



# YMCA of Greater Indianapolis

## YMCA YOUTH & GOVERNMENT

### ADULT CODE OF CONDUCT

The purpose of the Indiana YMCA Youth & Government program is to ensure that leadership, democracy, and the YMCA core values of Honesty, Caring, Respect and Responsibility will be learned by each generation. Participants in this program are especially privileged because they are allowed to use the historic legislative chambers and offices in the State Capitol Building and the Supreme Court Chambers.

A high level of positive conduct is expected of all participants that requires self-control, individual decision-making, responsibility, and adherence to a code that is appropriate for each conference experience. The Code of Conduct shall be observed by both youth and adults. All advisors and staff are expected to enforce, and be supportive in, the enforcement of the Code. Each participant shall be subject to the authority of all advisors and staff in the enforcement of the Code of Conduct.

With this in mind, the following Code of Conduct has been established for the Indiana YMCA Youth & Government Program.

#### **BASIC PHILOSOPHY OF RESPONSIBLE CONDUCT**

Essential to the Indiana YMCA Youth & Government program is the concern of each participant for the rights of every individual. Being responsible for one's own behavior at all times is a necessary part of self-government. It is essential for this concept of personal conduct that all delegates, advisors, and staff act responsibly to ensure that their own conduct and attitude is beneficial not only to themselves and their fellow delegates, but also to ensure the continuation of the Program. Each participant is accountable for preserving the reputation and high standard of his/her YMCA delegation and the Indiana YMCA Youth & Government Program. By choosing to participate in this program, it is expected that each individual (staff, advisors and delegates) has read, understands, and agrees to follow the Code of Conduct while attending any conference sponsored by the Indiana YMCA Youth & Government office. If desired, each local YMCA may outline additional (more stringent) rules of conduct for their delegation in conformance with this Code of Conduct. These additional rules and the Indiana YMCA Youth & Government Code of Conduct are binding. Delegation advisors shall be responsible for enforcing local YMCA rules.

All facilities placed at the disposal of Youth & Government are to be given the greatest care and attention. It is a PRIVILEGE to use them; treat them with respect.

#### **GENERAL RULES**

**Proximity Rule:** Those who decide to be present when a violation occurs shall, by their own choice, be considered a participant in the violation. In this program there are no "innocent bystanders".

Infractions of the following rules shall result in expulsion from Indiana YMCA Youth & Government functions and conferences. In addition local law enforcement agencies may be contacted and the delegate/advisor/staff member turned over to them as appropriate:

- A. Acts of vandalism, destruction of property, or misuse of a facility are prohibited. They are crimes and will be treated as such.
- B. Possession and/or consumption of alcoholic beverages and/or illegal drugs is strictly prohibited.
- C. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly prohibited.
- D. Theft and/or shoplifting are crimes and will be treated as such.
- E. Activities which endanger the health and safety of yourself or others are prohibited.
- F. Smoking and/or the use of any tobacco products is prohibited.

Infractions of the remaining rules shall result in disciplinary action that may include expulsion from Indiana YMCA Youth & Government functions and conferences:

- G. Inappropriate and uninvited physical contact between any Youth & Government participants, staff members, or guests are not allowed. Intimate sexual behavior is inappropriate and not allowed.
- H. Laws of the State, County, and City governments must be observed.
- I. Specific rules as set by the individual facilities i.e., YMCA, State Capitol, Hotels, must be observed.
- J. In order to be considered an active participant in this program, you must be present and punctual at all meetings where your involvement is required.
- K. Participants shall observe all curfews and be in their assigned sleeping rooms at the established curfew times.
- L. No delegate shall be present in the hotel room with a member of the opposite sex at any time with the exception of delegation meetings or official Youth and Government business. In the case of the exceptions, an adult advisor must be present in the room.
- M. The Indiana YMCA Youth & Government program does not permit delegates to drive vehicles to, from, or during any conference sponsored by the statewide office. Advisors or delegates seeking to drive during a conference shall obtain clearance through the Youth & Government office.

**DRESS RULES FOR OFFICIALLY SCHEDULED SESSIONS**

<p><b>Men</b></p> <ul style="list-style-type: none"> <li>• Suit</li> <li>• Sports Coat</li> <li>• Dress Shirt with Vest or Cardigan</li> <li>• Dress Pants</li> <li>• Tie</li> <li>• Dress Shoes</li> </ul> <p>Guidelines:</p> <ul style="list-style-type: none"> <li>• No hats may be worn</li> <li>• Shirts must be tucked</li> <li>• Pants must be at waist.</li> <li>• No sandals/flip flops</li> </ul>	<p><b>Women</b></p> <ul style="list-style-type: none"> <li>• Suit</li> <li>• Dress</li> <li>• Skirt</li> <li>• Blouse or Dress Shirt</li> </ul> <p>Guidelines:</p> <ul style="list-style-type: none"> <li>• Dresses/Skirts may be no more than 3 inches above the knee</li> <li>• No sleeveless/spaghetti straps or bare midriffs</li> <li>• No sandals/flip flops</li> <li>• No heels that are so high that they cause difficulty walking/standing</li> <li>• Professional looking makeup</li> </ul>
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## **DISCIPLINARY ACTIONS**

The Code of Conduct is binding on all delegates, advisors, and staff. The intent is to hold each participant accountable for his/her own actions. In addition, each YMCA and its advisors shall be held accountable for all actions and conduct of their delegation..

The State Director has the authority to interpret the code of conduct and administer any disciplinary action deemed necessary.

The State Director has the authority to delegate his disciplinary powers to any staff person deemed appropriate.

All expenses and arrangements related to any disciplinary action are the sole responsibility of the local YMCA, the delegation and the advisor who shall be reimbursed by the parent or guardian. YMCAs must be prepared to assume any and all financial obligations immediately.

## **ADULT CODE OF CONDUCT**

- ✓ I agree to abide by the Code of Conduct, as well as this Code of Conduct for Adults and be willing to enforce them at all times when attending any Indiana YMCA Youth and Government function.
- ✓ I agree to be available for my delegation's Regional Training Session and Friday-Sunday of the Model Assembly Session. I agree to be present in assigned program areas at all designated times.
- ✓ I agree to report all violations of the Code of Conduct immediately to YG Staff or Hotel Directors.
- ✓ I agree to not abuse students in any way, including (but not limited to) the points below. I understand that no type of abuse will be tolerated and may be cause for immediate dismissal.
  - physical abuse – striking, spanking, shaking, slapping, etc.
  - verbal abuse – humiliating, degrading, threatening, etc.
  - sexual abuse – touching or speaking inappropriately
  - mental abuse – shaming, withholding kindness, being cruel, etc.
  - neglect – withholding food, water or basic care
- ✓ I agree to have another adult present whenever I patrol the hallways before and after curfew hours; need to talk with a student in a private setting; or accompany a single student to a medical facility or hospital.
- ✓ I further agree to not be alone with students I meet in YMCA programs outside the YMCA functions. This includes babysitting, sleepovers or inviting students to my home. Any exceptions will require a written explanation before the fact and is subject to prior approval by the Youth and Government State Director.
- ✓ I agree not to drive students in any vehicle unless I have been cleared by YMCA Human Resources to drive. I agree to have at least two students present if I am transporting students to a Indiana YMCA Youth and Government Program function or activity when there is no other adult traveling with me.
- ✓ I agree to adhere to appropriate communication with students before, during and after program functions. This includes use of written, verbal or any digital communication.

- ✓ I agree to read all bulletins, mailings and e-mail from the Youth and Government State Director and attend all training sessions and meetings designed for adult advisors.
- ✓ I agree not to share sleeping accommodations with students during any function or activity.
- ✓ I agree to maintain proper adult decorum at all times and act in a caring, honest, respectful and responsible manner – consistent with the mission of the YMCA.

I have reviewed the Code of Conduct and understand expectations for my conduct while participating in the YMCA Youth & Government Program. If I am found to be in violation of any provision of the code, I understand that my affiliation with Indiana YMCA Youth and Government may be terminated by the State Director and that the authorizing entity for my delegation may be contacted.

**By signing this document, I acknowledge and understand all expectations for conduct while participating in the YMCA Youth & Government Program.**

Signature of Staff/Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

THIS FORM SHOULD BE RETURNED TO YOUR DELEGATION ADVISOR