

IGNITE YOUR TORCH
WE STAND UP!

**IMAGO
DEI**

Image



GOD

**A CATHOLIC
YOUTH CONFERENCE**

**July 9 – 15, 2020
Huntsville, Alabama**

Sponsored by *Catholics United for Life &*
The St. Martin de Porres Lay Dominican Community

**CHAPERONE
MANUAL**

Please bring this manual with you to the conference

...[W]e will stand up every time that human life is threatened. When the sacredness of life before birth is attacked, we will stand up and proclaim that no one ever has the authority to destroy unborn life. When a child is described as a burden or is looked upon only as a means to satisfy an emotional need, we will stand up and insist that every child is a unique and unrepeatable gift of God, with the right to a loving and united family. When the institution of marriage is abandoned to human selfishness or reduced to a temporary, conditional arrangement that can easily be terminated, we will stand up and affirm the indissolubility of the marriage bond. When the value of the family is threatened because of social and economic pressures, we will stand up and reaffirm that the family is “necessary not only for the private good of every person, but also for the common good of every society, nation and state”. When freedom is used to dominate the weak, to squander natural resources and energy, and to deny basic necessities to people, we will stand up and reaffirm the demands of justice and social love. When the sick, the aged or the dying are abandoned in loneliness, we will stand up and proclaim that they are worthy of love, care and respect. Pope Saint John Paul II

We ask you to support and encourage them along this journey.

Campus Security

Emergency 256-824-6911

Non-emergency 256-824-6596

THE MISSION OF THE CHAPERONE

The mission of the chaperone is twofold.

First is a concern for the spiritual life of youth. This is above all manifested in the chaperone's own witness to following Christ with the joy and love that come from faith. The youth will be at different stages of spiritual growth — some well-formed and zealous, others having had little formation and understanding of faith — so chaperones are key figures in helping them along during conference events.

Genuine interest in them is a good start! This type of event may be a new experience for some. Each youth needs to know that his or her chaperone will be available at all times during the four days of the conference and that you are approachable when there are questions or concerns or in case of illness.

Second, chaperones are key figures responsible for the safety of the youth in their group. Youth and chaperones have agreed to follow certain rules of conduct. These rules are for the safety of all participants and to ensure the good order necessary for this type of event to achieve its purpose.

Youth ministers and chaperones should discuss the rules with their group before the conference begins. If you have not had a chance to do so before the conference, meet with your group when they arrive and go over the rules. Be open to answering their questions.

The conference site is a very safe environment, but you need to communicate clearly to the youth when your group needs to be together, times you expect them to check in with you, how to find you if needed, etc. As long as they stay in the designated areas, they will be able to be with their friends or have the opportunity to make new friends, eat at the tables they choose and attend the workshops they pick. A simple and direct understanding of what you expect is the best way for them to have reasonable freedom to enjoy all the activities.

Do be optimistic, even enthusiastic, about your group being the best group there. It will encourage them to want to be just that.

GOING OVER THE GENERAL RULES

Here are the basic rules, which the youth agreed to in their registration forms.

- There is **zero tolerance for violence** or harassment of any kind.
- Under no circumstances may **alcohol, cigarettes, illegal drugs or weapons** be possessed or used at the conference.
- One of the most important rules is to **stay in the designated areas**.
- **Participation in all scheduled conference activities** is expected. Participants must stay onsite throughout the conference. In case of inability to participate in any activity, the chaperone must be contacted immediately.

• **Dress Code is required.** Conference activities vary from prayer and adoration to workshops and recreational activities. Clothing must be appropriate for all activities:

- Shorts may be worn, but all shorts, capris, pants or skirts must come **at least down to your knees (including during recreation time)**.
- no low-riding pants
- Participants' own shirts will be worn the first day. All shirts must have sleeves and a t-shirt neckline with no midriff showing.
- **Conference T-shirts (provided at the conference) must be worn by all on Friday, Saturday and Sunday until the end of the conference (and by chaperones, organizers & volunteers during the entire conference including Thursday). Shirts may not be rolled, tied, cut, or altered in any way!**
- no inappropriate messages or images on clothing
- no transparent or see-through clothing
- no frayed or cut clothing
- no spandex, Including yoga pants, running pants and leggings

For Sunday Mass, wear long pants or slacks or (for girls & women) a skirt at least to the knee.

• **Bedroom and bath facilities** in dorm areas will be separated male and female. Participants may not under any circumstances visit the floors designated for the opposite sex.

Certain problems must be reported to the conference coordinators:

- **If** a youth has tobacco, alcohol, drugs or weapons in his/her possession, this must be confiscated and reported immediately.

- **If a youth is found in the dorm area or restrooms of the opposite sex or youths are engaged in inappropriate displays of affection, this must be reported immediately.**
- **If a youth attempts to harm himself or herself or anyone else, this must be reported immediately.**
- **If a youth has any injury or an illness that appears to be of a serious nature, the coordinators must be informed even if the nurse has already been advised.**
- **If a youth leaves the designated conference area or refuses to participate, this must be reported immediately.**

Any serious infractions of the conference rules or repeated instances of disobeying the chaperone will result in the youth's parents being contacted immediately to pick him/her up.

We have also asked that youth **not bring** the following to the conference.

1. No CD players, iPods, and electronic devices. There will be live music and recreation to keep us all busy! **2. No cell phones** for youth participants, please. In case of emergency, a chaperone's cell phone may be used. **3. Food** — all meals will be provided as well as some snacks. There are snack and drink machines in the conference areas. No food is allowed in dorm rooms. An exception to this is any youth who has special dietary needs. **4. Valuable items** such as expensive jewelry or cameras, large amounts of cash, etc. We cannot guarantee the safety of such items.

SOME GENERAL GUIDELINES FOR CHAPERONES

Morning hours will be strictly adhered to. This is important in order to keep the schedule moving smoothly. Dorms will be locked during the day except when indicated on the schedule.

- **Check your group for dress code violations BEFORE they leave the dorm in the morning** so that they can change if need be. Shirts may not be rolled, tied, cut, or altered in any way!
- **Be sure all your youth have their name badges on before leaving the dorm in the morning.** These are required for all meals and activities.
- **Be available to your group early enough in the morning** that they can ask questions or voice concerns.

- **Be sure that your youth have all they need for the day before leaving the dorm** (such as kneeling pads, cameras, rosaries, and medicines). They are not allowed to return to the dorm until they return with their group and chaperone at the end of the day or other designated times.
- **Dorm buildings will be locked.** Each chaperone will be issued a key fob, which must be returned during checkout. Fobs should not be passed on to youth. If a chaperone must take a youth back to the dorms for a very serious reason, they must contact conference directors to have a second person accompany them unless the youth is a child of the chaperone. Chaperones should never be left alone with a young person and should not enter their dorms, but remain at the hallway door.
- **Dorm rooms will be locked.** Even though the dorm rooms will be locked, youth have been asked to leave any valuable items at home.
- **Please wear your Ignite shirt at all times.** It helps others, youth and staff, identify you as a chaperone.
- **At the times youth are required to wear their conference shirts, make sure they do so.**
- **Eat meals at the same time the youth do.** You can take the opportunity to meet other chaperones or religious or be available to your group. But please take some time to reconnect with your group.
- **Please be prepared to leave meals and events at the appointed times.** Make sure members of your group are moving on to the next event.
- **There is a “no smoking” policy on the UAH campus.**
- *Personally accompanying youth from the conference events’ site to the dorms after the final event at night is essential. This must be done as a group. If you have one member using the rest room when you’re ready to leave, for instance, wait for them. If it is more complicated, talk to a conference coordinator and ask for help. But never, ever leave youth to just come with others or to come on their own.*
- **During free time at the dorms, dorm floors must remain segregated.** We will need to monitor any area where youth are, and this will take a concerted effort. Please be flexible about being asked to monitor these areas.

RESPECT FOR THE YOUTH

As a chaperone, you are your youths' advocate!

- **It is important for you to be approachable.** If someone in your care feels ill or encounters difficulty (some difficulties could be embarrassing or difficult to talk about), he/she needs to feel confident in asking for help. In such cases give them a sense that you are dealing with their request professionally and with confidentiality.
- **Never speak about anyone, participant, speaker, or staff member, unless it is in a positive or productive manner.** Complaining or gossiping about the youth to others or about the staff to youth or to anyone, is unprofessional and unacceptable.
- **If there is a situation you don't know how to deal with,** speak to one of the conference coordinators.
- If you expect respect from your youth, give a good example by addressing them with **well-chosen and respectful words**, even if they aren't being respectful.

DISCIPLINE MATTERS

When dealing with youth who need help or correction but are not part of your group, try to identify their chaperone.

We want to avoid situations in which youth are approached by anyone and everyone when the rules need to be addressed. If a youth is inappropriately dressed or displaying inappropriate behavior, please find (or ask a member of conference staff to find) his/her chaperone.

Of course there are exceptions! If there is a youth who is ill or injured it should be dealt with immediately by whoever is closest while someone else finds the staff nurse. If there is an occurrence of violence it must be ended by whatever available staff we have. If there is a youth exiting the conference area without his/her chaperone or parent, he/she needs to be asked where his/her chaperone is and brought to the chaperone.

THE DRESS CODE

When dealing with the dress code, we have to have a certain amount of caution and tact. We don't know what standard of dress each of the youth might be accustomed to. While we *do* want to promote the importance of modesty, we do *not* want to humiliate participants. Word choice is crucial.

We have informed youth ahead of time of what they are expected to wear. That is really all we have to state when dealing with a vio-

lation. Simply state, "This is not the dress code that you agreed to follow. Please change."

It is important to work as a team. If one chaperone allows his/her group to break dress code, it spreads dissatisfaction in the other groups very rapidly. This makes it hard on all the other chaperones.

ILLNESS

While the nurse is not handling tylenol, bandaids or other over the counter medications this year, if needed she or he is always available. We are cutting back on nightly visits unless they are more serious. A young person may have a problem that he/she doesn't want to discuss with you, but would only feel comfortable dealing directly with a professional. A youth should never be made to feel uncomfortable in making that request.

Chaperones should also be alert for signs of exhaustion, dehydration or illness.

In the event that a participant is ill longer than 2 hours, the nurse will contact the parents to either pick up them up or send them to the nearest hospital.

To contact a conference organizer, call:

Tamara Cesare: 502-377-3282

or

Ann Brown: 502-931-4260

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