



DIOCESE *of* LACROSSE
OFFICE OF YOUTH AND YOUNG ADULT MINISTRY

Policies for All Diocesan and Parish Youth and Young Adult Ministry Events

Updated June 14, 2017

Dress Code

- Participants should bring clothes appropriate for the season.
- There are some events, such as the Immersion Retreat, where t-shirts will be handed out. If an event is slated to include t-shirts, group leaders (youth minister, DRE, CRE, Priest) will be notified in advance and asked to get the sizes of his/her participants. If the Office of Youth and Young Adult Ministries does not receive the request for sizes by the stated due date, those participants may not receive a shirt in their size, or at all.
- Shirts must completely cover the shoulders and midriff.
- Pants must be hole/rip free above the knee. Pants also must not fall below the waist (i.e. revealing boxers or any other undergarments).
- Shorts and skirts must fall no higher than three inches above the knee when standing.
- Pants/shorts/skirts must not have any wording on the seat of the pants/shorts/skirt.
- Shirts must not have any writing or pictures that are offensive, promote offensive behavior (i.e. drinking, drugs, swearing, lude behavior, etc.)
- Shirts must also not be too low cut from the neck area.
- No clothing should be too tight, drawing attention to the shape of the body.
- At events where Mass will be part of the schedule (most events), every effort must be made to wear clothes that are more appropriate for Mass.
- During liturgies and prayers, all participants, youth and adult, must remove any headwear. This includes all hats, visors, bandanas, etc. This is done out of respect.
- Regarding swimsuits:
 - Males must wear swim trunks that fall no higher than three inches above the knee when standing.
 - Females must wear a one-piece bathing suit; the only exception is a “tankini” (a two-piece swimsuit that covers the midriff).

What Not To Bring

- MP3 Players/iPods, gaming devices, and other antisocial devices.
- Cell phones must be turned off during the event. Use of cell phone should only be used when absolutely necessary during breaks.
- Absolutely no texting during the event.
- Anything illegal such as cigarettes, alcohol, narcotics/drugs, explosives, weapons, etc.
- Prescription and over the counter medications must be listed on the medical release form and kept with the chaperone or group leader.

Chaperone Expectations

It is imperative that all adults (this includes anyone that is out of high school acting as a “junior chaperone” and older) follow **ALL** policies, because their example will be followed by the young people. Group Leaders are responsible for communicating the policies and rules to their chaperones.

A Chaperone is anyone who is age 21 or older. Anyone age 19-20 are considered to be junior chaperones and must have a chaperone (age 21 or older) as their supervisor. Also, no one under age 25 may drive minors.

- Under **NO** Circumstances shall an adult (this includes anyone that is out of high school acting as a “junior chaperone” and older) **EVER** be alone with any number of minors at **ANY** time. **This includes transporting minors.**
- There must always be a minimum of two chaperones present. If there is a situation where a young person needs to speak privately with an adult (this includes anyone that is out of high school acting as a “junior chaperone” and older) this conversation must be held in a public space that is not enclosed, such as a hallway.
- Group Leaders (***Note: Group Leaders are defined as those that are the parish contact person for the event.**) must ensure that they have adequate number of chaperones for their group. The minimum ratio is 1 (one) Chaperone for every 7 (seven) minors. Also, if the Group Leader is bringing members of each gender, he/she must also bring chaperones that represent each gender.
- Adults (this includes anyone that is out of high school acting as a “junior chaperone” and older) must have completed all Safe Environment training and paperwork prior to the event.
- Adults (this includes anyone that is out of high school acting as a “junior chaperone” and older) must have submitted to the Diocese of La Crosse Safe Environment Program a Basic Criminal Background Check Form and be approved within the past 3 (three) years. It is not acceptable to turn in the Basic Criminal Background Check form the week of the event, as it typically takes one week to receive the results.
- The actions and attitudes of the adults (this includes anyone that is out of high school acting as a “junior chaperone” and older) will affect the actions and attitudes of the young people. Therefore, all adults are expected to participate in and have a good attitude in and about all aspects of the event.
- Adults (this includes anyone that is out of high school acting as a “Junior Chaperone” and older) who are chaperoning should be in good standing with the Catholic Church. If they are not, please notify the Office of Youth and Young Adult Ministry prior to the event. This policy is not to exclude anyone, but to ensure that questions and conversations from the young people regarding the Catholic Church and teachings are answered appropriately.
- Chaperones are expected to enforce the policies and rules with all young people, not just those in their group.
- Group Leaders must ensure that chaperones and the Office of Youth and Young Adult Ministry Staff are aware, as necessary, of any **SPECIAL NEEDS** of the youth in his/her group.
 - This includes health problems, family problems, psychological problems, and anything else that may help to minister more effectively.
 - Review the section of your participants’ Medical Release Forms that relate to Special Needs (Medical History and Medical Treatment Sections). Know what to do in the event of a medical situation. There are times where this requires a phone call to the parent/guardian of the participant, prior to the event, to get proper information about the “Special Need.”

Youth Expectations

- Under **NO** circumstance should males be in female sleeping quarters, and females be in male sleeping quarters.
- While we realize that there may be a situation where a young man and a young woman are dating, there should be **NO** public displays of affection. It is most important that they both spend the time at the event focused on their relationship with Christ, and with their fellow participants, not each other. This is to promote healthy relationships shared in the context of everyone.
- The actions and attitudes of the young people will affect the actions and attitudes of their fellow participants. Therefore, all participants are expected to participate in and have a good attitude in and about all aspects of the event.
- At such events where music is being played, many people often feel moved to dance. While we definitely encourage this, we feel it is necessary to remind you that no moves that appear tasteless and vulgar will be permitted.
- Participants are expected to use positive and up-building speech during events. Cursing, swearing, and other forms of foul and abusive language will not be permitted.
- All participants, youth and adults, must follow all rules set for the event.

Consequences For Not Following Policies and Rules

- **Adults (this includes anyone that is out of high school acting as a “Junior Chaperone” and older)**
If an adult is found to be deliberately breaking rules and/or not following policies, he/she will be asked to leave the event immediately and may not be able to participate in Diocesan and Parish Youth Ministry Events for a minimum of one year, or longer, depending on the severity of the infraction.
- **Young People (Minors)**
If a young person is found to be deliberately breaking rules and/or not following policies, he/she will be asked to leave the event immediately, and may not be able to participate in Diocesan and Parish Youth Ministry events for a minimum of one year, or longer, depending on the severity of the infraction. A phone call will be placed by the Group Leader immediately to the parent/guardian to inform them of the situation, and to discuss arrangements to pick up their child. All transportation arrangements and expenses will be the responsibility of the parents/guardian of said young person.
- The severity of the consequences, for youth and adults, will be reviewed by the Director of the Office of Youth and Young Adult Ministry, and other appropriate staff. Consequences will be reported back to the appropriate parish staff person (Group Leader, Youth Minister, DRE, CRE, Priest, etc.).

Forms to be completed and turned into the Office of Youth and Young Adult Ministry

- **Adults (this includes anyone that is out of high school acting as a “Junior Chaperone” and older)**
 - Diocesan Medical Release/Field Trip Waiver Form
 - Field Trip Driver Form (Only if the adult will be driving minors other than their own family members.)
 - Basic Criminal Background Check Form
- **Minors (this includes anyone age 18 and is still in high school, and younger.)**
 - Diocesan Medical Release Form