



## **2016 Conference Policies and Procedures**

### **Participant Policies**

#### **Participant Age-Range:**

The Steubenville Youth Conferences serve high school students, those entering 9<sup>th</sup>- 12<sup>th</sup> grades or who will have just graduated from high school. It is expected that all conference participants (youth, young adults, chaperones, group leaders) be present at scheduled sessions during the conference, and in appropriate sleeping places following the evening sessions. **Adults may not take youth away from the conference site except in emergency cases. Adults take full responsibility for a youth when he/she is off site. Adults may not leave their group at any time during the conference weekend.**

#### **Chaperones:**

Group Leaders and chaperones **must be 21 years of age or older. There must be ONE CHAPERONE PER EIGHT YOUTH** at the conference. Chaperones must be gender specific. (1 adult male for every 8 boys and 1 adult female for every 8 girls.) Priests may not be counted as a chaperone for your group. Chaperones may not be shared by multiple groups attending the Steubenville conferences. **PLEASE HAVE THE REQUIRED NUMBER OF CHAPERONES TO MEET YOUR GROUP'S NEEDS.**

#### **Young Adults:**

Young adults ages 19-20 are invited to attend the conference with your group. They may not be chaperones. They may not be counted as youth. As an alternative, they may be interested in serving as Volunteers.

### **Requirements of Group Leaders and Chaperones:**

ALL chaperones must be in compliance with the USCCB Charter for the Protection of Children and Young People. Please check with your diocesan personnel office with questions regarding this matter. For more information on this, please visit [www.usccb.org](http://www.usccb.org). It is highly recommended that chaperones be Catholic.

- **Chaperones must be totally committed to following:**

- .. Chaperones must accompany their group to all conference sessions.
- .. Chaperones must be available during travel, sessions, and overnight.
- Chaperones should prepare spiritually for the conference.
- **It is very important that chaperones be made aware of any special needs of the youth** in his/her group. This includes health problems, family circumstances, and other items that may help the chaperones to minister more effectively.

### **Priests:**

All priests are asked and strongly encouraged to attend the Steubenville Youth Conferences. They are a treasure to the Church and an inspiration to our youth. ALL PRIESTS ATTEND FREE OF CHARGE.

- .. All priests attending the conference MUST register online with your group.
- .. Priests may NOT register as chaperones. We ask that all priests participate in Liturgies and Reconciliation during the conference weekend, therefore, the priest attending cannot be counted as a male chaperone; another male chaperone needs to come with your young male participants.
- .. We ask that all priests check-in, upon their arrival, at the Priest registration desk.
- .. All priests attending the conference are asked to bring their own vestments, to concelebrate, and stoles, for hearing confessions. We ask that all priests also wear their clerics throughout the weekend so that they are easily identifiable as priests.

### **Seminarians and Deacons:**

All Seminarians and Deacons must register either as a volunteer or a chaperone to attend the conference. If they would like to serve in the Liturgical Services during the weekend, please notify the Partnership for Youth office prior to the conference.

### **Visiting Clergy:**

Priests, Deacons and Seminarians attending the Steubenville Youth Conferences from outside the Diocese of Winona (for Steubenville | Rochester), the Archdiocese of Milwaukee (for Steubenville | On The Lake) the Archdiocese of St. Paul and Minneapolis (for Steubenville | St.

Paul), must provide a Letter of Good Standing / Testimonial of Suitability by the June deadline. Please see our website or contact the Partnership for Youth office for more information.

### **Religious:**

All religious are invited to attend the Steubenville conference. They are a tangible witness to the youth of the joy that dedication to the Church through a vocation to Religious life can be.

- They may register as a chaperone with your group or as a volunteer.
- Religious may want to have an Exhibitor table in the conference Marketplace. Please see our website or contact the Partnership for Youth office for more details.

## **Required Documents**

### **Liability Form:**

A Teen or Adult Liability Medical Release form is required for each participant. Liability Forms can be printed after completing online registration. They MUST be signed by a parent (or self if 18 or older). No one will be allowed into the conference without a signed liability form. Group Leaders—please collect all forms and organize them in alphabetical order by last name. Group Leaders will turn in liability forms at check-in on Friday. Please make and keep a copy of your group's liability forms with you during the conference. Make photo copies before you arrive. You will turn in original forms at check in. These forms will be kept in the First Aid Office during the conference.

### **Verification Form:**

Prior to arrival at the conference, Group Leaders will sign a verification form. This form indicates that all adults attending the conference with your group are in compliance with your diocesan policies and the USCCB Charter for the Protection of Children and Young People. This includes having a completed background check.

## **Modesty Guidelines**

**Steubenville Youth conferences have very specific guidelines regarding modest dress. Please go over these with all participants, chaperones, and parents. These rules must be enforced by the adult leaders.** Also, keep in mind that some rules apply specifically to males while others are

directed toward females.

- “ Shorts, skirts, or dresses shorter than 5 inches above the knee while standing, or that are tight, drawing attention to the shape of the body, are not permitted.
- “ Shirts that reveal midriff or are low cut from the neck area are not permitted.
- “ Leggings, yoga pants and tights must be paired with a long, loose-fitting tunic or dress. Tight-fitting shirts, including conference t-shirts and other similar styles, are not permitted to be paired with leggings, yoga pants or tights.
- “ Rolling up of skirts or shorts at the leg or waistband is prohibited. Pants or shorts are also not allowed to sag to the point where they reveal one’s undergarments.
- “ During all Liturgies and prayers, out of respect, every male must remove any headwear. This includes all hats, visors, headbands, bandanas, etc.
- “ Clothing that may appear to have an anti-Christian message or with writings that include crude language, promotion of alcohol or drug use, or suggestive material of a crude or sexual nature, is prohibited.
- “ Shoes must be worn at all times.
- “ There will be no tolerance for cross dressing.
- “ “Free Hugs” signs and related signs will not be permitted.
- “ Any individual wishing to serve as an Extraordinary Minister of Holy Communion for any of the Liturgical celebrations is asked to wear long pants or a long skirt and an appropriate shirt.
- “ At such events where music is being played, many people often feel moved to dance. While we encourage this at the Steubenville Youth Conferences, we remind you that no moves that appear tasteless or vulgar will be permitted. We invite you to have a great time, but please keep it clean!

### **Guest Policy**

Anyone who is not registered for the conference as a teen participant, young adult, adult chaperone, group leader, priest, or volunteer WILL NOT be allowed into any areas of the Event Site at any time throughout the entire weekend. This includes Masses. Special requests for Guest attendance during ANY part of the conference must be pre-approved. Please contact the Partnership for Youth office.

### **Infants and Children Policy**

Although we strongly support Catholic family life, our staffing, facility constraints, and insurance regulations do not allow us to provide childcare. The focus of adult chaperones and the group leader needs to be on the youth participants. With the best care of the youth in mind, infants and children are not allowed at the conference.

## Policy Regarding Late Arrivals and Early Departures

All participants (teens and adults) must attend the entire conference; arriving and departing with your group. The conference theme builds from one session to the next and it is important for participants to be present for the whole weekend. NO late arrivals and/or early departures are allowed.

## Alcohol, Drugs, and Weapons

All Minnesota (for Steubenville | Rochester and Steubenville | St. Paul) and Wisconsin (for Steubenville | On The Lake) laws concerning alcohol, drugs and weapons will be strictly enforced. Possession and/or consumption of alcohol or drugs is prohibited at all Steubenville Youth Conferences. We have a zero tolerance policy, and youth or adults found consuming alcohol will be sent home.

- “ **Violation of Policy:** If a teen is found in possession of drugs, alcohol or weapons; or has consumed drugs or alcohol or is a danger to themselves or others, their parents will be called to come pick them up. Teens may not return to the conference. Teens will be kept with officers at the conference security office in order to keep them safe. Teens will be released only to parents or approved adults to be removed from the conference site. During the time the teen is with site security, parents will incur a \$30/hour charge.
- “ At the discretion of Partnership for Youth staff and/or site public safety personnel some offences may be reported to and handled by local law enforcement.

## Smoking

All Steubenville Youth Conference facilities are smoke-free. This includes the use of e-cigarettes. Outside of conference session times, smoking is permitted in designated areas. Please be aware that Minnesota and Wisconsin State law prohibits anyone under the age of 18 from purchasing tobacco products (including chewing tobacco).

## Seating Policy

All Partnership for Youth Steubenville Conferences have assigned seating. Seating assignments will be rotated for general sessions. Please notify the Partnership for Youth office of any special needs at least one month prior to the conference start date.

## Missing Teen Policy

It is our primary goal to keep all young people safe while attending a Partnership for Youth Steubenville Youth Conference. In the unlikely event of a teen being reported missing during the conference:

- .. PFY Safety/Security Coordinator is notified
- .. Gather details regarding when/where/by whom the youth was last seen
- .. Confirm teen's access to cell phone/internet/other communication
- .. Contact First Aid, Counselor, and Housing.
- .. After 30 minutes, notify venue safety/security staff
  - \* With venue staff determine when police are called
  - \* Once police have been notified, they will take over
- .. After 60 minutes, Group Leader will be required to notify parent/guardian
- .. Once teen is found, escort youth to Group Leader and request that parent/guardian be notified
- .. Depending on circumstances, teen may be sent home

## Miscellaneous Policies and Guidelines

### Up-Building Speech:

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

### Food:

Food is provided at the conference for the entire weekend. Food may not be brought into conference General Session areas.

### Prohibited Items:

- **Glow-sticks, laser pointers and flashing items** are not permitted.
- **Clothespins:** No passing out clothespins ('clipping') during the conference.

### Camera use:

VIDEO CAMERAS and FLASH PHOTOGRAPHY are not allowed during Liturgical services but are permitted during general sessions. This includes cell phones with cameras and video capabilities. Assigned media representatives will be the only individuals allowed to take pictures or videos during the Liturgy.