

**GROUP LEADER AND CHAPERONE POLICIES (SSC-5)**  
**Steubenville SoCal 2018**  
**San Diego – 18:23**

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, young adults, and your youth understand and abide by these expectations and policies.

**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 Policies.
- There will be at least one adult chaperone per 8 youth participants, each gender must have appropriate chaperone ratios.
- For the safety and well being of all conference participants and volunteers, the Steubenville SoCal teams and Totus Pro Deo – All For God depends on the adult chaperones to help facilitate order and provide support for the teens. It is important that the chaperones be an example of cooperation and adhere to the policies and directions of the on-site staff and volunteers.
- This weekend can be challenging both physically and spiritually. Because of this, it is recommended that chaperones be in good health. The conference is a time of ministry and includes small group time. Chaperones should feel comfortable directing, sharing, and praying with their youth and small group.
- Chaperones should be aware of their youth's needs at all times. Please take time to help them understand what they are learning and experiencing. Make sure they are getting enough rest, and that they are eating meals and drinking sufficient water.
- Teens must be accompanied by a chaperone at all times while on campus, 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 UCSD Police/Public Safety and then the conference staff or conference security. Notify the university police/public safety about any missing youth or emergencies. Notify conference staff immediately after contacting authorities.

**Appropriate Dress**

Group leaders and chaperones are expected to communicate dress guidelines with 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 for the participants must cover all undergarments and midriffs. Clothing should be free of offensive images and statements. For the dignity of our participants please refrain from costumes including tutus.

**Conduct:**

It is expected that teens, young adults, and adults will follow the directions of the Conference Staff, Security, and Volunteers. The attitude and countenance of participants can be a powerful witness of our faith to the staff of the universities and the vendors.

**Emergency Information:**

In the case of an emergency call 911, then Campus Police/Public Safety and then the conference staff or conference security.

**Guests:**

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

**Health Issues:**

In the event of a medical emergency call 911 immediately. Then contact USD / SDSU / UCSD Police immediately and the Conference First Aid or Conference Security. For non-emergency medical needs, all participants will be directed to Conference First Aid Center. This center is available during conference hours. Any special needs should be reported to the conference staff prior to check-in. Please inform our staff as early as possible if the group includes participants using a wheelchair so that we can make accommodations in housing and arena seating. If you have participants with food sensitivities or allergies, please contact our office. California can be hot during the summer. Please remind all youth participants to drink water, juice and milk to prevent dehydration.

**Housing:**

All housing will be in the dorms located on the campuses of USD, UCSD, and or SDSU. Please remind participants not to bring valuables. No males may enter the dorm areas of the female participants. No females may enter the dorm areas of the male participants At no time are youth participants to be in the housing facility without a chaperone. Chaperones are responsible for

making sure that teen participants are in their rooms at the lights-out time. Chaperones should be the last to fall asleep. We are guests at the universities and we ask that each dorm be left in the same condition that is found. Lost keys, key cards and damage to facilities are the financial responsibility of the participant group's Parish or School.

**Lights Out:**

All youth and adults must be in the dorms by 11:30pm. 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. Campus Security and USD/SDSU/UCSD Conference services may provide monitoring of the facilities. Notify the university campus security and the conference staff about any missing youth or emergencies immediately.

**No Shows:**

Group Leaders are responsible for updating their on-line registration account. The final day to drop participants is May 15, 2018. The record of May 15th attendees will be the minimum number of participants for the group. Parishes and Schools will be financially responsible for this minimum number of participants, regardless of any no shows, and for any increases in participants at check-in.

**Participants:**

Teens (Youth) are those youth who are currently in high school, or who will graduate from high school in May or June of 2018, or who are entering 9th grade in Fall 2018. Teens must be at least 13 years of age by the start of the conference.

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 under 21 years of age who are not high school students may not participate as teens in the Steubenville San Diego Youth (teen) conference. To meet the spiritual and community needs of young adults we encourage youth ministers and group leaders to register these young adults from their group in the 18:23@SteubySD young adult conference track.

Young Adults who are ages 18 to 23(ish) may register for 18:23@SteubySD young adult conference track through their parish, college group, or as individuals. This young adult conference track is held on the same weekend as Steubenville San Diego and on the same campus.

**Participation:**

Chaperones and group leaders are responsible to have conference participants, youth, chaperones, and group leaders present at scheduled sessions during the conference, and that teens are in appropriate places following the evening sessions. At no time should a teen leave the conference site without an adult chaperone or parent. Adults should not take teens off site, except in the case of emergency.

**Seating**

In all fairness, seating is assigned for sessions and tickets distributed for the number of participants registered to the group by June 15th. Signs or items of any type cannot be used to reserve additional seats. Each group must sit within their assigned seat(s) of the main arena. Ticketed workshops have open seating. Group Leaders must notify All for God of any special needs including wheelchairs by June 15, 2018

**Tobacco, Alcohol, Drugs, Weapons:**

All alcohol, marijuana and other drugs, and weapons are prohibited at the conference, on the campus, and in the dorms. All state and local laws concerning alcohol, drugs, weapons and tobacco products will be strictly enforced. Tobacco use is limited to university designated areas. No smoking is allowed in the dorms, Jenny Craig Arena, and other conference areas.

**Young Children:**

Every participant must meet our registration guidelines and every participant must be registered. We encourage chaperones and group leaders to make appropriate child care arrangements at home so that they can minister to their youth during the conference, knowing that their own children are well cared for. The conference venues have professional amplification of the sound, which maybe too loud for young children. The sleeping areas and the conference venues are not equipped for young child safety (i.e. they do not meet what is commonly referred to as "child-proof" standards). The conference is provided to serve teens and adults. We apologize; however we are unable to provide for the needs of younger children at the conference.

**Up-building Speech**

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

*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 expectations and policies for the Steubenville San Diego Conference for High School Youth, and 18:23 Young Adult Conference. 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 SoCal - San Diego 2018 Catholic Conference for High School Youth and 18:23 Young Adult Conference. 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, \_\_\_\_\_ (the Group Leader) of \_\_\_\_\_ (Parish/School) have read, understand, and agree to the above policies on pages 1-3. I will support the regulations and policies for the Steubenville SoCal - San Diego 2018 Catholic Conference for High School Youth and 18:23 Young Adult. 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