

# TAB 3: ADVISOR INFORMATION



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## **ADULT INVOLVEMENT**

Although Youth In Government State Conventions are conducted almost entirely by students, it is the preparation and coordination done by the YMCA staff, program coordinators, delegation directors, and adult volunteers that make the program possible for our youth. Below are the various roles that adults have in YIG.

### **MISSOURI YMCA YOUTH IN GOVERNMENT BOARD OF ADVISORS**

The Board of Advisors is the governing body of Youth In Government and operates with the interest of a state-wide constituency in mind. The Board of Advisors is responsible for managing the affairs of the program including approving major program changes, financial development, improving all YIG programs, providing strategic direction for the program, and more.

### **MISSOURI YMCA YOUTH IN GOVERNMENT PROGRAM COMMITTEE**

The Program Committee is a committee of the Board of Advisors. This committee includes all program coordinators, key YMCA staff, and other key adult advisors. These adults, working with student leaders, assist the State Office in the planning and execution of YIG programs each year.

### **YOUTH IN GOVERNMENT STATE OFFICE**

The Youth In Government State Director and Assistant State Director are employees of the Jefferson City Area YMCA and are responsible for instituting all programs and activities of Youth In Government. Other duties include fundraising, maintaining contact with delegations and YMCAs, developing new program opportunities, and serving as the staff person to the Board of Advisors.

### **DELEGATION DIRECTORS AND ADVISORS**

Delegation Directors and Advisors provide leadership to local delegations. These adults organize activities, teach participants the program components, accompany delegations to the State Convention, provide adult supervision, and meet the State Office's requirements that each delegation maintain a 1:10 adult to student ratio. At the State Convention, these adults are asked to assist in program areas, night duty at the hotel, and any other duties as assigned by the State Office.

### **PROGRAM AREA COORDINATORS**

Individual program planning and coordination is the responsibility of the State Office staff and is carried out with the aid of Program Area Coordinators. These volunteers lead the various program areas at the State Convention, making sure everything operates smoothly. Coordinators work year-round to help develop the program areas, recruit new volunteers, and ensure that students are provided with a quality experience at the State Convention.

## **COLLEGE LEADERSHIP TEAM**

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These advisors are usually YIG alumni who return during their college years to volunteer at the State Convention. These advisors are assigned to work with the Civic Leadership Institute, providing overall leadership, guidance, and support to this program. Under the direction of the Program Area Coordinator, these advisors will lead small group discussion, assist with bill writing, take responsibility for their group of assigned students, and more. Members of the College Leadership Team also assist with other duties at the State Convention, such as night duty or with the evening activities.

## **ADVISOR DUTIES**

The State Office requires each delegation to have at least one Delegation Director, as well as maintain an adult to student ratio of 1:10 for all YIG events. Delegation Directors and Advisors play important roles in the development of the program. Below are descriptions of each role.

### **ACCOUNTABILITY**

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All delegation directors and advisors are accountable.

- To the students – that they may realize all the benefits available through YIG.
- To the local YMCA and/or school administration – that the delegation will operate according to the highest standards, which will be a credit to the sponsoring organization.
- To the Missouri YMCA Youth In Government State Office – that all efforts will be made to realize the objectives of the program and to ensure its high quality.
- To the parents – that they may be assured of the well-being of their children.

### **ROLE OF DELEGATION DIRECTOR**

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Each delegation needs to have a Delegation Director, who will serve as the main point of contact between the delegation and the State Office. This adult will be considered the leader of the delegation.

All Delegation Directors are expected to fulfill the following duties.

1. Serve as the main point of contact for your delegation's students and advisors and the YIG State Office.
2. Recruit, organize, and guide your delegation in the specific steps of organization (i.e. election of officers, planning the agenda for meetings, etc.).
3. Be organized, attentive to detail, and have good follow through skills.
4. Establish the standards for student participation in your delegation and enforce these standards.
5. Attend or participate in annual advisor training session provided by the State Office for Delegation Directors.
6. Be familiar with all program areas of the YIG Model Government Program.
7. Assist students in their preparation for participation in a particular program area, such as bill writing, trying a case, writing a news article, etc.
8. Provide training and coaching for officers in their duties, provide training for the officers and delegation in the rules of parliamentary procedure, and provide leadership training opportunities for all delegation members.

9. Review the Student Participation Agreement with all delegation members. All advisors are required to sign and abide by the Adult Participation Agreement.
10. Ensure that student candidates meet all criteria for their respective positions and are prepared for the State Convention.
11. Keep the YMCA and/or high school administration informed about the delegation.
12. Communicate with parents/families about necessary information regarding the delegation and program
13. Take responsibility for all delegation financial matters.
  - a. Collect program fees from all students and forward these to the State Office.
  - b. Assist the delegation with the planning and execution of any fundraising projects.
14. Make travel arrangements for the State Convention. You may enlist the help of your local YMCA Staff for these arrangements.
15. Be certain all registration deadlines for applications and fees are met by the delegation.
16. Accompany your delegation to the State Convention. The required advisor to student ratio is 1:10.
  - a. Delegation Directors are accountable for the welfare and conduct of the delegates at all times during these events and must see that their students attend all sessions, participate fully, and follow the Student Participation Agreement.
  - b. You will be assigned to special tasks during the State Convention in Jefferson City. Each advisor will be assigned to a specific program area in which s/he will provide assistance or evaluation at the State Convention. Advisors should strive to help the participants derive the greatest benefit from their experiences through both counsel and example.
17. Serve as a positive role model to students and an effective representative of the program. Model the Core Values of the YMCA. Caring, Honesty, Respect, and Responsibility.
18. Remember that the purpose of YIG is to learn by doing. Respecting this purpose, it is up to the advisors to focus on preparing the students for the experience. However, once YIG events are underway, advisor intervention should be minimal.

## **ROLE OF DELEGATION ADVISOR**

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To maintain the required 1:10 adult to student ratio for all YIG events, some delegations will need to recruit additional advisors. These advisors can fill a variety of roles within the delegation, such as working with students in a particular program area, coordinating logistics for the delegation, and handling other delegation matters as determined by the Delegation Director.

All Delegation Advisors are expected to fulfill the following duties:

1. Be involved in the student recruitment process for delegation.
2. Attend local delegation meetings and assist in delegation preparation and training.
  - a. For example, one advisor may prepare legislative students while another works with judicial students on trial briefs
3. Provide adult supervision at delegation meetings, YIG events, and the State Convention
4. Provide safety and security at delegation meetings, YIG events, and State Convention
5. Serve as a program area advisor during the State Convention
6. Serve as a positive role model to students and an effective representative of the program. Model the Core Values of the YMCA: Caring, Honesty, Respect, and Responsibility.
7. Remember that the purpose of YIG is to learn by doing. Respecting this purpose, it is up to the advisors to focus on preparing the students for the experience. However, once YIG events are underway, advisor intervention should be minimal.

## **AT THE STATE CONVENTION**

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While all advisors realize their primary responsibility is to serve the needs of their own delegation, the success of YIG depends on the extra effort made by advisors to keep the program running smoothly. Once the students arrive for the State Convention, each advisor is expected to assist with one of the major program areas of YIG. This does not mean that advisors abandon their delegations, but merely that they share some of their time. These roles include evaluating students for awards, serving as timers for trials, proofreading a newspaper article, and many other tasks.

It is important to remain available yet avoid interference with the students' activities and decisions. Thus, advisors should not get involved with the students' activities, unless asked to do so by a participant. Then, after the question or problem is addressed, the advisor should return to the background and allow the students to continue. It must be remembered that the basic purpose of YIG is for the students to learn by running the government as they see fit, mistakes and all.

## **DRESS CODE**

### **CAPITOL DRESS**

Men must wear a suit, shirt and tie, or dress slacks, shirt, tie and a sports coat. Dress shoes and socks are required. No denim or leather clothing, letter sweaters or jackets, shorts, or hats may be worn.

Women must wear a suit, dress, or a blouse and blazer with a shirt or dress slacks. Dress shoes are required. No denim or leather clothing, letter sweaters or jackets, shorts, or hats may be worn. Skirts and dresses should have a hem no higher than 3" above the knee.

### **BUSINESS CASUAL**

Men must wear pants with a dress shirt, polo, or sweater. Dress shirts and polos must have a collar. Dress shoes and socks are required. No denim, tennis shoes, or flip-flops may be worn. Shirts must be tucked in. No cargo pants are allowed.

Women must wear pants or a skirt with a dress shirt, polo, or sweater. Skirts must be no shorter than 3" above the knee. All shirts and sweaters must have sleeves. No denim, tennis shoes, or flip-flops may be worn.

### **CASUAL**

Men and women are allowed to wear jeans, shorts, t-shirts, tennis shoes, flip-flops, and sweatshirts. Undergarments must be worn and may not be seen. Skirts must be no shorter than 3" above the knee.

### **INAPPROPRIATE CLOTHING**

Men and women are not allowed to wear any transparent or slightly see-through clothing, skirts shorter than 3" above the knee, clothing with inappropriate language or imagery, tube tops, and other inappropriate clothing. A safe rule is that if someone needs to ask if an outfit seems appropriate, chances are it is not appropriate.

### **NAMETAGS**

All participants must wear their Missouri YMCA Youth In Government nametags on the outside of their clothing at all times during Missouri YMCA Youth In Government functions, including at the hotel at any time. Nametags must not be altered in any way.

# ADULT PARTICIPATION AGREEMENT

I, \_\_\_\_\_, hereby agree to the following items.

*Print Name*

## CODE OF CONDUCT

1. I agree that as an advisor in Missouri YMCA Youth In Government (MOYIG), I am expected to conduct myself in a manner that reflects well upon myself, my delegation, and the YMCA as a whole. This Code of Conduct supersedes all previous Codes of Conduct. I will sign it and follow all of the contents of this Code of Conduct.
2. I agree that this Code of Conduct applies to all of my activities in MOYIG, including, but not limited to, the State Convention, Executive Branch Leadership Institute, Conference on National Affairs, all training events, meetings and all other activities relating to or conducted with regard to MOYIG.
3. I will attend all required meetings and events and be responsible for the rules set by my school, my delegation, and the MOYIG Board of Advisors.
4. I agree that at all MOYIG functions, as a advisor/chaperone, I will:
  - a. Show respect to myself, to other students and advisors, as well as visitors, tour groups and sponsors of MOYIG and will conduct myself in an appropriate and professional manner during all activities and functions.
  - b. Conduct myself in a responsible manner, regarding all housekeeping rules. In this regard, I will always leave all environments I am in contact with in a better condition than when I arrived. I will collect and dispose of all litter, papers and refuse that are created by me or other participants of MOYIG.
  - c. Not use or possess any weapons, tobacco products, alcoholic beverages, or illegal drugs or substances at any time.
  - d. Show respect to all facilities and materials owned by or loaned to MOYIG.

## DRESS CODE

5. I agree that, as an advisor, I will conform to the following dress code when attending MOYIG functions unless given specific instructions by the State Director that casual dress is approved.
6. I recognize that the dress code, which follows, is intended to convey a professional appearance and encourage a more professional attitude by me as a participant.
  - a. Men must wear a suit, shirt and tie, or dress slacks, shirt, tie and a sports coat. Dress shoes and socks are also required. No denim or leather clothing, letter sweaters or jackets, shorts, or hats may be worn.
  - b. Women must wear a suit, dress, or a blouse and blazer with a shirt or dress slacks. Dress shoes are also required. No denim or leather clothing, letter sweaters or jackets, shorts, or hats may be worn. Skirts and dresses should have a hem no higher than 3" above the knee.
  - c. All participants must wear MOYIG name tags on the outside of their clothing at all times during MOYIG functions, including at the hotel at any time. Name tags must not be altered in any way.

**ADULT-STUDENT INTERACTION**

- 7. I agree that, as an advisor, I will not be alone with a student or group of students in any room with the door closed, regardless of the sex of the student(s). I agree that if I am alone in a room with a student or group of students, I will leave the door completely open and unobstructed.

**PROPERTY**

- 8. I agree that I will be responsible for any damage or loss of property in my hotel room, whether it is my property, the property of the hotel, the property of another resident of my room or any other individual.
- 9. I further agree that I shall be solely responsible for the damage or loss of any property that I bring to any Youth In Government sponsored activity.
- 10. I agree that I will protect the same, or insure it adequately, so that if loss or damage does occur, that I may be adequately compensated.
- 11. I agree that I shall not hold responsible MOYIG, the Board of Advisors, the individual members of the Board of Advisors, the YMCA Staff, my school, the professionals from my school, nor any other individual for any loss or damage to any personal property which I may bring to any MOYIG sponsored activity. I understand that there may be an informal storage location provided by MOYIG, but that informal storage location may not be secured or monitored and that the property that I leave there may be subject to damage, theft, or other destruction. I further state that if I choose to use this storage location, neither the hotel nor MOYIG will be responsible for any damage or loss of those items. Each individual delegation shall be responsible to provide secured storage for students' property as they deem fit and appropriate.

**DISCIPLINE**

- 12. I agree that I shall be bound by any decision of the Disciplinary Committee and consent to any punishment which may be issued by the Disciplinary Committee, including being required to return home.
- 13. I waive any due process rights that I may have relating to MOYIG.
- 14. Further, I understand and agree that, as an advisor, the penalty for violating this Participation Agreement or any additional rules established by advisors, my local delegation, and/or the YIG Board of Advisors will result in consequences determined by the Executive Committee and the State Director. Any violation may result in my immediate dismissal from MOYIG and notification of my school district or YMCA. I am solely responsible for all expenses and arrangements relating to any disciplinary action taken regarding my behavior. I understand that my dismissal will result in the forfeiture of any fees paid on my behalf and my future participation in MOYIG.

**This contract of participation is an agreement that binds the advisor to the Code of Conduct contained in this agreement. By signing this agreement, I acknowledge all of the contents of this agreement and am bound hereby.**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
 Signature of Advisor Date

\_\_\_\_\_  
Please Print Name

I agree to allow my picture and/or video image to be used in YIG promotional materials. *(Please initial if you approve.*

## **PROGRAM AREA DUTIES**

This section contains information for advisors regarding their responsibilities by program area. Each delegation will not have students in all program areas, so as an advisor you may be able to focus on one or two areas. It is recommended for larger delegations that advisors be assigned to work with students in program areas. For examples, a delegation with 30 students may have on advisor work with legislative students, another with judicial students, and the final advisor work with the remaining programs.

The below information is a brief synopsis of advisor responsibilities in these program areas. One of the goals of YIG is to have students take responsibility for preparing themselves for the State Convention. Your primary responsibility is to serve as a guide for the students, provide the proper tools and resources for them to be successful. You should not be writing their bills or trial brief, answering questions in their Preparation Kits, or developing their platform. It is important for the students to take initiative on these assignments and fulfill the expectations set forth by the program and your delegation.

### **CIVIC LEADERSHIP INSTITUTE**

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The main role of an advisor is to assist the students in preparing their Preparation Kit, which is available on the YIG website. It is important to make sure that students spend adequate time on this. The Preparation Kit serves as the foundation of the discussion and bill writing at the State Convention for the Civic Leadership Institute.

Prior to arriving at the State Convention, it is recommended that advisors spend time with the students discussing proper behavior and etiquette at a program like YIG. For some, this may be their first trip away from home with their parents traveling with them. It is important to review proper dress code and the rules and guidelines of YIG.

Finally, all advisors traveling with 8<sup>th</sup> grade students will be assigned to work with the Civic Leadership Institute. Advisors serve as small group discussion leaders, committee advisors, evaluators during the judicial component, and many other roles. It is important for advisors to be flexible and willing to serve in whatever role is needed during the State Convention.

### **EXECUTIVE BRANCH**

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The role of an advisor in the Executive Branch Program depends primarily on whether or not you have a student in your delegation who will be serving in the program. For example, if the Secretary of State is from your delegation, you may work with them to prepare for the elections at the State Convention. Members of the Executive Branch Program work very closely with Program Coordinators that serve on the State Committee to prepare for the State Convention. An advisor should offer their support and

assistance to an Executive Officer as needed. These students are often the senior leaders in your delegation and you can utilize their leadership abilities to mentor new participants.

## **JUDICIAL**

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The delegation advisor serves an important role in assisting students in the Judicial Program. First, the advisor should assist the students as they read and review the Student Handbook and other supporting documents available on the YIG website. Second, the advisor can help the students recruit an adult attorney to work with the trial group. Third, the advisor should assist the students in securing trial information from the Judicial Program Coordinator. The pre-planned case is available on our website. Fourth, the advisor should set a delegation schedule that will allow both sides ample time to prepare their case. Finally, the advisor ensures that the trial briefs are filed by the stated deadline.

The adult attorney advisor should show the students how to use a law library and makes sure they have access to such a library. Second, the attorney advisor should provide guidance in the drafting of pleadings. Third, the attorney advisor should provide guidance in the preparation of witnesses, direct and cross-examination of witnesses, opening and closing statements to the court, pre-trial motions, and trial briefs.

## **LEGISLATIVE**

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During the fall, the advisor can assist the students greatly in the bill writing and debate preparation. Our website provides many resources to help students develop ideas for bills, write their bills, prepare for debate, and understand parliamentary procedure.

It is helpful if the advisor helps students research and write a bill in a timely manner by setting step-by-step deadlines and checking progress. You can also proofread drafts of bills so that students may have the opportunity to correct mistakes and submit their best work. Finally, read over final bills before students submit them to the State Office. Additionally, advisors should be aware that students will be dropped from YIG if they fail to meet deadlines. Problematic bills may be returned to be revised and resubmitted.

Once the work on the bills is done, the next step in the preparation process is compiling the ideas and selecting the words to support the legislation. Perhaps the best thing an advisor can do to help students prepare is give them the opportunity to practice their speeches, preferably before an audience of their peers. Such activity is likely to calm the nerves and promote better speaking, which in the end will enhance the legislators' chances of passing their bills.

Besides knowing the issues involved in their bills, student legislators need to understand certain procedures in order to be truly successful at the State Convention. First, students will need to become

familiar with the process of enacting laws in the state of Missouri, and the modifications the Legislative Program has to make in order to operate efficiently. Second, students should learn parliamentary procedure and the rules of the Missouri YMCA General Assembly, so that they know how to act while serving as legislators. All of this information can be found on the YIG website. Advisors may have to interpret and teach these concepts for students and it is recommended that students practice using these procedures prior to the State Convention.

The Bill Book is available on the YIG website a couple of weeks prior to the State Convention. A copy of the Bill Book is distributed to each student upon arrival at the State Convention. Advisors should encourage students to, at the very least, read all the bills assigned to their committee, as well as similar committees in the other chambers, prior to the State Convention. Further, students should be instructed to look for bills on which they may wish to speak on during session, so that they may prepare some of their ideas in advance.

## **NEWS MEDIA**

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News Media students participate in either the Print Press or Video News program areas. Students have varying requirements to prepare for the State Convention. Some students may be writing articles, while others are developing the layout for the newspaper or format for the news broadcasts.

Since the News Media covers all programs at the State Convention, it is important to include these students when preparing other students in your delegation for the State Convention. For example, use these students to serve as witnesses for your Judicial Trial Team, both at a practice trial and at the State Convention. You could encourage legislators to hold a mock press conference during a delegation meeting to answer questions from the media about their bills.

The Print Press and Video News programs are advised by adult Program Coordinators, but the student editors or directors are the primary leaders of the program. They will make decisions regarding student assignments and the direction of the newspaper or broadcasts. Print Press students in your delegation should be in regular communication with the student leaders prior to the State Convention to receive any assignments.

## **RISK MANAGEMENT POLICY**

The youth in Missouri YMCA Youth In Government are our most important asset; their safety and development is our greatest responsibility. It is the responsibility of the volunteers and staff of Missouri YMCA Youth In Government to make the safety of members and participants a matter of primary concern.

The objective of this risk management policy is to minimize probability of human injury and property damage. The Missouri YMCA Youth In Government Risk Management program will.

- Try to identify sources of risk to our participants, volunteers, employees, and property.
- Evaluate impact of losses in terms of frequency and severity.
- Make every effort to eliminate the cause of loss by and through the risk management program.
- Insure risks where appropriate.
- Annually review all insurance coverage.

It shall be the policy of Missouri YMCA Youth In Government to conduct all activities safely and in compliance with all local, state, federal, and YMCA standards. (The most stringent standard takes precedence.)

It will be the policy of Missouri YMCA Youth In Government to recruit to the Board and Committees persons who are committed to the purpose and mission of the YMCA.

Because of the purpose, mission, program, and activities of Missouri YMCA Youth In Government and the responsibilities of all employees in dealing with participants, an effort will be made to attract the highest quality personnel. An inquiry will be made of each applicant's employment history and character references. Employment will be contingent upon ability to meet the requirements of the position and acceptable pre-employment inquiries which may include State and local government sources. Any person convicted of a felony will not be employed by Missouri YMCA Youth In Government.

It will be the policy of Missouri YMCA Youth In Government to conduct all programs in compliance with local, state, and federal codes and/or regulations. This will include but not be limited to the following:

- Programs should be conducted in areas adequately lighted and free of obstructions.

- A walk-through inspection should be conducted of all facilities and equipment to be used by the participants.
- Areas used for housing and programs should be equipped with smoke detectors, fire extinguishers, and fire alarm systems which are operable.

It is the policy of Missouri YMCA Youth In Government to conduct all programs so as to achieve the purpose and mission of the Association and to assist participants to develop to their fullest potential. Programs will be conducted in compliance with the YMCA of the USA standards, as established. This includes but is not limited to the following:

- Careful selection, training, certification, and supervision of personnel.
- Personnel on duty at activities who are trained to respond to emergencies (i.e. CPR, First Aid, etc.)
- Staff who are familiar with the facilities and equipment before they are used.

The Governing Board shall appoint a person to be responsible for management and to develop and implement a Risk Management Program to achieve the objectives of this policy.

It will be the responsibility of the Risk Manager to oversee the risk management and insurance program in accordance with this policy statement. The State Committee will annually review insurance coverage and monitor the risk management activities.

# EMERGENCY PROCEDURES

## Handling Emergencies

No two emergencies are the same. While the various steps and suggested actions outlined represent sound procedure, your own good judgment should be the final authority until you are able to contact a supervisor.

## Vehicle Emergencies

1. Stop the vehicle, immediately pulling over to the right side of the road if possible.
2. Turn OFF the ignition switch and turn ON the emergency lights.
3. Check for fire. Place flares or reflectors.
4. Keep passengers in the vehicle if it is the safest place.
5. Determine if anyone is injured.
6. Render first aid if necessary.
7. Call the police/ambulance if necessary.
8. Do NOT attempt to move the vehicle to take someone to the hospital.
9. Never leave passengers unattended. You must stay with the group while the injured person is taken in an ambulance. Be sure to send medical authorization and emergency contact information with the injured.
10. Stay with the vehicle at all times until the police arrive.
11. Notify the Missouri YMCA Youth In Government State Office as soon as practical.
12. Be accurate and factual in statements to the police. Do not admit fault or accuse the other driver of fault.
13. In the event of serious accidents, refer all news media to the Missouri YMCA Youth In Government State Office or other appropriate entity, such as school or local YMCA.
14. If the police do not respond to the accident, try to secure the following information:
  - a. Names and addresses of those involved and any witnesses.
  - b. License numbers of all other vehicles involved.
  - c. Insurance companies of all other persons involved.
  - d. Be prepared to furnish the above information to the other persons involved.

### **Swimming Pool Emergencies**

1. In the event of a serious swimming pool accident, have the pool area cleared at once.
2. Request emergency medical assistance by calling 911.
3. If resuscitation is needed, initiate and continue resuscitation until a rescue unit arrives and takes over.
4. If breathing is restored, keep person warm and comfortable. Treat for shock.

### **Fire Emergencies**

1. Review the written escape plans posted throughout the building.
2. Emergency Procedures:
  - a. Call Hotel Desk / Fire Department.
  - b. Evacuate the building per the escape plan.
  - c. Contact the YMCA supervisor.
  - d. The first priority is the safety of all persons.
  - e. As soon as the immediate situation is under control, call the Youth In Government State Office to report the incident.

### **Other Building Emergencies**

1. Clear the building area involved immediately and checks for injured people.
2. Provide first aid and, if necessary, call 911 for medical assistance.

### **Severe Weather (Thunderstorms, Tornados, etc.)**

1. Monitor weather conditions by radio.
2. If outside, seek shelter in a building or low-lying area.
3. If inside, seek lower level of facility. Go to center of lower level – basement, interior hallway, closet, or bathroom, away from windows.

### **Personal Injuries**

1. Staff should be deployed to control the situation.
2. First aid should be given immediately by a certified person. In most cases, the injured should not be moved.
3. If more than first aid is necessary, the injured person should be taken to the nearest hospital by ambulance if seriously injured or by car if s/he can be moved. If there is any doubt as to the extent of the injury, call an ambulance.

4. In the event that the parent or guardian cannot be reached, the person having emergency authorization for instruction of treatment should take the authorization to the hospital with the injured person or send the form with the paramedics.
5. Notify your YMCA supervisor.
6. When the immediate emergency has passed, collect the names and addresses of witnesses, both staff and other participants, and prepare a written statement with all the facts as you know them and fill out necessary forms.

### **Serious Illness**

1. In the event of sudden and serious illness, isolate the person involved and try to determine the nature of the illness.
2. Call for emergency medical assistance, if warranted.
3. In the case of heart attack, or other illness requiring resuscitation, continue resuscitation until the appropriate medical technicians arrive and take over.
4. Keep the person warm and comfortable.
5. If the illness proves to be contagious, ask the doctor about symptoms and means of protection for others who have been exposed. Instruct all parents accordingly by having the Missouri YMCA Youth In Government State Office prepare a carefully worded message.
6. When the immediate emergency has passed or you are relieved, write a statement with all the facts as you know them and fill out necessary forms.

### **Missing Persons**

1. Never leave the other program participants unattended.
2. Determine by a quick search that the person is really missing.
3. When reasonably sure person is missing, arrange for a search to continue while taking the steps listed below.
4. You should notify the school advisor and the Missouri YMCA Youth In Government State Office who will notify the nearest appropriate authority (e.g. Police, Sheriff's Department, State Police, Fire Department, and/or Rescue Team).
5. Have all the details and be prepared to give the authorities as much of the following information as possible.
  - a. Your location and contact phone number.
  - b. Name, address, and age of the person involved.
  - c. Name of parents or next of kin and telephone number.

- d. Names and addresses of leaders.
  - e. Background information on the event.
  - f. Complete details of how the person disappeared, including their known movements and actions while still with the group.
6. When proper notifications have been accomplished, return and cooperate with the authorities.
  7. When the immediate emergency has passed or you are relieved, write a statement with all the facts as you know them and fill out the necessary forms.

### **Insurance Questions**

Interpretation of insurance is very complicated. Therefore, if you are asked about insurance coverage, you are to refer those questions to the Missouri YMCA Youth In Government State Office.

### **General Information**

The Jefferson City Area YMCA carries comprehensive liability insurance for protection against loss from liability imposed by law on behalf of Missouri YMCA Youth In Government. Claims for damages will be settled entirely by the insurance company. Volunteers or employees should not make statements concerning liability either on the part of the YMCA or the insurance company.

In answer to any questions regarding who shall pay, the injured party should be informed that you do not know but will report the accident immediately to the Missouri YMCA Youth In Government State Office for attention.

### **Working with the Media**

When an accident or emergency occurs, the Missouri YMCA Youth In Government State Director will handle the initial contact with the media. The following procedures are to be used.

- Do not make any statements regarding the incident.
- Simply say: "Our policy in this situation is to refer all inquiries to the Missouri YMCA Youth In Government State Office."

# **DISCIPLINE PLAN**

## **COMMITTEE STRUCTURE**

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At the State Convention, a Disciplinary Committee will be established consisting of the State Director (non-voting), Program Committee Chairperson, three adult advisors and three students. The Chairperson only votes in case of a tie and all decisions are only recommendations to the State Director who makes the final disciplinary action decisions.

## **COMMITTEE ACTIONS**

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When a disciplinary incident occurs, the following steps will be followed.

1. The Program Committee Chairperson and State Director will speak to the offending student(s) and their delegation advisor seeking all details and any pertinent information on the incident and call all parent(s), if necessary.
2. The student(s) should be shown the Student Participation Agreement they signed, the published consequences they could receive, and the disciplinary procedures.
3. If it is felt further investigation is warranted, the Program Committee Chairperson will call together the members of the Disciplinary Committee and notify the offending student(s), their advisor(s), and any witnesses of the time and location of the meeting.

The Disciplinary Committee will use the following agenda for its meetings:

1. The Chairperson informs the committee of the details of the incident.
2. The Chairperson directs the questioning of the witnesses and the offending student(s), with the committee members asking for clarification or interjecting their own questions.
3. Witnesses are called into the committee session one at a time for their own statements.
4. Offending student(s) and their advisor(s) are called in for statements.
5. In the event that an advisor giving a statement is also a member of the Disciplinary Committee, s/he will not be allowed to participate in the session except to give a statement. No substitutes will take the advisor's place on the committee.
6. The committee discusses its options and thoughts, voting on a recommendation.

The State Director makes his decision and, along with the Chairperson, meets with the offending student(s) and advisor(s), and calls the parents to inform them of the decision, if necessary.