

MISSOURI YMCA YOUTH AND GOVERNMENT

2017 CODE OF CONDUCT

The purpose of the Code of Conduct is to identify behaviors that protect participants and the welfare of the program for future generations. Everyone is expected to behave in mature and responsible ways and to respect the rights and dignity of others. Participants, advisors, volunteers, and staff of Missouri YMCA Youth and Government (MOYAG) programs agree to uphold the following Code of Conduct.

PERSONAL CONDUCT

1. Each person will conduct themselves in an orderly and responsible manner in transit to and from, and during all functions, with the knowledge that personal behavior reflects upon the quality of the program, the YMCA, one's delegation, one's school and one's self.
2. Participation in all elements of the program will be maintained on an intellectual and productive level. Each participant will attend all scheduled program functions, activities, meetings and training sessions.
3. The use or possession of electronic devices is limited during program activities.
 - a. Devices must be turned to "silent" or "vibrate" during program activities and official functions.
 - b. Personal computing devices may be used in program area functions, for business purposes, at the discretion of the Youth Officers, Program Coordinators, and the MOYAG State Office.
 - c. Electronic devices may not be used for entertainment purposes during program functions.
 - d. Limited use of social media for program functions is permitted, unless overused or abused.
 - e. Use of anonymous social networking apps is highly discouraged. Posting derogatory comments on these platforms is not within YMCA values and is not acceptable.
4. Harassment or intimidation by words, gestures, body language, use of social media or other behaviors will not be tolerated. This includes angry or vulgar language, physical contact with another person in an angry or threatening way and posting social media content or any other conduct of a hurtful, threatening, or offensive nature.
5. Sexual activity, sexual conduct, sexual misconduct, or sexually explicit dancing is not acceptable and will not be tolerated.
6. Participants are expected to conform to all regulations on the honor system. Those who are present when a violation occurs and who do not intervene or report the situation may be considered a participant in the violation and may be disciplined accordingly.
7. Participants are encouraged to be responsible for their personal comfort and safety and to respectfully ask any person whose behavior threatens their comfort, to refrain. If a participant feels uncomfortable in confronting the person directly, they should report the behavior to any advisor or the MOYAG State Office.

SAFETY

8. Participants and advisors are not allowed in each other's hotel sleeping rooms at any time, for any reason. The only people permitted in a sleeping room are those officially registered to that room (with the exception of advisors conducting room checks).
9. Hotel sleeping room switches will only be permitted with the approval of the delegation advisor and the MOYAG State Office.
10. Participants will observe quiet hours and remain in their assigned hotel sleeping room by the curfew listed in the official program schedule. Curfew will remain in effect until 6:00 AM the following morning.
11. Participants must have written permission from a delegation advisor and an adult program coordinator to be out of their hotel sleeping room past curfew.
12. The use, possession, or concealment of certain materials is forbidden. These materials include, but are not limited to:
 - a. Flame producing devices – lighters, matches, incense, candles, etc.
 - b. Tobacco products and alcoholic beverages
 - c. Illegal drugs or chemicals – including but not limited to misuse or sharing of prescriptions or over-the-counter drugs
 - d. Weapons or objects that may be used as weapons
13. To ensure the safety of all participants, MOYAG reserves the right to conduct searches of baggage, rooms, and persons to include the use of breathalyzers in accordance with its policies. In addition, local law enforcement agencies may be contacted if appropriate.
14. No participant will leave a program function without the approval of the delegation advisor and the MOYAG State Office. Should a participant need to leave for a parent/guardian-approved function outside of MOYAG, the participant must provide proper authorization to their delegation advisor and be picked up/returned as designated by the parent or guardian.
15. Alumni, parents, and official observers to any program function are restricted to public meeting spaces, lobbies and visitor's galleries unless approved by the MOYAG State Office. They must check in at the State Office to receive credentials.
16. Alumni, parents, friends, etc., are not permitted in the hotel facility during evening activities unless approved by the MOYAG State Office and are not permitted in sleeping rooms at any time. Participants will not invite or receive visitors.

FEE PAYMENT

17. I understand that all of my fees are non-refundable once delivered to my advisor or State Office for payment.

FACILITIES

18. Candy, gum, food, and beverages (including water) are prohibited in all meeting rooms and facilities at the Capitol at all times. Water and water bottles are only permitted in hallways or public areas of the Capitol.
19. Theft or behavior that results in the destruction of property will not be tolerated. Each person is legally and financially responsible for any removal, defacing or damage to public or private property. This includes but is not limited to the property of fellow participants, advisors and staff, organizations, businesses, hotel and conference facilities, and the State of Missouri.
20. Property or materials in any facility must not be removed or tampered with in any manner.
21. The hotel pool and fitness center may not be used during MOYAG events.
22. All individual, group, or delegation meetings must take place in the lobby or meeting rooms of the hotel. No sessions or meetings of any kind may take place in the sleeping rooms of the lodging facility, nor in any hallway of the sleeping room levels of the lodging facility.

DRESS CODE

23. Nametags will be worn at all times when outside assigned hotel sleeping rooms. Nametags will be worn visibly on the front of the upper torso. Nametag switching/sharing is prohibited. Nametags are not to be defaced, decorated, or altered in any way.
24. Other assigned identifiers, such as seat numbers and name placards, shall not be switched with another student, nor altered or copied.
25. Participants and advisors will adhere to dress code expectations at all times and are expected to bring appropriate attire to events. Those not in appropriate dress will be asked to change clothes. Not having any other clothes is not an acceptable reason for not being compliant to dress code expectations – delegates and advisors dressing inappropriately may be asked to borrow appropriate clothing.
26. The dress code, which follows, is intended to convey a professional appearance and encourage a more professional attitude by participants and advisors.
 - a. 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 skirt 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.
 - b. 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.
 - c. 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.
 - d. 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.

TRANSPORTATION

27. MOYAG shall not be responsible for transportation or for any determination regarding transportation from any location within the State of Missouri, or elsewhere, and shall make no determination or recommendation as to the method of transportation from any local school, YMCA or other departure location. MOYAG shall leave the determination with regard to appropriate transportation to the local school, YMCA, or parent.

MEDIA RELEASE

28. I give consent to be photographed, videotaped, or to appear in newspaper articles or other news media which may be featuring MOYAG programs.

DISCIPLINE

29. This Code will be in effect at all MOYAG events. It will be enforced by all advisors, with discretion to the State Office. Participation in MOYAG programs indicates personal acceptance of this Code of Conduct. Failure to follow the Code of Conduct may result in one or more of the following disciplinary actions (but not limited exclusively to them):
 - a. The loss of privileges or position
 - b. Parents of the participant notified
 - c. Removal from the program/sent home at participant/parent expense - without refund of fees
 - d. School officials notified
 - e. Summoning of security and/or police

Both students and parents must sign the Student Participation Agreement Signature Page in order to participate in MOYAG.