

**Form G**

**DCYC 2015 DIOCESAN CATHOLIC YOUTH CONFERENCE  
GUIDELINES FOR ADULT CHAPERONES/SPONSORS**

Parish Coordinators of Youth Ministry or their designate are responsible for the actions of youth from their respective parish. Each parish will take full responsibility for any damage or theft done by members at the conference site. All adult leaders in each delegation are expected to help enforce the code of conduct, and to set an example for youth. Due to the size and nature of this conference, nineteen and twenty year old youth group assistants will not be considered adult chaperones though they may assist chaperones. Chaperones must be at least 21 years of age.

The following guidelines have been established to help adult leaders understand their roles and to model appropriate behavior:

1. Prior to **DCYC 2015**, all chaperones must take the diocesan approved ONLINE CHAPERONE TRAINING and turn in a signed FORM G, a SIGNED CODE OF CONDUCT FORM I (if you are going to enforce the CODE you need to know what it says and live by it as well), and a SIGNED FORM D LIABILITY RELEASE.
2. Each chaperone is asked to be in charge of 6 youth. Youth should know in advance that there will be a specific chaperone for them to check in with. Chaperones should give their room number to these youth. Chaperones should also know the room numbers of all youth assigned to them but never enter rooms without a second adult.
3. Chaperones are required to go over Code of Conduct with youth.
4. Adults are expected to attend all conference activities and touch base with youth on a regular basis to answer questions. No chaperones, adults or youth should leave the conference or hotel/conference center without the approval of the parish/group coordinator.
5. Adult CREDENTIALS (neck wallet w/name badge and Form D) will bear a ribbon with the word "chaperone" on it. Additionally, the name badge will be a different color from youth name badges.
6. Adults and youth are required to wear CREDENTIALS *at all times*. Credentials are necessary to be admitted into all activities and meals.
7. Any illness or injuries should be reported to the Parish/Group Leader. An Incident Report Form should be filled out and turned into the first aid room at first convenience.
8. Responsibility for discipline is shared by all adult chaperones. All kids are our kids.
9. Adults are requested and expected to refrain from drinking alcoholic beverages during the conference.
10. Chaperones are requested to check rooms about 10 minutes after curfew to make sure all youth are accounted for. Any youth not accounted for should be reported to the Parish Leader. Chaperones are asked to monitor areas until at least 1:00 a.m. both Saturday and Sunday mornings. If necessary, please double-check the rooms you are accountable for during the night. Do not enter rooms without a second adult present.
11. Each Parish/Group Leader is responsible for the care, safety, and supervision of their delegation Friday evening. Special arrangements should be made so that late arriving parishes can order pizza/select food at the hotel. Youth are not allowed outside the hotel without adult chaperones accompanying them. Monitoring duties will also be assigned to parishes for the Friday evening activities and during various times on Saturday including evening activities. Please check with your parish/group leader for details. Assignments will be posted outside the Registration check in window.
12. At times, a Parish check-in time may be scheduled. Chaperones are requested to make sure all youth are accounted for and notify their Parish/Group Leader. This is done to make sure that all youth are back in the hotel after the free time. Large parish delegations may request a room to gather in for check-ins and prayer (groups of 20 or larger).
13. Youth who cause problems should be reported to the Parish/Group Leader and then the Diocesan Director. "Code of Conduct" violations will result in the parent of the teen being called and the teen being sent home. No Exceptions.
14. Chaperones are requested to monitor the hotel hallways, stairwells, workshop areas, game rooms, pool areas, balconies, terraces, and elevators at all times. Please familiarize yourself with the hotel/conference space being utilized. Youth are not allowed to leave the immediate hotel/conference area at any time during the conference unless accompanied by an adult chaperone. Adult chaperones should always know the location of the young people in their care.
15. Chaperones are asked to deeply respect each young person that we come into contact with during the conference including those from other parishes and those that we may have to discipline.

It is the hope of the Diocese that everyone who attends DCYC has an opportunity to benefit from all that is offered. By providing chaperones with guidelines, we hope to answer questions and avoid problems and confusion. Thank you very much for your willingness to participate in DCYC. We hope that you will benefit from it as much as the young people attending.

The Director of Youth Ministry, Diocese of Fort Worth

I have read and understand these guidelines and I am willing to abide by them.

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Signature of Adult Chaperone

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Date