locate and participate in young adult conferences.

#### Participation

- Chaperones and Group Leaders need to be sure that all conference participants (youth, chaperones, and group leaders) are present at scheduled sessions during the conference, and in appropriate places following the evening sessions.
- At no time should a youth leave the conference site without an adult chaperone. Adults should not take youth off site, except in the case of emergency.
- Please do not bring excessive chaperones as this limits the space available for high school aged youth. Totus Pro Deo – All For God reserves the right to charge an additional fee for excessive chaperones.

#### Saving Seats

- In all fairness, seating is first come first serve for all sessions. Signs or items of any type cannot be used to reserve seats. To reserve one row, there must be one person at each end of the row. One person cannot reserve an entire row.
- Participants with special needs will be allowed to enter meeting halls prior to the beginning of sessions with 1 assistant only.

#### Tobacco

- All state and local laws concerning tobacco products will be enforced.
- Tobacco use is limited to designated areas. No smoking is allowed in the dorms, Viejas Arena and other conference areas.

#### Up-building Speech

- Participants are expected to use positive and up-building speech during the conference.
- Foul and abusive language will not be permitted.



Young Children

- We encourage chaperones and group leaders to make appropriate child care arrangements at home so that they are able to minister to their youth during the conference, knowing that their own children are well cared for. We apologize, however we are unable to provide for the needs of younger children at the conference.

*Totus Pro Deo – All For God and the Steubenville San Diego Committee reserves the right to deny entrance to, or request the ejection of, any group or individual who does not comply with the regulations and policies for the Steubenville San Diego Conference for High School Youth. In the event that entrance is denied or a person(s) is ejected, **NO REFUND** will be made.*

I, \_\_\_\_\_ (Chaperone), have read, understand, and agree to the above policies on pages 1-3. I will support the regulations and policies for the Steubenville San Diego 2012 Catholic Conference for High School Youth. I certify that I meet the standards and requirements of my diocese for working with minor age youth. Please attach a copy of your Driver's License or other legal photo ID.

\_\_\_\_\_  
Adult Chaperone Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ (Group Leader) have read, understand, and agree to the above policies on pages 1-3. I will support the regulations and policies for the Steubenville San Diego 2012 Catholic Conference for High School Youth. I understand and agree that as the Group Leader I remain in control of, and that I am responsible for the participants in my group at all times. I certify that the chaperone named above meets the standards and requirements of my diocese for working with minor age youth.

\_\_\_\_\_  
Group Leader Signature

\_\_\_\_\_  
Date