



## **Guidelines for (Arch)Diocesan Leadership, Adult Chaperones & Sponsors**

(Arch) Diocesan Directors are responsible for the actions of youth from their respective dioceses. Each diocese will take full responsibility for any damage or theft done by members at the conference site. It is our request that all adult leaders in each delegation 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. Adult leaders must be at least 21 years of age and successfully completed their (Arch) Diocesan Safe Environment Programs and background check requirements.

### **The following guidelines have been established to help adult leaders:**

1. Adult leaders' nametags will bear a colored ribbon or dot, identifying them as chaperones/sponsors.
2. Each chaperone is asked to be in charge of a group of youth following the official ratio in accordance with individual (Arch) Diocesan policies. 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.
3. Chaperones are encouraged to go over conference guidelines with youth. ADULT LEADERS of each delegation are responsible for enforcing the *Code of Conduct* and to set an example for their youth.
4. Responsibility for discipline is shared by all adult chaperones.
5. Each (Arch) Diocesan Director or designee will pick up registration packets and hotel keys and distribute to the chaperones.
6. Adults are asked to attend all conference activities and touch base with youth on a regular basis to answer questions. Please do not leave the conference or hotel/convention center and expect other adults to be responsible for the youth assigned to you.
7. Adults are also required to wear nametags at all times. Nametags are necessary to be admitted into all activities and meals.
8. Each diocese is responsible for medical releases for their participants. A copy of the medical releases/permission forms must be kept in the first aid room (see program location). The room number and cell number of each (Arch) Diocesan Director or designated contact should be left in the first aid room in case of an emergency. Any illness or injuries should be reported to the (Arch) Diocesan Director or designee.
9. Adults must refrain from drinking alcoholic beverages during the conference.

10. Chaperones are requested to check rooms periodically after curfew to ensure all youth are accounted for. Any youth not accounted for should be reported to the (Arch) Diocesan Director or designee immediately.
11. Chaperones are asked to monitor areas until at least 2:00 a.m. both Saturday and Sunday mornings. If necessary, please double-check the rooms you are responsible for during the night.
12. Each (Arch) Diocesan Director or designee is responsible for the care, safety, and supervision of their delegation throughout the conference. In particular, special arrangements for meals should be made for the Friday evening arrival. It is not advised to permit youth to leave the Hotel to eat dinner upon arrival. It is suggested that late arriving dioceses can order pizza/select food and have it served in monitored area.
13. Depending on the structure of the conference, monitoring duties may be assigned to dioceses for evening social activities on Friday and Saturday. Please check with your (Arch) Diocesan Director or designee for information/ assignments.
14. At times, an/a (Arch) Diocesan check-in time may be scheduled. Chaperones are requested to make sure all youth are accounted for and notify their (Arch) Diocesan Director or designee.
15. Youth who cause problems should be reported to the (Arch) Diocesan Director or designee. If necessary, parents will be notified and youth will be sent home.
16. Chaperones are requested to monitor the hotel lobby/atrium, hallways, stairwells, workshop areas, game rooms, pool areas, balconies, terraces, and elevators at all times. Please familiarize yourself with the hotel/convention center space the conference is utilizing. Youth are not allowed to leave the immediate hotel/convention center area except during times specified as free times in the conference booklet. Adult chaperones should always know the location of the young people in their care.
17. No visiting will be allowed in rooms by members of the opposite sex.
18. It is the hope of the Region that everyone who attends this conference and congress has an opportunity to benefit from all that it has to offer. 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 this conference and congress. We hope that you will benefit from it as much as the young people from your diocese.

*I have read and agree to abide by these guidelines during the 2014 Region 10 Catholic Youth Conference.*